FactorSoft™

• Release v4.7

Sales Authorization User Guide

Limitations on Maintenance Services

The FactorSoft™ application is intended for use in accordance with the standards and processes described within this documentation. Efforts to investigate and/or repair FactorSoft™ application or data integrity issues caused by activities or integrations outside of the intended use of the FactorSoft™ platform will be subject to the then-current Jack Henry Professional Services billable hourly rate.

Standard Maintenance Services (Technical Support) does not include the following:

> Investigation and Remediation of errors and data integrity issues caused, contributed to, or by any of the following:

- a software program that was not originally provided by Jack Henry
  - third-party automation, BOT/Screen Scraping technology, custom importers, or any other integration with FactorSoft™ that was not created by or in conjunction with Jack Henry.
- any modification not provided by Jack Henry to the software or standard database schema
  - the addition of custom database elements including triggers, stored procedures, tables, and columns
  - the alteration of standard FactorSoft™ triggers, tables, columns, stored procedures and indexes
  - the execution of T-SQL scripts resulting in changes to the data stored within the FactorSoft™ database
- equipment, software, networks or any other infrastructure in the customer's environment that does not meet the minimum requirements described within the then-current FactorSoft™ product documentation

Please note that if you are exploring possibilities with third-party software providers or considering altering the FactorSoft database in any way, it is strongly recommended that you discuss your plans with the FactorSoft™ support team before making any commitments or changes. As your software partner, we may be able to help solve your business problem in a way that does not introduce risk, data corruption, or system instability.

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Sales Authorizations

Customer/debtors are assigned a Maximum Invoice Amount in the Debtor Information screen of FactorSoft. This is effectively the sales limit established by your credit department at the time the customer is entered into the system. There are occasions when a customer's client may request a onetime increase to submit an invoice for purchase that exceeds the assigned sales limit. In base FactorSoft, this can only be accomplished by raising the customers Maximum Invoice Amount.

Sales Authorization from Jack Henry™ is a dedicated software solution for sales limit increase management and authorization. It provides a rules-based pre-authorization and queuing solution for manually entered call-in requests or requests imported from ClientWeb by your customer. This allows pre-approved requests to complete the sales limit increase without stopping the purchases, while your credit department works pending, queued requests to manually approve or deny the requested sales limit increase.

Sales Authorization also provides archiving of sales limit requests and the subsequent approval decisions by user, as well as sales authorization queue and activity reporting.

About this Guide

The Sales Authorization Add-on Guide is presented in four major sections:

- How it Works – Describes the rules-based concept of the module.
- Setting Up Sales Authorization – describes the activation and set up steps for the module.
- The Sales Authorization module – provides a detailed description of each of the screens and functions contained in the Sales Authorization module.
- Using the Sales Authorization module – provides step-by-step instructions for everyday authorization and housekeeping tasks performed using the module.

How it Works

When a sales limit increase request is entered or imported in the Sales Authorization module, a set of hard-coded rules is compared to the request and the associated customer/debtor record to determine whether a) the request qualifies for pre-approval or b) the request is queued to be worked in the sales authorization queue.

Authorization Rules

The rule set for the Sales Authorization module is hard-coded. Sales Authorization will automatically approve the request if:

- invoice amount is greater than zero
- request is not a duplicate of a pending sales authorization
- requested amount is less than or equal to the Maximum Invoice Limit on the customer account
- customer/debtor is not flagged as No-Buy or the client/debtor relationship is not flagged as No-Buy in FactorSoft

If the duplicate and No-Buy conditions are satisfied, but the requested amount is greater than the Maximum Invoice Limit, Sales Authorization applies the following rules:

- no undisputed invoices greater than specified number of days past due (set in System Preference Data entry behavior, Purchase authorization, Days past due). The program compares the oldest open invoice for the debtor regardless of client. If the number of days from the invoice date is less than or equal to the system preference setting, the request can be auto-approved if all other rules are satisfied.
- total current all-client balance for the customer/debtor plus the amount of the request is less than the All-Client Credit Limit for the customer plus 10 percent.

If all of the rules are passed, the sales limit increase is automatically approved. If any of the rules are not satisfied, the request is queued in the Sales Authorization module in a pending status to be reviewed by a credit department operator for approval decision.

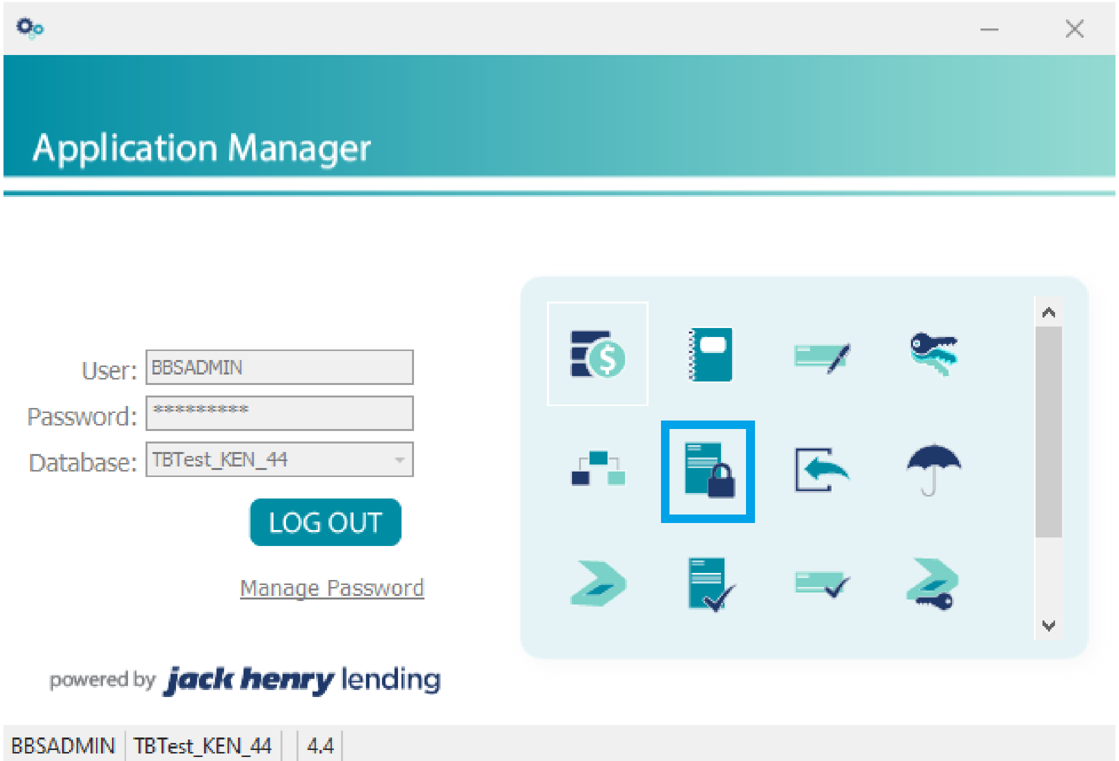
Setting Up Sales Authorization

This section shows you how to set up Sales Authorization. The setup requirements are:

- Activation
- Set System Preferences

> **SEPARATELY LICENSED ADD-ON MODULE**
>
> This feature is only available as a separately licensed upgrade.
> For more information, contact your Jack Henry™ representative at lendinginfo@jackhenry.com

Once the module is activated, a new entry in the Application Manager appears, providing access to the Sales Authorization module, as shown below:



System Preferences

Several System Preferences are used to select processing options for the Sales Authorization module.

Set the options in Data entry behavior, Purchase authorization to set the default sales authorization parameters, as described below:

System Preferences	Description
Use purchase authorization	Set to **True** to enable the use of Sales Authorization.
Days Past Due	Enter the number of days a customer account must be past due to be automatically denied.
Days to use open authorization	Enter the number of days that an open authorization for a customer/debtor is no longer considered in the Sales Authorization rules.
Grid refresh interval	Set the number of seconds for the interval at which the grid is automatically refreshed.
Reason code for unauthorized sale	Select the default reason code used for a denied or unauthorized sale.
Days to keep in	Enter the number of days that an authorization request will remain in the Author-

System Preferences	Description
authorization Que	ization Queue. Set to zero to not enforce a limit.
No of rows returned to show warning	Enter the number of rows to be displayed on the Authorization Archives screen after which a warning message is displayed to inform the user of the number of rows to be returned. Set to zero to never display a message.
Use Client Liability validation at time of purchase	When set and at the time of purchase, invoices will be validated against the client Liability requirements.
Mark invoice with reason code at time of purchase when Client Liability is determined	The Client Liability reason code that will be used for invoices with amounts greater than the limit at time of purchase.

Security Roles

Several Security Roles are used to define whether employees can perform various access on screens associated with the Sales Authorization module.

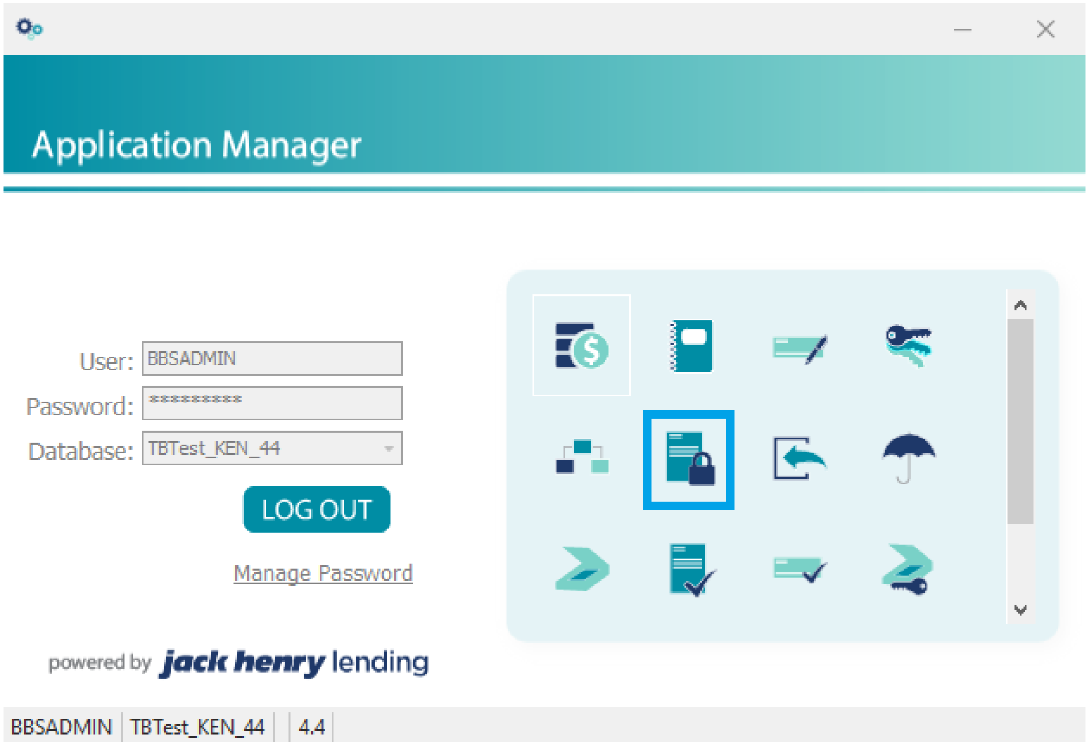
Set the options in Purchase authorization, Access to define these parameters, as described below:

Security Role	Description
Record call screen (update)/authorize	Enter whether employees assigned to the selected security role can access and enter information on the Authorization Request - Record Call screen.
Authorization grid (view)	Enter whether employees assigned to the selected security role can view the Authorization grid on the Authorization Queue screen.
Authorization grid (update)/authorize	Enter whether employees assigned to the selected security role can access and update records from the Authorization grid.
Data mining (view)	Set the number of seconds for the interval at which the grid is automatically refreshed.
Data mining (update)	Select the default reason code used for a denied or unauthorized sale.
Allow override of existing authorization decisions	Enter the number of days that an authorization request will remain in the Authorization Queue. Set to zero to not enforce a limit.

Sales Authorization Module

This section provides descriptions of the major screens of the Sales Authorization module, which are used to create, view, edit and print sales authorization request records.

To access the Sales Authorization module, click the Sales Authorization icon on the Application Manager.



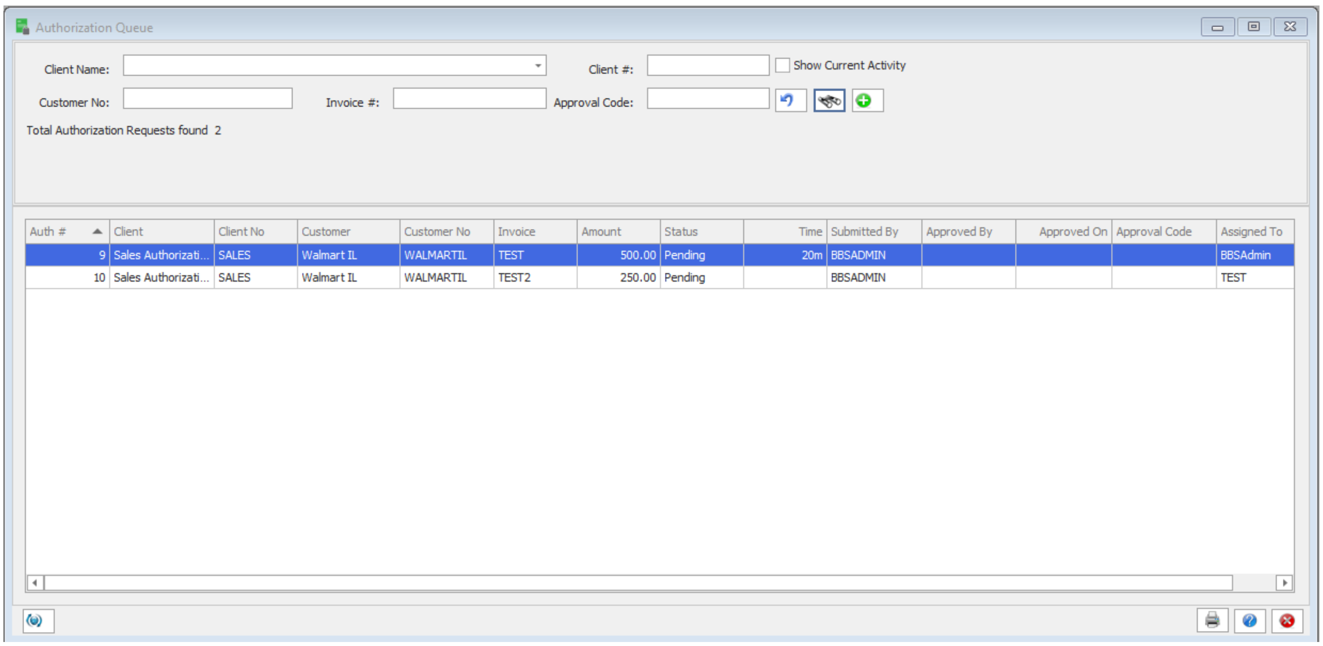
When you select this option, the Sales Authorization screen is displayed. There are two options in the option list on the left-hand side of the screen.

Option	Description
Authorization Queue	Opens the Authorization Queue screen, which displays all pending authorization requests and authorization requests that were worked on the current pro-cessing date. This screen also provides access to the Authorization Request – Record Call

Option	Description
	screen, which is used to manually enter authorization requests called in from your clients.
Authorization Archives	Opens the Authorization Archives screen, which displays the pending, approved, and denied authorization requests for dates prior to the current processing date.

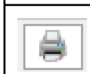
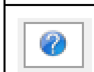
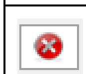
Authorization Queue Screen

The Authorization Queue screen displays pending authorization requests and authorization requests that were worked on the current processing date.



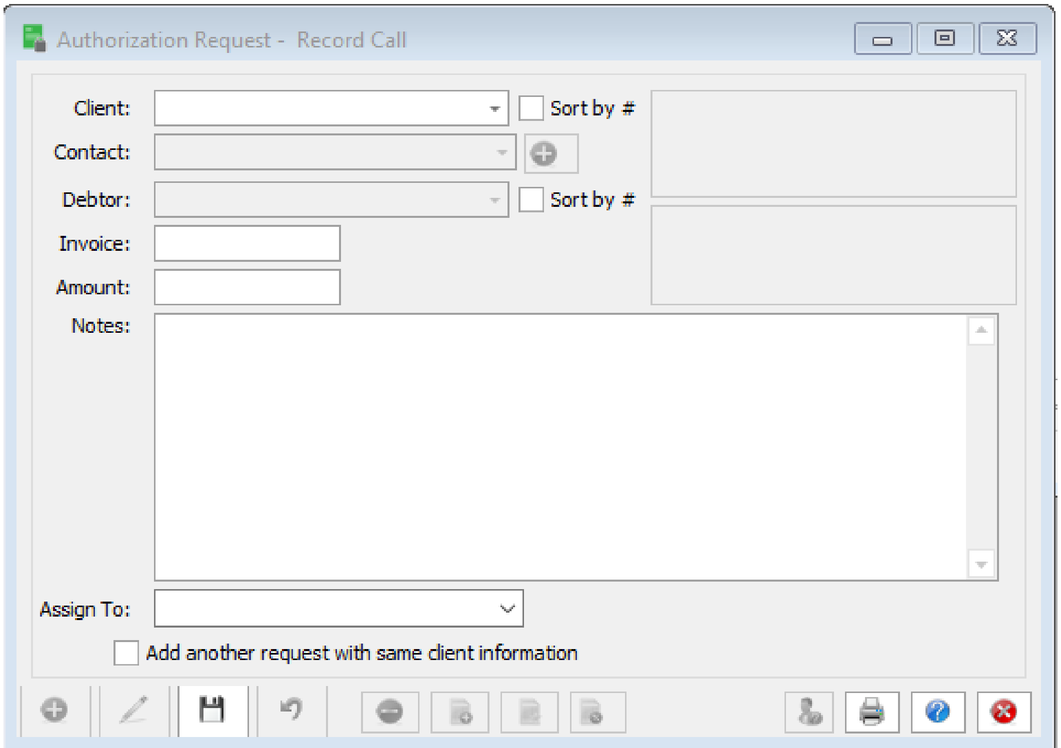
Option	Description
Client Name	Select the client to which to limit the grid results. Leaving this field blank will include all clients in the results.
Client #	Enter the client number to which to limit the grid results.
Show Current Activity	Select this option to display all activity for the current date. If this option is not selected, only Pending status requests are displayed.
Customer No	Enter the customer/debtor id to which to limit the grid results.
Invoice #	Enter the invoice number (whole only) to which to limit the grid results.

Option	Description
Approval Code	Enter the approval code to which to limit the grid results.
Total Authorization Requests found #	Displays the number of sales authorization requests returned for the selected criteria.
	Click this button to clear the search criteria fields.
	Click this button to execute the search criteria entered and display the sales authorization requests that match the criteria.
	Click this button to open the Authorization Request – Record Call screen, which is used to manually enter a sales authorization request.
Grid	Displays each sales authorization request with the following data. Note that you can click on any heading in the grid to sort by that column.

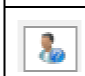
Option	Description
	• Auth#: sequential number assigned by Sales Authorization to each request • **Client**: client name • Client No: client number • Customer: customer/debtor name • Customer No: customer/debtor number • Invoice: invoice number • **Amount**: invoice total amount • **Status**: status of the sales authorization request. Pending, Approved, or Denied • Time: days, hours, and minutes since the request was entered or impor-ted • Submitted By: displays ~~WEB for requests submitted via ClientWeb and/or Web Portal. Otherwise, this column is blank • Approved By: user that approved the request • Approved On: computer processing date on which the request was approved • Approval Code: Sales Authorization assigned approval code created for the approved request • Assigned To: user assigned to the request
	Click this button to refresh the Authorization Queue grid.
	Click this button to print the Authorization Queue Report to a preview screen.
	Click this button to open the help screen.
	Click this button to close the screen.

Record Call Screen

The Authorization Request - Record Call screen is used to create a new sales authorization request that is called in to the credit department. It is accessed by clicking the Record Call button on the Authorization Queue screen.



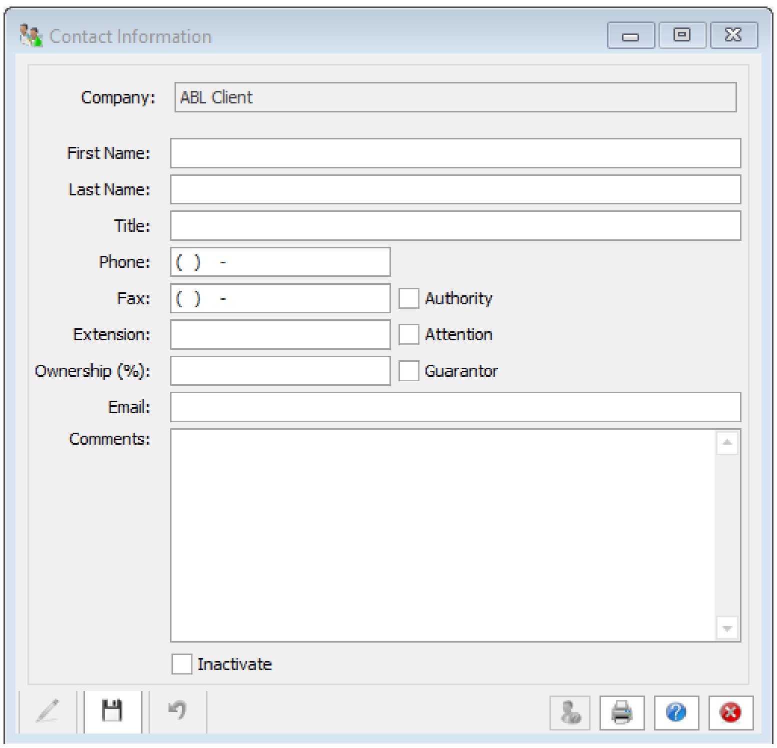
Field	Description
Client	Select the client that is requesting the sales authorization. The Client list is sorted by client name by default. To sort the list by client num-ber, select the Sort by # option. The demographic information for the selected client appears in the text box to the right of the Client field.
Contact	Select the client contact that is requesting the sales authorization. The contacts available are those that have been saved in the Contacts panel of the Client Information screen for the client. To enter a new contact on this screen, click the New Contact button to create a new contact.
	Opens the Add New Contact screen, which is used to add a contact to the cli-ent.

Field	Description
Debtor	Select the customer/debtor for whom the sales authorization is requested. This list is sorted by customer/debtor name by default. To sort the list by customer/debtor number, select the Sort by # option. The demographic information for the selected customer/debtor appears in the text box to the right of the Debtor field.
Invoice	Enter the invoice number.
Amount	Enter the invoice amount.
Notes	Enter any sales authorization specific notes for the invoice.
Assign To	Select the user to whom the sales authorization request is assigned.
Add another request with the same client information	Select this option to retain the client selected in the Client field after the request is saved, so that another request can be entered for the same client. You must select this option prior to saving the first request to properly use this feature.
	Click this button to clear the data entry fields on the Record Call screen to create a new request.
	Click this button to edit an existing sales authorization request accessed from the Authorization Queue grid.
	Click this button to save a new sales authorization request or changes made to an existing request.
	Click this button to delete an existing sales authorization request accessed from the Authorization Queue grid.
	Click this button to clear any completed fields for an unsaved new request.
	Click this button to approve a saved sales authorization request as a non-recourse invoice.
	Click this button to approve a sales authorization request as a recourse invoice.
	Click this button to deny a saved sales authorization request.
	Click this button to display the Audit screen, which lists any changes to the sales authorization request.

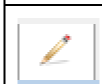
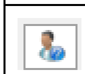
Field	Description
	Click this button to print the Authorization Request – Record Call report.
	Click this button to open the help screen.
	Click this button to close the screen.

Contact Information Screen

The Contact Information screen is accessed from the Authorization Request - Record Call screen and is used to add a new contact for the client. This screen is intended to be used to record contact information for a client contact calling in a sales authorization if that contact has not been previously recorded in FactorSoft. Once the contact's information has been saved, you can select the contact from the Contact list of the Authorization Request - Record Call screen, and the contact is displayed on the Contact panel for the Client Information screen.



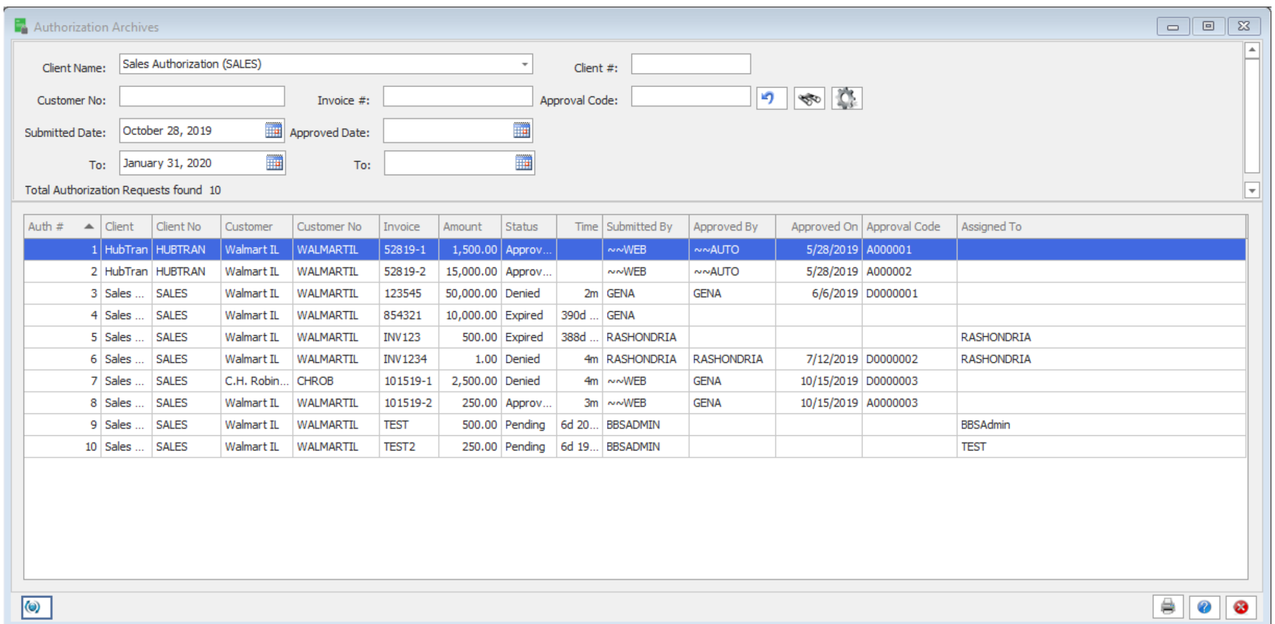
Field	Description
Company	Displays the client name of the client selected on the Authorization Request - Record Call screen.
First Name	Enter the contact's first name.

Field	Description
Last Name	Enter the contact’s last name.
Title	Enter the business title of the contact.
Phone	Enter the contact's primary phone number.
	If you have Auto Dialer enabled, you can call the contact by clicking on the dial button next to the phone number field.
	Click this button to access the call log. This option only applies if the Auto Dialer is enabled.
Fax	Enter the contact's fax phone number.
Extension	Enter the contact's primary phone number extension.
Authority	Select this option to indicate that the contact has authority within the client organization – for example to sign off or verify invoices.
Attention	Select this option to include the contact’s fax or email address when sending notices, reports, or statements.
Guarantor	Select this option to indicate that the contact is the guarantor of the client organization.
Ownership (%)	Enter the percentage of ownership in the client business that the contact has, if applicable.
Email	Enter the email address for the client contact.
Comments	Enter additional contact related information as required.
Inactivate	Select this option to indicate that the contact is no longer active for the client.
	Click this button to edit an existing contact displayed on the Contact Inform-ation screen.
	Click this button to save the new contact for the client.
	Click this button to undo any changes to the contact information made since the last save.
	Click this button to display the Audit screen, which lists any changes to the con-tact.

Field	Description
	Click this button to print the Contact Information report.
	Click this button to open the help screen.
	Click this button to close the screen.

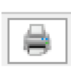
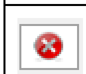
Authorization Archives Screen

The Authorization Archives screen displays the pending, approved, and denied authorization requests for dates prior to the current processing date.



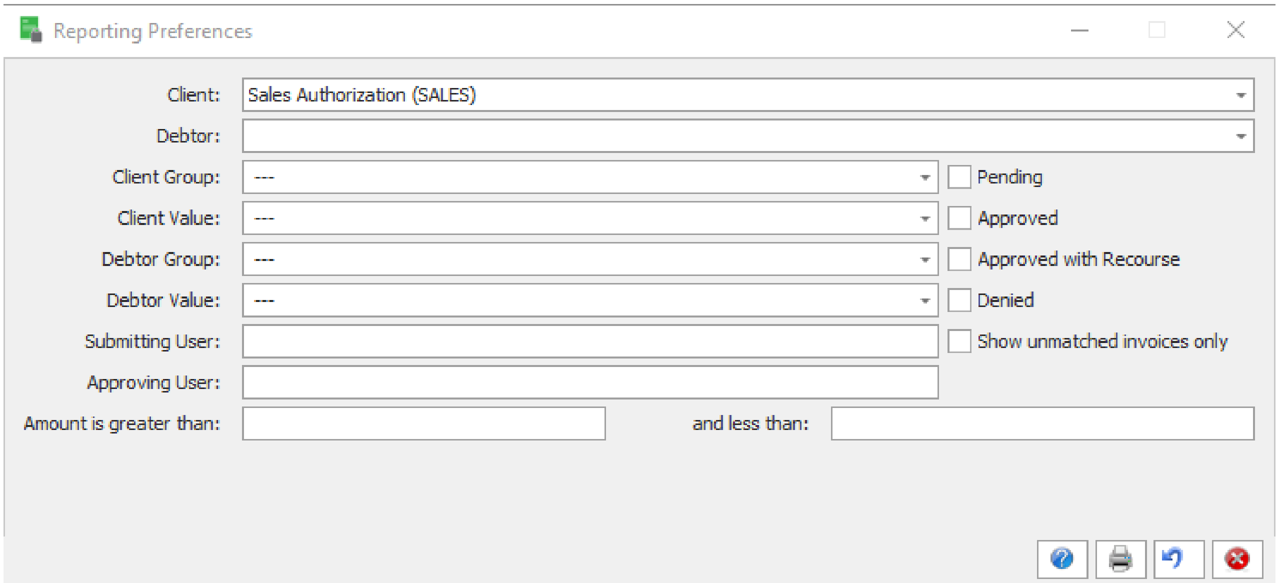
Field	Description
Client Name	Select the client to which to limit the grid results from the list. Leaving this field blank will include all clients in the results.
Client #	Enter the client number to which to limit the grid results.
Customer No	Enter the customer/debtor number to which to limit the grid results.
Invoice #	Enter the invoice number (whole only) to which to limit the grid results.
Approval Code	Enter the approval code to which to limit the grid results.

Field	Description
	Click this button to clear the search criteria fields.
	Click this button to execute the search criteria entered and display the sales authorization archive items that match the criteria.
	Click this button to open the Reporting Preferences screen, which is used to narrow the criteria for display and reporting of sales authorization archive items.
Submitted Date/To	Enter the beginning and ending submitted dates (i.e., the date on which the sales authorization request was recorded or imported) to which to limit the grid results.
Approved Date/To	Enter the beginning and ending approved dates (i.e., the date on which the sales authorization request was approved) to which to limit the grid results.
Total Authorization Requests found #	Displays the number of sales authorization archive items returned for the selected criteria.
Grid	Displays each sales authorization request with the following data. Note that you can click on any heading in the grid to sort by that column.

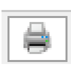
Field	Description
	• Auth#: A sequential number assigned by Sales Authorization to each request. • **Client**: The client name. • Client No: The client number. • Customer: The customer/debtor name. • Customer No: The customer/debtor number. • Invoice: The invoice number. • **Amount**: The invoice total amount. • **Status**: The status of the sales authorization request: Pending, Approved, Denied • Time: • Submitted By: The days, hours, and minutes since the request was entered or imported. • Approved By: The user that approved the request. • Approved On: The computer processing date on which the request was approved. • Approval Code: The Sales Authorization assigned approval code created for the approved request. • Assigned To: The user assigned to the request.
	Click this button to refresh the Archive Queue grid.
	Click this button to print the Authorization Queue Report to a preview screen.
	Click this button to open the help screen.
	Click this button to close the screen.

Reporting Preferences Screen

This screen is accessed from the Authorization Archives screen and is used to narrow the criteria for display of archived sales authorization records. Archived sales authorizations are those with submitted date prior to current and upon which a decision (approved or denied) has been executed.



Field	Description
Client	Select the client to which to limit the grid results from the list. You must select a client before you can select a debtor in the next field.
Debtor	Select the customer/debtor to which to limit the grid results from the list. Leaving this field blank will include all customer/debtors in the results.
Client Group	Select the client group to which to limit the report results from the list. Client Groups are defined in the Client Group Code Table.
Client Value	Select the specific client group value to which to limit the report results from the list.
Debtor Group	Select the debtor group to which to limit the grid results from the list. Debtor Groups are defined in the Debtor Group Table.
Debtor Value	Select the debtor group to which to limit the report results from the list. Debtor Group Code Values are defined in the Debtor Group Table.
Submitting User	Enter the user name of the user who entered the sales authorization request on the Authorization Request - Record Call screen to which to limit the grid results.
Approving User	Enter the user name of the user who approved the sales authorization request

Field	Description
	on the Authorization Request - Record Call screen to which to limit the grid results.
Amount is greater than	Enter the lowest invoice amount to which to limit the grid results.
and less than	Enter the highest invoice amount to which to limit the grid results.
Pending	Select this option to include Pending status sales authorization requests in the grid results.
Approved	Select this option to include Approved status sales authorization requests in the grid results.
Approved with Recourse	Select this option to include Approved with Recourse status sales authorization requests in the grid results.
Denied	Select this option to include Denied status sales authorization requests in the grid results.
Show unmatched invoices only	Select this option to include invoices entered in the Sales Authorization module that do not having a matching invoice purchased in FactorSoft in the grid results.
	Click this button to open the help screen.
	Click this button to print the Authorization Queue Report to a preview screen.
	Click this button to clear the search criteria fields.
	Click this button to close the screen.

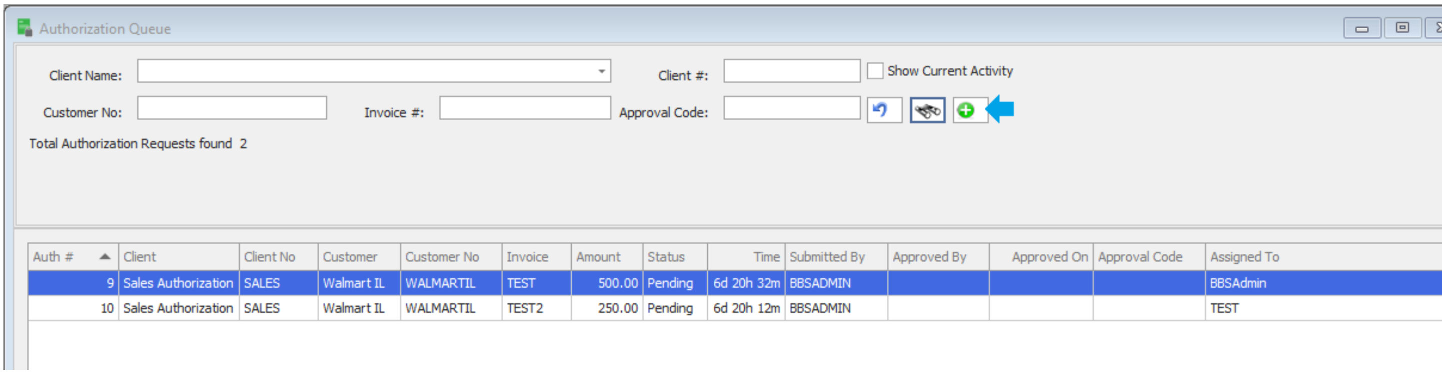
Using the Sales Authorization Module

This section provides usage instructions for common activities you will perform with the Sales Authorization module.

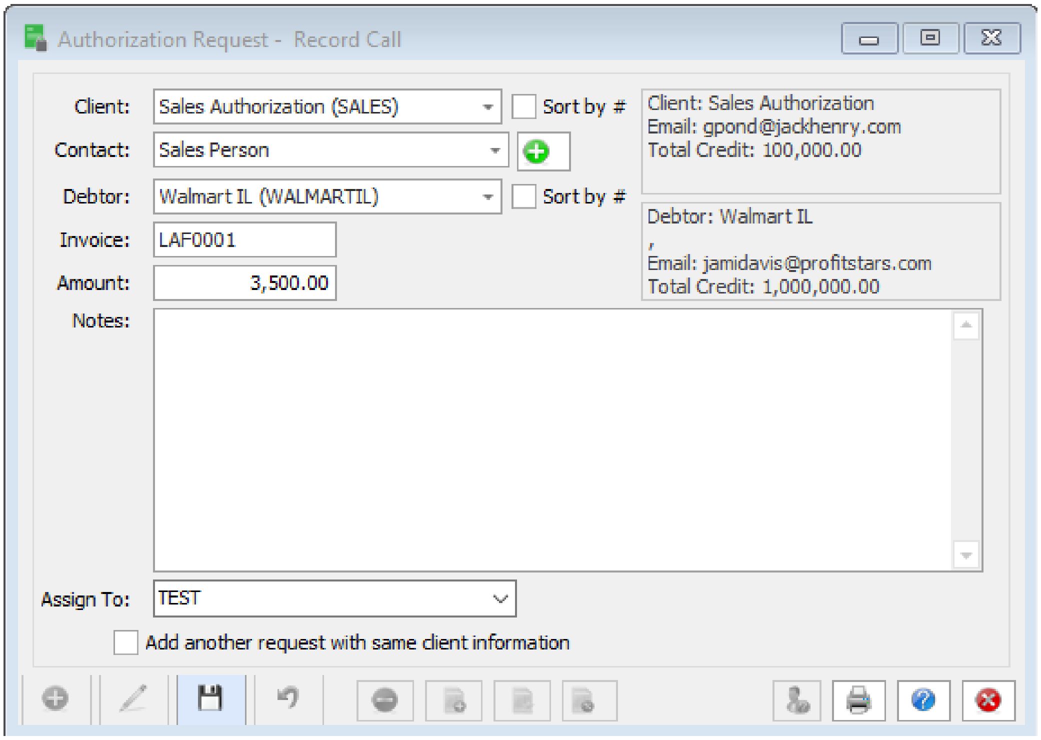
Recording a Sales Authorization Call

Sales Authorizations that are called in by your client are recorded on the Authorization Request – Record Call Screen. To record a sales authorization request, from the Authentication Queue screen:

1. Click the Record Call button, as shown below:



The Authorization Request – Record Call screen is displayed, as shown below:



2. Complete the **Client**, **Contact**, **Debtor**, **Invoice**, **Amount** and **Notes** fields for the request.

> **NOTE**
> For a complete description of each of these fields, refer to the Authorization Request – Record Call Screen description in this guide.

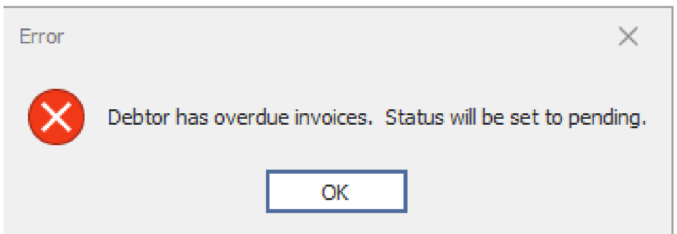
3. Select the user to work the request in the **Assign To** list.

4. Click the **Save** button.

A message is displayed to inform you of the result of the request:

- If the request is pre-approved, the message "The Approval Code is A9999999", where the code is a system-generated sequential code starting with A0000001. Pre-approved requests are recorded on the Authorization Archive screen with a status of Approved. An example of the approval message is illustrated below:

- If the request does not pass all of the pre-approval rules, the message indicates the rule that prevented pre-approval, and the request is recorded on the Authorization Queue screen in Pending status. An example of this type of message is illustrated below:



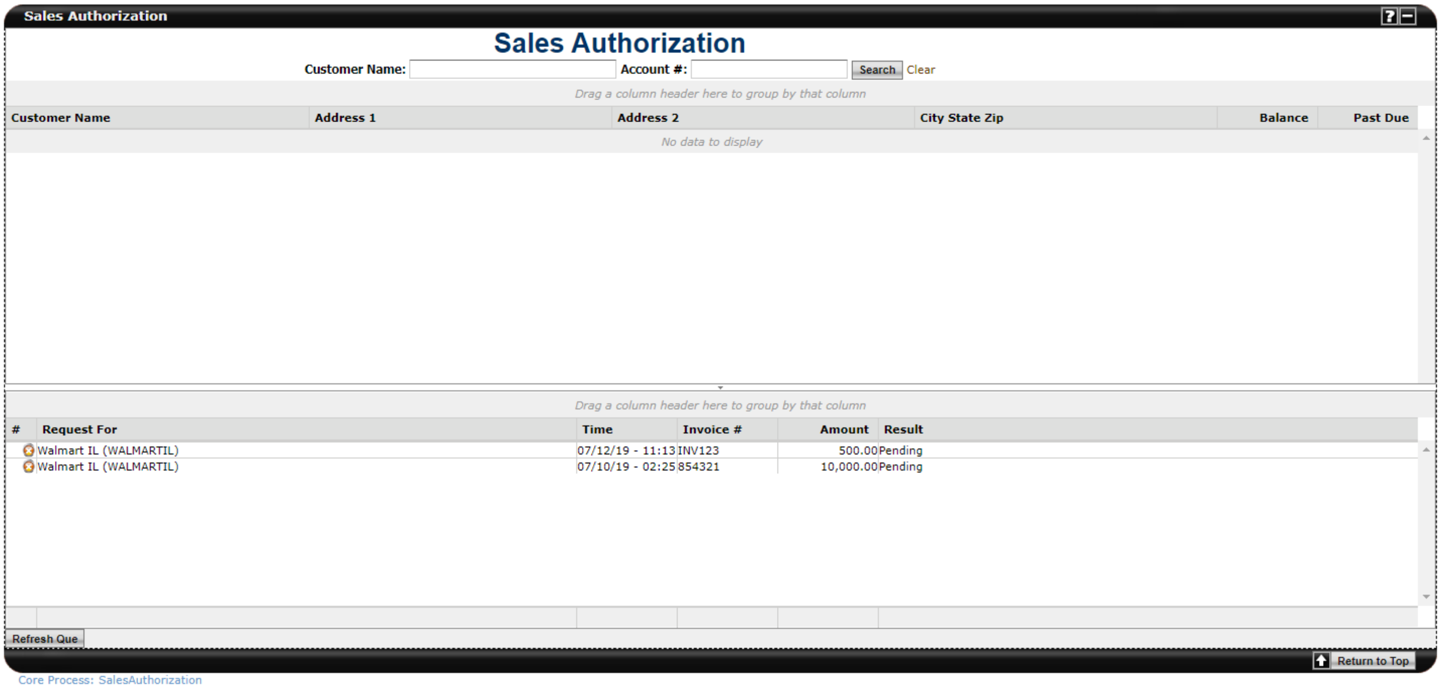
Requesting Sales Authorization from ClientWeb

For implementations of FactorSoft that utilize ClientWeb, sales authorization requests can be entered in ClientWeb by your customer that will be automatically imported into Sales Authorization. These requests are subject to the same rule set as those manually entered, so that those requests that pass the rules are pre-approved, while those that do not are queued to be worked by your credit department.

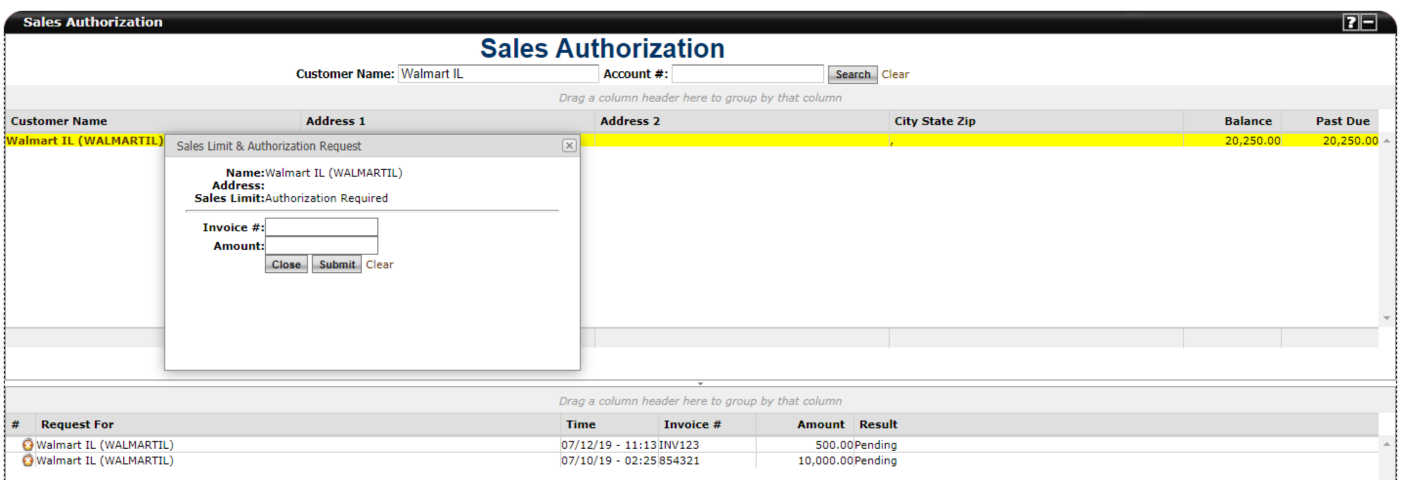
The Sales Authorization process (core process name SalesAuthorization) in ClientWeb displays the Sales Authorization screen, as shown in the following illustration. The top portion of the screen is used to search for the customer/debtor for whom your customer wishes to submit the sales authorization request. The bottom half displays current sales authorization activity for the client (all pending requests and requests that were approved or denied for the current date).

To submit sales authorization requests in ClientWeb, the user will access the Sales Authorization screen from the menu to which it is assigned and:

1. Enter either the **Customer Name** and/or number (**Acct #**) in the appropriate fields.
2. Click **Search**. Matching customers are displayed in the upper grid of the screen, as shown in the following illustration:



3. In the grid, click the link under Customer Name for the customer for whom to submit the authorization request. The Sales Limit & Authorization screen appears, as shown below:

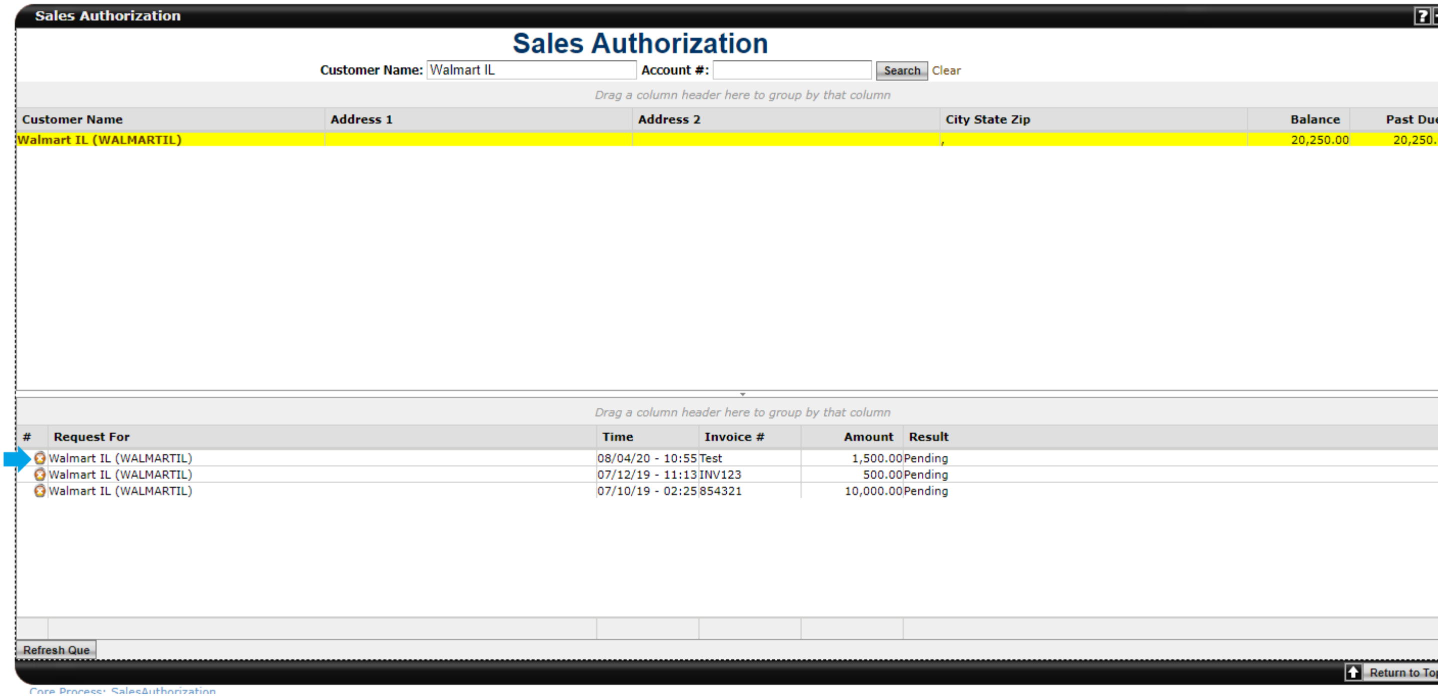


4. Enter the sales authorization details:

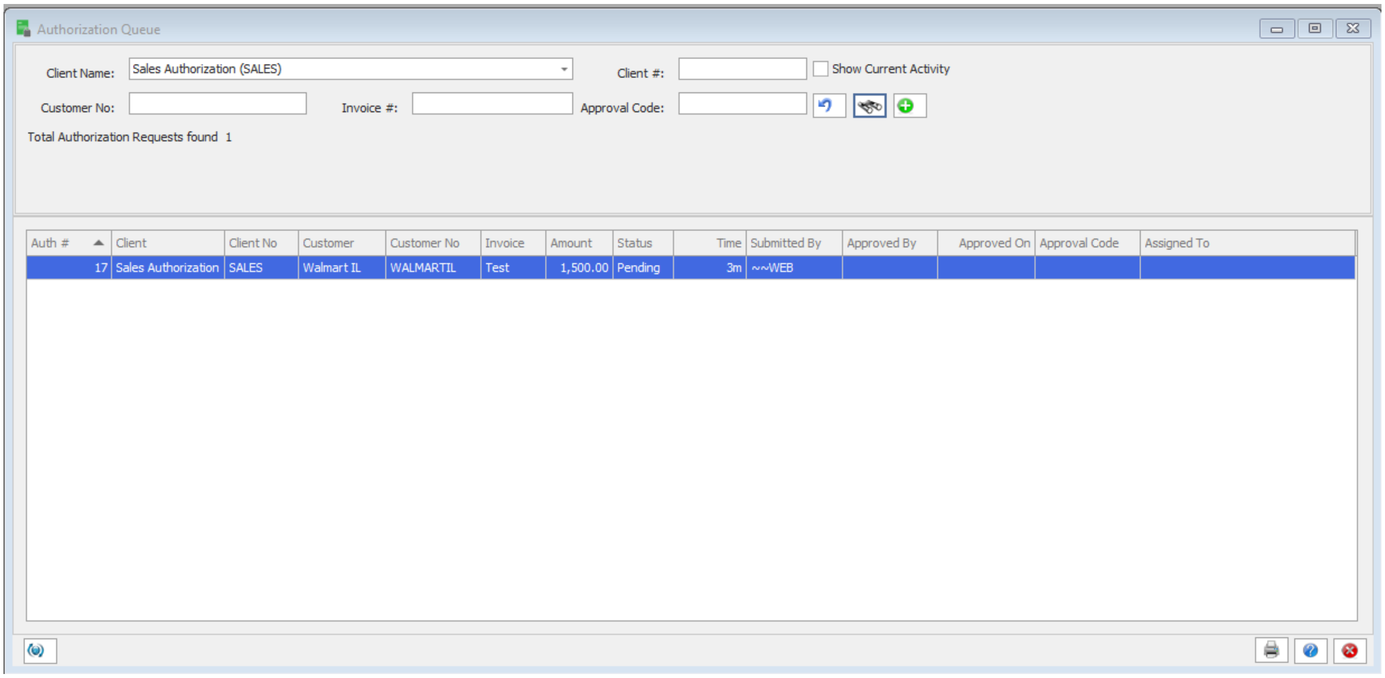
- **Invoice #** = Enter the invoice number.

- **Amount** = Enter the invoice amount.

5. Click **Submit**. The request is recorded in the lower grid as pending, as shown below.



In the Sales Authorization module, the request appears with the User of **~~ WEB** – the entry will be in the Authorization Queue screen if not pre-approved, or the Authorization Archives Queue if it is pre-approved.



Requesting Sales Authorization from the Web Portal

For implementations of FactorSoft that utilize the Web Portal, sales authorization requests can be entered in the Web Portal by your customer that will be automatically imported into Sales Authorization. These requests are subject to the same rule set as those manually entered, so that those requests that pass the rules are pre-approved, while those that do not are queued to be worked by your credit department.

Sales Authorizations

> **ACCESS**
>
> Main > Sales Authorizations

The Sales Authorizations activity grid shows all pending, approved, and denied authorizations for the selected dates.

Searching for sales authorizations

Tips

From the grid you can:

- **Select date/range.** Use the date selection fields to search for a different range, a specific date, or items before or after a specific date. Then click **Search**.
- **Filter the list.** Click the column filter icons to enter the search criteria and refine the list. To clear the filter, press **Backspace**.
- **Refresh the list.** Click the refresh icon at the top right to refresh the screen for up-to-date information.

Searching

1. From Main > Sales Authorizations, use the date fields (above the grid) to specify your search range.
2. Find your sales authorizations in the results grid.

Column	Description
Date	Date of request
Debtor	Debtor associated with the request
Invoice #	Invoice number related to the request
Amount	Invoice amount
Result	• Approved – FI approved request • Pending – awaiting FI review • Denied – FI declined request

Requesting a sales authorization

1. Go to Main > Sales Authorizations.
2. Click **New Request** (below grid).
3. From the Sales Authorizations form > **Debtor Name** field, begin entering a name. A list of potential matches(debtors associated with the client) is displayed. Select the correct debtor. The debtor's existing information is auto-populated.
4. Enter the **Invoice #** and the **Amount** requested.
5. Click **Submit**.

Approving or Denying Sales Authorizations

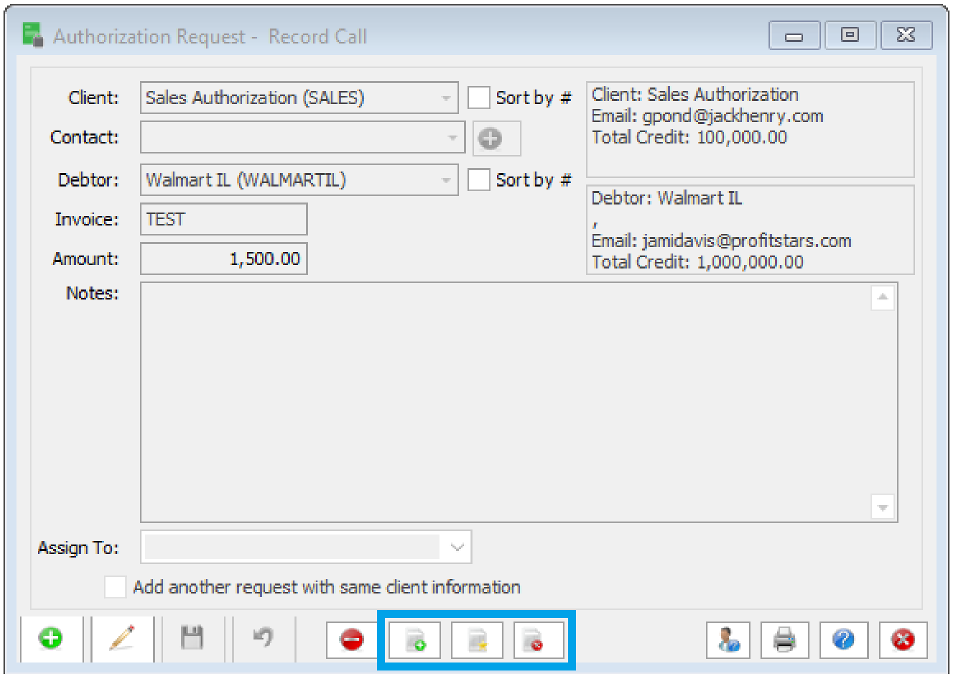
For pending authorization requests in the Authorization Queue, the user selects one of three decisions: Approved, Approved with Recourse, or Denied to complete the sales authorization process.

To enter a decision on a request:

1. Select the Pending request from the Authorization Queue screen.

> **TIP**
> Select the request by double-clicking the line-item in the grid.

The Authorization Request – Record Call screen appears, as shown below:



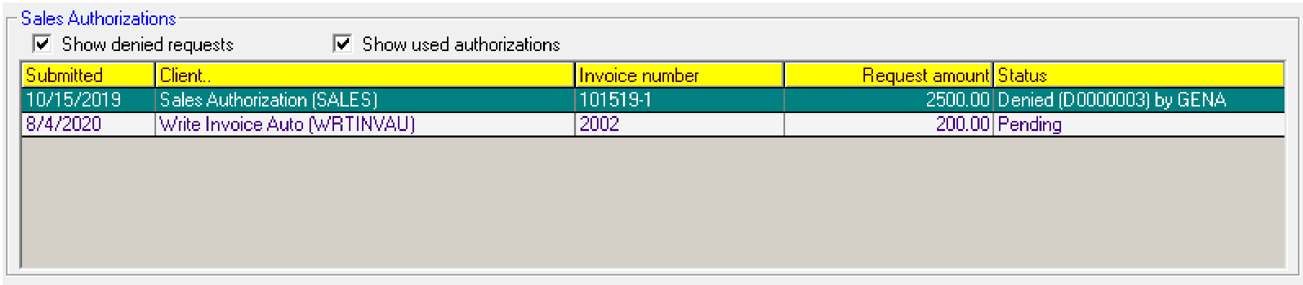
2. Select the decision from the three buttons at the bottom center of the screen:

Button	Description
	Click this button to approve a saved sales authorization request as a non-recourse invoice.
	Click this button to approve a sales authorization request as a recourse invoice.
	Click this button to deny a saved sales authorization request.

3. Click the **Exit** button to save the decision and exit the screen.

   Approved and Denied status requests are displayed on the Authorization Queue for their processing date if the Show Current Activity option is selected, and on the Authorization Archive screen.

Note that Approved, Pending, and Denied Status appear in the Sales Authorization panel of the Debtor Information screen, as shown below:



Other Functions

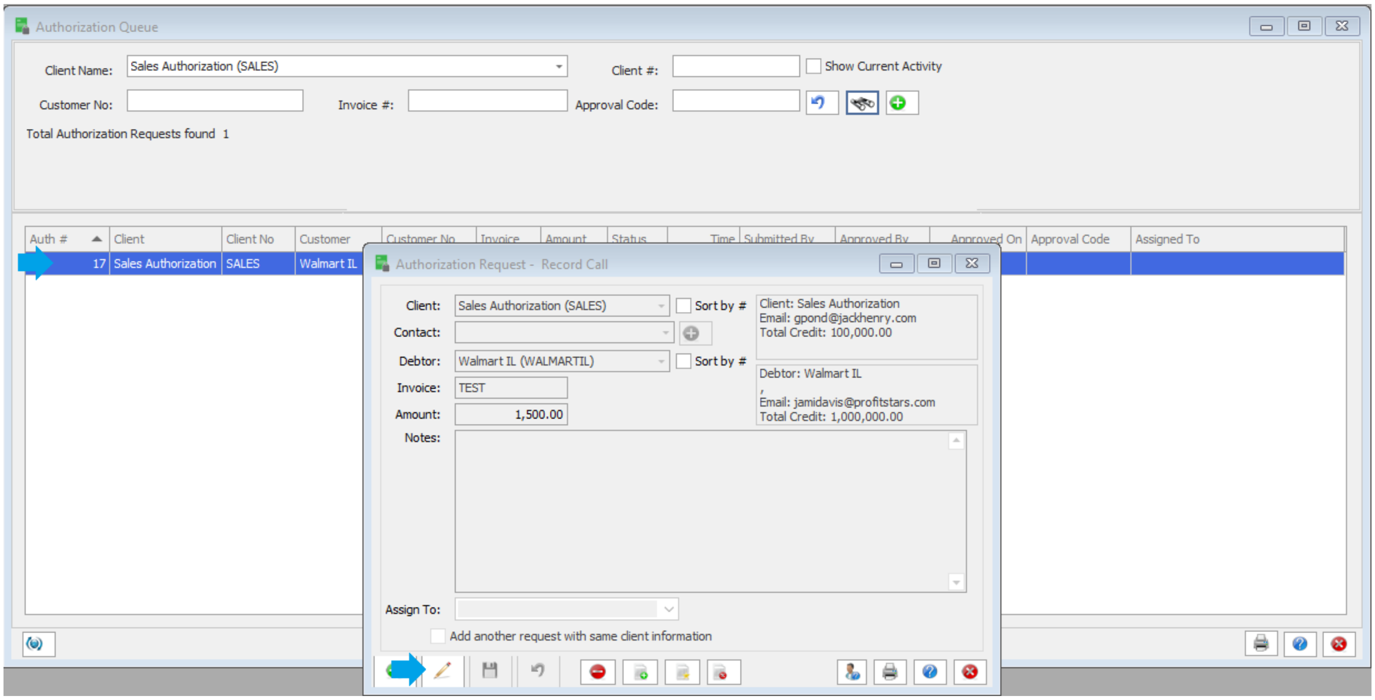
This section describes the procedures for updating and deleting sales authorization requests.

Updating a Pending Sales Authorization

A pending sales authorization request can be updated. However, once an authorization has had a decision rendered on it, it can no longer be altered. To update a pending authorization, from the Authorization Queue screen:

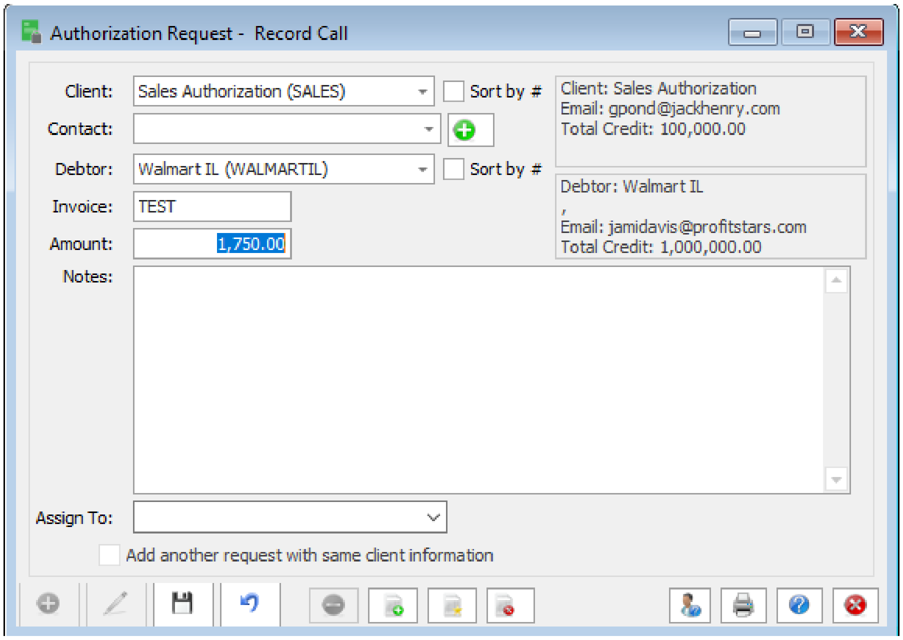
1. Double-click the pending authorization request.

   The Authorization Request – Record Call screen for the request opens the authorization in read-only mode, as shown next:

2. Click the **Edit** button.

   The authorization request is presented in edit mode on the Authorization Request – Record Call screen, as shown next:



3. Edit the attributes of the authorization request.

   Any of the data entry fields can be altered on the pending authorization.

4. Click the **Save** button.

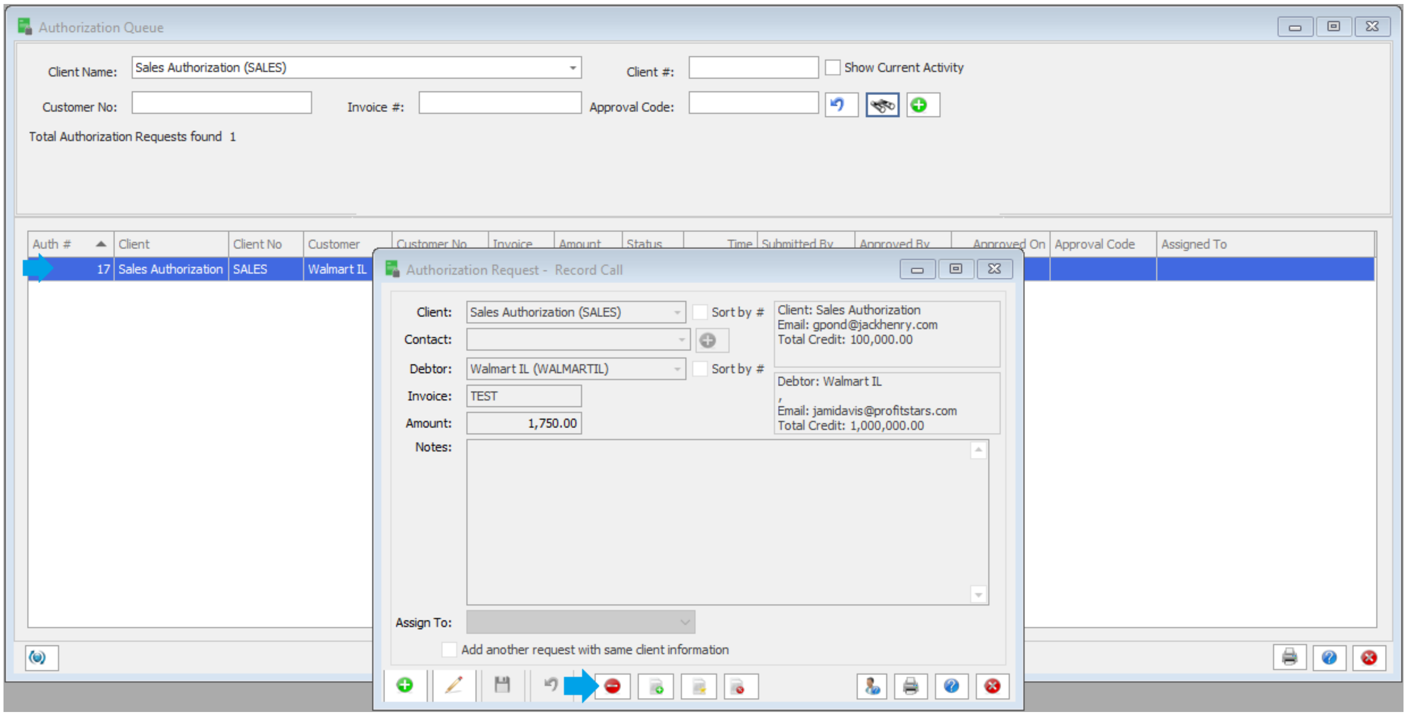
   Changes to the authorization are recorded in the Audit screen.

Deleting a Sales Authorization Request

A pending sales authorization request can be deleted. However, once an authorization has had a decision rendered on it, it can no longer be deleted. To delete a pending authorization, from the Authorization Queue screen:

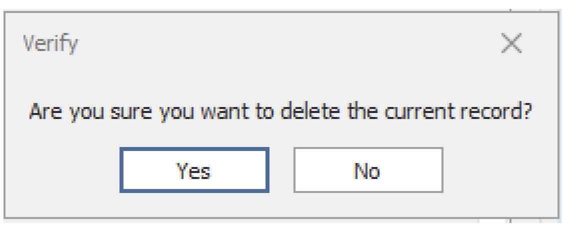
1. Double-click the Pending authorization request.

   The Authorization Request – Record Call screen for the request opens the authorization in read-only mode, as shown next.



2. Click the **Delete** button.

   The following confirmation message appears:



Client Liability Reporting

The Client Liability Report is used in conjunction with the Sales Authorization AddOn module to list invoices marked as Client Liability based on logic applied at purchase.

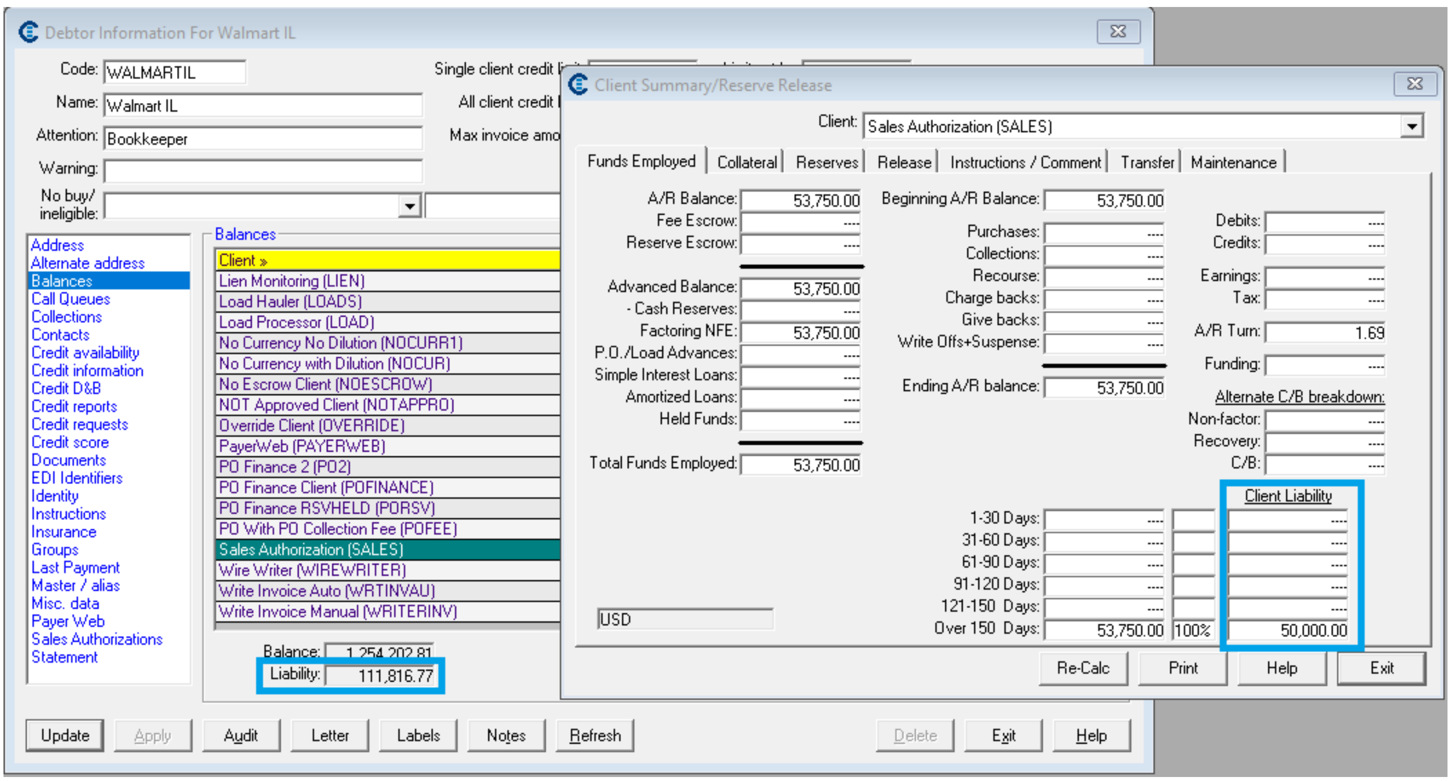
At purchase, the Client Liability logic marks the invoice as client liability if it meets one of the following criteria:

- Invoice is over the Max invoice amount set for the debtor and no sales authorization is recorded for the invoice (note that when the Client Liability functionality is enabled, an invoice exceeding the maximum invoice amount will generate a warning and can be purchased, whereas if the Client Liability functionality is not enabled, an invoice over the maximum invoice amount generates a hard-stop error and the invoice cannot be purchased)

- No-buy status set on the client, debtor, or relationship and no sales authorization is recorded for the invoice

- Invoice purchased date exceeds the number of days set in the Authorization stale age set on the Invoice rules tab of the Client Information screen.

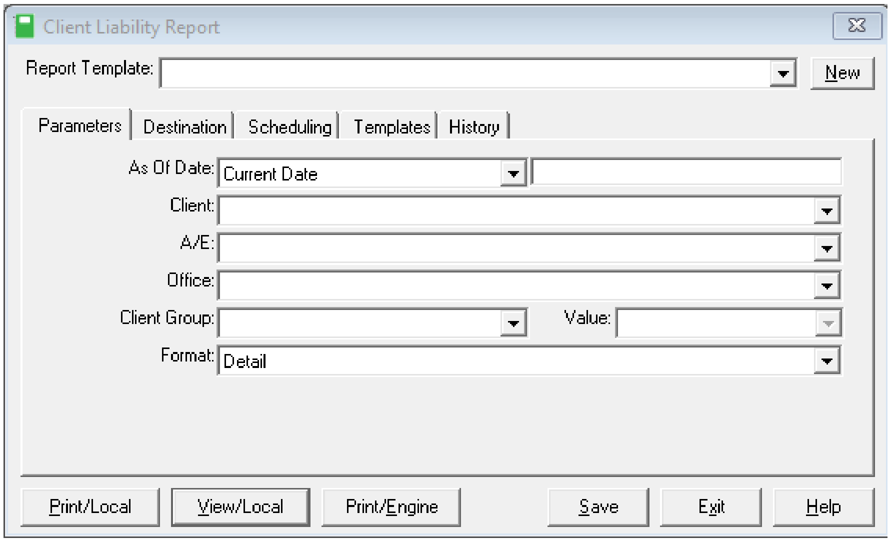
The Client Liability Report lists invoices marked as client liability by debtor within client. Liability is also reported at the client level on the Funds Employed tab of the Client Summary screen, and at the debtor level on the Balances tab of the Debtor Information screen, as shown below:



Client Liability Report

The Client Liability Report is used in conjunction with the Sales Authorization AddOn module in association with the New Client Liability functionality listing invoices marked as Client Liability by debtor within client.

> **SEPARATELY LICENSED ADD-ON MODULE**
>
> This feature is only available as a separately licensed upgrade.



Field	Description
Report Template	Lists any report template created to date. Select a template from the list to generate a report based on its saved display parameters. Type a new **Report template** name and click **Save** to create a new template for this report, then Select the template from the Templates tab and make any applicable parameter and scheduling selections to complete the template.

Report Parameters

Field	Description
As Of Date	Select the ending date of the date range for the report. • **Current date** • **Previous month-end date** • **Specific date** • **Set At Run Time (Web Template Only)** If **Specific date** is selected, specify the as-of date in the field to the right. If **Set At Run Time (Web Template Only)** is selected, when the report is clicked in the ClientWeb Report Queue, a screen appears to choose the date range (**Current Date**, **Previous Month-End Date**, or **Specific Date**).

Field	Description
Client	drop-down to select the client for which to run the report. For Client Search Window, available on SQL Reports when **System Preference** > **Fields/Screen Behavior** > **Miscellaneous** > **Use Client Search instead of drop downs** is set to **True**. Select the magnifying glass icon to open the Search window and begin typing the client name. Select Contains or Begins with to refine results. Search window will display up to 500 matches. Click the red [x] icon to clear the Client field. TIP Choosing Contains will allow users to search by Client Code.
A/E	Select the Account Executive (FactorSoft user) to which to limit the results in the report, or leave blank to include all users. When a user is selected, the report is limited to clients that have that user selected in the A/E field on the **Control** panel of the *Client Information* screen. To limit the **A/E** field to list only those users that have been marked as an A/E, use the following System Preference: • Terminology > Select account executive based on check box: TRUE
Office	Select the office to which to limit the report results. If the user has an Office restriction defined on the *Manage Users* screen in the Admin module, the user will only be able to generate the report within that office restriction. When the user generates a report, the office to which they are restricted will be selected in the Office field by default and the user will not be able to change the **Office** field when generating the report. Offices are defined in the Office table in the Tables feature. To access this table, on the **File** menu, click **Tables**. Then, on the **Client & Debtor** menu, click **Office**.
Client Group	Select the client group to which to limit the results in the report. Client Groups are defined in the Client Group Code table in the Tables feature. To access this table, on the **File** menu, click **Tables**. Then, on the **Client & Debtor** menu, click **Client Group Codes**.
Value	Select the specific client group value to which to limit the results in the report. Client Groups are defined in the Client Group Code table in the Tables feature. To access this

Field	Description
	table, on the **File** menu, click **Tables**. Then, on the **Client & Debtor** menu, click **Client Group Codes**.
Format	Select the report format option. • Detail • Summary (Not recommended for use at this time.)

Report Sample

TEST GAP No Insurance Financial Serv — Client Liability Detail Report
Client: Sales Authorization SALES — July 10, 2020
Client Ref. #: CR0001

Debtor..

	Invoice #	Invoice Amount	Invoice Date	Invoice Age	Reason	Max Invoice Amount	Total Credit Limit
C.H. Robinson CHROB							
	101519-3	30,000.00	7/31/2019	-315		1,500.00	25,000.00
	71519-2	1,000.00	6/21/2019	-355		1,500.00	25,000.00

Report Details

Column	Description
Client Name	Displays the Client's name
Client Ref #	Displays the Client/Debtor Relationship Reference #
Debtor	Displays the Debtor Name
Invoice #	Displays the Invoice Number
Invoice Amount	Displays the Invoice Amount
Invoice Date	Displays the Invoice Date
Invoice Age	Displays the age of the Invoice.
Reason	Displays the reason that the Invoice is on the report. (May be blank)
Max Invoice Amount	Displays the Debtor's Max Invoice Amount
Total Credit Limit	Displays the Debtor's All Client Credit Limit

Security Roles

To generate the Client Liability Report, the following Security Role needs to be set to **YES**:

- **Security Roles** > **Reports** > **Client** > **Client Liability Report**

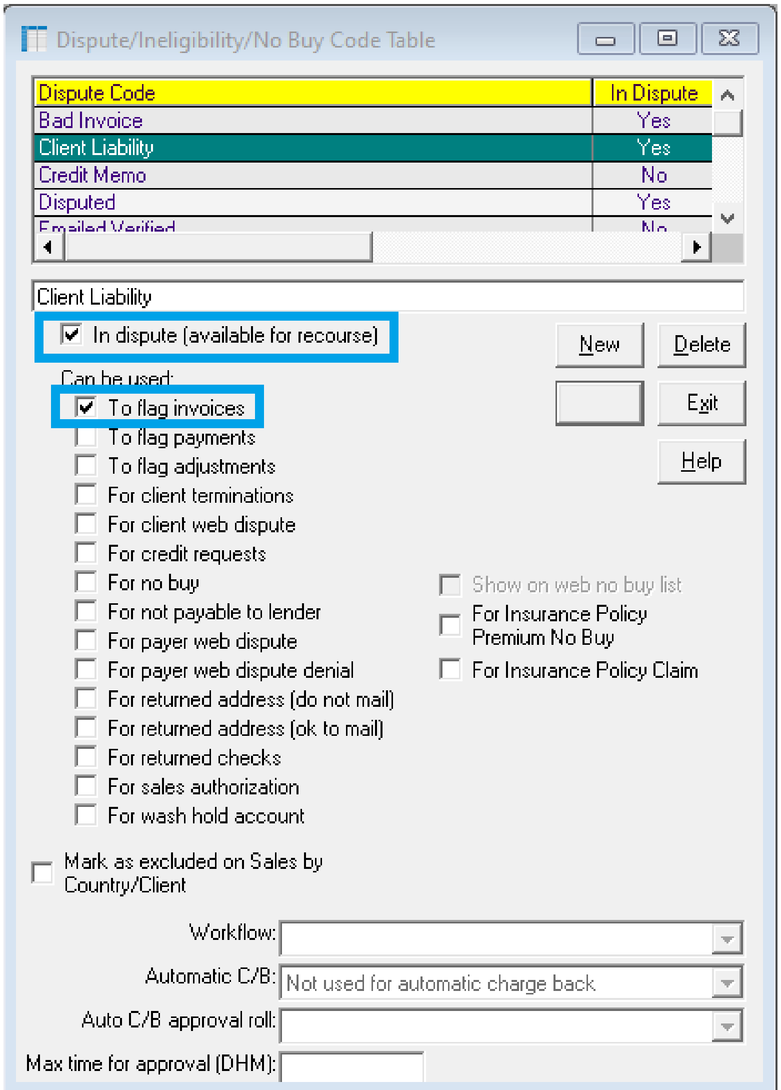
Client Liability Set Up

Set up the following components to utilize the Client Liability reporting in conjunction with Sales Authorization.

Table Set Up

Set up a Dispute Code to be to use as the reason code for invoices marked as "client liability."

In the Dispute/Ineligibility/No Buy Code Table (accessed from the Data Entry Menu of the Tables module), and set up a Dispute Code with the **In dispute (available for recourse)** and **To flag invoices** options selected to be set on invoices determined to be client liability.



System Preferences

Set the following option in **Data entry behavior**, **Purchase authorization** folder.

Preference	Description
Use purchase authorization	Must be set to **True** to display the Authorization stale days field on the Invoice rules tab of the Client Information screen.
Use Client Liability validation at time of purchase	Set to **True** to activate the Client Liability feature.
Mark invoices with reason code at time of purchase when Cli-	Select the dispute code to set on invoices determined to be client liability.

Preference	Description
ent Liability is determ-ined	

Client Information Set Up

On the Invoice rules panel of the Client Information screen, set the **Authorization stale age** to the number of days from the purchase date after which an invoice is considered “stale-dated” for the client. Stale-dated invoices are assigned the Client Liability dispute code at purchase.