



FactorSoft™

• Release v4.7

Tracked A/R User Guide

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 - 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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Tracked A/R

Tracked A/R is a FactorSoft AddOn module for Bulk Collateral lending that enables lenders to analyze their customers' aging reports and update ineligibles for their A/R collaterals based on predetermined parameters. The aging data is used in Tracked A/R to determine ineligibility only, it does not affect the gross collateral value calculation.

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

NOTE

Tracked A/R is an add-on module to FactorSoft for Bulk Collaterals. In addition, Workflow must be activated to use Tracked A/R.

Tracked A/R has the following features:

- Can use either a third party collateral importer or the native Invoice Importer to import open invoice lists
- Expected borrower submissions are configured to automate reminder email exports, establish field associations and set fields and conditions
- Borrower report/invoice file submission from ClientWeb or Tracked A/R module with Submission History list/view capability
- Submitted reports are processed by the Engine, which utilizes the report type and template to parse the invoice data into an intermediate table, and then calls new processes in FactorSoft to populate the Invoice and Aging tables so that the data can be utilized to update ineligibles based on the parameters defined in Tracked A/R for the collateral
- Debtor and Client information is also parsed out of the submission file and used to create new debtor and client records in FactorSoft

The following sections outline procedures for using Tracked A/R and describe the panels and dialogs of its user interface.

Using Tracked A/R

Tracked A/R imports detail AR data into the FactorSoft database to allow ineligible analysis and update. This occurs in a three-step process:

- Set Up Tracked A/R for Collaterals
- Import Data
- Work the Aging

Set Up Tracked A/R for the Collateral

Tracked A/R settings are specific to collateral. Therefore, the parameters for importing data are set up individually in each collateral. Complete the following set up for each collateral on which Tracked A/R imports will be executed. All of the set up dialogs are accessed from the Collateral Information screen.

NOTE

Presently, Tracked A/R must be set up for a Bulk A/R collateral only. Note also that Tracked A/R cannot be set up for a client name that also has a detail (factoring) collateral defined.

1. Set the Ineligibility Settings for the collateral.

See [Ineligibility Settings Panel](#) for a detailed description of each option.

2. Create a borrower submission template, which gives the submission a unique identity and defines the type of submission (AR or AP, Summary or Detail, etc.), and the import method.

- Select Submission Templates in the panel list of the Collateral Information screen.
- Click **New** on the Submission Templates panel.

The Submission Template screen opens.

- Set a **Description** for the template, and select the **Report Type** and **Method** for the template.

See [Submission Template Dialog](#) for a detailed description of each option.

3. Create a submission schedule, which sets an interval at which the Engine polls for the submission, sets Workflow trigger and notification parameters, and field mapping for AssetImporter imports.

- Select Submission Schedules in the panel list of the Collateral Information screen.

The Borrower Submissions screen opens.

- Set a **Description** and select an **Import Template**, **Next as of date**, and **Report Interval** for the submission.
- Set any Workflow options required for the template

See [Borrower Submissions Dialog](#) for a detailed description of each option.

Importing Data

The data import is performed by the Engine based upon the interval set on the Borrower Submission screen for the template. An upload rule limits collateral uploads for Tracked A/R collateral imports. An incomplete or unsuccessful (failed) Tracked A/R upload file for a collateral must be unprocessed before the system will allow a new upload submission to be selected.

NOTE

The Engine Task Types must be set up in advance. There are separate task types for each of the import methods:

- **Finsoft AI**: enable this task type to import submissions using third-party collateral importer
- **Invoice List Import**: enable this task type to import submissions using the Invoice Importer

1. Import invoice data:

- Data can be imported from ClientWeb or PayerWeb submissions, or alternately a manual import can be scheduled from the Submission History panel.
- **Collateral Reader** – utilizes third-party collateral importer.
- **Invoice Importer** – imports Excel or comma-separated files in the Excel Invoice Format (refer to the Importing chapter in the FactorSoft Users Guide for details).

2. Program calculates aging buckets based on:

- Aging Settings – on Ineligibility Setting panel of Collateral Information screen. See [Ineligibility Settings](#) for details.
- Note that the aging settings are per collateral
- Note that this is the sole parameter for determining aging buckets for Tracked A/R
- Aging is from **As-of Date** of submission, which is set on Upload Report screen in FactorSoft, or on the Upload New Report screen from the Borrower Submission History page in ClientWeb or PayerWeb.

3. Calculate Ineligibility on aged collateral (i.e., working the aging). Ineligibility parameters and overrides are set up in several places:

- Ineligibility Settings panel – see [Ineligibility Settings](#) for details.
- Overrides can be set at invoice-level by setting a dispute on the invoice (by setting a dispute code from the Debtor Aging screen or Invoice Information screen). Disputed invoices are ineligible by default.
- Invoices for debtors with a no-buy reason set on the Debtor Information screen are ineligible by default.
- Overrides can be set at the relationship levels via the ineligible settings on NOA/Rules tab of the Debtor Aging screen

NOTE

Ineligibility parameters at the client level are not considered – Tracked A/R functions at the collateral level.

Updating the Borrowing Base

Tracked A/R provides functions to update the borrowing base from the imported borrower submission file. You have the option of determining at the organizational level whether or not to allow the collateral borrowing base to be updated from borrower submissions, whether to allow "manual" update (meaning the user will have to select the action from the Summary Panel of the Collateral Information), or whether Tracked A/R automatically updates the collateral borrowing base upon import. You also have the option of allowing this determination to be made at the collateral level. This determination is made by setting the following System Preference in the **Facility/Collateral Rules (Formerly Asset Based Lending)**, **Rules, Tracked AR and Loan Backed** folder:

Preference	Description
Updating the collateral borrowing base certificate	<p>Select the option that determines how the collateral borrowing base is to be updated by Tracked A/R imports.</p> <ul style="list-style-type: none">• Borrowing base certificate never updates from submitted report: Select this option to indicate that the borrowing base cannot be updated from Tracked A/R.• Borrowing base certificate can update from submitted report: Select this option to allow manual updating of the borrowing base from the Summary Panel of the Collateral Information screen by selecting Post Certificate and clicking Action.• Borrowing base certificate only updates from submitted report: Select this option to indicate that the collateral borrowing base can only be updated from a Tracked A/R import – there is no New option on the Certificate Posting panel of the Collateral Information screen to manually create a borrowing base certificate.• Borrowing base certificate updates from submitted report or manual entry: Select this option to indicate that the collateral borrowing base can be updated by Tracked A/R import or manually updated from the Certificate Posting panel.• The choice is made at the collateral level: The borrowing base update option is selected from the Updating the collateral borrowing base certificate field on the Post Methods tab of the Ineligibility settings panel of the Collateral Information screen for each collateral.

When Tracked A/R updates the collateral borrowing base, the invoice records in the borrower submission are compared to the existing (i.e., previously imported) records for the borrowing base. The borrowing base is updated with the following logic:

- If the invoice number exists in both and the amount is different, Tracked A/R considers this a partial pay, and updates the Collections total.
- If the invoice number does not exist in the Tracked A/R import but there is an existing record in FactoSoft, Tracked A/R considers this a full pay, and updates the Collections total.
- If an invoice is present in the Tracked A/R import but a matching invoice is not present in the existing records, Tracked A/R considers this a new invoice and updates the Sales total.

NOTE

A verification message warns the user when the Post Ineligibles action is executed and there are new, unworked customer/debtors present in the detail import for the collateral.

Working the Aging

Once the data is imported, the user can work the aging by viewing the data, analyzing the ineligible, and adjusting the ineligible.

The imported data can be viewed in summarized and detail form in the following panels and screens.

When the Engine processes an import, a line-item entry recording the import is added to the Submission History panel of the Collateral Information screen.

Submission History

Report	User	As Of Date	Date Received	Status	Execution Date	Execution Status
TestSave	MIKE	4/7/2017	4/7/2017 3:57 PM	Completed	4/7/2017	Imported
TestSave		11/8/2018	11/8/2018 1:23 PM	Completed	11/8/2018	Imported
TestSave		11/18/2018	11/21/2018 1:25 PM	Failed	11/21/2018	Failed

Analyzing the Data

From the Submission History panel, you can access the Report History Details screen, which summarizes the aging and ineligibility calculations associated with the borrower submission. See [Report History Details Dialog](#) for details.

Clicking the **Aging Detail** button on the Report History Detail screen opens the Tracked Aging Detail screen, which displays the underlying invoice detail items that were used to calculate the summary aging and ineligible figures. See [Tracked Aging Detail](#) for details.

Finally, the import and ineligibility figures are summarized on the Summary Panel of the Collateral Information screen.

Summary			
	Declaration		
	Posted	Pending	Tracked Aging
		3-2-2020	Pending

Current Collateral:	2,500,805.75	2,525,805.75	---
Less Ineligible:	78,155.00	2,606.00	1,119,792.85
Less Reserves:	0.00	0.00	---
Less Set Asides:	0.00	0.00	---
Eligible Collateral:	2,422,650.75	2,523,199.75	
Advance Rate:	110.00	110.00	
Net Collateral:	2,664,915.82	2,775,519.73	
Collateral Limit:	3,000,000.00	3,000,000.00	
Lower of Net or Limit:	2,664,915.82	2,775,519.73	---
Less Set Asides:	0.00	0.00	---
Collateral Dependencies:	0.00	0.00	---
Available Collateral:	2,664,915.82	2,775,519.73	

Adjusting Ineligibles

You can adjust ineligibles in the Detail Collateral functions of FactorSoft:

- Set debtor no-buys on Debtor Information screen.
- Set relationship no-buys on Credit/No Buy tab of Tracked A/R Debtor Aging screen
- Set relationship as ineligible on NOA/Rules tab of Tracked A/R Debtor Aging screen
- Set disputes on invoices via Debtor Aging or Invoice Information screens

Set Debtor No-buys on debtor Information

Balances for no-buy debtors are ineligible. To mark a debtor as no-buy, and thereby add that debtor's balance to the ineligible total for the submission:

1. Select the collateral in the Client List.
2. In the Functions pane, select Tracked Aging – AR from the Collateral Menu.

The Summary Tracked Aging screen appears.

The screenshot displays the CADENCE Client List application. The main window shows a table of client information with columns: Client Name, Client No, Facility Description, Curren..., Loan Limit, Gross Collateral, Inelig Collateral, Eligible Collateral, Net Collateral, and Available. A sub-window titled "Summary Tracked Aging - AR for Does It All Manufacturing (DOES)/Accounts Receivable" is open. This sub-window has tabs for "Customer Summary", "Totals", and "Options". The "Customer Summary" tab is active, showing a grid of debtor information with columns: Debtor Name, 1-30, 31-60, 61-90, 91-120, and 121-Up. The "Display" dropdown is set to "With balances". The "Total A/R:" field shows 1,119,792.85. Buttons for "Client", "Customer", "Details", "Refresh", "Excel", "Help", and "Exit" are visible.

3. Select the debtor from the grid.
4. Click **Debtor/Customer**.

The Debtor Information screen for the selected debtor opens.

5. Set a **No buy** code. This drop-down is populated from the Dispute/Ineligibility/No Buy Code Table located at **Tables > Data Entry > Dispute/Ineligibility/No Buy Codes**.

6. Click **Update**.

The debtor's balances will be considered ineligible when the ineligibility is recalculated.

Set Disputes on Debtor Aging

To set disputes on imported invoices via Debtor Aging screen:

1. Select the collateral in the Client List.
2. In the Functions pane, select Tracked Aging from the Collateral Menu.

The Summary Tracked Aging screen appears.

The screenshot displays the CADENCE Client List application. The main window shows a table of client information with columns: Client Name, Client No, Facility Description, Curren..., Loan Limit, Gross Collateral, Inelig Collateral, Eligible Collateral, Net Collateral, and Available. A sub-window titled "Summary Tracked Aging - AR For Does It All Manufacturing (DOES)/Accounts Receivable" is open. This sub-window has tabs for "Customer Summary", "Totals", and "Options". The "Customer Summary" tab is active, showing a grid of debtor names and their balances across different aging periods (1-30, 31-60, 61-90, 91-120, 121-Up). The "Display" dropdown is set to "With balances". At the bottom of the sub-window, the "Total A/R:" is 1,119,792.85. Buttons for "Client", "Customer", "Details", "Refresh", "Excel", "Help", and "Exit" are visible.

Collateral D...	Type	Currency Ty...	Gross Collateral	Inelig Collateral	Eligible Collateral	Net Collateral	Limit	Available
Accounts Re...	Bulk A/R	USD	2,500,805.75	78,155.00	2,422,650.75	2,664,915.82	3,000,000.00	2,664,915.82
Inventory T...	Inventory	USD	957,350.00	84,180.00	873,170.00	219,293.75	200,000.00	200,000.00
Machinery &...	Equipment	USD	12,345.00	0.00	12,345.00	3,703.50	1,000,000.00	3,703.50
Marketable ...	Securities	USD	113,520.00	0.00	113,520.00	68,112.00	100,000.00	68,112.00
Harper Woo...	Real Estate	USD	125,000.00	0.00	125,000.00	100,000.00	185,000.00	100,000.00
Aging Coll T...	AR Aging	USD	598,858.21	35,268.96	563,589.25	563,589.25	300,000.00	100,000.00
AR Item	Other	USD	15,000.00	0.00	15,000.00	9,000.00	500,000.00	9,000.00
New Test B...	Bulk Invento...	USD	2,469,729.25	28,150.00	2,441,579.25	1,220,789.62	1,000,000.00	321,225.03

Debtor Name...	1-30	31-60	61-90	91-120	121-Up
New Debtor 1					5,000.00
New Debtor 2					6,000.00
New Debtor3					7,000.00
Test Aarco Travel Agency					4,000.00
Test Abraxi-Taxi LLC					00,000.00
Test Accettolas Antiques L					6,000.00
Test Ace Metal Finishing S					5,000.00
Test A Firm Foundation Ear					5,000.00
Test Aim High, LLC					4,243.89
Test A & L Finishing LLC					5,000.00

Total A/R: 1,119,792.85

3. Select the debtor from the grid.
4. Click Details.

The Tracked Aging screen for the selected debtor opens.

Tracked A/R Customer Aging for New Debtor 1 on Does It All Manufacturing (DOES)/Accounts Receivable

Aging | Credit / No Buy | NDA / Rules | Confirmation | Analysis | Misc. Data | Alias | Documents | Address | Overrides | Options

☐ ☐ **NO** Purchased Unpaid only

Invoice	Typ	PO #	Due	Current	1-60	61-90	91-120
824-39179	IN		8/3/2018				

Invoice Action Images As Of November 8, 2018 Total Balance: 5,000.00
Balance Shown: 5,000.00

Customer Notes Images Collection Note Verification Note Set/clear dispute/ineligible Change customer Set original invoice received Letter Master History Exit Help

5. Select the invoice or invoices to be placed in dispute.
6. In the action list, select **Set/clear dispute**.
7. Click the **Action** button.

The Set Dispute for Multiple Invoices screen appears:

Set Dispute for Multiple Invoices

Client: Does It All Manufacturing (DOES)

Customer: New Debtor 1

Invoice #	Date	Amount	PO #	Current Dispute..
7-27824-39179	7/4/2018	5000.00		

Dispute code: Bankruptcy

Set dispute Clear dispute Cancel Help

8. In the **Dispute Code** field, select the dispute code to apply to the invoices.

Remember, Dispute Codes are set up in the Dispute/Ineligibility/No Buy Code Table in FactorSoft.

9. Click **Set Dispute**.

The invoices are set in dispute, and upon recalculating the aging, the invoice totals will be moved from Eligible Collateral to the Less Ineligibles figure.

Working Exceptions

The debtors in the borrower submission that are flagged as exceptions based on the collateral level rules set up on the Exception tab of the Ineligibility Settings panel of the Collateral Information screen are worked from the Exception Queue:

1. Open the Exception queue by selecting Tracked Ineligible Exceptions from the Office menu.
2. Select the borrower submission from the queue and click View to open the Exception Details screen.
3. Select the debtor line-item to work from the grid.
4. Select the exception decision in the **Select Action** field and click the **Action** button.
 - Select **Clear Exception** to clear the exception category for the debtor item(s) in the submission. This removes the line-item from the Exception Detail queue. Note that while this clears the exception status, the invoice(s) may still be ineligible by other ineligibility rules.
 - Select **Make Ineligible** displays the Exception Details – Make Ineligible screen, from which you can select the level at which to apply the ineligibility (**Debtor** = across portfolio, **Relationship** = client/debtor relationship only) and the dispute code to apply to the debtor item(s) in the submission.

Dispute Codes are set up in the Dispute/Ineligibility/No Buy Code Table in FactorSoft.

Recalculating the Data

Once the user has worked the aging, the data is recalculated to display the new ineligibility figures:

1. From the Collateral Information screen, select the Summary Panel.
2. Select **Recalc Ineligibles** and click the **Action** button.

The **Eligible Collateral**, **Net Collateral**, and **Available Collateral** are updated based on your working of the aging.

Summary

	Declaration		Tracked Aging
	Posted	Pending	Pending
		3-2-2020	---
Current Collateral:	2,500,805.75	2,525,805.75	---
Less Ineligible:	78,155.00	2,606.00	1,119,792.85
Less Reserves:	0.00	0.00	---
Less Set Asides:	0.00	0.00	---
Eligible Collateral:	2,422,650.75	2,523,199.75	
Advance Rate:	110.00	110.00	
Net Collateral:	2,664,915.82	2,775,519.73	
Collateral Limit:	3,000,000.00	3,000,000.00	
Lower of Net or Limit:	2,664,915.82	2,775,519.73	---
Less Set Asides:	0.00	0.00	---
Collateral Dependencies:	0.00	0.00	---
Available Collateral:	2,664,915.82	2,775,519.73	

Action

Recalc Ineligibles
Approve Pending
Post Ineligibles
Recalc Ineligibles

Aging Detail

Recent Report

Refresh

Print

Save

Cancel

Refresh

Audit

Print

Help

Posting Ineligibility

Tracked A/R provides functions to update ineligibility from the imported borrower submission file. You have the option of determining at the organizational level whether or not to allow ineligibility to be updated from borrower submissions, whether to allow "manual" update (meaning the user will have to select the action from the Summary Panel of the Collateral Information), or whether automatically updates the collateral borrowing base upon import. You also have the option of allowing this determination to be made at the collateral level. This determination is made by setting the following System Preference in the **Facility/Collateral Rules (Formerly Asset Based Lending)**, **Rules**, **Tracked AR** and **Loan Backed** folder:

Preference	Description
Updating the col-	Select the option that determines how ineligibility is updated by Tracked A/R

Preference	Description
lateral ineligibility posting	<p>imports:</p> <ul style="list-style-type: none"> • New calculate ineligibility numbers are pending until posted: Select this option to indicate that ineligibility postings are pending until posted for the collateral on the Summary Panel of the Collateral Information screen by selecting Post Ineligibles and clicking Action. • New calculate ineligibility numbers are automatically posted when available: Select this option to indicate that ineligibility postings are automatically posted when the file is imported. • The choice is made at the collateral level: The ineligibility posting option is selected from the Updating the collateral ineligibility posting field on the Post Methods tab of the Ineligibility settings panel of the Collateral Information screen for each collateral.

To manually post ineligibles, on the Summary panel of the Collateral Information screen:

1. Select **Post Ineligibles** and click the **Action** button on the Summary panel of the Collateral Information screen to post the ineligibility and update the collateral.

The Ineligible Posting screen for the collateral type is displayed. For A/R Aging or Summary A/R collateral types, the Ineligible Posting screen opens. For Bulk A/R collateral types, the Bulk Ineligible Posting screen opens.

2. Add the ineligibility detail items in the Ineligible Posting screen for the collateral and save the Ineligible Posting.

The Tracked Aging figures move from the Pending to the Posted column, and the result of the ineligible posting updates the Posted column under Declaration.

Debtor/Vendor Clustering

"Clustering" in Tracked A/R refers to the combining of debtors or vendors for the purpose of comparing their combined total A/R to the Concentration limit defined in the Ineligibility Settings for the collateral, while at the same time maintaining independent debtor/vendor records for future submission imports.

Creating Debtor/Vendor Clusters

Debtor / Vendor clusters are created from the Clustering Panel of the Debtor Information screen (see the [Clustering – Debtor Information](#) topic for details). To create a cluster:

1. Open the Debtor Information screen for the debtor in which the debtor/vendor cluster will be created.

TIP

To search out the debtor by name, open the Debtor Search screen by selecting Name Search in the Search menu of FactorSoft Desktop.

2. Select the Clustering panel.
3. Select the type of cluster to create:
 - Select **Debtor** to create a debtor cluster for concentration limit analysis in Tracked A/R
 - Select **Vendor** to create a vendor cluster for contra analysis in Tracked A/R
4. Click **Add**.

The Add Additional Debtor/Vendor Alias for Debtor screen opens.

5. For each debtor or vendor to be added to the cluster:
 - enter letters or numbers to display matching entries in the grid
 - select the entry to add to the cluster
 - click the **Add** button

The Add Additional Debtor/Vendor Alias for Debtor screen closes, and the debtor/vendor is added to the cluster on the Clustering panel of the Debtor Information screen.

Viewing Clusters for an Import

You can view clustered debtors for an import on the Report history Details screen.

- Double-click the appropriate report line-item on the Submission History panel of the Collateral Information screen to open the Report History Details screen.
- Click the **Contra Analysis** or **Over Concentration Limit** heading in the **Ineligible Summary** section to display the detail for the category in the grid.
- Clustered debtors or vendors will be labeled **Cluster #** - note that the line-item totals reflect the total for the cluster
- Click the plus-sign to view the debtors or vendors within the cluster, as shown below:

Report History Details

Client: [Does It All Manufacturing](#)
Facility: [LOC Facility w/ARInv](#)
Collateral: [Accounts Receivable](#)

As Of Date: 4/7/2017
Last Calc Date: 4/7/2017 3:57 PM

Aging Summary

Days 1-30	Days 31-60	Days 61-90	Days 91-120	Days 121+	Total Aging Amount:	706,582.51
---	634,792.85	56,755.02	15,034.64	---	Ineligible:	151,552.56
					Eligible:	555,029.95

Title	Amount	Debtor Name	Balance	Over Concentration ...	Over Concentration Limit...
Over Eligible Day Amount	15,034.64	Test All Star Commercial Services	253,072.92	99,102.77	100.00%
Cross Age Amount	0.00				
Credits Over Eligible Days	0.00				
Over Concentration Limit	99,102.77				
Over Limit Amount	0.00				
Invoice Ineligible Amount	0.00				
Ineligible Debtors	0.00				
Tiered Amount	37,415.15				
Future Ineligible Amount	0.00				
Partial Pay Amount	0.00				
Invoice Number Ineligible	0.00				
Tracked Ineligible Amount	0.00				
Exception Amount	0.00				
Maximum Eligible Invoice Amount	0.00				
Total Ineligible Amount:		151,552.56			
Available Collateral Amount:		555,029.95			

Exception Queue
Aging Detail
Open
Refresh
Print
Help

Tracked A/R Panels

This section provides detailed descriptions of each of the Collateral Information panels specific to Tracked A/R and the data entry dialogs that are used to create and edit the Tracked A/R details on these panels.

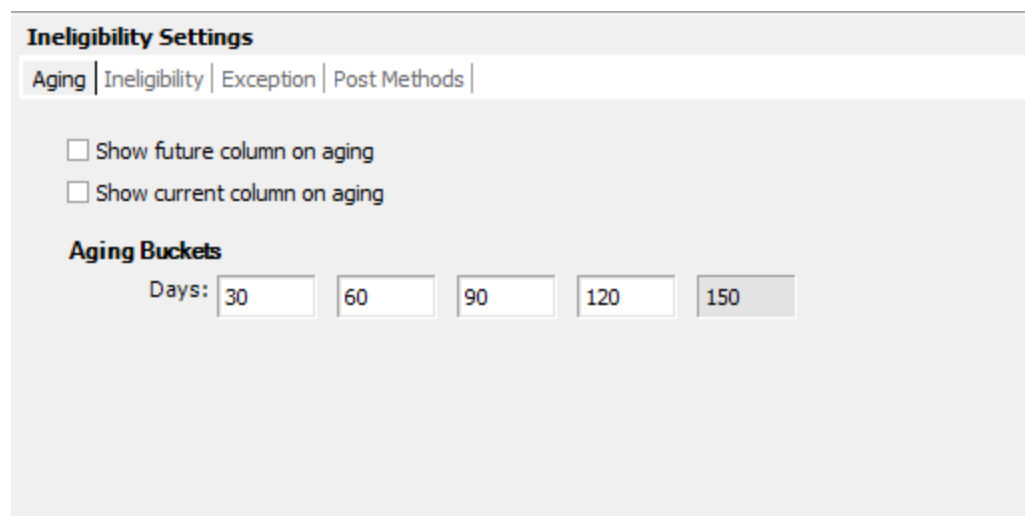
Collateral Information – Ineligibility Settings Panel

The Ineligibility Settings Panel is used to set the ineligibility parameters used by Tracked A/R to analyze an imported aging and determine ineligibility for the collateral, and to set the parameters for handling new debtors in the import. This panel is accessed from the Collateral Information panel list for a Bulk A/R collateral.

Note that the parameters set on this screen are cumulative so that the sum of all eligibility rules that apply determine the ineligibility for the customer aging.

Aging tab

Set ineligibility aging parameters for the collateral on this tab.



Ineligibility Settings

Aging | Ineligibility | Exception | Post Methods

☐ Show future column on aging

☐ Show current column on aging

Aging Buckets

Days:

Field	Description
Show future column on aging	Select this option to display the Future column and any balances for future-dated invoices on the Tracked Aging Detail screen.
Show current column on aging	Select this option to display the Current column and any current balances on the Tracked Aging Detail screen.
Aging Settings	Enter days for the aging categories to use for the imported data.

Ineligibility tab

Set ineligibility parameters for the collateral on this tab.

Ineligibility Settings

Aging | **Ineligibility** | Exception | Post Methods |

☐ No Debtor limit is ineligible

☐ Over debtor limit is ineligible

☐ Partially paid invoices are ineligible

☐ One invoice over makes all invoices ineligible:

Or what % over makes all invoices ineligible (Cross Age Rule):
10.00

☐ Blank invoice number is ineligible

☐ Future dated invoices are ineligible

☐ Summarized invoices are ineligible

☐ Duplicate invoice numbers are ineligible

☐ Force total over eligible day to zero when negative

Tiered ineligibility table:

Accept ineligibility calculation rule:

Aged Credits:
☒ Detail
☐ Summary

If account balance is credit:
☒ Include
☐ Exclude

Maximum Eligible Invoice Amount:

Ineligibility days:
121

Concentration limit(%):
10.00

Field	Description
No Debtor limit is ineligible	Select this option to indicate that debtors with no credit limit specified are ineligible.
Over debtor limit is ineligible	Select this option to indicate that debtors whose credit limit is exceeded are ineligible.
Partially paid invoices are ineligible	Select this option to indicate that a partially paid invoice is ineligible. If an invoice is found in the current import that has the same invoice number and date as the previous month's import, but the balance has changed, Tracked A/R assumes that a payment has been taken on the invoice.
One invoice over makes all invoices ineligible	Select this option to indicate that all invoices for a particular debtor become ineligible if one invoice from that debtor reaches the value defined in the Ineligibility days field.
Or what % over makes all invoices ineligible (Cross Age Rule)	<p>Enter the percentage rate of a debtor's total past-due balance, which, if reached, causes the debtor's entire invoice balance to be ineligible.</p> <p>For example, given that (1) the Ineligibility days field is set to 60, (2) the Percentage over field is set to 50%, and (3) the debtor has an outstanding balance of \$2100 based on the following items:</p>

Field	Description
	<ul style="list-style-type: none"> • Invoice #1 for \$1000 is 75 days old • Invoice #2 for \$700 is 12 days old • Invoice #3 for \$400 is 7 days old <p>In this example, invoice #1 is ineligible because it exceeds 60 days in age. However, invoices #2 and #3 are still eligible, because the total balance amount older than 60 days is \$1000, which represents only 47.5% of the entire outstanding balance – and not 50%.</p> <p>However, if the Ineligible days were set to 60 with a Percentage over set to 40%, all three invoices would be ineligible, because the total balance amount older than 60 days (47.6%) is greater than 40%.</p>
Ineligibility days	<p>Enter the number of aging days after which the debtor's past-due invoices become ineligible.</p> <p>Note that the ineligibility days can be overridden for a relationship (NOA/Rules tab of Tracked A/R Debtor Aging).</p>
Concentration limit (%)	<p>Enter the percentage rate of the total A/R over which the debtor's invoice(s) become ineligible.</p> <p>For example, enter 50 to indicate that debtor invoices are eligible as long as their combined total balance equals 50% or less of the client's A/R. Amounts exceeding that limit are ineligible.</p> <p>Note that the concentration limit can be overridden for a relationship (NOA/Rules tab of Tracked A/R Debtor Aging).</p>
Blank invoice number is ineligible	Select this option to hold all invoices without an invoice number ineligible by default.
Future dated invoices are ineligible	Select this option to hold all future-dated invoices ineligible by default.
Summarized invoices are ineligible	Select this option to hold all summarized invoices ineligible by default.
Duplicate invoice numbers are ineligible	Select this option to hold all invoices with duplicate invoice numbers ineligible by default.

Field	Description
Force total over eligible day to zero when negative	<p>Select this option to restrict the total Over Eligible Days ineligibility category from being less than zero.</p> <p>Note that if the Calculate over age ineligibility last option is selected, the Force total over eligible day to zero when negative option cannot be selected.</p>
Tiered ineligibility	Select the applicable Tiered Ineligibility table used to determine ineligibility rates.
Aged Credits	<p>Select the option to determine how credit balance items are treated for determining ineligibility. For credit items that qualify, Tracked A/R removes the sign and holds the applicable balance as ineligible.</p> <ul style="list-style-type: none"> • Summary: apply ineligibility rules to debtor total credit balance only • Detail: apply ineligibility rules to any credit balance item over eligible days
If account balance is credit	<p>Select the option that determines how a credit (negative) account balance is applied by Tracked A/R.</p> <ul style="list-style-type: none"> • Include: if account balance is a credit, include in ineligible • Exclude: if account balance is a credit, don't hold as ineligible (only holds credit balances as ineligible if the account balance is positive)

Exception tab

The Exception tab is used to set up exception debtor rules that determine how new debtors in subsequent imports for the collateral are to be handled for ineligibility, and to set increase thresholds for total balance and past due amounts above which the invoices for the debtor will be held ineligible. Note that debtors held ineligible for these rules are displayed in the Exception Queue screen, which is accessed from the Office Menu in FactorSoft.

Note that for the first import, you must always set **New Debtor** to **Do not test** to avoid queuing all debtors in the import to the Exception Queue.

Ineligibility Settings

Aging | Ineligibility | **Exception** | Post Methods |

New Debtor:

Change in Debtor's Total Balance

% Increase:

Min Amount:

Change in Debtor's Past Due Balance

% Increase:

Min Amount:

Days Old:

Exception Workflow Settings

Days Exception Still Open:

Field	Description
New Debtor	<p>Select the level at which a new debtor in subsequent imports is to be tested to determine whether it is new.</p> <ul style="list-style-type: none"> • Do not test: do not hold new debtors for imports on this collateral in the Exception Queue • New to Database: hold new debtors for imports on this collateral in the Exception Queue if the debtor is matched in any client in the database. • New to Client: hold new debtors for imports on this collateral in the Exception Queue if the debtor is matched in any collateral for the client. • New to Collateral: hold new debtors for imports on this collateral in the Exception Queue if the debtor is matched in this collateral.
Up Change	<p>Enter the subsequent import thresholds for total balance amounts above which the invoices for the import will be held ineligible:</p> <ul style="list-style-type: none"> • % Increase: enter a percentage of increase in total balance for subsequent imports above which the invoices for the import are held ineligible. • Min Amount: enter a minimum amount of increase by which to qualify the subsequent import percentage. If the import is above the % Increase threshold, but not above the minimum amount, the import will not be held ineligible.
Up Past Due	<p>Enter the subsequent import thresholds for past due amounts above which the</p>

Field	Description
	<p>invoices for the import will be held ineligible:</p> <ul style="list-style-type: none"> • % Increase: enter a percentage of increase in past due balance for subsequent imports above which the invoices for the import are held ineligible. • Minimum Amount: enter a minimum amount of increase by which to qualify the subsequent import percentage. If the import is above the % increase threshold, but not above the minimum amount, the import will not be held ineligible. • Days Old: enter a minimum aging days by which to qualify the subsequent import percentage. If the import is above the % Increase threshold, but not above the Days Old, the import will not be held ineligible.
Exception Workflow Settings	<p>Enter the Workflow template information used for follow-up on debtor exception items for this collateral:</p> <ul style="list-style-type: none"> • Days Exception Still Open: enter the number of days from the import after which the follow-up Workflow template is executed. • (Template): Select the follow-up Workflow template to execute.

Post Methods tab

The Post Method tab is used to select the borrowing base and ineligibility update option for the collateral. These options will only be available if System Preferences **Facility/Collateral Rules (Formerly Asset Based Lending)**, Rules, Tracked AR and Loan Backed, Updating the collateral borrowing base certificate and/or Updating the collateral ineligibility posting are set to The choice is made at the collateral level.

Ineligibility Settings

Aging | Ineligibility | Exception | **Post Methods**

Updating the collateral borrowing base certificate:
Borrowing base certificate never updates from submitted report

Updating the collateral ineligibility posting:
New calculate ineligibility numbers are pending until posted

Field	Description
Updating the collateral borrowing base certificate	<p>Select the option that determines how the collateral borrowing base is to be updated by Tracked A/R imports for this collateral.</p> <ul style="list-style-type: none"> • Borrowing base certificate never updates from submitted report: Select this option to indicate that the borrowing base cannot be updated from Tracked A/R. • Borrowing base certificate can update from submitted report: Select this option to allow manual updating of the borrowing base from the Summary Panel of the Collateral Information screen by selecting Post Certificate and clicking Action. • Borrowing base certificate only updates from submitted report: Select this option to indicate that the collateral borrowing base can only be updated from a Tracked A/R import – there is no New option on the Certificate Posting panel of the Collateral Information screen to manually create a borrowing base certificate. • Borrowing base certificate updates from submitted report or manual entry: Select this option to indicate that the collateral borrowing base can be updated by Tracked A/R import or manually updated from the Certificate Posting panel.
Updating the collateral ineligibility posting	<p>Select the option that determines how ineligibility is updated by Tracked A/R imports for this collateral:</p> <ul style="list-style-type: none"> • New calculate ineligibility numbers are pending until posted: Select this option to indicate that ineligibility postings are pending until posted for the collateral on the Summary Panel of the Collateral Information screen by selecting Post Ineligibles and clicking Action. • New calculate ineligibility numbers are automatically posted when available: Select this option to indicate that ineligibility postings are automatically posted when the file is imported.

Collateral Information – Submission Template Panel

The Submissions Templates panel lists borrower submission templates defined for the collateral. Submission templates define the type of import data and the method of import for the borrower submission.

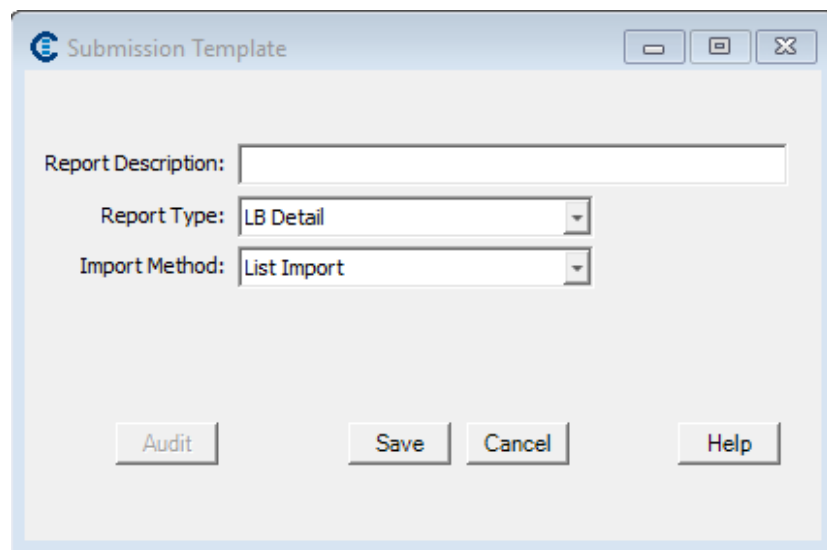
[illegible]

Field	Description
(Grid)	<p>Displays each submission/template as a line-item with the following data:</p> <ul style="list-style-type: none"> • Description: the description of the submission/template • Report Type: the template report type selected in the report parsing application • Method: the import method of the submission/template
New	Click this button to add a submission template to the collateral. The Submission Template screen opens to allow entry of a new submission.
View	Select an existing line-item from the grid and click this button to view and/or edit the submission on the Submission Template screen.
Remove	Select an existing line-item from the grid and click this button to remove the submission from the collateral record.
Copy	Click this button to open the Copy Existing Template panel to create a copy

Field	Description
	of an existing template for this collateral.

Submission Template Dialog

The Submission Templates screen is used to select and add borrower submissions templates for the collateral. This screen is accessed from the Submission Templates panel of the Collateral Information screen.

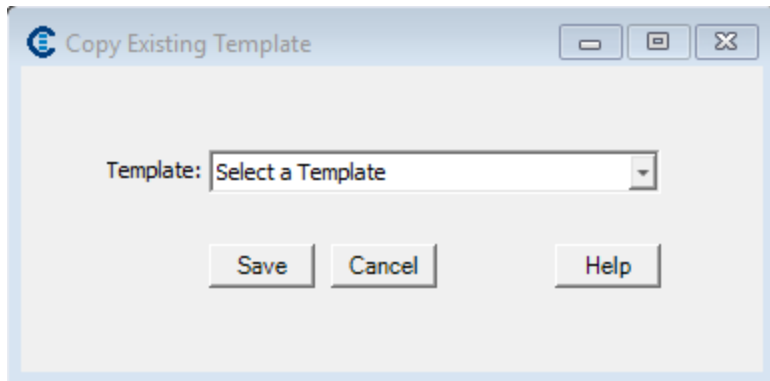


Field	Description
Description	Enter a descriptive title for the submission template.
Report Type	Select the submission template type from the following options: <ul style="list-style-type: none">• AR Detail: select this option to import an accounts receivable report using a third-party collateral importer• AR Unaged List: select this option to import a file using the List Importer• AP Detail: future use• AP Unaged List: future use• AP Summary: future use• LB Detail: select this option to import the Loan Backed import data file.
Method	Select the import method: <ul style="list-style-type: none">• Collateral Reader• List Importer
Sample File	Select the unparsed sample file which will be used as the basis of the third party template, where applicable.

Field	Description
	This field only applies if Collateral Reader is selected in Method.
Audit	Click this button to open the Audit screen to view audit history for the sub-mission template.
Save	Click this button to save the template.
Cancel	Click this button to close the screen without saving.

Copy Existing Template Dialog

This screen is used to copy of an existing template to the Submissions Templates panel for this collateral. This screen is accessed from the Submission Templates panel of the Collateral Information screen.



Field	Description
Template	Select the template to copy from a list of all submission templates created in FactorSoft.
Save	Click this button to copy the template to the Submission Templates panel for the collateral.
Cancel	Click this button to close the screen without saving.

Collateral Information – Submission Schedules Panel

The Submissions Schedules panel lists borrower submissions scheduled for import.

Submission Schedules

Description	Report Type	Last Report
Test Template	LB Detail	

New

View

Delete

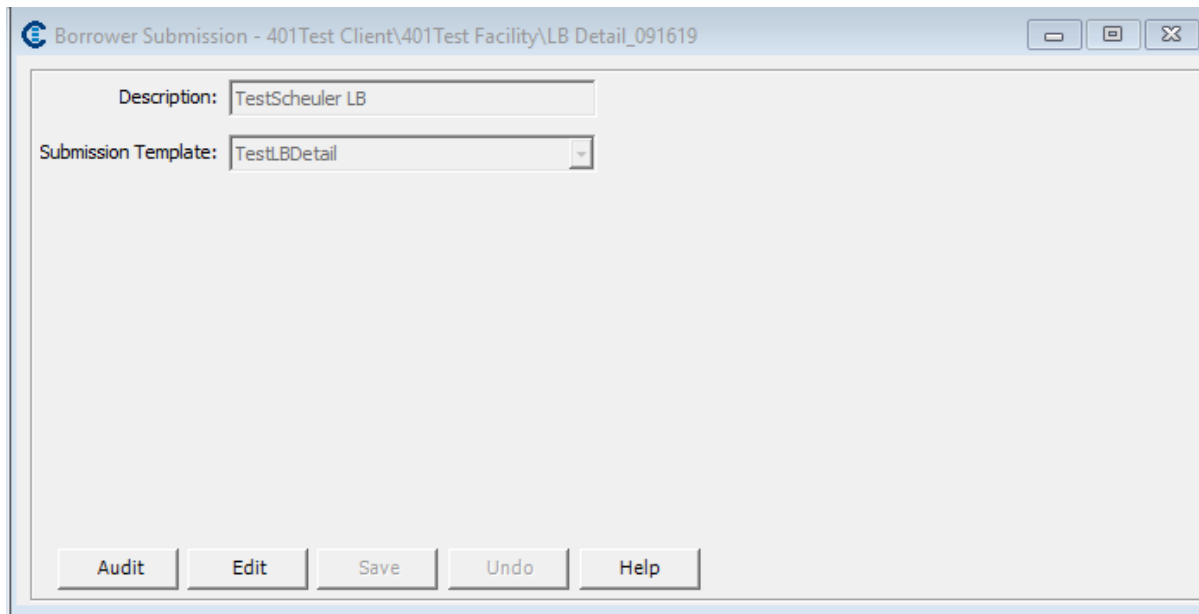
Field	Description
(Grid)	Displays each submission/template as a line-item with the following data: <ul style="list-style-type: none">• Description: the description of the submission/template• Report Type: the template report type selected in the report parsing application,always LB Detail for LBBB.• Last Report: the date and time on which the submission/template was last utilized
New	Click this button to add a submission to the collateral. The Borrower Submission screen opens to allow entry of a new submission.
View	Select an existing line-item from the grid and click this button to view and/or edit the submission on the Borrower Submission Dialog.
Delete	Select an existing line-item from the grid and click this button to remove the submission from the collateral record.

Borrower Submission Dialog

The Borrower Submission screen is used to record expected borrower submissions, which identify the report templates used to import data for use by Tracked A/R, and set other submission/import parameters as outlined below. This screen is accessed from the Submission Schedules panel of the Collateral Information screen.

The Borrower Submission screen is used to:

- Identify the import template for the submission



Field	Description
Description	Enter the borrower submission description.
Submission Template	Select the import template to be used to import the borrower submission.

Collateral Information – Submission History Panel

The Submission History Panel lists borrower submissions that have been imported into Tracked A/R, and allows manual submissions to be executed.

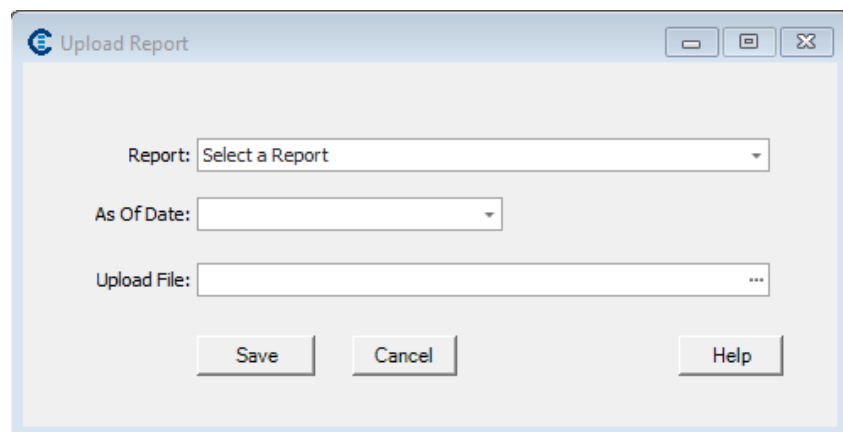
[illegible]

Field	Description
(Grid)	<p>Displays each submission as a line-item with the following data:</p> <ul style="list-style-type: none"> • Report.: the description of the Borrower Submission definition • As Of Date: the as-of date at the time the submission was received • Date Received: the actual date and time the submission was received • Status: the submission status • Execution Date: the date on which the submitted report was processed in Tracked A/R • Execution Msg: the execution status
Unprocess	Select the most recent borrower submission line-item and click this button to unprocess the import. Only the most recent import for the collateral can be unprocessed.

Field	Description
Open	Click this button to open the borrower submission file in a separate window.
Refresh	Click this button to update the data displayed in the panel.
New	Click this button to submit a file for processing in Tracked A/R. The Upload Report for Accounts Receivable screen opens to select and submit the file.
View	Select an existing line-item from the grid and click this button to view Report History Details screen, which summarizes the aging and ineligibility calculations associated with the submission.

Upload Report Dialog

The Upload Report for Accounts Receivable is accessed from the Submissions History panel of the Collateral Information screen for Tracked A/R and Loan Backed Collateral and allows manual submissions to be executed.



Field	Description
Report	Select the Borrower Submission report definition to be imported. The list displays the Borrower Submission description, Next As-of Date, and Last Upload Date, if applicable.
As Of	Select the as-of date for the submission.
Upload File	Click the ellipsis button to display an Explorer window, from which you can browse to the file location and select the file.
Save	Click this button to submit the Borrower Submission for processing.
Cancel	Click this button to close the screen without submitting.

Report History Details Dialog

The Report History Details Dialog summarizes the aging and ineligibility calculations associated with a borrower submission. This screen is accessed from the Submission History Panel by selecting a report line-item and clicking **View**, from the **View Current Submission** link in the Panel/Link List of the Collateral Information screen, by clicking the **Recent Report** button from the Summary panel of the Collateral Information screen, or by clicking the **Recent Report** link in the Collateral Functions Menu on the Client List. Note that selecting any of the latter three options returns the most recent submission only.

Report History Details

Client: 400test Client

Facility: 400test Facility

Collateral: Test 4.0LBDetail

As Of Date: 9/26/2019

Last Calc Date: 10/9/2019 1:34 PM

Term: Test LB Detail Audit

Aging Summary

Days 1-30

Days 31-60

Days 61-90

Days 91-120

Days 121+

2,402,150.00

Total Aging Amount:

2,400,932.75

Ineligible:

2,312,150.00

Eligible:

88,782.75

Title	Amount
Over Eligible Day Amount	0.00
Cross Age Amount	0.00
Credits Over Eligible Days	0.00
Over Concentration Limit	0.00
Over Limit Amount	0.00
Invoice Ineligible Amount	0.00
Ineligible Debtors	0.00
Tiered Amount	0.00
Future Ineligible Amount	0.00
Partial Pay Amount	0.00
Invoice Number Ineligible	0.00
Tracked Ineligible Amount	0.00
Exception Amount	0.00
Maximum Eligible Invoice Amount	0.00
Over Calculated Availability	60,000.00
Appraisal Required or Expired	2,252,150.00
Not Approved	0.00

Total Ineligible Amount:

2,312,150.00

Available Collateral Amount:

88,782.75

Debtor Name	Balance	Appraisal Required o...	Appraisal Required or Ex...
Wai Wong	450,000.00	450,000.00	19.98%
Sheikh	724,500.00	724,500.00	32.17%
Seymore	195,000.00	195,000.00	8.66%
Jovohn Gibson	65,000.00	65,000.00	2.89%
Kooner	122,650.00	122,650.00	5.45%
Asset No. 5573	Asset Date 7/2/2014	Asset Amount 122,650.00	Percent of Customer Amount 100.00%
Velazquez	50,000.00	50,000.00	2.22%
Meza	185,000.00	185,000.00	8.21%
McGurgan	60,000.00	60,000.00	2.66%
Bandak & Gov	300,000.00	300,000.00	13.32%
Defranco, David	100,000.00	100,000.00	4.44%

Debtor Information

Velazquez

Total Credit Limit: \$0.00

Individual Credit Limit: \$0.00

Asset Detail

Import Detail

Open

Refresh

Print

Help

Field	Description
(Report Header)	The uppermost portion for the screen displays the Client , Facility , and Collateral for which the report was imported, and the As Of Date and Last Calc Date of the import.
Aging Summary	Displays the total amounts for each aging bucket for the imported report.

Field	Description
	Note that you can click on any of the aging totals to display the underlying detail for the aging bucket. Each debtor is displayed as a line-item with debtor balance, debtor aging balance, and percentage of the debtor aging total to the total for the aging category.
Total Aging Amt	Displays the total amount for all aging categories for the imported report.
(Ineligible Summary)	The grid on the left displays each ineligible title and their dollar amounts calculated as ineligible for the imported report. The ineligible titles are:

Field	Description
	<ul style="list-style-type: none"> • Over Eligible Day Amt: amount calculated ineligible based on Ineligibility days • Cross Age Amt: amount calculated ineligible based on cross age rule • Credits Over Eligible Days: amount calculated ineligible based on credits over ineligibility days • Contra Analysis: amount calculated ineligible based on contra • Concentration Limit: amount calculated ineligible based on concentration percentage • Over Limit Amount: amount calculated ineligible based on over debtor limit rule • Invoice Ineligible Amt: amount calculated ineligible based on duplicate or summarized invoice number rule • Ineligible Debtors: amount calculated ineligible based on debtors in no-buy status or dispute • Tiered Amt: amount calculated ineligible based on tiered ineligibility table • Future Inelig Amt: amount calculated ineligible based on future dated invoices rule • Partial Pay Amt: amount calculated ineligible based on partially paid invoices • Invoice Number Ineligible: amount calculated ineligible based on blank invoice number • Tracked Ineligible Amt: • Exception Amt: amount calculated ineligible based on debtor exception rules • Over Calculated Availability: amount calculated ineligible as lower of collateral value and unpaid principal balance • Appraisal Required or Expired: amount calculated ineligible as appraisal required or expired – all new loans will fall into this category • Not Approved: amount calculated ineligible for loans that do not have the CRE Credit Approval option selected on the Bank Entered Data tab of the Loan Backed Borrowing Base Invoice screen

Field	Description
(Ineligible Summary) (continued)	<ul style="list-style-type: none"> Appraisal Less than Minimum: amount calculated ineligible base on the Appraisal Below Min rule in the Loan Backed Borrowing Base Terms. Cash Flow Required: amount calculated ineligible for loans that do not have a Property Rental Date set Availability Less than Minimum: amount calculated ineligible base on the Availability Below Min rule in the Loan Backed Borrowing Base Terms. Loan Balance Less than Minimum: amount calculated ineligible base on the Balance Below Min rule in the Loan Backed Borrowing Base Terms. Loan Balance Greater than Maximum: amount calculated ineligible base on the Balance Above Max rule in the Loan Backed Borrowing Base Terms. Not Terms Available: <p>Note that you can click on any of the category totals to display the underlying detail for the category in the adjacent debtor ineligible grid. Each debtor is displayed as a line-item with debtor balance, debtor category balance, and percentage of the debtor category balance to the total category balance.</p>
Total Ineligible Amt	Displays the total amount calculated ineligible for all categories for the imported file.
(Debtor Ineligibles Grid)	<p>Displays the underlying detail of the ineligible items for the selected Aging Summary or Ineligible Summary category. The data columns displayed vary depending on the category selected, but contain the debtor name, the debtor balance, the category total for the debtor, and the concentration percentage of the debtor category balance to the total category balance.</p> <p>Also notice that if the debtor line items have an active plus sign on their left, you can drill down to the invoice data supporting the debtor category total. Each invoice is presented as a line-item beneath the debtor line-item.</p>

Field	Description
Asset Detail	Click this button to open the Asset Detail screen to display the loan detail records imported for the collateral, and provides access to the Loan Backed Borrowing Base Invoice screen, from which the loan detail is worked for ineligibility or availability.
Import Detail	Click this button to open the Import Detail screen, which displays the aged import detail by debtor for the imported debtor submission.
Open	Click this button to open the import file for the borrower submission.
Refresh	Click this button to reload the screen data.
Print	Click this button to generate a preview of the Report History Detail screen, which can be printed or exported in a variety of formats.

Tracked Aging Detail

The Tracked Aging Detail screen is accessed from Report History Detail screen and displays the detailed aging for the submitted report.

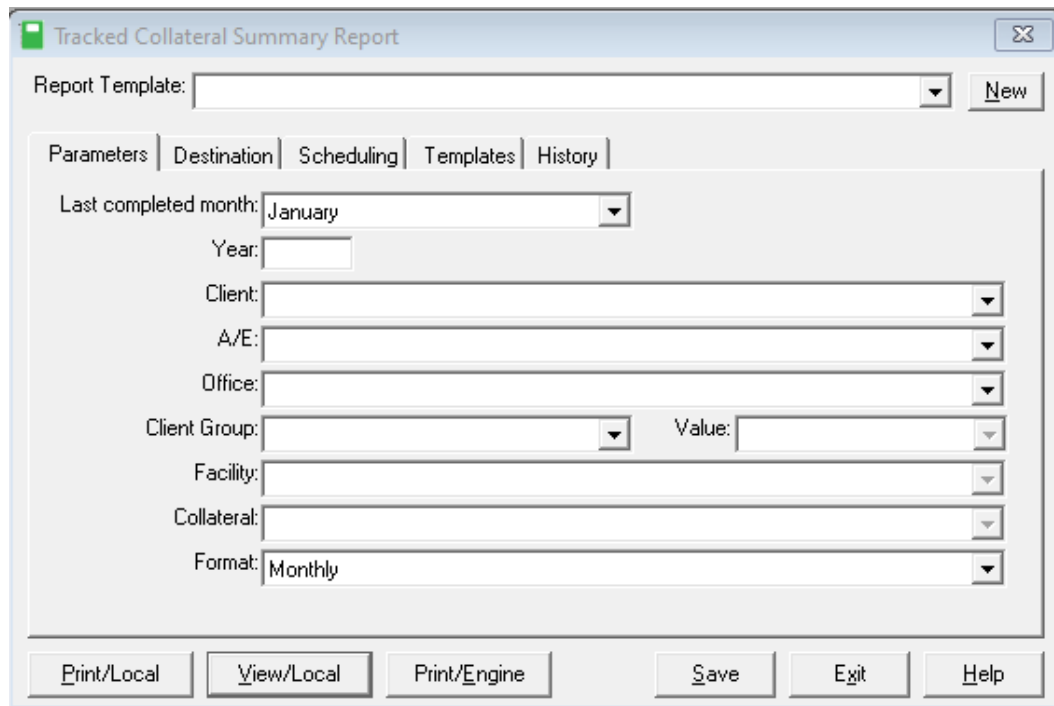
[illegible]

Field	Description
Client	Displays the client for which the submitted report was imported.
Facility	Displays the facility name for which the submitted report was imported.
Collateral	Displays the collateral for which the submitted report was imported.
As Of Date	Displays the date from which the aging is calculated. This date is selected on the Upload Report screen from the Submission history panel.
Calc Date	Displays the actual run date on which the submitted report was imported.
Grid	Displays each debtor in the imported report as a line-item, with summarized invoice aging and ineligible categories.
Columns	The Columns tab is a list of available columns that can be added to the grid. To

Field	Description
	add any of the listed columns to the grid, click on the desired column name and then drag and drop it at the desired location on the client header line at the top of the grid. Should you wish to remove a column from the grid, grab the column header in the grid display, and drag and drop it on the Columns tab.
Open	Click this button to open the import file for the borrower submission.
Print	Click this button to generate a preview of the Tracked Aging Detail screen, which can be printed or exported in a variety of formats.
Close	Click this button to exit the screen.



Tracked Collateral Summary Report

The Tracked Collateral Summary Report is presented by client in three sections: Accounts Receivable Aging, Ineligibles by Reason, and Concentration, and provides trending and analysis information for Tracked A/R data. The report is produced from a selected Last completed month and Year as-of date, and displays up to six preceding submissions for analysis. A Format option allows the user to select whether to locate the last submission in the most recent completed month or quarter, and report the preceding month or quarter ends in prior months, quarters, or years. The report can be filtered by Client, A/E, Office, Client Group/Value, Facility and/or Collateral.



Report Parameters

Field	Description
Last completed month	Select the month of the last completed submission to be used as the as-of date month for the report.
Year	Enter the year of the last completed submission to be used as the as-of date year for the report.
Client	drop-down to select the client for which to run the report. For Client Search Window, available on SQL Reports when System Preference > Field-

Field	Description
	<p>s/Screen Behavior > Miscellaneous > Use Client Search instead of drop downs is set to True.</p> <p>Select the  magnifying glass icon to open the Search window and begin typing the client name.</p> <p>Select Contains or Begins with to refine results. Search window will display up to 500 matches.</p> <p>Click the  red [x] icon to clear the Client field.</p> <p>TIP Choosing Contains will allow users to search by Client Code.</p>
A/E	<p>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 <i>Client Information</i> screen.</p> <p>To limit the A/E field to list only those users that have been marked as an A/E, use the following System Preference:</p> <ul style="list-style-type: none"> Terminology > Select account executive based on check box: TRUE
Office	<p>Select the office to which to limit the report results. If the user has an Office restriction defined on the <i>Manage Users</i> 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.</p> <p>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.</p>
Client Group	<p>Select the client group to which to limit the results in the report.</p> <p>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.</p>
Value	<p>Select the specific client group value to which to limit the results in the report.</p> <p>Client Groups are defined in the Client Group Code table in the Tables feature. To access</p>

Field	Description
	this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Facility	<p>Select the facility for the selected client to include in the report or leave blank to include all facilities. This field only becomes active if you select a client from the Client list above.</p> <p>If you leave this field blank, you cannot make a selection in the Collateral field.</p>
Collateral	Select an Inventory collateral for the selected facility to which to limit the report, or leave blank to report on all collaterals for the selected facility.
Format	<p>Select the report format to be generated:</p> <ul style="list-style-type: none"> • Monthly • Quarterly • Annual

Report Sample

HJ Simpson Capital

Collateral Summary Report - Monthly

Apple Meat & Produce/ Apple Meat & Produce (AMP05) Test ColSetting - 1/31/2016

Last Submission Date: 12/1/2015

Accounts Receivable Aging	January, 2016		December, 2015		Variance	November, 2015		October, 2015		January, 2015
	Current	EOM	Current	EOM		EOM	EOM	EOM	EOM	
1-30	10,042,464	99.2%	10,042,464	99.2%	0	0.0%	0	0	0	0
31-60	19,996	0.2%	19,996	0.2%	0	0.0%	0	0	0	0
61-90	22,221	0.2%	22,221	0.2%	0	0.0%	0	0	0	0
91-120	13,980	0.1%	13,980	0.1%	0	0.0%	0	0	0	0
120+	22,579	0.2%	22,579	0.2%	0	0.0%	0	0	0	0
Total Accounts Receivable	10,120,261	100.0%	10,120,261	100.0%	0	0.0%	0	0	0	0

Ineligible by Reason

Concentration Limit	0	0.0%	0	0.0%	0	0	0	0
Credit Over Eligible Days	1,526	0.0%	1,526	0.0%	0	0.0%	0	0
Cross Age Amt	0	0.0%	0	0.0%	0	0	0	0
Invoice Ineligible Amt	0	0.0%	0	0.0%	0	0	0	0
Exception Amt	0	0.0%	0	0.0%	0	0	0	0
Ineligible Dollars	2,222	0.0%	2,222	0.0%	0	0.0%	0	0
Over Eligible Day Amt	40,995	0.4%	40,995	0.4%	0	0.0%	0	0
Over Limit Amt	0	0.0%	0	0.0%	0	0	0	0
Over Max Invoice Amt	10,000	0.1%	10,000	0.1%	0	0.0%	0	0
Partial Pay Amt	0	0.0%	0	0.0%	0	0	0	0
Tiered Amt	0	0.0%	0	0.0%	0	0	0	0
Future Inelig Amt	0	0.0%	0	0.0%	0	0	0	0
Tracked Ineligible Amt	0	0.0%	0	0.0%	0	0	0	0
Invoice Number Ineligible	0	0.0%	0	0.0%	0	0	0	0
Total Ineligibles	54,714	0.5%	54,714	0.5%	0	0.0%	0	0

Concentration

Rank	Customer	Total	1-30	31-60	61-90	91-120	120+	
1	99% All Star Command Services	10,000,000	10,000,000	99.7%	0	0.0%	0	0.0%
2	0% Ana Bedrosian	12,195	12,195	0.1%	0	0.0%	0	0.0%
3	0% All Alabama Electric, Inc.	9,479	0	0.0%	0	0.0%	5,000	100.0%
4	0% American Carpet Installers LLC	7,500	0	0.0%	0	0.0%	0	0.0%
5	0% Foundation Firm	7,500	7,500	0.1%	0	0.0%	0	0.0%
6	0% Acceptable Antiques LLC	6,561	0	0.0%	0	0.0%	0	0.0%
7	0% A.Lighting Fast LLC	6,500	0	0.0%	6,500	54.2%	0	0.0%
8	0% The Jeweler Inc.	5,858	5,858	0.1%	0	0.0%	0	0.0%
9	0% A & J Engine Spec, LLC	5,491	0	0.0%	5,491	45.5%	0	0.0%
10	0% Metal Test Ave	5,490	0	0.0%	0	0.0%	5,490	45.5%
99%	Total For Top Ten	10,065,573	10,025,563	99.6%	11,991	0.1%	12,060	0.1%

Printed: January 27, 2016, 3:40 PM ("CollateralSum")

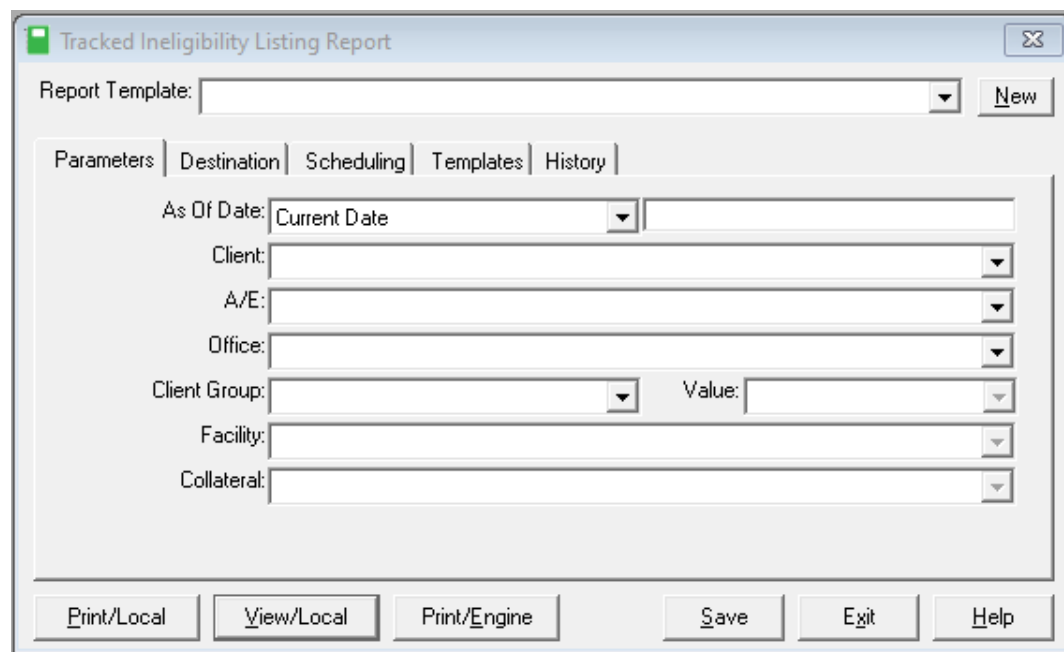
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Tracked Ineligibility Listing Report

The Tracked Ineligible Listing Report lists Tracked A/R submission ineligible by debtor within ineligibility category. The report is produced from a selected As Of Date, and can be filtered by Client, A/E, Office, Client Group/Value, Facility and/or Collateral.



Report Parameters

Field	Description
As Of Date	<p>Select the ending date of the date range for the report.</p> <ul style="list-style-type: none">• Current date• Previous month-end date• Specific date• Set At Run Time (Web Template Only) <p>If Specific date is selected, specify the as-of date in the field to the right.</p> <p>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).</p>
Year	<p>Enter the year of the last completed submission to be used as the as-of date year for the</p>

Field	Description
	report.
Client	<p>drop-down to select the client for which to run the report.</p> <p>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.</p> <p>Select the  magnifying glass icon to open the Search window and begin typing the client name.</p> <p>Select Contains or Begins with to refine results. Search window will display up to 500 matches.</p> <p>Click the  red [x] icon to clear the Client field.</p> <p>TIP Choosing Contains will allow users to search by Client Code.</p>
A/E	<p>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 <i>Client Information</i> screen.</p> <p>To limit the A/E field to list only those users that have been marked as an A/E, use the following System Preference:</p> <ul style="list-style-type: none"> Terminology > Select account executive based on check box: TRUE
Office	<p>Select the office to which to limit the report results. If the user has an Office restriction defined on the <i>Manage Users</i> 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.</p> <p>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.</p>
Client Group	<p>Select the client group to which to limit the results in the report.</p> <p>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.</p>

Field	Description
Value	<p>Select the specific client group value to which to limit the results in the report.</p> <p>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.</p>
Facility	<p>Select the facility for the selected client to include in the report or leave blank to include all facilities. This field only becomes active if you select a client from the Client list above.</p> <p>If you leave this field blank, you cannot make a selection in the Collateral field.</p>
Collateral	Select an inventory collateral for the selected facility to which to limit the report, or leave blank to report on all collaterals for the selected facility.

Sample Report

Client: 308Test Client				Track Ineligibility Listing Report					
Facility: 308Test Facility				As Of December 31, 2015					
Collateral: Test Tracked									
Category	Debtor..	Ineligible	% Incl	Total AR	1-30	31-60	61-90	91-120	120+
Over Eligible Day Amt									
	A to Z Mowing and Diking, LLC	3930.30	6.52%	3930					3930
	Aardvark Travel Agency Inc.	4406.47	7.31%	4406				4406	
	Acceptable Antiques LLC	6561.62	10.88%	6561				6561	
	Alii Dhama	3835.33	6.38%	3835					3835
	All Alabama Electric, Inc.	9479.09	15.72%	9479					9479
	All Custom Title & Pawn LLC	5050.00	8.37%	5050					5050
	All Star Towelling Inc.	3799.92	6.28%	3790					3790
	Alliance Electrical Showroom, LLC	4500.71	7.48%	4501					4501
	American Carpet Installers LLC	7500.00	12.44%	7500					7500
	Test Points Enterprises LP	2000.00	3.32%	3950			1950	2000	
	Test Taxi LLC	3764.61	6.24%	3765				3765	
	TestMetal Finishing Services Corp.	5489.52	9.10%	5490				5490	
	Total Ineligible:	60306.57							
Ineligible Debtors									
	Ar-Abic Fabrics Corp.	2222.22	100.00%	2222		2222			
	Total Ineligible:	2222.22							
Tiered Amt									
	A & J Engine Spec, LLC	549.10	9.43%	5491			5491		
	A Firmament Foundation	375.00	6.44%	7500		7500			
	A Lighting Fast LLC	650.00	11.17%	6500			6500		
	Aim-Hot, LLC	212.19	3.65%	4244		4244			

Tracked Ineligibility Report

The Tracked Ineligibility Report provides three report formats for viewing ineligible identified in the Tracked A/R module.

The default report definitions for this report is **TrackIneligSumm**, **TrackIneligDet1**, and **TrackIneligDet2**.

Tracked Ineligibility Report

Report Template:

New

Parameters

Destination

Scheduling

Templates

History

Client:

A/E:

Office:

Client Group:

Value:

Facility:

Collateral:

As Of Date:

Current Date

Format:

Summary by Category

☐ Show both posted and pending

Print/Local

View/Local



Print/Engine

Save

Exit

Help

Report Parameters

Field	Description
Client	<p>drop-down to select the client for which to run the report.</p> <p>For Client Search Window, available on SQL Reports when System Preference > Field-s/Screen Behavior > Miscellaneous > Use Client Search instead of drop downs is set to True.</p> <p>Select the  magnifying glass icon to open the Search window and begin typing the client name.</p> <p>Select Contains or Begins with to refine results. Search window will display up to 500 matches.</p> <p>Click the  red [x] icon to clear the Client field.</p>

Field	Description
	<p>TIP</p> <p>Choosing Contains will allow users to search by Client Code.</p>
A/E	<p>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 <i>Client Information</i> screen.</p> <p>To limit the A/E field to list only those users that have been marked as an A/E, use the following System Preference:</p> <ul style="list-style-type: none"> Terminology > Select account executive based on check box: TRUE
Office	<p>Select the office to which to limit the report results. If the user has an Office restriction defined on the <i>Manage Users</i> 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.</p> <p>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.</p>
Client Group	<p>Select the client group to which to limit the results in the report.</p> <p>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.</p>
Value	<p>Select the specific client group value to which to limit the results in the report.</p> <p>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.</p>
Facility	<p>Select the facility for the selected client to include in the report or leave blank to include all facilities. This field only becomes active if you select a client from the Client list above.</p> <p>If you leave this field blank, you cannot make a selection in the Collateral field.</p>
Collateral	<p>Select an Inventory collateral for the selected facility to which to limit the report, or leave blank to report on all collaterals for the selected facility.</p>
As Of Date	<p>Select the ending date of the date range for the report. Choose Current date, Previous month-end date, or specify a Specific date in the field to the right.</p>

Field	Description
Format	Select the report format to be generated: <ul style="list-style-type: none"> • Summary by Category • Detail by Category • Detail by Invoice
Show both pos- ted and pending	Select this option to include pending imports in the report results.

Report Sample

Client: 308Test Client		Track Ineligibility Detail by Category Report		
Facility: 308Test Facility		As Of December 31, 2015		
Collateral: Test Tracked		Last Calculation Date: Jan 15, 2016		
Category				
Debtor..	Invoice #	Invoice Date	Amount	% Ineligible
Over Eligible Day/Amt				
Ato Z Moving and Dining, LLC		3,930.30	3,930.30	5.63%
3-31002-43340		9/1/2015	3,930.30	
Aardark Travel Agency Inc.		4,406.47	4,406.47	6.31%
60-31775-44325		9/2/2015	4,406.47	
Acceptable Antiques LLC		6,560.62	6,560.62	9.40%
60-32659-45497		9/4/2015	6,560.62	
Ali Dharma		3,835.33	3,835.33	5.50%
60-28922-40630		8/1/2015	3,835.33	
Ali Alabama Electric, Inc.		9,479.09	9,479.09	13.58%
105-22432-31484		8/2/2015	4,479.09	
105-22432-31485		8/3/2015	5,000.00	
Ali Custom Title & Pawn LLC		5,050.00	5,050.00	7.24%
13-28997-40726		8/4/2015	5,050.00	
Ali Star Touring Inc.		3,789.92	3,789.92	5.43%
3-12868-38906		7/11/2015	3,789.92	