

FactorSoft™

• Release v4.7

Reports User Guide



Table of Contents

Introduction	
Setting Up Reports	
Overview	41
Managing SQL Report Folders	41
Creating a New Folder	
Modifying a Folder	
Testing a Folder	
Browsing to a Folder	
Setting Up Faxing	43
Setting Printing Preferences	
System Preferences	
User Preferences	
Printing	
Setting Up Printing	
Creating a Destination	
How Print for SQL Reports Works	
Generating Reports	
Generating Reports	
SQL vs. Legacy (Crystal) Reports	
Generating SQL Reports	54
Generating SQL Reports	
Generating Custom SQL Reports	55
Using the Destination Tab	
Using the Destination Tab	
Defining (or Modifying) a Destination	
Defining a Desktop Destination	
Defining an Email/Fax Destination	

Defining a Folder Destination	
Defining a FTP Destination	63
Defining a Preference Destination	
Defining a Printer Destination	
Defining a Web Destination	
Configuring Reports for ClientWeb and/or Web Portal	
Pushing Reports	
Pulling Reports	72
Using the Scheduling Tab	
Defining the Schedule	
No Schedule	76
Every (Minutes/Hours/Days/Weeks)	76
Day of the Week	
Week of the Month	
Same Day Every Month	77
Schedule for ClientWeb	77
Using the Templates Tab	
Using the Tab Controls	
Using the History Tab	
System Preferences	
Generating Crystal Reports	
Generating Crystal (Legacy) Reports	
Using the Templates Tab	
Using the Scheduling Tab	
Defining the Schedule	
No Schedule	83
Every (Minutes/Hours/Days/Weeks)	83
Day of the Week	
Week of the Month	
Same Day Every Month	

Entering Email/Fax Info	
SQL Reports	
Accounting Menu	
Accounting Reports	
BAI Import Report	
Report Parameters	
Report Sample	
Report Details	
Buyout Calculation Report	
Report Parameters	
Report Samples	
Report Details	
Security Roles	
System Preferences	
Cash Posting Report	
Report Parameters	
Report Samples	
Report Details	
Security Roles	
System Preferences	
Fees and Interest Report	
Report Parameters	
Report Sample	
Hold Account Detail Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
Hold Account Ledger Report	
Report Parameters	111

Report Samples	
Report Details	
Security Roles	
System Preferences	
Letters of Credit Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
System Preferences	
Minimum Commission Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
Monthly Revenue Report	
Report Parameters	
Report Sample	
Security Roles	
Purchase Order Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
Trial Balance Report	
Report Parameters	
Sample Reports	
Report Details	
Security Roles	
System Preferences	145
WF Rec Mngr Report	

Report Parameters	
Sample Report	
Report Details	
Analysis Menu	
Analysis Reports	
CPT Codes Report	
Report Parameters	
Sample Report	
Report Details	
Security Roles	
Exception Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
Client Analysis Report	
Report Parameters	
Sample Report	
Report Details	
Security Roles	
System Preferences	
Concentration Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
System Preferences	
Finance Maturity Date Report	
Report Parameters	
Report Sample	
Report Details	

Security Roles	
Funding Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
Guarantee Analysis Report	
Report Parameters	
Report Sample	
Report Details	
System Preferences	
Override Terms Report	
Report Parameters	
Security Role	
System Preferences	
Report Details	
Report Sample	
Insurance Policy Report	
Report Parameters	
Report Sample	
Insurance Turnover Report	
Report Parameters	
Report Sample	
Security Roles	
Invoice Computation Report	
Report Parameters	
Sample Report	
Last Payment Received Date Report	
Report Parameters	
Sample Report	
Report Details	

Market Line Export Report	
Report Parameters	
Security Roles	
Master Client Analysis Report	
Report Parameters	
Report Details	
Max Credit Protection Report	
Report Parameters	
Report Sample	
Report Details	
Not Payable To Lender Report	229
Report Parameters	
Report Sample	
Report Details	
Security Roles	
System Preferences	
Overdraft Report	
Report Parameters	
Report Details	
Report Sample	
Portfolio Analysis Report	
Report Parameters	
Report Details	
Report Sample	
Red Flag Rule Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
Return on Investment Report	
Report Parameters	

Report Sample	
Report Details	
Security Roles	
System Preferences	
Signed Analysis	
Report Parameters	
Sample Report	
Report Details	
Security Roles	
System Preferences	
Trend Analysis Report	
Report Parameters	
Security Role	
System Preferences	
Report Details	
Report Sample	
Verification Status Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
Yield Report	
Report Parameters	
Report Details	
Report Samples	
Audit Menu	
Audit Reports	
AutoInvoice Audit Report	
Report Parameters	
Report Samples	
Detail Report	

Summary Report	
Report Details	
Security Roles	
Client Audit Report	
Report Parameters	
Report Sample	
Security Roles	
System Preferences	
Client Term Audit Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
CLMS™ User Access Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
Collateral Audit Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
Collection/Verification Notes Audit Report	
Report Parameters	
Report Sample	
Report Details	
Security Role	
Database Problem Report	
Report Parameters	
Report Sample	

Report Details	
Security Roles	
Debtor Audit Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
Facility Audit Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
Failed Report Templates Report	
Report Parameters	
Report Sample	
Report Details	
Gallium Exception Report	
Report Parameters	
Report Sample	
Import History Report	
Report Parameters	
Report Columns	
Report Sample	
Security Roles	
Invoice Audit Report	
Report Parameters	
Report Sample	
Monitor Jurisdiction Report	
Report Parameters	
Report Sample	
Security Audit Report	

Report Parameters	
Report Sample	
System Preference Audit Report	
Report Parameters	
Report Sample	
Broker Menu	
Broker Reports	
Broker Commission Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
System Preferences	
Current Year Broker Sales Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
Carrier Menu	
Carrier Reports	
Carrier Payment Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
Client Menu	
Client Reports	
Client Approval Report	
Report Parameters	
Report Samples	
Report Details	

Security Roles	
Client Activity Report	
Report Parameters	
Report Sample	
System Preferences	
Client Availability Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
Classic Client Aging Report	
Report Parameters	
Report Sample	
Classic Client Aging (Beta) Report	
Report Parameters	
Report Sample	
System Preferences	
Client Change Report	
Report Parameters	
Report Sample	
System Preferences	
Client Contract Report	
Report Parameters	
Report Sample	
Contract Detail Report	
Contract Activity Report	
Client/Debtor Summary Report	
Report Parameters	
Report Sample	
Client Event Report (As Of Date)	
Report Parameters	

Report Sample	
Client Event Report	
Report Parameters	
Report Sample	
System Preferences	
Security Roles	
Client Funding Report	
Report Parameters	
Client Liability Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
Client Reserve Report	
Report Parameters	
Report Sample	
System Preferences	
Client Summary and Ineligibility Report	
Report Parameters	
Report Sample	
System Preferences	
Calculations	
Client Summary Graph Report	
Report Parameters	
Report Sample	
Funding	
Reserves	
Concentration	
Invoice Summary Aging	
Report Parameters	
Report Samples	

Report Details	
Security Roles	
Load List Report	
Report Parameters	
Report Sample	
Non Performing Loan Status Report	
Report Parameters	
Report Samples	
Report Details	
Security Roles	
System Preferences	
Originals Received Report	
Report Parameters	
Report Sample	
Collateral Menu	
Collateral Reports	
A/R Aging Declaration Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
A/R Aging Trend Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
A/R Monthly Analysis Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	

A/R Trend Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
Availability Certificate Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
System Preferences	
Bulk Inventory Trend Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
Bulk Inventory Monthly Analysis Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
Tracked Collateral Summary Report	
Report Parameters	
Report Sample	
Healthcare Receivable Monthly Analysis Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
Healthcare Receivables Trend Report	
Report Parameters	

Report Sample	
Report Details	
Security Roles	
Inventory Declaration Report	
Report Parameters	
Report Sample	
Inventory Trends Report	
Report Parameters	
Report Sample	
Summary A/R Declaration Report	
Report Parameters	
Report Sample	
Summary A/R Trends Report	
Report Parameters	
Report Sample	
Tracked Ineligibility Listing Report	
Report Parameters	
Sample Report	
Tracked Ineligibility Report	
Report Parameters	
Report Sample	
Credit Menu	
Credit Reports	
Credit Approval Report	
Report Parameters	
Report Sample	
Credit Override Report	
Report Parameters	
Report Samples	
Expiring Credit Lines Report	
Report Parameters	

Report Samples	
Debtor Menu	
Debtor Reports	
Account Status Exception Report	
Report Parameters	
Report Samples	
Country Code Exposure Report	
Report Parameters	
Report Sample	
Debtor Aging Report	
Report Parameters	
Report Sample	
Debtor Aging Report (per Client/Debtor)	
Report Parameters	
Report Sample	
Debtor Aging Report (per Debtor)	
Report Parameters	
Report Sample	
Debtor Availability Reports	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
System Preferences	
Debtor Credit Limit Warning Report	
Report Parameters	
Report Sample	
Debtor Credit Standing	
Report Parameters	
Report Sample	
Debtor Information Report	

Report Parameters	
Report Samples	
DebInfoRept	
DebInfo	
Debtor Insurance Report	
Report Parameters	
Report Sample	
Security Roles	
Debtor Invoice Audit Report	
Report Parameters	
Report Sample	
Debtor List Report	
Report Parameters	
System Preferences	
Report Sample	
Debtor Master List	
Report Parameters	
Report Sample	
Return Mail Report	
Report Parameters	
Report Sample	
Dispute/Ineligibility Menu	
Dispute/Ineligibility Reports	
Denied Invoices Report	
Report Parameters	
Report Sample	
Dilution Report	
Report Parameters	
Report Sample	
Dispute Report	
Report Parameters	

Report Sample	553
Report Details	
Security Roles	554
System Preferences	
Extended Eligibility Report	
Report Parameters	555
Excess/Dispute Report	557
Report Parameters	
Report Sample	
Unauthorized Purchase Report	
Report Parameters	560
Report Sample	
Facility Menu	
Facility Reports	
ABL Payment Import Report	
Report Parameters	
Report Sample	
Report Details	564
Security Roles	565
Account Table Report	
Report Sample	
Report Details	
Security Roles	566
Daily Transaction Journals Report	
Report Parameters	
Report Sample	
Security Roles	
Facility Analysis Report	
Report Parameters	
Report Sample	
Report Details	

Security Roles	
Facility Ledger Report	
Report Parameters	
Report Sample	
Security Roles	
Facility List Report	
Report Parameters	
Sample Report	
Report Details	
Facility Loan Status Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
Facility Position Report	
Report Parameters	
Security Role	
Report Details	
Report Sample	
Facility Position Summary Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
Facility Trial Balance Report	
Report Parameters	
Report Sample	
Security Roles	
Monthly Client Trend Report	
Report Parameters	
Report Sample	

Report Calculations	604
Report Details	
System Preferences	607
Security Roles	607
Monthly Position Trend Report	
Report Parameters	
Report Samples	610
Security Roles	611
Over Advance Report	611
Report Parameters	612
Report Sample	614
Security Roles	614
Posted Loan Statement Report	614
Report Parameters	
Report Sample	617
Report Details	
Security Roles	
System Preferences	
Customize the Statement	621
Unclaimed Cash Ledger Report	622
Report Parameters	
Report Sample	624
Report Details	
Security Roles	625
Unposted Accrued Fees Report	
Report Parameters	626
Report Sample	
Report Details	
Security Roles	628
Participation Menu	628
Participation Reports	628

v4.7

Participation Ledger Report	
Report Parameters	
Report Sample	
Participation Report	
Report Parameters	
Report Sample	
Participation Settlement Report	
Report Parameters	
Report Sample	
Productivity Menu	
Productivity Reports	
Cash Productivity Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
System Preferences	
Collector Response Report	
Report Parameters	
Sample Report	
Report Details	
Security Roles	
Credit Decision Productivity Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
Date Roll Status Report (Beta)	
Report Parameters	
Sample Report	
Report Details	

Security Roles	
Invoice Delivery Batch Detail Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
Invoice Delivery Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
Invoice Delivery Status Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
Purchase Productivity Report	
Report Parameters	
Report Sample	
Report Details	
System Preferences	
Security Roles	
Statements Menu	
Statements Reports	
Activity Statements Report	
Report Parameters	
Report Sample	
Client Activity Statements Report	
Report Parameters	
Report Sample	
Report Details	

Security Roles	
System Preferences	
Compound Interest Statement Report	
Report Parameters	
Report Sample	
Daily Earnings Statement Report	
Report Parameters	
Debtor Finance Charges Report	
Report Parameters	
Report Sample	
Debtor Statements Report	
Report Parameters	
Report Example	
Report Details	
Security Roles	
Debtor Statements Recap Report	
Report Parameters	
Posted Client Fee Statement Report	
Report Parameters	
Report Sample	
System Preferences	
Transactions Menu	
Transactions Reports	
BofA LockBox Detail Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
Cash Receipts Report	
Report Parameters	
Report Sample	

Chargeoff/Recovery Report	
Report Parameters	
Report Sample	
System Preferences	
Claim Payment Report	
Report Parameters	
Report Sample	
Collection/Adjustment Summaries Report	
Report Parameters	
Report Sample	
Security Roles	
System Preferences	
Completed Transfers Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
Credit Memo Report	
Report Parameters	
Report Sample	
DDA Transaction Report	
Report Parameters	
Report Samples	
Detail Format	
Summary Format	
Daily Client Purchase Report	
Report Parameters	
Report Sample	
Daily Statement Report	
Report Parameters	
Report Sample	

Report Details	
Calculations	
System Preferences	
Security Roles	
NonFactored Fee Report	
Report Parameters	
Security Roles	
Open Schedule Report	
Report Parameters	
Report Sample	
Partial Payment/Chargeback Report	
Report Parameters	
Report Sample	
System Preferences	
Payment History Report	
Report Parameters	
Report Sample	
System Preferences	
Purchase Summary Report	
Report Parameters	
Report Sample	
Purchase Upload Exception Report	
Report Parameters	
Report Columns	
Remittance Statement Report	
Report Parameters	
Report Samples	
Remittance Summary Report	
Report Parameters	
Report Sample	
Returned Check Report	

Report Parameters	
Report Sample	
Transaction Report	
Report Parameters	
Report Details	
Report Samples	
Security Roles	
System Preferences	
Crystal (Legacy) Reports	
Accounting Menu	
Adjusted Fee Report	
Report Parameters	
Report Sample	
System Preferences	
Buyout Calculation Report	
Report Parameters	
Report Sample	
Report Details	
System Preferences	
Cash Posting Report	
Report Parameters	
Report Sample	
Report Details	
System Preferences	
Deferred Income Report	
Earnings by State Analysis Report	
Report Sample	
Report Details	
Security Roles	
System Preferences	

Financial Reports	
Report Sample	
System Preferences	
Hold Account Ledger	
Report Sample	
Spreadsheet Reports	
Report Sample	
Report Details	
Trial Balance Report	
Sample Reports	
Report Details	
Security Roles	
System Preferences	
Analysis Report	
Analysis Reports	
A/R Summary Report	
Sample Report	
Report Details	
Security Roles	
System Preferences	
Funds Employed Summary Report	828
Sample Report	
Report Details	
Security Roles	
System Preferences	
Guarantee Analysis Report	
Sample Report	
System Preferences	
Merchant Analysis Report	
Report Parameters	
Report Sample	

Report Details	
System Preferences	
Not Payable to Lender Report	
System Preferences	
Report Sample	
Over Escrow Report	
Sample Report	
Report Details	
Security Roles	
Sales By Country Spreadsheet Report	853
Report Parameters	
Sample Report	
Report Details	
Security Roles	
System Preferences	
Sales Volume Report	
Report Parameters	
Sample Report	
Security Roles	
System Preferences	
Signed Analysis Report	
Report Parameters	
Report Sample	
Statistics by Region Report	
Report Sample	
Terms Analysis Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
Verification Analysis Report	

Report Parameters	
Report Sample	
Report Details	
Security Roles	
System Preferences	
Broker Menu	
Broker Reports	
Broker Commission Report	
Report Parameters	
Report Sample	
Report Details	
Security Roles	
System Preferences	
Carrier Menu	
Carrier Reports	
Carrier Payment Report	
Report Parameters	
Sample Report	
Client Menu	
Client Reports	
Aging Reports	
Report Parameters	
Report Sample	
System Preferences	
Client Activity Report	
Report Parameters	
Report Sample	
System Preferences	
Client Change Report	
Report Parameters	
Sample Report	

System Preferences	
Client/Debtor Summary Report	
Report Parameters	
Report Sample	
Items Recoursed Report	
Report Parameters	
Report Sample	
Client Master List Report	
Report Parameters	
Report Sample	
Client Profit Report	
Report Parameters	
General Parameters Tab	
Client Parameters Tab	
Sample Report	
Client Reserve Report	
Report Parameters	
Report Sample	
System Preferences	
Client Summary Worksheet Report	
Client Summary Worksheet Field Codes	
Client Summary Worksheet	
Report Parameters	
Report Sample	
Activity Accrual Summary	
System Preferences	
Collateral Field Codes	
Client Summary Worksheet Basics	
Excel Spreadsheets	
FactorSoft Field Codes	

FactorSoft Client Summary Worksheet Screen	
Client Summary Worksheet Field Codes	
Client Oriented Field Codes (Returned by fsClient API)	
Clients Table Field Codes	
Creating a New Client Summary Worksheet Template	
Generate the 2020 Tax Guard Spreadsheet	
Generate the Client Summary Worksheet	
Example 1	
Example 2	
Example 3	
Getting Started	
Save the Worksheet Template	
Using the Client Summary Worksheet	
Client Summary/Ineligibility Report	
Report Parameters	
Report Sample	
System Preferences	
Available for Recourse Report	
Report Parameters	
Report Sample	
System Preferences	
Collateral Menu	
Aging Summary Report	
Report Parameters	
Report Sample	
Security Roles	
Credit Menu	
Credit Reports	
Credit Approval Report	
Report Parameters	

Report Sample	
Credit Decision Report	
Report Parameters	
Report Sample	
System Preferences	
Manual Risk Report	
Report Parameters	
Report Sample	
Debtor Menu	
Debtor Reports	
Account Status Exception Report	
Report Parameters	
Report Sample	
Country Code Exposure Report	
Report Parameters	
Report Sample	
Credit Insured Exposure Spreadsheet	
Report Parameters	
Debtor Aging Report	
Report Parameters	
Client/Insurer Selection Tab	
Report Sample	
System Preferences	
Debtor Availability Report	
Report Parameters	
Report Sample	
System Preferences	
Debtor Credit Limit Warning Report	
Report Parameters	
Report Sample	
Debtor Invoice Audit Report	

Report Parameters	
Report Sample	
Debtor List Report	
Report Parameters	
Selections Group	
Show Group	
Actions Group	
Date Selection Group	
Report Sample	
System Preferences	
Debtor Master List Report	
Report Parameters	
Report Sample	
DNBi Spreadsheet	
Report Parameters	
Sample Report	
Returned Mail Report	
Report Parameters	
Sample Report	
Facility Menu	
Facility Reports	
Loan Statement	
Report Parameters	
Report Samples	
Report Details	
Security Roles	
System Preferences	
Customize the Statement	
Position Summary Report	
Report Parameters	
Report Samples	

Client Detail Format	
Client Summary Format	
Facility Summary Format	
Loan Status Format	
Facility Trend Card Report	
Report Parameters	
Report Sample	
Trial Balance Report	
Report Parameters	
Report Samples	
Participation Menu	
Participation Reports	
Participation Report	
Report Parameters	
Report Sample	
Productivity Menu	
Productivity Reports	
Cash Productivity Report	
Report Parameters	
Report Sample	
Collector Response Productivity Report	
Report Parameters	
Report Sample	
Credit Decision Productivity Report	
Report Parameters	
Report Sample	
Purchase Productivity Report	
Report Parameters	
Report Sample	
System Preferences	
Statements Menu	
------------------------------------	--
Statements Reports	
Activity Statements	
Statement Sample	
System Preferences	
Additional Fee Statements	
Report Parameters	
Statement Sample	
Client Activity Statements	
Report Parameters	
Statement Sample	
System Preferences	
Client Fee Statements	
Exclude fees for negative NFE days	
Exclude Carrier Payments from NFE	
Report Parameters	
Report Sample	
System Preferences	
Compound Interest Statements	
Report Parameters	
Report Sample	
Daily Earnings Statements	
Report Parameters	
Daily Fee Statements	
Report Parameters	
Report Sample	
Debtor Statements	
Client/Debtor Selection Tab	
Statement Parameters	
Date Selection Tab	
Report Sample	

jh

System Preferences	
Debtor Statement Recap	
Report Parameters	
Flat Fee Adjustment Statement	
Report Parameters	
Monthly Statements	
Payout Transaction Statements	
Report Parameters	
System Preferences	
Position Statements	
Report Sample	
System Preferences	
Volume Rebate Statements	
Report Parameters	
Report Sample	
System Preferences	
Transactions Menu	
Transactions Reports	
Collection/Adjustment Summaries	
Report Parameters	
Report Sample	
System Preferences	
Payment History Report	
Report Parameters	
Report Sample	
System Preferences	
Purchase Summary Report	
Report Parameters	
Report Sample	
Reprint Data Entry Reports	
Report Parameters	

jh

Summary Report	
Report Parameters	
Report Sample	
Transactions Report	
Report Parameters	
Report Sample	
System Preferences	
Using the Report Queue	
Database Replication for SQL Reports	
Setting Up Replication	
System Preferences	
Upgrade Considerations for Replication	
Index	

jh

Introduction

The *FactorSoft Reports module* is used to generate business and system reports and then view or deliver those reports to yourself, another FactorSoft user, or one of your clients through a variety of methods such as printing and email.

Access to specific reports within the Reports module is set using Security Roles. More information about setting security and user roles can be found in the Administration Guide, however we have included some Security Roles in this guide as a reference.

The guide contains information about how to generate and distribute reports. This guide only contains information about the standard reports available to all clients. It does not contain information about any "custom" reports we may have developed for your company.

• To access the Reports module, click the *Reports* icon in the Application Manager.

NOTE

If the Reports icon does not appear it means you do not have the needed Security Role needed to access the module.

Q ₀	-	\times
Application Manager		
User: ACOALSON Password: ******* Database: CLMSPORTAL ~ LOG OUT Manage Password powered by jack henry lending	 Image: Second second	
acoalson CLMSPORTAL 4.4		



Setting Up Reports

Overview

There are several tasks that can (or must) be performed in order for some Reports features and functionality to work properly. Some of these tasks may have already been done by Jack Henry™ when your system was first implemented, while other tasks can be performed by you periodically to manage your Reports options and database.

- Faxing Setup Used to set up the third-party faxing solution you want to use to fax reports.
- <u>Printing Setup</u> Used to set up network printers where reports can be printed.
- <u>Client Printing Preference</u> Defines the default destination preference for the client. You can select email, print, fax, and folder.
- <u>SQL Report Folder Setup</u> Used to specify which folder you want to use to save copies of all generated SQL reports. You can also edit, delete, or browse an existing folder.

Managing SQL Report Folders

Each time a SQL report is generated by the engine, a copy of that report is saved in one of the report folders defined in the Admin module. By default, reports are saved in the "primary" folder unless another folder is specified when the report is defined. You can have only one primary report folder.

The *Report Folder Maintenance* screen is where you can create and manage folders where scheduled SQL reports generated by the Engine are saved.

To access the Report Folder Maintenance screen:

- In the Admin module, on the System menu, select Database Maintenance, and then click Report Folder Maintenance. The Report Folder Maintenance screen appears showing a list of all the folders that have been defined (if any).
 - The **Key** is automatically assigned to the folder by FactorSoft and is used by the system to identify the folder.
 - The Folder column shows the path to the folder.
 - The **Status** column indicates if the folder is the primary folder. You can double-click on a report folder to make it the primary. The primary folder is where all scheduled reports generated by the engine are saved unless another folder is defined for the report when it is scheduled. You can have only one primary folder.

3	🗧 Report I	Folder Maintenance		X
	Key	Folder	Status	A
	1006	\\BHM-QAAlpha\CADENCEShare\Documentati	Yes	
	1005	\\BHM-QAAlpha\CADENCEShare\Documentati	No	=
	1004	\\BHM-QAAlpha\CADENCEShare\Documentati	No	-
	1003	\\BHM-QAAlpha\CADENCEShare\Documentati	No	-
	4	\\BHM-044loba\C4DENCESbare\Documentati	No	- -
	<u>N</u> ew	Modify Help Exit	ole-click to make pri	mary
I				
	<u>B</u> rowse	<u>Cancel</u> <u>I</u> est		

Creating a New Folder

- 1. Click the **New** button.
- 2. The field below the button, enter the full path to the folder.
- 3. Click the **Create** button.

Modifying a Folder

- 1. Select the folder in the list you want to modify.
- 2. Click the **Modify** button.
- 3. Modify the folder path in the field as needed.
- 4. Click Update to save the changes you have made.

Testing a Folder

- 1. Select the folder in the list you want to test.
- 2. Click the **Modify** button.
- 3. Click the **Test** button. The system verifies the location of the folder. If any issues locating or connecting to the folder occur, an error will appear. If the test fails, verify the folder path and make sure the computer you are using has access to the folder.



Browsing to a Folder

- 1. Select the folder in the list you want to browse to.
- 2. Click the **Browse** button. An explorer window from which you can navigate to the folder location appears.

Setting Up Faxing

To use fax output option for reports and notices, a third party fax software solution for sending faxes must be configured. Typically, these solutions require a fax server application be deployed, as well as a fax client that must be deployed on each FactorSoft user's computer.

Fax solutions currently supported in FactorSoft are:

- Equisys ZetaFax®
- GFI FaxMaker[®]
- Sagem-Interstar LightningFAX®

You can configure FactorSoft to automatically produce fax output when reports and/or statements are generated from Preference-enabled-reports.

To configure FactorSoft to automatically produce faxes:

- 1. In User Preferences, select the installed fax software solution in the **Report fax driver** and **Prefer**ence fax driver fields on the Print/Faxing Parameters tab of the User Preferences screen in the FactorSoft Systems menu.
- 2. Select **Fax** in the **Preference** field in the upper fields of the Client Information and Debtor information screens for the clients and debtors to be included in automatic fax distribution of reports and/or statements.

NOTE

FactorSoft gives you the option to include more than one fax number or email address when distributing reports and statements. To email or fax reports to several contacts within the client's company, open each contact's Add New Contact Screen, fill in any appropriate fields, and check the **Attention** box to include the contact in the client's report distribution list. FactorSoft automatically includes the contact's fax numbers when generating outgoing reports. See "Setting Printing Preferences" below for more information.

3. Ensure that each client and debtor to be included in automatic fax distribution have a valid fax number in the Address panel.

NOTE

Contacts with Attention must also have a valid fax number recorded in the Contact Information screen.

Setting Printing Preferences

FactorSoft's print preference option allows you to distribute reports and statements according to a client or debtor's individual needs.

Use the Client Information Screen (Upper Fields) and the Debtor Information Screen to define client and debtor preferences respectively, and choose from the following options:

- Select **Print** to print reports and statements and mail them to the client or debtor.
- Select **Fax** to fax reports and statements to the client or debtor directly from FactorSoft. For more information about faxing reports, see "Setting Up Faxing" on the previous page.
- Select **Email** to email reports and statements to the client or debtor directly from FactorSoft.
- Select Folder to save the report or statement in PDF format to a user-specified disk folder.

In addition, clients must be assigned client codes to be able to use the folder preference feature. (Once saved, the PDF file uses the following name format: Client#_ReportID_YYMMDD_SSS.PDF, where Client# is

the user-assigned client code, Report ID is a system-defined report name, and SSS is a system-defined sequence).

NOTE

FactorSoft gives you the option to include more than one fax number or email address when distributing reports and statements. To email or fax reports to several contacts within the client's company, open each contact's Add New Contact Screen, fill in any appropriate fields, and check the **Attention** box to include the contact in the client's report distribution list. Depending on the client's report preferences, FactorSoft automatically includes the contact's email address or fax numbers when generating outgoing reports.

When generating reports and statements, FactorSoft always gives you the option to preview the documents before printing, faxing, or emailing them.

System Preferences

The following system preferences for this function are located in the Administration module, System Preferences, **Data entry behavior**, **Imaging** folder.

Preference	Description
Maximum images per email	Set the number of images to allow per email that is reasonable based on the average size of your images

The following system preferences for this function are located in the Administration module, System Preferences, Identification/system constants, Interface parameters, Preference folder printing folder.

Preference	Description
Folder for saved reports	Enter the name and location of the folder in which you want to save the client's PDF reports.

The following system preferences for this function are located in the Administration module, System Preferences, Identification/system constants, System constants folder.

Preference	Description
Emailed reports should be sent using	Select SMTP or MAPI as the preferred way to send email.
SMTP Hostname	Enter your SMTP host address, e.g. mail.your company.com.
SMTP default sender email address	Enter the address that will show as the "From" address on the email. This can be set here as a system default.



Preference	Description
SMTP default sender display name	Specify the name that will show up as the sender. Some users may want the company name to show as the system default.
SMTP host requires authentication	Specify whether the host expects you to supply a username and password. If true, you must supply those in the user preferences.

User Preferences

The following user preferences must be configured in the Email Parameters tab of the User Preferences screen.

Preference	Description
From email address	Set the email address to override the system default from address. An email address must be entered either at the user or system level for an email to send correctly.
From display name	Enter a name to override the system default from display name if supplied for the user. If one is not entered the from address is displayed.
Username and pass- word	These are only enabled if the system preference says authentication is required. If it is required, you must sup- ply both of these credentials to correctly send an email.

Printing

Setting Up Printing

The *FactorSoft Print Service Admin - Settings* screen is accessed on the FactorSoft Print Workstation to create printer associations for that workstation that will be saved in the Print Store.

The Print Service Admin application is the application used on the Print Workstation to configure named destinations for network printers. These named destinations will then be accessible in FactorSoft Reporting Services Reports templates, or when the user generates a "Print/Engine" request ad hoc for a report.

When Print is installed, at least one print destination (whether a folder or network printer) will be set up at that time. To add additional printer destinations:



1. From the Windows **Start** menu, select All Programs, FactorSoft Print, FactorSoft Print Admin. If this link does not exist, you can double click the BBS.Services.Administration.Print.exe file in the C:\Program Files (x86)\ Bayside Business Solutions, Inc.\FactorSoft Print Service folder



If an older version of FactorSoft is being used, the path may be displayed with a FactorSoft or CADENCE folder instead of a FactorSoft folder.

2. On the Main screen, click **Open Settings**. The *Print Service Admin - Settings* screen appears.

Cadence Print Service Admin - Settings		
Cadence Web Service URL:	http://isalpha.baysidebiz.com:81/PrintService.asmx	
Server Name:	bhm-sjohnson-01	
Server Password	password	
Contact Email	sjohnson@baysidebiz.com	
Windows Service Part	62984 Get new port number	
Destinations:	Local Printer: \\BHM-FILES-01\BHM-Marketing-Laser [Printer] Local Folder: C:\SQL Report Folder [Folder]	
	Remove Add Edit	
	Test Cancel Save	

Field	Description
Web Service URL	Contains the address of the Web Service. This is the URL to the Web Service with which the Print Windows Service on the remote system will communicate.
Server Name	The computer name on which this instance of the Print Workstation is running.
Password	Displays the password that was manually established for the customer at Print installation.
Contact Email	Enter a valid email address to which messages generated from Print Service are delivered. This functionality is not currently implemented.
Windows Service Port	The port that the Print Service uses for communications. Click the Get new port number link to populate this field with the next open port.
Destinations	Displays the printer associations set up for the Print Workstation.



Field	Description
Remove	Highlight a printer association in the Destinations list and click this button to delete the association for the Print Workstation.
Add	Click this link to open the Add Destination screen to add a new printer asso- ciation.
Edit	Highlight a printer association in the Destinations list and click this link to open the Edit Destination screen to change the type, folder or printer of a printer asso- ciation.
Test	Click this button to test the validity of the web service setup and credentials for the printer destination.
Cancel	Click this button to close the Print Service Admin - Settings screen without sav- ing unsaved changes.
Save	Click this button to save changes or additions to the Print Service Admin - Set- ting screen.

Creating a Destination

The Print Service Admin application is the application used on the Print Workstation to configure named destinations for network printers. These named destinations will then be accessible in Reporting Services Reports templates, or when the user generates a "Print/Engine" request ad hoc for a report.

When Print is installed, at least one print destination (whether a folder or network printer) will be set up at that time. To add additional printer destinations:

1. Open the Print Service Admin application. From the **Start** menu, access All Programs, Print, Print Admin. If this link does not exist, you can double click the BBS.Services.Administration.Print.exe file in the C:\Program Files (x86)\ Bayside Business Solutions, Inc.\FactorSoft Print Service folder.

Note: If an older version of FactorSoft is being used, the path may be displayed with a FactorSoft or CADENCE folder instead of a FactorSoft folder.

2. On the Main screen, click Open Settings. The *Print Service Admin - Settings* screen opens.



48

Cadence Print Service Adr	nin - Settings	×	۱
Cadence Web Service URL:	http://rsalpha.baysidebiz.com/81/PrintService.asmx	1	I
			I
Server Name:	bhm-sjohnson-01		I
Server Password:	password		I
Contact Email	sjohnson@baysidebiz.com		l
Windows Service Port:	62984 Get new port number		l
Destinations:	Local Printer: \\BHM-FILES-01\BHM-Marketing-Laser [Printer] Local Folder: C:\SQL Report Folder [Folder]		
	Bemove Agt Edit		l
	Test Cancel Save		

- 3. Click Add. The Add Destination screen opens.
- 4. Complete the screen as described below.

🛃 Add Destination		×
Destination Alias:	Network Laser	
Type:	Printer	
Printer:	\\BHM-FILES-01\BHM-Canon-Laser	
		_
	Cancel OK	
		111

Field	Description
Destination Alias	Enter a name to be used to identify the remote printer or folder in the Destination tab of the Reporting Services reports.
Туре	Select the destination type.
	• Printer
	• Folder
Printer/Folder	If Type is set to Printer, this field is a list the printers attached to the network print server.



Field	Description
	If Type is set to Folder , this field is a text box in which you can enter the fully qualified folder path. Alternately, click the ellipsis button to display a browser screen, which can be used to browse to the desired folder.

5. Click OK to save the destination. The *Add Destinations* screen closes and the new destination is added to the Destinations list on the Service Admin Settings screen.

Cadence Print Service Admin - Settings		
Cadence Web Service URL:	http://rsalpha.baysidebiz.com:81/PrintService.asmx	1
Server Name:	bhm-sjohnson-01	
Server Password	password	
Contact Email	sjohnson@baysidebiz.com	
Windows Service Port	62994 Get new port number	
Destinations:	Local Printer: \\BHM-FILES-01\BHM-Marketing-Laser [Printer]	1
	Network Laser: \\8HM-FILES-01\8HM-Canon-Laser [Printer]	0
	Barrova Add Edd	
	Test Cancel Save	1
		- //

6. Click **Save** to save the new destination. The destination is now available in the **Destination** tab when generating reports.

How Print for SQL Reports Works

Print is a base feature of FactorSoft that enables you to print Reporting Services Reports to any networkattached printer defined to the Engine, whether connected to a local user's machine or a remote network location.

Print is base FactorSoft functionality. However, initial set up of the module is only available through Jack Henry™ support. Contact your Jack Henry™ representative for more information.

In addition, Print is not compatible with all printer drivers. Please contact Jack Henry™ support for further information.



Reports User Guide Setting Up Reports Print requires configuration on each computer functioning as a print server for a physical printing device, and a new task type in the Engine. When a printing device is thus defined, you can create a template for the SQL Reporting Services Report, selecting the printer from the Report Request Printer Delivery screen of the Destination tab. When you schedule the report, the Engine detects the print job at the defined interval and sends the print job to the printer.



Three major components make up Print:

- 1. Print Workstation: this component contains both:
 - Print Windows Service: a Windows service that communicates with the Print Web Service through the Internet to 1) update the Webservice of available printers and 2) download available print jobs (as PDF documents) and prints to the appropriate network printer.
 - Print Service Admin: this is an executable application used to uniquely name available network printers to the Print Print Store. This application also allows the user to exercise control over the print queue (delete, reprint, and prioritized print jobs).
- 2. **Print Webservice**. The webservice responds to requests from the Print Windows Service to 1) define printers in the Print Store, and 2) get the next report to gueue for printing (updating individual printer tables in the FactorSoft database). The webservice also responds to print queue control requests from the Print Service Admin module to delete, reprint, or prioritize jobs in the print queue.
- 3. Print Store. The Print Store refers to FactorSoft database tables in which the unique network printer names and configurations created in the Print Service Admin application are stored. These definitions are used to 1) send the appropriate location for a print job to the Print Webservice and also as a failsafe in the event that a Print Workstation experiences a failure.



In addition, a Engine task must be defined to respond to print requests from the Reports module, writing the request to the FactorSoft Database printer tables, where they are detected and processed by Print.



v4.7

Generating Reports

Generating Reports

There are many different types of reports you can generate depending on the type of information you want to view. The reports you have access to is determined by the Security Roles you have been assigned. If you do not see the report you want to generate in the Reports menus, contact our Support Team for help.

NOTE

Each report contains many format options and system preferences which can affect the type of data and columns displayed. The sample reports reflected in this guide may not match your reports exactly.

To generate a report, simply click the name of the report you want to generate from one of the menus in the Reports module. Keep in mind that there are two different types of reports listed on the menus: SQL reports (below the line) and Crystal/Legacy reports (above the line).

SQL vs. Legacy (Crystal) Reports

When viewing a menu in the Reports module, the reports shown above the line are Crystal (also called Legacy) reports. The reports shown below the line are SQL reports. The two types are often similar in what they report but SQL reports are newer and more robust.



Legacy (Crystal) reports were the first generation of reports developed for FactorSoft. They were developed using Crystal Reporting technology, and will eventually be decremented and completely replaced by SQL reports. Crystal reports can be generated in a variety of formats and then printed, emailed, or faxed. Some reports can also be saved as a template for later use and some templates can be set up to be run by the Engine at a specified time.

SQL reports are created using Microsoft SQL Reporting Services (often abbreviated MSSRS or SSRS). SQL Reporting Services offers better functionality and compatibility with the FactorSoft infrastructure than the Crystal Reporting technology. SQL reports offer more features and flexibility in how reports are generated and delivered.

Note: As we continue to enhance and develop SQL reports the Crystal versions will be removed or no longer supported. We recommend using the SQL version of a report whenever available.

Generating SQL Reports

Generating SQL Reports

The following outlines the basic steps to generate a SQL report. The specific steps will vary depending on the report you are creating, when you want to report to generate, and how you want to deliver or access the report.

Basic steps to generate a SQL report:



- 1. In the Reports module, select the report you want to generate from one of the menus. Remember, SQL reports are the reports listed <u>below</u> the line in the menus.
- 2. If a template has been created for the report, it will appear in the **Report Template** list. If you want to use a template for the report, select it from the list. Or, if you want to create a new template, click **New**.

You can manage (modify or delete) templates that have already been created for the report on the **Templates** tab. See "Using the Templates Tab" on page 77 for more information.

3. Define the type of data you want to appear in the report on the **Parameters** tab. Each report has a unique set of parameters you can define, however some parameters are common across different reports. **Tip**: Use the tab key to move through each parameter option quickly.

To learn more about the parameters for a specific type of report, see the topic for that specific report in the later sections of this document.

- 4. Define where or how you want to access the report on the **Destination** tab. This is where you can email the report, provide the report to other users, print the report, and so on. See "Using the Destination Tab" below for more information.
- 5. Define when you want the report to generate on the **Scheduling** tab. There are many options for scheduling, see "Using the Scheduling Tab" on page 75 for more information.
- 6. If you want to view a previously generated report, use the **History** tab. See "Using the History Tab" on page 78 for more information.

Generating Custom SQL Reports

If you are a dedicated hosted customer, you may have the ability to define custom reports that are only visible to you. This feature is not available to all customers and requires special setup from Jack Henry™. Contact our Support Team to learn more.

Using the Destination Tab

Using the Destination Tab

The **Destination** tab is used to select a previously created destination or define a new destination for the delivery of a report. Destinations that have already been created for the report template will appear in a list on the tab.



- To use an existing destination with the report, select the destination in the list. Continue defining the report on the other tabs as needed.
- To modify an existing destination before using it, select the destination in the list and click the Modify button. Use the information below to help you modify an existing destination.
- If delete a destination, select the destination and click the Delete button. The destination will be permanently deleted.

If the destination you want to use has not already been created you can define a new one using the steps below. There are several destinations available (desktop, printer, email/fax, and so on) that are further defined on other screens.

Note: The destinations you can use vary by the Security Roles you have been assigned.

Parameters	Destination Scheduling Templates His	story	
Type Email	Details sjöhnson@baysidebiz.com	Archive Do not archive	
Modify	Delete Output: PDF I	Desktop Email/Eax FIP Preference Printer	Folder Web

Defining (or Modifying) a Destination

To define a new destination (or modify an existing one), use these steps:



v4.7

- 1. Select the destination options:
 - From the **Output** list, select the format for the report.
 - If you have Multi-lingual ClientWeb implemented for your company, the **Translate** list is used to select a language for the report. The languages that appear in the list are the language packs have been purchased.
 - Select the **Write XML instead of calling SRS** check box to produce an XML output file instead of printed output for the selected parameters. This option is used for custom report building and has no function in day-to-day FactorSoft reporting. If you select this option, the **Path** field is used to enter the fully qualified path to the folder in which the XML file will be written.
- 2. Click the button for the destination type you want to use. A new window will open (depending on the button clicked) where you can further define aspects of the destination. The following lists the buttons that may be available, depending on the Security Roles you have been assigned:
 - FTP Send the report to an FTP destination. See "Defining a FTP Destination" on page 63 for more information. The availability of this option is controlled by System Preference Identification/system constants, Performance, Reporting Services, Requests, Allow FTP destinations. Based on Security Role settings, this button may be unavailable.
 - **Desktop** Provide yourself or other users access to this report in the Report Queue. See "Defining a Desktop Destination" below for more information.
 - **Preference** Use the preference set for the client to deliver the report. which you can define a preference printing destination. See "Defining a Preference Destination" on page 64 for more information. Based on Security Role settings, this button may be unavailable.
 - Email/Fax Email or fax the report. See "Defining an Email/Fax Destination" on page 60 for more information. Based on Security Role settings, this button may be unavailable.
 - **Printer** Print the report. See "Defining a Printer Destination" on page 66 for more information.
 - Folder Send the report to a specific folder. This option can only be used with PDF reports. See "Defining a Folder Destination" on page 62 for more information.
 - Web Send the report to ClientWeb. See "Defining a Web Destination" on page 67 for more information. Based on Security Role settings, this button may be unavailable.

Defining a Desktop Destination

The *Report Request Desktop Delivery* screen is used to define a Desktop destination for a report. A Desktop destination provides certain FactorSoft users access to the report through the Report Queue in the Reports module (see "Using the Report Queue" on page 1149 for more information).

v4.7

👗 Report Req	uest Desktop Delivery	×
Deliver To:	Current User	
Specific User:	Y	
Security Roll:	Y	
Show:	Until replaced Plus Days:	
Archive Rule:	Until replaced Plus Days:	
History Rule:	None (delete with archive) Plus Days:	
	Qk <u>Cancel Help</u>	



- 1. From the **Deliver To** list, select how you want to choose who will get the report in the Report Queue.
 - **Current User** Select this option to deliver the report to your Report Queue (Reports module > File > Report Queue).
 - Specific User Select this option to deliver the report to a user that you select. Then, use the Specific User list to select the user who will get the report.
 - Security Role Select this option to deliver the report to users that have the role you select. Use the Specific Role list to select the role for delivery. Any FactorSoft user with this Security Role receive the report in their queue.
- 2. From the **Show** list, select the rule that determines how long reports are displayed in the Report Queue for the user(s) you have defined. (Optional) In the **Plus Days** field, enter the number of days past the selected Show option to show the report in the Report Queue.
 - Until purged
 - Until viewed
 - Until replaced
 - Fixed Days
- 3. From the **Archive Rule** list, select the rule that determines whether reports are archived for the template. (Optional) In the **Plus Days** field next to the list, enter the number of days past the Archive Rule to keep the report in archive.
 - None (do not archive) If you select this option, the History Rule list becomes unavailable. You must select an Archive Rule to also keep History for a report template.
 - Until deleted
 - Fixed days
 - Until viewed
 - Until replaced
- 4. From the **History Rule** list, select the rule that determines whether run history is saved for the template. This option is not available if the **Archive Rule** is set to **None**. (Optional) In the **Plus Days** field next to the list, enter the number of days past the History Rule to keep the run history for the report.



- None (delete with archive)
- Until deleted after archive
- Fixed days after archive

Defining an Email/Fax Destination

The *Report Request Email/Fax Delivery* screen is used to define an Email/Fax destination, which delivers report to users, clients, or others via email address or fax number.

🛓 Report Re	equest Email/Fax Delivery 🛛 🛛	1
Deliver By:	Email	
Address:	* *	
Subject:	Buyout Calculation Report	
/Email text: Parameters:	<u>ح</u>	
Archive Rule:	None (do not archive)	
History Rule:	None (delete with archive) Plus Days:	
	Div Paucel Helb	



- 1. From the **Deliver By** list, select the delivery method:
 - Email Select this option to email the report to the address(es) you enter.
 - Fax Select this option to fax the report.
 - **Rpost** Select this option to use an rpost method to deliver the report.
- 2. If the **Email** or Rpost delivery method is being used, in the **Address** field, enter the email address(es) to which the email is to be sent.

When email requests are processed in FactorSoft, the logic for Top-level Domains (or TLD's, the portion of the email address after the domain name, e.g., .com, .org, .us, etc.) first edits the TLD against the "standard" names. If the TLD is not found, then, based on System Preference, the system edits against a domain name text file (provided by ICANN - Internet Corporation for Assigned Names and Numbers) in the production data folder, which will be updated and patched as new names come on line.

Set System Preference Identification/system constants, System constants, Email domain edit rule to determine how TLDs are edited to the desired value:

- Validate against original top-level domains & table of ICANN-era domains (this value is the default)
- Validate against original top-level domains only
- Do not edit top-level domains
- 3. In the **Subject** field, enter the subject to appear in the subject line of the email or fax. By default, the report title appears in this field.
- 4. From the **Cover Page/Email Text Parameters** list, select the document that contains the cover page and/or text to be included with the report. This list contains the items created in the Smart Word Document Control Table in the Administration module (see Smart Word Document Control Table for more information).
- 5. From the **Archive Rule** list, select the rule that determines whether reports are archived for the template. (Optional) In the **Plus Days** field next to the list, enter the number of days past the Archive Rule to keep the report in archive.



- None (do not archive) If you select this option, the History Rule list becomes unavailable. You must select an Archive Rule to also keep History for a report template.
- Until deleted
- Fixed days
- Until viewed
- Until replaced
- 6. From the **History Rule** list, select the rule that determines whether run history is saved for the template. This option is not available if the **Archive Rule** is set to **None**. (Optional) In the **Plus Days** field next to the list, enter the number of days past the History Rule to keep the run history for the report.
 - None (delete with archive)
 - Until deleted after archive
 - Fixed days after archive

Defining a Folder Destination

The *Report Request Folder Delivery* screen is used to define a Folder destination which saves the report (in PDF format) in a network folder that you choose.

📔 Report Req	uest Folder Delivery	×
Folder URL:	Browse	
Archive Rule:	None (do not archive) Plus Days:	
History Rule:	None (delete with archive) Plus Days:	
	Qk Cancel Help	

- 1. In the **Folder URL** field, enter the full folder path (location) where you want the report delivered, or click the **Browse** button to open a window where you can navigate to the desired report.
- From the Archive Rule list, select the rule that determines whether reports are archived for the template. (Optional) In the Plus Days field next to the list, enter the number of days past the Archive Rule to keep the report in archive.
 - None (do not archive) If you select this option, the History Rule list becomes unavailable. You must select an Archive Rule to also keep History for a report template.
 - Until deleted
 - Fixed days
 - Until viewed
 - Until replaced
- 3. From the **History Rule** list, select the rule that determines whether run history is saved for the template. This option is not available if the **Archive Rule** is set to **None**. (Optional) In the **Plus Days** field next to the list, enter the number of days past the History Rule to keep the run history for the report.
 - None (delete with archive)
 - Until deleted after archive
 - Fixed days after archive

Defining a FTP Destination

The *Report Request FTP Delivery* screen is used to define an FTP destination, which saves the report to an FTP site that you define.

📔 Report Requ	est FTP Delivery	×
ſ	Secure FTP	
FTP URL:		1
FTP User Name:		1
FTP Password		1
FTP Sub-Folder		1
Archive Rule:	None (do not archive) Plus Days:	1
History Rule:	None (delete with archive)	1
	Qk	



- 1. Select the Secure FTP check box if you want to use secure FTP.
- 2. In the FTP URL field, enter the full URL for the FTP site.
- 3. In the **FTP User Name** field, enter the user name used with the FTP site. You must enter the user name exactly as you enter it when you log on to the FTP site.
- 4. In the **FTP Password** field, enter the password used with the FTP site. You must enter the password exactly as you enter it when you log on to the FTP site.
- 5. In the FTP Sub-Folder field, enter the target folder name on the FTP site.
- 6. From the **Archive Rule** list, select the rule that determines whether reports are archived for the template. (Optional) In the **Plus Days** field next to the list, enter the number of days past the Archive Rule to keep the report in archive.
 - None (do not archive) If you select this option, the History Rule list becomes unavailable. You must select an Archive Rule to also keep History for a report template.
 - Until deleted
 - Fixed days
 - Until viewed
 - Until replaced
- 7. From the **History Rule** list, select the rule that determines whether run history is saved for the template. This option is not available if the **Archive Rule** is set to **None**. (Optional) In the **Plus Days** field next to the list, enter the number of days past the History Rule to keep the run history for the report.
 - None (delete with archive)
 - Until deleted after archive
 - Fixed days after archive

Defining a Preference Destination

The *Report Request Preference Printing* screen is used to define a Preference destination, which delivers the report to the group of individuals at the client company (called the Contact Group) that you select. The group you select will get the report in the format (email, fax, print, or folder) that has been set for the client preference on the at the *Client Information* screen (see Entering Client Information for more information about setting this preference).



Apport Request Preference Printing	×
Contact Group: Attention with address	
Subject: Buyout Calculation Report	
Cover page /Email text: Parameters:	× ×
Archive Rule: Until replaced Plus Da	ays:
History Rule: None (delete with archive) Plus Da	ays:
<u>Qk</u> <u>Cancel</u>	Help



- 1. From the **Contact Group** list, select the group at the client organization that you want to get the report. The contacts at the client company that have been assigned to that group will get a copy of the report (see Defining Client Contacts for more information).
- 2. If the client's communication preference is set to email or fax:
 - a. In the **Subject** field, enter a subject description in this field to appear in the subject line of the email or fax. The report title is displayed in this field by default.
 - b. From the **Cover Page/Email Text Parameters** list, select the document that contains the cover page and/or text to be included with the report. This list contains the items created in the Smart Word Document Control Table in the Administration module (see Smart Word Document Control Table for more information).
- 3. From the **Archive Rule** list, select the rule that determines whether reports are archived for the template. (Optional) In the **Plus Days** field next to the list, enter the number of days past the Archive Rule to keep the report in archive.
 - None (do not archive) If you select this option, the History Rule list becomes unavailable. You must select an Archive Rule to also keep History for a report template.
 - Until deleted
 - Fixed days
 - Until viewed
 - Until replaced
- 4. From the **History Rule** list, select the rule that determines whether run history is saved for the template. This option is not available if the **Archive Rule** is set to **None**. (Optional) In the **Plus Days** field next to the list, enter the number of days past the History Rule to keep the run history for the report.
 - None (delete with archive)
 - Until deleted after archive
 - Fixed days after archive

Defining a Printer Destination

The *Report Request Printer Delivery* screen is used to select a printer where you want to print the report. The report will print to the printer you select based on what you define on the **Scheduling** tab (see "Using the Scheduling Tab" on page 75 for more information).

Note: The printers you can select on this screen are ones that have been set up in the Print Service Admin (see "Setting Up Printing" on page 46 for more information).

	Report Request Printer Delivery	ì
F	Printer (Server):	
	Archive Rule: None (do not archive)	
	History Rule: None (delete with archive) Plus Days:	l
	Qk <u>C</u> ancel <u>H</u> elp	
_		
	Report Request Printer Delivery	<
	Report Request Printer Delivery Printer (Server): LOCAL PRINTER (BHM-SJOHNSON-01)	<
		×
	Report Request Printer Delivery Printer (Server): LOCAL PRINTER (BHM-SJOHNSON-01) Archive Rule: LOCAL FOLDER (BHM-SJOHNSON-01) LOCAL PRINTER (BHM-SJOHNSON-01) History Rule: None (delete with archive)	×

- 1. From the **Printer (Server)** list, select the printer to which you want to print the reports.
- 2. From the **Archive Rule** list, select the rule that determines whether reports are archived for the template. (Optional) In the **Plus Days** field next to the list, enter the number of days past the Archive Rule to keep the report in archive.
 - None (do not archive) If you select this option, the History Rule list becomes unavailable. You must select an Archive Rule to also keep History for a report template.
 - Until deleted
 - Fixed days
 - Until viewed
 - Until replaced
- 3. From the **History Rule** list, select the rule that determines whether run history is saved for the template. This option is not available if the **Archive Rule** is set to **None**. (Optional) In the **Plus Days** field next to the list, enter the number of days past the History Rule to keep the run history for the report.
 - None (delete with archive)
 - Until deleted after archive
 - Fixed days after archive

Defining a Web Destination

The *Report Request Web Delivery* screen is used to define a Web destination, which distributes the report to users via ClientWeb and/or Web Portal. For more information about using the Web destination, see Configuring Reports for ClientWeb and/or Web Portal.



🛓 Report Req	uest Web Delivery	×
Show:	Until purged 🗾 🗸 Plus D a	ys:
Notice Rule:	No notification Plus Da	ys:
Subject	Buyout Calculation Report	
Cover page /Email text: Parameters:		4
Archive Rule:	None (do not archive) Plus Da	ys:
History Rule:	None (delete with archive)	ys:
	Qk Cancel E	lelp



- From the Show list, select the rule that determines how long the report is shown on ClientWeb. (Optional) Then, in the Plus Days field, enter the number of days past the selected Show rule to display the report in ClientWeb.
 - Until purged
 - Until viewed
 - Until replaced
 - Fixed days
- 2. From the **Notice Rule** list, select the rule that determines when (if) users are notified when reports are available in ClientWeb. (Optional) Then, in the **Plus Days** field, enter the number of days past the selected Notice Rule to produce the notification.
 - No notification
 - Notify when created only
 - Notify when created and if not viewed in X days
 - Notify if not viewed in X days
- 3. In the **Subject** field, enter a subject description in this field to appear in the subject line of the notification in ClientWeb. The report title is displayed in this field by default.
- 4. From the **Cover Page/Email Text Parameters** list, select the document that contains the cover page and/or text to be included with the report. This list contains the items created in the Smart Word Document Control Table in the Administration module (see Smart Word Document Control Table for more information).
- 5. From the **Archive Rule** list, select the rule that determines whether reports are archived for the template. (Optional) In the **Plus Days** field next to the list, enter the number of days past the Archive Rule to keep the report in archive.
 - None (do not archive) If you select this option, the History Rule list becomes unavailable. You must select an Archive Rule to also keep History for a report template.
 - Until deleted
 - Fixed days
 - Until viewed
 - Until replaced

- 6. From the **History Rule** list, select the rule that determines whether run history is saved for the template. This option is not available if the **Archive Rule** is set to **None**. (Optional) In the **Plus Days** field next to the list, enter the number of days past the History Rule to keep the run history for the report.
 - None (delete with archive)
 - Until deleted after archive
 - Fixed days after archive

Configuring Reports for ClientWeb and/or Web Portal

FactorSoft reports can be configured to be delivered to the ClientWeb and/or Web Portal when they are generated by the Engine at the interval specified on the Scheduling tab. This is referred to as *pushing* reports to the ClientWeb and/or Web Portal. Alternately, you can configure FactorSoft reports to be produced on demand by your client from the ClientWeb and/or Web Portal. This is referred to as *pulling* reports from the ClientWeb and/or Web Portal. Each method is described in this topic.

Pushing Reports

For reports that you do not want your clients to print on demand, use the push report method. A good example of a report that would not be desirable to allow pulling is the Classic Aging Report, which must read every invoice in the timer period for the client to build the aging, and is therefore a much better candidate for off-hour processing when the database I/O will not negatively impact daytime operations.

To push a report, you simply create a template, add the parameters to push the report to the desired client(s), group, Account Executive, etc., set the scheduling for the report, and then configure the Web destination for the report. These tasks are explained in detail below:



- 1. Create a Report Template:
 - Open the report screen for the desired report in the Reports module.
 - Click New adjacent to the Report Template field.
 - The Report Template field is transformed from a list to a data entry field.
 - Enter a descriptive name for the template and click Create.

📔 Classic Client Agin	g		×
Report Template:			New L
Paramet Classic	Client Aging		×
Report Te	mplate BBS Aging	N [Create Cancel
Paramete	ers Destination Scheduling Temp	lates History	~
	Client:		•
	AE:		•
	Office:		•
	Client Group:	✓ Value:	Ψ.
	As Of Date: Current Date	•	
	Level Invoice	 Select: Unpaid or 	nly 💌
	Calc Age By: Invoice date	 Show: Invoice d 	ate 💌
	Display Age By: Days (1-30, 31-60, 61-9	10)	•
Print/L	Show Debtor Addres	is Numbers	
Bint/L	ocal <u>Vi</u> ew/Local Print/E	ngine <u>S</u> ave	Eyit Help

- Click **Save** to save the template. A confirmation message appears. You can now select the template from the Templates tab of the report should you wish to modify, delete, or print the report on demand.
- 2. Add parameters.
 - Select the Parameters tab for the template and complete any of the parameter fields to limit report distribution as required. See the Help file or Reports Guide for specific Parameter tab descriptions for each report.
 - Click **Save** to save the parameter updates to the template.
- 3. Set the report scheduling frequency.



- Select the Scheduling tab and configure the frequency at which the report is pushed to ClientWeb and/or Web Portal. See "Using the Scheduling Tab" on page 75 for further details.
- Click **Save** to save the scheduling updates to the template. When the report is due to be generated, the Engine picks up the report job, generates the report, and the report is added to the Report Queue in ClientWeb and/or Web Portal for the client's that qualified in the report parameters.

Pulling Reports

Configure reports that you want to make available to clients to print on demand from the ClientWeb and/or Web Portal to pull from the Report Queue page.

To configure reports to pull from ClientWeb and/or Web Portal, create a template, add the parameters to display in either the Report Queue page or Documents screen for the desired client(s), group, Account Executive, etc., and set the report as a Web Request report. These tasks are explained in detail below:


- 1. Create a Report Template:
 - Open the report screen for the desired report in the Reports module.
 - Click **New** adjacent to the **Report Template** field. The **Report Template** field is transformed from a list to a data entry field.

•	Enter a descriptive name for the template and click Create .

Purchase	e Summary Reports		×	
Report Temp	plate:		<u>New</u>	-
Parameters	Destination Scheduling Templates History			
L	Purchase Summary Reports			<u> </u>
	Report Template BBS Purchases		Cieate	Cancel
	Parameters Destination Scheduling Templates Hist	002	-0	
	Date Range: Today	-	From:	
			Thru:	
	Client:			•
	AE:			-
	Office:			
	Client Group:	-	Value:	
	Debter	<u> </u>		<u> </u>
	26001			
Print/L	Debtor Group:	-	Value:	
	Report Type: Durch sees Without Face	_		— <u> </u>
_	Fuchases without rees			
	Print/Local View/Local Print/Engine		Save Exit	Help

- Click **Save** to save the template. A confirmation message appears. You can now select the template from the **Templates** tab of the report should you wish to modify, delete, or print the report on demand.
- 2. Add parameters.
 - Select the **Parameters** tab for the template and complete any of the parameter fields to limit the clients that can request the report from ClientWeb Report Queue page and/or Web Portal Documents screen. See the Help file or Reports Guide for specific Parameter tab descriptions for each report.
 - Click **Save** to save the parameter updates to the template.
- 3. Set as Web Request report.



- Select the **Scheduling** tab.
- Select Web Request.
- In the adjacent **Description** field, enter a description for the report to appear in the Report Queue page of the ClientWeb.
- Click Save to save the updates to the template.

The pushed report is listed in the Request Report section of the Report Queue page in ClientWeb for the client, as shown below.

Available Reports			Delet	Delete Selected	
Report Name From Date 7					
	No data to display				
equest Reports	i				
	Report Name		Last Submitte	ed	
abmit Request	Purchase Summary Report				
abmit Request	Purchase Summary Report		Last Submitt	eo	

The pushed report is listed in the drop-down of the Request Report form on the Documents screen in the Web Portal, as shown below.



Debtors As Of Date Current Date	
Debtors As Of Date Current Date	
As Of Date Current Date	
As Of Date Current Date	
Current Date	
	~
Invoice options *	
Unpaid only	~
Invoice age minimum	
Funded type *	
Funded and non-funded	~
Aging date *	~
Due date	
Aging columns *	
Non-standard columns	~
Dienlau date *	
Invoice date	~

Using the Scheduling Tab

The **Scheduling** tab to used to define when you want the report to be run by the Engine. The options you define on this tab determine when the report template is run and then delivered in the output you defined (print, email, folder, and so on) on the **Destination** tab.



Parameters Destination Scheduling T	emplates History
	Week of the Month First Second Third Fourth V Last Day Friday
Time of Day:	This Template Is Private

Defining the Schedule

Tip: Use the **This Template is Private** check box if you do not want other users (who use the selected database) to see this report template on the **Templates** tab when generating the same report. If you do not select this option, any user with access to the database with view and/or update access to the report will be able to see and edit the report template (view and/or update access is determined by Security Roles).

No Schedule

• Use the **Template Only** option to not define a scheduled polling time. The Engine will not run report templates if you select this option. This option is most commonly used when creating a "master" template for others (or yourself) to use and modify later.

Every (Minutes/Hours/Days/Weeks)

• Select the **Every** option and then enter an interval number in the first field and select an interval from the list (**Minutes**, **Hours**, **Days**, **Weeks**) to have the report run on a precise schedule. For example, enter "12" in the field and select "Weeks" from the list to have the report run every 12 weeks.

Day of the Week

- Select the **Day of the Week** option to have the report run on specific day(s) of the week. Then, select the specific day(s) on which you want to run from the area that appears on the right.
- Use the **Time of Day** field to enter the specific time when you want the report to run. You can use AM/PM format or military time, as desired. You can also use "Noon" or "Midnt" to have the report run at 12:00PM or 12:00AM, respectively.
- If you schedule a template for Day of the week, but do not specify Time of Day, a message appears
 when you save prompting you to confirm that you do not want to schedule the report at a specific
 time.Click Yes when the message appears to have the Engine run the report on the first poll after
 12:00 AM on the specified day(s) of the week.

Week of the Month

- Select the **Week of the Month** option to have the report run on a specific week of the month. Then, select the type of week(s) from the area that appears on the right, and select the day when it should run from the Day list.
- Use the **Time of Day** field to enter the specific time when you want the report to run. You can use AM/PM format or military time, as desired. You can also use "Noon" or "Midnt" to have the report run at 12:00PM or 12:00AM, respectively.

Same Day Every Month

- Select the **Same Day Every Month** option to have the report run on a specific day each month. Then, enter the day on which you want the report to run in the field next to the option. For example, enter "15" in the field to have the report run on the 15th of each month.
- Use the **Time of Day** field to enter the specific time when you want the report to run. You can use AM/PM format or military time, as desired. You can also use "Noon" or "Midnt" to have the report run at 12:00PM or 12:00AM, respectively.

Schedule for ClientWeb

• If available, select the **Web Request** option to have the report run and then be available for users to print from ClientWeb. This option will only be available if you have the correct Security Role. ClientWeb is an add-on feature that also requires a specific Security Role to access.

Using the Templates Tab

The **Templates** tab lists the saved templates (if any) for a report.You can select a template to open it and then work with it, delete a template you no longer need, or place a scheduled template on hold.

Parameters Destination Scheduling Templates: History					
Show Other's Private Template	es		Show Scheduled	emplates Only	
Name	Interval.	Status	Next Run		
BuyoutCalcRpt	Week of month		2/22/2013		
<u>R</u> efresh H <u>o</u> ld	Delete			Sglect	

The list on this tab shows the following details about each report template:



- Name Name given to the report template when it was created.
- Interval The Repeat Interval set for the scheduled report on the Scheduling tab when the template was created.
- Status Indicates the status for the most recent run attempt for the report job.
 - Waiting Template is waiting to be run by the Engine.
 - Running Template is currently being run by the Engine.
 - Complete Template has successfully been run by the Engine.
 - Held Template has been put on hold. To remove a hold, select the template and click **Unhold**.
 - Failed/Unknown Template has failed to run. Select the template and click **Retry** to try again.
- Next Run Indicates the next scheduled run date and time, if applicable.

Using the Tab Controls

- Click the **Refresh** button to update the list with the most recent information.
- To hide reports that were set up as **Template Only** on the **Scheduling** tab when they were defined, select the **Show Scheduled Templates Only** check box.
- To show templates created by other users and marked as "private" on the **Scheduling** tab when they were defined, select the **Show Other's Private Templates** check box.
- To place a template on hold so that the report template job will not be run by the Engine, select the template in the list and click the **Hold** button. The template will then have the "Held" status and will not be run by the Engine until the hold is removed. To remove the hold status, select the item in the list and then click the **Unhold** button.
- To delete a template, select the template in the list and click the **Delete** button. The report template (and job) will be permanently deleted.
- To view or modify a report template, select the report template in the list and click the Select button. You can then modify the fields and options on the **Parameters** and **Scheduling** tabs as needed.

Using the History Tab

The **History** tab lists each report that has been generated for the selected template and shows the following for each generated report template:

- Date/Time Date and time when the template was executed by the engine.
- **Status** Status for the template. If the Status column is blank it means the template was completed. Other possible statuses are Pending, Waiting, and Errored.
- **Description** Description entered for the template (if the template has completed). If the template has a Status of "Waiting" this column shows the date and time when the template will begin to process.

Parameters	Destination Scheduling	Templates History	
From Date:	7/1/2019 To Da	te: 7/5/2019	
Date/Time	Status	Description	
<u>R</u> efresh	Vie <u>w</u> <u>D</u> elete		Email/ <u>F</u> ax Prin <u>t</u> er

- To refresh the history list, click the **Refresh** button.
- To delete an item from the history list, select the item and click the **Delete** button.
- To view the report that was generated, select the item and click the **View** button.
- To email or fax the report that was generated, select the item and click the **Email/Fax** button. See "Defining an Email/Fax Destination" on page 60 for more information about emailing and faxing reports.

System Preferences

The following system preferences for the Report History are set in the Administration module, **System Preferences** > Identification/System Constants > CLMS|Reporting Services > Requests

Preference	Description
Default number of days for report files to be archived before pur- ging	Enter number of days to archive Report Files before purging.
Default number of days for report history to be archived before pur- ging	Enter number of days to archive Report History before purging. Pur- ging will occur only if: 1) the report failed or

Preference	Description
	2) the report succeeded and the output file was previously purged.
	If the preference is not set, then the new Report History record purge will be skipped entirely. If the preference is set but is less than the value in "Default number of days for report files to be archived before purging", then the greater value will be used.

Generating Crystal Reports

Generating Crystal (Legacy) Reports

The following outlines the basic steps to generate a Crystal report. The specific steps will vary depending on the report you are creating, when you want to report to generate, and how you want to deliver or access the report. Note that some Crystal reports cannot be scheduled

Basic steps to generate a Crystal report:

1. In the Reports module, select the report you want to generate from one of the menus. Remember, Crystal reports are the reports listed <u>above</u> the line in the menus.

Note: If the report you select cannot be scheduled you only see a single screen and not the three tabs described in the steps below, however the information about the parameters for that report will help you generate the report.

- 2. Define the type of data you want to appear in the report on the **Parameters** tab. Each report has a unique set of parameters you can define, however some parameters are common across different reports.
 - To learn more generating specific reports, see the topic for that report in the later sections of this document.
- 3. If available, use the **Scheduling** tab to define when you want the report to generate. There are many options for scheduling, see "Using the Scheduling Tab" on page 82 for more information.
- 4. If available, use the Templates tab

Using the Templates Tab

The **Templates** tab lists the saved templates (if any) for the report. These are the reports that have been scheduled to be run by the engine.

On this tab you can select a template to open it and then work with it, delete a template you no longer need, place a scheduled template on hold, retry a template job that has failed, or view the history for a template report.

Print Client Master Repo Report template: BBS Truckir	rt g		•	×
Parameters Scheduling	Templates			,
Description BBS Trucking	Interval Day of Month	Status Waking	Next Run 5/26/2010 12:53:00 PM	
		1 1		
Refresh Hold	Delete Retry	History	Select	
Print now Save	Eyit		Help	

The list shows the following information for each template.

- Description Name given to the template when it was created (or last modified).
- Interval The interval defined for the template (on the Scheduling tab).
- Status Indicates the status of the scheduled template.
 - Waiting Report is waiting to be run by the engine.
 - Running Complete Report is running or completed.
 - Held by user Report was put on hold. If a report is on hold, select it and click the Retry button to release the hold.
 - Failed/Unknown The scheduled report has failed or the status is unknown. If the report has failed, select it and click the **Retry** button to reset the report and have the system try again (based on the interval).
- Next Run Shows when the report will next run, if applicable.

Button	Use To:
Refresh	Updates the list to show the most recent information.
Hold	Places the scheduled template on hold. Templates that are on hold are not run by the engine until the hold is released (use the Retry button).
Delete	Permanently deletes the template from the system.
Retry	Retries a template that has failed (Failed/Unknown status) or releases the hold on a template (Held status).
History	Shows the history for the template which details when the template Report Detail history for the selected report job.
Select	Click this button to modify the Parameters and/or Scheduling options for the template.

Use the buttons defined in the table below to work with the templates in the list.

Using the Scheduling Tab

The **Scheduling** tab to used to define when you want the report to be run by the Engine. Tthe schedule you define on this tab determines when the report template is run and delivered in the output you selected (print, email, folder, and so on) for the **Output** option on the **Parameters** tab.



FactorSoft™ v4.7

Print Client Master Report	×
Report template: BBS Trucking Parameters Scheduling Templates Repeat interval: C Template only May 2010	×
C Run once as soon as possible S M T W T F S C Run once per schedule 2 3 4 5 6 7 8 C Every:	
Fax/Email subject: Client Master Report Email address: Fax #: Email message:	
Erint now Save Est	Help

Defining the Schedule

No Schedule

• Use the **Template Only** option to not define a scheduled polling time. The Engine will not run report templates if you select this option. This option is most commonly used when creating a "master" template for others (or yourself) to use and modify later.

Every (Minutes/Hours/Days/Weeks)

• Select the **Every** option and then enter an interval number in the first field and select an interval from the list (**Minutes**, **Hours**, **Days**, **Weeks**) to have the report run on a precise schedule. For example, enter "12" in the field and select "Weeks" from the list to have the report run every 12 weeks.



- Select the **Day of the Week** option to have the report run on specific day(s) of the week. Then, select the specific day(s) on which you want to run from the area that appears on the right.
- Use the **Time of Day** field to enter the specific time when you want the report to run. You can use AM/PM format or military time, as desired. You can also use "Noon" or "Midnt" to have the report run at 12:00PM or 12:00AM, respectively.
- If you schedule a template for Day of the week, but do not specify Time of Day, a message appears
 when you save prompting you to confirm that you do not want to schedule the report at a specific
 time.Click Yes when the message appears to have the Engine run the report on the first poll after
 12:00 AM on the specified day(s) of the week.

Week of the Month

- Select the Week of the Month option to have the report run on a specific week of the month. Then, select the type of week(s) from the area that appears on the right, and select the day when it should run from the Day list.
- Use the **Time of Day** field to enter the specific time when you want the report to run. You can use AM/PM format or military time, as desired. You can also use "Noon" or "Midnt" to have the report run at 12:00PM or 12:00AM, respectively.

Same Day Every Month

- Select the **Same Day Every Month** option to have the report run on a specific day each month. Then, enter the day on which you want the report to run in the field next to the option. For example, enter "15" in the field to have the report run on the 15th of each month.
- Use the **Time of Day** field to enter the specific time when you want the report to run. You can use AM/PM format or military time, as desired. You can also use "Noon" or "Midnt" to have the report run at 12:00PM or 12:00AM, respectively.

Entering Email/Fax Info

If you selected an ouput of email or fax (or preference), enter information in the following fields:

- 1. In the Fax/Email Subject field, enter a subject for the email.
- 2. (Email Only) In the Email Address field, enter the email address where you want the report sent. .
- 3. (Fax Only) In the **Fax #** field, enter the fax number where you want the report sent.
- 4. (Email Only) In the **Email Message** field, enter the message you want to send with the report.



SQL Reports

Accounting Menu

Accounting Reports

The **Accounting** menu group contains reports relating to earnings, collections, balances, and financial summaries.

BAI Import Report

The BAI Import Report provides information on the data included on the Banking Administration Institution (BAI) file that is imported via the Engine. The information included on this report are specific details related to Account balances and activity at the banking institution on behalf of the Lender. This report can be scheduled via the Engine.

BAI Import Report	×
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Today	From:
☐ Show zero amounts in summary	
Print/Local View/Local Print/Engine	Save Exit Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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
Date range	Select the date to use for the report from the list:
	• Today
	• Yesterday
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Busi- ness Day, and reports printed on Monday will print Friday's data (assuming Fri- day was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Services > Requests >
	Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Report- ing Services reports when Use last business day instead of yesterday in date range is set to True .
Show zero amounts in summary	If checked, the report will include any Codes with zero dollar transactions in the Summary Balances and Totals section of the report.



Report Sample

TEST : **TEST**				January 1, 1980 Thru June 16, 2020 BAI Import Report
BANK OF AMERICA	Bank Statement As Of	: 8/28/2019	Acct#	
Summary Balances and Totals				
Transaction	Amount	Count		
(10) - Opening Ledger	529,682.43			
(15) - Closing Ledger	324,289.44			
(40) - Opening Available	323,441.44			
(45) - Closing Available	111,315.44			
(72) - 1-Day Float	212,126.00			
(74) - 2 or More Days Float	848.00			
(100) - Total Credits	257,081.44	15		
(110) - Total Lockbox Deposits	37,548.15	1		
(120) - EDI* Transaction Credit	0.00			
(140) - Total ACH Credits	65,849.60	6		
(150) - Total Preauthorized Payment Credits	0.00			
(159) -	0.00			
(170) - Total Other Check Deposits	0.00			
(180) - Total Loan Proceeds	0.00			
(186) - Total Cash Letter Credits	108,217.15	7		
(190) - Total Incoming Money Transfers	45,466.54	1		
(200) - Total Automatic Transfer Credits	0.00			
(210) - Total International Credits	0.00			
(215) - Total Letters of Credit	0.00			
(239) - Total Bankers' Acceptance Credits	0.00			
(250) - Total Checks Posted and Returned	0.00			
(260) - Total Rejected Credits	0.00			
(270) - Total ZBA Credits	0.00			
(280) - Total Controlled Disbursing Credits	0.00			
(294) - Total ATM Credits	0.00			
(310) - Total Commercial Deposits	0.00			
(350) - Investment Sold	0.00			
(390) - Total Miscellaneous Credits	0.00			
(400) - Total Debits	462 474 43	1		
(412) - Total Debits (Excluding Returned Items)	0.00	•		
(416) - Total Lockbox Debits	0.00			
(420) - EDI Transaction Debits	0.00			
	0.00			

Printed: July 14, 2020, 3:31 PM

Page 1 of 492

TEST** **	EST**					January 1, 1980 Thru June 1 BAI Import	.6, 2020 Report
	BANK OF AMERICA	Bank Statement As O	f: 8/28/2019	A	cct#		
ummary Balances and To	otals						
ransaction		Amount	Count				
150) - Total ACH Debits		0.00					
159) -		0.00					
70) - Total Check Paid		0.00					
80) - Total Loan Payments		0.00					
86) - Total Cash Letter Debits		0.00					
90) - Total Outgoing Money Tra	ansfers	462,474.43	1				
00) - Total Automatic Transfer	Debits	0.00					
10) - Total International Debits		0.00					
15) - Total Letters of Credit		0.00					
30) - Total Security Debits		0.00					
39) - Total Bankers' Acceptanc	es Debit	0.00					
50) - Total Deposited Items Re	turned	0.00					
70) - Total ZBA Debits		0.00					
80) - Total Controlled Disbursin	g Debits	0.00					
94) - Total ATM Debits	-	0.00					
96) - Total APR Debits		0.00					
50) - Investments Purchased		0.00					
90) - Total Miscellaneous Debit	s	0.00					
06) -		848.00					
07) -		0.00					
etail Credits & Debits							
ansaction		Amount		0 Day	1 Day Float	2+ Day Float Bank Ref	
15) - Lockbox Deposit		37,548.15			37,548.00		
	Cust Ref#:						
64) - Corporate Trade Payment	Credit	8,832.24					
	Cust Ref#:						

Report Details

Column	Description	
Header Row		
Originator ID	Unique ID assigned to the Lender by the banking institution	
Bank Name	Name of the banking institution who transmitted the file	
Bank Statement As of Date	The bank statement date will always be one (1) day prior to the current date	
Acct #	Unique account number assigned to the Lender by the banking institution. The report could contain multiple account numbers for the same banking institution.	
Summary Balances and Totals		

jh

Column	Description
Transaction	Transaction Code and Description that are standard BAI codes provided by the banking institution
Amount	Amount of the activity provided in the BAI Import file
Count	Item count for the specific transaction code included in the BAI Import file
Detail Credits and Debi	ts
Transaction	Transaction Code and Description that are standard BAI codes provided by the banking institution
Amount	Amount of the activity provided in the BAI Import file
0 Day	Amount of the activity included in the 0 Day float column on the BAI Import file
1 Day Float	Amount of the activity included in the 1 Day float column on the BAI Import file
2+ Day Float	Amount of the activity included in the 2+ Day float column on the BAI Import file
Bank Ref	Unique reference number provided by the banking institution in the BAI Import file

Buyout Calculation Report

This report provides a buyout summary of open invoices for selected clients over a specified date range. The summary includes invoice dates, aging, amount, balances, escrow (rebate), fees, and a total buyout amount.

Report format options exist for the Buyout Calculation Report to separate monies from "other sources" (e.g., Carrier Payments) from invoice balances. These other monies are shown in the Other Loan Amount column. To use this format for the Client summary only, Breakout fees and escrow reserves report options, set System Preference Reports, Buyout report, Crystal report module (with breakout and with summary) to BUYOUTBS1. To use this format for the Client summary only report option only, set System Preference Reports, Buyout report, Crystal report module (without breakout and with summary) to BUYOUTBS1.

Note that the original BUYOUT-S and BUYOUT-BS formats include the "loans from other sources" in the invoice balance totals.

The default report definition for this report is **Buyout**.



Buyout Calculation Report	X
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Today	From:
Client:	
A/E:	
Office:	
Client Group:	Value:
Sort Client: Client name	Group:
 □ Print Client Summary Only □ Breakout Fee and Reserve Escrow □ Ignore non-accrual date 	
Print/Local View/Local Print/Engine	Save Exit Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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
Date	Select the date to use for the report from the list:
Range	

jh

Field	Description
	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
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- s/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.

jh

Field	Description
	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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Sort cli- ent	Select the sort format for the results. You can sort the results by:
on	Client name
	Client code
	• A/E
	• Group value
Group	Selecting Group value in the Sort client field enables the Group field. Select the group value



Field	Description
	by which to sort the results.
Print cli- ent sum- mary only	Select this check-box to print summaries by client only, without specific invoice detail. If this option is not selected, each invoice is listed per client.
Breakout fee and reserve escrow	Select this option to print Fee Escrow and Reserve Escrow as separate columns on the report.
Ignore cli- ent non- accrual date	Select this option to calculate buyout based on payment date when the client has a non- accrual date set in the Termination panel of the Client Information screen.

Report Samples

Without Breakout Fee or Without Summary Format

aily Stateme	nt Client (DAILYSTMT)										July 10, 2020
Debtor		Invoice		Funded	Invoice				Earned	A dditional	Buyout
	Invoice#	Date	Sch#	Date	Amount	Age	Balance	Rebates	Fee	Fee	Amount
C.H. Robinson	(CHROB)										
	12120-AR2	12/16/2019	1438	12/16/2019	985.63	208	985.63		98.56		1,084.19
				*			985.63		98.56		1,084.19
TQL -Total Qua	ality Logistics (TQL)										
	12120-AR3	12/16/2019	1438	12/16/2019	9,854.85	208	9,854.85		985.49		10,840.34
				*			9,854.85		985.49		10,840.34
Walmart IL (W	ALMARTIL)										
	2620-REBATE	12/25/2019	1461	12/25/2019	1,000.00	199	1,000.00	100.00	100.00		1,000.00
	12120-AR1	12/16/2019	1438	12/16/2019	1,000.00	208	1,000.00	100.00	100.00		1,000.00
				*			2,000.00	200.00	200.00		2,000.00
				Client Tota I		_	12,840.48	200.00	1,284.05	0.00	13,924.53
									Held c	ash reserves:	930.00
									Actual Bu	yout Amount:	14,854.53

With Breakout Fees and without Summary Format

ebtor		Invoice		Funded	Invoice			Fee	Reserve	Earned	A dditional	Buyout
	Invoice#	Date	Sch#	Date	Amount	A ge	Balance	Escrow	Escrow	Fee	Fee	Amount
.H. Robinson (Cl	HROB)											
	12120-AR2	12/16/2019	1438	12/16/2019	985.63	208	985.63			98.56		1,084.19
				*			985.63			98.56		1,084.19
QL-Total Quality	Logistics (TQL)											
	12120-AR3	12/16/2019	1438	12/16/2019	9,854.85	208	9,854.85			985.49		10,840.34
				*			9,854.85			985.49		10,840.34
Valmart IL (WAL)	(ARTIL)											
	2620-REBATE	12/25/2019	1461	12/25/2019	1,000.00	199	1,000.00		100.00	100.00		1,000.00
	12120-AR1	12/16/2019	1438	12/16/2019	1,000.00	208	1,000.00		100.00	100.00		1,000.00
				*			2,000.00		200.00	200.00		2,000.00
				Client Total		-	12,840.48		200.00	1,284.05	0.00	13,924.53
										Held cas	h reserves:	930.00
									Ac	tual Buyo	ut Amount:	14,854.53

Without Breakout Fees and with Summary Format

TEST GAP No Insurance Financial Serv						s	Buyout Summary Cal	culation Report July 10, 2020 July 1, 2020
			Ed	A -447451	In voice	Statement	Cash	Actua
Client	Balance	Rebates	Fee	A dditional Fee	Amount	Fee	Reserves	Amount
Daily Statement Client (DAILYSTMT)	12,840.48	200.00	1,284.05		13,924.53		930.00	14,854.53
	12,840.48	200.00	1,284.05		13,924.53		930.00	14,854.53

Report Details

Column	Description
Buyout A and Buyout-E	3 A
Debtor	Displays Debtor Name.
Invoice Number	Displays Invoice number.
Invoice Date	Date for the invoice.
Sch#	Displays the batch # that Invoice was purchased on .
Funded Date	Displays the date the Invoice was purchased/funded.
Invoice Amount	Displays the Invoice Amount .
Age	Displays the age of the invoice as determined by System Preference to be cal- culated by Invoice Date, Purchase Date, or Due Date.

Column	Description
Balance	Displays the Invoice balance.
Fee Escrow	Displays the amount in Fee Escrow for the Invoice; calculated as the Invoice Amount x Fee rate % in Client Terms.
	Note: This is only calculated if the "Escrow fees?" box is checked.
Reserve Escrow	Displays the amount in Reserve Escrow for the Invoice; calculated as the Invoice Amount x Reserve Rate % in Client Terms.
	Note: This is only calculated if the "Escrow fees?" box is checked.
Earned Fee	Displays any calculated fee on the Invoice that is not a fee earned at the time of purchase; this is typically a fee that is calculated based on Client Terms > Col- lection Fee Table
Additional Fee	Displays any calculated fee on the Invoice that is not a fee earned at the time of purchase; this fee would be calculated based on Client Terms > Additional fees and Additional Fee Type = Charge at collection.
Buyout Amount	Displays the calculated buyout amount for each Invoice The Buyout Amount is calculated as the Invoice Balance + (Earned Fee - Reserve Escrow)
Buyout-S A and Buyout	-BS A
Client	Displays Client Name.
Balance	Displays the Invoice balance.
Rebates	Displays the amount in Reserve Escrow for the Invoice; calculated as the Invoice Amount x Reserve rate % in Client Terms
	Note: This is only calculated if the "Escrow fees?" box is checked.
Earned Fee	Displays any calculated fee on the Invoice that is not a fee earned at the time of purchase; this is typically a fee that is calculated based on Client Terms > Col- lection Fee Table
Additional Fee	Displays any calculated fee on the Invoice that is not a fee earned at the time of purchase; this fee would be calculated based on Client Terms > Additional fees and Additional Fee Type = Charge at collection.
Invoice Buyout Amount	Displays the calculated buyout amount for each Invoice The Buyout Amount is calculated as the Invoice Balance + (Earned Fee - Reserve Escrow)



FactorSoft™ v4.7

Column	Description
Statement Fee	Displays the accrued statement fees as of the date the Buyout report is run through based on the system preference Do not show statement fees below.
Cash Reserves	Displays the balance in the Cash Reserves as of the date the Buyout report is run through
Actual Buyout Amount	Actual Buyout Amount = Invoice Buyout Amount - Cash Reserves

Security Roles

To generate the Buyout Calculation Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Accounting Reports > Print Buyout Calculation Report

System Preferences

The following system preferences for this report are found in the Administration module, System Preferences, **Reports**, **Buyout report** folder.

Preference	Description
Always show grand total	Set this option to True to include grand total in the totals section of the report.
Crystal Reports mod- ule name	 There are four Crystal Report module name preferences used to assign the Crystal Reports module for the report. without breakout and without summary with breakout and without summary
	without breakout and with summarywith breakout and with summary
Do not include float days	Set this option to True to exclude float days from age and fee calculations.
Do not show cash reserves	Set this option to True to exclude the display of cash reserves from the totals section of the report.
Do not show state- ment fees	Set to True and the Accrued Statement fees will not be included on the Buyout Report and Buyout report will only account A/R Advance Balance + Total Loan Balances - Cash Reserves.

ih

Preference	Description
	Set to False and the Buyout Report will include accrued statement fees and will use the calculation below:
	(Facility's Reserve Interest Fees) + Statement Interest Amt + ((Stmt Other Fee Amount - Stmt InterestAmt) / Days In Cycle) * Days Into Cycle
	Note : Days in Cycle = # of days from StartDate to Last Day In Current Month
Include escrow trans- fers	Set to True to include escrow transfers (invoice escrow - ledger escrow) on the report.
Use old (non-API) module	Old, out of date function will be used if this option is set to True .

Cash Posting Report

This report allows the user to print a summary of the Cash posted for a given date range.

The default report definition for this report is **PostReportNf**. The POSTREPTD format includes the debtor as well as the payor, so that the user can determine any discrepancies in payouts.

冒 Cash Posting Report		×
Report Template:		▼ <u>N</u> ew
Parameters Destinatio	n Scheduling Templates History	
Date Range:	Today	From:
		Thru:
Cash Account:		•
Client:		•
A/E:		•
Office:		•
Client Group:	▼	Value:
Source:		•
Batch:		•
Select:	Updated	•
Report:	Detail	•
Sequence:	Amount	•
		 ✓ Bank # ✓ Client ✓ Date ✓ Summary
Print/Local <u>V</u> ie	ew/Local Print/ <u>E</u> ngine	<u>Save</u> E <u>x</u> it <u>H</u> elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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
Date	Select the date to use for the report from the list:
Range	• Today
	• Yesterday
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
Cash Account	Select the Cash Account to which to limit the report, or leave this field blank to include all Cash Accounts.

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 > Field- s/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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .

Field	Description
Value	Select the specific client group value to which to limit the results in the report.
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Source	Select a check source to which to limit the report, or leave this blank to include all defined sources.
Batch	Select a specific batch to which to limit the report, or leave this blank to include all batches.
Select	Choose the format for the Cash Report:
	 Pending – Cash that is currently pending will be printed in the report.
	 Updated – Cash that has been updated/processed will be printed in the report
Report	Select the report format to be printed.
	• Detail
	• Summary
Sequence	Select how you want the date in the report to group/subtotal in the report
	 Amount – Group by amount of payment lowest to highest.
	Check# – Group by check number.
	 Check batch – Group by payment batch number.
	 Client – Group by client name.
	 Entry – Group in the order that the checks were input into the system.
	 Payor – Group by payor name.
	• None – Do not group/sub-total the data by any of the above criteria.
Bank #	Select this checkbox to display the bank number of the check, if available.
Client	Select this checkbox to display the client name to whom the payment applies.
Date	Select this checkbox to display the check date.
Summary	Select this checkbox to include a summary section at the end of the detail report that sums the Amount of Checks and Count of Checks for each Source, and provides the percentage

Field	Description
	of the grand total that Source represents.

Report Samples

Format: Detail Report

	* ESI**			Per	iding Cash Postir June 12, 2	ıg Report 2020 Only
Check	d#	Payor		Ba	tch#	Amount
05000 Factoring Cash						
heck Source ACH						
78000		Target (265)		4	727	780.00
						780.00
729792	1	Wal-Mart		4	726	7,297.92
						7,297.92
943900		BigLots		4	725	9,439.00
						9,439.00
80530		Belk (1589)		4	724	11,380.00
						11,380.00
117220	10	Ulta		4	723	11,722.00
						11,722.00
179130	0	Hibbetts		4	722	17,913.00
						17,913.00
116621		Costco (Main)		4	720	48,455.38
						48,455.38
			Total Chec	k Source ACH		106,987.30

Format: Summary Report



TEST TEST DB **TEST**

Pending Cash Posting Report June 12, 2020 Only

Check Batch #	Source	Amount
4716	LOCKBOX	278,959.34
4717	WIRE	117,178.28
4718	WIRE	42,732.00
4719	WIRE	730.80
4720	ACH	48,455.38
4722	ACH	17,913.00
4723	ACH	11,722.00
4724	ACH	11,380.00
4725	ACH	9,439.00
4726	ACH	7,297.92
4727	ACH	780.00
		546,587.72
		548,587.72

Report Details

Column	Description
Detail Report	
Client	Displays the Client's name
Check Source	Displays the Check Source
Check#	Displays the Check number
Payor	Displays the Payor on a Check
Batch#	Displays payment batch number
Amount	Displays the Amount of the check
Summary Report	
Check Batch #	Displays payment batch number
Source	Displays the Check Source
Amount	Displays the Amount of the check

Security Roles

To generate the Cash Posting Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Accounting Reports > Print Cash Posting Reports

System Preferences

The following system preferences for this report are located in the Administration module, **System Preferences**, **Reports**, **Cash Posting Report** folder.

Preference	Description
Date on detail report	Select date option to appear on the Detail Report
IS	Check Date - Date of the check
	 Post Date - Date the Payment Batch was Processed
Date on summary	Select date option to appear on the Detail Report
report is	Check Date - Date of the check
	 Post Date - Date the Payment Batch was Processed
Detail Crystal Reports module name	Used to assign the crystal reports module a name for the Cash Posting Report, Detail report format.
Summary Crystal	Used to assign the crystal reports module a name for the Cash Posting Report,
Reports module name	Detail Summary format.
Use Report Version	Set to True to enable the older version of the report.

Fees and Interest Report

The Fees and Interest Report is accessed from the Accounting Menu of the Reports module. The report displays the total of interest accrued at collection, purchase fees, collection fees, additional fees, and other fees by client. The fees reflect the activity in the fee accounts assigned in the G/L Account Group for the client within the date range.

This report was written for a specific Lender and will only run if specific GL Accounts are debited or credited. This report will not run for any other Lenders. Therefore, it is recommended that the following security role be set to False at **Security > Mange Roles > Reports > Accounting reports > Fees and Interest reports** to prevent this Report from displaying in the Accounting Menu.

The default report definition for this report is FeeInterest.



Fees and Interest Report	×
Report Template:	<u>▼</u> <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Today	From:
	Thru:
Client:	•
A/E:	▼
Office:	▼
Client Group:	Value:
Print/Local View/Local Print/Engine	<u>Save</u> E <u>x</u> it <u>H</u> elp

Report Parameters

Field	Description
Date	Select the date to use for the report from the list:
Range	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True . The Yesterday option in the Date Range field is replaced with Last Business Day , and reports printed on Monday will print Fri-



Field	Description
	day's data (assuming Friday was the last business day) instead of Sunday's. Set System Prefer- ence Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True .
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 <i>Client Information</i> 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . 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.



Field	Description
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .

Report Sample

					Fee And Interest Repo September 1, 2014 Thru September 30, 201		
3ient		Interest	Purchase Fees	Collection Fees	Additional Fees	Other Fees	Total
ajita Transportation		1,432.49	0.00	4,133.93	5,662.90	0.00	11,229.32
	Grand Total :	1,432.49	00.0	4,133.93	5,662.90	0.00	11,229.32

Hold Account Detail Report

The Hold Account Detail report lists checks and journals that move funds from hold accounts, lists the underlying invoice/washed items detail for the journals, and include the user who moved the hold account funds using the Manage Hold Accounts screen, the hold account reason code, and account to which the washed funds were applied.

The default report definition for this report is HoldDetail.



📔 Hold Account Detail Report	x
Report Template:	w
Parameters Destination Scheduling Templates History	
Client:	
A/E:	
Office:	
Client Group: Value:	
Date Range: Last Month From:	
Thru:	
Print/Local Yiew/Local Print/Engine Save Exit Help	

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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
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- s/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 typ- ing 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.



Field	Description
	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 <i>Client Inform-ation</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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. Offices are defined in the <u>Office table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Cli- ent Groups are defined in the Group Code Table.
Date Range	Select the date to use for the report from the list:


Field	Description
	• Today
	• Yesterday
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set Sys- tem Preference Identification/system constants > CLMS Reporting Services >
	Requests > Use last business day instead of yesterday in date range to True . The Yes-
	terday option in the Date Range field is replaced with Last Business Day, and reports
	printed on Monday will print Friday's data (assuming Friday was the last business day)
	Instead of Sunday S. Set System Preference Identification/System constants > CLMS[Re-
	business day when the Date Range is set to Last Business Day. This function is only valid
	for Reporting Services reports when Use last business day instead of yesterday in date
	range is set to True .

Report Sample

Hold Account Detail Report February 1, 2019 Thru January 3 Held & NFE Client(HELDNFE)									nuary 31, 2020		
Journal#	Date	Payee/Reason	Am	W ount By	ashed '	Wash To Account					
			In voi ce#	NF	Debtor		Invoice Date	Invoice Amount	Payment Post Date	Payment Check#	Payment Amount
Z001671	12/13/2019	Held & NFE Client		0.00 GE	ENA	1120	Factoring Cash Reserve				
			HELD	NF	W almart I	IL(WALMARTIL)	12/12/2019	0.00	12/12/2019	HELDCK	(1,000.00)
										Check Total:	(1,000.00)
										Client Total:	(1,000.00)



Report Details

Column	Description
Journal #	Journal # that is assigned by the system when an entry is created via the Man- age Hold Account screen.
Date	Data entry is created.
Payee/Reason	Client Name.
Invoice#	Invoice Number.
Amount	Net amount of the entry. In most cases, this is 0.00 because it is a washed item.
NF	Indicator for non-factored Invoice.
Washed By	Displays User.
Washed To Account	Displays the G/L Account to which the money was transferred, if funds trans- ferred to a G/L account.
Customers	Debtor name.
Invoice Date	Invoice Date.
Invoice Amount	Invoice Amount.
Payment Post Date	Post date when the original payment was posted in FactorSoft.
Payment Check #	Check # entered at the time of cash posting.
Payment Amount	Check amount entered at the time of cash posting.

Security Roles

To generate the Hold Account Detail Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Accounting Reports > Hold Account Detail Report

Hold Account Ledger Report

The Hold Account Ledgers Report displays details of selected client's Hold Accounts, including item and batch details, within a specified date range.

The default report definition for this report is HoldLedgerD.



📔 Hold Account Ledger	r	×
Report Template:		New
Parameters Destination	n Scheduling Templates History	
Date Range:	Today From:	-
	Thru:	
Account (blank for all):		J
Client:		- I
A/E:		-
Office:		-
Client Group:	Value:	-
Format:	Details in date range	-
Sort Clients By:	Client name	-
Sort Detail By:	Post date	-
	Include unpaid checks Each client starts on a new page Wash items against same invoice Exclude Inactive Clients	
Print/Local <u>V</u> ie	ew/Local Print/Engine Save Exit He	elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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
Date	Select the date to use for the report from the list:
Range	

jh

FactorSoft™

v4.7

Field	Description							
	• Today							
	• Yesterday							
	Last Month							
	Current month-to-date							
	Year through last month-end							
	Current year-to-date							
	Specific date							
	 Set At Run Time (Web Template Only) 							
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.							
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.							
Account (blank for all)	Select the account to which to limit the report. Only accounts marked as Hold Account on the Hold Account tab of the Account Table screen are listed here. Leave this field blank to include all accounts.							
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- s/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.							

 $\ensuremath{\mathbb{C}}$ 2022 Jack Henry & Associates, Inc. $\ensuremath{^\circ}$

FactorSoft™ v4.7

Field	Description
	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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Format	Select the report format to produce:
	Details in date range
	Open items thru date
	• Summary

jh

Field	Description							
Sort Cli- ents By	Select the option to determine the order in which the report is sorted on clients:							
	Client name							
	Client code							
Sort Detail By	Select the sort option that determines the order in which to sort the Open items thru date format within client:							
	Post Date							
	• Paid to/by							
Include unpaid checks	Select this option to include unpaid checks in the results. If this option is not selected, unpaid checks are excluded from the results.							
Each cli- ent starts on a new page	Select this option to print each client on a separate page(s). If this option is not selected, the results can contain more than one client per page.							
Wash items against same invoice	Select this option to close multiple items for the invoice to equal zero. This option is only avail- able for the Open items thru date format.							
Exclude Inactive Clients	Select this check box to exclude inactive clients from the report.							

Report Samples

Format: Open Items Thru Date

TEST Ledger Detail Report Client.									July 13, 2020 All open items are listed
	Account								
		Post Date	Batch #	Invoice #	Check #	Туре	Paid to/ by	Description	Amount
1	Client Test (00	01)							
	1020 Loss Pr	ovision Accrual							
	001	6/28/2018	535	WEXACH0628	WEXACH0628	Cash Posting	TEST DEBTOR		6,651.10
	001	7/12/2018	547	WEXACH0712	WEXACH0712	Cash Posting	TEST DEBTOR		3,622.75
								Account Total	10,273.85
	1007 Loop Dr	ovision Associal							

Format: Details in Date Range

**							July 1, 2020 ti	nru July 13, 20
Detail Repo	rt							
Account								
	Post Date	Batch #	Invoice #	Check#.	Туре	Paid to/ by	Description	Amo
Client Test (001)							
1020 ARH -	- Additional Reserve	Held						
001	6/30/2020				Balance Forward			10,273
						Acc	ount Total	10,273
1027 ARH -	- Additional Reserve	Held						
001	6/30/2020				Balance Forward			57,386
001	7/2/2020	1173	10022	192209	Cash Posting	LLC بر من من مع ر م		3,200
001	7/2/2020	1174	9T1Z80B6TJNKEYG	9T1Z80B6TJNKEYG	Cash Posting	LC		2,600
001	7/2/2020	1174	JRWACH0702	JRWACH0702	Cash Posting	TEST DEBTOR		800.
001	7/3/2020	1175	4000111726	4000111726	Cash Posting	LLC.		250.
001	7/6/2020	1176	14506220	6211785	Cash Posting	, LLC		150.
001	7/8/2020	1180	TE STACH 0708	TE STACH0708	Cash Posting	TEST DEBTOR	O MILL TEOT	0.
001	7/8/2020			Z291980	Miscellaneous	1 Einen im Simu Test	REFUND TO Jense Meter Broop Inc FOR CK 2999	(1,300.0
001	7/9/2020			Z292522	Miscellaneous	1 Test	Shack request to more to	(400.0
001	7/10/2020	1181	ALLACH0710	ALLACH0710	Cash Posting	Trucklines, Inc		600.
						Acc	ount Total	63,286.
						С	lient Total	73,560.0

Format: Summary

TEST LLC.							
Client.							
Account.		Balance					
1 Client Test (001)							
1020 ARH - Additional Reserve Held		10,273.85					
1027 ARH - Additional Reserve Held		63,286.99					
	Client Total	73,560.84					
2ATrucking LLC (102631)							
1027 ARH - Additional Reserve Held		903.60					
	Client Total	903.60					
TOEL opician los (ADEEDAA)							



Report Details

Column	Description
Client	The name of the Client
	Note: Only displays if more than one client appears on the report <i>and</i> Each client starts on a new page is unchecked.
Account	The GL Account designated as a Hold Account that the entry was applied to during cash posting
	Note: Only displays if more than one Hold Account exists.
Post Date	Displays the date the item was added to the Hold Account via the cash posting screen
Batch #	Displays the batch number in which the entry to the Hold Account was included
Invoice #	Displays the Invoice number associated to the Hold Account entry
Check #	Displays the check number associated to the Hold Account entry
Туре	Displays the type of transactions that is relevant to the Hold Account entry
Paid to/by	Displays the value of the Debtor/Customer associated to the Hold Account entry
Dispute Code	Displays the dispute code associated to the Hold Account entry
Description	Displays the explanation entered on the Hold Account entry at the time of cash posting
Amount	Displays the amount of the Hold Account entry

Security Roles

To generate the Hold Account Ledger Report, the following Security Role needs to be set to YES:

Security Roles > Reports > Accounting Reports > Print Hold Account Ledgers

System Preferences

The following system preferences for this report are found in the Administration module, System Preferences, **Reports**, **Hold Account Ledgers** folder.

Preference	Description
Include unclaimed cash	Set to True to include unclaimed cash from non-factoring collaterals on the report results.

ih

Preference	Description
Reverse signs on report	Set to True to have the signs agree with the accounting report instead of showing hold account balances.
Show age of item on report	Set to True to include the age of the open item on the report.
Use older wash logic	Set to True to count one-sided checks as washed even if the other side cannot be found.
Show dispute code on report	Set to True to show dispute codes above the explanation.

Letters of Credit Report

This report provides information on the Letters of Credit that are imported in to the FactorSoft database via the Capital One import file. This report can be scheduled via the Engine.

Etters Of Credit Report	×
Report Template:	<u>N</u> ew
Parameters Destination Scheduling Templates History	1
DateSent:	•
Include CIF with No Activity	
Print/Local View/Local Print/Engine Save Exit	<u>+</u> elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

ih

Report Parameters

Field	Description
DateSent	The drop-down options will be the date associated to when the file was sent from Capital One and processed by the FactorSoft Engine.
Include CIF with No Activity	Select this box to include Clients with an associated CIF # that have no Letter of Credit activity.

Report Sample

						Report	for: 20200708
Client# Client					CIF#		
LC#	Туре	S/T	Related LOC#	Issue Date	Previous Balance	Exp Date	Balance
2864	FASHIO	N BLOGGE	RS INC.		B0069741		
00000 30099 185	SLC	s		7/9/2020		10/28/20/20	237,937.00
00000 30099 188	SLC	s		7/9/2020		8/11/2021	750,000.00
			ClientTotal	:			987,937.00

Report Details

Column	Description	
Client#	The Client# as displayed on Client Information > Client Code	
Client	The Client as displayed on Client Information > Client Name	
LC#	The LC# is included in the import file also located at Facility Information > Let- ter of Credit > LOC Number	
Туре	The Type is included in the import file also located at Facility Information > Let- ter of Credit > LOC Type	
	The Letters of Credit Type values are defined in the system preference: Facil- ity/Collateral Rules (formerly Asset Based Lending) > Rules > Letters of Credit	

jh

Column	Description	
S/T	Site or Time Code; this value will be passed from Capital One in the import file	
Related LOC#	If there is a related LOC#, this value will show in this column.	
Issue Date	Date LOC is issued. This value will be passed in the import file and store under Facility Information > Letter of Credit > Effective .	
Previous Balance	This value will be passed in the import file but it is not displayed in the UI.	
Exp Date	This is the expiration date for the Letter of Credit. Located at Facility Information > Letter of Credit > LOC Expire.	
Balance	This is the balance of the Letter of Credit. Located at Facility Information > Let- ter of Credit > Balance.	
Total Fee	If the import file contains Fees assessed on the Letter of Credit, the Total Fee field will show the value of all the fees assessed in that file.	
Total Payments	If the import file contains Payments on the Letter of Credit, the Total Payments field will show the value of the payments in that file.	

Security Roles

To generate the Letters of Credit Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Accounting Reports > Print Letter Of Credit Report

System Preferences

The following system preferences for this report are located in the Administration module, System Preferences, Facility/Collateral Rules (formerly Asset Based Lending) > Rules > Letters of Credit folder.

Preference	Description
Name for LC Type 1-12	Define the Letter of Credit Type. Users can define up to 12 Types of LOC.
Percentage for LC Type 1-12	Define the default percentage for each Letter of Credit Type. Users can define one percentage for each Type of LOC.

Minimum Commission Report

The Minimum Commission Report provides information on the Minimum Commission Plans that are set up in the system as well as the current balance and/or carry over for each Plan. This report can be scheduled via the Engine.



Minimum Commission Report	X
Report Template:	<u>▼</u> <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Today	From:
	Thru:
Client	•
A/E:	•
Office:	•
Client Group:	Value:
Plan Type: 👻	_
Statement Dates:	_
Format: Detail By Group	
✓ Include Pending Statements	
Print/Local View/Local Print/Engine	Save Exit Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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
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- s/Screen Behavior > Miscellaneous > Use Client Search instead of drop downs is set to True.
	Select the C 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 X red [x] icon to clear the Client field.
	TIP Choosing Contains will allow users to search by Client Code.

Field	Description
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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Plan Type	Options are Blank(), Monthly, Quarterly, Semi Annual, Yearly, Annually.
	The report will generate data for those Clients who are set up with the associated Min- imum Commission plan that is defined on Client Information > Minimum Commission > Plan Type field.
	Selecting Blank () will enable the Client field to allow you to run the report on a specific client.
Statement	Choose the particular posted statement date.
Dates	If no Statement Date is chosen, then the report will generate all posted statements for the client/all clients(if no client is selected).



Field	Description
Format	Select the format for the report:
	 Detail By Client: Provides the Minimum Commission details by Client separated by page.
	 Detail By Group: Provides the Minimum Commission details by Group separated by page. The Minimum Commission Groups are defined under Client Information > Minimum Commission > Included Clients tab.
	 Summary By Client: Provides the Minimum Commission information at the summary level by Client separated by page.
	• Summary By Group: Provides the Minimum Commission information at summary level by Group separated by page. The Minimum Commission Groups are defined under Client Information > Minimum Commission > Included Clients tab.
	 Excluded Entries: Provides the excluded amounts from Minimum Commission detailed by Client separated by page.
	Note: If the only parameter chosen is Format type, the report will render data for all Clients who have a Minimum Commission Plan.
Include	If box is unchecked, then the report reflects only posted statements.
Pending State- ments	If box is checked and the User did not choose a specific Statement Date, the report will reflect all statements (Posted, Pending and Active statements) for the Client chosen . If user selects a statement date from the drop-down, the Include pending check box will not be available.

Report Sample

Detail by Client

TEST TEST Client: A/E:	TE ST **TE ST**					Quarterh	y Minimum Commission D Minimum Commis Sta Enc	letail by Client ssion: 7,500.00 rt Date: 1/2021 d Date:12/2021
Month	Actual Charge	Quarterly Charge	Quarterly Min Avg	Adjustment	Charge	Previous Balance	Credit Balan ce	Adj Comm Amt
Jan 2021	3,418.04							
Feb 2021	358.80							
Mar 2021	30.00	3,806.84	1,875.00	1,931.84			1,931.84	3,806.84
Totals For 03/31/202	3,806.84	3,806.84	1,875.00	1,931.84			1,931.84	3,806.84

Detail by Group

jh



Summary by Client

TE ST	AC CAPITAL **TE ST**				I	Monthly Minimum C	Commission Summa	ary by Client
Client #	Name	Actual Charge	Monthly Min Avg	Adjustment	Charge	Credit Balance	AdjComm Amt	Year End
1567	KOHLS MONROE	1,000.00	1,000.00			1,250.00	1,000.00	2/2021
				-				

Summary by Group

TE \$T	AC CAPITAL	**TE ST**				Mon	thly Minimum Co	ommission Summa	ry by Group	
Client #	Name			Actual Charge	Monthly Min Avg	Adjustment	Charge	Adj Comm Amt	Year End	
1567	KOHLS MO	NROE		1,000.00	1,000.00			1,000.00	2/2021	
	and the second	-	and the second second			Jana		a series and		hada

Report Details

Column	Description
Header Row	
Start Date	Displays Contract Start date. The Contract Start date is found under Client Information > Minimum Commission > Plan > Start Date. The following security role must be set to view the Minimum Commission panel:

Column	Description
	Security Roles > Client Information > Minimum Commission > View the min- imum commission panel on the client information screen
End Date	Displays the Fiscal Year Ending date. The Fiscal Year Ending date is found under Client Information > Minimum Commission > Plan > End Date.
	The following security role must be set to view the Minimum Commission panel: Security Roles > Client Information > Minimum Commission > View the min- imum commission panel on the client information screen
Detail Fields	
Month	Displays the month and year that was included in the Minimum Commission calculation; if the plan was a Monthly plan, all twelve months that included commission data would show on the report.
Actual Charge	Displays the total commission charged in that month.
Monthly Charge	Displays the total commission that should be charged based on the plan.
Monthly Min Avg	Displays the value of the Minimum Commission divided the number of months included in the plan.
Adjustment	Displays the value of the Actual Charge minus the Month Min Avg.
Charge	Displays the value of the Monthly Min Avg minus the Actual Charge. <i>This column would only be populated if the Client fell short of the Monthly Min Avg with their Actual Charge</i> .
Previous Balance	Displays the balance that was carried over from a previous period if the plan is set to Carry Forward.
Credit Balance	Displays the total Amount in the Adjustment column plus any carry over Adjust- ments from previous months if the plan is set to Carry Forward.
Adj Comm Amt	Displays the value in the Adjustment column.
Excluded Entries Forma	t
Account #	Displays the check detail account number associated to the payment
Account	Displays the account description
Check #	Displays the check number associated to the payment
Date	Displays the check date

jh

Column	Description
Source	Displays the source (C-MISC)
Debit Amount	Displays the check amount when greater than 0
Credit Amount	Displays the check amount when less than 0

Security Roles

To generate the Minimum Commission Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Accounting Reports > Print Minimum Commission Report

Monthly Revenue Report

The Monthly Revenue Report, which is accessed from the Accounting Menu of the Reports module, lists 12 months of revenue by client, facility within client, or client within account. Each report can be generated as either a summary or detail report.

The default report definition for this report is MthRev.

Monthly Revenue Report
Report Template: <u>N</u> ew
Parameters Destination Scheduling Templates History
As of Date: Current Date
Client
A/E:
Office:
Client Group:
Facility:
Account:
Report: Client Summary
Print/Local View/Local Print/Engine Save Exit Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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	Select the ending date of the date range for the report.
date	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 Cli- entWeb Report Queue, a screen appears to choose the date range (Current Date , Previous Month-End Date , or Specific Date).
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- s/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.
	Inactive clients can be included if the system preference Reports, Monthly Revenue Report, Show Inactive Clients in Client drop-down is set to True.
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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:

Field	Description
	 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Facility	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.
Account	Select the account to which to limit the report. The accounts available are those defined in the Accounts table with Earning account selected on the Standard tab.
Report	Select the report format to be printed. Each report format displays revenue for each of the preceding 12 months from the As-of date in a columnar format.
	Client Summary: reports total revenue by client
	Client Detail: reports revenue by account within client
	Facility Summary: reports revenue by facility within client
	Facility Detail: reports revenue in accounts by facility within client
	Account Summary: reports revenue by client within account
	Account Detail: reports revenue in facilities by client within account

L

Report Sample

Format: Client Summary

TEST GAP Financing Corp **TEST**										Monthly	Revenue C	lient Summar As of: 7	ry Report 7/31/2019
Client	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Total
2nd Additional Fee - NFE Client(2NDADDL)												100	100
Grand Total:												100	100

Format: Client Detail

TE \$T G AP	PFinancing (Corp **TE \$T**										Mor	nthly Revenu	ue Client Deta As of: 1	il Report 7/31/2019
Client/ Account			Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Total
2nd Additional	Fee - NFE Clie	ent(2NDADDL)												100	100
	HOLD	Hold Account												100	100
		Grand Total:												100	100

Format: Facility Summary

TEST GAP Financing Corp **TEST**										Monthly F	Revenue Fac	cility Summar As of: 7	y Report 7/31/2019
Client/ Facility	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Total
2nd Additional Fee - NFE Client(2NDADDL)												100	100
Factoring												100	100
Grand Total:												100	100

Format: Facility Detail

TEST GAPF in an cir	ng Corp **TE ST**										Monti	nly Revenue	Facility Detai As of: 7	il Report 7/31/2019
Client/ Facility/ Account		Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Total
2nd Additional Fee - NFE	Client(2NDADDL)												100	100
Factoring													100	100
HOLD	Hold Account												100	100
	Grand Total:												100	100

Format: Account Summary and Detail

ih

Account	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Total
HOLD Hold Account												100	100
2nd Additional Fee - NFE Client(2NDADDL)												100	100
Factoring												100	100
Grand Total:												100	100

Security Roles

To generate the Monthly Revenue Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Accounting Reports > Monthly Revenue Report

Purchase Order Report

The Purchase Order Report, which is accessed from the Accounting Menu of the Reports module, lists purchase orders by client along with the order date, order amount, advance amount, advance fee amount, settlement amount and fees, and total accrued fees. The report is totaled by client as well as a portfolio level grand total.

The default report definition for this report is PoBuyoutl.

Purchase Order Report	٢
Report Template:	,
Parameters Destination Scheduling Templates History	
As Of Date: Current Date	
Client:	
A/E:	
Office:	
Client Group: Value:	
Selection: Every Purchase Order	
	4
Print/Local View/Local Print/Engine Save Exit Help	

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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	Select the ending date of the date range for the report.
date	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 Cli- entWeb Report Queue, a screen appears to choose the date range (Current Date , Previous Month-End Date , or Specific Date).
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- s/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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	 Terminology > Select account executive based on check box: TRUE

jh

Field	Description
Office	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.
	Offices are defined in the <u>Office table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Selection	Select the option to limit the results to open purchase orders only, or report all purchase orders for active clients.
	Every Purchase Order
	Open Purchase Orders

Report Sample

Selection: Every Purchase Order - Shows all Purchase Orders; Open or Settled/Closed



TE ST G AP No Insurance Financial Serv

Purchase Order Report July 9, 2020

Client							
PO Number	Order Date	Order Amount	Total Advances	Total Advance Fees	Total Settlements	Total Settlement Fees	Accrued Fees
PO Finance 2							
82119-1	6/24/2019	1,000.00	500.00				
DOUBLE	8/2/2019	1,000.00	500.00				
EXPENSEPO	8/2/2019	1,000.00	500.00				
RETESTDOUBLE	8/2/2019	1,000.00	500.00				
42420-PO1	4/2/2020	1,000.00	500.00		(500.00)		
DISPO	7/9/2020	1,000.00	500.00	10.00			
Client Tot	al:	6,000.00	3,000.00	10.00	(500.00)		
PO Finance Client							
81619-1	6/24/2019	1,000.00	500.00		(500.00)		
81619-2	6/24/2019	1,000.00	500.00		(500.00)		
81619-3	6/24/2019	1,000.00	500.00		(500.00)		
81619-4	6/24/2019	1,000.00					
81619-5	6/24/2019	1,000.00					
100219-PO2	6/25/2019	987.55	493.78		(493.78)		
100219-PO3	6/25/2019	987.55	493.78		(493.78)		
100319-1	6/25/2019	987.55	987.56		(987.56)		
100419-1	6/25/2019	987.55	493.78		(493.78)		
1234587	6/25/2019	1,000.00	500.00		(500.00)		
MULTIADV	6/25/2019	987.55	493.78		(493.78)		
ROUNDADV	6/25/2019	987.55	493.78		(493.78)		
TESTADV	6/25/2019	100.00					
21820-1	12/26/2019	1,000.00	500.00		(500.00)		
42720-PO1	4/2/2020	1,000.00	500.00		(500.00)		
42720-PO2	4/2/2020	10,000.00	5,000.00		(1,000.00)		
42720-PO3	4/2/2020	1,000.00	500.00				
42720-PO OVE R	4/2/2020	200,000.00	50,000.00				
Client Tot	al:	225,025.30	61,956.46		(7,456.46)		
PO Finance RSVHELD							
123456	6/24/2019	1,000.00	500.00		(500.00)		
100119-TEST	6/25/2019	1,000.00	500.00		(500.00)		
POWEBTEST1	6/25/2019	500.00	250.00		(250.00)		
Client Tot	al:	2,500.00	1,250.00		(1,250.00)		
Printed: July 15, 2020, 4	:04 PM (*PoBuyout1)						Page 1 of 2

Selection: Open Purchase Orders - Only Open Purchase orders that have not been settled

TE ST G AP No Insurance Financial Serv

Client							
PO Number	Order Date	Order Amount	Total Advances	Total Advance Fees	Total Settlements	Total Settlement Fees	Accrued Fees
PO Finance 2							
82119-1	6/24/2019	1,000.00	500.00				
DOUBLE	8/2/2019	1,000.00	500.00				
EXPENSEPO	8/2/2019	1,000.00	500.00				
RETESTDOUBLE	8/2/2019	1,000.00	500.00				
DISPO	7/9/2020	1,000.00	500.00	10.00			
Client Tota		5,000.00	2,500.00	10.00			
PO Finance Client							
42720-PO2	4/2/2020	10,000.00	5,000.00		(1,000.00)		
42720-PO3	4/2/2020	1,000.00	500.00				
42720-POOVER	4/2/2020	200,000.00	50,000.00				
Client Tota	ıl:	211,000.00	55,500.00		(1,000.00)		
PO Negative Advance							
101619-PO1	7/31/2019	1,000.00	400.00				
Client Tota	al:	1,000.00	400.00				
PO With PO Collection Fee							
101519-1	7/31/2019	1,000.00	450.00				4.50
Client Tota	al:	1,000.00	450.00				4.50
Grand Tota	al:	218,000.00	58,850.00	10.00	(1,000.00)		4.50

 Printed: July 15, 2020, 4:17 PM (*PoBuyout1)
 Page 1 of 1

Report Details

Column	Descriptions			
PO Number	Purchase Order Number			
Order Date	Purchase Order Date			
Order Amount	Purchase Order Amount			
Total Advances	Total Advances made on a Purchase Order			
Total Advance Fees	Total Advance Fees charged at Disbursement of the Purchase Order Advance			
	Purchase Disbursement Fees are set at Client Terms > P.O. Finance Rates Panel > Disbursement Rate			
	(See Client Terms in User Guide for more information)			



Column	Descriptions
Total Settlements	Total amount settled against the Purchase Order
Total Settlements Fees	Total Settlement Fees charged at the Settlement of the Purchase Order Advance
	Settlement Fees are set at Client Terms > P. O. Fin- ance Rates Panel or the P.O. Finance Table
	(See Client Terms in User Guide for more information)
Accrued Fees	Accrued Fees against an advanced Purchase Order

Security Roles

To generate the Purchase Order Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Accounting Reports > Purchase Order Report

Trial Balance Report

The Trial Balance is a summary of daily transactions that affect the General Ledger. There are a number of feature variations to print this report.

Trial Balance Report	83
Report Template:	New
Parameters Destination Scheduling Templates History	
Date Range: Today	
Thru:	
Client	X
A/E:	•
Office:	•
Client Group:	~
Facility:	-
Account	•
Format: Summarize to Date/Account/Source	-
G/L Group:	•
List By: Payee	-
Convert to native currency	
Do Not Show Zero Balance Accounts	
Exclude Transactions With Pending Checks	
Print/Local View/Local Print/Engine Save Exit	<u>H</u> elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate name and click Save to create a new template for this report, then Select



Field	Description
	the template from the Templates tab and make any applicable parameter and scheduling selections to complete the template.

Report Parameters

Field	Description					
Date Range	Select the date to use for the report from the list:					
	• Today					
	• Yesterday					
	• Last Month					
	Current month-to-date					
	Year through last month-end					
	Current year-to-date					
	Specific date					
	 Set At Run Time (Web Template Only) 					
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.					
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Ser- vices > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Report- ing Services reports when Use last business day instead of yesterday in date range is set to True.					
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- s/Screen Behavior > Miscellaneous > Use Client Search instead of drop downs is set to True.					



Field	Description
	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 X 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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .

jh

Field	Description				
Account	Select the account to which to limit the report. The accounts are defined in the Accounts table.				
Format	Select the report format to be printed:				
	 Detail as Account/Date/Check# 				
	 Detail as Account/Check#/Date 				
	Summarize to Account				
	Summarize to Account/Client				
	Summarize to Account/Date/Source				
	Summarize to Date/Account/Source				
G/L Group	Select a G/L Account Group to which to limit the report.				
Convert to native cur- rency	Select this option to convert amounts from the base currency to the native currency (the currency of the transaction). The conversion occurs on a client-by-client basis. If the client has a currency type set and the currency type is different from the default currency, FactorSoft looks up the conversion rate using the As of date in the currency table for the client's currency. For example, if client ABC Company has a currency type of Canadian Dollars and the daily conversion rate for Canadian dollars is 1.5, the report increases all of the client's				
	amounts by a factor of 1.5.				
Facility	Select this option to include the facility.				
Do Not Show Zero Balance Accounts	Select this option to exclude accounts with a zero balance and no activity for the date range. NOTE This option is only available when Include Facility is not checked for the following formats: • Summarize to Account • Summarize to Account/Client				
Fxclude	Select this option to filter out transactions that do not have a check number assigned				
	select this option to filter out transactions that do not have a check humber assigned.				



Field	Description
Trans-	
actions with	
Pending	
Checks	

Sample Reports

Format: Detail as Account/Check#/Date

TEST GAP No Insurance Financial Serv Detail Trial Balance

Beginning Balance Debit Amount Credit Amount Ending Account#. Payee Check# Date Client# Reference Source Balance 100 Other fees 9/6/2020 Balance Forward BAL (600.00) (600.00) 0.00 (600.00) 0.00 101 Settlement 5.000.00 9/6/2020 Balance Forward BAL 5,000.00 0.00 0.00 5,000.00 Carrier Payment Fees 102 9/6/2020 Balance Forward BAL (662.00) (662.00) (662.00) 0.00 0.00 103 Carrier Payments Due (850.00) BAL 9/6/2020 Balance Forward 9/7/2020 Carrier Payments CARRIER BUY 1507 225.00 CARRIER 225.00 9/7/2020 Carrier Payments BUY 1509 9/7/2020 Carrier Payments CARRIER BUY 1510 225.00 (850.00) 0.00 675.00 (1,525.00) 1050 Factoring Cash 9/6/2020 BAL (556,764,801.24) Balance Forward INVDELIV ERY 9/7/2020 Invoice Delivery RSV 1524 100.00 9/7/2020 INVXML BUY 1503 1,185.00 Regions 9/7/2020 Regions INV XML BUY 1504 3,775.58 Z001734 9/7/2020 INVDELIV COL 172 13,805.05 Invoice Delivery ERY (556,764,801,24) 13.805.05 (556,756,056,77) 5.060.58 1050-1 M&T Bank Operating 9/6/2020 BAL (34,064.33) Balance Forward 9/7/2020 Carrier Payments CARRIER BUY 1507 3,287.72 9/7/2020 CARRIER 3,535.22 Carrier Payments BUY 1509 9/7/2020 Carrier Payments CARRIER BUY 1510 3,535.22 (34,064,33) 0.00 10.358.16 (44, 422, 49) 1050-2 Cash A ccount 2 BAL (2.040.65) 9/6/2020 Balance Forward (2,040.65) 0.00 0.00 (2,040.65) 1120 Factoring Cash Reserve Page 1 of 3

Printed: October 19, 2020, 3:31 PM (*TrBalDet)

Format: Detail as Account/Date/Check#

September 7, 2020 Only

TE ST G AP No Insurance Financial Serv Detail Trial Balance

Account#	Check#	Date	Payee	Client#	Source	Reference	Beginning Balance	Debit Amount	C redit Amount	Ending Balance
100	Other fees									
		9/6/2020	Balance Forward		BAL		(600.00)			
							(600.00)	0.00	0.00	(600.00)
101	Settlement									
		9/6/2020	Balance Forward		BAL		5,000.00			
			•	•			5,000.00	0.00	0.00	5,000.00
102	Carrier Payment F	ees								
		9/6/2020	Balance Forward		BAL		(662.00)			
				•			(662.00)	0.00	0.00	(662.00)
103	Carrier Payments	Due								
		9/6/2020	Balance Forward		BAL		(850.00)			
		9/7/2020	Carrier Payments	CARRIER	BUY	1507			225.00	
		9/7/2020	Carrier Payments	CARRIER	BUY	1509			225.00	
		9/7/2020	Carrier Payments	CARRIER	BUY	1510			225.00	
				r I			(850.00)	0.00	675.00	(1,525.00)
1050	Factoring Cash									
		9/6/2020	Balance Forward		BAL		(556,764,801.24)			
		9/7/2020	Invoice Delivery	INVDELIV ERY	RSV	1524			100.00	
		9/7/2020	Regions	INVXML	BUY	1503			1, 185.00	
		9/7/2020	Regions	INVXML	BUY	1504			3,775.58	
	Z001734	9/7/2020	Invoice Delivery	INVDELIV ERY	COL	172		13,805.05		
							(556,764,801.24)	13,805.05	5,060.58	(556,756,056.77)
1050-1	M&T Bank Operat	ing								
		9/6/2020	Balance Forward		BAL		(34,064.33)			
		9/7/2020	Carrier Payments	CARRIER	BUY	1507			3,287.72	
		9/7/2020	Carrier Payments	CARRIER	BUY	1509			3,535.22	
		9/7/2020	Carrier Payments	CARRIER	BUY	1510			3,535.22	
							(34,064.33)	0.00	10,358.16	(44, 422.49)
1050-2	Cash A ccount 2									
		9/6/2020	Balance Forward		BAL		(2,040.65)			
							(2,040.65)	0.00	0.00	(2,040.65)
1120	Factoring Cash R	eserve								
Printed: Octobe	er 19, 2020, 3:32 PM (*TrBalDet)								Page 1 of 3

Format: Summarize to Account

TEST GAP No Insurance Financial Serv Summary Trial Balance

Account#.		Beginning Balance	Debit Amount	Credit Amount	Ending Balance
100	Other fees	(600.00)			(600.00)
101	Settlement	5,000.00			5,000.00
102	Carrier Payment Fees	(882.00)			(662.00)
103	Carrier Payments Due	(850.00)		675.00	(1,525.00)
1050	Factoring Cash	(556,764,801.24)	13,805.05	5,060.58	(556,756,056.77)
1050-1	M&T Bank Operating	(34,084.33)		10,358.16	(44,422.49)
1050-2	Cash Account 2	(2,040.65)			(2,040.65)
1113	Factoring Unapplied Cash				
1120	Factoring Cash Reserve	563,956,416.53	100.00	1,424.20	563,955,092.33
1250	Factor Invoice Receivable	408,910.79	20,616.84	13,895.05	413,632.58
2050	Factoring Escrow Payable	(62,300.88)	1,714.18	4,390.24	(64,976.96)
4150	Factoring - Finance Fee Income	(7,534,923.07)		422.82	(7,535,345.89)
5012	Factoring Write Offs	303.67			303.67
5013	Discount	235.00			235.00
CHARGEOFF	Chargeoff	1,954.44			1,954.44
DUEPARTICIPAN T	Due from Participant	333,646,481.42		6,315.38	333,640,166.04
HOLD	HOLD			10.00	(10.00)
OFFSETPARTICIP ATION	A/R offset by participation	(333,646,481.42)	6,315.38		(333,640,166.04)
POSETTLEMENT	Purchase Order Settlement	25, 196.41			25,196.41
REFUND	refund	1,000.00			1,000.00
	Grand Total	(3,225.33)	42,551.43	42,551.43	(3,225.33)

Format: Summarize to Account/Client



TEST GAP No Insurance Financial Serv

Summary Trial Balance by Client

Account#	Client.	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
100	Other fees				
	Carrier Payments (CARRIER)	(25.00)			(25.00)
	Invoice Delivery (INVDELIVERY)	(150.00)			(150.00)
	Load Processor (LOAD)	(25.00)			(25.00)
	PO Finance 2(PO2)	(125.00)			(125.00)
	PO Finance Client (POFINANCE)	(200.00)			(200.00)
	Wire Writer (WIREW RITER)	(25.00)			(25.00)
	Write Invoice Auto (WRTINVAU)	(25.00)			(25.00)
	XMLLPO2(XMLLPO2)	(25.00)			(25.00)
		(00.00)	0.00	0.00	(800.00)
101	Settlement				
	HubTran (HUBTRAN)	3,000.00			3,000.00
	Load Hauler (LOADS)	1,000.00			1,000.00
	Load Processor (LOAD)	500.00			500.00
	XMLINSP1 (XMLINSP1)	500.00			500.00
	*	5,000.00	0.00	0.00	5,000.00
102	Carrier Payment Fees				
	Carrier Payments (CARRIER)	(512.00)			(512.00)
	HubTran (HUBTRAN)	(150.00)			(150.00)
		(882.00)	0.00	0.00	(882.00)
103	Carrier Payments Due				
	Carrier Payments (CARRIER)	(850.00)		675.00	(1,525.00)
		(850.00)	0.00	675.00	(1,525.00)
1050	Factoring Cash				
	Aceline Client (ACELINE)	(63,720.00)			(63,720.00)
	Auto Credit (AUTOCREDIT)	(00.00)			(900.00)
	Broker Client (BROKER)	(590.00)			(590.00)
	Carrier Payments (CARRIER)	(3,562.37)			(3,562.37)
	Check Writer Client (CHECKWRT)	(21.00)			(21.00)
	Contracts 2 Client (CONTRACTS2)	(18,000.00)			(18,000.00)
	Contracts Client (CONTRACTS)	(16,200.00)			(16,200.00)
	Dilution Client (DILUTION)	432,640.00			432,640.00
	Due Date Collection W/Float (DUEDATE 1)	516.54			516.54
	Held & NFE Client (HELDNFE)	(9,089.32)			(9,089.32)
	HubTran (HUBTRAN)	(32,554.24)			(32,554.24)
	Images (IMAGES)	(4,276.44)			(4,276.44)
	Invoice Confirmation (INVCONF)	(2,000.00)			(2,000.00)
	Invoice Delivery (INVDELIVERY)	(556,880,934.12)	13,805.05	100.00	(556,867,229.07)
	Invoice XML (INVXML)			4,960.58	(4,960.58)
	Lien Monitoring (LIEN)	(2,700.00)			(2,700.00)
	Load Hauler (LOADS)	(5,750.00)			(5,750.00)
	Load Processor (LOAD)	(10,842.39)			(10,842.39)
	No Currency No Dilution (NOCURR1)	5.00			5.00
	No Currency with Dilution (NOCUR)	(884.00)			(864.00)

Page 1 of 5

Summarize to Account/Date/Source



TEST GAPNo Insurance Financial Serv

Summary Trial Balance by Date/Source

Account#		Date	Source	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
100	Other fees						
		9/6/2020	BAL	(600.00)			(600.00)
		•		(600.00)	0.00	0.00	(600.00)
101	Settlement						
		9/6/2020	BAL	5,000.00			5,000.00
		*		5,000.00	0.00	0.00	5,000.00
102	Carrier Payment Fe	8					
		9/6/2020	BAL	(662.00)			(882.00)
		*		(662.00)	0.00	0.00	(682.00)
103	Carrier Payments D	ue					
		9/6/2020	BAL	(850.00)			(850.00)
		9/7/2020	BUY			675.00	(675.00)
		*		(850.00)	0.00	675.00	(1,525.00)
1050	Factoring Cash						
		9/6/2020	BAL	(556,764,801.24)			(556,764,801.24)
		9/7/2020	BUY			4,960.58	(4,960.58)
		9/7/2020	RSV			100.00	(100.00)
	Z001734	9/7/2020	COL		13,805.05		13,805.05
		*		(556,764,801.24)	13,805.05	5,080.58	(556,756,056.77)
1050-1	M&T Bank Operatir	9					
		9/8/2020	BAL	(34,064.33)			(34,084.33)
		9/7/2020	BUY			10,358.16	(10,358.16)
		*		(34,064.33)	0.00	10,358.16	(44,422.49)
1050-2	Cash Account 2						
		9/6/2020	BAL	(2,040.65)			(2,040.65)
4400		•		(2,040.65)	00.0	0.00	(2,040.85)
1120	Factoring Cash Res	erve		500 050 440 50			500 050 440 50
		9/6/2020	BAL	563,956,416.53	400.00		563,956,416.53
	7001724	9///2020	RSV		100.00	1 424 20	100.00
	2001/34	\$	COL	582 058 418 52	100.00	1,424.20	(1,424.20)
1250	Factor Invoice Reco	a chla		505,500,410.55	100.00	1,424.20	003,300,032.33
1200	Factor Involce Rece	evable 9/8/2020	BAI	408 910 79			408 9 10 79
		9/7/2020	BUY	400,010.10	20,616,84		20.616.84
	70.01734	9/7/2020	col		20,010.04	13,895,05	(13,895,05)
	2001104	*	0.02	408 910 79	20 616 84	13,895,05	413.632.58
2050	Factoring Escrow P	avable		100,010.10	20,010.01	10,000.00	110,002.00
		9/6/2020	BAL	(62,300,88)			(62,300,88)
		9/7/2020	BUY			4,390.24	(4,390.24)
	Z001734	9/7/2020	COL		1,714.16		1,714.16
		*		(62,300.88)	1,714.16	4,390.24	(64,976.96)
4150	Factoring - Finance	Fee Income					
		9/6/2020	BAL	(7,534,923.07)			(7,534,923.07)
		9/7/2020	BUY			232.86	(232.86)

TEST GAPNo Insurance Financial Serv

Summary Trial Balance by Date/Account/Source

September 7, 2020 Only

Date	Account		Source	Debit Amount	Credit Amount
9/7/2020					
	103	Carrier Payments Due	BUY		675.00
	1050	Factoring Cash	BUY		4,960.58
	1050	Factoring Cash	COL	13,805.05	
	1050	Factoring Cash	RSV		100.00
	1050-1	M&T Bank Operating	BUY		10,358.16
	1120	Factoring Cash Reserve	COL		1,424.20
	1120	Factoring Cash Reserve	RSV	100.00	
	1250	Factor Invoice Receivable	BUY	20,616.84	
	1250	Factor Invoice Receivable	COL		13,895.05
	2050	Factoring Escrow Payable	BUY		4,390.24
	2050	Factoring Escrow Payable	COL	1,714.16	
	4150	Factoring - Finance Fee Income	BUY		232.86
	4150	Factoring - Finance Fee Income	COL		189.96
	DUEPARTICI PANT	Due from Participant	COL		6,315.38
	HOLD	HOLD	COL		10.00
	OFFSETPAR TICIPATION	A/R offset by participation	COL	6,315.38	
		*		42,551.43	42,551.43
		Grand T ot al		42,551.43	42,551.43

Report Details

Column	Description			
Detail Formats				
Account#	Displays the value of the G/L Account #			
Check#	Displays the check # assigned to the transaction			
Date	Displays the value of the check date			
Payee	Displays the payee assigned to the transaction (this is likely the Client Name)			
Client#	Displays the Client Code (if applicable)			
Source	Displays the transaction source			



Reports User Guide SQL Reports
Column	Description
Reference	Displays the batch # assigned to the transaction
Beginning Bal- ance	Displays the beginning balance of that account based on the date range of the report
Debit Amount	Displays the debit amount to the account based on the date range of the report
Credit Amount	Displays the credit amount to the account based on the date range of the report
Ending Balance	Displays the ending balance of that account based on the date range of the report

Column	Description
Summary Formats	5
Account#	Displays the value of the G/L Account #
Beginning Bal- ance	Displays the beginning balance of that account based on the date range of the report
Debit Amount	Displays the debit amount to the account based on the date range of the report
Credit Amount	Displays the credit amount to the account based on the date range of the report
Ending Balance	Displays the ending balance of that account based on the date range of the report

Security Roles

To generate the Trial Balance Report, the following Security Role needs to be set to YES:

Security Roles > Reports > Accounting Reports > Print Trial Balance Reports

System Preferences

The following system preferences for this report are found in the Administration module, System Preferences, **Reports**, **Trial balance** folder.

Preference	Description
Do not include client number with client name	Set to True to exclude the client number from the report res- ults.
Get cash reserves starting balance from client	Set to True to take initial client cash reserve balances from Cli- ent record instead of Client Account record.
Include inactive clients in drop-down	Set to True to include inactive clients in the Client report cri-



Preference	Description
list	teria selection list.
Non-balance sheet accounts are year- to-date	True or False
Show zero amounts in the report column	Set to True to show zero amounts in columns. Set to False to replace the "\$0.00" displayed in columns cells that have no balance with blanks.
Use old trial balance function	Set this option to True to use the old format Trial Balance Report screen.
Use account summary balances not cli- ent balances	True or False

WF Rec Mngr Report

The WF Rec Mngr (which stands for Wells Fargo Receivable Manager) report provides data provided by Wells Fargo for payments received at the bank in the form of an ACH or Wire. These payments are assumed to be payments for Invoices in the FactorSoft database or non-funded Invoices.

The data is included on an import file that Wells Fargo transmits to the FactorSoft database and is processed by the Engine. To see further details on the import file, please refer to the Import Guide. This report can be scheduled via the Engine.

WF Rec Mngr	x
Report Template:	<u>N</u> ew
Parameters Destination Scheduling Templates History	
Check Batch Key:	
Print/Local Print/Engine Save Exit	<u>+</u> elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen-

Field	Description
	erate a report based on its saved display parameters. Type a new Report tem- plate 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
Check Batch Key	Unique key associated to the Check Batch created from the import file

Sample Report

The report is grouped by Batch. The batches are included in the Import file but are not created as separate batches in FactorSoft. Each Batch will have a Batch Total and the last page of the report will provide a File Total.

TE \$T 1	TEST DATABASE	**	File Date:	01/16/2019	File#:	00000000004415	
Pmt Type	Payor Name	Originator To Beneficiary Info					Pmt Amt
Batch #:	000000000000000000000000000000000000000	Batch Date: 01/16/2019					
FWT	CAPITAL ONE, NA	LEGWAY WORKFORCE INTEGRATIONS INC					449,033.97
FWT	CAPITAL ONE, NA						288,423.47
FWT	CAPITAL ONE, NA						111,500.00
FWT	CAPITAL ONE, NA						42,802.30
FWT	CAPITAL ONE, NA						17,959.47
FWT	CAPITAL ONE, NA						12,600.00
FWT	CAPITAL ONE, NA						6,734.78
FWT	CAPITAL ONE, NA						4,685.92
FWT	CAPITAL ONE, NA						2,381.80
FWT	CAPITAL ONE, NA						976.01

Report Details

Column	Description
File Date	Date passed in Import file and stored in WFRecMgrFile.FileDate column
File #	File number passed in Import file and stored in WFRecMgrFile.FileNumber column
Pmt Type	Payment Type code passed in Import file and stored in WFRecMgrPmt.PmtType column
Payor Name	Payor Name passed in Import file and stored in WFRecMgrAddr.Name column



Column	Description
Originator to Beneficiary Info	Originator to Beneficiary Info passed in Import file and stored in WFRecM- grPmt.OrigToBeneInfo1, WFRecMgrPmt.OrigToBeneInfo2, WFRecMgrPmt.OrigToBeneInfo3, WFRecMgrPmt.OrigToBeneInfo4 columns
Pmt Amt	Payment Amount passed in Import file and stored in WFRecMgrPmt.Amount column

Analysis Menu

Analysis Reports

The Analysis reports group contains reports that summarize or detail statistical reports by client or debtor.

CPT Codes Report

The CPT Codes Report lists all CPT codes as well as the codes selected by client. This report is used in conjunction with the CPT codes functionality of invoice purchasing in FactorSoft.

The default report definition for this report is **CptList**.

CPT Codes Report		×
Report Template:	-	New
Parameters Destination Scheduling Templates History		
Client		•
A/E:		•
Office:		•
Client Group:		-
Print/Local Print/Engine Save Egit		<u>H</u> elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

v4.7

Report Parameters

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 <i>Client Information</i> 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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.



Field	Description
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .

Sample Report

TEST GAPNo Insurance Financial Serv	CPT Codes Report
Invoice Delivery	

CPT Code	Description	Inactive	Last change user	Last change Date/Time
100	Test CPT Cade	Inactive	GENA	12/28/2020

Report Details

Column	Description	
CPT Code	Displays CPT Code	
	CPT Codes are defined in Tables Module > Data Entry > CPT Codes	
Description	Displays CPT Code Description	
Inactive	Displays Inactive, if CPT Code is inactive	
Last Change User	Displays User name that made last change to the CPT Code	
Last Change Date/Time	Displays Date/Time when the last change was made to the CPT Code	

Security Roles

To generate the CPT Codes Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Analysis Reports > CPT Codes Report

Exception Report

This report lists exceptions returned by the Engine for specified message processes and date parameters.

The default report definition for this report is **CadExceptRept**.



Exception Report	(X)
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	1
Date Range: Today	From:
	Thru:
Message Type: Email	▼
🥅 All Message Types	
Print/Local View/Local Print/Engine	<u>Save</u> <u>Exit</u> <u>H</u> elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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
Date Range	Select the date to use for the report from the list:
	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending

Field	Description
	dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Busi- ness Day, and reports printed on Monday will print Friday's data (assuming Fri- day was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Report- ing Services reports when Use last business day instead of yesterday in date
	range is set to True .
Message Type	Select the message process for which to list exception message.
All Message Types	Select this option to generate the report for all message processes.

Report Sample

Messaging Exception Report

November 1, 2019 Thru October 31, 2020

Subject			
Error Message	Attempted Date	Recipients	Attachments
Your Invoices; Batch#1287	11/22/2019 11:53:27 AM	gpond@jackhenry.com;	Invoice#11919-3;
Error Message: There was no conten	t created for this message. No email	will be sent. This is usually due to incorrect system preferences.	
Your Invoices; Batch#1288	11/22/2019 11:55:02 AM	gpond@jackhenry.com;	Invoice#111919-5;
Error Message: There was no conten	t created for this message. No email	will be sent. This is usually due to incorrect system preferences.	
Your Invoices; Batch#1293	11/22/2019 11:58:12 AM	gpond@jackhenry.com;	Invoice#112219-2;
Error Message: There was no conten	t created for this message. No email	will be sent. This is usually due to incorrect system preferences.	
Your Invoices; Batch#1343	11/26/2019 2:31:32 PM	gpond@jackhenry.com;	Invoice#112619-OVER3;
Error Message: There was no conten	t created for this message. No email	will be sent. This is usually due to incorrect system preferences.	
Trial Balance Report	12/2/2019 9:18:07 AM	g@pond@jackhenry.com;	TrialBalance.pdf;
Error Message: Could not add TO ad	ldress 'o@ pond@ iackhenrv.com'. An	invalid character was found in the mail header: '@'.	
Trial Balance Report	12/9/2019 9:17:01 AM	g@pond@jackhenry.com;	TrialBalance.pdf;
Error Message: Could not add TO ad	dress 'q@.pond@.jackhenry.com'. An	invalid character was found in the mail header: '@'.	
Trial Balance Report	4/2/2020 9:38:59 AM	g@pond@jackhenry.com;	TrialBalance.pdf;
Error Message: Could not add TO ad	ldress 'q@.pond@.jackhenry.com'. An	invalid character was found in the mail header: '@'.	
Trial Balance Report	4/2/2020 9:43:22 AM	g@pond@jackhenry.com;	TrialBalance.pdf;
Error Message: Could not add TO ad	ldress 'q@;pond@;jackhenry.com'. An	invalid character was found in the mail header: '@'.	
Trial Balance Report	4/2/2020 9:47:22 AM	g@pond@jackhenry.com;	TrialBalance.pdf;
Error Message: Could not add TO ad	ldress 'o@ pond@ iackhenrv.com'. An	invalid character was found in the mail header: '@'.	
Trial Balance Report	4/2/2020 9:53:28 AM	g@pond@jackhenry.com;	TrialBalance.pdf;
Error Message: Could not add TO ad	ldress 'q@;pond@;jackhenry.com'. An	invalid character was found in the mail header: '@'.	
Trial Balance Report	4/2/2020 9:57:33 AM	g@pond@jackhenry.com;	TrialBalance.pdf;
Error Message: Could not add TO ad	ldress 'q@;pond@;jackhenry.com'. An	invalid character was found in the mail header: '@'.	
Trial Balance Report	4/2/2020 10:03:39 AM	g@pond@jackhenry.com;	TrialBalance.pdf;
Error Message: Could not add TO ad	ldress 'q@;pond@;jackhenry.com'. An	invalid character was found in the mail header: '@'.	
Trial Balance Report	4/2/2020 10:07:39 AM	g@pond@jackhenry.com;	TrialBalance.pdf;
Error Message: Could not add TO ad	ldress 'q@.pond@.jackhenry.com'. An	invalid character was found in the mail header: '@'.	
Trial Balance Report	4/2/2020 10:13:45 AM	g@pond@jackhenry.com;	TrialBalance.pdf;
Error Message: Could not add TO ad	ldress 'on⊘ pondl@ iackhenrv.com'. An	invalid character was found in the mail header: '@'.	
Trial Balance Report	4/2/2020 10:17:51 AM	g@pond@jackhenry.com;	TrialBalance.pdf;
Error Message: Could not add TO ad	dress 'q@ipond@ijackhenry.com'. An	invalid character was found in the mail header: '@'.	
Trial Balance Report	4/2/2020 10:23:26 AM	g@pond@jackhenry.com;	TrialBalance.pdf;
Error Message: Could not add TO ad	dress 'q@.pond@.jackhenry.com'. An	invalid character was found in the mail header: '@'.	
Printed: December 28, 2020, 3:45 PM (*CadE xc	ceptRept)		Page 1 of 6

Report Details

Column	Description	
Subject	Displays the Message Header Subject	
Error Message	Displays the Message Header Status Text	
Attempted Date	Displays the Message Header Date Modified	
Recipients	Displays the Message Address Recipient(s)	
Attachments	Displays the Message Attachment(s)	

Security Roles

To generate the Exception Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Analysis Reports > Exception Report

Client Analysis Report

This report displays a summary of a client's monthly numbers, including averages of sales, invoices, balance, funds, earnings, yield, dilution, and days turn. The client's top five debtors are included also, with a breakdown of the debtor's percentage to the client's outstanding balance.

The default report definition for this report is CliAnalysis.

Client Analysis Report					
Report Template:					
Parameters Destination Scheduling Templates History					
As Of Date: Current Date					
Thru Date: Current Date					
Client:					
A/E:					
Office:					
Client Group:					
Months To Analyze:					
Format: Print client report only					
Report: Standard Client Analysis					
Exclude Inactive Clients					
Print/Local View/Local Print/Engine Save Exit Help					

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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 beginning date of the date range for the report.

Field	Description						
	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 Cli- entWeb Report Queue, a screen appears to choose the date range (Current Date, Previous Month-End Date, or Specific Date).						
Thru	Select the ending date of the date range for the report.						
date	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 Cli- entWeb Report Queue, a screen appears to choose the date range (Current Date , Previous Month-End Date , or Specific Date).						
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.						

Field	Description
	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 <i>Client Information</i> screen. To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Months to ana- lyze	Enter the number of previous months from the As-of Date to be analyzed. If Blank or Zero, then report will generate based on System Preferences > Reports > Client Analysis > Default months for analysis
Format	Select the report format to print:



Field	Description
	• Print client report only: Select this option to generate the Client Analysis detail report.
	• Print total report only: Select this option to generate the Summary Client Analysis report.
	 Print client and total reports: Select this option to generate both the Client Analysis detail and Summary Client Analysis reports.
Report	Select the report to be generated (see calculations below):
	 Standard Client Analysis: This report is intended as a trend analysis report, not a point in time report. This report is subject to skewed results if purchase activity over the period takes place in a comparatively short window.
	 APR Yield Calculation: This report provides a point-in-time summary of the client's monthly numbers.
Exclude Inactive Clients	Select this option to prevent clients marked as inactive from being included on the report.

Sample Report

Standard Client Analysis Format

TEST GAP No Insurance Financial Serv

Invoice Delivery (INVDELIVERY)

Client Analysis

Month-Year	Sales	Average Invoice	Average Balance	Average Funds	Eamings	Yield	Dilution	Days Turn
06-2020	0.00		1,028,450.58	822,808.25				0.00
07-2020	0.00		1,028,450.58	822,808.25				0.00
08-2020	617,866,868.73	12,609,527.93	1,036,081.38	91,902,749.22	7,516,114.73	98.14	100.00	0.05
09-2020	6,347.79	2,115.93	45,284.18	564,389,379.21	189.96		0.96	216.99
10-2020	0.00		43,774.73	564,387,795.80				0.00
11-2020	6,030.81	1,005.14	43,992.59	564,387,546.96	124.49			118.34
	102,979,874.56	10,653,090.47	537,672.34	297,785,514.62	1,252,738.20	5.05	16.83	0.15

A/R Balance:	1,041,085.05
Es crowed Reserves:	107,010.15
Cash Reserves:	(1,413.88)
Funds Employed:	935,488.78
Hold Accounts:	0.00
Adjusted Funds Employed:	935,488.78
Additional Loan Balance:	0.00
Total Loan Balance:	935,488.78
Policy Exceptions:	Test Policy Exception Free Form Text box

Top Debtors

Name	Debtor#	Balance	Concentration
Walmart IL	WALMARTIL	1,029,302.03	98.87
TQL - Total Quality Logistics	TQL	6,422.49	0.62
C.H. Robinson	CHROB	2,768.30	0.27
Gena Test Debtor	1001	2,592.23	0.25

Active customers	4
Advance Rate	90.0000
Credit Limit	1,000,000,000,000.00

APR Yield Calculation Format



TEST GAP No Insurance Financial Serv Invoice Delivery (INVDELIVERY) APR Yield Calculation

Month-Year	Sales	Average Invoice	Excluded Sales Open	In cluded Sales Closed	Funds Employed	Excluded Funds	In cluded F und s	Distributed Earnings	Yield	Dilution
06-2020	0.00	0.00	0.00	0.00	822,808.25	937,674.68	(114,866.43)	0.00	0.00	0.00
07-2020	0.00	0.00	0.00	0.00	822,808.25	937,674.68	(114,866.43)	0.00	0.00	0.00
08-2020	617,866,868.73	12,609,527.93	617,866,868.73	0.00	91,902,749.22	557,011,263.93	(465,108,514.71)	0.00	0.00	100.00
09-2020	6,347.79	2,115.93	6,347.79	0.00	564,389,379.21	557,016,976.94	7,372,402.27	0.00	0.00	0.96
10-2020	0.00	0.00	0.00	0.00	564,387,795.80	557,016,976.94	7,370,818.86	0.00	0.00	0.00
11-2020	6,030.81	1,005.14	6,030.81	0.00	564,387,546.96	557,021,253.13	7,366,293.83	0.00	0.00	0.00
Av erage	102,979,874.56	10,653,090.47			297,785,514.62		(73,871,455.44)	0.00		16.83
Total	617,879,247.33		617,879,247.33	0.00				0.00		
		A/R Balance:		1,041,085.05						
	E	scrowed Reserves:		107,010.15						
		Cash Reserves:		(1,413.88)						
		Funds Employed		935,488.78						
		Hold A ccounts:		0.00						
	Adjuste	d Funds Employed.		935,488.78						
	Addit	ional Loan Balance:		0.00						
	1	Fotal Loan Balance:		935,488.78						
		Policy Exceptions:	Test Policy Exceptio	n Free Form Text box						
	Top Debtors									
	Name		D	ebtor#	Balance	Concentration				
	W almart I L		W	ALMARTIL	1,029,302.03	98.87				
	TQL -Total Quality Lo	gistics	т	QL	6,422.49	0.62				
	C.H. Robinson		С	HROB	2,768.30	0.27				
	Gena Test Debtor		10	001	2,592.23	0.25				
	Active customers		4							
	Advance Rate		90.0000							
	Credit Limit		1,000,000,0	00,000.00						
Drinted: December	20 2020 10-45 AM #	*CliAnalysisApr)							n	ane 10 of #2
Finited. December	23, 2020, 10.43 AM (Circulary SISAPT)							P	aye 190142

Report Details

Column	Description				
Report Standard Client Analysis					
Month-Year	Displays Month and Year period				
Sales	Sales and Credits for the period.				
Average Invoice	Sales divided by the number of invoices and credit memos processed.				
Average Balance	Average A/R Balance during the period				
Average Funds	Average net funds employed during the period				



Column	Description
	Client A/R balance less any monies held
Earnings	Earnings during the period
Yield	Determined by setting of System Prefer- ence, Reports, Client Analysis, Yield cal- culation method:
	 (Earnings divided by average funds) times 12: Fees on alloc- ated period invoices closed (Dis- tributed Earnings) divided by the funds employed multiplied by 12
	2. (Earnings divided by average funds) times (365 or 366 divided by days in the month): Fees on allocated period invoices closed (Distributed Earnings) divided by the funds employed multiplied by (days in year (365 or 366) divided by days in the month
Dilution	(Invoices Chargeback / Invoices Paid To Zero)*100
Days Turn	The Days Turn result is the average num- ber of days a client's A/R portfolio turns over, calculated as 365 days / ((12 * sales) / (average A/R balance))
A/R Balance	Displays A/R Balance
Escrowed Reserves	Displays money held in Reserve Escrow
Cash Reserves	Displays Cash Reserves Balance
Funds Employed	A/R Balance - Escrowed Reserves - Cash Reserves
Hold Accounts	Displays money held in a hold account
Adjusted Funded Employed	Funds Employed - Hold Accounts



Column	Description
Additional Loan Balance	Displays additional loan balance
Total Loan Balance	Adjusted Funds Employed + Additional Loan Balance
Policy Exceptions	Displays the Client Information > Policy Exceptions Panel > Free form text box information.
Top Debtors Section	
Name	Debtor name
Debtor#	Debtor code
Balance	Debtor A/R Balance
Concentration	Debtor Concentration % = Debtor A/R Balance / Client's Total A/R Balance * 100
Active Customers	Number of Active Customers/Debtors for the Client
Advance Rate	Client's Advance Rate set at the Client Terms
Credit Limit	Client's Total Credit Limit
Report: APR Yield Calculation	
Month-Year	Displays Month and Year period
Sales	Sales and Credits for the period
Average Invoice	Sales divided by the number of invoices and credit memos processed.
Excluded Sales Open	The total period invoices less the period invoices closed.
Included Sales Closed	Total period invoices that are closed at the as of date.
Funds Employed	Average net funds employed during the period



Column	Description	
Excluded Funds	Average Funds - Average Funds Closed	
Included Funds	Funds Employed - any funds from invoices not yet paid	
Distributed Earnings	Calculated by spreading the total fees on all closed invoices (Included Closed) across all applicable months	
Yield	Determined by setting of System Prefer- ence, Reports, Client Analysis, Yield cal- culation method.	
	 (Earnings divided by average funds) times 12: Fees on alloc- ated period invoices closed (Dis- tributed Earnings) divided by the funds employed multiplied by 12 	
	2. (Earnings divided by average funds) times (365 or 366 divided by days in the month): Fees on allocated period invoices closed (Distributed Earnings) divided by the funds employed multiplied by (days in year (365 or 366) divided by days in the month	
Dilution	(Invoices Chargeback / Invoices Paid To Zero)*100	
Totals		
Sales	Total of the column divided by the num- ber of actual days accounted for mul- tiplied by 30	
Excluded Sales Open	Closing balance at the end of the month prior to the first month reported plus the total of all invoices and credit memos entered during the period of the report.	
Included Sales Closed	Total period invoices that are closed as	



Column	Description
	of the as of date.
Distributed Earnings	Fees on allocated period invoices closed, this value is the total of all fees allocated to the to the report range.
A/R Balance	Displays A/R Balance
Escrowed Reserves	Displays money held in Reserve Escrow
Cash Reserves	Displays Cash Reserves Balance
Funds Employed	A/R Balance - Escrowed Reserves - Cash Reserves
Hold Accounts	Displays money held in a hold account
Adjusted Funded Employed	Funds Employed - Hold Accounts
Additional Loan Balance	Displays additional loan balance
Total Loan Balance	Adjusted Funds Employed + Additional Loan Balance
Policy Exceptions	Displays the Client Information > Policy Exceptions Panel > Free form text box information.
Top Debtors Section	
Name	Debtor name
Debtor#	Debtor code
Balance	Debtor A/R Balance
Concentration	Debtor Concentration % = Debtor A/R Balance / Client's Total A/R Balance * 100
Active Customers	Number of Active Customers/Debtors for the Client
Advance Rate	Client's Advance Rate set at the Client Terms



Column	Description
Credit Limit	Client's Total Credit Limit

Security Roles

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

• Security Roles > Reports > Analysis Reports > Print Client Analysis Report

System Preferences

The following system preference that affects this report is found in the Administration module, System Preferences, **Fields/screen behavior**, **Miscellaneous** folder.

Preference	Description
Calculate earn- ings based on account table flag	Set to True - All accounts flagged as an Earning Account in Tables > Accounting > Account Table > Standard Tab > Earning Account check box will be included in the cal- culation instead of their presence in the appropriate G/L group table.

The following system preferences for this report are located in the Administration module, **System Preferences**, **Reports**, **Client Analysis** folder.

Preference	Description
Default months for analysis	Enter number for the Default setting of Months to Analyze
Drop cents in top section	Set to TRUE top section of the report will display whole dollars.
Earnings total will be average	Set to True Earnings total will be an Aver- age Earnings
Exclude partial last month from total	Set to TRUE to exclude partial last month from total
Maximum months for analysis	Enter number for Maximum months for analysis
Show hold account balances	Select option for Hold account bal- ances:

Preference	Description
	 Do not show hold account bal- ances
	2. Show all hold account balances even if zero
	3. Show only non-zero hold account balances
Top Debtors will accumulate to master	Set to TRUE top member debtors will accumulate to Master Debtor
Yield Calculation Method	Select option to indicate Yield cal- culation Method:
	 (Earnings divided by average funds) times 12: Fees on alloc- ated period invoices closed (Dis- tributed Earnings) divided by the funds employed multiplied by 12
	2. (Earnings divided by average funds) times (365 or 366 divided by days in the month): Fees on allocated period invoices closed (Distributed Earnings) divided by the funds employed multiplied by (days in year (365 or 366) divided by days in the month

Concentration Report

Concentration Reports are available to determine possible levels of liquidity within the portfolio, based on the Account Debtors outstanding balances.

The default report definitions for this report are:



- Portfolio concentration = **Concentl**
- With Period Sales= Concentlp
- Bank Report = Concentlb
- Client concentration w/rating = ConcntD
- Client concentration w/aging = ConcntDA

📔 Concentration Report	rt	×
Report Template:	<u> </u>	lew
Parameters Destinatio	on Scheduling Templates History	
Date Range:	Today From:	-
	Thru:	-
Client:		
A/E:		
Office:	·	. I
Client Group:	Value:] [
Debtor Group:	GROUP A Value: TEST 2	-
Report/Format:	Portfolio concentration	-
Sort	Name] [
Minimum balance:	:	
Minimum % client:	:	
Minimum % Limit:	:[
Minimum %:	And] [
	Combine to master debtor	
	Show clients	
	Each client starts on a new page	
	Include average days to pay	
	Show % Of Portfolio	
	☐ Show % Of Client	
<u>P</u> rint/Local <u>⊻</u> ie	iew/Local Print/Engine Save Exit He	p

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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
Date Range	Select the date to use for the report from the list:

ih

Field	Description
	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yes- terday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Re- porting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
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- s/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 typ- ing 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.

jh

Field	Description
	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 <i>Client Inform-ation</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Debtor Group	Select the debtor group to which to limit the report results from the list. Debtor Groups are defined in the Debtor Group Table.
Value	Select the specific debtor group value to which to limit the report results from the list.
Report/Form- at	Select the format for the report:

Field	Description
	Portfolio Concentration:generate the Concentration by Debtor Report
	• With Period sales: generate the Concentration by Debtor Report with period sales
	• Bank Report: generate the Bank Report by Debtor.
	 Client Concentration w/rating: generate the Concentration by Client/Vendor report with the credit rating code displayed.
	 Client Concentration w/aging: generate the Concentration by Client/Vendor report with the NOA sent/received status and aging buckets displayed for each Debtor.
Sort	Select the sort option that determines the order in which to sort the report.
	• Name
	• Balance
	• Rating
Minimum bal- ance	Enter the minimum dollar amount of outstanding balance to list on the report. Only debt- ors with balances equal to or greater than this amount will be listed on the report.
Minimum % client	Enter a minimum percentage of client share to include a debtor in the report results. This option is only active for the Client concentration w/rating and Client concentration w/aging report formats.
Minimum % Limit	Enter a minimum percentage of credit limit to include a debtor in the report results. This option is only active for the Client concentration w/rating and Client concentration w/aging report formats.
Minimum %	Select And to indicate that the Minimum % client and Minimum % limit values must both be met to include the debtor in the results. Select Or to indicate that if either the Minimum % client or Minimum % limit value can be met, the debtor is included in the results.
Combine to master debtor	Select this option to combine member clients into their master client on report.
Show debtor #	Select this option to display Debtor Numbers on the report, if applicable.
Show clients	Select this option to list the Client on the report. This option is not available when you

Field	Description
	select either of the Client Concentration formats.
Each client starts on a new page	Select this option to print each client on a separate page(s). If this option is not selected, the results can contain more than one client per page. This option is not available when you select the Portfolio Concentration format.
Include aver- age days to pay	Select this option to generate the Concentration by Debtor Report with the average days to pay (Days/Pay column) included. This option is only available for the Portfolio Concentration format.
Show % of Lis- ted	Select this option to include the % Listed column on the report, which displays the con- centration percentage of each debtor listed on the report in relation to all other debtors listed on the report (i.e., for debtors within the report criteria). This option is only active for the Portfolio Concentration , With period sales, or Bank report report formats.
Show % of Portfolio	Select this option to include the % Listed column on the report, which displays the con- centration percentage for each debtor in relation to all debtors in the portfolio. This option is only active for the Portfolio Concentration , With period sales, or Bank report report formats.
Show % of Cli- ent	Select this option to include the % Listed column on the report, which displays the con- centration percentage for each debtor in relation to all debtors for the client. This option is only active for the Client concentration w/rating and Client concentration w/aging report formats.

Report Sample

Format: Portfolio Concentration

TEST GAP No Insurance Financial Serv

Concentration By Customer/Client As Of February 2, 2021

Customer Name	Customer#	Client	Rating	D&B	Experian Researched	Limit	Debtor Balance	% Listed	Days/Pay	
Baggett Transportation	BAGGETT	Invoice Delivery				10,000.00	2,581.47	0.55%	0	
C.H. Robinson	CHROB	Carrier Payments				10,000.00	3,488.12	0.74%	0	
	CHROB	Contracts2 Client				10,000.00	20,000.00	4.24%	0	
	CHROB	Invoice Delivery				30,000.00	26,987.41	5.73%	222	
	CHROB	Lien Monitoring				10,000.00	1,000.00	0.21%	0	
	CHROB	Override Client				10,000.00	2,000.00	0.42%	7	
	CHROB	PayerWeb				10,000.00	7,109.97	1.51%	0	
	CHROB	Sales Authorization				10,000.00	33,500.00	7.11%	0	
	CHROB	Write Invoice Auto				10,000.00	2,199.81	0.47%	0	
	CHROB	Write Invoice Manual				10,000.00	1,079.32	0.23%	0	
					Total Debtor Portfo	lio Balance:	97,364.63	0.83%		
DANE Test Debtor	1003	Additional Collection Fee				10,000.00	1,000.00	0.21%	0	
	1003	Invoice Delivery				10,000.00	3,928.80	0.83%	0	
					Total Debtor Portfo	lio Balance:	4,928.80	0.04%		
Gena Test Debtor	1001	HubTran				10,000.00	752.22	0.16%	0	
	1001	Invoice Delivery				10,000.00	996.33	0.21%	358	
	1001	PayerWeb				10,000.00	4,228.93	0.90%	0	
					Total Debtor Portfo	lio Balance:	5,977.48	0.05%		
Merge master	MERGEM ASTER	Invoice Delivery				10,000.00	8,587.45	1.82%	0	
TQL -Total Quality Logistics	TQL	Carrier Payments				10,000.00	1,586.37	0.34%	0	
	TQL	Lien Monitoring				10,000.00	1,000.00	0.21%	0	
	TQL	NonFunded Client				10,000.00	1,146.90	0.24%	0	
	TQL	Override Client				10,000.00	4,000.00	0.85%	36	
	TQL	PayerWeb				10,000.00	1,000.00	0.21%	0	
	TQL	Write Invoice Auto				10,000.00	2,547.70	0.54%	0	
	TQL	Write Invoice Manual				10,000.00	1,740.46	0.37%	0	
					Total Debtor Portfo	lio Balance:	13,021.43	0.11%		
Walmart IL	WALMAR TIL	Additional Fee At Purchase				,000,000.00	35,000.00	7.43%	0	
	WALMAR TIL	Auto Credit				1,000,000.00	1,000.00	0.21%	0	
	WALMAR TIL	Broker Client			1	1,000,000.00	1,000.00	0.21%	0	
Printed: February 4, 2021, 3:29 PM (*0	Concent2p)									Page 1 of 3

Format: With period sales

TE ST GAP No Insurance Financial Serv

Concentration By Customer/Client Period Sales February 1, 2021 thru February 2, 2021 Balance As Of February 2, 2021

Customer Name	Customer #	Client.	Rating	Period Sales Researched	Limit	Debtor Balance	% Listed	
Baggett Transportation	BAGGETT	Invoice Delivery			10,000.00	2,581.47	0.55%	
C.H. Robinson	CHROB	Carrier Payments			25,000.00	3,488.12	0.74%	
	CHROB	Contracts2 Client			25,000.00	20,000.00	4.24%	
	CHROB	Invoice Delivery			25,000.00	26,987.41	5.73%	
	CHROB	Lien Monitoring			25,000.00	1,000.00	0.21%	
	CHROB	Override Client			25,000.00	2,000.00	0.42%	
	CHROB	PayerWeb			25,000.00	7,109.97	1.51%	
	CHROB	Sales Authorization			25,000.00	33,500.00	7.11%	
	CHROB	Write Invoice Auto			25,000.00	2,199.81	0.47%	
	CHROB	Write Invoice Manual			25,000.00	1,079.32	0.23%	
						97,364.63	0.83%	
DANE Test Debtor	1003	Additional Collection Fee			20,000.00	1,000.00	0.21%	
	1003	Invoice Delivery			20,000.00	3,928.80	0.83%	
						4,928.80	0.04%	
Gena Test Debtor	1001	HubTran			25,000.00	752.22	0.16%	
	1001	Invoice Delivery			25,000.00	996.33	0.21%	
	1001	PayerWeb			25,000.00	4,228.93	0.90%	
						5,977.48	0.05%	
Merge master	MERGEM ASTER	Invoice Delivery			10,000.00	8,587.45	1.82%	
TQL -Total Quality Logistics	TQL	Carrier Payments			25,000.00	1,586.37	0.34%	
	TQL	Lien Monitoring			25,000.00	1,000.00	0.21%	
	TQL	NonFunded Client			25,000.00	1,146.90	0.24%	
	TQL	Override Client			25,000.00	4,000.00	0.85%	
	TQL	PayerWeb			25,000.00	1,000.00	0.21%	
	TQL	Write Invoice Auto			25,000.00	2,547.70	0.54%	
	TQL	Write Invoice Manual			25,000.00	1,740.46	0.37%	
						13,021.43	0.11%	
Walmart IL	WALMAR TIL	Additional Fee At Purchase			1,000,000.00	35,000.00	7.43%	
	WALMAR TIL	Auto Credit		,	1,000,000.00	1,000.00	0.21%	
	WALMAR TIL	Broker Client		i	1,000,000.00	1,000.00	0.21%	
Printed: February 4, 2021, 3:30 PN	(*Concnt2s)							Page 1 of 3

Format: Bank report

TEST GAP No Insurance Financial Serv

Bank Report By Customer/Client As Of February 2, 2021

Customer Name	Customer#	Client	Debtor Balance	
Baggett Transportation	BAGGETT	Invoice Delivery	2,581.47	
C.H. Rabinson CHROB		Carrier Payments	3,488.12	
		Contracts2 Client	20,000.00	
		Invoice Delivery	26,987.41	
		Lien Monitoring	1,000.00	
		Override Client	2,000.00	
		PayerWeb	7,109.97	
		Sales Authorization	33,500.00	
		Write Invoice Auto	2,199.81	
		Write Invoice Manual	1,079.32	
			97,364.63	
ANE Test Debtor	1003	Additional Collection Fee	1,000.00	
		Invoice Delivery	3,928.80	
			4,928.80	
Gena Test Debtor	1001	HubTran	752.22	
		Invoice Delivery	996.33	
		PayerWeb	4,228.93	
			5,977.48	
/lerge master	MERGEMA STER	Invoice Delivery	8,587.45	
CQL - Total Quality Logistics	TQL	Carrier Payments	1,588.37	
		Lien Monitoring	1,000.00	
		NonFunded Client	1,148.90	
		Override Client	4,000.00	
		PayerWeb	1,000.00	
		Write Invoice Auto	2,547.70	
		Write Invoice Manual	1,740.48	
			13,021.43	
Valmart IL	WALMART IL	Additional Fee At Purchase	35,000.00	
		Auto Credit	1,000.00	
		Broker Client	1,000.00	
		Carrier Payments	45,316.94	
		Client Fee Statement Client	4,887.68	
		Contracts Client	31,900.00	
		Dilution Client	13,000.00	
		es crow bath client	1,000.00	
			1 000 00	

Format: Client concentration w/rating

TEST GAP No Insurance Financial Serv

Concentration by Client/Customer Period Sales February 1, 2021 thru February 2, 2021 Balance As Of February 2, 2021

Additional Collection Fee DANE Test Debtor (1003) Client Balance: Additional Fee At Purchase Walmart IL (WALMARTIL) Client Balance: Broker Client Walmart IL (WALMARTIL) Client Balance: Client Balance: Carrier Payments C.H. Robinson (CHROB) TOL -Total Quality Logistics (TOL) Walmart IL (WALMARTIL) XIIL Debtor 2 (XIILDEB2) XIIL Debtor 3 (DEBTOR3) Client Balance: Client Balance: Client Fee Statement Client Walmart IL (WALMARTIL) Client Balance: Client Balance:	1,000.00 1,000.00 35,000.00 35,000.00	100.00	10,000.00	10.00	3,928.80	0.00		
Additional Collection Fee DANE Test Debtor (1003) Client Balance: Additional Fee At Purchase Walmart IL (WALMARTIL) Client Balance: Walmart IL (WALMARTIL) Client Balance: Broker Client Walmart IL (WALMARTIL) Client Balance: Carrier Payments C.H. Robinson (CHROB) TOL -Total Quality Logistics (TOL) Walmart IL (WALMARTIL) XML Debtor 2 (XMLDED2) XML Debtor 3 (DEBTOR3) Client Balance:	1,000.00 1,000.00 35,000.00 35,000.00	100.00	10,000.00	10.00	3,928.80	0.00		
DANE Test Debtor (1003) Client Balance: Additional Fee At Purchase Walmart IL (WALMARTIL) Client Balance: Auto Credt Walmart IL (WALMARTIL) Client Balance: Broker Client Walmart IL (WALMARTIL) Client Balance: Carrier Payments C.H. Robinson (CHROB) TQL -Total Quality Logistics (TQL) Walmart IL (WALMARTIL) XML Debtor 2 (XMLDEB2) XML Debtor 3 (DEBTOR3) Client Balance: Client Fee Statement Client Walmart IL (WALMARTIL) Client Balance: Client Bala	1,000.00 1,000.00 35,000.00 35,000.00	100.00	10,000.00	10.00	3,928.80	0.00		
Client Balance: Additional Fee At Purchase Walmart IL (WALMARTIL) Client Balance: Muto Credt Walmart IL (WALMARTIL) Client Balance: Broker Client Walmart IL (WALMARTIL) Client Balance: Carrier Payments C.H. Robinson (CHROB) TQL -Total Quality Logistics (TQL) Walmart IL (WALMARTIL) XML Debtor 2 (XMLDEB2) XML Debtor 3 (DEBTOR3) Client Balance: Client Fee Statement Client Walmart IL (WALMARTIL) Client Balance: Cli	1,000.00 35,000.00 35,000.00					0.00	0.00	
Additional Fee At Purchase Walmart IL (WALMARTIL) Cilent Balance: Walmart IL (WALMARTIL) Cilent Balance: Broker Client Walmart IL (WALMARTIL) Cilent Balance: Carrier Payments C.H. Robinson (CHROB) TQL -T otal Quality Logistics (TQL) Walmart IL (WALMARTIL) XML Debtor 2 (XMLDEB2) XML Debtor 3 (DEBTOR3) Cilent Balance: Cilent Fastatement Client Walmart IL (WALMARTIL) Cilent Balance:	35,000.00				-	0.00	0.00	
Walmart IL (WALMARTIL) Client Balance: Auto Credt Walmart IL (WALMARTIL) Client Balance: Broker Client Walmart IL (WALMARTIL) Client Balance: Carrier P ayments C.H. Robinson (CHROB) TQL -Total Quality Logistics (TQL) Walmart IL (WALMARTIL) XML Debtor 2 (XMLDEB2) XML Debtor 2 (XMLDEB2) XML Debtor 3 (DEBTOR3) Client Balance: Client Fee Statement Client Walmart IL (WALMARTIL) Client Balance:	35,000.00 35,000.00							
Client Balance:	35,000.00	100.00	1,000,000.00	3.50	300,882.42	0.00	0.00	
Auto Credt Ualmart IL (WALMARTIL) Client Balance: Broker Client Walmart IL (WALMARTIL) Client Balance: Carrier Payments C.H. Robinson (CHROB) T OL -T ot al Quality Logistics (TOL) Walmart IL (WALMARTIL) XML Debtor 2 (XMLDEB2) XML Debtor 3 (DEBTOR3) Client Balance: Client Fee Statement Client Walmart IL (WALMARTIL) Client Balance:					-	0.00	0.00	
Valmart IL (WALMARTIL) Client Balance: Broker Client Walmart IL (WALMARTIL) Client Balance: Carrier Payments C.H. Robinson (CHROB) TQL -T ot al Quality Logistics (TQL) Walmart IL (WALMARTIL) XML Debtor 2 (XMLDEB2) XML Debtor 3 (DEBTOR3) Client Balance: Client Fee Statement Client Walmart IL (WALMARTIL) Client Balance:								
Client Balance: Froker Client Walmart IL (WALMARTIL) Client Balance: Carrier Payments C.H. Robinson (CHROB) TOL -Total Quality Logistics (TOL) Walmart IL (WALMARTIL) XML Debtor 2 (XMLDEB2) XML Debtor 3 (DEBTOR3) Client Balance: Client Fee Statement Client Walmart IL (WALMARTIL) Client Balance:	1,000.00	100.00	1,000,000.00	0.10	334,882.42	0.00	0.00	
Broker Client Walmart IL (WALMARTIL) Client Balance: Carrier Payments C.H. Robinson (CHROB) TQL -Total Quality Logistics (TQL) Walmart IL (WALMARTIL) XML Debtor 2 (XMLDEB2) XML Debtor 3 (DEBTOR3) Client Balance: Client Fee Statement Client Walmart IL (WALMARTIL) Client Balance:	1,000.00				-	0.00	0.00	
Ualmart IL (WALMARTIL) Client Balance: Carrier P ayments C.H. Robinson (CHROB) TQL -Total Quality Logistics (TQL) Walmart IL (WALMARTIL) XML Debtor 2 (XMLDEB2) XML Debtor 3 (DEBTOR3) Client Balance: Client Fee Statement Client Walmart IL (WALMARTIL) Client Balance:								
Client Balance: Carrier Payments C.H. Robinson (CHROB) TOL -Total Quality Logistics (TOL) Walmart IL (WALMARTIL) XML Debtor 2 (XMLDEB2) XML Debtor 3 (DEBTOR3) Client Balance: Client Fee Statement Client Walmart IL (WALMARTIL) Client Balance:	1,000.00	100.00	1,000,000.00	0.10	334,882.42	0.00	0.00	
Carrier Payments C.H. Robinson (CHROB) TQL -Total Quality Logistics (TQL) Walmart IL (WALMARTIL) XML Debtor 2 (XMLDEB2) XML Debtor 3 (DEBTOR3) Client Balance: Client Fee Statement Client Walmart IL (WALMARTIL) Client Balance:	1,000.00				-	0.00	0.00	
C.H. Robinson (CHROB) TQL - Total Quality Logistics (TQL) Walmart IL (WALMARTIL) XML Debtor 2 (XMLDEB2) XML Debtor 3 (DEBTOR3) Client Balance: Client Fee Statement Client Walmart IL (WALMARTIL) Client Balance:								
TQL -Total Quality Logistics (TQL) Walmart IL (WALMARTIL) XML Debtor 2 (XMLDEB2) XML Debtor 3 (DEBTOR3) Client Balance: Client Fee Statement Client Walmart IL (WALMARTIL) Client Balance:	3,488.12	6.53	10,000.00	34.88	93,876.51	0.00	0.00	
Walmart IL (WALMARTIL) XML Debtor 2 (XMLDEB2) XML Debtor 3 (DEBTOR3) Client Balance: Client Fee Statement Client Walmart IL (WALMARTIL) Client Balance:	1,586.37	2.97	10,000.00	15.86	9,580.37	0.00	0.00	
XML Debtor 2 (XMLDEB2) XML Debtor 3 (DEBTOR3) Client Balance: Client Fee Statement Client Walmart IL (WALMARTIL) Client Balance:	45,316.94	84.88	1,000,000.00	4.53	290,565.48	0.00	0.00	
XML Debtor 3 (DEBTOR3) Client Balance: Client Fee Statement Client Walmart IL (WALMARTIL) Client Balance:	1,500.00	2.81	10,000.00	15.00		0.00	0.00	
Client Balance:	1,500.00	2.81	10,000.00	15.00		0.00	0.00	
Client Fee Statement Client Walmart IL (WALMARTIL) Client Balance:	53,391.43				-	0.00	0.00	
Walmart IL (WALMARTIL) Client Balance:								
Client Balance:	4,887.68	100.00	1,000,000.00	0.49	330,994.74	0.00	0.00	
	4,887.68				-	0.00	0.00	
Contracts2 Client								
C.H. Robinson (CHROB)	20,000.00	100.00	10,000.00	200.00	77,364.63	0.00	0.00	
Client Balance:	20,000.00				-	0.00	0.00	

Format: Client Concentration w/aging



TEST GAP No Insurance Financial Serv									Con	centration by Cli As Of Fet	ent/Customer oruary 2, 2021
Client	Customer	% Client	Crodit	% Crodit							
Customer	Balance	Balance	Limit	Limit	NC	DA Type/Date	Current	1-30	31-60	61-90	91-120
Additional Collection Fee											
DANE Test Debtor (1003)	1,000.00	100.00	10,000.00	10.00					1,000.00		
Client Balance:	1,000.00					-	0.00	0.00	1,000.00	0.00	0.00
Additional Fee At Purchase											
Walmart IL (WALMARTIL)	35,000.00	100.00	1,000,000.00	3.50	R	12/30/2020			10,000.00	25,000.00	
Client Balance:	35,000.00					-	0.00	0.00	10,000.00	25,000.00	0.00
Auto Credit											
Walmart IL (WALMARTIL)	1,000.00	100.00	1,000,000.00	0.10							1,000.00
Client Balance:	1,000.00					-	0.00	0.00	0.00	0.00	1,000.00
Broker Client											
Walmart IL (WALMARTIL)	1,000.00	100.00	1,000,000.00	0.10							1,000.00
Client Balance:	1,000.00					-	0.00	0.00	0.00	0.00	1,000.00
Carrier Payments											
C.H. Robinson (CHROB)	3,488.12	6.53	10,000.00	34.88	R	10/5/2020					3,488.12
TQL -Total Quality Logistics (TQL)	1,586.37	2.97	10,000.00	15.86	R	9/24/2020					1,586.37
Walmart IL (WALMARTIL)	45,316.94	84.88	1,000,000.00	4.53	R	11/19/2019					45,316.94
XML Debtor 2 (XMLDEB2)	1,500.00	2.81	10,000.00	15.00	R	10/8/2020					1,500.00
XML Debtor 3 (DEBTOR3)	1,500.00	2.81	10,000.00	15.00	R	10/8/2020					1,500.00
Client Balance:	53,391.43					-	0.00	0.00	0.00	0.00	53,391.43
Client Fee Statement Client											
Walmart IL (WALMARTIL)	4,887.68	100.00	1,000,000.00	0.49	R	11/24/2020			4,887.68		
Client Balance:	4,887.68					-	0.00	0.00	4,887.68	0.00	0.00
Contracts2 Client											
C.H. Robinson (CHROB)	20,000.00	100.00	10,000.00	200.00	R	8/7/2019					20,000.00
Client Balance:	20,000.00					-	0.00	0.00	0.00	0.00	20,000.00
Distadi Februari A 2024 2:22 DM //Conject0A1											Dage 1 of 6

Report Details

Field	Description
Format: Portfolio Concentrat	ion
Debtor Name	Debtor name
Debtor #	Debtor Code
Client	Client Name
Rating	Debtor's Credit Rating
D&B	D&B Rating
Experian	Experian Rating
Researched	Credit Research Date based on System Preferences
	1. Preferred researched date
Limit	Limit based on System Preferences

Field	Description
	1. Portfolio concentration shows house line instead of active lines
	2. Zero credit limit if expired
Debtor Balance	Client/Debtor Relationship Balance
% Listed	Based on Show % check boxed:
	If "Show % of Listed" is checked, Then Debtor Balance/Total of Customer Listed
	If "Show % of Portfolio" is Checked, Then Debtor Balance/Total of Portfolio Balance
	If "Show % of Client" is Checked, Then Debtor Balance/Total of Client Bal- ance
Days/Pay	Days to pay based on System Preferences
	1.Based days to pay on
	2. Days to pay calculation method
Format: With period sales	
Debtor Name	Debtor name
Debtor #	Debtor Code
Client	Client Name
Rating	Debtor's Credit Rating
Period Sales	Total Sales/Purchases for the period
Researched	Credit Research Date based on System Preferences
	1. Preferred researched date
Limit	Limit based on System Preferences
	1. Portfolio concentration shows house line instead of active lines
	2. Zero credit limit if expired
Debtor Balance	Client/Debtor Relationship Balance
% Listed	Based on Show % check boxed:

Field	Description
	If "Show % of Listed" is Checked, Then Debtor Balance/Total of Customer Listed
	If Show % of Portfolio is Checked, Then Debtor Balance/Total of Portfolio Balance
	If Show % of Client is Checked, Then Debtor Balance/Total of Client Bal- ance
Format: Bank report	
Debtor Name	Debtor name
Debtor #	Debtor Code
Client	Client Name
Debtor Balance	Client/Debtor Relationship Balance
Format: Client concentration	w/rating
Client	Client Name
Debtor	Debtor Name
Debtor Balance	Client/Debtor Relationship Balance
% Client Balance	Percentage of the Client's Total A/R Balance
Credit Limit	Limit based on System Preferences
	1. Portfolio concentration shows house line instead of active lines
	2. Zero credit limit if expired
% Credit Limit	Percentage of the Debtor's Credit Limit
Other Balance	Debtor total balance across its other relationships
Period Sales	Total Sales/Purchase for the period
Period Payments	Total Payments for the Period
Researched Date	Credit Research Date based on System Preferences
	1. Preferred researched date
Rating	Debtor's Credit Rating

jh

Field	Description
Format: Client Concentratior	n w/aging
Client	Client Name
Debtor	Debtor Name
Debtor Balance	Client/Debtor Relationship Balance
% Client Balance	Percentage of the Client total Balance
Credit Limit	Limit based on System Preferences
	1. Portfolio concentration shows house line instead of active lines
	2. Zero credit limit if expired
% Credit Limit	Percentage of the Debtor's Credit Limit
NOA Type/Date	NOA Type & Date:
	R- Received
	S - Sent
	W- Waived
Current	Amount of Current A/R
1-30	Amount of A/R 1- 30 days
31-60	Amount of A/R 31- 60 days
61-90	Amount of A/R 61- 90 days
91-120	Amount of A/R 91- 120 days

Security Roles

To generate the Concentration Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Analysis Reports > Print Concentration Reports

System Preferences

The following system preferences for this report are found in the Administration module, System Preferences, **Reports**, **Concentration Reports**

Preference	Description
Preferred researched date	Select preferred researched date:
	1. Debtor Information Date
	2. Debtor Aging Date
Based days to pay on	Select the date that days to pay will be based on:
	1. Invoice Date
	2. Posted Date
Days to pay calculation method	Select the cal- culation method for Days to pay:
	1. Average days to pay
	2. Weighted average days to pay
Period sales includes denied invoices	Select TRUE to included denied invoices in the Period sales amount.
Portfolio concentration shows house line instead of active lines	Select TRUE to show house line instead of active lines for Port- folio Concentration Report
Show credit balances on report	Select TRUE to show credit balances on the reports
Use old version	Select TRUE to use old version of the reports



Preference	Description
Zero credit limit if expired	Select TRUE to zero credit limit if expired
Include Tracked A/R	Select TRUE to include Tracked A/R in the Reports

Finance Maturity Date Report

The Finance Maturity Date Report generates a listing reflecting the Invoice *#*, Invoice Date, Invoice Amount, Amount Funded, Invoice Balance, Finance Maturity Date, Days Past, Fee % for a Client/Debtor Relationship enabling the FI to easily manage and determine which relationships are Over due resulting in future purchased invoices to be consider ineligible.

SEPARATELY LICENSED ADD-ON MODULE

This feature is only available as a separately licensed upgrade. For more information, contact your Jack HenryTM representative at lendinginfo@jackhenry.com

📔 Finance Maturity Date Report	×
Report Template:	w
Parameters Destination Scheduling Templates History	
Client:	
A/E:	
Office:	
Client Group:	
As Df Date: Current Date	
🔲 Include Zero Balance Invoices	
· · · · · · · · · · · · · · · · · · ·	
Print/Local View/Local Print/Engine Save Exit Help	

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.


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 > Field- s/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 \mathbf{X} 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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .



Field	Description		
Value	Select the specific client group value to which to limit the results in the report.		
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .		
As of	Select the ending date of the date range for the report.		
Date	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 Cli- entWeb Report Queue, a screen appears to choose the date range (Current Date , Previous Month-End Date , or Specific Date).		
Include	Report will include invoices that have a Zero outstanding balance.		
ance			
Invoices			

TEST GAP Financing Corp **TE ST**

July 5, 2019 Finance Maturity Date

Client.. Debtor..

In voice#	Invoice Date	In voice Amount	Amount Funded	Invoice Balance	Finance Maturity Date	Days Past	Fee%
Inv Based Insurance Client							
Kmert							
228 19-01	4/24/2018	1,000.00	900.00	1,000.00	6/8/2018	392	4.2500%
32018-2	3/20/2018	1,000.00	900.00		5/4/2018	427	4.2500%
Michael Machineshop							
31319-2	3/6/2019	1,000.00	900.00		3/6/2019	121	4.2500%
3719-1	3/7/2019	1,000.00	900.00	1,000.00	3/7/2019	120	4.2500%
Walmart IL							
32018-1	3/20/2018	1,000.00	900.00		5/24/2018	407	3.2525%
32018-3	3/20/2018	1,100.00	990.00	1,000.00	5/24/2018	407	3.2525%
32118-1	3/21/2018	1,200.00	1,080.00		5/25/2018	408	3.2525%
41618-1	3/30/2018	1,000.00	900.00	1,000.00	6/3/2018	397	3.2525%
42418-1	3/30/2018	1,500.00	1,350.00		6/3/2018	397	3.2525%

Report Details

Column	Description
Client	Displays the Client Name
Debtor	Displays the Debtor Name
Invoice #	Displays the Invoice Number
Invoice Date	Displays the Invoice Date
Invoice Amount	Displays the Invoice Amount
Amount Funded	Displays the Amount advanced on the Invoice
Invoice Balance	Displays the Outstanding Balance on the Invoice
Finance Maturity Date	Displays the Finance Maturity Date on the Invoice
Days Past	Displays the number of days past the Finance Maturity Date
Fee %	Fee % = Basis + Plus where Plus amount is located at Client Terms > Due Date Fee Panel If using Insurance Overrides, then



Column	Description
	Fee % = Basis + Plus where Plus amount is located at Detail Aging > Extra Terms Tab > Overrides

Security Roles

To generate the Cash Posting Report, the following Security Role needs to be set to YES:

Security Roles > Reports > Analysis Reports > Print Finance Maturity Date Reports

Funding Report

The Funding Report lists the most recent Reserve Release Transaction processed for a Client detailing the Reserve disbursement transaction number, Client name, Posted date, Payee, Reserve Amount Released, Expenses, Amount Disbursed, and Memo description along with the fields from the Client Summary Screen Reserves tab reflecting the amounts at the time the report is generated.

Default Report Name: RelDocTF

冒 Funding Report	83
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	1
Client:	•
A/E:	-
Office:	•
Client Group: Value:	T
Print/Local View/Local Print/Engine Save Exit	Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.



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 <i>Client Information</i> 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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.



Field	Description
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .



Report Sample

TE ST GAP No Insurance Financial Serv

Reserve disbursement #146 for: Invoice Delivery

Posted on: July 10, 2020

Paid To:

Invoice Delivery

Cash Reserves:	(1,371.46)	
+Escrowed Reserves:	1,208,282.51	
Total Reserves:	1,206,911.05	
-Recourse/Ineligible:	2,039,924.98	
-Accrued Invoice Fees:	204, 188.76	
-Accrued Interest:	0.00	
Adjusted Reserves:	(1,037,202.69)	
-Required Reserves:	100,854.94	
Additional Reserves Held:	0.00	
Available For Release:	(1,136,957.63)	
Reserve amount released:		

Amount Disbursed:

Memo:

Reserve Release

5.00

5.00

Report Details

Line Item	Description
Reserve Disbursement	Most recent Reserve Release Batch # & Client Name
Posted on	Date of most recent Reserve Release
Paid to	Payee on the Reserve Release
Reserve amount released	Amount of the Reserve release
Deductions/Amount	Expenses description and Amount charged at the time of the Reserve release
Amount Disbursed	Amount Disbursed = Reserve Amount Released - Deductions.
Memo	Description on the Reserve Release
Client Summary > Reserv	/e Tab Section
Cash Reserves	Displays the dollar amount of cash reserves for the client.
+Escrowed Reserves	Displays the dollar amount of escrowed reserves in escrow for the client.
Total Reserves	Displays the sum of Cash Reserves and Escrowed Reserves.
-Recourse/Ineligible	The dollar amount of invoices available for recourse and invoices in dispute.
-Accrued Invoice Fees	The dollar amount of accrued fees for the client, if applicable.
-Accrued Interest	The dollar amount of accrued interest for the client, if applicable.
Adjusted Reserves	Displays the remainder of Total Reserves minus recourse, fees, and interest.
-Required Reserves	The dollar amount of required reserves.
Additional Reserves Held	The dollar amount of additional required reserves.
Available for Release	Displays the remainder of Adjusted Reserves minus required reserves and float.

Security Roles

To generate the Funding Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Analysis Reports > Print Funding Report

Guarantee Analysis Report

The Guarantee Analysis Report provides a versatile summary of guaranteed sales or earnings versus actual sales or earnings for specified clients up to a certain date.

The setting of System Preference Reports, Guarantee analysis, Report to member clients affects the results of the report as it relates to master and member clients. If set to **True**, the report applies only to member clients. Master clients are not reported, even if they have a guarantee set. If set to False, the report applies only to the master client. If a member of a master client has a guarantee set, but the master does not, the client is not included on the report, but clients that do not belong to a master are reported.

Guarantee Analysis
Report Template:
Parameters Destination Scheduling Templates History
Date Thru: Current Date
Client:
A/E:
Office:
Client Group: Value:
Format: 1-Guaranteed Sales Versus Actual (Average by month)
☐ Show Adjusted rates ☐ Sort by broker
Print/Local Print/Engine Save Exit Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

Field	Description
Date thru	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.
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- s/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

Field	Description
	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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Format	Select the report format to print:

jh

Field	Description
	 1-Guaranteed Sales Versus Actual (Average by month)
	 2-Guaranteed Sales Versus Actual (not averaged)
	 3-Guaranteed Earnings Versus Actual (Average by month)
	• 4-Guaranteed Earnings Versus Actual (Thru date in month)
Show Adjusted rates	Select this option to display adjusted rates on the report. This option is only available for the two Guaranteed Sales Versus Actual formats.
Sort by Broker	Select this option to sort the records returned for the report by broker.

Report Sample

Format: 1-Guaranteed Sales versus Actual (Average by Month)

TEST GAP No Insurance Financial Serv

Guaranteed Sales Versus Actual Sales

						i eliou	chung rea	Juary 2, 2021
Client.	Client#	Guaranteed Sales	Over Months	Average Guarantee	Average Sales	Shortage	Fee Rate	Lost Earnings
Carrier Payments	CARRIER	(922,337,203, 685,477.58)	12	(76,881,433, 640,456.47)	3,450.32	0.00	0.00	0.00
XMLClient60	XMLCLIEN T8	(922,337,203, 685,477.58)	2	(461,168,601 ,842,738.79)	0.00	0.00		0.00
XMLContacts	XMLCONT ACT	100.00	2	50.00	0.00	50.00	5.00	2.50
XMLContacts 1	XMLCONT ACT	100.00	2	50.00	0.00	50.00	5.00	2.50
XMLCredit	XMLCREDI T	100.00	2	50.00	0.00	50.00	5.00	2.50
XMLDebtor	XMLDEBT OR	100.00	2	50.00	0.00	50.00	5.00	2.50
XMLDebtor2	XMLDEBT OR2	100.00	2	50.00	0.00	50.00	5.00	2.50
XMLdemo	XMLDEMO	100.00	2	50.00	0.00	50.00	1.00	0.50
XMLFinST10	XMLFINST 10	100.00	2	50.00	0.00	50.00	5.00	2.50
XMLFundIn	XMLFUNDI N	100.00	2	50.00	0.00	50.00	5.00	2.50
XMLINELIG10	XMLINEL1	100.00	2	50.00	0.00	50.00	5.00	2.50
XMLINELIG11	XMLINEL1	100.00	2	50.00	0.00	50.00	5.00	2.50
XMLINS2	XMLINS2	100.00	2	50.00	0.00	50.00	5.00	2.50
XMLINS3	XMLINS3	100.00	2	50.00	0.00	50.00	5.00	2.50
XMLINSP	XMLINSP	100.00	2	50.00	0.00	50.00	5.00	2.50
XMLINSP1	XMLINSP1	100.00	2	50.00	0.00	50.00	5.00	2.50
XMLINSP2	XMLINSP2	100.00	2	50.00	0.00	50.00	5.00	2.50
XMLLPO2	XMLLPO2	100.00	2	50.00	0.00	50.00	1.00	0.50
XMLMCR	XMLMCR	100.00	2	50.00	0.00	50.00	5.00	2.50
XMLMCR3	XMLMCR3	100.00	2	50.00	0.00	50.00	5.00	2.50
XIMLMSC	XMLMSC	100.00	2	50.00	0.00	50.00	5.00	2.50
XMLPart	XMLPART	100.00	2	50.00	0.00	50.00	5.00	2.50
XMLPart1	XMLPART	100.00	2	50.00	0.00	50.00	5.00	2.50
XMLPd1	XMLPOL1	100.00	2	50.00	0.00	50.00	5.00	2.50
XMLPUrT	XMLPURT	100.00	2	50.00	0.00	50.00	5.00	2.50
XMLSTMT	XMLSTMT	922,337,203, 685,477.58	10	92,233,720,3 68,547.76	0.00	92,233,720 ,388,547.7 6	5.00 4	4,611,688,018 ,427.39
XMLsys	XMLSYS	100.00	2	50.00	0.00	50.00	5.00	2.50
XMLTotal	XMLTOTA L	100.00	2	50.00	0.00	50.00	5.00	2.50
						-	4,611,6	36,018,485.89

Printed: February 4, 2021, 3:51 PM (*Guarantees1)

Page 1 of 1

Format: 2-Guaranteed Sales versus Actual (Not Averaged)

TE ST G AD No Insurance Financial Serv									Guaranteed S	ales Versus	Actual Sales
									Period	Ending Feb	ruary 2, 2021
Client	Client#	Date Signed	Guaranteed Sales	Over Months	Actual Guarantee	Actual Sales	Shortage	Original Rate	Lost Eamings	Adjusted Rate	Adjusted E arning s
Carrier Payments	CARRIER	6/26/2019	(922,337,203,68 5,477.58)	12	(922,337,203,68 5,477.58)	41,403.88	0.00	5.00	0.00	0.00	0.00
XMLClient60	XMLCUEN T6		(922,337,203,68 5,477.58)	2	(922,337,203,68 5,477.58)	0.00	0.00	5.00	0.00	0.00	0.00
XMLContacts	XMLCONT ACT		100.00	2	100.00	0.00	100.00	5.00	5.00	0.00	0.00
XMLContacts1	XMLCONT		100.00	2	100.00	0.00	100.00	5.00	5.00	0.00	0.00
XMLCredit	XMLCRED		100.00	2	100.00	0.00	100.00	5.00	5.00	0.00	0.00
XMLDebtor	XMLDEBT		100.00	2	100.00	0.00	100.00	5.00	5.00	0.00	0.00
XMLDebtor2	XMLDEBT		100.00	2	100.00	0.00	100.00	5.00	5.00	0.00	0.00
XMLdemo	XMLDEMO		100.00	2	100.00	0.00	100.00	1.00	1.00	0.00	0.00
XMLFinST10	XMLFINST		100.00	2	100.00	0.00	100.00	5.00	5.00	0.00	0.00
XMLFundin	XMLFUNDI		100.00	2	100.00	0.00	100.00	5.00	5.00	0.00	0.00
XMUNEUG10	XMLINEL1		100.00	2	100.00	0.00	100.00	5.00	5.00	0.00	0.00
XMUNEUG11	XMLINEL1		100.00	2	100.00	0.00	100.00	5.00	5.00	0.00	0.00
XMLINS2	XMLINS2		100.00	2	100.00	0.00	100.00	5.00	5.00	0.00	0.00
XMLINS3	XMLINS3		100.00	2	100.00	0.00	100.00	5.00	5.00	0.00	0.00
XMUNSP	XMLINSP		100.00	2	100.00	0.00	100.00	5.00	5.00	0.00	0.00
XMUNSP1	XMLINSP1	8/27/2020	100.00	2	100.00	0.00	100.00	5.00	5.00	0.00	0.00
XMUNSP2	XMLINSP2		100.00	2	100.00	0.00	100.00	5.00	5.00	0.00	0.00
XMLLPO2	XMLLP02	8/29/2020	100.00	2	100.00	0.00	100.00	1.00	1.00	0.00	0.00
XMLMCR	XMLMCR		100.00	2	100.00	0.00	100.00	5.00	5.00	0.00	0.00
XMLMCR3	XMLMCR3		100.00	2	100.00	0.00	100.00	5.00	5.00	0.00	0.00
XMLMSC	XMLMSC		100.00	2	100.00	0.00	100.00	5.00	5.00	0.00	0.00
XMLPart	XMLPART		100.00	2	100.00	0.00	100.00	5.00	5.00	0.00	0.00
XMLPart1	XMLPART		100.00	2	100.00	0.00	100.00	5.00	5.00	0.00	0.00
XMLPol1	XMLPOL1		100.00	2	100.00	0.00	100.00	5.00	5.00	0.00	0.00
Printed: February 5, 2021, 1:43 PM (*Guarante	es2da)										Page 1 of 2

Format: Guaranteed Earnings versus Actual (Average by Month)

TEST GAP No Insurance Financial Serv							Guara	nteed Sales V Period Endin	ersus Actual Sales g February 2, 2021
Client	Client#	Date Signed	G uaranteed Sales	Over Months	Average Guarantee	Average Sales	Shortage	Fee Rate	Lost Earnings
Carrier Payments	CARRIER	6/26/2019	(922,337,203,68 5,477.58)	12	(76,861,433,640, 456.47)	3,450.32	0.00	0.00	0.00
XMLClient60	XMLCLIENT6		(922,337,203,68 5,477.58)	2	(461,168,601,842,738.79)	0.00	0.00		0.00
XMLContacts	XMLCONTAC		100.00	2	50.00	0.00	50.00	5.00	2.50
XMLContacts1	XMLCONTAC		100.00	2	50.00	0.00	50.00	5.00	2.50
XMLCredit	XMLCREDIT		100.00	2	50.00	0.00	50.00	5.00	2.50
XMLDebtor	XMLDEBTOR		100.00	2	50.00	0.00	50.00	5.00	2.50
XMLDebtor2	XMLDEBTOR 2		100.00	2	50.00	0.00	50.00	5.00	2.50
XMLdemo	XMLDEMO		100.00	2	50.00	0.00	50.00	1.00	0.50
XMLFinST10	XMLFINST 10		100.00	2	50.00	0.00	50.00	5.00	2.50
XMLFundin	XMLFUNDIN		100.00	2	50.00	0.00	50.00	5.00	2.50
XMUNELIG10	XMLINEL10		100.00	2	50.00	0.00	50.00	5.00	2.50
XMUNEUG11	XMLINEL11		100.00	2	50.00	0.00	50.00	5.00	2.50
XMUNS2	XMLINS2		100.00	2	50.00	0.00	50.00	5.00	2.50
XMLINS3	XMLINS3		100.00	2	50.00	0.00	50.00	5.00	2.50
XMUNSP	XMLINSP		100.00	2	50.00	0.00	50.00	5.00	2.50
XMUNSP1	XMLINSP1	8/27/2020	100.00	2	50.00	0.00	50.00	5.00	2.50
XMUNSP2	XMLINSP2		100.00	2	50.00	0.00	50.00	5.00	2.50
XMLLPO2	XMLLPO2	8/29/2020	100.00	2	50.00	0.00	50.00	1.00	0.50
XMLMCR	XMLMCR		100.00	2	50.00	0.00	50.00	5.00	2.50
XMLMCR3	XMLMCR3		100.00	2	50.00	0.00	50.00	5.00	2.50
XMLMSC	XMLMSC		100.00	2	50.00	0.00	50.00	5.00	2.50
XMLPart	XMLPART		100.00	2	50.00	0.00	50.00	5.00	2.50
XMLPart1	XMLPART1		100.00	2	50.00	0.00	50.00	5.00	2.50
XMLPol1	XMLPOL1		100.00	2	50.00	0.00	50.00	5.00	2.50
XMLPUrT	XMLPURT		100.00	2	50.00	0.00	50.00	5.00	2.50
Printed: February 4, 2021, 4:02 PM (*Guarantees1	d)								Page 1 of 2

Format: 4-Guaranteed Earnings versus Actual (Thru date in month)

TEST GAP No Insurance Financial Serv

								Period Ending Fe	bruary 2, 2021
Client	Client#	Date Signed	Guaran teed Sales	Over Months	Average Guarantee	Average Sales	Shortage	Fee Rate	Lost Earnings
Carrier Payments	CARRIER	6/26/2019	(922,337,203,68 5,477.58)	12	(76,861,433,640, 456.47)	3,450.32	0.00	0.00	0.00
XMLClient60	XMLCLIENT6		(922,337,203,68 5,477.58)	2	(461,168,601,842,738.79)	0.00	0.00		0.00
XMLContacts	XMLCONTAC T		100.00	2	50.00	0.00	50.00	5.00	2.50
XMLContacts1	XMLCONTAC T		100.00	2	50.00	0.00	50.00	5.00	2.50
XMLCredit	XMLCREDIT		100.00	2	50.00	0.00	50.00	5.00	2.50
XMLDebtor	XMLDEBTOR		100.00	2	50.00	0.00	50.00	5.00	2.50
XMLDebtor2	XMLDEBTOR 2		100.00	2	50.00	0.00	50.00	5.00	2.50
XMLdemo	XMLDEMO		100.00	2	50.00	0.00	50.00	1.00	0.50
XMLFinST10	XMLFINST 10		100.00	2	50.00	0.00	50.00	5.00	2.50
XMLFundIn	XMLFUNDIN		100.00	2	50.00	0.00	50.00	5.00	2.50
XMUNEUG10	XMLINEL10		100.00	2	50.00	0.00	50.00	5.00	2.50
XMUNEUG11	XMLINEL11		100.00	2	50.00	0.00	50.00	5.00	2.50
XMLINS2	XMLINS2		100.00	2	50.00	0.00	50.00	5.00	2.50
XMLINS3	XMLINS3		100.00	2	50.00	0.00	50.00	5.00	2.50
XMUNSP	XMLINSP		100.00	2	50.00	0.00	50.00	5.00	2.50
XMUNSP1	XMLINSP1	8/27/2020	100.00	2	50.00	0.00	50.00	5.00	2.50
XMUNSP2	XMLINSP2		100.00	2	50.00	0.00	50.00	5.00	2.50
XMLLPO2	XMLLPO2	8/29/2020	100.00	2	50.00	0.00	50.00	1.00	0.50
XMLMCR	XMLMCR		100.00	2	50.00	0.00	50.00	5.00	2.50
XMLMCR3	XMLMCR3		100.00	2	50.00	0.00	50.00	5.00	2.50
XMLMSC	XMLMSC		100.00	2	50.00	0.00	50.00	5.00	2.50
XMLPart	XMLPART		100.00	2	50.00	0.00	50.00	5.00	2.50
XMLPart1	XMLPART1		100.00	2	50.00	0.00	50.00	5.00	2.50
XMLPol1	XMLPOL1		100.00	2	50.00	0.00	50.00	5.00	2.50
XMLPUrT	XMLPURT		100.00	2	50.00	0.00	50.00	5.00	2.50
Printed: February 4, 2021, 4:03 PM (*Guarantees1	d)								Page 1 of 2

Report Details

Column	Description					
Format: 1-Guarant	Format: 1-Guaranteed Sales versus Actual (Average by Month)					
Client	Client Name					
Client#	Client Code					
Signed Date	Client's Signed Date					
Guaranteed Sales	Client's Guaranteed Amount established on the Client Information > Statements Terms Panel > Guarantee Type > Sales and Guaranteed Amount					
Over Months	Over Months established on the Client Information > Statements Terms Panel > Months					
Average Guar- antee	Client's average Guaranteed Amount for Over Months Period					

jh

Guaranteed Sales Versus Actual Sales

Column	Description
Average Sales	Clients average Sales/Purchases for Over Months Period
Shortage	Average Guarantee - Average Sales
Fee Rate	Client's Fee Rate (%) located at Client Terms > Purchase Fees panel > Fee Rate (%)
Lost Earnings	Shortage x Fee Rate
Format: 2-Guarant	eed Sales versus Actual (Not Averaged)
Client	Client Name
Client#	Client Code
Signed Date	Client's Signed Date
Guaranteed Sales	Client's Guaranteed Amount established on the Client Information > Statements Terms Panel > Guaranteed Amount
Over Months	Over Months established on the Client Information > Statements Terms Panel > Months
Actual Guarantee	Client's Guaranteed Amount established on the Client Information > Statements Terms Panel > Guaranteed Amount
Actual Sales	Actual Sales/Purchased for "Over Months" Period
Shortage	Actual Guarantee - Actual Sales
Fee Rate	Client's Fee Rate (%) located at Client Terms > Purchase Fees panel > Fee Rate (%)
Lost Earnings	Shortage x Fee Rate
Adjusted Rate	Client's Adjustment located at Client Terms > Fee Adjustment Panel where Adjust- ment drop-down is Made at Purchase
Adjusted Earnings	Actual Save x Adjusted Rate
Format: 3-Guarant	eed Earnings versus Actual (Average by Month)
Client	Client Name
Client#	Client Code
Signed Date	Client's Signed Date

jh

Column	Description
Guaranteed Sales	Client's Guaranteed Amount established on the Client Information > Statements Terms Panel > Guaranteed Amount
Over Months	Over Months established on the Client Information > Statements Terms Panel > Months
Average Guar- antee	Client's average Guaranteed Amount for Over Months Period
Average Sales	Clients average Sales/Purchases for Over Months Period
Shortage	Average Guarantee - Average Sales
Fee Rate	Client's Fee Rate (%) located at Client Terms > Purchase Fees panel > Fee Rate (%)
Lost Earnings	Shortage x Fee Rate
Format: 4-Guarant	teed Earnings versus Actual (Thru date in month)
Client	Client Name
Client#	Client Code
Signed Date	Client's Signed Date
Guaranteed Sales	Client's Guaranteed Amount established on the Client Information > Statements Terms Panel > Guaranteed Amount
Over Months	Over Months established on the Client Information > Statements Terms Panel > Months
Average Guar- antee	Client's average Guaranteed Amount for Over Months Period
Average Sales	Clients average Sales/Purchases for Over Months Period
Shortage	Average Guarantee - Average Sales
Fee Rate	Client's Fee Rate (%) located at Client Terms > Purchase Fees panel > Fee Rate (%)
Lost Earnings	Shortage x Fee Rate

jh

System Preferences

The following system preferences for this report are found in the Administration module, System Preferences, **Reports**, **Guarantee Analysis**.

Preference	Description
Exclude journals	Set to True to exclude fees earned from journals from the report.
Exclude non-funded sales	Set to True to exclude non-funded sales from the period sales figures.
Include date signed on report	Set to True to include the client date signed on the report.
Report to member cli- ent	Set to True to accumulate the report to member clients instead of mas- ter clients

Override Terms Report

The Override Terms Report shows information about Overrides & Extra Terms entered for a client/debtor relationship on either the **Overrides & Extra Terms** tab of the *Detail Aging* screen.

To access this report, in the Reports Module, on the **Analysis** menu, click **Override Terms Report**.

Dverride Terms Report	83
Report Template:	<u>N</u> ew
Parameters Destination Scheduling Templates History	
Client:	-
A/E:	-
Office:	-
Client Group:	-
Print/Local Print/Engine Save Exit He	elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen-

Field	Description
	erate a report based on its saved display parameters. Type a new Report tem- plate 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
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 <i>Client Information</i> 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .

jh

Field	Description
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Value	Select the specific debtor group value to which to limit the report results from the list. Debtor Groups are defined in the Debtor Group Code Table.

Security Role

The Override Terms Report is configured in **Security > Manage Roles > Reports > Analysis > Print Override Terms Report** (Yes/No).

System Preferences

The following system preferences for this report are located in the Administration module, **System Preferences > Fields/Screen Behavior > Screens > Client Aging** folder.

Preference	Description
Allow Invoice Based Terms overrides (Beta)	Set to True to allow terms to be set on the Overrides Tab on the Detail Aging screen. If false, Override terms are set at the Purchase Fee panel of the Client Terms screen in Client Information.

Report Details

The Override Terms Report contains the following rows:



- Client row reflects the Term that is set on the **Client Information** > **Client Terms** > **Purchase Fee** panel.
- Debtor row reflects the Term that is selected on Detail Aging > Overrides tab > Override Collection Fee (Beta) drop-down.



Column	Description					
Client Name	Displays the Client's name.					
Client Terms	Terms set at Client Information > Client Terms .					
Debtor Name	Displays the Debtor's name.					
Override Terms	erms set at Detail Aging > Overrides Tab > Override Collection Fee (Beta) rop-down.					
**	Indicates Override Terms apply on that Client/Debtor Relationship.					
Reserve %	Displays the Reserve %					
	 Reserve % on Client Terms > Purchase Fee Panel 					
	 If using Overrides, Reserve % on Detail Aging > Overrides Tab 					
Reserve %	Displays Rsv Escrowed (T/F) indicating Reserves are being escrowed or held.					
Fee %	Displays the Fee %					
	 Fee % on Client Terms > Purchase Fee Panel 					
	 If using Overrides, Fee % on Detail Aging > Overrides Tab 					
Fee Escrowed	Fee Escrowed (T/F) indicating Fees are being Escrowed or Earned.					

Column	Description					
Advanced Rate	Rate Calculated Advance Rate.					
Insurance Extra Terms	Overrides (Associated with Insurance Policy Center Add-on Module)					
Basis	Overrides the Basis on the Client Terms > Due Date Fee Panel basing the due date fee by purchase date to due date plus Cushion. The choices are defined in the Daily Rate Basis table.					
Plus	Overrides the Plus on the Client Terms > Due Date Fee Panel basing the due date fee by purchase date to due date plus Cushion.					
Cushion	Overrides the Cushion on the Client Terms > Due Date Fee Panel basing the due date fee by purchase date to due date plus Cushion.					
Tenor	Overrides the Tenor on the Policy Information > Settings Panel					
Finance Maturity Days	Data field Only. Does not apply to any formulas.					
Overdue Days	Number of days used to calculate when an invoice is over due and consider Ine- ligible due to Insurance Ineligible Rule "Exceeds Finance Maturity Date".					
Max Invoice Period	Overrides the Max Invoice Term on the Client Information > Invoice Rules Panel and is the number of days used to determine when an invoice is Ineligible due to Insurance Ineligible Rule "Max Invoice Ship Period Exceeded".					
Max Invoice Term	Overrides the Max Invoice Age on Client Information > Invoice Rules Panel and is the number of days used to determine when an invoice is Ineligible due to Insurance Ineligible Rule "Max Invoice Age Exceeded".					

Report Sample

TEST GAP	No Insur	ance Financial	Serv									Insura	nce Override Report
Client.													5411 55, 2025
Debtor								Insu	urance Ex	ctra Terms Overric	les		
Re	serve%	Rsv Escrowed	Fee%	Fee Escrowed	Advance Rate	Basis	Plus	Cushion	Tenor	Finance Maturity Days	Overdue Days	Max Invoice Period	Max Invoice Term
Invoice Delivery	y (InvDeli	very) - Terms 9	0% ADV, 1	% Every 10 days									
Walmart	IL - Over	ride Collection I	Fee 80ADV	; 1.2% 1-30									
	0.00	TRUE	1.00	FALSE	100.00		0.00	0	0	0	0	0	0.00
C.H. Rob	binson												
	10.00	TRUE	0.00	FALSE	90.00		0.00	0	0	0	0	0	0.00
TQL -Tot	tal Quality	/ Logistics											
	10.00	TRUE	0.00	FALSE	90.00		0.00	0	0	0	0	0	0.00
Gena Te	st Debtor												
	10.00	TRUE	0.00	FALSE	90.00		0.00	0	0	0	0	0	0.00



Insurance Policy Report

The Insurance Policy report lists policy details, such as the percentage of the policy used, the percentage of the policy remaining, the coverage amount used, the coverage amount remaining, the invoices for specific debtors, and so on, for the specified client.

SEPARATELY LICENSED ADD-ON MODULE

This feature is only available as a separately licensed upgrade. For more information, contact your Jack HenryTM representative at lendinginfo@jackhenry.com

This report is accessed from the Analysis menu of the Reports module, provided the user has security rights enabled.

The default report definition for this report is InsPolicy.

Insurance Policy Report
Report Template: New
Parameters Destination Scheduling Templates History
Insurer:
Client:
A/E:
Office:
Client Group:
Insurance Policy:
Show: Current
<u>Print/Local</u> <u>View/Local</u> Print/ <u>E</u> ngine <u>S</u> ave E <u>x</u> it <u>H</u> elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

Field	Description
Insurer	Insurer's Name



Field	Description
	This drop-down is set up in Tables > Client & Debtor > Insurers
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- s/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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client

Field	Description
	Group Codes.
Value	Select the specific debtor group value to which to limit the report results from the list. Debtor Groups are defined in the Debtor Group Code Table.
Insurance Policy	Select the insurance policy to which to limit the report results from the list.
Show	Select the status of the insurance policies you want the report to contain:
	Current – Shows all active current policies.
	 Outstanding – Shows policies that have open invoices allocated to them (active and expired).
	 Expired – Shows all expired policies.
	 All – Shows all policies (current and expired).

Report Sample

TEST GAPFinan	icing Corp **T	E ST**								In su rai	ce Policy Repo
in su rer											
Policy Desc							Invoice	Coverage	Expiration	Max	
Client Na	ame	Policy #	Tenor	% Used	% Remaining	Limit	Balance	Used	Date	Credit %	Availabilit
Coface Company				100.00%	0.00 %	1,000.00		100.00			900.0
4 Decimal insurance		82219-1	90	1.00%	99.00%	100,000.00		100.00	8/22/2020		99,900.0
Insurance	e 4 Decimals										
	WalmartIL		30			100,000.00				10	99,000.0
	822	19-1					1,000.00	1,000.00			

Column	Description
Insurer	Insurer's Name
Policy Desc	Policy's Description
Client Name	Client Name
Policy #	Policy's Number
Tenor	A. Policy Level - Policy Information > Settings



Column	Description		
	Panel > Tenor		
	B. Client/Debtor Relationship Level - Detail Aging > Extra Terms Tab > Tenor		
% Used	A. Insurer's Level - Percentage of the Insurer's Credit Limit that is used.		
	B. Policy Level - Percentage of the Policy Max Liability limit that is used.		
% Remaining	A. Percentage still available under the Insurer's Credit Limit.		
	B. Percentage still available under the Policy Max Liability limit.		
Limit	A. Insurer Level - Insurer's Credit Limit.		
	B. Policy Level - Policy Information > Policy Max Liability Limit.		
	C. Client/Debtor Relationship - Policy Inform- ation > Allocation Panel > Coverage Limit for the relationship		
Invoice Balance	Balance of the invoice that is covered by insur- ance policy.		
Coverage Used	Amount for the invoice that used coverage under the policy.		
Expiration Date	Date the Policy expires		
Max Credit %	Max Credit Protection % for the Client/Debtor Relationship. Set at Detail Aging > NOA/Rules Tab > Max Credit Protection		
Availability	Policy amount that is still available at the Insurer's Level, the Policy Level and the Cli- ent/Debtor Relationship level.		



Insurance Turnover Report

The Insurance Turnover report lists the number of invoices purchased against the insurance policy. This report can be requested for paid and unpaid invoices.

SEPARATELY LICENSED ADD-ON MODULE

This feature is only available as a separately licensed upgrade. For more information, contact your Jack HenryTM representative at lendinginfo@jackhenry.com

This report is accessed from the Analysis menu of the Reports module, provided the user has security rights enabled.

The default report definition for this report is **InsTurnover**.

冒 Insurance Turnover R	eport		— ×
Report Template:			▼ <u>N</u> ew
Parameters Destinatio	n Scheduling Templates History		
Date Range:	Today 🗸	From:	
		Thru:	
Client:			•
A/E:			•
Office:			•
Client Group:	•	Value:	v
Invoice Type:	Both 💌		
Policy Name:			•
Format:	Detail		•
Print/Local <u>V</u> ie	ew/Local Print/ <u>E</u> ngine	<u>S</u> ave	E <u>x</u> it <u>H</u> elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

Field	Description
Date	Select the date to use for the report from the list:

Field	Description
Range	• Today
	• Yesterday
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Fri- day's data (assuming Friday was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
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.

Field	Description
	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 <i>Client Information</i> 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Value	Select the specific debtor group value to which to limit the report results from the list. Debtor Groups are defined in the Debtor Group Code Table.
Invoice Type	Select whether to request the report for paid or unpaid invoices.
Policy Name	Select the insurance policy for which to limit the report results from the list. Leave this field blank to request the report for all insurance policies for the client.
	Enter the insurance policy for which to limit the report results. Click the Down Arrow to display a list of valid entries.

Field	Description
	Leave this field blank to request the report for all insurance policies for the client.
Format	Select whether to review the report in a detail format, which displays a breakdown of invoices for each policy, or summary format, which displays only the total number of paid and unpaid invoices.

Report Sample

Detail Format:

TEST GAPFinancing Corp **TEST**					January 1, 2019 Thru July 5, 2019			
					Insurance Turnov	ver Detail Report		
Policy Name	In voice Number	Policy Number	Invoice Date	Invoice Amount	Number of Unpaid Invoices	Number of Paid Invoices		
lax Credit Relationship		654-1			1	1		
Client:								
Max Credit Prote	ction Relationship							
Debtor:								
Walm	hart IL							
	4419- MAXRELATIONSHIP		4/4/2019	1,000.00				
	6119-MAXREL		5/2/2019	1,000.00				
Debtor Tot	als:			2,000.00	1	1		
Client Totals:				2,000.00	1	1		
Lure Inv Based INsurance		6419-ins			1	0		
Client:								
Azure Inv Based	Insurance Client							
Debtor:								
Walm	nart IL							
	71719-3		6/30/2019	1,000.00				
Debtor Tot	als:			1,000.00	1	0		
Client Totals:				1,000.00	1	0		
Decimal insurance		82219-1			1	0		
Client:								
Insurance 4 Decir	mals							
Debtor:								
Walm	nart IL							
	82219-1		6/30/2019	1,000.00				
Debtor Tot	als:			1,000.00	1	0		
Client Totals:				1,000.00	1	0		
Report Totals:				108 005 86	19	31		

Summary Format:

jh

TEST GAP Financing Corp **TEST**

January 1, 2019 Thru July 5, 2019 Insurance Turnover Summary Report

Policy Name	Policy Number		Number of Unpaid Invoices	Number of Paid Invoices
Inv Based Insurance Client	32018-1		1	1
Return Insurance	3419-1		0	4
Back Portfolio	3419-2		4	5
Max Credit Percentage	372019-1		1	5
Return #2	31519-1		1	2
Country	31519-2		1	11
Policy Expired Test	31819-1		0	2
Policy Max	32719-1		1	0
Policy 1 Max	Max-1		1	0
policy 2 Max	Max-2		2	0
Policy Max Relationship	85236-1		4	0
Max Credit Relationship	654-1		1	1
Azure Inv Based INsurance	6419-ins		1	0
4 Decimal insurance	82219-1		1	0
Report Totals:		108,005.86	19	31

Column	Description
Detail Format	
Policy Name	Policy Description
Invoice Number	Invoice Number
Policy Number	Policy #
Invoice Date	Invoice Date
Invoice Amount	Invoice Amount
Number of Unpaid Invoices	Number of Unpaid Invoices associated with the policy
Number of Paid Invoices	Number of Paid Invoices associated with the policy
Client	Client Name
Debtor	Debtor Name
Summary Format	
Policy Name	Policy Description
Policy Number	Policy #
Number of Unpaid Invoices	Number of Unpaid Invoices associated with the policy

Column	Description
Number of Paid Invoices	Number of Paid Invoices associated with the policy

Security Roles

To generate the Insurance Turnover Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Analysis Reports > Print Insurance Turnover Report

Invoice Computation Report

The Invoice Computation Report provides the Terms Detail indicating the fees to be charged and earned along with Fee Calculation and the Latest Invoice Note associated with a specific Invoice.

The default report definition for this report is InvCompRept.

Invoice Computation Report
Report Template: New
Parameters Destination Scheduling Templates History
As Of Date: Current Date
Invoice #:
Show Notes
Print/Local View/Local Print/Engine Save Exit Help

Field	Description
As Of Date	Select the beginning date of the date range for the report.
	Current date
	Previous month-end date
	Specific date
	 Set At Run Time (Web Template Only)



Field	Description
	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 (Cur- rent Date, Previous Month-End Date, or Specific Date).
Invoice #	Enter a specific invoice number.
Show Notes	Select this option to include notes associated with the invoice on the report.



Sample Report

TEST GAP No Insurance Financial Serv

Client: All Fees Client

Debtor: C.H. Robinson Client Terms: Everything

OverrideTerms: Everything

Invoice No:	31320-override
Invoice Amount:	1,000.00
Expected Dilution %:	0.00%
Advanced Amount:	700.00
Current Balance:	1,000.00
Invoice Date:	12/28/2019
Due Date:	1/25/2020

Terms Detail:

Туре	Fee Rate	ı	Reserve Escrow	Adva	nce Rate	Minimu Fee/Inv	m			
Purchase Fees	1.00%	:	20.00%	79.00	96	\$5.00	I	Es arow Fee?		Yes
								Es crow reserves?		Yes
	Override Fee 5.00%	Rate:	Override Rsv Rate: 25.00%	Ove 70.0	arride Adv Ra 00%	te:	,	Anticipated Dilution	?	Yes
Туре	ſ	Days	Rate %							
Collection Fees		10	1.00%							
		20	3.00%							
		30	5.00%		Feelor	n Invor Ad	V?		Invo	ice
		40	7.00%		Fee or	n day 1			1	Yes
		50	9.00%		Collec	t fee w/ Pu	rchfee?		,	Yes
		60	11.00%			- Inv Date	n Direch Det	-	Invesion D	-1-
		70	13.00%		reeor	n inv Date	on Funch Da	.e.	Invoice D	ate
		80	15.00%		Minim	um fee bef	ore Extra fee	?		No
Туре	Start	St	ор	Туре	Rat	te %	Basis	Day s/Year		
Additional Fees	1			Charge collectio	at 1% n	6	Prime	year(360)		
								Base calcula	ation on:	Invoice Am
								Calculate age b	ased on:	Use Standard
								Calculate	method:	Compound Interes
								Use Standard Flo	at days?	Tru
Туре	Basis	Plus	Cushio	n	Collection I	Basis	Collection	Rate	Use B	asis as of
Due Date Fees	Prime	1.0000	0% 7		Libor	ļ	Duedate+ Cushion	1.00%	Fundi	ng Date
	E	arly Pay Dis	count is included in	fee	N	•	Increase Fe	e based on Due D)ays:	
Purchase	fee based on	Post date t	o due date plus cust	hion	Ye	s				
I	Due Date fees	calculated	on the Advance Am	oun	False	e	After Days	Increase Rate	Per Inter	rval
			Minim	um	N	•	0	0.00 %	0	

Invoice Computation Report

PO #. Purchase Date: Fee Stop Date: Close Date: Repurchase: As Of July 09, 2020

Client: All Fees Clie						Invoice	Computat	ion Report
	nt						As (Of July 09, 2020
Jebtor: C.H. Robins	on							
ClientTerms: Everyt	hing							
Override l'erms: Ever	ything							
Invoice No:		31320-ove	rride		F	90#.		
Invoice Amount:		1,00	0.00		F	Purchase Date: Fee Stop Date:		
Expected Dilution 9 Advanced Amount	/6:	0. 70	00%		c	Close Date:		
Current Balance:		1,00	0.00		F	Repurchase:		
Invoice Date:		12/28/	2019					
Due Date.		1/20/.	2020					
Туре		Days	Rate%					
Extra Fees		60	1.00%					
		70	2.00%		-		_	
		80	3.00%		Charge Extr	a Fee at	Pur	chase
		90	4.00%		Purchase Fee B	iased on: Inv	cice Date to Due	eDate
		110	700%					
		120	8,00%					
		150	11.00%					
		160	12.00%					
		170	13.00%					
		180	14.00%					
_		190	15.00%					
ype		Rate %						
Non- Factored Fees		\$0.00		NonFact	tored Rate by:		Flat Amou	nt Per Invoice
				Post	Fee Against:		Any NonFac	ctored Invoice
Туре		Rate %						
Non- Funded Fees		5.00%						
ee Calculation								
Tee Calculation Date	Туре	Status	Batch #	Amount	Fee Escrow	RsvEscrow	Fee Earned	Rsv Earne
Fee Calculation Date 12/28/2019	Type BUY	Status	Batch # 1492	Amount 1,000.00	Fee Escrow 50.00	Rsv Escrow 250.00	Fee Earned 0.00	Rsv Earner 0.0
Fee Calculation Date 12/28/2019 12/28/2019	Type BUY BUY	Status	Batch # 1492 1492	<u>Amount</u> 1,000.00 1,000.00	Fee Escrow 50.00 50.00	Rsv Escrow 250.00 250.00	Fee Earned 0.00 0.00	Rsv Earner 0.00
Fee Calculation Date 12/28/2019 12/28/2019 Latest Invoice Note	Type BUY BUY	Status	Batch # 1492 1492	Amount 1,000.00 1,000.00	Fee Escrow 50.00 50.00	Rsv Escrow 250.00 250.00	Fee Earned 0.00 0.00	Rsv Earner 0.0 0.0
Fee Calculation Date 12/28/2019 12/28/2019 Latest Invoice Note Date	Type BUY BUY Type	Status SpokeTo	Batch # 1492 1492	Amount 1,000.00 1,000.00 Response	Fee Escrow 50.00 50.00	Rsv Esorow 250.00 250.00 Action	Fee Earned 0.00 0.00 When	Rsv Earner 0.00 0.00 By

Last Payment Received Date Report

The Last Payment Received Date Report is a custom report. This report is intended to display any Debtor for whom a payment has been received in a certain amount of time.

ih
Last Payment Received Date Report
Report Template:
Parameters Destination Scheduling Templates History
Client
A/E:
Office:
Client Group: Value:
Last Payment Older Than:
Show All Payments
Print/Local View/Local Print/Engine Save Exit Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

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 > Field- s/Screen Behavior > Miscellaneous > Use Client Search instead of drop downs is set to True.
	Select the C 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.

Field	Description
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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	Ierminology > Select account executive based on check box: IRUE
Office	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.
	Offices are defined in the <u>Office table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Last Pay- ment Older Than	Input the number of days that the system will use to determine if the debtor has had a pay- ment received since then, if blank will default to 0 days.
Show All Payments	If this flag is checked, the "Last Payment Older Than" field is unavailable and the report will show all payments posted based on the parameters chosen.

v4.7

Sample Report

TEST Anna's Awesome **TEST**			Last Pay	ment Date Report
February 28, 2020				Showing all.
Client: 11913 CLIENT - FACTORING ONLY #5				#Of Days Since
Debtor		A/R Balance	Last Payment Date	Last Payment
WALMART STORES (Control Acct)-WALMA727160		439,628.27	2/25/2020	3
	Total:	439,628.27		

Report Details

Column	Description
Debtor	Displays the Debtor name and Debtor Code.
A/R Balance	Displays the Debtor Balance.
Last Payment Date	Displays the date of the last payment posted for that Debtor,
# of Days Since Last Payment	Displays the number of days since the last time a payment was posted on that Debtor.

Market Line Export Report

The Market Line Export Report is a custom spreadsheet report.

Market Line Export			X
Report Template:			▼ <u>N</u> ew
, Parameters Destination Scheduling Templates History Date Range: Today ▼	From: Thru:		
Print/Local View/Local Print/Engine	<u>S</u> ave	E <u>x</u> it	<u>H</u> elp



Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

Field	Description
Date Range	Select the date to use for the report from the list:
	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Busi- ness Day, and reports printed on Monday will print Friday's data (assuming Fri- day was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Report- ing Services reports when Use last business day instead of yesterday in date range is set to True.

Security Roles

To generate the Market Line Export Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Analysis Reports > Print Market Line Export

Master Client Analysis Report

This report is custom and will only generate data when run in a specific database.

Master Client Analysis Report	×
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
As Of Date: Current Date	
Thru Date: Current Date	
Client	•
A/E:	-
Office:	-
Client Group:	-
Months To Analyze:	
Exclude Inactive Clients	
Print/Local View/Local Print/Engine Save Exit	<u>H</u> elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

Field	Description
As Of	Select the beginning date of the date range for the report.
Date	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.



Field	Description
	If Set At Run Time (Web Template Only) is selected, when the report is clicked in the Cli- entWeb Report Queue, a screen appears to choose the date range (Current Date, Previous Month-End Date, or Specific Date).
Thru	Select the ending date of the date range for the report.
date	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 Cli- entWeb Report Queue, a screen appears to choose the date range (Current Date , Previous Month-End Date , or Specific Date).
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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:

Field	Description
	 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 <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. Offices are defined in the <u>Office table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Months to ana- lyze	Enter the number of previous months from the As-of Date to be analyzed. If Blank or Zero, then report will generate based on System Preferences > Reports > Client Analysis > Default months for analysis
Exclude Inactive Clients	Select this option to prevent clients marked as inactive from being included on the report.

Report Details

Column	Description
Month-Year	Displays Month and Year period
Sales	Sales/Purchases for the period.
A/R Balance	Displays A/R Balance
Funding Balance	Total amount of A/R funded for the period



Column	Description
Funding Percent	(Funding Balance / A/R Balance) X 100
Dilution	(Invoices Chargeback / Invoices Paid To Zero)*100
A/R Turn	The Days Turn result is the average num- ber of days a client's A/R portfolio turns over, calculated as 365 days / ((12 * sales) / (average A/R balance))
Credit Notes	Total Amount of Credit Notes purchased during the period
Over 60 Days	Total amount of A/R Over 60 days
Over 60 as % of A/R	(Over 60 days / A/R Balance) X 100
Top 5 Debtors Section	
Debtor	Debtor name
Credit Limit	Debtor Credit Limit or Detail Aging Credit Override, if applicable
Current Balance	Client/Debtor Relationship Current Bal- ance
Over 60 days	Amount of the Client/Debtor Relationship Balance over 60 days
Concentration	Debtor Concentration % = Debtor A/R Bal- ance / Client's Total A/R Balance * 100
Client Section	
A/R Balance	Displays A/R Balance
Client Since	First Funding Date
	Note - Blank since Master Client's aren't funded against
Account Manager	Client's A/E from Client Information > Con- trol Panel > A/E
Collector	Collectors as defined at Client Inform-



Column	Description
	ation > Groups Panel > Collectors
Active Debtors	Number of Active Debtors for the Client
Advance Rate	Client's Advance Rate per Client Terms
Credit Limit	Client's Credit Limit
Notice Date	Notice Date as defined at Client Inform- ation > Misc data Panel > Element: Notice
Hypotec/PPSA Expiry Date	Client's Hypotec/PPSA Expiry Date
Total Fund Employed Section	
Fund employed on A/R	The sum of A/R Funded for all Member Cli- ents for the period
Inventory	The sum of Inventory for all Member Cli- ents for the period
Equipment	The sum of Equipment for all Member Cli- ents for the period
Collateral Debt	The sum of Collateral Debt for all Mem- ber Clients for the period
Collateral Credit	The sum of Collateral Credit for all Mem- ber Clients for the period
Overadvance	The sum of Overadvance for all Member Clients for the period
Other	The sum of Other for all Member Clients for the period
Real Estate	The sum of Real Estate for all Member Cli- ents for the period
Total Funds Employed	Total Funds Employed at the Master Cli- ent Level
LC Opened	The sum of LC Opened for all Member Cli- ents for the period
LG Opened	The sum of LG Opened for all Member Cli-



Column	Description
	ents for the period
FX Open	The sum of FX Open for all Member Cli- ents for the period
Total Involvement	Total Funds Employed + LC Opened + LG Opened + FX Open

Max Credit Protection Report

The Max Credit Protection report is used to review the total amount of an invoice that exceeds the maximum credit protection, as defined for the client on the Client Information screen. Using this report, you can review the over-funded amounts for a client after a specified grace period has expired.

The default report definition for this report is **MaxCredProtect**.

Bax Credit Protection Report	X
Report Template: Avon Report	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History Client: Avon Cosmetics Corp (AVON) A/E: Office:	
Client Group:	
Print/Local View/Local Print/Engine Save Exit	<u>H</u> elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

Field	Description
Client	drop-down to select the client for which to run the report.



Field	Description					
	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 u 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 <i>Client Information</i> 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 <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.					
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .					
Client	Select the client group to which to limit the results in the report.					
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .					
Value	Select the specific debtor group value to which to limit the report results from the list. Debtor Groups are defined in the Debtor Group Code Table.					

NOTE

Data only displays on this report if the funded amount for the invoice exceeded the maximum credit amount for the invoice and the invoice date plus the number of days until due (grace period + invoice due date) is greater than the system working date.

TEST GAP Financing C	Corp **TE ST**							Max Cr	7/20/2020 3:00:55 PM
Client								Max CI	eurt Protection Report
Debtor	I	Invoice #	Invoice Amount	Invoice Balan <i>c</i> e	Finance Maturity Date	G race Days	Finance Maturity Days	Max Credit %	Overage Amount
Inv Based w/Insurance Clien	ıt								
K&J Cattle Ranch		11718-SHIPDATE	100.00	100.00	3/3/2018	0	489	80.0000	10.00
K&J Cattle Ranch		11718-DUEDATE	125.00	125.00	2/15/2018	0	505	80.0000	12.50
K&J Cattle Ranch		11718-TENOR	150.00	150.00	3/3/2018	0	489	80.0000	15.00
K&J Cattle Ranch		11718-INVAGE	200.00	200.00	11/15/2017	0	597	80.0000	20.00
W almart IL		1102018-2	456.33	456.33	3/6/2018	10	486	80.0000	45.63
W almart IL		1102018-NOAVAIL	10,000.00	10,000.00	3/7/2018	10	485	80.0000	1,000.00
W almart IL	:	3719-FMDATE	1,000.00	1,000.00	6/26/2019	10	9	80.0000	100.00
W almart IL		61119-FINDATEINV	1,000.00	1,000.00	6/26/2019	10	9	80.0000	100.00
Printed: July 20, 2020, 3:00	0 PM (*MaxCredProtect)								Page 14 of 36

Report Details

Column	Description
Client	Displays the Client's name
Debtor	Displays the Debtor's name.

ih

Column	Description
Invoice #	Displays the Invoice Number.
Invoice Amount	Displays the Invoice Amount.
Invoice Balance	Displays the Outstanding balance on the Invoice.
Finance Maturity Date	Displays the Finance Maturity Date on the Invoice.
Grace Days	Number of days for Grace (Cushion). This is set at Client Terms > Due Date Fee Panel > Cushion or if using overrides, this is set at Detail Aging > Extra Terms Tab > Overrides section > Cushion
Finance Maturity Days	Displays the Number of days past the Finance Maturity date to the date of the report.
Max Credit %	Max Credit Protection %. This is set at Client Information > Invoice Rules Panel > Max Credit Protection or if using overrides, this is set at Detail Aging > NOA/Rules Tab > Max Credit Protection
Overage Amount	Overage Amount = Funded Amount - Max Credit % Amount

Not Payable To Lender Report

This report displays a summary of the checks not paid to the lender. The client and debtor name will display along with the check date, check number, check amount, balance, credit limit, NOA status, checks received and how many checks were not paid to the lender.

The default report definition for this report is NotPayFact.

Not Payable To Lender			23
Report Template:			▼ <u>N</u> ew
Parameters Destination Scheduling Templates History			
Date Range: Today	From:		
	Thru:		
Client:			-
A/E:			-
Office:			•
Client Group:	Value:		-
Sequence: Client, Customer			-
Print/Local <u>View/Local</u> Print/Engine	<u>S</u> ave	E <u>x</u> it	<u>H</u> elp



Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

Field	Description
Date	Select the date to use for the report from the list:
	• Today
	• Yesterday
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
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
	s/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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access

Field	Description
	this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes.
Sequence	Select the sort sequence for the report data:
	• AE, Client,Debtor
	Client, Debtor

Report Sample

TEST GAP No Insurance Financial Serv Checks Not Paid To Lender Report								February 2	2, 2021 Only
Client Customer	Check Date	Check Number	Check Source	Check Amount	Balance	Credit Limit	NOA Status	Checks Received	Not Paid To Lender
Invoice Delivery (INVDELIVERY) Walmart IL (WALMARTIL)	2/2/2021	CKNPTF	ACH	1,000.00	62,995.05	1,000,000,000.	R	38	3

Report Details

Column	Definition
Client	Client Name
Debtor	Debtor Name
Check Date	The Date that the Check was created. Displays if System Preference below is set to Check Date and the report is generated by Check Date
Post Date	The Date that the Check was posted. Displays if System Preference below is set to Post Date and the report is generated by Post Date
Check Number	The number of the check.
Reason	Reason why the check was not paid to lender.
Check Amount	The amount of the check.



Column	Definition
Check	The Check Source of the check.
Source	Displays if System Preference below is set to TRUE and Check Sources are defined in Tables > Data Entry > Check Sources
Balance	The balance owed for the relationship at the time the report was generated. Does not show the balance "as of" the date range, only the current balance for the relationship at the spe- cific date/time the report was generated.
Credit Limit	The credit limit for the relationship when the report was generated. Does not show the credit limit "as of" the date range, only the current credit limit for the relationship at the specific date/time the report was generated.
NOA Status	The NOA Status for the relationship when the report was generated. Does not show the status "as of" the date range, only the current status for the relationship at the specific date/time the report was generated.
Checks Received	Total number of checks posted to this relationship for the life of the relationship.
Not Paid to Lender	Total number of checks received for the life of the relationship that were marked as NPTF.

Security Roles

To generate the Not Payable to Lender Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Analysis Reports > Print not payable to lender Report

System Preferences

The following system preferences for this report are found in the Administration module, System Preferences, **Reports**, **Not payable to lender report**

Preference	Description
Include check source on report	Set to TRUE the report will include Check Source
Select based on	Select based on date by which the report will be generated:



Preference	Description
	Check Date
	Transaction Post Date

Overdraft Report

This custom report lists master clients with the (Overdraft) Reserves column displaying the cumulative excess/deficit for the member clients under the master so that the lender can easily identify negative availability for the master client. This report is accessed from the Analysis menu of the Reports module.

The default report definition for this report is **Overdraft**.

Vverdraft Report
Report Template:
Parameters Destination Scheduling Templates History
As Of Date: Current Date
Client:
A/E:
Office:
Client Group:
Print/Local View/Local Print/Engine Save Exit Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

Field	Description
As Of Date	Select the ending date of the date range for the report.



Field	Description			
	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 Cli- entWeb Report Queue, a screen appears to choose the date range (Current Date , Previous Month-End Date , or Specific Date).			
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 <i>Client Information</i> 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 <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			



Field	Description
	change the Office field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Client Group Code Table.

Report Details

Field/Column	Description
Name	Client Name
A/R Balance	Client's total amount of A/R Balance
Ineligible A/R	Client's total amount of Ineligible A/R
Reserves/AddBacks	Client's Ineligibilities as defined in Client Information > Ineligibility Panel > Cli - ent Ineligibility Grid
Eligible A/R	Client's total amount of Eligible A/R
Non-A/R Reserves	Client's Non-Receivable Reserves as defined at Master Client Level
Funds Employed	Client's total Funds Employed
(Overdraft) Reserves	Eligible A/R - Non-A/R Reserve - Funds Employed
Other	Total Amount of Balance from other GL Accounts (INV, EQU, OTH, COLL , LC, LG, REAL, OADV)

Report Sample

TE ST ACCORD FINANCIAL INC. **TE ST** Overdrat July 19, 20				iverdraft Report ly 19, 2020 Only				
Name	A/R Balance	Ineligible A/R	Reserves/ Addbacks	Eligible A/R	Non-A/R Reserves	F und s Employed	(Overdraft) Reserves	Other
MODIUM INTERNATIONAL (3966640 CANADA INC.) (9679)	1,370,434	1,059,504	(856,199)	1,167,129	0	920,782	12,921	513,409
Grand Total	1,370,434	1,059,504	(856,199)	1, 167, 129	0	920,782	12,921	513,409

Portfolio Analysis Report

This custom report lists Groups (Master Clients) with detail and summary formats for Funds Employed Analysis. This report is accessed from the Analysis menu of the Reports module.

Portfolio Analysis Report		×
Report Template:	•	<u>N</u> ew
Parameters Destination Scheduling Templates History		
Client:		.
A/E:		-
Office:		-
Client Group:	Value:	-
Date Range: Today	From:	
	Thru:	
Format: Detail		-
Print/Local View/Local Print/Engine	<u>S</u> ave E <u>x</u> it	Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

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.

Field	Description
	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 <i>Client Information</i> 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Client Group Code Table.
Date Range	Select the date to use for the report from the list:

Field	Description
	• Today
	• Yesterday
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Fri- day's data (assuming Friday was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
Format	Select the report format to print.
	• Detail
	• Summary

Report Details

Field/Column	Description		
Format: Detail			
Group	Client name from Master Client		
A/R Balance Sum of all client's facilities when facility category = ARD, ARN & ARP Collar Balance at the thru date of the report.			

Field/Column	Description
Purchases	Sum AR amounts in all purchase batches for all affiliated clients within the date range.
Receipts	Sum AR amounts in all payment batches for all affiliated clients within the date range.
Net Chargebacks	Sum AR amounts in all adjustment batches for all affiliated clients within the date range
AR Funds Employed	Sum of all client's AR Funds Employed for all affiliated clients
INV	Sum of all client's NFE balance for facilities when facility category = INV
EQU	Sum of all client's NFE balance for facilities when facility category = EQU
REAL	Sum of all client's NFE balance for facilities when facility category = REAL
ОТН	Sum of all client's NFE balance for facilities when facility category = OTH
OADV	Sum of all client's NFE balance for facilities when facility category = OADV
COLL	Sum of all client's NFE balance for facilities when facility category = COLL
Total Funds Employed	Sum of all client's NFE balance for all affiliated clients
Format: Summary	
Group	Client name from Master Client
Funds Employed AR	Sum of all client's AR Funds Employed for all affiliated clients
Funds Employed on Other Loans	Sum of all client's Other Loans Funds Employed for all affiliated clients
Total Fund Employed	Funds Employed AR + Funds Employed on Other Loans
Gross A/R	Sum of all client's facilities when facility category = ARD, ARN & ARP Collateral AR Balance at the thru date of the report.

Report Sample

Detail Format

TE \$T	**TE ST **			Portfolio Analysis Repor July 1, 2020 Thru July 19, 202/								
Group	A/R Balance	Purchases	Receipts	Net Chargebacks	AR Funds Employed	INV	EQU	REAL	ОТН	OADV	COLL	Total Funds Employed
MASTER CLIENT GROUP NAME	1,370,434	120,587	187,382	146,358	920,782	400,000	0	0	0	113,410	0	1,434,192
Grand Total	1,370,434	120,587	187,382	146,358	920,782	400,000	0	0	0	113,410	0	1,434,192

Summary Format

TEST	**TEST**			Por July	Portfolio A/R Summary Report July 1, 2020 Thru July 19, 2020	
Group		Funds Employed on A/R	Funds Employed on Other Loans	Total Funds Employed	Gross A/R	
MASTER CLIENT GROUP NAME		920,782.24	513,409.38	1,434,191.62	1,370,433.64	
Grand Total		920,782.24	513,409.38	1,434,191.62	1,370,433.64	

Red Flag Rule Report

The Red Flag Rule report lists clients flagged for red flag conditions as of the current FactorSoft processing date. Report: Rule Name Report, you can review various issues and critical warnings associated with any of the Red Flag Rules setup in the Red Flag Rules Table. Report: Rule Type Report provides information associated with the Red Flag Rules associated the insurance policy for specific clients, such as policies close to expiration, policies with chargebacks that exceed a specified percentage of the accounts receivable (A/R) balance, and so on.

The default report definition for this report is RedFlag.

Red Flag Rule Report	8
Report Template:	w
Parameters Destination Scheduling Templates History	
Client:	
A/E:	
Office:	
Client Group:	
Report: Rule Name Report	
Rule Name:	
Rule Type: Red Flag- NonFactored Detail	
<u>Print/Local</u> <u>View/Local</u> Print/Engine <u>Save</u> E <u>xit</u> <u>H</u> elp	

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

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.

Field	Description
	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 <i>Client Information</i> 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Rule	Select the rule type to which to limit the report results.
Name	Red flag rules are defined on the Red Flag Rules table in the Tables module. For more inform- ation on the rules that can be defined in the Tables module, refer to the FactorSoft Admin- istrator's Guide.
Rule	Select the rule type to which to limit the report results.
Туре	Red flag rules are defined on the Red Flag Rules table in the Tables module. For more inform- ation on the rules that can be defined in the Tables module, refer to the FactorSoft Admin-

Report Sample

Rule Type Report

TEST GAPFinancingCorp **TEST**				July	20, 2020 3:52:33 PM
Red Flag - Policy Limit					Gena policy limit
					Policy Limit Detail
Client Name	Policy Name	Policy Number	Policy Limit	Coverage Amount	Percentage Used
Insurance / Decimals	4 Decimal insurance	82210_1	100.000.00	1 000 00	1 0.0%
Asian las Decentinas	Acute Inv Deced Names of	02213-1	100,000.00	1,000.00	0.05%
Azure Inv Based Insurance Client	Azure inv Based Insurance	6419-INS	100,000.00	950.00	0.95%
Back Portfolio Insurance Client	Back Portfolio	3419-2	1,000,000.00	18,837.30	1.88%
Country Credit Limit Client	Country	31519-2	200,000.00	900.00	0.45%
Insurance Policy Company 2	Insurance Policy Company 2	113017-12	1,000,000.00	73,287.51	7.32%
Inv Based Insurance Client	Inv Based Insurance Client	32018-1	1,000,000.00	4,000.00	0.40%
Inv Based w/Insurance Client	Inv Based W/Insurance	192018-1	120,000.00	1,206.99	1.00%
Inv Based w/Insurance Relationship Client	INv Based winsurance Relationship	1162018-1	1,000,000.00	172,648.15	17.26%
Max Credit Percentage Client	Max Credit Percentage	372019-1	1,500.00	1,000.00	66.66%
Max Credit Protection Relationship	Max Credit Relationship	654-1	100,000.00	750.00	0.75%
Policy Max 1	Policy 1 Max	Max-1	800.00	800.00	100.00%
Policy Max 1	policy 2 Max	Max-2	1,000.00	900.00	89.99%
Policy Max Liability Client	Policy Max	32719-1	1,800.00	950.00	52.77%
Policy Max Relationship	Policy Max Relationship	85236-1	10,000.00	3,375.00	33.75%
		Total	4,635,100.00	280,604.95	

Printed: July 20, 2020, 3:52 PM(*RedFlagPL)

Rule Name Report

Page 1 of 2

TE ST G AP F in an cing Corp **TE ST**

Client	Rule Name	Rule Type	A/R Balance	Level	Group	Posted
2nd Additional Fee - NFE Client (2NDADDL)	Total Debtor Concentration	Factoring total Debtor concentration	3,337.70	0		2/5/2018
3rd additional fee NFE client (3RDADDFEE)	Total Debtor Concentration	Factoring total Debtor concentration	11,557.21	0		1/31/2018
Accu NFE Load Client- reserves (ACCU)	Total Debtor Concentration	Factoring total Debtor concentration	2,500.00	0		12/18/2017
Additional Fee Statement 3 Client (ADDFEE3)	Total Debtor Concentration	Factoring total Debtor concentration	1,000.00	0		3/16/2018
ADDL Fee Statement Client (ADDFEEST)	Total Debtor Concentration	Factoring total Debtor concentration	19,981.68	0		12/18/2017
Anna Mada LLC (ANNAM)	Total Debtor Concentration	Factoring total Debtor concentration	69,939.92	0		12/18/2017
Anna's Default no advance - escrow (DEFAULT)	Total Debtor Concentration	Factoring total Debtor concentration	3,000.00	0		12/18/2017
Azure Inv Based Insurance Client (AZUREINV)	Total Debtor Concentration	Factoring total Debtor concentration	2,975.00	0		6/30/2019
Back Portfolio Insurance Client (BACKPORT)	Total Debtor Concentration	Factoring total Debtor concentration	1,123,653.91	0		5/2/2019
Back Portfolio No Insurance Client (BACKNO)	Total Debtor Concentration	Factoring total Debtor concentration	103,001.00	0		5/2/2019
Carrier No Escrow (CARESC)	Total Debtor Concentration	Factoring total Debtor concentration	2,500.00	0		5/2/2019
Carrier Payment Client (NEWCAR)	Total Debtor Concentration	Factoring total Debtor concentration	70,975.83	0		4/2/2019
Carriers Brokerage Firm (CARRIER)	Total Debtor Concentration	Factoring total Debtor concentration	6,311.06	0		12/18/2017
Collection Agency (COLLECTION)	Total Debtor Concentration	Factoring total Debtor concentration	1,000.00	0		1/12/2018
Concentration Client (CONCENTRATIO)	Total Debtor Concentration	Factoring total Debtor concentration	43,000.00	0		3/6/2019
Contracts Services LLC (CONTRACT)	Total Debtor Concentration	Factoring total Debtor concentration	11,000.00	0		12/15/2017
Country Credit Limit Client (COUNTRY)	Total Debtor Concentration	Factoring total Debtor concentration	2,001.00	0		7/1/2019
Credit Approval Client (CREDIT)	Total Debtor Concentration	Factoring total Debtor concentration	10,100.00	0		12/18/2017
Crossway Rail Company (CROSSWAY)	Total Debtor Concentration	Factoring total Debtor concentration	2,700.00	0		12/18/2017
Daily Rate Client (DAILYRATE)	Total Debtor Concentration	Factoring total Debtor concentration	100,000.00	0		5/2/2019
DEMO CONTRACTS CLIENTS (CONTRACTS)	Total Debtor Concentration	Factoring total Debtor concentration	6,000.00	0		7/1/2019
Printed: July 20, 2020, 3:54 PM (*RedFlag)						Page 1 of 4

Report Details

Column	Description
Rule Name Report	
Client	Client Name
Rule Name	Rule Name as established in Red Flag Rules Table
Rule Type	Rule Type as established in Red Flag Rules Table
A/R Balance	Client's A/R Balance
Level	Level as established in the Red Flag Rules Table



Column	Description
Group	Filter Value as established in Red Flag Rules Table
Posted	Date the Red Flag was effective
Rule Type Report	
Client Name	Client Name
Policy Name	Policy Description
Policy Number	Policy Number
Policy Limit	Policy's Max Liability
Coverage Amount	Amount covered by the Policy
Percentage Used	Percentage of the Policy that has been used

Security Roles

To generate the Red Flag Rule Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Analysis Reports > Print Red Flag Rule Reports

Return on Investment Report

The Return on Investment Report generates a report that calculates the return on investment percentage for closed invoices by client. A Detail Report format provides invoice level detail, while the Summary Report format aggregates all client invoices into one ROI percentage figure.

The default report definition for this report is **ReturnOnInvest**.

Eturn On Investment Report	×
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Today From:	
Thru:	
Client:	•
A/E:	•
Office:	•
Client Group: Value:	~
Format: Detail Report	•
Include Weighted ROI	
Print/Local View/Local Print/Engine Save	Exit Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

Field	Description
Date	Select the date to use for the report from the list:
Range	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
From/Thr- u	Enter the beginning and ending dates to be used for the report when the Specific date range option is selected in the Date Range list.

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 > Field- s/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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .

Field	Description
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Group Code Table.
Format	 Select the report format: Detail Report: This report lists by client the return on investment for each invoice
	closed during the reporting period.
	 Summary Report: This report lists the aggregated return on investment for each cli- ent.
Included Weighted	Select this option to report a weighted ROI figure for each client, and a portfolio total for the Weighted ROI at the end of the report. Weighted ROI is calculated as:
ROI	(Fee Income / Advance Amount)*(365/(sum of each invoice advance amount * days open/Total Advance Amount))

Report Sample

Format: Detail

TE ST G AP No Insurance Financial Serv Return on Inv From February 2, 20					Investment 2, 2021 Only					
Client	Inv #	Purchase Date	Paid Date	Open Days	Invoice Amount	Total Advanced	Inv Amt xDays F rom Advance	Adv Weighted Avg Days	Total Fee	ROI %
Invoice Delivery	y (INVDELIVERY)									
52820-1 TESTSAMEBATC H	12/11/2019	2/2/2021	420	1,000.00	900.00	420,000.00		95.00	9.17	
	TESTSAMEBATC H	8/2/2019	2/2/2021	551	1,000.00	900.00	551,000.00		62.00	4.56
				485.50	2,000.00	1,800.00	971,000.00	485.50	157.00	6.56
			Report Total	485.50	2,000.00	1,800.00	971,000.00	485.50	157.00	6.56

Format: Summary

*TE ST** GAP No Insurance Financial Serv Return on In From Fe			Return on Investme From February	nt Summary 2, 2021 Only				
Client		Open Days	Invoice Amount	Total Advanced	Inv Amt xDays F rom Advance	Adv Weighted Avg Days	Total Fee	ROI %
Invoice Delivery (INV DELIVERY)		485.50	2,000.00	1,800.00	971,000.00	485.50	157.00	6.56
	: Report Total	485.50	2,000.00	1,800.00	971,000.00	485.50	157.00	6.56



Report Details

Field/Column	Description
Format: Detail	
Client	Client Name
Inv #	Invoice Date
Purchase Date	Date Invoice was purchased on.
Paid Date	Date Invoice was paid on
Open Days	Number of days that the invoice was open with a balance
Invoice Amount	Invoice Amount
Total Advanced	Amount advance on the Invoice
Inv Amt xDays from Advance	Invoice Amount X Open Days
Adv Weighted Avg Days	Advance Weighted Avg Days to Pay
Total Fee	Total Fees Earned
ROI %	Total invoice fees / Total invoice advances * 365 / (S(Invoice Age) / # of closed invoices)
Format: Summary	
Client	Client Name
Open Days	Number of days that the invoice was open with a balance
Invoice Amount	Total Amount of Invoices
Total Advanced	Total Amount Advanced on all Invoices
Inv Amt XDays from Advance	Invoice Amount X Open Days
Adv Weighted Avg Days	Advance Weighted Avg Days to Pay
Total Fee	Total Fees Earned
ROI %	tal invoice fees / Total invoice advances * 365 / (S(Invoice Age) / # of closed invoices)

v4.7

Security Roles

To generate the Return on Investment Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Analysis Reports > Return on Investment Report

System Preferences

The following system preferences for this report are found in the Administration module, System Preferences, **Reports**, **Return on Investment report**

Preference	Description
Reports Module Name	Enter the Report Module name to use for the report.

Signed Analysis

This report prints a summary of date signed and financial information for clients within a specified date range. The Client name, Signed Date, First Fund, First Buy, Average Balance, Average Funds, Sales and Earn-ings will display.

Optionally, the Signed Analysis Report can be generated using the client's first funding date instead of the signed date as the primary date key. To utilize this option, set System Preference Reports, Signed Analysis Report, Use First Funded Date instead of Client Signed Date to **True**.

The default report definition for this report is SignedAnalysis.

冒 Signed Analysis Report	X
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Client:	•
A/E:	_
Office:	_
Client Group:	Value:
Client Signed: Today	From:
	Thru:
Show Data: Today	From:
	Thru:
Sort Client Name	•
Print/Local View/Local Print/Engine	<u>S</u> ave E <u>x</u> it <u>H</u> elp



Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

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 <i>Client Information</i> screen.
	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 <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.
	Offices are defined in the Office table in the Tables feature. To access this table, on the File
Field	Description
--------------	--
	menu, click Tables. Then, on the Client & Debtor menu, click Office.
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table.
Client	Select the date range within which clients were signed to use for the report from the list:
Signed	• Today
	Last Business Date
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date range
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
Show Date	Select the date range within which to report data to use for the report from the list:

Field	Description
	• Today
	Last Business Date
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date range
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
Sort	Select the major sort field for the generated output.
	Client Name
	Signed Date
	First Funding Date

Sample Report

Client Signed Date

TE ST G AP No Insurance Financial Serv

Signed Analysis Report

Client signed between November 1, 2020 and November 16, 2020 Data from November 1, 2020 and November 16, 2020

				Average	Average		
Name	Signed	First Fund	First Buy	Balance	Funds	Sales	Earnings
Portfolio Additional Fee Collection	11/5/2020	11/5/2020	11/5/2020	719.50	374.13	2,302.40	
Portfolio Add Fee Collection #2	11/10/2020	11/10/2020	11/10/2020		(309.50)	3,568.64	6.31
Additional Collection Fee	11/16/2020	11/11/2020	11/11/2020	62.50	(12.25)	1,000.00	0.80
Signed Buy Client	11/16/2020	11/13/2020	11/13/2020	250.00		1,000.00	
Signed Fund Client	11/16/2020	11/16/2020					
5 Clients Listed				1,032.00	52.38	7,871.04	7.11

Printed: November 25, 2020, 2:13 PM (*SignedAnalysis)

First Funded Date



jh

TEST GAP No Insurance Financial Serv

Signed Analysis Report

First Funded between November 1, 2020 and November 16, 2020 Data from November 1, 2020 and November 16, 2020

			Average	Average		
Name	First Fund	First Buy	Balance	Funds	Sales	Earnings
Portfolio Additional Fee Collection	11/5/2020	11/5/2020	719.50	374.13	2,302.40	
Portfolio Add Fee Collection #2	11/10/2020	11/10/2020		(309.50)	3,568.64	6.31
Additional Collection Fee	11/11/2020	11/11/2020	62.50	(12.25)	1,000.00	0.80
Client Fee Statement Client	11/12/2020	11/12/2020	1,527.40	1,222.23	4,887.68	50.13
Signed Buy Client	11/13/2020	11/13/2020	250.00		1,000.00	
Signed Fund Client	11/16/2020					
6 Clients Listed			2,559.40	1,274.61	12,758.72	57.24

Printed: November 25, 2020, 2:14 PM (* SignedAnalysis)

Page 1 of 1

Report Details

Column	Description
Name	Displays the Client's name
Signed	Displays the Client's Signed Date
First Fund	Displays Date for the Client's First Funding
First Buy	Displays Date for the Client's First Buy/Purchase
Average Balance	Displays Client's Average Balance for Show Data Date Range
Average Funds	Display Client's Average Funds for Show Data Date Range

Column	Description
Sales	Displays Client's Sales for Show Data Date Range
Earnings	Displays Client's Earnings for Show Data Date Range

Security Roles

To generate the Red Flag Rule Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Analysis Reports > Print Signed Analysis Report

System Preferences

The following system preferences for this report are located in the Administration module, **System Preferences**, **Reports**, **Signed Analysis Report** folder.

Preference	Description
Use First Funded Date Instead of Client Signed Date	When set to True, Client Signed Parameter becomes First Funded Date Para- meter and the report is generates data based on First Funded Date.
Screen Label for Date Sorting	Free Form Text to indicate what the Label will be for the Client Signed Parameter allowing the FI to change the Label to read "First Funded Date" instead of "Client Signed" so that User will realize that they are running the report by First Funded date.

Trend Analysis Report

The Trend Analysis Report provides historical information about a client's or master client's performance to help assess trends within certain industries or seasons. The results can be displayed in a variety of formats: by year, by half-year, or quarterly, by grand totals and performance averages. Detail lines on the report are based upon the actual number of days the report includes.

The default report definition for this report is **Trend**.



Trend Analysis Reports	×
Report Template:	<u>N</u> ew
Parameters Destination Scheduling Templates History	
Client	-
A/E	<u> </u>
Office:	<u> </u>
Client Group:	-
Broker:	•
Source:	•
Format: Detail	
Sort By: Client	
Dates: Alpha Months:	
Totals: None Breaks: None	•
Print/Local View/Local Print/Engine Save Exit	lelp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

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.



Field	Description
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 <i>Client Information</i> 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 <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. Offices are defined in the <u>Office table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table.
Broker	Select the broker to which to limit the report results from the list.
Source	Select the referral source to which to limit the report results from the list. Sources are defined in the Referral Source Table in FactorSoft.
Format	Select the report format to be printed:
	Detail: displays the monthly detail for each client.
	Alpha: displays a single period total summary for each client.
	ClientAnalysis: displays the Client Analysis report with aging
Sort By	Select the sort option that determines the order in which to sort the report.
	Client: Sort clients alphabetically A-Z.
	Balance: Sort clients by balance, lowest to highest.



Field	Description
Dates	Select the date format to be displayed on the report
	Alpha: display dates in alpha format with month spelled out.
	• Numeric : display the dates in numeric format with the month represented by a number 01-12.
Totals	Select the total type for the report:
	• None: detail lines only. This is not applicable for the Summary format
	• Summation: Prints a period summation total for each client and break.
	• Averages: Prints the period average for each client and break.
	• Both (Summation & Average): Print both the period summation and average totals.
Ending Month	Enter the month that is the last month in the Ending Year to include in the results.
Ending Year	Enter the year that is the most recent year to include in the results.
Months	Enter the number of months back from the Ending Month and Ending Year date to include in the results.
Breaks	Select the break point for the report. Detail lines will be broken and totaled in 3 or 6 month seg- ments, as specified. This setting is not available for the Client Analysis report format.
	• None
	• 3 Months
	6 Months

Security Role

The Trend Analysis Report is configured in **Security > Manage Roles > Reports > Analysis > Print Trend Analysis Report** (Yes/No).

System Preferences

The following system preferences for this report are located in the Administration module, **System Prefer**ences > **Reports** > **Trend Analysis** folder.

© 2022 Jack Henry & Associates, Inc.®

FactorSoft™

v4.7

Preference	Description
A/R Turn Calculation Method	Select the Calculation method for A/R Turn:
	Beginning Balance/ Payments for Activity period
	 Annualized Sales / Average Accounts Receivable Bal- ance
Collection is amount applied to A/R	Set to TRUE, Collections is the amount applied to A/R
Do not include non-factored payments as chargeback or giveback	Set to TRUE, Non-factored payments are not included in the Charge Back or Give Back amounts
Give Backs are called credit reserve	Set to TRUE, Column Header on Client Analysis reads Credit Reserves instead of Give Backs
Report by Master Clients	Set to TRUE, Report generated for Master Client Level

Report Details

Field/column	Description
Format: Detail	
Client	Client Name
Beginning Bal- ance	Beginning Balance
Purchases	Total Amount of Purchases/Sales
Collections	Total Amount of Collections/Cash Postings
C/B Debit	Total Amount of Chargeback Debit to the Cash Reserve
C/B Credit	Total Amount of Chargeback Credit to the Cash Reserve
Write Off	Total Amount of Writeoffs
Ending Balance	Beginning Balance + Purchases - Collection - C/B Debit + C/B Credit
Fees	Total Fees Earned
A/R Turn	A/R Turn as defined in System Preferences > Reports > Trend Analysis > A/R Turn calculation Method
Format: Summai	ſŶ



Field/column	Description
Client	Client Name
Beginning Bal- ance	Beginning Balance
Purchases	Total Amount of Purchases/Sales
Collections	Total Amount of Collections/Cash Postings
C/B Debit	Total Amount of Chargeback Debit to the Cash Reserve
C/B Credit	Total Amount of Chargeback Credit to the Cash Reserve
Write Off	Total Amount of Write offs
Ending Balance	Beginning Balance + Purchases - Collection - C/B Debit + C/B Credit
Fees	Total Fees Earned
A/R Turn	A/R Turn as defined in System Preferences > Reports > Trend Analysis > A/R Turn calculation method
Format: Client Aı	nalysis
Beginning A/R	Beginning A/R Balance
Purchases	Amount of Purchases
Cash Col- lections	Amount of Cash Collections
Charge Backs	Amount of Charge Backs
Give Backs	Amount of Give Back / Credit Reserves
Suspense	Amount of Suspense
Ending A/R	Ending A/R Balance
Ending Reserves	Ending Reserve Balance
Net Funds Employed	Client's Net Funds Employed Balance
Dilution %	Dilution percentage
NF Dilution %	Non-Factored Dilution percentage

jh

Field/column	Description
Coll/Purch %	Collection/Purchases * 100
Net Coll/Purch %	Net Collection/Purchases * 100
Funds A/R %	Net Funds Employed/Ending A/R * 100
Aging Buckets w	/ Percentage
Total	Total Amount of A/R
1-30 - %	A/R Aged 1-30 days and percentage of Total A/R
31-60 - %	A/R Aged 31-60 days and percentage of Total A/R
61-90 - %	A/R Aged 61-90 days and percentage of Total A/R
91-120 - %	A/R Aged 91-120 days and percentage of Total A/R
121-150 - %	A/R Aged 121-150 days and percentage of Total A/R
151-up - %	A/R Aged 151 -up days and percentage of Total A/R

Report Sample

Detail Format

TEST GAP No Insurance Financial Serv Detail Trend Analysis							For 3 Ma	onths Thru Dec	ember, 2020
Client	Beginning Balance	Purchases	Collections	C/B Debit	C/B Credit	Write Off	Ending Balance	Fees	A/R Turn
Invoice Delivery (INVDELIVERY)									
10-2020	44,328.40						44,328.40		
11-2020	44,328.40	77,556.92	3,075.32	10,585.57	1,124.52	(2,623.46)	109,348.95	1,275.97	432.43
12-2020	109,348.95						109,348.95		

Summary Format

TEST GAP No Insurance Financial Serv

Summary Trend Analysis By Client

Client	Beginning Balance	Purchases	Collections	C/B Debit	C/B Credit	Write Off	Ending Balance	Fees	A/R Turn
AAA client (AAA)									
Overall Total									
AAA Client 2 (ZZZ)									
Overall Total									
Additional Collection Fee (ADDCOL)									
Overall Total									
Additional Fee At Purchase (ADDPUR)									
Overall Total									
Auto Credit (AUTOCREDIT)									
Overall Total	1,000.00								
AutoCash API (AUTOCASH)									
Overall Total									
Broker Client (BROKER)									
Overall Total		1,000.00	1,000.00					22.00	
Carrier Payments (CARRIER)									
Overall Total	12,488.18	4,000.00	2,500.63				13,987.55	250.06	918.90
Check W riter Client (CHECKW RT)									
Overall Total	10,000.00								
Client Fee Statement Client (CLIENTFEE)									
Overall Total									
Contracts Client (CONTRACTS)									
Overall Total	32,000.00		100.00					10.00	58,880.00
Contracts2 Client (CONTRACTS2)									
Overall Total	20,000.00								
Dilution Client (DILUTION)									
Overall Total	13,000.00								
Due Date Collection W/Float (DUEDATE1)									
Overall Total		2,582.70	2,582.70					6.18	
escrow both client (ESCROWB)									
Overall Total									
Escrow Client (ESCROW)									
Overall Total									

Client Analysis Format

TEST GAP No Insurance Financial Serv	Client Analysis	A/E: GENA	
Invoice Delivery (INVDELIVERY)		Terms: 90% Adv; 1% every 10 days	
December 31, 2020		Advance: 90.00	
		Credit Limit: 1,000,000,000,000.00	

	Beginning	ng Cash		Charge			Ending	Ending	Dilution	NF	Coll/	Coll/ NetColl/ Funds		
	A/R	Purchases	Collections	backs	Give Backs	Suspense	A/R	Reserves	Employed	%	Dilution%	Purch %	Purch %	A/R %
10-2020	44,328.40	0.00	0.00	0.00	0.00	0.00	44, 328.40	(564,350,699 .67)	564,388,349.4 7	0.00	0.00	0.00	0.00	1,273,19 8.11
11-2020	44,328.40	77,556.92	3,075.32	10,585.57	1,124.52	0.00	109,348.95	(564,358,430 .20)	564,453,096.9 9	344.21	307.64	3.97	16.16	516,194. 35
12-2020	109,348.95	0.00	0.00	0.00	0.00	0.00	109,348.95	(564,358,430 .20)	564,453,096.9 9	0.00	0.00	0.00	0.00	516,194. 35
-	44,328.40	77,556.92	3,075.32	10,585.57	1,124.52	0.00	109,348.95	-						
	Tot	al	1-30 %	31-60) %	61-90	%	91-120	%	121-150) %	1	51-Up	%
10-2020	49,674.	73	0.00 0.00	1,965.47	3.96	36,023.98	72.52	186.02	0.37	2,785.99	5.61	8,7	713.27	17.54
11-2020	113,071.	82 72,73	8.70 64.33	0.00	0.00	1,965.47	1.74	35,086.07	31.03	186.02	0. 16	3,0	95.56	2.74
12-2020	113,071.	82	0.00 0.00	71,738.70	63.45	1,000.00	0.88	1,965.47	1.74	32,299.63	28.57	6,0	68.02	5.37



Verification Status Report

The Verification Status Report provides a detail listing of Verification, Collection and other Note Types associated with the invoice for a certain date range and can be scheduled via the Engine.

Default Report Name: VerificationStatusRept

🔚 Verification Status Report	8
Report Template:	<u>N</u> ew
Parameters Destination Scheduling Templates History	
DateRange: Last Month	-
Thru:	
Client: Amanda Test Client (AGC)	-
A/E:	-
Office:	-
Client Group: Value:	- I
Customer:	
Customer Group:	J
<u>Print/Local</u> <u>View/Local</u> Print/ <u>E</u> ngine <u>S</u> ave E <u>x</u> it <u>H</u> €	lp.

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

Field	Description
Date Range	Select the date to use for the report from the list:



Field	Description							
	• Today							
	• Yesterday							
	• Last Month							
	Current month-to-date							
	Year through last month-end							
	Current year-to-date							
	Specific date							
	• Set At Run Time (Web Template Only)							
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.							
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Fri- day's data (assuming Friday was the last business day) instead of Sunday's. Set System Prefer- ence Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.							
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.							

Field	Description
	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 <i>Client Information</i> 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
Client Group	Select the client group to which to limit the results in the report. Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Debtor	Enter the debtor for which to request the report. Click the Down Arrow to display a list of valid entries.
	Leave this field blank to include all debtors in the report results. To delete an entry in this field, click the Down Arrow twice to highlight the entry and press the Delete key.
Debtor	Enter the debtor group to which to limit the report results.
Group	Debtor Groups are defined in the Group Code table in the Tables module.
Value	Enter the debtor group value for which to limit the report results.
	Debtor Groups are defined in the Group Code table in the Tables module.



TE ST Anna's Awesome **TE ST** February 1, 2020 Thru January 31, Verification Status Report								
Client								
Debtor	Inv#	PO#	Invoice Date	Invoice Amount	Approve Status	Date	Notes	
Amanda Test Client								
A manda Test Debtor	012520A GC		2/28/2020	22222.0000	Approved	2/17/2021 11:21:39 AM	will pay soon	
A manda Test Debtor	012520A GC		2/28/2020	22222.0000	Approved	2/17/2021 7:33:41 PM	Invoice was sent via email by the Cadence Invoice Delivery Service. It vas delivered to the following addresses: TO: accalison@jhacorp.com CC: BCC:	
A manda Test Debtor	0216		2/2/2020	1000.0000	Approved	2/17/2021 11:21:39 AM	will pay soon	
Amanda Test Debtor	021721	AGC021721	2/28/2020	5000.0000	Approved	2/17/2021 11:21:39 AM	will pay soon	
A manda Test Debtor	021721-2		2/21/2020	20000.0000	Approved	2/17/2021 11:21:39 AM	will pay soon	
A manda Test Debtor	021721-3		2/21/2020	3000.0000	Approved	2/17/2021 11:21:39 AM	will pay soon	

Report Details

Column	Description
Client	Displays the Client Name associated to the Invoice in which the note was posted.
Debtor	Displays the Debtor Name associated to the Invoice in which the note was posted.
Inv #	Displays the invoice number associated to the posted note.
PO #	Displays the purchase order number associated to the posted note.
Invoice Date	Displays the date of the invoice associated to the posted note.
Invoice Amount	Displays the amount of the invoice associated to the posted note.
Approve Status	Displays the approval status of the invoice associated to the posted note.
Date	Displays the date the note was posted.
Notes	Displays the contents of the note.

Security Roles

To generate the Verification Status Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Analysis Reports > Print verification status report

Yield Report

The Master Summary Yield and Detail Yield Reports report custom client yield calculated based on revenue. Both reports are requested from the Yield Reports screen, which is accessed from the Analysis menu of the Reports module.

v4.7

冒 Yield Report	×
Report Template:	<u>▼</u> <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Today	From:
	Thru:
Client	•
A/E:	-
Office:	-
Client Group:	Value:
G/L Group:	~
Term Type:	•
Format: Detail	•
Convert to native currency	
Print/Local View/Local Print/Engine	<u>Save</u> <u>Exit</u> <u>H</u> elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

Field	Description
Date	Select the date to use for the report from the list:
Range	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the



Field	Description
	date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
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- s/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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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

Field	Description
	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 <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
G/L Group	Select the G/L group to which to limit the report results. Only clients of the selected G/L group are included.
Term Type	Select the Client Terms type to which to limit the report results. Only clients of the selected term type are included.
	Invoice based terms
	 Portfolio base terms (A/R finance)
	Portfolio based terms (daily rate)
Format	Select the report format to print:
	 Detail - generate the Yield Detail Report
	 Summary - generate the Master Summary Yield report, which is specific to Master Cli- ents only
Convert	Select this option to display the financial data in the native currency for the data
to native currency	base.

© 2022 Jack Henry & Associates, Inc. [®] FactorSoft™ v4.7

Report Details

Field/Column	Description
Format: Detail	
Client Name	Client Name
G/L Group	Client's G/L defined at Client Information > Control Panel > G/L Group
Purchases	Total Purchases/Sales
Avg Daily A/R	Avg Daily A/R
Avg Daily Funding	Avg Daily Funding
Total Revenue	Total Revenue for the Client
Yield	(Total Client Revenue / Days in period of report • 365) / Average Daily Funding • 100
Format: Summary	
Client Name	Client Name
Purchases	Total Purchases/Sales
Avg Daily A/R	Avg Daily A/R
Avg Daily Funding	Avg Daily Funding
Total Revenue	Total Revenue for the Client
Total Revenue %	Total Revenue for the Client/ Total Revenue of the Report
Cumulative Rev- enue	Accumulates Total Revenue the line by line revenue of each client for the report
Cumul %	Cumulative % of Cumulative Revenue
Yield	(Total Client Revenue / Days in period of report • 365) / Average Daily Funding • 100

Report Samples

Detail Format

jh

TEST GAP No Insurance Financial Serv

Yield Detail Report February 2, 2021 Only

C lient Name	G/L Group	Purchases	AVG Dally A/R	AVG Daily Funding	Total Revenue	Yield
Master inv delivery client (MINVDELIVERY)						
Invoice Delivery (INVDELIVERY)	STANDARD	17,100.00	121,321.82	564,462,891.86	313.25	0.02
		17,100.00	121,321.82	564,462,891.86	313.25	0.02
Report Total		17,100.00	121,321.82	564,462,891.86	313.25	0.02

Summary Format

TEST GAP No Insurance Financial Serv

Yield Summary Report February 2, 2021 Only

ClientName	Purchases	AVG Dally A/R	AVG Dally Funding	Total Revenue	Total Revenue %	Cumulative Revenue	Cumul. %	Yield	
Master Inv delivery client (MINVDELIVERY)	17,100	121,322	564,462,892	313	69.88	313	69.88	0.02	
	2,000	19,195	17,186	100	22.31	413	92.19	212.38	
	1,000	54,391	43,194	15	3.35	428	95.54	12.68	
	1,000	1,000	800	10	2.23	438	97.77	456.25	
	1,000	1,000	800	10	2.23	448	100.00	456.25	
	0	0	0	0	0.00	448	100.00	0.00	
	0	500,000	50	0	0.00	448	100.00	0.00	
	0	1,000	601	0	0.00	448	100.00	0.00	
	0	35,000	28,000	0	0.00	448	100.00	0.00	
	0	0	0	0	0.00	448	100.00	0.00	
	0	1,000	900	0	0.00	448	100.00	0.00	
	0	1,000	612	0	0.00	448	100.00	0.00	
	0	0	10,122	0	0.00	448	100.00	0.00	
	0	4,888	3,911	0	0.00	448	100.00	0.00	
	0	20,000	18,000	0	0.00	448	100.00	0.00	
	0	31,900	(85,140)	0	0.00	448	100.00	0.00	



Audit Menu

Audit Reports

The Audit reports group contains reports that providing audit information on activity during a specified date range.

AutoInvoice Audit Report

The AutoInvoice Audit Report is accessed from the Audit Reports menu of the Reports module for implementations of FactorSoft that utilize the AutoInvoice AddOn module, and to summarize the purchases and invoices imported into FactorSoft using the AutoInvoice module. The report request screen contains both a Summary and Detail format.

冒 AutoInvoice Audit Report		x
Report Template:	<u>▼ N</u> et	w
Parameters Destination Scheduling Templates History		
Client:		
A/E:	•	
Office:	•	
Client Group:	Value:	
Date Range: Today	From:	
	Thru:	
Format: Detail	•	
Print/Local View/Local Print/Engine	Save Exit Help	

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

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 > Field- s/Screen Behavior > Miscellaneous > Use Client Search instead of drop downs is set to True.



Field	Description
	Select the A 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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Date	Select the date to use for the report from the list:

Field	Description
Range	• Today
	• Yesterday
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
Format	Select the report format to generate:
	• Detail
	• Summary

Detail Report

		AutoInvoio	AutoInvoice Audit Detail Report	
Client.				
Invoice Number	Debtor	In voice Date	Invoice Amoun	
AAA client				
22321-1	Walmart IL	2/2/2021	1,000.0	
		Invoice Count: 1	1,000.0	
AAA Client 2				
22321-TEST1	Walmart IL	2/2/2021	1,000.0	
		Invoice Count: 1	1,000.0	
Carrier Payments				
21221-TICKLER	Walmart IL	2/2/2021	1,000.0	
		Invoice Count: 1	1,000.0	
nvoice Delivery				
21821-INVDEL	Walmart IL	2/2/2021	1,000.0	
21821-INVDEL2	TQL - Total Quality Logistics	2/2/2021	1,100.0	
21821-INVDEL3	C.H. Robinson	2/2/2021	1,200.0	
21821-1	Walmart IL	2/2/2021	1,000.0	
21821-INVDEL-2	Walmart IL	2/2/2021	1,000.0	
21821-INVDEL-1	TQL - Total Quality Logistics	2/2/2021	1,100.0	
21821-INVDEL-3	C.H. Robinson	2/2/2021	1,200.0	
22321-COL	Walmart IL	2/2/2021	1,000.0	
22321-POST	Walmart IL	2/2/2021	1,000.0	
22321-RETRYCOL	Walmart IL	2/2/2021	1,000.0	
22321-POSTVER2	Walmart IL	2/2/2021	1,000.0	
21121-1	Walmart IL	2/2/2021	1,000.0	
21121-2	Walmart IL	2/2/2021	1,500.0	
21821-INDEL-MAN	Walmart IL	2/2/2021	1,000.0	
22221-VERST	Walmart IL	2/2/2021	1,000.0	
22221-VERST2	Walmart IL	2/2/2021	1,000.0	
		Invoice Count 16	17,100.0	
Write Invoice Auto				
21821-WRTINVDEL-1	Walmart IL	2/2/2021	1,000.0	
21821-WRTINVDEL	Walmart IL	2/2/2021	1,000.0	
		Invoice Count: 2	2,000.0	
		Total Invoice Count 21	22,100.0	

Printed: February 24, 2021, 9: 13 AM (*autoinvauditdet)

Summary Report

TEST GAP No Insurance Financial Serv		Febr AutoInvoice Audit	uary 2, 2021 Only Summary Report
Client.			
AAA client	Invoice Count	1.00	1,000.00
AAA Client 2	Invoice Count	1.00	1,000.00
Carrier Payments	Invoice Count	1.00	1,000.00
Invoice Delivery	Invoice Count	16.00	17,100.00
Write Invoice Auto	Invoice Count	2.00	2,000.00
	Total Invoice Count	21	22,100.00



Page 1 of 1

Report Details

Column	Description	
Detail Format		
Client	Client's name	
Invoice Number	Invoice number	
Debtor	Debtor's name	
Invoice Date	Date of the invoice	
Invoice Amount	Amount of the invoice	
Summary Format		
Client	Client's name	
Invoice Count	Number of Invoices imported for the Client	
Amount	Total dollar amount invoices imported for the Client	

Security Roles

To generate the AutoInvoice Audit Report, the following Security Role needs to be set to YES:

Security Roles > Reports > Audit Reports > AutoInvoice Audit Report

Client Audit Report

The Client Audit Report displays changes to client parameters made through the Client Information screen.

The default report definition for this report is **ClientAudit**.



Glient Audit Report	X
Report Template:	<u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Last Month From:	-
Thru:	
Client: Amanda Test Client (AGC)	- I
A/E:	-
Office:	-
Client Group:	-
Sort: Client Name	-
Print/Local View/Local Print/Engine Save Exit He	;lp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

Field	Description
Date range	Select the date to use for the report from the list:
	• Today
	• Yesterday
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.

Field	Description
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Fri- day's data (assuming Friday was the last business day) instead of Sunday's. Set System Prefer- ence Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
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 <i>Client Information</i> 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 <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.

jh

Field	Description
	Offices are defined in the <u>Office table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table.
Sort	Select the sort option that determines the order in which to sort the report. Client name Client number Date/Time User

Report Sample

TEST World of Factoring **TEST** Client Audit Report March 1, 2011 Thru March 31, 2011					
Date/Time_	Client.	User	Field.	Was_	ls
34/2011 10/44/29AM	888 Trucking (888)	STEVE	Bank ABA#		987654332
3/4/2011 10:45/25AM	888 Trucking (888)	STEVE	Account name		Another Bank
3/4/2011 10:45:25AM	BBS Trucking (BBS)	STEVE	Bank Accounts		2221113335557777
3/6/2011 2:16:45PM	Daily Rate Enterprise (2/TAG)	STEVE	UCC Date	2/25/1999	2/25/2006
392011 85939AM	Flat Fee National (SIE MANS2)	STEVE	UCC Date	1/15/2001	1/15/2008
3/9/2011 3:40:53PM	Flat Fee National (SIEMANS2)	STEVE	Tota i Credit	100,000.00	1,000,000.00
			Annalis and and a set	and the second data and	

Security Roles

To generate the Cash Posting Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Audit Reports > Client Audit Reports

System Preferences

The following system preferences for this report are located in the Administration module, **System Preferences**, **Reports**, **Client Audit** folder.

Preference	Description
Show unapproved cli- ents	Set to True to include results for unapproved clients on the report.



Client Term Audit Report

The Client Term Audit Report displays changes made to the Term panels made through the Client Terms screen.

The default report definition for this report is **CliTermAudit**.

Client Term Audit	×
Report Template:	
Parameters Destination Scheduling Templates History	
Date Range: Specific Date Range	From: January 1, 2018
	Thru: February 2, 2021
Sort By: Date	•
Print/Local View/Local Print/Engine	<u>Save</u> E <u>x</u> it <u>H</u> elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

Field	Description
Date Range	Select the date to use for the report from the list:

ih

Field	Description
	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Re- porting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Ser- vices > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
Sort By:	Select the sort option that determines the order in which to sort the report:
	• Date
	• Term
	• User

Report Sample

TE ST G AP No Insu	rance Financial Serv
------------------------	----------------------

```
Client Term Audit
January 1, 2018 Thru February 2, 2021
```

Date/Time	l itle	User	Field	Was	ls
4/8/2019 3:38:40 PM	PayerW eb	GENA	Title		PayerWEb
4/8/2019 3:38:40 PM	PayerW eb	GENA	Active		True
4/8/2019 3:38:40 PM	PayerW eb	GENA	Туре		Invoice based terms
4/8/2019 3:38:40 PM	PayerW eb	GENA	Disburse rate per		Day
4/8/2019 3:38:40 PM	PayerW eb	GENA	Disburse calc code		Fees are not charged on disbursements
4/8/2019 3:38:40 PM	PayerW eb	GENA	Disburse apply code		Fee is earned when taken
4/8/2019 3:38:40 PM	PayerW eb	GENA	Non-funded rate by		Percentage of invoice
4/8/2019 3:38:40 PM	PayerW eb	GENA	Non-factored rate by		Percentage of invoice
4/8/2019 3:38:40 PM	PayerW eb	GENA	Non-factored rate against		Any non factored invoice
4/8/2019 3:38:40 PM	PayerW eb	GENA	Recourse Type		Days
4/8/2019 3:38:40 PM	PayerW eb	GENA	Early pay discount		False
4/8/2019 3:38:40 PM	PayerW eb	GENA	Purch fee/due date?		False
4/8/2019 3:38:40 PM	PayerW eb	GENA	Purch fee collection		No collection fee
4/8/2019 3:38:40 PM	PayerW eb	GENA	Due date col fee based on		Collection date
4/8/2019 3:38:40 PM	PayerW eb	GENA	Extra fee rule		Purchase
4/8/2019 3:38:40 PM	PayerW eb	GENA	Extra purchase fee on		Invoice date to due date
4/8/2019 3:38:40 PM	PayerW eb	GENA	Escrow fee		False
4/8/2019 3:38:40 PM	PayerW eb	GENA	Escrow reserve		True
4/8/2019 3:38:40 PM	PayerW eb	GENA	Reserve rate		20.0000
4/8/2019 3:38:40 PM	PayerW eb	GENA	Use dilution		False
4/8/2019 3:38:40 PM	PayerW eb	GENA	Loan rate per		Year (360 days)
4/8/2019 3:38:40 PM	PayerW eb	GENA	Late rate per		Year (360 days)
4/8/2019 3:38:40 PM	PayerW eb	GENA	Loan method		Use basis at payment
4/8/2019 3:38:40 PM	PayerW eb	GENA	PO interest per		Year (360 days)
4/8/2019 3:38:40 PM	PayerW eb	GENA	PO settle rule		Take all invoice advance to pay P.O. advance
4/8/2019 3:38:40 PM	PayerW eb	GENA	Charge on gross		False
4/8/2019 3:38:40 PM	PayerW eb	GENA	Float days are		Calendar days
4/8/2019 3:38:40 PM	PayerW eb	GENA	Col fees on due date		False
4/8/2019 3:38:40 PM	PayerW eb	GENA	Fees from advance		False
4/8/2019 3:38:40 PM	PayerW eb	GENA	Buy counts as one		True
4/8/2019 3:38:40 PM	PayerW eb	GENA	Escrow rebate rule		Rebate escrow relative to partial payment
4/8/2019 3:38:40 PM	PayerW eb	GENA	Collection fee rule		Apply fee relative to partial payment

Printed: February 24, 2021, 12:05 PM(*CliTermAudit)

Report Details

Column	Description
Date/Time	Date and Time of activity
Title	Client Term Title
User	User Code that made changes
Field	Description of the field that was changed
Was	The field value prior to the change
ls	The field value after the change

Security Roles

To generate the Client Term Audit Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Audit Reports > Client Term Audit Report

CLMS™ User Access Report

The CLMS[™] User Access Report details Users create a record that details who has accessed specific areas of the CLMS[™] system.

The default report definition for this report is **UserAccess**.

CLMS User Access Report		8
Report Template:	•	<u>N</u> ew
Parameters Destination Scheduling Templates History		
User. TEST		•
Date Range: Yesterday	From:	
	Thru:	
Print/Local <u>V</u> iew/Local Print/Engine	<u>Save</u> E <u>x</u> it	Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

Field	Description
User	Select the User for which the User Access Report will be filtered.
Date range	Select the date to use for the report from the list:



Field	Description
	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	• Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Busi- ness Day, and reports printed on Monday will print Friday's data (assuming Fri- day was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Report- ing Services reports when Use last business day instead of yesterday in date range is set to True.

Report Sample

TE ST CadenceF in an ceCorp_Test **TE ST*

September 3, 2020 Only CLMS User Access Report

User Account	User Key	Machine	Application	Action	Time Stamp
System Admin Login	BBSADMIN	CLMSDEV (mcharleston	CadenceAppManager.exe	logged out	9/3/2020 8:47:27 AM
System Admin Login	BBSADMIN	CLMSDEV \mcharleston	CadenceAppManager.exe	Successful Login	9/3/2020 8:47:36 AM
System Admin Login	BBSADMIN	CLMSDEV \mcharleston	CadenceAppManager.exe	Attempt Open	9/3/2020 8:47:40 AM
System Admin Login	BBSADMIN	CLMSDEV (mcharleston	FS_Reports.exe	Successful Open	9/3/2020 8:47:43 AM
System Admin Login	BBSADMIN	CLMSDEV (mcharleston	FS_Reports.exe	Close	9/3/2020 9:07:48 AM
System Admin Login	BBSADMIN	CLMSDEV Imcharleston	CadenceAppManager.exe	logged out	9/3/2020 9:07:50 AM
System Admin Login	BBSADMIN	CLMSDEV \mcharleston	CadenceAppManager.exe	Failed Login	9/3/2020 11:02:42 AM
System Admin Login	BBSADMIN	CLMSDEV (mcharleston	CadenceAppManager.exe	Failed Login	9/3/2020 11:02:42 AM
System Admin Login	BBSADMIN	CLMSDEV (mcharleston	CadenceAppManager.exe	Successful Login	9/3/2020 11:02:46 AM
System Admin Login	BBSADMIN	CLMSDEV (mcharleston	CadenceAppManager.exe	Attempt Open	9/3/2020 11:02:48 AM
System Admin Login	BBSADMIN	CLMSDEV Incharleston	fsMain.exe	Successful Open	9/3/2020 11:03:03 AM
System Admin Login	BBSADMIN	CLMSDEV (mcharleston	fsMain.exe	Attempt Open	9/3/2020 11:05:34 AM

Report Details

Column	Description
User Account	Displays the type of Account of the User.
User Key	Displays the User Code
Machine	Displays the Machine ID of the User
Application	Displays the Application of Activity
Action	Displays the activity that took place in the Application
Time Stamp	Displays the Date and Time of Action

Security Roles

To generate the CLMS[™] User Access Report, the following Security Role needs to be set to **YES**:

• Security Roles > Reports > Audit Reports > Print CLMS User Access Report

Collateral Audit Report

The Collateral Audit Report displays changes to collateral parameters made through the Collateral Information screen.

The default report definition for this report is **CollateralAudit**.



Collateral Audit Report
Report Template:
Parameters Destination Scheduling Templates History
Client
A/E:
Office:
Client Group: 🔍 Value:
Facility:
Collateral:
Date Range: Today From:
Thru:
Print/Local View/Local Print/Engine Save Exit Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

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 > Field- s/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 <i>Client Information</i> screen.
Field	Description
---------------	--
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table.
Facility	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.
	If you leave this field blank, you cannot make a selection in the Collateral field.
Collateral	Select a collateral for the selected facility to which to limit the report, or leave blank to report on all collaterals for the selected facility.
Date Range	Select the date to use for the report from the list:

Description
• Today
• Yesterday
Last Month
Current month-to-date
Year through last month-end
Current year-to-date
Specific date
 Set At Run Time (Web Template Only)
If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.

TE ST** G AP No Insurance Fi lient: ABL43	nancial Serv					Collateral Audit Repo February 24, 2021 On
acility/ Collateral						
Date	Form	User	Field	Before	After	Action
acility 43/ Bulk AR						
2/24/2021 12:20:28 PM	Collateral Information	GENA	A dvance rate (%)	100.0000	90	Changed
2/24/2021 12:21:25 PM	Set-Aside	GENA	Amount		50.00	Added
2/24/2021 12:21:25 PM	Set-Aside	GENA	Effective		2/2/2021 12:00:00 AM	Added
2/24/2021 12:21:25 PM	Set-Aside	GENA	Title		Contra	Added
2/24/2021 12:21:25 PM	Set-Aside	GENA	CalcMethod		0	Added
2/24/2021 12:21:25 PM	Bulk Ineligible Posting	GENA	Date Posted		2/2/2021 12:00:00 AM	Added
2/24/2021 12:21:25 PM	Bulk Ineligible Posting	GENA	Sub Total		0.00	Added
2/24/2021 12:21:25 PM	Bulk Ineligible Posting	GENA	Set Asides Total		50.00	Added
2/24/2021 12:21:25 PM	Bulk Ineligible Posting	GENA	Total Ineligible		50.00	Added
2/24/2021 12:21:25 PM	Bulk Ineligible Posting	GENA	User Key		GENA	Added
2/24/2021 12:22:04 PM	Collateral Information	GENA	Ineligibility Days		0	Changed
2/24/2021 12:22:04 PM	Collateral Information	GENA	Concentration Limit(%)		0.00	Changed
2/24/2021 12:22:04 PM	Collateral Information	GENA	One invoice over makes all invoices ineligible	False	False	Changed
2/24/2021 12:22:04 PM	Collateral Information	GENA	Tier Ineligible Header Key		0	Changed
2/24/2021 12:29:55 PM	Set Asides	GENA	ClilneligKey	8		Changed
2/24/2021 12:29:55 PM	Set Asides	GENA	ClientKey	208		Changed
2/24/2021 12:29:55 PM	Set Asides	GENA	CollateralKey	171		Changed
2/24/2021 12:29:55 PM	Set Asides	GENA	IneligTitle	Contra		Changed
2/24/2021 12:29:55 PM	Set Asides	GENA	Date	2/2/2021 12:00:00 AM		Changed
2/24/2021 12:29:55 PM	Set Asides	GENA	Amt	50.0000		Changed
2/24/2021 12:29:55 PM	Set Asides	GENA	Qualifier			Changed
2/24/2021 12:29:55 PM	Set Asides	GENA	TermDate	2/24/2021 12:29:55 PM		Changed
2/24/2021 12:29:55 PM	Set Asides	GENA	Notes			Changed
2/24/2021 12:29:55 PM	Set Asides	GENA	FacilityKey			Changed
2/24/2021 12:29:55 PM	Set Asides	GENA	CalcMethod	0		Changed
	20 DM (#C allatarally a fin					D 4 -/

Report Details

Column	Description		
Facility/Collateral	Facility Name/Collateral Description		
Date	Date and Time change was made		
Form	Form/Panel where change was made		
User	User Code that made changes		
Field	Description of the field that was changed		
Before	The field value prior to the change		
After	The field value after the change		
Action	Indicates action taken		

jh

Security Roles

To generate the Collateral Audit Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Audit Reports > Collateral Audit Report

Collection/Verification Notes Audit Report

The Collection/Verification Notes Audit Report displays Added, Changed or Deleted notes from the Collection/Verification Notes screen.

The default report definition for this report is **CollNotesAuditRept**.

Collection/Verification Notes Audit Report	X
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Specific Date Range	From: March 1, 2020
	Thru: March 17, 2020
Client:	_
A/E:	•
Office:	•
Client Group:	Value:
Format: Show All Notes	•
<u>Print/Local</u> <u>View/Local</u> Print/ <u>E</u> ngine	<u>Save</u> <u>Exit</u> <u>H</u> elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

Field	Description
Date	Select the date to use for the report from the list:
range	



Field	Description
	• Today
	• Yesterday
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Fri- day's data (assuming Friday was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
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 X red [x] icon to clear the Client field.

Field	Description
	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 <i>Client Information</i> 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table.
Format	Select the format for the report.
	Show All Notes - Shows all notes except for Deleted Notes.
	 Snow Deleted Notes - Snows only Deleted Notes that were associated with an Invoice.

Format: Show All Notes

TEST GAP No Insurance	Financial Serv				January 1, 2020 Thru July 9, 2020 Collection Verification Notes Audit Report
Client:Invoice Delivery					Show all Notes
Date/Time	Invoice #	User	Field	Was	ls
2/7/2020 5:59:52 PM	NOESCROW- FEE	CHRIS	Notes		test test cw
2/7/2020 5:59:52 PM	NOESCROW- FEE	CHRIS	UserKey	GENA	CHRIS
2/7/2020 5:59:52 PM	NOESCROW- FEE	CHRIS	VerReceiveKey		
2/7/2020 5:59:52 PM	NOESCROW- FEE	CHRIS	WhenDate	12/27/2019 8:14:40 AM	2/7/2020 5:59:52 PM
2/3/2020 1:32:58 PM	112719-NONFUN	C GENA	ContactKey		BOOKKEEPER
2/3/2020 1:32:58 PM	112719-NONFUN	C GENA	ContactType		Collections
2/3/2020 1:32:58 PM	112719-NONFUN	C GENA	DateCode		NoDate
2/3/2020 1:32:58 PM	112719-NONFUN	C GENA	NoteHdrKey		
2/3/2020 1:32:58 PM	112719-NONFUN	C GENA	Notes		tests test to show on clientweb
2/3/2020 1:32:58 PM	112719-NONFUN	C GENA	Tickler		False
2/3/2020 1:32:58 PM	112719-NONFUN	C GENA	UserKey		GENA
2/3/2020 1:32:58 PM	112719-NONFUN	C GENA	VerMethodKey		Email
2/3/2020 1:32:58 PM	112719-NONFUN	C GENA	VerReceiveKey		Delivery confirmation & Acknowledge
2/3/2020 1:32:58 PM	112719-NONFUN	C GENA	WhenDate		2/3/2020 1:32:58 PM
2/3/2020 1:32:58 PM	112719-NONFUN	C GENA	Private		False
2/3/2020 1:32:58 PM	112719-NONFUN	C GENA	Extendinel		False
2/3/2020 7:24:25 PM	112719-NONFUN	C CHRIS	UserKey	GENA	CHRIS
2/3/2020 7:24:25 PM	112719-NONFUN	C CHRIS	WhenDate	2/3/2020 1:32:58 PM	2/3/2020 7:24:25 PM
2/3/2020 5:21:27 PM	102319-jpg1	GENA	ContactKey		PONDGENA
2/3/2020 5:21:27 PM	102319-jpg10	GENA	ContactKey		PONDGENA
2/3/2020 5:21:27 PM	102319-jpg111	GENA	ContactKey		PONDGENA
2/3/2020 5:21:27 PM	102319-jpg1111	GENA	ContactKey		PONDGENA
2/3/2020 5:21:27 PM	102319-jpg2	GENA	ContactKey		PONDGENA
2/3/2020 5:21:27 PM	112619-3	GENA	ContactKey		PONDGENA
2/3/2020 5:21:27 PM	112619-4	GENA	ContactKey		PONDGENA
Printed: July 14, 2020, 9:07	AM (*CollNotesAudi	tRept)			Page 1 of 39

Format: Show Deleted Notes Only

NOTE

Since the Collection/Verification Note has been deleted, Format: Show Deleted Notes Only provides limited information associated with the Deleted Note.

TEST GAP No Insurance Financial Serv

January 1, 2020 Thru July 9, 2020 Collection/Verification Notes Audit Report Deleted Notes Only

Date/Time	Invoice #	User	Field	Was	ls
2/7/2020 5:55:56 PM		CHRIS	ContactKey	18	
2/7/2020 5:55:56 PM		CHRIS	DateCode	NoDate	
2/7/2020 5:55:56 PM		CHRIS	Notes	tce coverpage test	
2/7/2020 5:55:56 PM		CHRIS	UserKey	GENA	
2/7/2020 5:55:56 PM		CHRIS	VerMethodKey	4	
2/7/2020 5:55:56 PM		CHRIS	VerReceiveKey	1	
2/7/2020 5:55:56 PM		CHRIS	WhenDate	12/20/2019 7:40:45 AM	
2/7/2020 5:55:56 PM		CHRIS	W henP ay	12/20/2019	
2/7/2020 5:55:56 PM		CHRIS	Private	False	
2/12/2020 8:56:23 AM		GAPTEST	ContactKey	18	
2/12/2020 8:56:23 AM		GAPTEST	DateCode	C/B	
2/12/2020 8:56:23 AM		GAPTEST	Notes	Testing adding note from invoice information screen	
2/12/2020 8:56:23 AM		GAPTEST	UserKey	GENA	
2/12/2020 8:56:23 AM		GAPTEST	VerMethodKey	3	
2/12/2020 8:56:23 AM		GAPTEST	VerReceiveKey	8	
2/12/2020 8:56:23 AM		GAPTEST	WhenDate	2/4/2020 9:10:45 AM	
2/12/2020 8:56:23 AM		GAPTEST	W henP ay	2/28/2020	
2/12/2020 8:56:23 AM		GAPTEST	Private	False	
3/11/2020 8:14:47 AM		GENA	ContactKey	0	
3/11/2020 8:14:47 AM		GENA	DateCode	NoDate	
3/11/2020 8:14:47 AM		GENA	Notes	verified	
3/11/2020 8:14:47 AM		GENA	UserKey	GENA	
3/11/2020 8:14:47 AM		GENA	VerMethodKey	3	
3/11/2020 8:14:47 AM		GENA	VerReceiveKey	1	
3/11/2020 8:14:47 AM		GENA	WhenDate	2/5/2020 7:54:21 AM	
3/11/2020 8:14:47 AM		GENA	W henP ay	2/5/2020	
Printed: July 14, 2020, 9:11	AM (*CollNotesAudi	tRept)			Page 1 o

Report Details

Column	Description
Date/Time	Displays the Date/Time the Note was entered.
Invoice #	Displays the Invoice number associated with the note.
User	Displays the User who entered the note.
Field	Displays the field of the note form.
Was	Displays the deleted data, if any, for the specific field of the note.
ls	Displays the current data, if any, for the specific field of the note.

Security Role

To generate the Collection/Verification Notes Audit Report, the following Security Role needs to be set to **YES**:

• Security Roles > Reports > Audit Reports > Collection/Verification Notes Audit Report

Database Problem Report

The Database Problem Report displays issues from the executed diagnostic process.

NOTE

This report can be very large and take extensive amounts of time to complete. It is advised that the report should not be scheduled at a time that coincides with the Date Roll Process.

This is an Engine-enabled report. The default report definition is **rwDatabaseProbRept**.

Database Problem Report	23
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Today From:	
Thru:	
Client:	•
A/E:	-
Office:	-
Client Group:	
Check: Clients	_
Purchase transactions to invoices Non-purchase transactions to payments/adjustments Payments to invoices Payments to transactions Invoices to transactions Invoices to payments Transactions to checks Checks to transactions Check to transactions Check delarstive Cliente	
Client Option: Only	•
Print/Local View/Local Print/Engine Save Exit	<u>H</u> elp

Field	Definition
Report	Lists any report template created to date. Select a template from the list to generate a
Template	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 Tem-
	plates tab and make any applicable parameter and scheduling selections to complete
	the template.



Field	Definition				
Date	Select the date to use for the report from the list:				
Range	• Today				
	• Yesterday				
	• Last Month				
	Current month-to-date				
	Year through last month-end				
	Current year-to-date				
	Specific date				
	 Set At Run Time (Web Template Only) 				
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.				
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Fri- day's data (assuming Friday was the last business day) instead of Sunday's. Set System Prefer- ence Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.				
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.				



Field	Definition
	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 <i>Client Information</i> 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:
Office	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. Offices are defined in the <u>Office table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Check	Select the value to which to limit the report results from the list. drop-down to select Client or Debtors.
Check boxes	Check or uncheck boxes to include/exclude specific data from the report.
Client Option	drop-down to select Client Option: Only: run diagnostics on the selected Client only. Start: run the diagnostics on the selected client and all clients that follow the client alpha- betically.

TEST Databa Invoice	**TE ST GAP No Insurance Financial Serv 2/24/2021 2:36:30 PM Database Problem Report Run starting with Invoice Delivery (INVDELIVERY) Invoice Delivery (INVDELIVERY) Client Key: 3							M Y)
Client	Edit	Reference	Transaction Amount	A/R Amount	Check Amount	Variance Problem	Data Key	
	Purchase transacti	lons Batch#1046	240.78	241.00	-	(0.22) Reserve Escrov (0.22)	w notequal 46	
	Trans->Checks	Batch#1046	2,166.91		2,167.00	(0.09) Checks do not (0.09)	equal transaction 46	
	Checks	Check#A9			2,167.00	0.09 Check header/c	detail are not equal 27	

Report Details

Column	Description	
Client	Displays the Client's name	
Edit	Displays the source of the edit which the problem occurred	
Reference	Displays the Batch number or Check number	
Transaction Amount	Displays the transaction amount	
A/R Amount	Displays the A/R amounr	
Check Amount	Displays the Amount of the check	
Variance	Displays the difference between the total check amount and the amount applied to invoices	
Problem	Displays a description of the problem found	
Data Key	Database Key	

Security Roles

To generate the Database Problem Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Audit Reports > Print Database Problem Report



Debtor Audit Report

The Debtor Audit Report displays changes to debtor parameters made through the Debtor Information screen.

The default report definition for this report is **DebAuditRept**.

Debtor Audit Report
Report Template:
Parameters Destination Scheduling Templates History
Date Range: Current Month To Date From:
Thru:
Client
A/E:
Office:
Client Group:
Sort Debtor Name

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

Field	Definition
Date	Select the date to use for the report from the list:
range	

ih

Field	Definition					
	• Today					
	• Yesterday					
	Last Month					
	Current month-to-date					
	Year through last month-endCurrent year-to-date					
	Specific date					
	 Set At Run Time (Web Template Only) 					
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.					
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Fri- day's data (assuming Friday was the last business day) instead of Sunday's. Set System Prefer- ence Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.					
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.					

jh

Field	Definition
	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 <i>Client Information</i> 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table.
Sort	Select the sort option that determines the order in which to sort the report.
	• Debtor name
	Debtor number
	• Date/Time
	• User

TEST GAP No Insu	Debtor Audit Report February 1, 2021 Thru February 2, 2021				
Date/Time	Debtor	User	Field	Was	ls
2/2/2021 9:11:59 AM	C.H. Robinson (CHROB)	GENA	Invoice Delivery	Deliver cover page only	Deliver cover page & images

Report Details

Column	Description
Date/Time	Date and Time change was made
Debtor	Debtor name
User	User Code that made changes
Field	Description of the field that was changed
Was	The field value prior to the change
ls	The field value after the change

Security Roles

To generate the Debtor Audit Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Audit Reports > Debtor Audit Report

Facility Audit Report

The Facility Audit Report displays changes to facility parameters made through the Facility Information screen.

The default report definition for this report is FacilityAudit.

冒 Facility Audit	•
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Client	•
A/E:	•
Office:	•
Client Group:	Value:
Facility:	v
Date Range: Today	From:
	Thru:
Print/Local View/Local Print/Engine	Save Exit Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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
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 <i>Client Information</i> 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 <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.
	Offices are defined in the Office table in the Tables feature. To access this table, on the File

jh

Field	Description
	menu, click Tables. Then, on the Client & Debtor menu, click Office.
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table.
Facility	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.
Date	Select the date to use for the report from the list:
Range	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Fri- day's data (assuming Friday was the last business day) instead of Sunday's. Set System Prefer- ence Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.

: ABL Client						February 1, 2020 Thru January 31, 20
ty Date/Time	Form	User	Field	Before	After	Action
Facility						
10/21/2020 1:06:21 PM	Statement Terms	GENA	Payment Level		0	Added
10/21/2020 1:06:21 PM	Statement Terms	GENA	Include in minimum		False	Added
10/21/2020 1:06:21 PM	Statement Terms	GENA	Description		Interest	Added
10/21/2020 1:06:21 PM	Statement Terms	GENA	Inactive		False	Added
10/21/2020 1:06:21 PM	Statement Terms	GENA	Accrued daily		False	Added
10/21/2020 1:06:21 PM	Statement Terms	GENA	Туре		0	Added
10/21/2020 1:06:21 PM	Statement Terms	GENA	Max rate		0	Added
10/21/2020 1:06:21 PM	Statement Terms	GENA	Min rate		0	Added
10/21/2020 1:06:21 PM	Statement Terms	GENA	Float days		0	Added
10/21/2020 1:06:21 PM	Statement Terms	GENA	Rate		1.5	Added
10/21/2020 1:06:21 PM	Statement Terms	GENA	Year		360	Added
10/21/2020 1:06:21 PM	Statement Terms	GENA	Basis		Prime	Added
10/21/2020 1:06:21 PM	Statement Terms	GENA	Float type			Added
11/25/2020 12:40:19 PM	Statement Terms	GENA	Payment Level		0	Added
11/25/2020 12:40:19 PM	Statement Terms	GENA	Include in minimum		False	Added
11/25/2020 12:40:19 PM	Statement Terms	GENA	Description		test	Added
11/25/2020 12:40:19 PM	Statement Terms	GENA	Inactive		False	Added
11/25/2020 12:40:19 PM	Statement Terms	GENA	Accrued daily		False	Added
11/25/2020 12:40:19 PM	Statement Terms	GENA	Туре		0	Added
11/25/2020 12:40:19 PM	Statement Terms	GENA	Max rate		0	Added
11/25/2020 12:40:19 PM	Statement Terms	GENA	Min rate		0	Added
11/25/2020 12:40:19 PM	Statement Terms	GENA	Float days		0	Added
11/25/2020 12:40:20 PM	Statement Terms	GENA	Rate		1	Added
11/25/2020 12:40:20 PM	Statement Terms	GENA	Year		360	Added
11/25/2020 12:40:20 PM	Statement Terms	GENA	Basis		Libor	Added
11/25/2020 12:40:20 PM	Statement Terms	GENA	Float type			Added

Report Details

Column	Description
Facility	Facility Name
Date/Time	Date and Time change was made
Form	Form/Panel where change was made
User	User Code that made changes
Field	Description of the field that was changed
Before	The field value prior to the change
After	The field value after the change
Action	Indicates action taken

jh

Security Roles

To generate the Facility Audit Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Audit Reports > Facility Audit Report

Failed Report Templates Report

The Failed Report Templates Report is a SQL report that provides a detailed list of Failed Report Templates via the Engine along with the Message Status indicating where and why the failure occurred.

The default report definition for this report is **FailTempRpt**.

Failed Report Templates Report	X
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Today	From:
	Thru:
Print/Local <u>V</u> iew/Local Print/Engine	<u>S</u> ave E <u>x</u> it <u>H</u> elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

Field	Description
Run By Date Range	Select the date to use for the report from the list:



Field	Description
	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Busi- ness Day, and reports printed on Monday will print Friday's data (assuming Fri- day was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Report- ing Services reports when Use last business day instead of yesterday in date range is set to True.



*TEST** GAP No Insura	ance Financial Serv						Failed Report Templates Report
							March 1, 2020 Thru April 30, 2020
emplate Name	Report Name	Report Created	Request Created By	Request Created	Report Status	Destination Type	Destination Status
est Debtor Statement	DebStmt	03/27/2020	Engine	03/27/2020	No Data Found	Email	
	DebStmt	04/03/2020	Engine	04/03/2020	No Data Found	Email	
	DebStmt	04/10/2020	Engine	04/10/2020	No Data Found	Email	
	DebStmt	04/17/2020	Engine	04/17/2020	No Data Found	Email	
	DebStmt	04/24/2020	Engine	04/24/2020	No Data Found	Email	
Fest failed report	TrialBalance	03/06/2020	Engine	03/06/2020	Completed	Email	Could not add TO address 'g@pond@jackhenry.cr An invalid character was found in the mail header:
	TrialBalance	03/13/2020	Engine	03/13/2020	Completed	Email	Could not add TO address 'g@pond@jackhenry.co An invalid character was found in the mail header:
	TrialBalance	03/20/2020	Engine	03/20/2020	Completed	Email	Could not add TO address 'g@pond@jackhenry.c An invalid character was found in the mail header:
	TrialBalance	03/27/2020	Engine	03/27/2020	Completed	Email	Could not add TO address 'g@pond@jackhenry.c An invalid character was found in the mail header:
	TrialBalance	04/03/2020	Engine	04/03/2020	Completed	Email	Could not add TO address 'g@pond@jackhenry.co An invalid character was found in the mail header:
	TrialBalance	04/10/2020	Engine	04/10/2020	Completed	Email	Could not add TO address 'g@pond@jackhenry.c An invalid character was found in the mail header:
	TrialBalance	04/17/2020	Engine	04/17/2020	Completed	Email	Could not add TO address 'g@pond@jackhenry.c An invalid character was found in the mail header:
	TrialBalance	04/24/2020	Engine	04/24/2020	Completed	Email	Could not add TO address 'g@pond@jackhenry.c An invalid character was found in the mail header.

Report Details

Column	Description
Template Name	Report Template Name
Report Name	Report Name
Report Created	Date Template was created
Request Created By	User that Requested the Report
Request Created	Date the Report was requested by User
Report Status	Explanation of the Report Status indicating whether or not the report was generated.
Destination Type	Destination of the Report
Destination	Explanation of Destination Status indicating whether or not the report failed to be

Column	Description
Status	delivered via the Destination Type.

Gallium Exception Report

The Gallium Exception Report lists exceptions on invoice queries that were returned from the Gallium Paying Agent Interface. This report is only present if the Gallium interface is enabled in System Preferences.

The default report definition for this report is **GalRept**.

Gallium Exception Report	×
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Specific Date From: January 1, 1980	
Thru: February 1, 2013	
Client:	•
P/M:	•
Office:	•
Client Group: Value:	Ψ
Show: Problems Only	•
Print/Local View/Local Print/Engine Save Exit	Help

Field	Description
Date	Select the date to use for the report from the list:
range	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	Set At Run Time (Web Template Only)



Field	Description
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Fri- day's data (assuming Friday was the last business day) instead of Sunday's. Set System Prefer- ence Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
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 <i>Client Information</i> 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 <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

Field	Description
	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 <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Show	Select the exception types to be returned from Gallium in the report.
	Problems only
	Problems and Balance Due
	• Everything

Business	Business Advance LLC Galitum Exception Report January 1, 1980 Thru February 1, 201					Gailium Exception Report January 1, 1980 Thru February 1, 2013	
Client.	ine #	Debtor	Invoice Date	Balance	Paying Agent	Check Date	Result.
ROBINSO	N TRAN	BPORTATION, INC (646562)					
	309995	R.H. WHEELER	12/10/2012		H R obe	1.05/2013	UNABLE TO PROCEBS - Galium was unable to process your request because of a technical problem. You will not be charged.
	311763	R.H. WHEELER	12/14/2012		H Robe	1.25(2013	Paying agent. H Robe Result status: UTP UNABLE TO PROCESS - Galilum was unable to process your request because of a technical problem. You will not be charged.
	312229	R.H. WHEELER	12/17/2012		H Robe	1.25(2013	Paying agent. H Ridbe Result status: UTP UNABLE TO PROCEB3 - Galilum was unable to process your request because of a technical problem. You will not be changed.
	313220	R.H. WHEELER	12/19/2012		H Rabe	1.252013	Paying agent. H Robe Result datus: UTP UNABLE TO PROCE82 - Galilum was unable to process your request because of a technical problem. You will not be charged.
							Paying agent: H Robe Result status: UTP

jh

Import History Report

The Import History Report shows the import history, as processed by the Engine, for your clients. You can choose the time frame for imports that you want to view in the report.

To view this report, on the Audit R	ports menu, click Im	port History Report.
-------------------------------------	----------------------	----------------------

📔 Import History Report	× 1
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History Date Range: Today	From:
Import Type: All Formats	Thru:
Print/Local View/Local Print/Engine	<u>Save</u> <u>Exit</u> <u>H</u> elp

Field	Description
ReportTemplate	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

Field	Definition
Date Range	Select the date to use for the report from the list:



Field	Definition			
	• Today			
	• Yesterday			
	• Last Month			
	Current month-to-date			
	Year through last month-end			
	Current year-to-date			
	Specific date			
	 Set At Run Time (Web Template Only) 			
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.			
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yes- terday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Re- porting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.			
Import Type	List of all Import Types available via the Engine: Folder Monitor Task. Select a specific Import Type for the Report.			

Report Columns

The Import History Report contains the following information:



- Drop Date The date and time when the import was initiated.
- Call Time The date and time when the import started to run.
- Done Time The date and time when the import was completed.
- Status The status for the import.
- Wrapper This field is for internal use only.
- File The name of the file that was imported.
- Location The location of the file that was imported. This is the location from which the file was imported, not the final destination for file(s) in the import.
- Report Comments Lists the items imported into the system with descriptions about each.

		-TEST- GAP	No insurance Fil	
		January 1,	, 2019 Thru June	22, 2020
Drop Date	Call Time	Done Time		Status
04/15/2019 10:40:43:683	04/17/2019 09:58:50:647	04/17/2019 0	9:59:38:093	Successful
Vrapper: BBS.Biz.Imports.	.InvXml.Importer			
File: HubTran_enhand	cements_test.zip	Location:	\BHM-FILES-01	QAALPHA_Share\TBNoIns_QAA\Imports\JSO
Report Comments:	WARNING: Batch #1 has a 1 invoices imported succes	a BatchPayouts t sfully.	total value of 1500.	0 but its actual invoice total is 1525.0. Import will continue.
	BATCH: Hubtran (HUBTR/ Payout added for AcotNan Imported 1 invoices and 58	N), PostDate 4/ ne≓Hubtran Ope 3 images	/16/2019 arating ACCT' and .	Amount=1500.0'.
	INV Chris: IMG backup_documents_ IMG backup_documents_ IMG backup_documents Imported successfully (Pr 3 image files processed. 58 images imported.	11536494.pdf: 5 23153320.pdf: 1 23153321.pdf: 3 eCalcKey=605)	5 images imported 16 images imported 37 images imported	
Drop Date	Call Time	Done Time		Status
)4/15/2019 01:00:53:553	04/15/2019 01:00:58:703	04/15/2019 0	1:02:37:233	Successful
Wrapper: BBS.Biz.Imports.	InvXml.Importer			
	cements_test.zip	Location:	\BHM-FILES-01	QAALPHA_Share\TBNoIns_QAA\Imports
·ile: HubTran_ennand		6 . II.		
Report Comments:	1 invoices imported success	stully.		
rile: Hub Iran_ennand	1 invoices imported success BATCH: Hubtran (HUBTR/ Payout added for AcotNan Imported 1 invoices and 58 INV 22818-Inert1	N), PostDate 2 ne≓Hubtran Ope } images	/28/2018 erating ACCT' and .	Amount≓1500.0'.
ne: Hubiran_ennand	1 invoices imported success BATCH: Hubtran (HUBTR/ Payout added for AcotNan Imported 1 invoices and 58 INV 22818-load1: IMG backup_documents_ IMG backup_documents_ IMG backup_documents_ Imported successfully (Pr 3 image files processed. 58 images imported.	N), PostDate 2 ne=Hubtran Ope images 11538494,pdf: 5 23153320,pdf: 1 23153321,pdf: 3 eCaloKey=71)	/28/2018 stating ACCT' and, images imported 18 images imported 37 images imported	Amount≓1500.0'. I
Report Comments:	1 invoices imported success BATCH: Hubtran (HUBTR/ Payout added for AcotNan Imported 1 invoices and 58 INV 22818-load1: IMG backup_documents_ IMG backup_documents_ IMG backup_documents_ Imported successfully (Pr 3 image files processed. 58 images imported.	N), PostDate 2 ne=Hubtran Ope images 11538494,pdf: 5 23153320,pdf: 1 23153321,pdf: 3 eCaloKey=71) Done Time	/28/2018 rating ACCT' and, 5 images imported 16 images imported 37 images imported	Amount≓1500.0'. I
Report Comments:	1 invoices imported success BATCH: Hubtran (HUBTR/ Payout added for AcotNan Imported 1 invoices and 58 INV 22818-load1: IMG backup_documents_ IMG backup_documents_ IMG backup_documents_ Imported successfully (Pr 3 image files processed. 58 images imported. Call T ime 04/15/2019 02:26:08:953	N), PostDate 2 ne=Hubtran Ope 3 images 11538494, pdf: 5 23153320, pdf: 1 23153320, pdf: 1 23153321, pdf: 3 eCalcKey=71) Done Time 04/15/2019 02	/28/2018 rating ACCT' and, images imported 16 images imported 37 images imported 2:26:09:780	Amount≓1500.0'. I Status Failed
Report Comments: Drop Date 14/15/2019 02:28:00:857 Vrapper: BBS Biz Imports	1 invoices imported success BATCH: Hubtran (HUBTR/ Payout added for AcotNan Imported 1 invoices and 58 INV 22818-load1: IMG backup_documents_ IMG backup_documents_ IMG backup_documents_ Imported successfully (Pr 3 image files processed. 58 images imported. Call T ime 04/15/2019 02:26:08:953 InvXmI.Importer	N), PostDate 2/ ne=Hubtran Ope 3 images (11538494, pdf: 5 (23153320, pdf: 1 (23153320, pdf: 1 (23153321, pdf: 3 eCalcKey=71) Done Time 04/15/2019 0	/28/2018 srating ACCT' and, 5 images imported 16 images imported 37 images imported 2:28:09:780	Amount≓1500.0'. I Status Failed
Drop Date 04/15/2019 02:28:00:857 Vrapper: BBS.Biz.Imports.	1 invoices imported success BATCH: Hubtran (HUBTR/ Payout added for AcotNan Imported 1 invoices and 58 INV 22818-load1: IMG backup_documents_ IMG backup_documents_ IMG backup_documents_ Imported successfully (Pr 3 image files processed. 58 images imported. Call T ime 04/15/2019 02:26:08:953 InvXmI.Importer sements_test (2) zip	N), PostDate 2/ ne=Hubtran Ope 3 images (11536494.pdf: 5 (23153320.pdf: 1 (23153320.pdf: 1 (23153321.pdf: 3 eCalcKey=71) Done Time 04/15/2019 0 Location:	/28/2018 rating ACCT and, images imported 16 images imported 17 images imported 228:09:780 VBHM-FILES-01	Amount≓1500.0'. I Status Failed QAALPHA_Share\TBNoIns_QAA\Imports
Drop Date 04/15/2019 02:28:00:857 Vrapper: BBS.Biz.Imports. File: HubTran_enhanc Report Comments:	1 invoices imported success BATCH: Hubtran (HUBTR/ Payout added for AcottNan Imported 1 invoices and 58 INV 22818-load1: IMG backup_documents_ IMG backup_documents_ IMG backup_documents_ Imported successfully (Pr 3 image files processed. 58 images imported. Call Time 04/15/2019 02:26:08:953 InvXmI.Importer cements_test (2) zip IMPORT ERROR!	N), PostDate 2/ ne=Hubtran Ope 3 images (11536494,pdf: 5 (23153320,pdf: 1 (23153320,pdf: 1 (23153321,pdf: 3 eCalcKey=71) Done Time 04/15/2019 0 Location:	V28/2018 rating ACCT and, images imported 16 images imported 37 images imported 2:28:09:780 VBHM-FILES-01	Amount≓1500.0'. I Status Failed QAALPHA_Share\TBNoIns_QAA\Imports
ille: Hub Iran_ennand Report Comments: Drop Date 4/15/20 19 02:28:00:857 Vrapper: BBS Biz Imports ille: HubTran_enhand Report Comments:	1 invoices imported success BATCH: Hubtran (HUBTR/ Payout added for AcctNan Imported 1 invoices and 58 INV 22818-load1: IMG backup_documents_ IMG backup_documents_ IMG backup_documents_ IMG backup_documents_ IMG backup_documents_ IMG backup_documents_ Imported successfully (Pr 3 image files processed. 58 images imported. 58 images imported. Call Time 04/15/2019 02:28:08:953 InvXmI.Importer sements_test (2) zip IMPORT ERROR! ERROR MESSAGES: The	N), PostDate 2 ne=Hubtran Ope 3 images (11538494, pdf: 5 (23153320, pdf: 1 (23153321, pdf: 3 eCaloKey=71) Done Time 04/15/2019 0 Location:	/28/2018 rating ACCT and. images imported 16 images imported 37 images imported 2:28:09:780 \BHM-FILES-01 Intein one xml file	Amount=1500.0'. I Status Failed QAALPHA_Share\TBNoIns_QAA\Imports
Drop Date 04/15/2019 02:28:00:857 Vrapper: BBS Biz Imports File: HubTran_enhanc Report Comments:	1 invoices imported success BATCH: Hubtran (HUBTR/ Payout added for AcctNan Imported 1 invoices and 58 INV 22818-load1: IMG backup_documents_ IMG backup_documents_ S8 image files processed. 58 image files processed. 59 image files processed. 50 image files proce	N), PostDate 2 ne=Hubtran Ope 3 images (11538494, pdf: 5 (23153320, pdf: 1 (23153321, pdf: 3 eCaloKey=71) Done Time 04/15/2019 0 Location: 2 zip file must coo	/28/2018 rating ACCT and. images imported images imported images imported 2:28:09:780 \BHM-FILES-01 ntain one xml file	Amount=1500.0'.
Veport Comments: Drop Date 14/15/2019 02:28:00:857 Vrapper: BBS Biz Imports File: HubTran_enhanc Report Comments: Trop Date 14/15/2019 02:31:01:343	1 invoices imported success BATCH: Hubtran (HUBTR/ Payout added for AcctNan Imported 1 invoices and 58 INV 22818-load1: IMG backup_documents_ IMG backup_documents_ S8 image files processed. 58 image files processed. 59 image files processed. 50 image files processed	N), PostDate 2 ne=Hubtran Ope 3 images (11538494, pdf: 5 (23153320, pdf: 1 (23153321, pdf: 3 eCaloKey=71) Done Time 04/15/2019 00 Location: 2 ip file must cool Done Time 04/15/2019 00	/28/2018 rating ACCT and. images imported images imported images imported 2:28:09:780 \BHM-FILES-01 ntain one xml file 2:31:15:257	Amount=1500.0'.
IIIe: Hub Iran_ennand Report Comments: Drop Date 14/15/2019 02:20:00:857 Vrapper: BBS Biz Imports File: Hub Tran_enhand Report Comments: Drop Date 14/15/2019 02:31:01:343 Vraoper: BBS Biz Imports	1 invoices imported success BATCH: Hubtran (HUBTR/ Payout added for AcctNan Imported 1 invoices and 58 INV 22818-load1: IMG backup_documents_ IMG backup_documents_ IMG backup_documents IMG backup_documents Imported successfully (Pr 3 image files processed. 58 images imported. Call Time 04/15/2019 02:28:08:953 InvXmI.Importer sements_test (2) zip IMPORT ERROR! ERROR MESSAGES: The Call Time 04/15/2019 02:31:14:430 InvXmI.Importer	N), PostDate 2 ne=Hubtran Ope 3 images (11538494, pdf: 5 (23153320, pdf: 1 (23153321, pdf: 3 eCaloKey=71) Done Time 04/15/2019 00 Location: 22ip file must col Done Time 04/15/2019 00	/28/2018 rating ACCT and. images imported images imported images imported 2:28:09:780 WBHM-FILES-01 Intain one xml file 2:31:15:257	Amount=1500.0'. Status Failed QAALPHA_Share\TBNoIns_QAA\Imports Status Failed
IIIe: Hub Iran_ennand Report Comments: Drop Date 14/15/2019 02:20:00:857 Vrapper: BBS.Biz.Imports. File: HubTran_enhand Report Comments: Drop Date 14/15/2019 02:31:01:343 Vrapper: BBS.Biz.Imports. File: cadencezio	1 invoices imported success BATCH: Hubtran (HUBTR/ Payout added for AcctNan Imported 1 invoices and 58 INV 22818-load1: IMG backup_documents_ IMG backup_d	N), PostDate 2 ne=Hubtran Ope 3 images (11538494, pdf: 5 (23153320, pdf: 1 (23153320, pdf: 1 (23153321, pdf: 3 eCaloKey=71) Done Time 04/15/2019 00 Location: Location:	/28/2018 rating ACCT and. images imported images imported images imported 2:28:09:780 \BHM-FILES-01 ntain one xml file 2:31:15:257 \BHM-FILES-01	Amount=1500.0'. Status Failed QAALPHA_Share\TBNoIns_QAA\Imports Status Failed QAALPHA_Share\TBNoIns_QAA\Imports
Drop Date 04/15/2019 02:26:00:857 Wrapper: BBS.Biz.Imports. File: HubTran_enhanc Report Comments: 00700 Date 04/15/2019 02:31:01:343 Wrapper: BBS.Biz.Imports. File: cadence.zip Report Comments:	1 invoices imported success BATCH: Hubtran (HUBTR/ Payout added for AcctNan Imported 1 invoices and 58 INV 22818-load1: IMG backup_documents_ IMG backup_documents IMG backup_documents 04/15/2019 02:28:08:953 IMPORT ERROR! ERROR MESSAGES: The Call Time 04/15/2019 02:31:14:430 InvXmI.Importer	N), PostDate 2 ne=Hubtran Ope 3 images (11538494, pdf: 5 (23153320, pdf: 1 (23153321, pdf: 3 eCaloKey=71) Done Time 04/15/2019 02 Location: Location:	/28/2018 rating ACCT and. images imported images imported ratio and the second second images imported 2:26:09:780 IMAM-FILES-01 IMAM-FILES-01 IMAM-FILES-01	Amount=1500.0'. Status Failed QAALPHA_Share\TBNoIns_QAA\Imports Status Failed QAALPHA_Share\TBNoIns_QAA\Imports
Drop Date D4/15/2019 02:26:00:857 Wrapper: BBS.Biz.Imports. File: HubTran_enhanc Report Comments: D4/15/2019 02:31:01:343 Wrapper: BBS.Biz.Imports. File: cadence.zip Report Comments:	1 invoices imported success BATCH: Hubtran (HUBTR/ Payout added for AcctNan Imported 1 invoices and 58 INV 22818-load1: IMG backup_documents_ IMG backup_documents_ IMG backup_documents IMG backup_documents IMFORT ERROR! ERROR MESSAGES: The Devalue" is invalid accord	N), PostDate 2 ne=Hubtran Ope images 11538494, pdf: 5 23153320, pdf: 1 23153320, pdf: 1 23153321, pdf: 3 eCaloKey=71) Done Time 04/15/2019 02 Location: 22ip file must col Done Time 04/15/2019 02 Location: import file conts import file conts	/28/2018 rating ACCT and. images imported images imported images imported 2:28:09:780 WBHM-FILES-01 Intain one xml file 2:31:15:257 WBHM-FILES-01 ains invalid XML, or ins invalid XML or ins inval	Amount=1500.0'. Status Failed QAALPHA_Share\TBNoIns_QAA\Imports Status Failed QAALPHA_Share\TBNoIns_QAA\Imports does not conform to the schema. The 'Amount' element is invalid pa2001/2MLSchema:decimal - The string " is not a valid Decimal



Security Roles

To generate the Facility Audit Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Audit Reports > Import History Report

Invoice Audit Report

The Invoice Audit Report provides a history of changes made to invoices.

The default report definition for this report is InvAudit.

Invoice Audit Report	×
Report Template:	• <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Today From:	
Thru	
Client:	•
AE:	•
Office:	•
Client Group: Value:	Ψ
Sort: Client Name	•
Print/Local View/Local Print/Engine Save Ext	Help

Field	Description
Date	Select the date to use for the report from the list:
range	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	Set At Run Time (Web Template Only)



Field	Description
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Fri- day's data (assuming Friday was the last business day) instead of Sunday's. Set System Prefer- ence Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
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 <i>Client Information</i> 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 <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

Field	Description
	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 <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Sort	Select the sort option that determines the order in which to sort the report.
	Client name
	Client number
	• Date/Time
	• User

Upland Factors, LLC					In voice Audit Report February 1, 2011 Thru February 28, 2011
Date/Time_	Client	Debtor	Invoice#	User	Description
2/9/2011 10:24:56AM	HANDHELD TECHNOLOGY CORPORATIO	LOLLIES	4408	AARON	Invoice number changed from 4381A
2/9/2011 10:26:20AM	HANDHELD TECHNOLOGY CORPORATIO	LOLLIES	4407	AARON	Invoice number changed from 4382
2/7/2011 10:25:28AM	NOSTOP TRANSPORT, INC (1007)	ONLINE EXPRESS	1010740A	AARON	Debtor changed from ON TIME LOGISTICS INC

Monitor Jurisdiction Report

The jurisdiction report has been added to FactorSoft for the Integrated Account Monitoring module. This report has options to list open jurisdictions as of a specified date or history for all activity up to a specified date.

The report displays the target name (client or debtor), the target type, reporting agency (FCS), the state and jurisdiction reporting the lien, and the start and stop date for monitoring. The Open Jurisdiction report

v4.7

displays the same format but only shows open monitoring request and therefore does not have the stop date.

The report screen is accessed from the Audit Menu in the Reports module.

The default report definition for this report is **LienMonOpen**.

Monitor Jurisdiction Reports	×
Report Template:	New
Parameters Destination Scheduling Templates History	_
Report Open Juisdiction List	•
Selection: Clients And Debtors	•
Print/Local Print/Engine Save Exit	Help

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).	
Report	Select the report format to be produced:	
	Open Jurisdiction List	
	History List	



Field	Description	
Selection	Select the monitoring targets to be included in the report:	
	Clients and Debtors	
	Clients only	
	Debtors only	

Upland Factors, LLC					As Of March 1, 2011
Open Monitoring Requests					
Client/Debtor					
Target.	Туре	Agency	State	Jurisdiction	Start
CHEEZBALL EXPRESS (1015)	(Client)				
CHEETAH EXPRESS TRUCKING, INC.	Biz	FCS	AK	Anchorage	
Requested by ANNA at 2/10/2011 3:10pm, re	equest has not ye	tbeen sent			
Canceled by ANNA at 2/10/2011 3:12pm, req	uest has not yet	been sent			
DEQ COMPANIES INC. (1008)	(Client)				
CDP COMPANIES INC.	Biz	FCS	MN	Secretary of State	3/1/2011
CDP COMPANIES INC.	Biz	FCS	MN	Sherburne	3/1/2011
HANDHELD TECHNOLOGY CORPORATION (1000)	(Client)				
HARDWIRE TECHNOLOGY CORPORATION	Biz	FCS	MN	Anoka	3/1/2011
HARDWIRE TECHNOLOGY CORPORATION	Biz	FCS	MN	Secretary of State	3/1/2011
JUQ TECHNOLOGY, LLC (1009)	(Client)				
ITP	Biz	FCS	OR	Multnomah	3/1/2011
ITP	Biz	FCS	OR	Secretary of State	3/1/2011
ITP TECHNOLOGY, LLC	Biz	FCS	OR	Multhomah	3/1/2011
ITP TECHNOLOGY, LLC	Biz	FCS	OR	Secretary of State	3/1/2011

Security Audit Report

The Security Audit Report provides a detailed listing of all Security settings activity within a specified date range.

The default report definition for this report is **SecAudit**.

Security Audit Report	×
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Today	From
	Thru
Print/Local View/Local Print/Engine	<u>Save</u> E <u>xit</u> <u>H</u> elp



Report Parameters

Field	Description
Date Range	Select the date to use for the report from the list:
	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Busi- ness Day, and reports printed on Monday will print Friday's data (assuming Fri- day was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Report- ing Services reports when Use last business day instead of yesterday in date range is set to True.



 $\ensuremath{\mathbb{C}}$ 2022 Jack Henry & Associates, Inc. $\ensuremath{^\circ}$

FactorSoft™ v4.7

Upland Factors, LLC					Security A udit Report January 1, 2011 Thru January 31, 2012	
Date/Time_	Made Dy	Group	Function_	User	Action.	
1/24/2011 11:37:55AM	RON	CREDIT	Administrative functions Monitoring Add new monitoring targets		Added	
1/24/2011 11:38:00AM	RON	CREDIT	Administrative functions Monitoring Cancel monitoring targets		Added	
1/24/2011 11:38:04AM	RON	EVERYTHING	Administrative functions Monitoring Add new monitoring targets		Added	
1/24/2011 11:38:05AM	RON	EVERYTHING	Administrative functions Monitoring Cancel monitoring targets		Added	
1/25/2011 10:44:25AM	RON	A/A		SETH	Added	
2/9/2011 8-22-04AM	RON	CREDIT	Reports Audit reports Print system preference audit reports		Added	

System Preference Audit Report

The System Preference Audit Report produces a list of changes made to System Preferences for a specific date range and/or by a specific user.

The default report definition for this report is **PrefAudit**.

System Preference Audit Report	×
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Today	From
	Thruc
Sort: Date	•
Print/Local View/Local Print/Engine	Save Exit Help

Report Parameters

Field	Definition
Date range	Select the date to use for the report from the list:



v4.7
Field	Definition
	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	• Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Busi- ness Day, and reports printed on Monday will print Friday's data (assuming Fri- day was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Report- ing Services reports when Use last business day instead of yesterday in date range is set to True.
Sort	Select the sort option that determines the order in which to sort the report.
	• Date
	• User



Report Sample

			System Preference Audit Report March 1, 2010 Thru March 1, 2011
Date/Time_	User	Field.	Was_
8/22/2010 7:58:44AM	RON	Data entry behavior Cash posting Non-factored involces remain on books	True
1/12/2011 1:34:42PM	RON	Reports Client reserve reports Detail with activity (w/check#) Crystal Reports module name	
1/24/2011 11:37:48AM	RON	ldentification/system constants Interface parameters Allow client monitoring	False
1/25/2011 11:01:22AM	RON	Identification/system constants System constants Emailed reports should be sent using	MAPI (Outlook Exchange)

Broker Menu

Broker Reports

The Broker reports are used to generate reports related to brokers.

Broker Commission Report

The Broker Commission Report is a utility to trace the performance of the client and calculate a commission that can be paid to the broker. Many lenders utilize salespeople or brokers to assist in the development of new business. Commissions are often paid to individuals based on the client's performance.

Commission reports should only be generated after month-end earnings have been posted against a client's reserve account. If the report is run prior to posting, then the report will not be accurate.

NOTE

For Bulk Collateral lending databases, Sales have been added to the Purchase column and Net Collections added to the Collections column of the Broker Commission Report.

The default report definition for this report is **BkrComms**.

Broker Commission Reports	8
Report Template:	N
Parameters Destination Scheduling Templates History	
Date Range: Last Month	
Thru:	
Broker:	
Client:	
A/E:	
Office:	
Client Group: Value:	
Group by Master Client	
Sort Sequence: Broker within client	
Format: Summary Statement	
Include non-zero inactive clients	
Show date: Show neither	
Sort by First Funded Date	
Include Bulk Loan Postings	
	_
Print/Local View/Local Print/Engine Save Exit Help	

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

Field	Description
Date Range	Select the date to use for the report from the list:



Field	Description							
	• Today							
	• Yesterday							
	Last Month							
	Current month-to-date							
	Year through last month-end							
	Current year-to-date							
	Specific date							
	 Set At Run Time (Web Template Only) 							
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.							
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.							
Broker	Select the broker to which to limit the report results from the list.							
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- s/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.							

Field	Description
	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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Group by Master Cli- ent	Select this option to group member clients under their master client on the generated report.
Category	Select the broker category to which to limit the report results. Broker categories are defined in the Broker Category Table.
Sort Sequence	Select the sort sequence for the report:

jh

v4.7

Field	Description
	Broker within client
	Client within broker
Format	Select the report format to be printed:
	Detail Report: displays invoice batch detail by client within broker
	Summary Report: displays summary totals only by client within broker
	 Master Summary Report: generates the Summary By Master Client Broker Com- mission Report
	 Detail Statements: generates Broker Commission Statement with invoice batch detail
	 Summary Statement: generates Broker Commission Statement with summary totals only
Include non-zero inactive cli- ents	Include inactive clients that have cash in A/R or reserves on the report. If this option is not selected, non-zero inactive clients are excluded form the report.
Convert sum- maries to native cur- rency	Select this option to convert the financial data to the broker's native currency.
Show date	Select the desired option for displaying dates on the report:
	Show neither
	Show date signed
	Show date first funded
Sort by	Select this option to sort the report by first funded date.
Funded Date	This option is only available if Show date first funded is selected in the Show date field.

Report Sample

Detail Report

jh

TEST GAP No Insurance Financial Serv Broker: test Commission

Detail Broker Commission Report
August 1, 2020 Thru August 31, 2020

Page 1 of 6

Client	Date	Batch#	Туре	Purchases	Collections	Adjustments	Fee Earned	Rate	Of	Commission
Invoice Delivery (INVDELIVERY) (Signed 4/12/	2019)									
	8/24/2020	1390	BUY	1,000.00				5.00	Earnings	
	8/25/2020	1391	BUY	1,000.00				5.00	Earnings	
	8/25/2020	1394	BUY	100.00				5.00	Earnings	
	8/28/2020	1399	BUY	6,116,997.68				5.00	Earnings	
	8/28/2020	158	ADJ			(1,000,000.00)	100,000.00	5.00	Earnings	5,000.00
	8/27/2020	1400	BUY	611,699,766.00				5.00	Earnings	
	8/27/2020	1402	BUY	1,000.00				5.00	Earnings	
	8/27/2020	1403	BUY	2,547.58			11.89	5.00	Earnings	0.59
	8/27/2020	1404	BUY	(840.62)			2.00	5.00	Earnings	0.10
	8/27/2020	1406	BUY	3,078.66				5.00	Earnings	
	8/27/2020	1451	BUY	1,000.00			12.50	5.00	Earnings	0.63
	8/27/2020	1470	BUY	7,681.66			12.35	5.00	Earnings	0.62
	8/27/2020	1471	BUY	357.89			4.47	5.00	Earnings	0.22
	8/27/2020	1472	BUY	33,179.88			414.75	5.00	Earnings	20.74
	8/27/2020	157	ADJ			(6,116,997.68)	73,403.97	5.00	Earnings	3,870.20
	8/27/2020	158	ADJ			(611,699,766.00)	7,340,397.19	5.00	Earnings	367,019.88
	8/27/2020	160	ADJ			963.33		5.00	Earnings	
	8/27/2020	161	ADJ			(2,500.00)		5.00	Earnings	
	8/27/2020	162	PMT		2,905.10		290.52	5.00	Earnings	14.53
	8/27/2020	163	PMT		1,842.57		116.85	5.00	Earnings	5.84
	8/27/2020	165	PMT		1,000.00		100.00	5.00	Earnings	5.00
	8/27/2020	166	PMT		1,000.00		100.00	5.00	Earnings	5.00
	8/27/2020	167	PMT		10,676.30		1,058.52	5.00	Earnings	52.83
	8/27/2020	168	PMT		4,809.43		161.37	5.00	Earnings	8.07
	8/27/2020	170	PMT		0.24		0.03	5.00	Earnings	
	8/27/2020	1407	FUND				17.82	5.00	Earnings	0.89

Printed: November 9, 2020, 4:03 PM (*BkrComms)

Summary Report

TEST GAP No Insurance Financial Serv Broker: test Commission					Summary August 1	Broker Commission Report , 2020 Thru August 31, 2020		
Client		Purchases	Collections	Adjustments	Fee Earned	Rate	Of	Commission
Invoice Delivery (INVDELIVERY) (Signed 4/12/2019)	•	617,866,868.73	22,233.64	(618,818,300.35)	7,516,114.73	5.00	Earnings	375,805.75
XMLINSP1 (XMLINSP1) (Signed 8/27/2020)	•	2,000.00			100.00	10.00	Earnings	10.00
		617,868,868.73	22,233.64	(618,818,300.35)	7,518,214.73			375,815.75

Master Summary

ih

TE ST GAP No Insurance Financial Serv

Summary By Master Client Broker Commission Report August 1, 2020 Thru August 31, 2020

Master Client.								
Member Client.	G/L Account	Broker	Purchases	Collections	Adjustments	Earnings	Rate	Commissions
Carrier Payments (CARRIER)								
Carrier Payments (CARRIER)	STANDARD	Brokerage Inc (Mr Broker)	27,066.25	0.00	0.00	329.87		33.00
			27,066.25	0.00	0.00	329.87		33.00
Invoice Delivery (INVDELIVERY)								
Invoice Delivery (INVDELIVERY)	STANDARD	Brokerage Inc (Mr Broker)	617,866,868.73	22,233.64	(618,818,300.35)	7,516,114.73		751,611.49
			617,866,868.73	22,233.64	(618,818,300.35)	7,516,114.73		751,611.49
XMLINSP1 (XMLINSP1)								
XM LIN SP1 (XMLINSP1)	STANDARD	Brokerage Inc (Mr Broker)	2,000.00	0.00	0.00	100.00		15.00
			2,000.00	0.00	0.00	100.00		15.00
			617,895,934.98	22,233.64	(618,818,300.35)	7,516,544.60		751,659.49

Detail Statement



Broker Statement for August 1, 2020 Thru August 31, 2020

TEST GAP No Insurance Financial Serv 17 20th Street North Suite 500 Birmingham, AL 35203

test Commission

Client..

Commission	Of	Rate	Fee Earned	Adjust	Collections	Purchases	Туре	Batch #	Date
							4/12/2019)	VERY) (Sign ed	oice Delivery (INVDEL)
	Earnings	5.00				1,000.00	BUY	1390	8/24/2020
	Earnings	5.00				1,000.00	BUY	1391	8/25/2020
	Earnings	5.00				100.00	BUY	1394	8/25/2020
	Earnings	5.00				6,116,997.68	BUY	1399	8/26/2020
5,000.00	Earnings	5.00	100,000.00	(1,000,000.00)			ADJ	156	8/26/2020
	Earnings	5.00				611,699,766.00	BUY	1400	8/27/2020
	Earnings	5.00				1,000.00	BUY	1402	8/27/2020
0.59	Earnings	5.00	11.89			2,547.58	BUY	1403	8/27/2020
0.10	Earnings	5.00	2.00			(840.62)	BUY	1404	8/27/2020
	Earnings	5.00				3,078.66	BUY	1406	8/27/2020
0.63	Earnings	5.00	12.50			1,000.00	BUY	1451	8/27/2020
0.62	Earnings	5.00	12.35			7,681.66	BUY	1470	8/27/2020
0.22	Earnings	5.00	4.47			357.89	BUY	1471	8/27/2020
20.74	Earnings	5.00	414.75			33,179.88	BUY	1472	8/27/2020
3,670.20	Earnings	5.00	73,403.97	(6,116,997.68)			ADJ	157	8/27/2020
367,019.86	Earnings	5.00	7,340,397.19	(611,699,766.00)			ADJ	158	8/27/2020
	Earnings	5.00		963.33			ADJ	160	8/27/2020
	Earnings	5.00		(2,500.00)			ADJ	161	8/27/2020
14.53	Earnings	5.00	290.52		2,905.10		PMT	162	8/27/2020
5.84	Earnings	5.00	116.85		1,842.57		PMT	163	8/27/2020
5.00	Earnings	5.00	100.00		1,0 00.00		PMT	165	8/27/2020
5.00	Earnings	5.00	100.00		1,000.00		PMT	166	8/27/2020
52.83	Earnings	5.00	1,056.52		10,676.30		PMT	167	8/27/2020
8.07	Earnings	5.00	161.37		4,809.43		PMT	168	8/27/2020
	Earnings	5.00	0.03		0.24		PMT	170	8/27/2020
0.89	Earnings	5.00	17.82				FUND	1407	8/27/2020
0.63	Earnings	5.00	12.50				FUND	1409	8/27/2020
375,805.75			7,516,114.73	(618,818,300.35)	22,233.64	617,866,868.73			
							20)	Signe d 8/27/20	LINSP1 (XMLINSP1) (
5.00	Earrings	10.00	50.00			1,000.00	BUY	1462	8/27/2020
5.00	Earrings	10.00	50.00			1,000.00	BUY	1463	8/27/2020
10.00			100.00			2,000.00			
375,815.75			7,516,214.73	(6 18,818,300.35)	22,233.64	617,868,868.73			

Page 1 of 4

h

Printed: November 9, 2020, 4:05 PM (*BkrStmt1)

		TEST 0 17 20th Str Suite 500 Birminghan	SAP No Insi eet North n, AL 35203	urance Financial So	zv		Broker	Statement for <i>i</i>	August 1	1, 2020 Thru August 31, 2020
		test Commi	ssion							
Client	Date	Batch #	Туре	Purchases	Collections	Adjust	Fee Earned	Rate	Of	Commission
Invoice Deliver	y (NVDEL	LNERY) (Signed	4/12/2019)							
				617,866,868.73	22,233.64	(618,818,300.35)	7,516,114.73			375,805.75
XMLINSP1 (X)	MLINSP1)	(Signe d 8/27/20)	20)	2,000.00			100.00			10.00
				617,868,868.73	22,233.64	(618,818,300.35)	7,516,214.73			375,815.75

Report Details

Column/Label	Description		
Format: Detail Report			
Client	Client's Name		
Date	Post Date of the Batch		
Batch #	Batch number		
Туре	Batch Type		
Purchases	Total Amount of Purchase Batch		
Collections	Total Amount of Payment Batch		
Adjustments	Total Amount of Adjustment Batch		
Fee Earned	Total Fee Earned for the Batch		

jh

Column/Label	Description		
Rate	Broker's Commission Rate		
Of	Commission based on		
Commission	Commission amount for the batch		
Total Row	Total Commission Owed to the Broker by Client		
Grand Total	Grand Total Commission Owed to the Broker		
Format: Summary Rep	port		
Client	Client's name		
Purchases	Total Amount of all Purchase Batches for the Client		
Collections	Total Amount of all Payment Batches for the Client		
Adjustments	Total Amount of All Adjustment Batches for the Client		
Fee Earned	Total Amount of All Fees Earned for the Client		
Rate	Broker's Commission Rate		
Of	Commission Based on		
Commission	Total Commission owed to the Broker for the Client		
Grand Total	Grand Total Commission Owed to the Broker for All Clients		
Format: Master Summary Report			
Master Client	Master Client's Name		
Member Client	Member Client's Name		
Broker	Broker's Name		
Purchases	Total Amount of all Purchase Batches for the Member Client		
Collections	Total Amount of all Payment Batches for the Member Client		
Adjustments	Total Amount of All Adjustment Batches for the Member Client		
Earnings	Total Amount of All Fees Earned for the Member Client		
Commission	Total Commission Owed to the Broker for the Member Client		

Column/Label	Description				
Total Row	Total Commission Owed for the Broker for the Master Client				
Format: Detail Statem	Format: Detail Statement				
Client	Client's Name				
Date	Post Date of the Batch				
Batch #	Batch number				
Туре	Batch Type				
Purchases	Total Amount of Purchase Batch				
Collections	Total Amount of Payment Batch				
Adjust	Total Amount of Adjustment Batch				
Fee Earned	Total Fee Earned for the Batch				
Rate	Broker's Commission Rate				
Of	Commission based on				
Commission	Commission amount for the batch				
Total Row	Total Commission Owed to the Broker by Client				
Format: Summary Sta	tement				
Client	Client's Name				
Purchases	Total Amount of all Purchase Batches for the Client				
Collections	Total Amount of all Payment Batches for the Client				
Adjust	Total Amount of All Adjustment Batches for the Client				
Fee Earned	Total Amount of All Fees Earned for the Client				
Commission	Total Commission owed to the Broker for the Client				
Grand Total Row	Grand Total Commission owed to the Broker for all Clients.				

Security Roles

To generate the Broker Commission Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Broker > Print Broker Commission Reports



System Preferences

The following system preference that affects this report is found in the Administration module, System Preferences, **Fields/screen behavior**, **Miscellaneous** folder.

Preference	Description
Calculate earnings based on account table flag	Set to True - All accounts flagged as an Earning Account in Tables > Accounting > Account Table > Standard Tab > Earning Account check box will be included in the Fee Earned column.
	Set to False - Accounts present in the client's appropriate G/L Account Groups will be included in the Fee Earned column.

The following system preferences for this report are found in the Administration module, System Preferences, **Reports**, **Broker commission report** folder.

Preference	Description
Additional fee earned account numbers	Enter the exact account numbers (defined in the Account Table in the Tables mod- ule) to also be included in the total in the Fee Earned column. If entering more than one account number, separate the account numbers with a comma.
Commission by Client cannot be less than zero	Set TRUE - Commission calculated for a Client/Broker cannot be less than zero (i.e. Negative amount).
Cost of funds based on	 Select option that determines how the Cost of funds basis is calculated: A/R Balance Advance rate times A/R Balance Advance rate times A/R Balance Funded A/R Balance (non-funded invoices excluded) Actual advance against funded A/R Balance
Cost of funds rate (%)	Set rate percentage used to calculate Cost of funds
Do not print cli- ents without Activ- ity	Set TRUE - Report will only generate for clients that have Activity for the date range of the report
Do not show cli-	Set TRUE - Report will not reflect the Client's code.



Preference	Description
ent numbers on reports	
Do not show page numbers on reports	Set TRUE - Report will not reflect page numbers
Earnings do not include additional fees	Set TRUE - Additional Fees Earnings will not be included in the report.
Earning from mis-	Select option for miscellaneous checks (C-Misc or G-Misc) rule:
cellaneous checks rule	Commissions are paid as with all other earnings
	These lines will appear on the report but no commission will be paid
	 These lines will not appear on the broker report
Include ABL Cli- ents	Set TRUE - ABL Clients will be include in the Broker Reports when generated.
Months cal-	Select option how to calculate months:
culation rule	 Start counting form the first day of the month signed.
	Use the exact date signed.
	 If month signed is not the 1st, start from the 1st of next month.
	• Start counting from the first day of the month of first funding.
	Use the exact date first funded.
	• If month first funded is not 1st, start from the 1st of the next month.
Report Crystal Reports module name	Insert Report Module name
Sort reports by	Select option how to sort Brokers:
	• Company
	• Name

jh

Preference	Description
Statement Crystal Reports module name	Insert Statement reports module name
Use Broker cur- rency conversion rates where avail- able	Set TRUE - Special Broker currency rates will be used for currency type that are avail- able.

Current Year Broker Sales Report

This report provides a summary of broker sales for the current year. The summary includes broker name, the clients the broker sold, signing date of client, and total sales by client.

The default report definition for this report is CurrYearBrokerSales.

Eurrent Year Broker Sales		8
Report Template:	-	<u>N</u> ew
Parameters Destination Scheduling Templates History		
Year Signed: 2020		
Year Sales: 2020		
Print/Local View/Local Print/Engine Save Exit		<u>H</u> elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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
Year signed	Select the client signed date year for which to report broker sales. Currently, only the current FactorSoft processing year is available.
Year Sales	Select the sales year for which to report broker sales. Currently, only the current FactorSoft processing year is available.

Report Sample

Single Year Broker Sales By Broker/ Client Clients Signed in 2020

Sales Accumulated for 2020

Broker	Client.	Date Signed	Sales
Broker, Mr, Brokerage Inc	XMLINSP1 (XMLINSP1)	8/27/2020	2,000.00
Broker, Mr, Brokerage Inc	XMLLPO2 (XMLLPO2)	8/29/2020	
Clients Listed: 2			2,000.00
Commission, test	XMLINSP1 (XMLINSP1)	8/27/2020	2,000.00
Commission, test	XMLLPO2 (XMLLPO2)	8/29/2020	
Clients Listed: 2			2,000.00

Report Details

Column	Description
Broker	Displays the Broker's name
Client	Displays the Client's Names
Date Signed	Displays the Client's Sign Date
Sales	Displays the accumulated Sales for the Year Sales selected in parameters

Security Roles

To generate the Current Year Broker Sales Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Broker > Current Year Broker Sales



Carrier Menu

Carrier Reports

The Carrier reports are used to generate reports about carriers.

Carrier Payment Report

The Carrier Payment Report displays carrier payments created for a given client, carrier, date range and other standard report selection criteria. The Carrier menu and Carrier Payment Report are only available if the Carrier Payments module is enabled.

The default report definition for this report is Carrier1.

Carrier Payment Report
Report Template:
Parameters Destination Scheduling Templates History
Date: Today From:
Thru:
Client: Carrier Payments (CARRIER)
A/E:
Office:
Client Group: Value:
Carrier:
Date Range: Invoice Purchase Date
 Include unpaid items Include paid items
Sort: Client/ Carrier/ Date
Print/Local Print/Engine Save Exit Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

Field	Description
Date	Select the date to use for the report from the list:



Field	Description				
	• Today				
	• Yesterday				
	Last Month				
	Current month-to-date				
	Year through last month-end				
	Current year-to-date				
	Specific date				
	 Set At Run Time (Web Template Only) 				
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.				
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.				
Broker	Select the broker to which to limit the report results from the list.				
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.				

Field	Description
	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 <i>Client Information</i> 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Carrier	Select the carrier for whom the report is to be generated. This field is optional. Leaving the field blank includes all carriers.
	For the Carrier Search Window, available when System Preference > Fields/Screen Behavior > Miscellaneous > Use Carrier Search instead of dropdowns is set to True
	Select the 🖸 magnifying glass icon to open the Search window and begin typing the carrier name.

Field	Description
	Select Contains or Begins with to refine results. Search window will display up to 500 matches.
	Click the 🔀 red [x] icon to clear the Carrier field.
	TIP Choosing Contains will allow users to search by Carrier Code.
	If False , this list will display no more than 32,767 carriers.
Date	Select the date range basis. Available options are:
Range	Invoice purchase date
	Invoice date
	Carrier payment due date
	Carrier payment paid date
Include unpaid items	Select this option to include carrier payments that have been included in a purchase but are not yet eligible to have a check generated (i.e., the Days to Pay have not elapsed).
Include paid items	Select this option to include carrier payments that have had checks generated.
Sort	Select the sort option that determines the order in which to sort the report.
	Client/Carrier/Date
	Carrier/Client/Date



Report Sample

Carrier Items Re	port										
Client/Carrier		Invoice	Post	Carrier		Gross	Previous		Net	Due	
	Invoice#	Date	Date	Batch# Invoice#	Terms	Amount	Amount	Fee	Due	Date	Payments/ Notes
Carrier Payments Carrier 1(C	ARRIER1)										
	81020-UNPAID	7/10/2020	7/10/2020	1664	Flat Fee	150.00		25.00	125.00	7/10/2020	Will be paid by M&TBW
	81020-UNPAID2	7/10/2020	7/10/2020	1665 DOC081020-1	1% Fee	150.00	25.00	1.25	123.75	7/20/2020	Will be paid by M&TBW
		•						26.25	248.75		test note for carrier payment
	Client Total						_	28.25	248.75		
	Final Total						_	28.25	248.75		

Report Details

Column	Description
Client/Carrier	Displays the Client Name and Carrier Name
Invoice #	Displays the Invoice Number
Invoice Date	Displays the Invoice Date
Post Date	Displays the Post Date of the Purchase Batch containing the Invoice with a Car- rier Payment
Batch #	Displays Purchase Batch Number
Carrier Invoice #	Displays the Doc number associated with the Carrier Payment
Terms	Displays the Carrier Terms
Gross Amount	Displays the Gross Amount owed to the Carrier
Previous Amount	Displays the Previous Amount paid to the Carrier
Fee	Displays the Carrier Fees
Net Due	Displays the Net Due to the Carrier
	Net Due = Gross Amount - Previous Amount - Fees
Due Date	Displays the Due Date of the Carrier Payment
Payment/Notes	Displays When and How the carrier will be paid along with Carrier Payment Notes entered on the Purchase Batch.



To generate the Cash Posting Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Carrier > Carrier Payment Report

Client Menu

Client Reports

The Client report group contains reports that provide details on all aspects of your business with clients.

Client Approval Report

The Client Approval Report will provide a list of Approved and/or Unapproved Clients that the user can utilize to determine what Clients still need to be approved before use as well as what Clients have been Approved within a specified date range.

The default report definition for this report is **ClientAppr**.

Elient Approval Report	×
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Today	From:
	Thru:
Format: Approved Clients	▼
Print/Local View/Local Print/Engine	<u>Save</u> <u>Exit</u> <u>H</u> elp

Field	Description
Date Range	Select the date to use for the report from the list:



Field	Description
	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Busi- ness Day, and reports printed on Monday will print Friday's data (assuming Fri- day was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Report- ing Services reports when Use last business day instead of yesterday in date range is set to True.
Format	Select the report format to be printed.
	 Approved - List of approved clients with Create Date, User who Created, Approve Date, and User who Approved
	 Unapproved - List of unapproved clients with Create Date and User who Created
	 Approved/Unapproved - List of both approved and unapproved Clients. Approved clients and Unapproved clients appear on their own page in the report.

jh

Report Samples

TEST Anna Hanks Testing **TEST** Approved Clients

Client Approval Report January 1, 2020 Thru September 10, 2020

ClientName	Create Date U		Approved Date	User Approved
3 Approval Client	8/6/2020	RASHONDRIA	9/9/2020	RASHONDRIA
annatest	8/7/2020	BBSADMIN	9/9/2020	BBSADMIN
Approval Client 1	8/6/2020	RASHONDRIA	9/9/2020	RASHONDRIA
bill hanks test	8/10/2020	BBSADMIN	9/9/2020	BBSADMIN
CliTest-1	8/10/2020	RASHONDRIA	9/9/2020	RASHONDRIA
jessie hanks test	8/10/2020	BBSADMIN	9/9/2020	BBSADMIN
Master Client	5/4/2015	MIKE	9/9/2020	BBSADMIN
test	4/16/2020	BBSADMIN	9/9/2020	BBSADMIN

TEST Anna Hanks Testing **TEST** Unapproved Clients

Client Approval Report January 1, 2020 Thru September 10, 2020

ClientName	Create Date	User Created
Day of Week (Monday) (To)	4/20/2020	BBSADMIN
Day of Week (Saturday) (To)	3/19/2020	BBSADMIN
Day of Week (Tuesday) (To)	3/18/2020	BBSADMIN
Day of Week (Wednesday) (To)	3/18/2020	BESADMIN
day weekend from	4/25/2020	RAJYA
day weekend To	4/25/2020	RAJYA
Days to Hold Transfer Client (1) (To)	3/17/2020	BBSADMIN
Days to Hold Transfer Client (10) (To)	3/17/2020	BBSADMIN

Report Details

Column	Description
Client Name	Name of Client
Create Date	Displays date the Client was created.
User Created	Displays the User ID who created client.
Approved Date	If approved, displays the date the Client was approved.
User Approved	If approved, displays the User ID who approved the client.

Security Roles

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

• Security Roles > Reports > Client > Print Client Approval Report



Client Activity Report

The Client Activity report displays purchase and payment activity and breaks out charge-back information for selected clients over a specified date range.

The default report definition for this report is **CliAct1**.

Client Activity Report	×
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Today	
Thru	
Client:	•
A/E:	•
Office:	•
Client Group: Value:	Ŧ
Format: 1-Purchases, collections, A/R, funds employed, charge backs	•
Combine: Do not combine	•
Print/Local Print/Engine Save Exit	Help

Field	Description
Date	Select the date to use for the report from the list:
Range	• Today
	• Yesterday
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the



Field	Description
	date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
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- s/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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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

Field	Description
	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 <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Client Group Code Table.
Format	Select the report format to be printed. Currently, format 1 - Purchases, collections, A/R, funds employed, chargebacks is the only option.
Combine	Select the option to indicate how results are combined:
	Do not combine
	Combine to master
	Combine to group/value
	Combine to summary
	Combine to account exec
	Combine to office

C/8	C/B	C/B	C/B	CIB		Funding	AR	Cash		
Non-Factor	Return	Recourse	Overage	Shortage	Charges	Balance	Balance	Receipts	Purchases	Date
						27,843.20	51,778.90			1/31/2011
					8.85	27,557.05	51,483.90	295.00		2/1/2011
						36,327.74	63,178.15		11,694.25	2/2/2011
						36,327.74	63,178.15			2/3/2011
(3,095.00)		570.00			30.70	33,356.29	62,608.15	3,095.00		2/4/2011
						33,356.29	62,608.15			2/5/2011
						33,356.29	62,608.15			2/6/2011
(3,523.75)					58.94	27,926.98	60,643.65	5,488.25		2/7/2011
(160.40						27,786.58	60,643.65	160.40		2/8/2011
		340.00			27.20	40,004.26	66,672.40		6,368.75	2/9/2011
						40,004.26	66,672.40			2/10/2011
						40,004.26	66,672.40			2/11/2011
						40,004.26	66,672.40			2/12/2011
						40,004.26	66,672.40			2/13/2011
						40,004.26	66,672.40			2/14/2011
						40.004.28	66.672.40			2/15/2011

System Preferences

The following system preference that affects this report is found in the Administration module, System Preferences, **Fields/screen behavior**, **Miscellaneous** folder.

Preference	Description
Calculate earnings	Set to True - All accounts flagged as an Earning Account in Tables > Accounting
based on account	> Account Table > Standard Tab > Earning Account check box will be included in
table flag	the calculation.

Client Availability Report

The Client Availability report details the Client's daily activity for a particular date range along with any associated Disbursements.

The default report definition for this report is **ClientAvail**.

Client Availability Report
Report Template:
Parameters Destination Scheduling Templates History
Client:
A/E:
Office:
Client Group: 🗨 Value: 🔽
Date Range: Specific Date Range 🔹 From:
Thru:
Print/Local View/Local Print/Engine Save Exit Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

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 \mathbf{X} 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

Field	Description
	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.
	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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list.
	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 .
Date Range	Select the date to use for the report from the list:



Field	Description					
	• Today					
	• Yesterday					
	Last Month					
	Current month-to-date					
	Year through last month-end					
	Current year-to-date					
	Specific date					
	Set At Run Time (Web Template Only)					
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.					
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Fri- day's data (assuming Friday was the last business day) instead of Sunday's. Set System Prefer- ence Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.					
Date	Select the date to use for the report from the list:					
кинде	• Today					
	• Yesterday					
	• Last Month					
	Current month-to-date					
	Year through last month-end					
	Current year-to-date					
	Specific date					
	Set At Run Time (Web Template Only)					

FieldDescriptionIf the Specific date range option is selected, enter the beginning and ending dates of the date
range to which to limit the report in the From and Thru fields.Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System
Preference Identification/system constants > CLMS|Reporting Services > Requests > Use last
business day instead of yesterday in date range to True. The Yesterday option in the Date
Range field is replaced with Last Business Day, and reports printed on Monday will print Fri-
day's data (assuming Friday was the last business day) instead of Sunday's. Set System Prefer-
ence Identification/system constants > CLMS|Reporting Services > Requests > Saturday is a
business day to True to consider Saturday a business day when the Date Range is set to Last
Business Day. This function is only valid for Reporting Services reports when Use last business
day instead of yesterday in date range is set to True.

Report Sample

Client Availability Report	
TEST GAP No Insurance Financial	Serv

December 1, 2019 Thru December 30, 2019

Detailed Activity

Assignee Name: Daily Statement Client

Date	Description	Pay By	Check Trans #	Reserve Amount	Amount Allocated	Expenses	Balance
	Beginning Balance						0.00
12/16/2019	Allocation from client statement			(830.00)	13,510.48		12,680.48
12/16/2019	Disbursement	CHECK	202		(890.00)		11,790.48
12/25/2019	Allocation from client statement				900.00		12,690.48
	Ending Balance						12,690.48

Report Details

Column	Description
Date	Date of Activity
Description	 Allocation from Client Statement = Daily Transactions Activity
	 Disbursement = Funds Disbursed to Client and/or Third Party
Рау Ву	Displays the Pay By Method
Check Trans #	Displays the Check number



Column	Description
Reserve Amount	Displays Reserve Amount
Amount Allocated	Displays the Proceeds Available from Purchase Batch
Expenses	Display Expenses
Balance	Displays the Cash Reserve Balance

Security Roles

New Security Roles associated with this report are located at **Security Roles > Reports > Client > Client Availability** (Yes/No).

Classic Client Aging Report

The Classic Client Aging Report screen allows you to print a general purpose aging report with invoice detail by debtor within client.

The default report definition for this report is ClassicAging01.



357

Classic Client Aging					8
Report Template:					▼ <u>N</u> ew
Parameters Destinatio	n Scheduling Templates His	story			
Client:					
A/E:					— <u> </u>
Office:					— <u> </u>
Client Group:		-	Value:		
Debtor:			1		
Debtor Group:		-	Value:		_
As Of Date:	Current Date	-			
Level:	Invoice	-			
Select:	Unpaid only	-	Age:		
Calc Age By:	Invoice date	-	Show: Invo	oice date	_
Display Age By:	Days (1-30, 31-60, 61-90)				-
		1			
High Level Sort:	Client				•
Client Sort:	Name				
Relationship Sort:	Debtor Name				
Detail Sort:	Invoice Number				-
	Allow user to override paramet	ers on the	web		
Print/Local <u>V</u> ie	ew/Local Print/Engine		<u>S</u> ave	E <u>x</u> it	Help

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



Field	Description
	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 <i>Client Information</i> 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 restric- tion 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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table.

Field	Description
Debtor	Enter the debtor name to which to limit the report. You can type a partial name to display all debtors that match the letters entered. You can then double-click the desired debtor name from the list to select it to be used to limit the report.
Debtor Group	Select the debtor group to which to limit the report results from the list. Debtor Group Codes are defined in the Debtor Group Code Table.
Value	Select the specific debtor group value to which to limit the report results from the list.
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 data range (Current Date, Previous Month-End Date, or Specific Date).
Level	Select the detail level for the report:
	Invoice
	Relationship (Debtor)
	• Client
Select	Select the option for the items to be reported:


Field	Description
	Unpaid only
	Unpaid & paid this month
	Everything on file
	 Older than / Show selected: Select this option to limit the results to invoices older than the number of days entered in the Age field and display only invoices older than those days.
	 Older than, show all: Select this option to limit the results to invoices older than the number of days entered in the Age field, but display all invoices for debt- ors that have one or more over age invoices, regardless of age.
Calc Age	Select the date from which to calculate aging:
Ву	Invoice date
	• Due date
	Purchase date
Show	Select the date to be included in the report results:
	 Invoice Date display the invoice date in the first date column and the paid date in the second date column
	 Invoice Date (Due date): display the invoice date in the first date column and the due date in the second date column
	• Due Date: display the due date in the first date column and the paid date in the second date column
	• Due Date (invoice date): display the due date in the first date column and the invoice date in the second date column
	• Purchase Date: display the purchase date in the first date column and the paid date in the second date column
Display Age By	Select the aging format to display on the report:



Field	Description
	• Days (1-30, 31-60, 61-90)
	• Due Date (Current, 1-30, 31-60)
	Months (August, July, June)
	 Non-standard columns: use the non-standard aging buckets defined for the client
Funded	Select the invoice funding status for the items to be reported:
	Non-funded invoices only
	Funded invoices only
	Funded and non-funded
Convert to Native Cur- rency	Select this option to convert amounts from the base currency to the native currency (the currency of the transaction). The conversion occurs on a client-by-client basis. If the client has a currency type set and the currency type is different from the default currency, FactorSoft looks up the conversion rate using the As of date in the currency table for the client's currency.
	For example, if client ABC Company has a currency type of Canadian Dollars and the daily conversion rate for Canadian dollars is 1.5, the report increases all of the client's amounts by a factor of 1.5.
Do not page break	Select this option to eliminate page breaks between clients in the generated output.
Show CPT	Select this option to include CPT codes associated with invoices on the report.
Show Debtor Address	Select this option to include the debtor address on the report.
Show Debtor Contacts	Select this option to include the debtor contacts on the report.
Show Debtor Credit	Select this option to include the debtor credit limit on the report.

Field	Description
Limit	
Show Debtor Phone Numbers	Select this option to include the debtor phone number on the report.
Show Dis- pute Codes	Select this option to include the dispute reason for invoices in dispute to the left of the invoice number on the report.
Show Grand Total	Select this option to include grand totals on the report.
Show NOA and Recourse Info	Select this option to include the recourse days or NOA information for invoices above the invoice balances on the report.
Show Per- centage	Select this option include the percentage of the client's balance in each aging bucket below the client totals.
Show PO#	Select this option include the purchase order number on the line below the invoice.
Show Risk Codes	Select this option to include the risk codes for invoices on the report.
Show Skipped Payments	Select this option to include an indicator for skipped payments. Skipped invoices will display with an "S" to indicate that they have been skipped in cash posting.
High Level	Select the primary sort option for the report:
Sort	Client: Sort by client
	 Account executive, client: Sort by client within account executive.
	 Office, client: Sort by client within office. An Office Total displays the total A/R Balance for all clients within office at the office sub-total breaks when this option is set.
Client Sort	Select the sort option for client sorting:

Field	Description
	Name: sort by name in ascending alphabetic order.
	Client Code: sort client code in ascending alphanumeric order.
	Age level: sort by age, most current to least current.
Rela-	Select the option for sorting debtors within client:
tionship Sort	Debtor name
	Debtor code
	Client reference number
	• Balance
Detail Sort	Select the option for sorting the invoice detail within debtor:
	Invoice number
	Invoice date
Allow user to override para- meters on the web	Select this option to allow the ClientWeb user the ability to select parameters (including Debtor) when requesting the report from the Report Queue page in Cli- entWeb. This option applies to Classic Client Aging templates set up as a Web des- tination with the As Of Date set to Set At Run Time (Web Template Only), which allows the selection of the as-of date from the ClientWeb Report Queue at the time the report is requested.



Upland Factors, LLC HANDHELD TECHNOLOGY CORPORATION(1000)											Detail Ag As Of Ma	ing By Days rch 01, 2011	
			Invoice		Invoice	Due							
Debtor		Invoice#	Date	Schø	Amount	Date	Balances	Age	Current	31-60 Days	61-90 Days	91-120 Days	121+ Days
AUDIO I GNOR ANCE													
		4335	12/31/2010	156	2,000.00	1/30/2011	2,000.00	60		2,000.00			
							2,000.00		0.00	2,000.00	0.00	0.00	0.00
CROSS COUNTRY CO	MMUNICA	TIONSLLC											
		4391	2/1/2011	163	261.25	3/3/2011	261.25	29	261.25				
							261.25		261.25	0.00	0.00	0.00	0.00
E-LECTORIX													
		4396	2/1/2011	163	120.00	3/3/2011	120.00	28	120.00				
							120.00		120.00	0.00	0.00	0.00	0.00
INFOTREND TECHNOL	.0GIES												
		4316	12/16/2010	155	2,265.00	1./15/2011	2,265.00	75			2,265.00		
		4364	1/17/2011	160	340.00	2/16/2011	340.00	43		340.00			
		4393	2/1/2011	163	175.00	3/3/2011	175.00	28	175.00				
							2,780.00		175.00	340.00	2,265.00	0.00	0.00
LIKE TECHING													

Classic Client Aging (Beta) Report

The Classic Client Aging (Beta) Report screen allows you to print a general purpose aging report with invoice detail by debtor within client.

The default report definition for this report is ClassicAging01V2.



冒 Classic Client Aging (Beta)						×
Report Template:						•	New
Parameters Destination	n Schedul	ing Templates H	listoru				
Client			istory				
Cileric	Advance Ar	nount Client (ADVAN	(T)				<u> </u>
Officer							4
Client Group				Maluer			
Client Group:			~	value:			_
Debtor:							- 1
Debtor Group:			-	Value:			-
As Of Date:	Current Date	3	-				
Level:	Invoice		-				
Select:	Unpaid only		•	Age:			_
Calc Age By:	Purchase da	ate	•	Show: Pur	chase date		-
Calc Amount:	Invoice Amo	ount	-	,			_
Display Age By:	Davs (1-30,	31-60, 61-90)					-
Funded:	Funded invo	pices only					-
1	Convert I	o Native Currency					-
I	🗌 Donot p	age break					
ľ	Donot si	now unidentified pay PT Codes	ments				
1	Show De	btor Address					
l	✓ Show De	btor Contacts					
İ	Show De	btor Phone Number	s				
I	🔽 Show De	escription					
l l	Show Gr	and Total					
I	Show NC)A and Recourse Ini	fo				
l	Show Pe	rcentage 1#					
Í	Show Ris	sk Codes					
I	Show Sk	ipped Payments					
ļ	Show Cli Show To	ent Advance Hate Ital Payments					
High Level Sort:	Client						-
Client Sort:	Name						•
Relationship Sort:	Debtor Nam	e					-
Detail Sort:	Invoice Nur	nber					-
I	Allow use	er to override parame	eters on the	e web			
Print/Local Vie	w/Local	Print/Engine		Save	Exit	1	Help

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.



Field	Description
	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 <i>Client Information</i> 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 restric- tion 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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table.
Debtor	Enter the debtor name to which to limit the report. You can type a partial name to display all debtors that match the letters entered. You can then double-click the desired debtor name from the list to select it to be used to limit the report.
Debtor Group	Select the debtor group to which to limit the report results from the list. Debtor Group Codes are defined in the Debtor Group Code Table.
Value	Select the specific debtor group value to which to limit the report results from the



Field	Description
	list.
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 data range (Current Date, Previous Month-End Date, or Specific Date).
Level	Select the detail level for the report:
	Invoice
	Relationship (Debtor)
	• Client
Select	Select the option for the items to be reported:
	Unpaid only
	Unpaid & paid this month
	Everything on file
	 Older than / Show selected: Select this option to limit the results to invoices older than the number of days entered in the Age field and display only invoices older than those days.
	 Older than, show all: Select this option to limit the results to invoices older than the number of days entered in the Age field, but display all invoices for debt- ors that have one or more over age invoices, regardless of age.
Calc Age By	Select the date from which to calculate aging:

Field	Description
	Invoice date
	• Due date
	Purchase date
Show	Select the date to be included in the report results:
	 Invoice Date display the invoice date in the first date column and the paid date in the second date column
	 Invoice Date (Due date): display the invoice date in the first date column and the due date in the second date column
	• Due Date: display the due date in the first date column and the paid date in the second date column
	• Due Date (invoice date): display the due date in the first date column and the invoice date in the second date column
	 Purchase Date: display the purchase date in the first date column and the paid date in the second date column
Calc	Select the Amount from which to Calculate:
Amount	 Invoice Amount (Default)
	Advance Amount
	NOTE - When generating the report with Unpaid Only and Calc Amount: Advance Amount, overpaid invoices will not display.
	If using Relationship or Purchase Batch Override Terms, data will not be accurate in the Client Adv Rate and Advance Amount. They are based on the Client Term set at the Cli- ent Level.
Display	Select the aging format to display on the report:
Age By	• Days (1-30, 31-60, 61-90)
	 Due Date (Current, 1-30, 31-60)
	 Months (August, July, June)
	 Non-standard columns: use the non-standard aging buckets defined for the client



Field	Description
Funded	Select the invoice funding status for the items to be reported:
	Non-funded invoices only
	Funded invoices only
	Funded and non-funded
Convert to Native Cur- rency	Select this option to convert amounts from the base currency to the native currency (the currency of the transaction). The conversion occurs on a client-by-client basis. If the client has a currency type set and the currency type is different from the default currency, FactorSoft looks up the conversion rate using the As of date in the currency table for the client's currency.
	For example, if client ABC Company has a currency type of Canadian Dollars and the daily conversion rate for Canadian dollars is 1.5, the report increases all of the client's amounts by a factor of 1.5.
Do not page break	Select this option to eliminate page breaks between clients in the generated output.
Show CPT	Select this option to include CPT codes associated with invoices on the report.
Show Debtor Address	Select this option to include the debtor address on the report.
Show Debtor Contacts	Select this option to include the debtor contacts on the report.
Show Debtor Credit Limit	Select this option to include the debtor credit limit on the report.
Show Debtor Phone Numbers	Select this option to include the debtor phone number on the report.
Show Dis- pute	Select this option to include the dispute reason for invoices in dispute to the left of the invoice number on the report.



Field	Description
Codes	
Show Grand Total	Select this option to include grand totals on the report.
Show NOA and Recourse Info	Select this option to include the recourse days or NOA information for invoices above the invoice balances on the report.
Show Per- centage	Select this option include the percentage of the client's balance in each aging bucket below the client totals.
Show PO#	Select this option include the purchase order number on the line below the invoice.
Show Risk Codes	Select this option to include the risk codes for invoices on the report.
Show Skipped Payments	Select this option to include an indicator for skipped payments. Skipped invoices will display with an "S" to indicate that they have been skipped in cash posting.
Show Cli- ent Advance Rate	Select this option to include a column "Client Advance Rate" showing the Advance Rate percentage set at the Client Level.
	Note : If using Relationship or Purchase Batch Override Terms, data will not be accur- ate in the Client Adv Rate and Advance Amount. They are based on the Client Term set at the Client Level.
Show Total Pay- ments	Select this option to include a column "Payments" showing total amount of pay- ments receive against an invoice.
High Level	Select the primary sort option for the report:
Sort	Client: Sort by client
	Account executive, client: Sort by client within account executive.
	 Office, client: Sort by client within office. An Office Total displays the total A/R Balance for all clients within office at the office sub-total breaks when this option is set.

Field	Description					
Client Sort	Select the sort option for client sorting:					
	Name: sort by name in ascending alphabetic order.					
	Client Code: sort client code in ascending alphanumeric order.					
	Age level: sort by age, most current to least current.					
Rela-	Select the option for sorting debtors within client:					
tionship Sort	Debtor name					
	Debtor code					
	Client reference number					
	• Balance					
Detail Sort	Select the option for sorting the invoice detail within debtor:					
	Invoice number					
	Invoice date					
Allow user to override para- meters on the web	Select this option to allow the ClientWeb user the ability to select parameters (including Debtor) when requesting the report from the Report Queue page in Cli- entWeb. This option applies to Classic Client Aging templates set up as a Web des- tination with the As Of Date set to Set At Run Time (Web Template Only), which allows the selection of the as-of date from the ClientWeb Report Queue at the time the report is requested.					

372

TE ST G AP No In	surance Financi	al Serv											Funded As	Detail Aging Of December	By Days 24, 2019
Debtor	PO# Invoice#	Invoice Date	Sch#	Adv Rate	Advance Amount	Paid Date	Payments	Open Amt	Age	1-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Days	151+ Days
C.H. Robinson((205)555-98 987 Main Str Dallas,TX 55	CHROB) 76 eet 555							No Recourse,	NOA r	ecelved5,000.0	10 credit limit				
	2520-1	12/24/2019	1452	90.00	900.00		0.00	900.00	1	900.00					
	62119- REDO1	6/21/2019	1059	90.00	111.20	12/13/2019	123.56	0.00	187						
	62119- REDO3	6/21/2019	1059	90.00	671.00	12/13/2019	745.55	0.00	187						
	62119-ID2	6/21/2019	1046	90.00	709.61	12/24/2019	788.00	0.00	187						
	62119- RED02	6/21/2019	1059	90.00	886.73	12/24/2019	985.26	0.00	187						
	93019-1	6/25/2019	1154	90.00	900.00		0.00	900.00	183						900.00
*							2,642.37	1,800.00		900.00	0.00	0.00	0.00	0.00	900.0
Gena Test Deb 123 Crestwo Birmingham,	tor(1001) od BLVd AL 35000							No Recourse,	NOA r	eceived10,000	00 credit limit				
	2520-3	12/24/2019	1452	90.00	900.00		0.00	900.00	1	900.00					
	112219-1	11/19/2019	1303	90.00	1,433.01		0.00	1,433.01	36		1,433.01				
* TQL -Total Qua Gena Pond	ility Logistics(TQL)					0.00	2,333.01 No Recourse,	NOA r	900.00 eceived6,000.0	1,433.01 10 credit limit	0.00	0.00	0.00	0.0
	2520-2	12/24/2019	1452	90.00	900.00		0.00	900.00	1	900.00					
0	02040.4	814/0040	4450	00.00	440.60		0.00	440.60	207						440.60

System Preferences

The Classic Client Aging (Beta) Report is configured in **System Preferences > Reports > Classic Client Aging (BETA)** folder, as described following:

Preference	Description
Show NOA Sent	When True, Report will show "NOA Sent."
Received	When False, Report will show "NOA Received."

Client Change Report

The Client Change report displays changes to debtors by client, showing the debtor name, date of the change, the data field affected and the before and after value for the field.

The default report definition for this report is **CliChangel**.

Client Change Report	×
Report Template:	ew
Parameters Destination Scheduling Templates History	
Date Range: Today From:	
Thruz	
Client:	1
A/E:	1
Office:	1
Client Group: Value:]
	-1
Print/Local Print/Engine Save Exit Het	

Field	Description
Date	Select the date to use for the report from the list:
Range	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Fri- day's data (assuming Friday was the last business day) instead of Sunday's. Set System Prefer- ence Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last



Field	Description
	Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True .
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 <i>Client Information</i> 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .

Field	Description
Value	Select the specific client group value to which to limit the results in the report.
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .

Audubon I	Norid of Peccon Nature Institute ((125)		January 1, 2001 Thru December 31, 2010
Debtor				
	Date	information	Was	ls
···· Client C	hanges ***			
	5/5/2003	Name		Client 2.13.36
	5/5/2003	Address#1		123 South Lake
	6/6/2003	City		New Orleans
	5/5/2003	State		LA
	5.6/2003	Zip Code		70114
	5/5/2003	Phone#1		(504)258-2582
	6/5/2003	Fax		(504)258-0000
	5/5/2003	Name		Same Name
	6/21/2003	Name	Client 2.13.36	Audubon Nature Institute
	7/11/2005	Phone#1	(504)258-2582	(205)631-6132
	7/11/2005	Phone#1	(205)631-6132	(310)465-4340
	7/14/2005	Fax	(504)258-0000	(205)972-8900
	8/18/2005	Name		12345
A1GARA(/	AIGARA)			
	5/17/2005	Errai		russ @baysidebiz.com

System Preferences

The following system preferences for this report are found in the Administration module, System Preferences, **Reports**, **Client change reports** folder.

Preference	Description
Show client reference number instead of debtor code	Set to True to display the Client Reference Number instead of the Debtor Code has been added for the Client Change Report.

Client Contract Report

The Client Contract Report creates reports that list activity for invoices purchased under client contracts. The Contract Detail Report that lists open contracts by debtor within client. The Activity format lists contracts with purchase activity within a given date range by client.

The default report definitions for this report are ContractDtl and ContractAct.

Client Contract Report	8
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
As Of Date: Today	-
Client:	AX
A/E:	•
Office:	▼
Client Group: Value:	V
Format: Detail	•
Filter By: Open Contracts	•
PageBreak	
Print/Local View/Local Print/Engine Save	E <u>x</u> it <u>H</u> elp

Field	Description
As of Date	Today
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 <i>Client Information</i> 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

jh

Field	Description
Office	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. Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu click Tables . Then on the Client & Debtor menu click Office .
Oliant	A la statis a light success to which to light the product mend, click office.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Format	Select the report format to be printed:
	Detail: generates the Contract Detail Report
	Activity: generates the Contract Activity Report
Filter By	Select the line items to be included in the report.
	Open Contracts
	Closed Contracts
	All Contracts
Page Break	Select this option to include debtors with no Federal Tax ID number recorded in the Debtor Information Identity panel in the report results.



Contract Detail Report

Upland Factors,	uс						Contract Detail Report
Client: COMMER	RCIAL LAWIN CARE						March 1, 2011 Only
Contract Name:	Test Contract Limit	ITS#54960		Expiration Date: 2/28	2011		
Contract Numbe	x: 1001			Total Contract Amount	: 250.00		
Debtor: LOLLIES	5						Remaining
		Invoice	Activity				Contract
Date	Invoice A.	Amount	Туре	Description			Balance
3/1/2011			BAL				250.00
3/1/2011	78-897897	200.00	BUY				(150.00)
			- Control			 	

Contract Activity Report

Upland Factors, LLC Client: COMMERCIAL	LAWN CARE					Contra February 1, 2011 Th	ct ActivityReport ru March 1, 2011	
	Contract	Contract	Contract	Expiration			Remaining	
Date	Name	Number	Amount	Date	No Buy	Comments	Balance	
2/5/2011	Test Contract Limit ITS#64960	1001	250.00	2/28/2011			00.03	

Client/Debtor Summary Report

The Client/Debtor Aging Report generates a report that displays client/debtor activity for a selected period, including purchase history by batch, a period summary, and a summary of totals by debtor.

The default report definition for this report is **CliDebSumm**.



Client/ Debtor Summary Report	×
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Today	From
	Thru
Client	•
A/E:	•
Office:	•
Client Group:	Value:
Print/Local Print/Engine	Save Exit Help

Field	Description									
Date	Select the date to use for the report from the list:									
Range	• Today									
	• Yesterday									
	• Last Month									
	Current month-to-date									
	Year through last month-end									
	Current year-to-date									
	Specific date									
	 Set At Run Time (Web Template Only) 									
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.									
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Fri- day's data (assuming Friday was the last business day) instead of Sunday's. Set System Prefer- ence Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last									



Field	Description
	Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True .
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 <i>Client Information</i> 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .

Field	Description
Value	Select the specific client group value to which to limit the results in the report.
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .

JQ TECHNOL	OGY, LLC	1009)							March	1, 2010 Thru Feb	oruary 28, 201
Post Date	Batch #	#of In voices	Invoice Amount	#of Credits	Credit Amount	T o Fe	otal ees	Reserves Held	Chargebac	ks Expenses	Amount
7/21/2010	101	14	6,127.44					(612.76)		(17.95)	5,514.68
7/30/2010	102	3	1,815.50					(181.55)		(17.95)	1,633.95
8.6/2010	103	3	1,814.52					(161.45)		(17.95)	1,453.07
8/25/2010	104	3	3,755.48					(375.55)		(17.95)	3,379.91
8/27/2010	105	2	2,091.94					158.48		(17.95)	2,250,40
9/2/2010	106	2	3,009.34					(300.94)		(17.95)	2,708,40
9/23/2010	107	2	4,197.79					(419.78)		(17.95)	3,778.01
10/8/2010	108	2	2,087.08					313.65		(17.95)	2,400.73
11/22/2010	109	4	10,000.04					(1,000.01)		(17.95)	9,000,0
12/15/2010	110	1	9,695.26					(969.53)		(17.95)	8,72573
2/2/2011	111	1	10,215.27					(1,021.53)		(17.95)	9,193.74
		37	54,609.64					(4,570.99)		(197.45)	50,038.04
2 Month Summ	19ry										
1onth		Total Invoices	Tota Credite	8	Total Fees	Reser	ves leid	Chargeba	ick E	xpenses	Amount Funded
uly 2010		7,942.94				(794	431)			(35.90)	7,148.63
ugust 2010		7,461.92				(378	354)			(53.85)	7,083.38
eptember 2010		7,207.13				(72)	072)			(35.90)	6,486.41
lctober 2010		2,087.08				31	3.65			(17.95)	2,400 73
iovember 2010		10,000.04				(1,000	0.01)			(17.95)	£0.000
lecember 2010		9,695.26				(966	9.53)			(17.95)	8,725,73
ebruary 2011		10,215.27				(1,021	153)			(17.95)	9,193,74
		54,609.64				(4,570	99)			(197.45)	50,038.65
Nebtor Summa	ry										
abtor (Addres	95			#of Invoic	es	Invoice Total	# of Credits		Credit Total	Net Sales	12 Month Invoice Tota
Pentor / Audres		INTAIN MEW, C	4	37		54,609.84				54,609,64	54,609.8
EEGLE () 811 BALLPARK	PLACE, MO I										

Client Event Report (As Of Date)

The Client Event Report (As Of Date lists recurring client-related events (set up in the Client Event Table) that have expired and produced a tickler message for the user, A/E, or group. This report was added as an enhancement to complement the Client Event Expirations queue screen (which is accessed from the Notes menu in the FactorSoft Desktop application) to leverage the scheduling and delivery capabilities of CRS reports. Using the Client Event Expiration Report, you can provide daily past due event exception



update reports to user, A/E, or group and deliver them via desktop, email, or printer. The generated report lists each event as a line-item displaying the client name, office, event name and description, the expiration date and note, if provided.

There are two report request screens that provide alternate date logic to generate the Event Expiration Report. This Client Event Report (As Of Date) allows the report to be generated from a selected as-of date, while the Client Event Report allows the report to be produced by selected date range.

Client Events Report (As Of Date)	×
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
As Of Date: Specific Date	
Client	•
A/E:	•
Office:	•
Client Group: Value:	Y
Tickler note type:	•
Minimum client balance:	
Print/Local View/Local Print/Engine Save Exit	Help

Field	Description							
AS Of	Select the ending date of the date range for the report.							
Date	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 Cli- entWeb Report Queue, a screen appears to choose the date range (Current Date , Previous Month-End Date , or Specific Date).							
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						
	s/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 <i>Client Information</i> screen.						
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.						
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .						
Client	Select the client group to which to limit the results in the report.						
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .						
Tickler note type	Select the event type to which to limit the display of client events. The entries in this list are the events created in the Client Event Table.						
Minimum	Enter the client minimum outstanding balance for events to be included on the report. Cli-						

Field	Description
client bal-	ents with balances below this amount are excluded from the report.
ance	

TEST World of Factoring **TEST** Event Expiration Report				January 1, 2015 Thru	December 31, 2015
Client.	Office	Event	Description.	Expire Date Note	
Additional / Late Fee Medical Additional / Late Fee Medical	LA LA	1ST CALL JAYTEST	Call back the debtor after first initial call Jay Test Beginning	4/28/2015 9/1/2015 tes	

Client Event Report

The Client Event Report lists recurring client-related events (set up in the Client Event Table) that have expired and produced a tickler message for the user, A/E, or group. This report was added as an enhancement to complement the Client Event Expirations queue screen (which is accessed from the Notes menu in the FactorSoft Desktop application) to leverage the scheduling and delivery capabilities of CRS reports. Using the Client Event Expiration Report, you can provide daily past due event exception update reports to user, A/E, or group and deliver them via desktop, email, or printer. The generated report lists each event as a line-item displaying the client name, office, event name and description, the expiration date and note, if provided.

NOTE

To request this report, the system preference **Reports**, **Event expiration report**, **Crystal Reports module name** must be set to **TICKEXP**.

There are two report request screens that provide alternate date logic to generate the Event Expiration Report. This Client Event Report allows the report to be produced by selected date range, while the Client Event Report (As Of Date) allows the report to be generated from a selected as-of date.

The default report definition for this report is **CliEvent** and **CliEventAD**.



Client Events Report	X
Report Template:	<u>▼</u> <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Today	From:
	Thru:
Client:	QX
A/E:	•
Office:	•
Client Group:	Value:
Tickler note type:	•
Minimum client balance:	
Print/Local View/Local Print/Engine	<u>Save</u> E <u>x</u> it <u>H</u> elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

Field	Description
Date	Select the date to use for the report from the list:
Range	• Today
	• Yesterday
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.

Field	Description
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
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- s/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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.



Field	Description
	Offices are defined in the <u>Office table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Tickler note type	Select the event type to which to limit the display of client events. The entries in this list are the events created in the Client Event Table.
Minimum client bal- ance	Enter the client minimum outstanding balance for events to be included on the report. Cli- ents with balances below this amount are excluded from the report.

"TEST" World of Factoring "TEST" Event Expiration Report				January 1, 2015 Thru December 31, 2015
Client.	Office	Event	Description.	Expire Date Note
Additional / Late Fee Medical	LA	1ST CALL	Call back the debtor after first initial call	4/26/2015
Additional / Late Fee Medical	LA	JAYTEST	Jay Test Beginning	9/1/2015 tes

System Preferences

The following system preference that affects this report is found in the Administration module, System Preferences, **Reports > Client Event Expiration**s folder.

Preference	Description
Sort to client, expir- ation date	Set to True and the report will sort to expiration date within client instead of event type within client

Security Roles

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

• Security Roles > Reports > Client > Print Client Events Report



Client Funding Report

The Client Funding Report shows the advance rate, ineligibility, and gross available per invoice to help determine a client's availability to borrow against their reserve.

To access this report, in the Reports module, on the **Client** menu, click **Client Funding Report**.

Client Funding Report
Report Template: New
Parameters Destination Scheduling Templates History
Client:
A/E:
Office:
Client Group: 💽 Value:
As Of Date: Current Date
Report: Invoice Summary Detail
Print/Local View/Local Print/Engine Save Exit Help

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



Field	Description
	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.
	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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
As Of	Select the ending date of the date range for the report.
Date	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 Cli- entWeb Report Queue, a screen appears to choose the date range (Current Date , Previous Month-End Date , or Specific Date).

Field	Description
Report	Select the report format.
	Invoice Summary Detail
	Client Funding Totals



- 1. **Invoice Summary Detail** Shows information about funded and active invoices. This format is also available for delivery to ClientWeb (if available).
 - As of Date Indicates the time frame selected for the report.
 - Debtor Name Name of debtor shown in the report.
 - Invoice # Number of the invoice.
 - Invoice Date Date for the invoice.
 - A/R Bal Balance of the invoice.
 - Ineligible A/R Amount of ineligibles in the invoice.
 - Available Collateral The Invoice Balance minus Invoice Ineligible Amount.
 - Advance Rate Advance rate for the invoice.
 - Gross Available The Available Collateral multiplied by the Invoice Advance Rate.
 - Ineligible Reason Description for the Ineligible code.
 - Fund Employed The Client Net Fund Employed Balance based on the As of Date selected for the report.
 - Available for Release The sum of Gross Available less the Fund Employed.
- 2. Client Funding Totals Shows a snapshot for either all active factoring clients, or the client selected for the report.



- As of Date Indicates the time frame selected for the report.
- A/R Bal Balance of the invoice.
- Ineligible A/R Amount of ineligibles in the invoice.
- Available Collateral The Invoice Balance minus Invoice Ineligible Amount.
- Gross Available The sum of Invoice Available Collateral multiplied by the Invoice Advance Rate.
- Fund Employed The Client Net Fund Employed Balance based on the As of Date selected for the report.
- Available Reserve The sum of Gross Available less the Fund Employed.
- Unapplied Cash Balance of cash received that has not yet been applied to specific invoices.

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. For more information, contact your Jack HenryTM representative at lendinginfo@jackhenry.com

Client Liability Report	×
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
As Of Date: Current Date	
Client	•
A/E:	•
Office:	•
Client Group: 📃 🗸 Value:	-
Format: Detail	•
Print/Local <u>View/Local</u> Print/Engine <u>Save</u> E <u>xi</u>	t <u>H</u> elp



Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

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 Cli- entWeb Report Queue, a screen appears to choose the date range (Current Date , Previous Month-End Date , or Specific Date).		
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		



Field	Description
	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.
	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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this 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.)



TE ST G AP No Insurance Financial Serv Client: Sales Authorization SALES

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



v4.7

Client Liability Detail Report

July 10, 2020
Client Reserve Report

The Client Reserve Report generates a listing of current reserves by client, including a subtotal of reserve balances, a summary of potential charge-backs and potential new reserve balance.

The default report definition for this report is **RsvRept**.

To enable the FactorSoft Reporting Services version of the Client Reserve Report in FactorSoft and ClientWeb, set the Reports module System Preference in **Reports**, **Client reserve reports** (listed below) to **C_RSVACT**. You can choose any of the following formats, but only that one format will be available in ClientWeb:

- Detail Crystal Reports module name
- Detail with activity (w/check#) Crystal Reports module name
- Detail with activity (w/fee%) Crystal Reports module name
- Detail with activity (w/RefNo) Crystal Reports module name

Client Reserve Report	×
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Client: [Flat Fee National	
AE:	Y
Office:	v
Client Group: Value:	Y
Date Range: Year Thru Last Month-End From:	
Thru	
Format Detail	•
Sort Client By: Client Name	•
Sort Detail By: Invoice Number	Y
Include Unpaid Checks Each Client Statts on a New Page Hide Payments to Hold Accounts	
<u>Print/Local</u> Print/Engine <u>Save</u> E <u>x</u> it	Help

Report Parameters

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 > Field- s/Screen Behavior > Miscellaneous > Use Client Search instead of drop downs is set to



Field	Description
	True.
	Select the A 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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client

Field	Description
	Group Codes.
Date	Select the date to use for the report from the list:
range	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
Report Type	Select the report format to be printed:



Field	Description
	Detail: Generates the Reserve Detail Report.
	 Detail with Activity (w/Fee%): generates the Reserve Activity Report, including the Fee %.column.
	 Detail with Activity (w/Check#): generates the Reserve Activity Report, including the Check.column, which contains the check number, if provided.
	 Detail with Activity (w/Ref#): generates the Reserve Report, including the Ref #.column, which displays the Debtor reference code.
	 Summary: generates the Reserve Summary Report, which contains one line per client displaying the reserve balance.
	 Summary with potential chargebacks: generates the Reserve Summary Report, which contains one line per client displaying the reserve balance, potential chargebacks, and reserve availability totals.
Sort Cli-	Select the sort option that determines the order in which clients are sorted:
ent by	Client Name
	Client Code
Sort Detail	Select the option that determines how the detail is sorted within client.
by	Invoice #
	Check #
Include unpaid checks	Select this option to include unpaid checks in the report results.
Each cli- ent starts on a new page	Select this option to force a new page for each client break in the report. If this is not selec- ted, multiple clients can be printed on one page.
Hide pay- ments to hold accounts	Select this option to suppress display of payments to hold accounts in the report results.

jh

iland Fac	tors, LLC				February 1, 2011 th		Reserve Detail Report hru February 28, 2011	
Date	Pavee	Transaction	Paid	Check#	Pay Type	Bato h#	Description	Amoun
NDHELD	TECHNOLOGY CORPORATION (1000)							
1/31/2011		Balance Forward						10,990.93
2/1/2011	HARDWIRE TECHNOLOGY CORPORATION	CashPosting	2/1/2011	Z272204	ZeroCheck	282	Collection Report#282	64.90
2/4/2011	02/02/11 Credit Card Fees for \$3095.00	Rsv Release	2/4/2011	02/02/11 CC Fees	ZeroCheck	288	02/02/11 Credit Card Fees for \$3095.00	(92.85
2/4/2011	HARDWIRE TECHNOLOGY CORPORATION	Adjustment	2/4/2011	Z272214	ZeroCheck	285	Adjustment Batch#286	(458.20)
2/4/2011	HARDWIRE TECHNOLOGY CORPORATION	CashPosting	2/4/2011	Z272218	ZeroCheck	287	Collection Report#287	3,095.00
2/7/2011	HARDWIRE TECHNOLOGY CORPORATION	CashPosting	2/7/2011	Z272221	ZeroCheck	289	Collection Report#289	3,955.94
2/8/2011	HARDWIRE TECHNOLOGY CORPORATION	CashPosting	2/8/2011	Z272225	ZeroCheck	290	Collection Report#290	180.40
2/9/2011	HARDWIRE TECHNOLOGY CORPORATION	Purchase	2/9/2011	30568	Check	103	Schedule#103	(7,433.92)
2/9/2011	HARDWIRE TECHNOLOGY CORPORATION	Adjustment	2/9/2011	Z272227	ZeroCheck	291	Adjustment Batch#291	(282.20
								10,000.00

System Preferences

The following system preference that affects this report is found in the Administration module, System Preferences, **Fields/screen behavior**, **Miscellaneous** folder.

Preference	Description
Calculate earnings	Set to True - All accounts flagged as an Earning Account in Tables > Accounting
based on account	> Account Table > Standard Tab > Earning Account check box will be included in
table flag	the calculation.

The following system preferences for this report are located in the Administration module, System Preferences, **Reports**, **Client recourse reports** folder.

Preference	Description
Advanced calculation should not include fee rate	Set to True to indicate that the Advance column represents that account hold- back only.
Credit 'HELD' activity should display as 'PAID'	Set to True to allow the Activity Type for reserve release through a purchase to be "PAID" instead of "HELD" on the Client Reserve Report (Format set to Detail with Activity (w/Fee%), Detail with Activity (w/Check#), or Detail with Activity (w/Ref#)).
Fee column on activ- ity reports is only fees taken at collection	Set to True to include only fees taken at collection. If False , the program will include a calculated representation of fees taken at purchase, so the net to reserves will not reconcile to the report.
Heading should be	Set to True to use the heading Additional Fees instead of Interest on appro-

v4.7

Preference	Description
additional fee instead of interest	priate reports.
Hide detail with activ- ity format	Set to True to turn off the Detail with Activity with Check # and Fee % formats.
Include inactive cli- ents in all client selec- tion	Set to True to include inactive clients in the results.
Leave pending check numbers as blank (do not print 'Pending')	Set to True to prevent literal Pending from displaying on unwritten checks.
Pickup fees from pur- chases	Set to True to include purchase fees on the report.
Show accrued invoice fees and interest if not deducted	Set to True to show the fees and interest below Available for Release if the pref- erence is set to not deduct fees and interest.
Suppress trans- actions with no reserve effect	Set to True to exclude transactions with no reserve effect from the Detail with Activity reports.
Use report server cli- ent reserve report	Set to True to use the Task Scheduler-enabled report.

Client Summary and Ineligibility Report

The Client Summary Detail report lists Funds Employed, Collateral and Reserves details for a single client or all clients for the selected dates.

The default report definitions for these reports are:

- Client Summary Detail = **RsvRell**
- Client Ineligibility = Ineligi
- Suspense and Write Offs are separate = RsvRel4



Client Summary and Ineligibility Reports	8
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Client	•
A/E:	
Office:	•
Client Group: 🗨 Va	ue: 🚽
Date Range: Today 🗾 🗸	om:
TI	nru:
Show: All unpaid invoices	•
Sort: Debtor, invoice	-
G/L Group:	•
Format: Client Summary Detail	•
Convert summaries to native currency	
Print/Local View/Local Print/Engine S	ave E <u>x</u> it <u>H</u> elp

Report Parameters

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 > Field- s/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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol-

jh

Field	Description
	lowing 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 <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. Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File
Oliant	Celect the client group to which to limit the regults in the report
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Date	Select the date to use for the report from the list:
Range	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.

Field	Description
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
Show	Select the option that determines invoices to be included in the report. This option is only available when the Client ineligibility report is selected:
	All unpaid invoices
	Ineligible invoices only
Sort	Select the sort option that determines the order in which to display detail data. This option is only available when the Client ineligibility report is selected:
	 Debtor/Invoice: includes a break between each debtor with totals for Balance, Amount Eligible, and Available for Recourse.
	 Invoice only: same as above, but without debtor break and totals.
G/L Group	Select the G/L Account Group to which to limit the report.
Format	• Client summary detail: Select this option to generate the Client Summary Detail report, which details balances for each client in Funds Employed, Collateral, and Reserves sections.
	• Client summary total: Select this option to generate the Client Summary Total report, which is in the same format as the Client Summary Detail, but contains only a total of all clients without individual client detail.
	• Client summary detail and total: Select this option to generate both the Client Sum- mary Total and Detail report.
	• Client ineligibility report: Select this option to generate the Ineligibility Report, which details ineligible invoices as individual line items by debtor within client, displaying balances, ages, and ineligibility reason.
Convert	Select this option to convert amounts from the base currency to the native currency (the

Field	Description
sum-	currency of the transaction). The conversion occurs on a client-by-client basis. If the client
maries to	has a currency type set and the currency type is different from the default currency, Fact-
native cur-	orSoft looks up the conversion rate using the As of date in the currency table for the client's
rency	currency. For example, if client ABC Company has a currency type of Canadian Dollars and
	the daily conversion rate for Canadian dollars is 1.5, the report increases all of the client's
	amounts by a factor of 1.5.

the setty open				
AR Balance	65,527.40	Beginning AR Balance	66,672.40	
Fee Escrow	0.00	Debitpurchases		0.00
Reserve Escros	16,381.89	Gredit purchases		0.00
Advance Balance	49,145.51	Purchases	00.0	
Cash Newron	10,306.90	Descurre	1,140.00	
Simple Interact Loans	0.00	Champa harder	0.00	
Amartined Loans	0.00	Give backs	0.00	
Held Funds	0.00	When Oth & Suspense:	0.00	
Total Funds Employed	38,838,01	Ending A/R Balance	05.527.40	
		A/B Turn	68.23	
		Atemate C/B Breakdown		
		Non-Sectored	0.00	
		Recovery	00.0	
		Charge backs	0.00	
		Earnings	34.35	
		Tax On Earnings	0.00	
		1-30 Days:	5,040.75	8%
		31-45 Days :	25,978.65	40%
		40-00 D2j5:	19,313.00	283
		61-00 Date:	10,100,00	22.8
siateral			310	
AR Balance	65,527.40			
+Paid In Reat	0.00			
-Dilution	0.00			
-Invoices in Dispute	36,996.75			
-Invoices Available For Recourse	0.00			
 Indigible Set Aside 	0.00			
 Ineligible involces 	0.00			
- Goss heighilty	00.0			
Available Collateral	28,530.05			
erenar	10 F10 6F	Cast Durings	10.000.00	
Advance Date	25,550,65	- Entrai Bonner	10,000.00	
Group Available	21.397.99	Total Beserver	28.609.79	
-Funda Employed	38,838.61	-Recourse/Inelicible	38,998,75	
Aulable Reserves	-17,440.02	- Accrued Invoice Fees:	2,981.08	
		-Acorued Interest	0.00	
		Adjusted Reserves	-13,289,04	
-Add Reserves Required	0.00	Required Reserves	16,381.89	
-heligible float	0.00	-Add Reseves Required	0.00	
Ausitable For Release	-29,670.93	-Ineligible Float Mariance	010	
		Available For Release	-29.670.93	



System Preferences

The following system preferences for this report are found in the Administration module, System Preferences, **Reports**, **Client summary/ineligibility reports** folder.

Preference	Description
Accumulate master clients	Set to True to group member clients to master client in the report results. Note that when this preference is set to True, this changes the Client Group/Value filtering of the report. The client group functionality matches to the master client and determines whether its members appear in the results returned on the report. The Group and Value settings for the member clients of a master are not considered.
Suspense and Write offs are separate	Set to True to display Suspense Amt and Write Offs as separate fields on the generated report. Note : Set System Preferences > Reports > Client Summary/Reserve Release > Crystal Reports module name/Excel template = RSVREL4 to generate the Sus- pense and Write Off report format.

Additional system preferences for this report are found in the Administration module, System Preferences, **Client Rules/Defaults**, **Ineligibility/Summary Calculations** folder.

Preference	Description
Calculate Hold Bal- ances for Reports	When set to True , the Total Funds Employed is reduced by the amount of Held Funds. If False, then Held Funds are not part of the calculation for the reports.

Calculations

Column	Calculation
Accrued Interest	(Total Funds Employed + Float) x (Basis+Rate)/Per = Daily Accrued Interest
	If System settings indicate Float is not applicable, then Float is 0 in the above for- mula.
	When Calculating interest for a time period, the user must calculate each day, add them together and then round to determine the Total Accrued Interest for the Time Period.

Client Summary Graph Report

The Client Summary Graph report displays a graphical representation of the client's funding, reserves and concentration with accompanying report data.

The default report definition for these reports is CliSummGraph.

Client Summary Graph		23
Report Template:	•	<u>N</u> ew
Parameters Destination Scheduling Templates History		1
Client		•
A/E:		•
Office:		•
Client Group: Value:		~
Print/Local Print/Engine Save Exit		<u>H</u> elp

Report Parameters

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 <i>Client Information</i> screen.

Field	Description
	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 <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. Offices are defined in the <u>Office table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .



Printed: January 13, 2022, 12:48 PM (*CliSummGraph)

jh

Page 1 of 1

Funding

Field	Description
Funded Balance	Total Funds Employed. his amount is calculated by subtracting cash reserves, settlement amounts, simple interest loans, amortized loans, P.O. financed amounts, and held funds from the Advance Balance.
Credit Limit	Total client credit limit entered on the Credit/No-buy tab of the Client Inform- ation screen.
Credit Limit Expiration	N/A
Available Credit	Calculated as the Credit limit minus the Funded A/R Balance.
Invoices Funded (Last 30 Days)	Dollar amount of invoices funded in the last 30 days from the current FactorSoft processing date.
Payments Posted (Last 30 Days)	Dollar amount of invoices paid in the last 30 days from the current FactorSoft processing date.
A/R Turn	The average number of days for A/R turn.
First Funding Date	The date on which the first funding disbursement was made to the client.
NAICS Industry Code	The North American Industry Classification System (NAICS) code for the client.

Reserves

Field	Description
Reserve Escrow	The dollar amount of reserves in escrow for the client.
Cash Reserve	The dollar amount of cash reserves for the client.
Available for Release	The remainder of Adjusted Reserves minus required reserves and float. Supply if in black, deficit if in red.
Eligible for Repur- chase	The dollar amount of invoices available for recourse and invoices in dispute.
Eligible in 30 days	The dollar amount of o Invoices within 30 days of their recourse days.
Reserve for New Purchase	Reserve escrow rate or Reserve rate from Client Terms
Unapplied Credits	The total of non-factored payments.

Concentration

Field	Description
Total Dilution	Total Dilution for the selected period for the displayed debtors.
AR Turn	The average number of days for A/R turn for the displayed debtors.

Invoice Summary Aging

The Invoice Summary Aging Report screen allows you to print the Invoice Summary Aging by Invoice report which lists invoices purchased from clients by the selected criteria.

The default report definition for this report is **InvSummAgeDet**.

📔 Invoice Summary Ag	ng	X
Report Template:		▼ <u>N</u> ew
Parameters Destinatio	n Scheduling Templates History	
Client:		•
A/E:		-
Office:		-
Client Group:	Value:	~
As Of Date:	Current Date	
Level:	Invoice	-
Select:	Unpaid & Paid This Month	-
Funded:	Funded and Non-Funded	•
Calc Age By:	Invoice Date	-
Print/Local Vie	w/Local Print/Engine Save Exit	<u>H</u> elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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
Client	drop-down to select the client for which to run the report.



Field	Description
	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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group



Field	Description
	Codes.
Level	Select the detail level for the report:
	Invoice
	Relationship (Debtor)
	• Client
Select	Select the option for the items to be reported:
	Unpaid and paid this month
	Unpaid only
	Everything on file
Funded	Select the invoice funding status for the items to be reported:
	Funded and non-funded
	Funded invoices only
	Non-funded invoices only
Calc	Select the date from which to calculate aging:
Age By	Invoice date
	• Due date
	Purchase date

Level: Invoice



TE ST G AP No Insurance Financial Serv Escrow Client (E SCROW)

Invoice#	PO#	Customer	Invoice Date	Due Date	Purchase Date	Sch#	Invoice Amount	Age	Payment Date	Paid Amount	C/B Amount	Balance
113020-1		Walmart IL (WALMARTIL)	11/16/2020	11/16/2020	11/16/2020	1551	1,000.00	1	11/16/2020	1,000.00		0.00
113020-2		Walmart IL (WALMARTIL)	11/16/2020	12/16/2020	11/16/2020	1552	1,000.00	1	11/16/2020	1,000.00		0.00
120920-1		Walmart IL (WALMARTIL)	11/16/2020	12/16/2020	11/16/2020	1566	1,000.00	79				1,000.00
										Client Total:		1,000.00
		Aging Recap:										
			Current			0.00						
			31-60 Days			0.00						
			61-90 Days			1,000.00	100.00%					
			91-120 Days			0.00						
			121+ Days			0.00						
						1,000.00						

Level: Relationship (Debtor)

TEST GAP No Insurance Financial Serv Invoice Delivery (INVDELIVERY)				Funded Invoice Summary A A	ging By Relationship s Of February 2, 2021
Customer					Balance
BaggettTransportation (BAGGETT)					2,581.47
C.H. Robinson (CHROB)					29,387.41
DANE Test Debtor (1003)					3,928.80
Gena Test Debtor (1001)					996.33
Merge master (MERGEMASTER)					8,587.45
TQL -Total Quality Logistics (TQL)					345.31
Walmart IL (WALMARTIL)					71,495.05
				Client Total:	117,321.82
Aging Recap:					
	Current	10,924.35	9.31%		
	31-60 Days	0.00			
	61-90 Days	73,726.11	62.84%		
	91-120 Days	0.00			
	121+ D ays	32,671.36	27.85%		
		117,321.82			

Level: Client

TEST GAP No Insurance Financial Serv			Funded Invoice Summary Aging By Client As Of February 2, 2021
Client Name			Balance
AAA dient (AAA)			1,000.00
Aging Recap:			
Current	1,000.00	100.00%	
31-60 Days	0.00		
61-90 Days	0.00		
91-120 Days	0.00		
121+ Days	0.00		
	1,000.00		



Report Details

Field/Column	Description
Level: Invoice	
Invoice #	Invoice number
PO#	Purchase order number
Debtor	Debtor Name
Invoice Date	Invoice Date
Due Date	Due Date
Purchase Date	Purchase Date
Sch #	Purchase Batch/Schedule #
No column Header	NF - Non-Funded Invoice
Invoice amount	Amount of the Invoice
Age	Invoice Age
Payment Date	Date invoice was paid
Paid Amount	Amount Paid on the Invoice
C/B Amount	Amount Charge/Back on the Invoice
Balance	Current Invoice Balance
Aging Recap Sectio	n
Current	Total Amount of Invoice/Invoices that are current.
31-60 Days	Total Amount of Invoice(s) aged 31 to 60 days and percentage
61-90 Days	Total Amount of Invoice(s) aged 61 to 90 days and percentage
91-120 Days	Total Amount of Invoice(s) aged 91 to 120 days and percentage
121+ Days	Total Amount of Invoice(s) aged 121 and over days and percentage.
Level: Relationship	(Debtor)
Debtor	Debtor Name
Balance	Current A/R Balance for the Client/Debtor Relationship



Reports User Guide SQL Reports

Field/Column	Description
Aging Recap Sectio	n
Current	Total Amount of Invoice(s) that are current.
31-60 Days	Total Amount of Invoice(s) aged 31 to 60 days and percentage
61-90 Days	Total Amount of Invoice(s) aged 61 to 90 days and percentage
91-120 Days	Total Amount of Invoice(s) aged 91 to 120 days and percentage
121+ Days	Total Amount of Invoice(s) aged 121 and over days and percentage.
Level: Client	
Client Name	Client Name
Balance	Current A/R Balance for the Client
Aging Recap Sectio	n
Current	Total Amount of Invoice(s) that are current.
31-60 Days	Total Amount of Invoice(s) aged 31 to 60 days and percentage
61-90 Days	Total Amount of Invoice(s) aged 61 to 90 days and percentage
91-120 Days	Total Amount of Invoice(s) aged 91 to 120 days and percentage
121+ Days	Total Amount of Invoice(s) aged 121 and over days and percentage.

Security Roles

To generate the Invoice Summary Aging Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Client > Invoice Summary Aging Report

Load List Report

The Load List report, which is opened from the Client menu of the Reports module, produces a list of open loads from the Load Processor for clients. The report is organized by invoice within client. Totals of Invoice Amount and Advance Amount are provided for each client and a grand total of Invoice Amount and Advance Amount are displayed on the final page of the generated report, after the last client's list of open invoices

The default report definition for this report is LoadList.

Load List
Report Template:
Parameters Destination Scheduling Templates History
Client:
A/E:
Office:
Client Group: Value:
As Of Date: Current Date
 Show settled loads Show denied loads
Print/Local View/Local Print/Engine Save Exit Help

Report Parameters

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 <i>Client Information</i> 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:

jh

Field	Description
	 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 <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. Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table.
As Of	Select the ending date of the date range for the report.
Date	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 Cli- entWeb Report Queue, a screen appears to choose the date range (Current Date, Previous Month-End Date , or Specific Date).
Show settled loads	Select this option to include previously settled loads in the report.
Show denied loads	Select this option to include loads on which the advance was denied in the report.

Open Load List								May 19, 201
Invoice#	Load#	Name	Purchase Order# Hauler	Invoice Date	Settle Date	Driver	Invoice Amount	Advance Amount
123123 LOAD1	123123 LOAD1	Bad Tek, A1GARA	Inc.	11/28/2008 6/28/2005	6.28/2005	ed	25,000.00 10,000.00 Total 35,000.00	1,500.00
			๛๛๛๛๛๛๛๛๛๛๛ ๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛	Maguelaud Pres				

Non Performing Loan Status Report

We've created a new SQL report to track transactions posted to accounts designed as non-performing (or non-accrued) earnings. This report is available on by clicking **Non Performing Loan Status Report** on the **Client** menu in the Reports module.

Non Performing Loan Status Report		×
Report Template:		▼ <u>N</u> ew
Parameters Destination Scheduling Templates History		
Client:		Q×
A/E:		<u> </u>
Office:		•
Client Group:	Value:	
Client Group:	Value:	-
Date Range: Today 🗸	From:	
	Thru:	
Format: Facility Detail		•
Print/Local View/Local Print/Engine	Save	E <u>x</u> it <u>H</u> elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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
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 \mathbf{X} 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 <i>Client Information</i> 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .

 $\ensuremath{\mathbb{C}}$ 2022 Jack Henry & Associates, Inc. $\ensuremath{^\circ}$

FactorSoft™ v4.7

Field	Description					
	Note : There are two Client Group lists from which you can select a Client Group. Clients that are chosen from the first Client Group parameter list determine the clients that appear in the second Client Group parameter list.					
Value	Select the specific client group value to which to limit the results in the report.					
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .					
Date	Select the date to use for the report from the list:					
Range	• Today					
	Last Business Day					
	• Last Month					
	Current Month To Date					
	Year Thru Last Month-End					
	Current Year to Date					
	Specific Date Range					
	 Set At Run Time (Web Template Only) 					
	If the Specific Date Range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.					
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants, Performance, Reporting Services, Requests, Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set System Preference Identification/system constants, Reporting Services, Requests, Saturday is a busi- ness day to True to consider Saturday a business day when the Date Range is set to Last Busi- ness Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.					
Format	Select the format for the report:					

Field	Description
	 Client Summary – Includes data from all facilities rolled up and totaled to the client. Report will include a grand total of all clients in the report.
	• Facility Detail – Includes data for each facility that has "Non Accrual" activity.

Facility Detail Format

TEST	**			Non Pe As O	erforming Loan Sta f January 1, 1980 T	tus Report Detail hru June 9, 2020
Client						
Facility		Loans	Non-Accrual	Chargeoff	Specific LLR	Net Exposure
1	ł					
Factoring		2,276,092.17	(71,802.17)	0.00	5,000.00	2,209,290.00
	Client Total:	2,276,092.17	(71,802.17)	0.00	5,000.00	2,209,290.00
	Grand Total:	2,276,092.17	(71,802.17)	0.00	5,000.00	2,209,290.00

Client Summary Format

TEST 1				Non Perfor As O	ming Loan Status I f January 1, 1980 T	Report Summary hru June 9, 2020
Client Name		Loans	Non-Accrual	Chargeoff	Specific LLR	Net Exposure
		2,276,092.17	(71,802.17)	0.00	5,000.00	2,209,290.00
	Grand Total:	2,276,092.17	(71,802.17)	0.00	5,000.00	2,209,290.00

Report Details

Column	Description
Client Name	Name of the client.
Loans	Balance of the loan and/or Net Funds employed for the date range defined for the report. Post dated transactions are not included. If a thru date prior to the current date is selec- ted for the Date Range parameter, the balance amount comes from the daily history tables which are being saved as part of the engine processing date change.



Column	Description
Non- Accrual	Total for non-accruals for the account specified in the "Non Accrual Account Selections" system preference.
Chargeoff	Total for chargeoffs for the account specified in the "Chargeoff Account Selections" sys- tem preference.
Specific Reserve	The Specific Reserve amount. This column is labeled according to the selection made for the following System Prefer- ence: System Preferences > Reports > Non Performing Loan Status Report > Mis- cDataDefine Selections
Net Expos- ure	Net Exposure for the client(s) or facilities in the report.

Security Roles

To generate the Non Performing Loan Status Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Client > Print Non Performing Loan Status Report

System Preferences

There are a few new System Preferences which affect this report:



v4.7

- System Preference > Reports > Non Performing Loan Status Report > Non Accrual Account Selections
 - Factoring Account Selection Used to select the factoring account to use for the report.
 - ABL Account Selection Used to select the ABL account to use for the report.
- System Preference > Reports > Non Performing Loan Status Report > Chargeoff Account Selections
 - Factoring Account Selection Used to select the factoring account to use for the report.
 - ABL Account Selection Used to select the ABL account to use for the report.
- System Preference > Reports > Non Performing Loan Status Report > MiscDataDefine Selections
 - Client Specific Reserve Data Definition Used to select the Custom Data Element to use for the "Specific Reserve" column in the report (for clients).
 - Facility Specific Reserve Data Definition Used to select the Custom Data Element to use for the "Specific Reserve" column in the report (for facilities).
- System Preference > Client Rules/Defaults > Ineligibility/Summary Calculation > Calculate hold balances for report
 - Set to TRUE to account for Held Funds Amount on Loan Balances

Originals Received Report

The Originals Received Report lists the invoices on which originals were required for a given period.

The default report definition for this report is **OriginalRec**.

Originals Received Report	X
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Today	From:
	Thru:
Invoice Over Days:	
Print/Local View/Local Print/Engine	Save Exit Help



Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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
Date Range	Select the date to use for the report from the list:
	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Busi- ness Day, and reports printed on Monday will print Friday's data (assuming Fri- day was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Report- ing Services reports when Use last business day instead of yesterday in date range is set to True.
Invoice Over Days	Enter the minimum age of invoices in number of days to which to limit the dis-

jh

Field	Description
	play of invoices.

Originals Received Report	August 1, 2022 Thru August 24, 2022
TE ST Ovation Financial **TE ST**	

				Purchase			Age of	
A/E	Client	Customer	Batch #	Date	Invoice #	PO/Ref #	Invoice	Dispute Status
SVANEKAR	Sabs Enterprise (SAB2021)	Sabs Flower shop (S112)	339	8/23/2022	Dispute		29	DAMAGES
SVANEKAR	Sabs Enterprise (SAB2021)	Sabs Flower shop (S112)	334	8/23/2022	MALL4		42	

Collateral Menu

Collateral Reports

The Collateral report group contains reports that provide details on collaterals in bulk collateral lending environments.

A/R Aging Declaration Report

The A/R Aging Declaration Report summarizes posting activity for the A/R Aging collateral type. This report is accessed from the Collateral menu of the Reports module.

A/R Aging Declaration Report	×
Report Template:	• <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Today From:	
Thru:	
Client	-
A/E:	-
Office:	•
Client Group:	~
Facility:	-
Collaterat	-
Format: Available	-
Print/Local View/Local Print/Engine Save Exit	<u>H</u> elp



Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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					
Date	Select the date to use for the report from the list:					
Range	• Today					
	• Yesterday					
	Last Month					
	Current month-to-date					
	Year through last month-end					
	Current year-to-date					
	Specific date					
	Set At Run Time (Web Template Only)					
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.					
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.					
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
	s/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 \mathbf{X} 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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client

Field	Description
	Group Codes.
Facility	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. If you leave this field blank, you cannot make a selection in the Collateral field.
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	 Select the report format to generate: Available: generate the AR Aging Declaration Report highlighting the borrowing base calculation to "Available at Posting".
	Aging: generate the AR Aging Report listing data entry by aging bucket.

Available Format



TEST CadenceFinanceCorp_Test **TEST* Ar Aging Declaration Report

January 1, 2000 Thru December 31, 2020 Advance Systems Design Tri State Design Service - Denver-test change AR Aging

Category		Gross Collateral	Aged Ineligible	Other Ineligible	Eligible Collateral	Net Collateral	Available at Posting
Declaration Date:	12/2/2010						
Account Debter A	12/2/2010	700.00	450.00	0.00	260.00	102.50	
Account Debtor A		700.00	450.00	0.00	250.00	192.50	0.00
		700.00	450.00	0.00	250.00	192.50	0.00
Declaration Date:	2/1/2011						
Account Debtor A		250,000.00	0.00	0.00	250,000.00	212,500.00	
		250,000.00	0.00	0.00	250,000.00	212,500.00	212,500.00
Declaration Date:	5/25/2011						
Account Debtor A		853,000.00	23,000.00	0.00	830,000.00	664,750.00	
		853,000.00	23,000.00	0.00	830,000.00	664,750.00	505,000.00
Declaration Date:	6/3/2011						
Account Debtor A		853,000.00	23,000.00	16,000.00	830,000.00	664,750.00	
		853,000.00	23,000.00	16,000.00	830,000.00	664,750.00	505,000.00
Declaration Date:	6/3/2011						
Account Debtor A		853,000.00	23,000.00	16,000.00	830,000.00	664,750.00	
		853,000.00	23,000.00	16,000.00	830,000.00	664,750.00	505,000.00
Declaration Date:	6/3/2011						
Account Debtor A		853,000.00	23,000.00	16,000.00	830,000.00	664,750.00	
		853,000.00	23,000.00	16,000.00	830,000.00	664,750.00	505,000.00
Declaration Date:	6/3/2011						
Account Debtor A		853,000.00	23,000.00	16,000.00	830,000.00	664,750.00	
		853,000.00	23,000.00	16,000.00	830,000.00	664,750.00	505,000.00

Printed: August 19, 2020, 9:18 AM (*AblArAgeDeclaration)

Page 4 of 18

Aging Format



Category		Gross Collateral	Unbilled	1-30	31-60	61-90	91-120	121-150	151+	Aged Ineligible	Net Collateral
Declamation Dates	40/0/0040										
Declaration Date:	12/2/2010	700.00	25.00	50.00	76.00	100.00	105.00		175.00		100.50
Account Debtor A		700.00	25.00	50.00	75.00	100.00	125.00	150.00	175.00	450.00	192.50
		700.00	25.00	50.00	75.00	100.00	125.00	150.00	175.00	450.00	192.50
Declaration Date:	2/1/2011										
Account Debtor A		250,000.00	250,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	212,500.00
		250,000.00	250,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	212,500.00
Declaration Date:	5/25/2011										
Account Debtor A		853,000.00	325,000.00	195,000.00	185,000.00	125,000.00	12,500.00	10,000.00	500.00	23,000.00	664,750.00
		853,000.00	325,000.00	195,000.00	185,000.00	125,000.00	12,500.00	10,000.00	500.00	23,000.00	664,750.00
Declaration Date:	6/3/2011										
Account Debtor A		853,000.00	325,000.00	195,000.00	185,000.00	125,000.00	12,500.00	10,000.00	500.00	23,000.00	664,750.00
		853,000.00	325,000.00	195,000.00	185,000.00	125,000.00	12,500.00	10,000.00	500.00	23,000.00	664,750.00
Declaration Date:	6/3/2011										
Account Debtor A		853,000.00	325,000.00	195,000.00	185,000.00	125,000.00	12,500.00	10,000.00	500.00	23,000.00	664,750.00
		853,000.00	325,000.00	195,000.00	185,000.00	125,000.00	12,500.00	10,000.00	500.00	23,000.00	664,750.00
Declaration Date:	6/3/2011										
Account Debtor A		853,000.00	325,000.00	195,000.00	185,000.00	125,000.00	12,500.00	10,000.00	500.00	23,000.00	664,750.00
		853,000.00	325,000.00	195,000.00	185,000.00	125,000.00	12,500.00	10,000.00	500.00	23,000.00	664,750.00
Declaration Date:	6/3/2011										
Account Debtor A		853,000.00	325,000.00	195,000.00	185,000.00	125,000.00	12,500.00	10,000.00	500.00	23,000.00	664,750.00
		853,000.00	325,000.00	195,000.00	185,000.00	125,000.00	12,500.00	10,000.00	500.00	23,000.00	664,750.00

Printed: August 19, 2020, 9:17 AM (*AblArAgeAging)

Page 4 of 18

Report Details

Column	Description
Available Format	
Category	Description for the "Asset Class" set-up by the user to identify the source for the summary aging information (usually Debtor Name).
Declaration Date	Posting date, defaults to the current date.
Gross Collateral	Displays the current collateral value used to support the loan balance.
Aged Ineligible	Sum of the data entered in aging bucket(s) that are flagged as ineligible in the Category set-up.
Other Ineligible	Sum of (other) ineligible amounts posted in the Ineligibles declaration.
Eligible Collateral	Displays the current Eligible Collateral amounts used to support the loan bal- ance. (Current Collateral value - Ineligible values)

Column	Description	
Net Collateral	Displays the calculated Net Collateral amount used to support the loan bal- ance. (Eligible Collateral value * Advance Rate)	
Available at Posting	Displays the calculated Available Collateral amount used to support the loan balance. (Lower of Available Limit and Net Collateral Amount)	
Aging Format		
Gross Collateral	Displays the current collateral value used to support the loan balance.	
Unbilled	Field label for generic aging bucket that user can use for miscellaneous amounts or for sales not yet booked.	
Aging Columns	Each aging category is displayed as a separate column, and the outstanding balance in each of the categories is displayed.	
Aged Ineligible	Sum of the data entered in aging bucket(s) that are flagged as ineligible in the Category set-up.	
Net Collateral	Displays the calculated Net Collateral amount used to support the loan bal- ance. (Eligible Collateral value * Advance Rate)	

Security Roles

To generate the A/R Aging Declaration Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Collateral > Print AR Aging Declaration Report

A/R Aging Trend Report

The A/R Aging Trend Report screen is used to define the selection criteria for the A/R Aging Trend report. The A/R Aging Report lists all declarations posted for A/R Aging collateral types within the date range provided and high-lights the borrowing base calculation to "Available at Posting". The report provides details for each financial category for the date range requested. This report is accessed from the Collateral menu of the Reports module.


🗧 A/R Aging Trend Report 📃	s
Report Template: <u>N</u> ew	,
Parameters Destination Scheduling Templates History	
Date Range: Today From:	
Thru:	
Client:	
A/E:	
Office:	
Client Group:	
Facility:	
Collateral:	
Print/Local View/Local Print/Engine Save Exit Help	

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

Field	Description
Date Range	Select the date to use for the report from the list:
	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the

Field	Description
	date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
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- s/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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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

Field	Description
	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 <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Facility	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.
	If you leave this field blank, you cannot make a selection in the Collateral field.
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.

TEST CadenceFinanceCorp_Test **TEST* January 1, 2000 Thru A AR Aging Trends Report CollG rid Sample Co			January 1, 2000 Thru August 31, 2020 CollGrid Samples Corporation CollGrid Samples			
Date	G ross Collateral	Aged Ineligible	Other Ineligible	Eligible Collateral	Net Collateral	Available at Posting
AR Aging Grid Samples						
6/3/2011	2,402,500.00	222,500.00	0.00	1,822,420.00	1,443,911.00	2,391,252.00
2/5/2013	2,402,500.00	222,500.00	0.00	1,822,420.00	1,443,911.00	2,391,252.00
2/7/2013	2,402,500.00	222,500.00	0.00	1,822,420.00	1,443,911.00	2,391,252.00
10/19/2015	412,160.00	61,660.00	0.00	300,860.00	246,438.00	392,876.00
2/1/2016	412,160.00	61,660.00	100.00	300,775.00	246,370.00	392,876.00
5/31/2016	412,160.00	61,660.00	100.00	300,775.00	246,370.00	392,876.00
5/31/2016	412,160.00	61,660.00	100.00	300,775.00	246,370.00	392,876.00
4/24/2019	214,000.00	2,000.00	0.00	158,060.00	126,648.00	251,296.00

Report Details

Column	Description	
Date	Posting date	
Gross Collateral	Displays the current collateral value used to support the loan balance.	
Aged Ineligible	Sum of the data entered in aging bucket(s) that are flagged as ineligible in the Category set-up.	
Other Ineligible	Sum of (other) ineligible amounts posted in the Ineligibles declaration.	
Eligible Collateral	Displays the current Eligible Collateral amounts used to support the loan bal- ance. (Current Collateral value - Ineligible values)	
Net Collateral	Displays the calculated Net Collateral amount used to support the loan bal- ance. (Eligible Collateral value * Advance Rate)	
Available at Posting	Displays the calculated Available Collateral amount used to support the loan balance. (Lower of Available Limit and Net Collateral Amount)	

Security Roles

To generate the A/R Aging Trend Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Collateral > Print AR Trend Report

A/R Monthly Analysis Report

The A/R Monthly Analysis Report summarizes Accounts Receivable posting activity summed by month for selected client's Bulk AR collateral. This report is accessed from the Collateral menu of the Reports module.

The default report definition for this report is **ArMonthlyAnalysis**.



A/R Monthly Analysis
Report Template:
Parameters Destination Scheduling Templates History
Date Range: Today From:
Thru:
Client
A/E:
Office:
Client Group: Value:
Facility:
Collateral:
C/D:
Dilution: AB Balance
Format: Monthly detail by facility
Month: January Year:
Print/Local View/Local Print/Engine Save Exit Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

Field	Description
Date Range	Select the date to use for the report from the list:

Field	Description
	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
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- s/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.

jh

Field	Description
	TIP Choosing Contains will allow users to search by Client Code.
	Note that inactive clients are filtered out of this report.
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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Facility	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.
	If you leave this field blank, you cannot make a selection in the Collateral field.
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.

Field	Description					
c/o	Select a Credit Officer to which to limit the report, or leave blank to include all C/O's.					
Dilution	Select the desired dilution calculation to use for the Dilution column of the report. The label of the dilution column in the generated report will reflect the option selected.					
	 AR Balance: Dilution = Sum of Credits and Discounts / End of Month Accounts Receiv- able balance. 					
	 Total Sales: Dilution = Credits + Adjustments / Total Sales 					
	 Total Collections: Dilution = Credits + Adjustments / Total Collections 					
Format	Select the report format to generate:					
	 Monthly detail by facility: produces a report listing each Facility and its transactions by the specified Date Range. 					
	 Current month portfolio summary: produces a report listing each Facility activity for the specified Month and Year. 					
Month	If the Current month portfolio summary format is selected, select the month for which to pro- duce the report.					
Year	If the Current month portfolio summary format is selected, enter the year for which to pro- duce the report. If no year is specified, the current year is assumed by default.					

Monthly Detail by Facility

	Facility: Collateral:	REVOLVER A/R									J	lanuary 1, 201	9 Thru Decem	ber 31, 2019
	Date		Begin Balance	Sales	Credits	Discounts	Adjustments	Collections	Over Pays	End Balance	Ineligible	Cash Turn	Sales Turn	Dilution
	Dec-19		4,921,509.31	3,627,919.02			(2,282,750.00)	2,199,364.68		4,067,313.65	314,517.00	57.33	34.75	.00%
	Nov-19		5,491,653.32	3,474,005.59			(1,408,232.44)	2,635,917.16		4,921,509.31	432,385.00	56.01	42.50	.00%
	Oct-19		3,960,358.59	7,547,825.64			(2,798,042.68)	3,218,488.23		5,491,653.32	306,492.00	52.89	22.55	.00%
	Sep-19		3,401,010.66	4,393,145.64			(1,444,675.22)	2,309,122.49		3,960,358.59	179,583.00	49.73	27.04	.00%
	Aug-19		3,519,199.65	3,206,088.83			(969,004.08)	2,355,273.74		3,401,010.66	91,538.00	44.76	32.68	.00%
	Jul-19		3,914,437.13	4,366,837.31			(2,116,634.92)	2,645,439.87		3,519,199.65	110,689.00	41.24	24.98	.00%
	Jun-19		3,493,473.84	3,564,473.09			(1,399,597.58)	1,743,912.22		3,914,437.13	142,333.00	67.34	32.94	.00%
	May-19		2,614,902.03	4,010,227.15			(1,296,891.48)	1,834,763.86		3,493,473.84	157,810.00	59.02	27.00	.00%
	Apr-19		3,750,134.87	3,429,237.07			(1,794,527.59)	2,769,942.32		2,614,902.03	150,053.00	28.32	22.88	.00%
	Mar-19		3,715,484.44	9,186,994.64			(4,782,550.30)	4,335,143.48		3,750,134.87	182,000.00	26.82	12.65	.00%
	Feb-19		3,137,544.47	3,977,549.53			(1,847,258.01)	1,552,351.55		3,715,484.44	193,251.00	67.02	26.15	.00%
_	Jan-19		4,440,315.54	3,106,073.54			(1,409,702.12)	2,999,142.49		3,137,544.47	231,494.00	32.43	31.31	.00%
	1	Totals:		53,890,377.05			(23,549,866.42)	30,678,862.09						
	An	reragesc	3,863,335.32	4,490,864.75			(1,962,488.87)	2,556,571.84		3,832,261.83	207,678.75	48.57	28.14	.00%

Current Month Portfolio Summary

....

jh

"TEST" CadenceFinanceCorp_Test "TEST"

A/E: ... Office: ... C/O: ... Group: ...

.

Client Name / Facility	Begin Balance	Sales	Credits	Discounts	Adjustments	Collections	Over Pays	EndBalance	Ineligible	Cash Turn	Sales Turn	Dilution														
Aved Corporation							0.00000000																			
Autol Facility 'W'	122,254,774	26,925,000 25,87	122,254,774 26,925,000	6,000 26,873,381	5,850	5,850 (6,750)		(6,750) 135,000 0,000 126,162,793 295,513 27531.27	126,162,793 296,513	83 295,513 27531.27 136.06	296,513 27531.27	27531.27	27531.27	27531.27 15	158.06	158.06	158.06	158.06	158.06	158.06	158.06	158.06	158.06	531.27 138.06	27531.27 158.06	1629.00%
Totale	122,254,774	25,920,000	20,873,381	5,850	(5,250)	135,000	5,000	128,162,793																		
Averages	122,254,774	25,520,000	26,875,381	6,850	(6,750)	135,000	9,000	128,162,793	295,513	275.31	1.36	16.29%														

Printed: December 2, 2020, 3:52 PM ('ArMonthlyAnalysis2) Printed By: BB SADMIN

Report Details

.

Column	Description
Begin Balance	Displays Gross AR amount at the beginning of the period being evaluated.
Sales	Displays sum of the sales reported in Bulk AR Certificate Postings in the period being evaluated.
Credits	Displays sum of the credits reported in Bulk AR Certificate Postings in the period being evaluated.
Discounts	Displays sum of the discounts input in Bulk AR Certificate Postings in the period being evaluated.
Adjustments	Displays sum of the adjustments input in Bulk AR Certificate Postings in the period being evaluated.
Collections	Displays Collections: sum of the collections input in Bulk AR Certificate Postings in the period being evaluated.

jh

Page 1 of 1

Column	Description
Over Pays	Displays sum of the Over Pays input in Bulk AR Certificate Postings in the period being evaluated.
End Balance	Displays Gross AR amount at the end of the period being evaluated
Ineligible	Displays Total Ineligible at the end of the period being evaluated.
Cash Turn	Total End of Period Accounts Receivable Balance divided by the Period Total Col- lections multiplied by the Actual number of Days in the Period.
Sales Turn	Total End of Period Accounts Receivable Balance divided by the Period Total Sales multiplied by the Actual number of Days in the Period.
Dilution	 AR Balance: Dilution = Sum of Credits and Discounts / End of Month Accounts Receivable balance.
	 Total Sales: Dilution = Credits + Adjustments / Total Sales
	 Total Collections: Dilution = Credits + Adjustments / Total Collections

Security Roles

To generate the A/R Monthly Analysis Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Collateral > Print A/R Monthly Analysis Report

A/R Trend Report

The A/R Trend report provides a summary of accounts receivable activity. The Report lists all certificate postings for the Bulk A/R collateral types within the date range provided and also high-lights the bor-rowing base calculation to "Availablity". This report is accessed from the Collateral menu of the FactorSoft Report module.

The default report definition for this report is **ARTrends**.



A/R Trend	×
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Today	From:
	Thru:
Client	•
A/E:	-
Office:	•
Client Group:	Value:
Facility:	
Collateral:	-
C/0:	•
Print/Local View/Local Print/Engine	Save Exit Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

Field	Description
Date	Select the date to use for the report from the list:
Range	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)

Field	Description
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
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- s/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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <i>Manage Users</i> screen in the Admin module, the user will only be able to gen-

Field	Description
	erate 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 <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Facility	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.
	If you leave this field blank, you cannot make a selection in the Collateral field.
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.
c/o	Select a Credit Officer to which to limit the report, or leave blank to include all C/O's.

Client:	Blue Corporation (AI)
Facility:	Blue Corporation
Collateralt	Bulk AR - USD

Availability	Limit	Net Collateral	Adv. Rate	Eligible Collateral	Ineligible	Gross Collateral	Date
1,000,000.00	1,000,000.00	1,781,049.23	70.00	2,545,356.04	1,170,222.54	3,730,078.58	8/17/2020
1,000,000.00	1,000,000.00	1,781,224.23	70.00	2,544,606.04	1,170,222.54	3,729,328.58	8/17/2020
1,000,000.00	1,000,000.00	2,497,112.21	70.00	2,554,356.04	1,170,222.54	3,739,078.58	8/9/2020
1,000,000.00	1,000,000.00	1,781,049.23	70.00	2,544,356.04	1,170,222.54	3,729,078.58	8/9/2020
1,000,000.00	1,000,000.00	2,497,112.21	70.00	3,567,303.15	166,276.85	3,748,080.00	8/3/2020
1,000,000.00	1,000,000.00	2,431,662.21	70.00	3,473,803.15	166,276.85	3,654,580.00	7/26/2020
1,000,000.00	1,000,000.00	2,501,662.21	70.00	3,573,803.15	166,276.85	3,754,580.00	7/26/2020
1,000,000.00	1,000,000.00	2,504,112.21	70.00	3,577,303.15	166,276.85	3,758,080.00	7/25/2020
1,000,000.00	1,000,000.00	1,788,712.21	70.00	2,555,303.15	166,276.85	2,725,580.00	5/19/2020
1,000,000.00	1,000,000.00	1,788,012.21	70.00	2,554,303.15	166,276.85	2,725,580.00	5/19/2020
1,000,000.00	1,000,000.00	1,787,662.21	70.00	2,553,803.15	166,276.85	2,725,580.00	5/19/2020
1,000,000.00	1,000,000.00	1,783,462.21	70.00	2,547,803.15	166,276.85	2,719,580.00	5/19/2020
1,000,000.00	1,000,000.00	1,777,162.21	70.00	2,538,803.15	166,276.85	2,719,580.00	5/19/2020
1,000,000.00	1,000,000.00	1,742,162.21	70.00	2,488,803.15	166,276.85	2,669,580.00	5/19/2020
1,000,000.00	1,000,000.00	1,742,162.21	70.00	3,488,803.15	166,276.85	3,669,580.00	5/19/2020
1,000,000.00	1,000,000.00	1,788,012.21	70.00	2,554,303.15	166,276.85	2,725,580.00	4/28/2020
1,000,000.00	1,000,000.00	1,788,082.21	70.00	2,554,403.15	166,276.85	2,725,680.00	4/23/2020
1,000,000.00	1,000,000.00	1,788,782.21	70.00	2,555,403.15	166,276.85	2,725,680.00	4/20/2020
1,000,000.00	1,000,000.00	1,792,282.21	70.00	2,560,403.15	166,276.85	2,731,680.00	4/20/2020
1,000,000.00	1,000,000.00	1,791,582.21	70.00	2,559,403.15	166,276.85	2,730,680.00	3/31/2020
1,000,000.00	1,000,000.00	1,795,082.21	70.00	2,614,403.15	166,276.85	2,785,680.00	3/25/2020
1,000,000.00	1,000,000.00	1,826,582.21	70.00	2,609,403.15	166,276.85	2,780,680.00	3/25/2020
1,000,000.00	1,000,000.00	1,795,082.21	70.00	2,564,403.15	166,276.85	2,735,680.00	3/24/2020
1,000,000.00	1,000,000.00	1,788,081.51	70.00	2,554,403.15	166,276.85	2,725,680.00	3/16/2020
1,000,000.00	1,000,000.00	1,682,381.51	70.00	2,404,402.15	166,276.85	2,575,679.00	3/3/2020
1,000,000.00	1,000,000.00	1,788,081.51	70.00	2,554,402.15	166,276.85	2,725,679.00	3/3/2020
1,000,000.00	1,000,000.00	1,682,381.51	70.00	2,403,402.15	166,276.85	2,574,679.00	3/3/2020
1,000,000.00	1,000,000.00	178,738,150.50	70.00	2,553,402.15	166,276.85	2,724,679.00	3/2/2020
1,000,000.00	1,000,000.00	1,682,381.51	70.00	2,403,402.15	166,276.85	2,574,679.00	3/2/2020
1,000,000.00	1,000,000.00	1,682,381.51	70.00	2,408,402.15	166,276.85	2,579,679.00	3/2/2020
1,000,000,00	1 000 000 00	1 790 881 51	70.00	2 558 402 15	166 276 85	2 729 679 00	3/2/2020

(*ARTrend)

.

Printed: August 19, 2020, 11:42 AM

TE ST CadenceFinanceCorp_Test **TE ST* Page 1 of 1

Report Details

Column	Description		
Date	Posting date.		
Gross Collateral	Displays the current collateral value used to support the loan balance.		
Ineligible	Displays the current total Ineligible amounts.		
Eligible Collateral	Displays the current Eligible Collateral amounts used to support the loan bal- ance. (Current Collateral value - Ineligible values)		
Adv. Rate	Displays the Advance Rate set for the Collateral.		
Net Collateral	Displays the calculated Net Collateral amount used to support the loan bal- ance. (Eligible Collateral value * Advance Rate)		

Column	Description
Limit	Displays the loan limit for the Collateral.
Availability	Displays the sum of the calculated Available Collateral amounts used to sup- port the loan balance. (Lower of Loan Limit and Net Collateral amount)

Security Roles

To generate the A/R Trend Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Collateral > Print A/R Trend Report

Availability Certificate Report

The Availability Certificate report is used to show the current loan position which and provide a method to make an advance request. The report includes a user defined (see system preference) header and footer instruction section and a form with availability certificate and advance request. This report is accessed from the Collateral menu of the Reports module.

Availability Certificate	×
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Client:	•
A/E:	•
Office:	•
Client Group:	Value:
Facility:	_
Print/Local View/Local Print/Engine	Save Exit Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

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 <i>Client Information</i> 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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.



Field	Description
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Facility	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. If you leave this field blank, you cannot make a selection in the Collateral field.

Avest Corporation / Avest Facility "A" Borrowing Base Certificate 8/19/2020

TopTextTo

Facility		Adv.	Gross	Total	Eligible	Net				
Collateral	Limits Rate	Collateral Limits	Rate	Collateral	ineligible	Collateral	Collateral	Availa ble	Balance	Excess
Avest Facility "A"	1,500,000		4,084,950				1,435,000	36,879	1,137,110	
Bulk AR - USD		80.08	2,321,355	26,226	2,268,014	1,814,411	1,804,411			
Inventory - CAD		•••	825,000	153,505	663,245	149,230	149,230			
Other		100.00	12,345	0	12,345	12,345	12,345			
Summary AR - CAD			926,250	1,251	924,999	166,500	166,500			

Com mitment amount: Borrowing base availability: Current Ioan balance: Available to draw:

Advance request:

1,500,000.00 1,435,000.00 36,879.31 1,137,110.05

LowerTextLow

Signature of Approved Individual Title Date

Report Details

Column	Description
Facility	Displays Facility Name

Column	Description		
Collateral	Displays the Collateral Name		
Limits	Displays the loan limit for the Collateral		
Gross Collateral	Displays the current collateral value used to support the loan balance		
Total Ineligible	Displays the Total Ineligibles for each Collateral as shown on the Collateral Information screen under Collateral Summary.		
Eligible Collateral	Displays the current Eligible Collateral amounts used to support the loan bal- ance. (Current Collateral value - Ineligible values)		
Net Collateral	Displays the calculated Net Collateral amount used to support the loan bal- ance. (Eligible Collateral value * Advance Rate)		
Available	Displays the calculated Available Collateral amount used to support the loan balance. (Lower of Available Limit and Net Collateral Amount)		
Balance	Displays the Facility Balance as shown on the Facility Summary screen under Facility Summary.		
Excess	Displays the excess (cash that can be distributed)		

Security Roles

To generate the Cash Posting Report, the following Security Role needs to be set to YES:

Security Roles > Reports > Collateral > Print Availability Certificate Report

System Preferences

The following system preferences for this report are located in the Administration module, **System Preferences**, **Reports**, **Availability Certificate** folder.

Preference	Description	
Availability Certificate heading text	Select specific text that will appear in the Heading section of the Availability Ce tificate Report	
	This text is set at Tables > Statements & Letters > Statement Text Table	
Availability Certificate footer text	Select specific text that will appear in the Footer section of the Availability Cer- tificate Report	
	This text is set at Tables > Statements & Letters > Statement Text Table	

Preference	Description
SQL Reports module name	Used to assign the SQL reports module a name

Bulk Inventory Trend Report

The Bulk Inventory Trend report provides a of inventory receivable activity. The Report lists all certificate postings for the Bulk Inventory collateral types within the date range provided and also high-lights the borrowing base calculation to "Availability". This report is accessed from the Collateral menu of the Fact-orSoft Report module.

The default report definition for this report is **BulkInvTrend**.

Bulk Inventory Trend Report	X
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Today	From:
· _	Thru:
Client	QX
A/E:	
Office:	•
Client Group:	Value:
Facility:	V
Collateral:	_
Print/Local View/Local Print/Engine	<u>Save</u> <u>Exit</u> <u>H</u> elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

Field	Description
Date Range	Select the date to use for the report from the list:

Field	Description
	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
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- s/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.

jh

Field	Description
	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 <i>Client Information</i> screen. To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <i>Manage Users</i> screen in the Admin module, the user will only be able to gen- erate 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 <u>Office table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Facility	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. If you leave this field blank, you cannot make a selection in the Collateral field.
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.



Client: AReal Accurrate Test Company Facility: Test 305 Facility Collateral: BINV Bulk Inventory Trend Report January 1, 2000 Thru December 31, 2020

Date	Gross Collateral	Ineligible	Eligible Collateral	Adv. Rate	Net Collateral	Limit	Availability
7/31/2014	150,000.00	0.00	150,000.00	45.00	67,500.00	50,000.00	50,000.00
7/31/2014	163,500.00	0.00	163,500.00	45.00	73,575.00	50,000.00	50,000.00
7/31/2014	163,500.00	15,000.00	148,500.00	45.00	66,825.00	50,000.00	50,000.00
3/20/2015	113,500.00	76,050.00	37,450.00	45.00	16,852.50	50,000.00	16,852.50
3/25/2015	163,500.00	15,000.00	148,500.00	45.00	66,825.00	50,000.00	50,000.00
3/25/2015	163,500.00	76,050.00	87,450.00	45.00	39,352.50	50,000.00	39,352.50
3/1/2016	113,494.00	76,050.00	37,444.00	45.00	16,849.80	50,000.00	16,849.80
4/24/2019	113,494.00	85,906.00	27,588.00	60.00	16,849.80	50,000.00	16,849.80
4/24/2019	293, 494.00	85,906.00	207,588.00	60.00	16,849.80	50,000.00	16,849.80
4/23/2020	(2,642,146.00)	10,000.00	(2,652,146.00)	60.00	16,849.80	50,000.00	16,849.80
4/23/2020	0.00	10,000.00	(10,000.00)	60.00	16,849.80	50,000.00	16,849.80
4/23/2020	0.00	0.00	0.00	60.00	16,849.80	50,000.00	16,849.80

Report Details

Column	Description
Client	Displays Client Name
Facility	Displays Facility Name
Collateral	Displays the Collateral Name
Date	Displays the date of the posting
Gross Collateral	Displays the current collateral value used to support the loan balance
Ineligible	Displays the Ineligibles as shown on the Collateral Information screen under Col- lateral Summary
Eligible Collateral	Displays the current Eligible Collateral amounts used to support the loan bal- ance. (Current Collateral value - Ineligible values)
Adv. Rate	Displays the advance rate used for the collateral
Net Collateral	Displays the calculated Net Collateral amount used to support the loan bal- ance. (Eligible Collateral value * Advance Rate)
Limits	Displays the loan limit for the Collateral
Availability	Displays the calculated Available Collateral amount used to support the loan balance. (Lower of Available Limit and Net Collateral Amount)



Security Roles

To generate the Bulk Inventory Trend Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Collateral > Print Bulk Inventory Trend Report

Bulk Inventory Monthly Analysis Report

The Bulk Inventory Monthly Analysis Report summarizes Inventory Posting activity summed by month for selected Client's Bulk Inventory collateral. This report is accessed from the Collaterals menu of the Reports module.

The default report definition for this report is InvMonthlyAnalysis and InvMonthlyAnalysis2.

Bulk Inventory Monthly Analysis	×
Report Template:	lew
Parameters Destination Scheduling Templates History	
Date Range: Today From:	-
Thru:	
Client	
A/E:	i I
Office:	i I
Client Group:	ΞL
Facility.	ī I
Collateral	i I
Format: Current month portfolio summary	
Month: January Year:	
Print/Local View/Local Print/Engine Save Exit Hel	р

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

Field	Description							
Date	Select the date to use for the report from the list:							
Range	• Today							
	• Yesterday							
	• Last Month							
	Current month-to-date							
	Year through last month-end							
	Current year-to-date							
	Specific date							
	 Set At Run Time (Web Template Only) 							
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.							
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.							
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- s/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.							

Field	Description
	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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Facility	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.
	If you leave this field blank, you cannot make a selection in the Collateral field.
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.



Field	Description
Format	Select the report format to generate:
	 Monthly detail by facility: produces a report listing each Facility and its transactions by the specified Date Range.
	 Current month portfolio summary: produces a report listing each Facility activity by the specified Month and Year.
Month	If the Current month portfolio summary format is selected, select the month for which to pro- duce the report.
Year	If the Current month portfolio summary format is selected, enter the year for which to pro- duce the report. If no year is specified, the current year is assumed by default.

Monthly Detail by Facility

Client:	Blue Corporation (Al)										Bulk Inventory Monthly Analysis		
Facility:	Blue Corporation									January 1, 2020 Thru August 19, 2020			
Collateral:	Bulk Inventory												
										1	Purchase	Usage	
Date	Be	gin Balance	Additions	Removed	Discounts	Adjustments	Reductions	Returns	End Balance	Ineligible	Tum	Tum	Dilution
May-2020		2,984,128.82	5,000.00						2,989,128.82	10,000.00		18,532.60	
Apr-2020		3,184,128.82		200,000.00					2,984,128.82	10,000.00			6.70
Mar-2020		3,023,628.82	160,500.00						3,184,128.82			615.00	
Feb-2020		2,354,881.82	819,477.00	25.00	85.00	(500.00)	150,125.00	5.00	3,023,628.82	130,998.99	584.08	107.00	
Jan-2020		2,257,881.82	100,000.00	3,000.00					2,354,881.82	130,998.99		730.01	0.12
	Totals:		1,084,977.00	203,025.00	85.00	(500.00)	150,125.00	5.00					
A	verages:	2,760,930.02	216,995.40	40,605.00	17.00	(100.00)	30,025.00	1.00	2,907,179.42	56,399.60	116.82	3,996.92	1.36

Current Month Portfolio Summary

TEST CadenceFinanceCorp_Test **TEST*							Bulk Inventory Monthly Analysis						
												Month of J	anuary 2020
Facility		Begin Balance	Additions	Removed	Discounts	Adjustments	Reductions	Returns	End Balance	Ineligible	Purchase Turn	U sage Turn	Dilution
312Test Facility LOC		12,500,000.00							12,500,000.00		0.00	0.00	
315 ABL Facility		2,480,000.00							2,480,000.00		0.00	0.00	
400test Facility											0.00	0.00	
America's Lending Co.											0.00	0.00	
Blue Corporation		2,257,881.82	100,000.00	3,000.00					2,354,881.82		0.00	730.01	
Delanas Test LOC		3,982,929.58							3,982,929.58		0.00	0.00	
Eastern Industries, Inc.											0.00	0.00	
Elder Oil Company, Inc.		14,917,052.50	5,000.00						14,922,052.50		0.00	92,516.73	
LOC Facility wAR&Inv		584,029.25							584,029.25		0.00	0.00	
Maplehurst SIP		500,000.00							500,000.00		0.00	0.00	
Purchase Facility		958,499.01							958,499.01		0.00	0.00	
Test 305 Facility		(4,646,506.00)							(4,646,506.00)		0.00	0.00	
	Totals:	33,533,886.16	105,000.00	3,000.00					33,635,886.16				
	Averages:	2,794,490.51	8,750.00	250.00					2,802,990.51		0.00	77.71	0.00



Report Details

Column	Description
Purchase Turn	# of Days, Total End of period Inventory Balance divided by the period total Purchases multiplied by the actual number of days in the period.
Usage Turn	# of Days, Total End of period Inventory Balance divided by the period total Usage multiplied by the actual number of days in the period.
Dilution - Invent- ory Balance	Percentage, Period Total Removed divided by the end of period Inventory
Dilution - Addi- tions	Percentage, Period Total Removals divided by the end of period Total Additions
Dilution - Reduc- tions	Percentage, Period Total Removals divided by the end of period Total Reductions

Security Roles

To generate the Bulk Inventory Monthly Analysis Report, the following Security Role needs to be set to YES:

Security Roles > Reports > Collateral > Print Bulk Inventory Monthly Analysis Report

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 AR 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.

Tracked Collateral Summary Report
Report Template:
Parameters Destination Scheduling Templates History
Last completed month: January
Year
Client
A/E:
Office:
Client Group:
Facility:
Collateral:
Format: Monthly
<u>Print/Local</u> <u>View/Local</u> Print/Engine <u>Save</u> E <u>x</u> it <u>H</u> elp

Field	Description
Last com- pleted 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- s/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 magnifying [x] icon to clear the Client field.

Field	Description
	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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Facility	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.
	If you leave this field blank, you cannot make a selection in the Collateral field.
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	Select the report format to be generated:

Field	Description
	Monthly
	Quarterly
	• Annual

Account	ts Receivat	He Aging	Jane	ary, 2016	Decem	ber, 2015			/ariance		November, 2	115	Ooto ber.	2015	Janua	rv. 2016
				Current		EOM			EOM		E	IM		EOM		EOM
30			10,042,494	99.2%	10.042,464	99.2%		0	0.0%		0		0		0	
-00			19,995	0.2%	18,995	0.2%		0	0.0%		0		0		0	
-90			22,221	0.2%	22,221	0.2%		D	0.0%		0		0		0	
-120			13,900	0.1%	13,900	0.1%		D	0.0%		0		a		0	
0*			22,579	0.2%	22,679	0.2%		D	0.0%		0		a		0	
tai A	counts Re	ceivable	10,120,261	100.0%	10,120,261	100.0%		0	0.0%		0		0		0	
eligib	leby Renard	2n														
nc en	tration Limit		0	0.0%	0	0.0%		0			a		0		0	
edē (Over Eligible	D ays	1,526	0.0%	1,528	0.0%		0	0.0%		0		0		0	
1055	lge Amt		0	0.0%	0	0.0%		0			0		0		0	
ioie e	Ineligible An	nt.	0	0.0%	0	0.0%		0			0		0		0	
0495	en Arnt		0	0.0%	0	0.0%		0			0		0			
engio	e Diebbois		2.222	0.0%	2,222	0.0%		0	0.0%		0		0		0	
NEC EX	igale U Sy A	ns	40.800	0.4%	40,400	0.4%			0.0%		0		0			
	na Panine Ar	et.	10,000	0.1%	10,000	0.1%			0.0%		0		0			
et al l	an annoise ru Pav Anst		0	0.0%	0	0.0%			0.014		0		0			
wed.	Ant		0	0.0%	0	0.0%		0			0		0		0	
dure	nelig Ant		0	0.0%	0	0.0%		0			0		0		0	
acke	d Ineligible A	mt	0	0.0%	0	0.0%		0			0		D		0	
voise	Number Inel	ligible	0	0.0%	0	0.0%		0			a		D		0	
tal ir	aligiblez		54,714	0.5%	54,714	0.5%		0	0.0%		a		D		0	
n ner	tration															
nk		Customer			Total		1-30			31-60		61.90		91-120		120
	99%	All Star Command Se	ervicez	10	,000,000 1	0,000,000	997%		0	0.0%	o	0.0%	D	0.0%	0	0.01
	0%	Ana Bedrossan			12,195	12,195	0.1%		0	0.0%	0	0.0%	0	0.0%	0	0.01
	0%	Al Alabama Electric	ino.		0.479	0	0.0%		0	0.0%	0	0.0%	5.000	100.0%	4,479	37.44
	0%	American Carpet Inst	tallers LLC		7,500	0	0.0%		0	0.0%	0	0.0%	0	0.0%	7,500	02.04
	0%	Foundation Firm			7,500	7,500	0.1%		0	0.0%	0	0.0%	0	0.0%	0	0.01
	0%	Acceptable Antiques	ш¢		0.501	0	0.0%		0	0.0%	0.001	54.4%	0	0.0%	0	0.01
	0%	A Lighting Fast LLC			6.500		0.0%		6,500	642%	0	0.0%	0	0.0%		0.04
	0%	The Jewelet inc.			5,050	5,050	0.1%		0	0.0%	0	0.0%	0	0.0%	0	0.01
	0%	A&J Engine Spec. L			5,491	0	0.0%		5,491	45.0%	0	0.0%	D	0.0%	0	0.01
,	0%	Metal TestAce			5.400		0.0%		0	0.0%	5.490	45.5%	0	0.0%	0	0.04
	0.000	Total For Top Tep		-10	095 573 3	0.025.453	22.024			0.4%	12.050	0.7%	5.000	0.0%	44 070	0.11

Healthcare Receivable Monthly Analysis Report

The HR (Healthcare Receivables) Monthly Analysis Report summarizes HC Receivable posting activity summed by month for selected client's Bulk HR collateral. This report is accessed from the Collaterals menu of the Reports module.

ih

冒 Healthcare Receivable Monthly Analysis	×
Report Template:	<u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Specific Date Range 🗾 🖌 From: January 1, 2000	
Thru: December 31, 2020	
Client:	•
A/E:	•
Office:	•
Client Group: 🚽 Value:	-
Facility:	-
Collateral:	-
C/O:	•
Dilution: AR Balance	•
Format: Current month porfolio summary	•
Month: August Vear: 2020	_
Print/Local View/Local Print/Engine Save Exit	<u>H</u> elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

Field	Description								
Date	Select the date to use for the report from the list:								
Range	• Today								
	• Yesterday								
	• Last Month								
	Current month-to-date								
	Year through last month-end								
	Current year-to-date								
	Specific date								
	 Set At Run Time (Web Template Only) 								
	If the Specific date range option is selected, enter the beginning and ending dates of the								



Field	Description
	date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
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- s/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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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

Field	Description
	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 <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Facility	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.
	If you leave this field blank, you cannot make a selection in the Collateral field.
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.
Dilution	Select the desired dilution calculation to use for the Dilution column of the report. The label of the dilution column in the generated report will reflect the option selected.
	 AR Balance: Dilution = Sum of Credits and Discounts / End of Month Accounts Receiv- able balance.
	 Total Sales: Dilution = Credits + Adjustments / Total Sales
	 Total Collections: Dilution = Credits + Adjustments / Total Collections
Format	Select the report format to generate:
	 Monthly detail by facility: produces a report listing each Facility and its transactions by the specified Date Range.
	Current month portfolio summary: produces a report listing each Facility activity by the specified Month and Year .
Month	If the Current month portfolio summary format is selected, select the month for which to pro-

Field	Description
	duce the report.
Year	If the Current month portfolio summary format is selected, enter the year for which to pro- duce the report. If no year is specified, the current year is assumed by default.

Monthly Detail by Facility

	Client:	Blue Corporation (Al)									Health care Re	ceivable Montl	hly Analysis
F	acility:	Blue Corporation									January 1, 20	00 Thru Decem	ber 31, 2020
Col	lateral:	Test Bulk HR											
											1		
Da	te	Begin Balance	Sales	Credits	Discounts	Adjustments	Collections	Over Pays	End Balance	Ineligible	Cash Turn	Sales Turn	Dilution
May	-20	1,474,502.00					1,450.00		1,473,052.00		31,492.83		
Mar	-20	1,404,502.00	100,000.00				30,000.00		1,474,502.00		1,523.65	457.10	
Feb	-20	1,191,002.00	1,213,500.00				1,000,000.00		1,404,502.00		40.73	33.56	
Nov	-19	1,029,002.00	150,000.00			(12,000.00)			1,191,002.00			238.20	
Aug	-19	261,002.00	768,000.00						1,029,002.00			41.53	
Jul-	19	261,000.00	2.00						261,002.00			4,045,531.00	
Jun	19	200,000.00	61,000.00						261,000.00			128.36	
Apr	-19	50,000.00	150,000.00						200,000.00			40.00	
Mar	-19	50,000.00							50,000.00				
Jan	-19		50,000.00						50,000.00			31.00	
	T	otalsc	2,492,502.00			(12,000.00)	1,031,450.00						
	Aar	erages: 592,101.00	249,250.20			(1,200.00)	103,145.00		739,406.20		3,305.72	404,650.07	

Current Month Portfolio Summary

TE ST Caden A/E: C/O:	"TE ST** CadenceFinanceCorp_Test **TE ST* Health care Receivable Monthly VE: Office: Moeth C/O: Group:								thly Analysis th of August				
Facility		Begin Balance	Sales	Credits	Discounts	Adjustments	Collections	Over Pays	End Balance	Ineligible	Cash Turn	Sales Turn	Dilution
America's Lending	Co.		67,000.00	200.00			21,000.00		45,800.00	50.00	63.25	19.82	0.43
Blue Corporation		1,473,052.00							1,473,052.00		0.00	0.00	0.00
	Tota	ls: 1,473,052.00	67,000.00	200.00			21,000.00		1,518,852.00				
	Average	NC 736.526.00	33,500.00	100.00			10,500,00		759,426.00	25.00	0.32	0.10	0.00

Report Details

Column	Description
Cash Turn	Total End of Period Accounts Receivable Balance divided by the Period Total Col- lections multiplied by the Actual number of Days in the Period.
Sales Turn	Total End of Period Accounts Receivable Balance divided by the Period Total Sales multiplied by the Actual number of Days in the Period.



Column	Description
Dilution	 AR Balance: Dilution = Sum of Credits and Discounts / End of Month Accounts Receivable balance.
	 Total Sales: Dilution = Credits + Adjustments / Total Sales
	 Total Collections: Dilution = Credits + Adjustments / Total Collections

Security Roles

To generate the Bulk Inventory Monthly Analysis Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Collateral > Print Healthcare Monthly Analysis Report

Healthcare Receivables Trend Report

The Healthcare Receivables Trend report provides a summary of accounts receivable activity. The Report lists all certificate postings for the Bulk HR collateral types within the date range provided and also highlights the borrowing base calculation to "Availability". This report is accessed from the Collateral menu of the FactorSoft Report module.

The default report definition for this report is **ARTrends**.

Healthcare Receivables Trend Report	×
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates Hist	story
Date Range: Today	From:
	T hru:
Client:	-
A/E:	•
Office:	-
Client Group:	▼ Value: ▼
Facility:	_
Collateral:	-
Print/Local View/Local Print/Engine	<u>Save</u> <u>Exit</u> <u>H</u> elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

Field	Description						
Date	Select the date to use for the report from the list:						
Range	• Today						
	• Yesterday						
	• Last Month						
	Current month-to-date						
	Year through last month-end						
	Current year-to-date						
	Specific date						
	 Set At Run Time (Web Template Only) 						
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.						
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.						
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- s/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.						
Field	Description						
------------	--						
	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 <i>Client Information</i> screen.						
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.						
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .						
Client	Select the client group to which to limit the results in the report.						
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .						
Facility	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.						
	If you leave this field blank, you cannot make a selection in the Collateral field.						
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.						



Client: Clark & Co. Facility: America's Lending Co. Collateral: BUIk H/R (ABL Test)

Health care Receivable Trend Report January 1, 2000 Thru December 31, 2020

Date	Gross Collateral	Ineligible	Eligible Collateral	Adv. Rate	Net Collateral	Limit	Availability
8/11/2020	59,800.00	50.00	59,750.00	100.00	0.00	500,000.00	0.00
8/11/2020	58,800.00	50.00	58,750.00	100.00	58,750.00	500,000.00	58,750.00
8/11/2020	65,800.00	50.00	65,750.00	100.00	58,750.00	500,000.00	58,750.00
8/11/2020	45,800.00	50.00	45,750.00	100.00	45,750.00	500,000.00	45,750.00
8/11/2020	45,800.00	50.00	45,746.00	100.00	45,746.00	500,000.00	45,746.00

Report Details

Column	Description
Client	Displays Client Name
Facility	Displays Facility Name
Collateral	Displays the Collateral Name
Date	Displays the date of the posting
Gross Collateral	Displays the current collateral value used to support the loan balance
Ineligible	Displays the Ineligibles as shown on the Collateral Information screen under Col- lateral Summary
Eligible Collateral	Displays the current Eligible Collateral amounts used to support the loan bal- ance. (Current Collateral value - Ineligible values)
Adv. Rate	Displays the advance rate used for the collateral
Net Collateral	Displays the calculated Net Collateral amount used to support the loan bal- ance. (Eligible Collateral value * Advance Rate)
Limits	Displays the loan limit for the Collateral
Availability	Displays the calculated Available Collateral amount used to support the loan balance. (Lower of Available Limit and Net Collateral Amount)

Security Roles

To generate the Healthcare Receivables Trend Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Collateral > Print Healthcare Receivables Trend Report

Inventory Declaration Report

The Inventory Declaration Report summarizes declarations on Inventory collaterals for selected clients during a selected date range. This report is accessed from the Collaterals menu of the Reports module.

The default report definition for this report is **InvenDeclaration**.

Inventory Declaration	×
Report Template:	w
Parameters Destination Scheduling Templates History	
Date Range: Today	
Thru	
Client:	
A/E:	
Office:	
Client Group: Value:	
Facility:	
Collateral:	
C/0:	
Print/Local Print/Engine Save Exit Help	

Field	Description
Date	Select the date to use for the report from the list:
Range	• Today
	• Yesterday
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.



Field	Description
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
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- s/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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.

jh

Field	Description
	Offices are defined in the <u>Office table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Facility	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. If you leave this field blank, you cannot make a selection in the Collateral field.
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.
c/o	Select a Credit Officer to which to limit the report, or leave blank to include all C/O's.

HJ Simpson Capital Inventory Trends Report							January 1, 2015 Thru F Dockers, Inc. / D	ebruary 23, 2016 ockers, Inc. (INV) Inventory
Date	In ventory at Cost	Gross AVM	Liquidation Cost	Net AVM	AVM Available	inv Available	Availability	
1/7.2018	750,000.00	450,000.00	25,000.00	450,000.00	337,500.00	347,500.00	310,000.00	_
1/7.2016	691,314.00	418,500.00	23,250.00	418,500.00	313,975.00	315,693.90	311,381.40	
1/7.2018	695,998.52	428,115.60	23,784.20	428,115.60	321,088.70	320,498.30	310,781.45	
1/7.2016	588,243.32	356,000.60	19,782.70	355,089.50	267,066.46	253,020.24	253,020.24	
1/7/2018	692,024.72	440,669.38	24,482.74	440,089.38	330,517.04	313,708.10	310,271.14	
1/7.0016	737,573.70	460,607.37	25,593.74	480,687.37	345,515.52	336,977.45	311,544.01	
1/7/2016	1,000,000.00	900,000.000	50,000.00	900,000.00	675,000.00	712,500.00	300,000.00	
1/7.2018	999,900.00	899,550.00	49,975.00	899,550.00	674,662.50	712,143.75	300,000.00	
1/7.2016	1,049,500.00	00.055,999	49,975.00	999,550.00	674,662.50	737,143.75	310,000.00	
1/7/2018	1,049,900.00	899,550.00	49,975.00	899,550.00	674,662.50	737,140.00	310,000.00	
1/7/2018	1,049,500.00	899,550.00	49,975.00	899,550.00	674,662.50	737,140.00	310,000.00	
1/7.2016	3,106,012.09	2,508,445.39	107,507.51	2,600,445.39	1,408,403.07	1,600,003.30	450,000.00	
1/7/2016	2,874,218.10	2,351,006.64	96,552.97	2,351,006.64	1,291,675.67	1,385,541.05	398,139.94	
1/7.0018	2,461,980.17	2,011,149.57	83,472.49	2,011,149.57	1,117,097.01	1,164,383.29	383,414.52	
1/7.2015	2,254,308.62	1,853,012.33	77.542.35	1,853,012.33	1,038,028.39	1,070,716.38	383,414.52	
1/7.2018	18,691,580.07	13,398,896.24	509,873.84	13,398,898.24	6,802,120.54	8,072,694.92	364,240.16	
1/7.2015	1,295,958.77	1,040,723.34	39,670.03	1,040,723.34	529,253.40	530,201.20	150,000.00	
1/7.2018	1,235,517.20	992,439.67	37,870.09	992,439.67	606,278.03	618,745.55	150,000.00	
1/7/2018	1,052,223.57	046,460.30	32,504.61	048,480.30	403,705.62	437,377.21	150,000.00	
1/7/2016	959,481.57	772,274.78	29,722.35	772,274,78	396,688.82	403,928.09	150,000.00	
1/7/2018	1,062,586.32	865,069.06	34,877.59	865,069.06	466,284.53	477,390.23	200,431.34	
Statistics and state states and	and the second second second	and the second division of the second divisio	the second se	the state of the s	Contraction of the local division of the loc	and the second se	Contraction of the local division of the loc	



Inventory Trends Report

The Inventory Trends report summarizes the financial trends of an Inventory collateral over a specified period of time. This report is accessed from the Collateral menu of the FactorSoft Report module.

The default report definition for this report is **InvenTrends**.

Pinventory Trends	23
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Today	From:
,	Thru:
Client	•
A/E:	-
Office:	-
Client Group:	Value:
Facility:	v
Collateral:	_
Print/Local <u>V</u> iew/Local Print/Engine	<u>Save</u> E <u>x</u> it <u>H</u> elp

Field	Description
Date	Select the date to use for the report from the list:
Range	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	• Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.



Field	Description
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
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- s/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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.

jh

Field	Description
	Offices are defined in the <u>Office table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Facility	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. If you leave this field blank, you cannot make a selection in the Collateral field.
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.

HJ Simpson Capital Inventory Trends Report							February 1, 2015 Thru X306 Enterprises, Inc. / 306 Ente Inv	February 22, 2016 rprises, Inc (LOC) ventory Segments
Date	In ventory at Cost	Grozz AVM	Liquidation Cost	Net AVM	AVM Available	Inv Available	Availability	
1/7/2018	00.000,000					209,900.00	209,600.00	
1/7.2015	1,025,000.00					553,295.00	253,285.00	
1/7/2016	5,000,000.00					407,539.50	157,539.50	
1/7/2018	1,383,985.25					537,539.50	407,556.00	

Summary A/R Declaration Report

The Summary A/R Declaration report summarizes declarations on Summary A/R collaterals for selected clients during a selected date range. .The results detail each category of the receivable. This report is accessed from the Collaterals menu of the Reports module. The results detail each category of the receivable.

The default report definition for this report is **MedRecDeclaration**.

FactorSoft™

v4.7

Summary AR Declaration	×
Report Template:	New
Parameters Destination Scheduling Templates History	
Date Range: Specific Date Range From	
Thru	
Client:	•
A/E:	•
Office:	•
Client Group: Value:	Y
Facility:	Y
Collateral:	Ψ.
Format Available	•
Print/Local Print/Engine Save Ext	Help

Field	Description
Date Range	Select the date to use for the report from the list:
	• Today
	• Yesterday
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True . The Yesterday option in the Date Range field is replaced with Last Business Day , and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set Sys-

jh

Field	Description
	tem Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True .
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- s/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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . 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.



Field	Description
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Facility	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. If you leave this field blank, you cannot make a selection in the Collateral field.
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	Select the report format to be generated:Available: generate the availability format of the Summary AR Declaration Report
	Aging: generate the aging format of the Summary AR Declaration Report

World of Lending January 1, 20 Summary AR Declaration Report Western Products Corporation / We							January 1, 2010 T rporation / Western MR	hru July 31, 2011 n Products Corp. : Borrowing Base		
Category	Gross Collateral	Aged heligible	Other ineligible	Bigble Colateral	NCV Rate	Net NCV	Adv Rate	Net Collateral	Limit	Available
Declaration Date: 5/13/2010										
Financial Class 1	1,839,584.00	242,000.00		1,597,584.00	100.00	1,597,584.00	100.00	1,597,584.00	2,000,000.00	1,597,584.00
	1,889,584.00	242,000.00		1,587,584.00		1,587,584.00		1,597,584.00		1,597,584.00
Declaration Date: 503/2010										
Financial Class 1	149,471.00	19,121.00		130,350.00	100.00	130,350.00	100.00	130,350.00	2,000,000,00	130,350.00
Financial Class 2	402,500.00	122,500.00		280,000.00	100.00	280,000.00	100.00	290,000.00	100,000.00	100,000.00
Financial Class 3	224;400.00	150.00	12,500.00	211,750.00	100.00	211,750.00	100.00	211,750.00	150,000,00	150,000.00
Financial Class 4	197,050.00	17,150.00		180,500.00	100.00	180,500.00	100.00	180,500.00	205,000.00	190,500.00
Financial Class 6	614035.00	34,035,00		560,000.00	100.00	580,000.00	100.00	590,000.00	250,000.00	250,000.00
	1,588,056.00	192,956.00	12,500.00	1,382,800.00		1.582.600.00		1,382,600.00		810,850.00

Summary A/R Trends Report

The Summary A/R Trends report summarizes the financial trends of a Summary AR collateral over a specified period of time. This report is accessed from the Collaterals menu of the Reports module.

The default report definition for this report is **MedRecTrend**.

Summary AR Trends	×
Report Template:	New
Parameters Destination Scheduling Templates History	
Date Range: Today From	
Thru	
Client	•
A/E:	•
Office:	•
Client Group: Value:	¥
Facility:	~
Collateral	~
Print/Local Print/Engine Save Exit H	elp

Field	Description
Date	Select the date to use for the report from the list:
Range	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True . The Yesterday option in the Date Range field is replaced with Last Business Day , and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests >

jh

Field	Description
	Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True .
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- s/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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access

Field	Description
	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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Facility	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. If you leave this field blank, you cannot make a selection in the Collateral field.
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.

World of Lending Summary AR Trends Report						Janu	iary 1, 2010 Thru July 31, 2011
Date	Gross Collateral	Aged ineligible	Other ineligible	Eligible Collateral	Net NVC	Net Collateral	Available
Western Products Corporation / Western	Products Corp. / M.R. Borrowing Base						
5/13/2010	1,839,584.00	242,000.00		1,597,58400	1,597,594.00	1,597,584.00	1,597,584.00
5/23/2010	1,599,055,00	192,955.00	12,500.00	1,282,500.00	1,382,600.00	1,282,500.00	810,850.00
60/2010	1,956,200.00	203,000.00	5,000.00	1,740,200,00	1,740,200.00	1 740,200.00	947 293.00
12/20010	1,000,000,00		2,715.00	997,285.00	997,285.00	997,285.00	997,285.00
10/2011	2,000,000.00		2,715.00	1,997,295.00	1,997,295.00	1,997,285.00	1,997,285.00
10/2011	2,000,000,00		2,715.00	1,997,295.00	1,997,295.00	1,997,285.00	1,997,285.00
20/2011	2,235,000.00	295,000.00	2,715.00	1,947,295.00	1,947,295.00	1,947,285.00	1,947,285.00
20/2011	2,275,000.00	175,000.00	2,715.00	2,097,205.00	2,097,295.00	2,097,205.00	1,990,205.00

Tracked Ineligibility Listing Report

The Tracked Ineligible Listing Report lists Tracked AR submission ineligibles 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.



Tracked Ineligibility Listing Report	3
Report Template:	,
Parameters Destination Scheduling Templates History	
As Of Date: Current Date	
Client:	
A/E:	
Office:	
Client Group: Value:	
Facility:	
Collateral:	
Print/Local View/Local Print/Engine Save Exit Help	

Field	Description
As Of	Select the ending date of the date range for the report.
Date	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 Cli- entWeb Report Queue, a screen appears to choose the date range (Current Date , Previous Month-End Date , or Specific Date).
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- s/Screen Behavior > Miscellaneous > Use Client Search instead of drop downs is set to True.

Field	Description
	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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Facility	Select the facility for the selected client to include in the report or leave blank to include all

Field	Description
	facilities. This field only becomes active if you select a client from the Client list above.
	If you leave this field blank, you cannot make a selection in the Collateral field.
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: 300Test Client Facility: 300Test Facility Collateral: Test Tracked							Track Ineligibility Lis As Of Decem	iting Report ber 31, 2015
Category Debtor	Ineligible	% Inel	Total AR	1-30	31-60	61-90	91-120	120+
Over Eligible Day Amt								
A to Z Mowing and Diving, LLC	3930.30	6.52%	3930					3930
Aardvark Travel Agency Inc.	4406.47	7.31%	4406				4406	
Acceptable Antiques LLC	6560.62	10.88%	6561				6561	
AliDhama	3835.33	6.36%	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.	3789.92	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	
TestTaxiLLC	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 ineligibles identified in the Tracked AR module.

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



Tracked Ineligibility Report	3
Report Template:	v
Parameters Destination Scheduling Templates History	
Client:	
A/E:	
Office:	
Client Group:	
Facility:	
Collateral:	
As Of Date: Current Date	
Format: Summary by Category	
Show both posted and pending	
<u>Print/Local</u> <u>View/Local</u> Print/ <u>E</u> ngine <u>Save</u> <u>Exit</u> <u>H</u> elp	

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 > Field- s/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 <i>Client Information</i> screen.

jh

Field	Description
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Facility	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.
	If you leave this field blank, you cannot make a selection in the Collateral field.
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.
As Of Date	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.
Format	Select the report format to be generated:
	Summary by Category
	Detail by Category
	Detail by Invoice

487



FactorSoft™

v4.7

Field	Description
Show	Select this option to include pending imports in the report results.
both pos-	
ted and	
pending	

Client: 308Test Client Facility: 308Test Facility Collateral: Test Tracked		Track heligibility Detail by Category Re As Of December 31, Last Calculation Date: Jan 15,	
Calegory Debtor Invoice M	Invoice Date	Amount	% heligible
Over Eligible DayAmt			
A to Z Mouring and Diving, LLC	3,930.30	3,930.30	5.63%
3-31002-43340	9/1/2015	3,930.30	
Aardvark Travel Agency Inc.	4,406,47	4,406.47	6.31%
60-31775-44325	9/2/2016	4,406.47	
Acceptable Antiques LLC	6,560.62	6,560.62	9.40%
60-32659-45497	9.44/2015	6,560.62	
Ai Dhama	3,835,33	3,835.33	5.50%
50-28922-40630	8/1/2015	3,835.33	
Al Azbarna Beotrio, 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	
All Custom Title & Pawn LLC	5,050,00	5,050.00	7.24%
13-28997-40726	84/2015	5,050.00	
All Star Tou elling Inc.	3,789.92	3,789.92	5.43%
3-12068-30906	7/11/2015	3,789.92	

Credit Menu

Credit Reports

The Credit report group contains reports that provide details on credit lines, approvals, decisions, and overrides.

Credit Approval Report

The Credit Approval Report generates a report that displays credit approval information for a defined period. This report displays any Invoices that had a Single Order Approval associated with it and were purchased in the date range specified. When a credit request is approved as a Single Order Approval (SOA) with a specific **Source** chosen at the time the order was approved, the approval source is displayed in the



Approval Source column of this report. Approval Sources are created in Credit Approval Source table in the Tables module.

This is an Engine-enabled report.

Credit Approval Report	83
Report Template:	<u>N</u> ew
Parameters Destination Scheduling Templates History	
Client: Amanda Test Client (AGC)	•
A/E:	-
Office:	-
Client Group: 📃 🗸 Value:	-
Approval Source:	•
Report Type: Payment	•
As Of Date: Current Date	
Date Range: Current Month To Date 💽 💉	
Thru:	
Print/Local View/Local Print/Engine Save Exit	Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

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 > Field- s/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.



Field	Description
	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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table. Click Clear to remove the selection.
Approval Source	Select the approval source to which to limit the report results from the list. Click Clear to remove the selection. Approval Sources are defined in the Credit Approval Sources table in the FactorSoft Table module. Leaving this field blank will include all sources in the results.
Report	Select the report format to be printed:
Туре	• Payment
	• Aging
	• Purchase
As of	Select the date range to use for the report from the list:

Field	Description
date	Current date
	Last month end
	Specific date range
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the adjacent fields.
Date range	Select the date to use for the Payment or Purchase report formats from the list:
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date range
	• Today only
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the adjacent fields.

Report Type: Purchase

Client								
Invoice#	Debtor	Posted	Batch#	Invoiced	Due	Approval Source	Amount	Balance
Amanda Test Client (AG	C)							
FF0426	LHC Debtor CW	6/15/2021	159	9/12/2020	9/12/2020		2,000.00	
8874	Amanda Test Debtor	7/27/2021	242	7/26/2021	7/26/2021		6,000.00	
022421-2	Amanda Test Debtor	3/2/2021	124	2/24/2021	2/24/2021		1,000.00	
030221-4	Amanda Debt -from CW	3/2/2021	125	3/1/2021	3/1/2021		1,000.00	
030221-6	Amanda Debt -from CW	3/2/2021	126	3/1/2021	3/1/2021		1,500.00	
030221-7	Amanda Debt -from CW	3/2/2021	126	2/28/2021	2/28/2021		1,500.00	
030321	Amanda Debt -from CW	3/3/2021	132	2/15/2021	2/15/2021		1,500.00	
030421-2	Amanda Debt -from CW	3/4/2021	134	2/28/2021	2/28/2021		1,500.00	
033021	Amanda Coalson Debtor	3/31/2021	139	3/25/2021	3/25/2021		1,500.45	
033021-2	Amanda Coalson Debtor	3/31/2021	139	3/25/2021	3/25/2021		3,000.89	
033021-3	Amanda Test Debtor	7/27/2021	140	3/29/2021	3/29/2021		1,500.45	
033021-4	Amanda Coalson Debtor	3/30/2021	141	3/29/2021	3/29/2021		1,500.00	
033021-5	Amanda Coalson Debtor	3/30/2021	142	3/26/2021	3/26/2021		1,325.99	
040521	LHC Debtor CW	4/5/2021	143	7/12/2020	7/12/2020		2,893.40	
040521-1	LHC Debtor CW	4/5/2021	143	7/12/2020	7/12/2020		4,622.00	
083021	Amanda Test Debtor	8/30/2021	254	8/24/2021	9/24/2021		8,300.00	
							40,643.18	
							40,643.18	

Credit Override Report

The Credit Override Report displays a summary of credit limit overrides by client. The report lists client invoice number, debtor name, buy number, posted date, invoice amount, credit limit, current balance and user name that performed the override.

The default report definition for this report is CredOver.

Credit Override Report		×
Report Template:	•	New
Parameters Destination Scheduling Templates History		
Date Range: Specific Date Range	From January 1, 2008	- 1
	Thru: December 31, 2008	
Client:		•
A/E:		•
Office:		•
Client Group:	Value:	Ψ
Sequence: Client		•
	L	
Print/Local View/Local Print/Engine	Save Exit	Help



Field	Description
Date	Select the date to use for the report from the list:
Range	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
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- s/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.

Field	Description
	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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table.
Sequence	Client is currently the only Sequence option.



				Involtice	Credit	Current	
invoice#	Debtor	Buy #	Posted	Amount	Limit	Balance	User
st Fee National							
112654-1	Capito i Stele international	343	12/28/2008	15,000.00	20,000.00	45,000.00	STEVE
S Tricklig							
20336A	Bad Tek, ho.	6	11/28/2008	2,000,000.00	10,000.00		SISSY
22530	Bad Tek, Inc.	5	11/28/2008	10,000,000.00	10,000.00		SISSY
22530	Bad Tek, Inc.	5	11/28/2008	10,000,000.00	10,000.00		SISSY
345678	AABSCO	27	11/28/2008	15,000.00		38,850.00	STEVE
456321	AABSCO	26	11/28/2008	15,000.00		38,850.00	STEVE
45699872	AABSCO	39	12/28/2008	1,000.00		38,850.00	STEVE
32 165 4987	AABSCO	15	11/28/2008	1,000.00		38,850.00	STEVE

Expiring Credit Lines Report

The Expiring Credit Lines Report provides a snapshot of credit lines that expire within a specified number of days.

The default report definition for this report is **ExpLines**.

Expiring Credit Lines Report	×
Report Template:	New
Parameters Destination Scheduling Templates History	
Client	
A/E:	•
Office:	•
Client Group: Value:	Y
Debtor Group: Value:	Y
Sequence: Debtor/ Client	•
Credit limit expires within: (days)	
New page for each di Include zero balances Include already expire	ent. d
Analyst group:	•
<u>Print/Local</u> Print/Engine <u>Save</u> E <u>xit</u>	Help



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 > Field- s/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 X 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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .



Field	Description
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Group Code Table.
Debtor Group	Select the debtor group to which to limit the report results from the list. Debtor Groups are defined in the Debtor Group Code Table.
Value	Select the specific debtor group value to which to limit the report results from the list. Debtor Groups are defined in the Debtor Group Code Table.
Sequence	Select the sort option that determines the order in which to sort the report.
	Debtor/Client: sequence by client within debtor.
	Client/Debtor: sequence by debtor within client.
	Analyst/Expiration: sequence by expiration date within Analyst code.
Credit limit expires within	Enter the number of days within which a credit limit must expire to be included on the report.
New page for each cli- ent	Select this option to force a new page for each client break in the report. If this is not selec- ted, multiple clients can be printed on one page. This option is only available when the Sequence option Client/Debtor is selected.
Include zero bal- ances	Select this option to include clients and debtors with a zero balance that otherwise match the selection criteria.
Include already expired	Select this option to include debtors with expired credit lines that have already expired when they otherwise match the selection criteria.
Analyst group	Select the specific Analyst group value to which to limit the report results from the list. This list is populated from the Client Group Code Table. This field is required if the Ana- lyst/Expiration option is chosen in Sequence.

Upland Factors, LLC					Ep	Expiring Creat irations from 3/1/	it Lines Report 2011to 3/1/2011
Debtor	Client/ Warning/ No Buy	Analyst.	Last Sale	Credit Limit	Balance	Past Due	Expires
ALLWOOD FLOORS							
	HANDHELD TECHNOLOGY CORPORATION		8/10/2010	5,000.00			11/10/2010
	TRACKER COMMUNICATION		3/1/2011	5,000.00			11/10/2010
AUDIO IONDRANCE							
	HANDHELD TECHNOLOGY CORPORATION		1/5/2011	11,800.00	2,000.00	2,000.00	2/9/2011
BIG TRUCKS INC							
	CHEEZBALL EXPRESS		29.2011	15,000.00	3,200.00	3,200.00	3/1/2011
	See Trans Cred&Ansonia						
	STEEL VALLEY TRANSPORT, LLC		28/2011	15,000.00	3,450.00	1,425.00	3/1/2011
	See Trans Died MArsonja			-			

Debtor Menu

Debtor Reports

The Debtor reports group contains reports that detail or summarize a variety of debtor-related items.

Account Status Exception Report

The Account Status Exception Report produces a list of exception transactions by debtor within client. Each transaction listed includes the No-buy Status Code, transaction date, type, reference code and amount.

The default report definition for this report is **AcctStatExcept**.

Count Status Exception	×
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date from: Current Date	
Client	•
AE:	•
Office:	•
Client Group: Value:	Ψ.
Debtor	
Debtor Group:	Y
Print/Local Print/Engine Save Exit	Help



Field	Description
Date from	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.
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 <i>Client Information</i> 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group



Field	Description
	Codes.
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Group Code Table.
Debtor	Select the debtor to which to limit the report results.
Debtor Group	Select the debtor group to which to limit the report results from the list. Debtor Group Codes are defined in the Debtor Group Code Table.
Value	Select the specific debtor group value to which to limit the report results from the list.

Upland Factors, LLC STEEL VALLEY TRANSPORT, LLC (1011)					Acc	ount Status Excep From Decemi	tion Report er 30, 2010
			Transaction	1	Transaction	AR	Credit
Debtor	No-buy Status	Date	Type	Reference	Amount	Balance	Limit
UEL SUPPORT SERVICES ()	Mise. (see warning)	12/30/2010	Same	1112009758	100.00		
UEL SUPPORT SERVICES ()	Misc. (see starring)	12/30/2010	COL	1112039758	500.00		
FU ()	Paying over bland's assignment notice	2/7/2011	COL	10106830983	1,375.00		
AK TREE TRANSPORT ()	Cash for inner	12/00/2010	COL	1022005035	1,700.00		
AK TREE TRANSPORT ()	Cash fow issues	12/30/2010	COL	1105025039	1750.00		
AK TREE TRANSPORT ()	Cash flow issues	12/30/2010	COL	177099	1,100.00		
ACER INSTITUTIONAL LAWN CARE ()	Paying over Island's assignment notice	1.07.0911	COL	1210010149	90.008		
ACIFIER EMPORIUM ()	Mizz. (see warning)	1/11/2011	Stat	1109015040	1,200,00		
	man and and a second		~~~~~	······			

Country Code Exposure Report

This report lists active debtors, gross, ineligible, and net A/R totals by country, as set for customer/debtors on the Debtor Information screen.

The default report definition for this report is **CountryBall**.

Country Code Exposure Report		×
Report Template:	•	New
Parameters Destination Scheduling Templates History		
Debtor Group:	Value	v
	,	-
Print/Local View/Local Print/Engine	Save Ext	Help

Field	Description
Debtor Group	Select the debtor group to which to limit the report results from the list. Debtor Groups are defined in the Debtor Group Codes Table.
Value	Select the specific debtor group value to which to limit the report results from the list.

Report Sample

Upland Factors, LLC All Debtors				As Of	March 01, 2011
Countr	у	Active Debtors	Gross A/R	Disapproved	Net A/R
	-	83	416,7 14.51	#8,601.32	367,213.19
CA	Casada	1	1,350.00		1,250.00
US	United States of America	1	650.00		660 m
		BS	417,614.51	40,501.32	369,113,19

Debtor Aging Report

The Debtor Aging Report lists receivables by debtor. The format and level of detail can be configured using the Parameter tab. This report allows you to review all processed batches and open invoices for the selected client/debtor relationship for a as-of date.

This report details debtor aging with invoices listed by client and debtor on multiple lines.

The default report definition for this report is **DebAgeInv**.

Customer Aging Report	2
Report Template: New	1
Parameters Destination Scheduling Templates History	
As Of Date: Current Date	
Calc Age By: Invoice Date	
Client	
A/E:	
Office:	
Client Group:	
Customer	
Customer Group: Value: Value: Value: Combine to master debtor Convert to native currency Include Tracked AR Invoices Use non-standard columns Show house line Zip/postal code-from:	
Thru:	
Minimum balance:	
Country:	
Format 5 column, standard	
Sort Invoice number	
Print/Local View/Local Print/Engine Save Egit Help	

Field	Definition
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 Cli- entWeb Report Queue, a screen appears to choose the date range (Current Date , Previous Month-End Date , or Specific Date).
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- s/Screen Behavior > Miscellaneous > Use Client Search instead of drop downs is set to



Field	Definition
	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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Insurer	Select the insurance carrier to which to limit the report. Insurance carriers are defined in the Insurers table. Click Clear to remove the selection.
Debtor	Enter a character (number or letter) or combination of characters to display the debtor

Field	Definition
	names beginning with that character or combination of characters in the list. Select the debtor to which to limit the report results from the list.
Debtor Group	Select the debtor group to which to limit the report results from the list. Debtor Groups are defined in the Debtor Group Code Table.
Value	Select the specific debtor group value to which to limit the report results from the list. Debtor Groups are defined in the Debtor Group Code Table.
Combine to master debtor	Select this option to combine member customer/debtor totals to the master cus- tomer/debtor.
Convert to native currency	Select this option to convert amounts from the base currency to the native currency (the currency of the transaction). The conversion occurs on a client-by-client basis. If the client has a currency type set and the currency type is different from the default currency, Fact-orSoft looks up the conversion rate using the As of date in the currency table for the client's currency. For example, if client ABC Company has a currency type of Canadian Dollars and the daily conversion rate for Canadian dollars is 1.5, the report increases all of the client's amounts by a factor of 1.5.
Include Tracked AR	Select this option to include tracked AR in the report.
Use non- standard columns	Select this option to display non-standard aging buckets if defined.
Show house line	Select this option to include the All client credit limit recorded for customer/debtors on the Debtor Information screen in the report. This option is only available if Format is set to Excel, at risk by name with a Level of detail of One line per debtor .
Zip/- postal code from	Enter the beginning ZIP Code or postal code for a postal code range to which to limit the report. The report limits the results to customer/debtors whose postal code entered in the Address panel of the Debtor Information screen falls within the range.
Thru	Enter the ending ZIP Code or postal code for a postal code range to which to limit the report.
Format	Select the format for the report:

v4.7
Field	Definition
	• 5 column, standard: standard aging format through 90+ days past due
	 5 column, standard with P.O./Ref#: standard aging format through 90+ days past due, with additional column for purchase order/reference number
	 5 column, at risk by name: similar to the standard aging format through 90+ days past due, with additional columns for dollar amount at Lender and Client Risk for each debtor or at Client Risk for invoice detail. This report is sorted by Customer/Debtor name.
	 5 column, at risk by balance: similar to the standard aging format through 90+ days past due, with additional columns for dollar amount at and Client Risk for each debtor or at Client Risk for invoice detail. This report is sorted by Customer/Debtor out- standing balance. The balance sort order is determined by system preference.
Sort	Select the sort option that determines the order in which to sort the report.
	Invoice number
	Invoice date
	• Due date

TE ST Ovation Financial ** TE ST** Client Amanda Test Client (AGC) Only

Due Date Debtor/Client. Date Total 1-30 Days 31-60 Days 61-90 Days 91-120 Days Over 120 Days lnv# Amount Adair Tire (AT) Amanda Test Client (AGC) Adair Tire (AT) 9/23/2021 3,600.00 IN0923 10/23/2021 39 3,600.00 3,600,00 IN1018 10/6/2021 11/5/2021 26 1,500.00 1,500.00 1,500.00 5,100.00 1,500.00 3,600.00 *** 5,100.00 1,500.00 3,600.00 Adair Tire 1 (AD1) Amanda Test Client (AGC) Adair Tire 1 (AD1) 5t703 7/15/2021 8/14/2021 109 2,965.94 2,965.94 2,965.94 *** 2,965,94 2,965,94 Amanda Coalson Debtor (ACGDEB1) Amanda Test Client (AGC) Amanda Coalson Debtor (ACGDEB1) 030421-1 3/1/2021 3/31/2021 245 (1,000.00) (1,000.00) (1,000.00) 0315213 5/5/2021 6/4/2021 180 222.11 222.11 222.11 033021 3/25/2021 4/24/2021 221 1,500.45 1,500.45 1,500.45 033021-2 3/25/2021 4/24/2021 221 3.000.89 3.000.89 3.000.89 033021-4 3/29/2021 4/28/2021 217 1,500.00 1,500.00 1,500.00 033021-5 3/26/2021 4/25/2021 220 1,325.99 1,325.99 1,325.99 041621 3/26/2021 4/25/2021 220 1,500.00 1,500.00 1,500.00 151321-2 5/4/2021 6/3/2021 181 3,000.00 3,000.00 3,000.00 11 049 44 11 049 44 *** 11,049.44 11,049.44 Amanda Debt -from CW (AGCDEBCW) Amanda Test Client (AGC) Amanda Debt -from CW (AGCDEBCW) 021921-1 2/20/2020 3/21/2020 620 300.00 300.00 300.00 030221-6 3/1/2021 3/31/2021 245 1,500.00 (500.00) (500.00) 030221-9 245 3/1/2021 3/31/2021 1.500.00 1.500.00 1.500.00 Printed: November 12, 2021, 9:42 AM (*DebAgeInv) Page 1 of 4

Debtor Aging Report (per Client/Debtor)

The Debtor Aging Report lists receivables by debtor. The format and level of detail can be configured using the Parameter tab. This report allows you to review all processed batches and open invoices for the selected client/debtor relationship for a as-of date.

This report summarizes debtor aging with each client reported on one line within debtor.

The default report definition for this report is DebAgeSum.

Invoice

Debtor Aging Report (Per Client/Debtor)	×
Report Template:	▼ <u>N</u> ew
(marked and the second	
Parameters Destination Scheduling Templates History	1
As Of Date: Current Date	
Client	•
A/E:	•
Office:	•
Client Group: Value:	
Insure:	
Debtoc bar	
BARMEN LIFESTYLES	
Debtor Group:	
Combine to master debter	
Convert to native currency	
Use non-standard columns	
Show house line	
Zip/postal code-from:	
Thru	
Minimum balance:	
Country	•
Format: 5 column, standard	
	_
Print/Local View/Local Print/Engine Save	Exit Help

Field	Definition
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 Cli- entWeb Report Queue, a screen appears to choose the date range (Current Date , Previous Month-End Date , or Specific Date).
Client	drop-down to select the client for which to run the report.



Field	Definition
	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.
	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 Office	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.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	 Terminology > Select account executive based on check box: TRUE
	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.
	Offices are defined in the <u>Office table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Insurer	Select the insurance carrier to which to limit the report. Insurance carriers are defined in the Insurers table. Click Clear to remove the selection.

Field	Definition
Debtor	Enter a character (number or letter) or combination of characters to display the debtor names beginning with that character or combination of characters in the list. Select the debtor to which to limit the report results from the list.
Debtor Group	Select the debtor group to which to limit the report results from the list. Debtor Groups are defined in the Debtor Group Code Table.
Value	Select the specific debtor group value to which to limit the report results from the list. Debtor Groups are defined in the Debtor Group Code Table.
Combine to master debtor	Select this option to combine member customer/debtor totals to the master cus- tomer/debtor.
Convert to native currency	Select this option to convert amounts from the base currency to the native currency (the currency of the transaction). The conversion occurs on a client-by-client basis. If the client has a currency type set and the currency type is different from the default currency, Fact-orSoft looks up the conversion rate using the As of date in the currency table for the client's currency. For example, if client ABC Company has a currency type of Canadian Dollars and the daily conversion rate for Canadian dollars is 1.5, the report increases all of the client's amounts by a factor of 1.5.
Use non- standard columns	Select this option to display non-standard aging buckets if defined.
Show house line	Select this option to include the All client credit limit recorded for customer/debtors on the Debtor Information screen in the report. This option is only available if Format is set to Excel, at risk by name with a Level of detail of One line per debtor .
Zip/- postal code from	Enter the beginning ZIP Code or postal code for a postal code range to which to limit the report. The report limits the results to customer/debtors whose postal code entered in the Address panel of the Debtor Information screen falls within the range.
Thru	Enter the ending ZIP Code or postal code for a postal code range to which to limit the report.
Minimum balance	Enter the dollar amount for the minimum total balance debtor balance to be included in the report. Customers with balances lower than this amount are excluded from the report.
Country	Select the country to which to limit the report. The report limits the results to cus-

Field	Definition
	tomer/debtors whose Country selected in the Address panel of the Debtor Information screen falls within the range.
Format	Select the format for the report:
	• 5 column, standard: standard aging format through 90+ days past due
	• 6 column standard: same as 5 column, with additional 120+ past due column.
	• 7 column standard: same as 6 column, with additional 150+ past due column.
	 Insurer: aging report with additional insurance related info - Buyer#, Limit, Effective Date and Termination Date.
	 5 column, at risk by name: similar to the standard aging format through 90+ days past due, with additional columns for dollar amount at Lender and Client Risk for each debtor or at Client Risk for invoice detail. This report is sorted by Customer/Debtor name.
	 5 column, at risk by balance: similar to the standard aging format through 90+ days past due, with additional columns for dollar amount at and Client Risk for each debtor or at Client Risk for invoice detail. This report is sorted by Customer/Debtor out- standing balance. The balance sort order is determined by system preference.

Upland Factors, LLC Client DEGREE LOGISTICS LLC Only						March 1, 2011
Dektor/Client.	Total	Current	1-30 Days	31-60 Days	61-90 Days	Over 90 Days
BARMEN LIFESTYLES						
DEGREE LOGISTICS LLC	250.00	250.00				
DEQ COMPANIES INC.	575.00	575.00				
	825.00	825.00				
·	825.00	825.00	0.00	0.00	0.00	0.00

Debtor Aging Report (per Debtor)

The Debtor Aging Report lists receivables by debtor. The format and level of detail can be configured using the Parameter tab. This report allows you to review all processed batches and open invoices for the

ih

selected client/debtor relationship for a as-of date.

This report summarizes debtor aging with the debtor total for all clients reported on one line.

The default report definition for this report is **DebAgeTop**.

Debtor Aging Report (Per Debtor)	×
	iew
Parameters Destination Scheduling Templates History	
As Of Date: Current Date	
Client	
A/E:	
Office:	
Client Group: Value:	
Debtor: barmen	
Debtor Group:	
Combine to master debtor Show house line Convert to native currency Use non-standard columns	
Zip/postal code-from:	
Thru:	
Minimum balance:	
Lounkiy.	4
romac 5 column, standard	1
Print/Local Print/Engine Save Exit Het	p

Field	Definition
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.



Field	Definition
	If Set At Run Time (Web Template Only) is selected, when the report is clicked in the Cli- entWeb Report Queue, a screen appears to choose the date range (Current Date , Previous Month-End Date , or Specific Date).
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- s/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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . 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.



Field	Definition
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Insurer	Select the insurance carrier to which to limit the report. Insurance carriers are defined in the Insurers table. Click Clear to remove the selection.
Debtor	Enter a character (number or letter) or combination of characters to display the debtor names beginning with that character or combination of characters in the list. Select the debtor to which to limit the report results from the list.
Debtor Group	Select the debtor group to which to limit the report results from the list. Debtor Groups are defined in the Debtor Group Code Table.
Value	Select the specific debtor group value to which to limit the report results from the list. Debtor Groups are defined in the Debtor Group Code Table.
Combine to master debtor	Select this option to combine member customer/debtor totals to the master cus- tomer/debtor.
Convert to native currency	Select this option to convert amounts from the base currency to the native currency (the currency of the transaction). The conversion occurs on a client-by-client basis. If the client has a currency type set and the currency type is different from the default currency, Fact-orSoft looks up the conversion rate using the As of date in the currency table for the client's currency. For example, if client ABC Company has a currency type of Canadian Dollars and the daily conversion rate for Canadian dollars is 1.5, the report increases all of the client's amounts by a factor of 1.5.
Use non- standard columns	Select this option to display non-standard aging buckets if defined.
Show house line	Select this option to include the All client credit limit recorded for customer/debtors on the Debtor Information screen in the report. This option is only available if Format is set to Excel, at risk by name with a Level of detail of One line per debtor .
Zip/- postal code from	Enter the beginning ZIP Code or postal code for a postal code range to which to limit the report. The report limits the results to customer/debtors whose postal code entered in the Address panel of the Debtor Information screen falls within the range.

jh

Field	Definition
Thru	Enter the ending ZIP Code or postal code for a postal code range to which to limit the report.
Minimum balance	Enter the dollar amount for the minimum total balance debtor balance to be included in the report. Customers with balances lower than this amount are excluded from the report.
Country	Select the country to which to limit the report. The report limits the results to cus- tomer/debtors whose Country selected in the Address panel of the Debtor Information screen falls within the range.
Format	Select the format for the report:
	• 5 column, standard: standard aging format through 90+ days past due
	• 6 column standard: same as 5 column, with additional 120+ past due column.
	• 7 column standard: same as 6 column, with additional 150+ past due column.
	 Insurer: aging report with additional insurance related info - Buyer#, Limit, Effective Date and Termination Date.
	 5 column, at risk by name: similar to the standard aging format through 90+ days past due, with additional columns for dollar amount at Lender and Client Risk for each debtor or at Client Risk for invoice detail. This report is sorted by Customer/Debtor name.
	 5 column, at risk by balance: similar to the standard aging format through 90+ days past due, with additional columns for dollar amount at and Client Risk for each debtor or at Client Risk for invoice detail. This report is sorted by Customer/Debtor out- standing balance. The balance sort order is determined by system preference.

Upland Factors, LLC						March 1, 2011
Debtor	Total	Current	1-30 Days	31-60 Days	61-90 Days	Over 90 Days
CROSS COUNTRY COMMUNICATIONS LLC	261.25	261.25				
DANLO NATIONAL	6,889.99		6,889.99			
DERIVATIVE PRODUCTS	1,882.00		1,882.00			
DTP CONSULTANTS	1,600.00		1,600.00			
BLECTORIX	120.00	120.00				
ENTRY POINT TRANSPORTATION	8,150.25	1,437.50	4,738.75	1,974.00		
EX NHILO	1,400.00		1,400.00			
EXPRESSION-54	1,800.00		1,800.00			
EXPRESSIVE INDUST RIES	5,275.00	5,275.00				
FESTIVE CUSTOM CARS	850.00		850.00			
والاستعاد والمحادث التخطية التعنية فالطبية والكرية الكريمية التقاطيني الا						

Debtor Availability Reports

The Debtor Availability Report provides a look at debtor's credit information, such as the credit limit, expiration, amount past due, amount available, and whether there is Factor Risk.

The default report definitions for this report are **DebAvail1** and DebAvail1a.

Customer Availability Reports		83
Report Template:	•	<u>N</u> ew
Parameters Destination Scheduling Templates History		
Client:		-
A/E:		•
Office:		-
Client Group: Value:		Ŧ
Customer		
Customer Group: Value:		-
Format: Standard format		•
Select: Every relationship		•
Sort by: Client/debtor		•
Show: Name only		-
Summarize to master		
Convert to native currency		
Show debtor number		
Show client ref #		
Show contacts		
Print/Local View/Local Print/Engine Save Exit		<u>H</u> elp



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 > Field- s/Screen Behavior > Miscellaneous > Use Client Search instead of drop downs is set to True.
	Select the A magnifying glass icon to open the Search window and begin typ- ing 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 <i>Client Information</i> 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .



Field	Description
Value	Select the specific client group value to which to limit the results in the report.
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Debt- or/Customer	Enter the debtor for which to request the report. Begin typing to display a list of valid entries.
	Leave this field blank to include all debtors in the report results.
Debtor Group	Enter the debtor group to which to limit the report results.
	Debtor Groups are defined in the Group Code table in the Tables module.
Value	Enter the debtor group value for which to limit the report results.
	Debtor Groups are defined in the Group Code table in the Tables module.
Format	Select the report format to generate:
	Standard format
	• At risk format
	SOA Information
Select	Select the debtor/relationship category to which to limit the report:
	Every relationship
	• Open balances
	Over credit limit
	With client risk
	With exposure
	Flagged as no-buy with balance
Sort by	Select the sort option that determines the order in which to sort the report.

Field	Description
	Client/debtor
	• Client/available
	Client/balance
	• Client/at-risk
	Client/exposure
	Debtor/client
	Debtor/credit limit
	• Debtor/balance
Show	Select the option for the debtor demographic data to be displayed:
	Name only
	Name, phone
	Name, address
	Name, phone, address
Summarize to master	Select this option to group debtors according to their master debtor, if applicable.
Hide expiration date	Select this option to exclude the Credit Expires column from the report.
Convert to nat- ive currency	Select this option to convert amounts from the base currency to the native currency (the currency of the transaction). The conversion occurs on a client-by-client basis. If the client has a currency type set and the currency type is different from the default currency, FactorSoft looks up the conversion rate using the As of date in the currency table for the client's currency.
	For example, if client ABC Company has a currency type of Canadian Dollars and the daily conversion rate for Canadian dollars is 1.5, the report increases all of the client's amounts by a factor of 1.5.
Show debtor number	Select this option print the debtor number next to the debtor name in the report res- ults.
Show debtor	Select this option to print beneath the debtor name the warning message entered in

Field	Description
warning	the Warning field of the Debtor Information upper fields beneath the debtor name in the report, if applicable.
Show client ref #	Select this option to include the Client Reference column, which prints the client ref- erence number for the debtor with each client entry.
Show contacts	Select this option to print the contact names entered in the Contacts panel of the Debtor Information screen.

Standard Format:

TEST Anna's Awesome **TEST** Amanda Test Client (AGC) Debtor Availability						AsO	f 3/24/2021
Customer.	Client Reference	Credit Limit	Credit Expires	Total Balance	Past Due Invoices	Available Credit	Client Risk
Amanda Coalson Debtor (ACGDEB1) (205)123-4567 Fax:(251)641-4841 123 Way St Birmingham, AL 35180	CRDEB	32,000.00	9/12/2021	0.00	0.00	0.00	0.00
c	Grand Total			0.00	0.00 0.00	0.00	0.00

At Risk Format:

TE ST Anna's Awesome **TE ST** Amanda Test Client (AGC) Debtor Availability										As Of	3/24/2021
Customer	Client Refere	Credit Limit	Credit Expires	Total Balance	Past Due Invoices	Unshipped Approvals	Unused S.O.A.	Used S.O.A.	Available Credit	Exposure	Client Risk
Amanda Coalson Debtor (ACGDEB1) (205)123-4567 Fax(251)641-4841 123 Way St Birmingham, AL 35180	CRDEB	32,000.00	9/12/2021	0.00	0.00	32,000.00	0.00	0.00	0.00	0.00	0.00
				0.00	0.00	32,000.00	0.00	0.00	0.00	0.00	0.00
	Grand Total			0.00	0.00	32,000.00	0.00	0.00	0.00	0.00	0.00

SOA Information Format:

TEST GAP No Insurance Financial Serv Debtor Availability

			Open		Unused SOA		
Customer	Credit Limit	Credit Expires	Orders	Unused SOA	Expires	Used SOA	Factor Risk
Baggett Transportation (BAGGETT)	10,000.00	9/8/2021	1,000.00	0.00		0.00	1,596.33
Bed Beyond	10,000.00		0.00	1,500.00	4/7/2021	0.00	0.00
C.H.Robinson (CHROB)	30,000.00	3/4/2021	0.00	0.00		0.00	29,387.41
Gena Test Debtor <mark>(</mark> 1001)	10,000.00			0.00		2,500.00	2,500.00

Report Details

Column	Description
Standard Format	
Debtor/Customer	Displays the Debtor's Name and Information
Client Ref #	Displays the Client's Reference number for the Debtor
Credit Limit	Displays the Debtor's credit limit
Credit Expires	Displays the date the credit limit expires
Total Balance	Displays the Total Balance of the Debtor
Past Due Invoices	Displays the Amount of total past due invoices
Available Credit	Displays the available credit for the debtor
Client Risk	Displays the client risk for the debtor
At Risk Format	
Debtor/Customer	Displays the Debtor's Name and Information
Client Ref #	Displays the Client's Reference number for the Debtor
Credit Limit	Displays the Debtor's credit limit
Credit Expires	Displays the date the credit limit expires
Total Balance	Displays the Total Balance of the Debtor
Past Due Invoices	Displays the Amount of total past due invoices
Unshipped Approvals	
Unused SOA	

Column	Description
Used SOA	
Available Credit	Displays the available credit for the debtor
Exposure	
Client Risk	Displays the client risk for the debtor
SOA Information	
Debtor/Customer	Displays the Debtor's Name and Information
Credit Limit	Displays the Debtor's credit limit
Credit Expires	Displays the date the credit limit expires
Open Orders	
Unused SOA	
Unused SOA Expires	
Used SOA	
Factor Risk	Displays the Client's Factor Risk

Security Roles

To generate the Debtor Availability Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Debtor Reports > Print Debtor Availability Reports

System Preferences

The following system preferences for this report are located in the Administration module, **System Preferences**, **Reports**, **Debtor Availability Report** folder.

Preference	Description
Do not include neg- ative balances in availability	If True , a negative balance will not be used to increase availability.
Do not show expir- ation date if credit limit is zero	If True , expiration dates will not show if the debtor credit limit is zero.

ĭh

Preference	Description
Show client number on clients	If True , Client Number will show on the report.
Show debtor number on debtors	If True , Debtor Number will show on the report.
Show exposure instead of lender risk	If True , a column will display on the report showing exposure (over line) instead of lender risk.
Show past due invoices instead of past due balance	If True , the report will display past due invoice instead of balance.
Show used SOA amount	If True , the report will show the SOA that has been used to approved the invoice.

The following system preferences for this report are located in the Administration module, **System Prefer**ences, **Terminology** folder.

Preference	Description
Our Client's customer is a	Used to assign the terminology of the Client's Customer, if blank, the default is Debtor.

The following system preferences for this report are located in the Administration module, **System Prefer**ences, Data Entry Behavior, At Risk Logic folder.

Preference	Description
Approvals are reser- vations	If True , then Status of the Credit Request is approved or w/i line. If False , then the Status of the Credit Request is w/i line only.

Debtor Credit Limit Warning Report

The Client/Debtor Credit Limit Warning Report displays debt ratios of debtors for selected clients.

The default report definition for this report is CrLimWarn.



Debtor Credit Limit Warning Report	×
Report Template:	lew
Parameters Destination Scheduling Templates History	
Client	3
A/E:	3
Office:	1 H
Client Group: Value:	ā
% of Limit:	
Sequence: Name	a 11
-	
Print/Local Print/Engine Save Exit He	P

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 > Field- s/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 \mathbf{X} 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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:



Field	Description
	 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
% of Limit	Select a check source to which to limit the report, or leave this blank to include all defined sources.
Sequence	Select a specific batch to which to limit the report, or leave this blank to include all batches.

Upland Factors, LLC As OF 37/2011 Credit Limit Warning Report Debtors within 0.00% of credit limit						
Client Debtor	Credit Limit	Limit Source	Funded Balance	% Balance To Limit		
CHEEZBALL EXPRESS (1015)	50 DOD DD		18,400.00			
EXPRESSIVE INDUSTRIES	10,000,00	Debtor-Total	975.00	0.00		
GENERALMOTION	50,000,00	Debtor-Total	13,815.00	0.00		
VERVE LOGISTICS INC	15,000,00	Debtor-Total	2,325.00	0.00		
WATERPLANET SYSTEM - CORP OFFICE	200,000,00	Debtor-Indiv	1,285.00	0.64		



Debtor Credit Standing

The Debtor Credit Standing report (accessed from the Debtor menu) summarizes credit rating information for debtors. This report displays debtor, lender, credit and calculated ratings and the credit expiration date, number of expirations, average days to pay, and current credit expiration date for each debtor.

Debtor Credit Standing	×
Report Template:	• <u>N</u> ew
Parameters Destination Scheduling Templates History	
Client:	
A/E:	*
Office:	•
Client Group: Value:	Ψ
Debtor	
Value:	7
Print/Local Print/Engine Save Est	<u>H</u> elp

The default report definition for this report is **DebCredStand**.

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.



Field	Description
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 <i>Client Information</i> 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Debtor	Select the debtor to which to limit the report results.
Debtor Group	Select the debtor group to which to limit the report results from the list. Debtor Group Codes are defined in the Debtor Group Code Table.
Value	Select the specific debtor group value to which to limit the report results from the list.



"TEST" World of Factoring "TEST" Debtor Credit Standing Report										
Name	City	State	MC #	Debtor Rating	Factor Rating	Credit Rating	Calc Rating	Number of Exp	Daysto Pay	Credit Expire
88 TEE'S INC.	Birmingham	AL		N	в	в	Ð			
A10ARA				D	С	C	D	17	54.53	11/28/2009
AABSCO	Birmingham	AL		D			D	3	25.33	4/1/2015
Abaz aba INC				Ν	в	в		1	14.00	8/1/2009
ABC Company				N	Ð	В		1	43.00	4/19/2012

Debtor Information Report

There are two possible report formats for this report.

- If System Preference Reports, Debtor Information Reports, Debtor Information Reports option is set to DebInfoRept (this is the default value for this preference), the Debtor Information Report lists each debtor for the selected criteria with the following debtor information: Debtor Code and Name, Created date, Payment due date, Statement date, Outstanding balance, Payment amount, Days past due, NAICS code, and Debtor Group
- If System Preference Reports, Debtor Information Reports, Debtor Information Reports option is set to DebInfo, the Debtor Information report lists each debtor for the selected criteria with the clients with whom the debtor has relationships in FactorSoft and specific debtor information, including the Debtor City and State, debtor all-client credit limit, SIC and NAICS codes, overall debtor balance and the balance for each client. A sample of the report is illustrated below.

E Debtor Information Report		x
Report Template:	•	New
Parameters Destination Scheduling Templates History		
As Df Date: Current Date		- 1
Client		•
A/E:		•
Office:		•
Client Group: Value:		Ψ
Debtor		
		_
Debtor Group: Value:		Y
Print/Local Print/Engine Save Exit	Ł	<u>H</u> elp



Field	Description
As Of	Select the ending date of the date range for the report.
Date	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 Cli- entWeb Report Queue, a screen appears to choose the date range (Current Date , Previous Month-End Date , or Specific Date).
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 <i>Client Information</i> 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



Field	Description
	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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table.
Debtor	Enter the customer/debtor to which to limit the report.
Debtor Group	Select the debtor group to which to limit the report results from the list. Debtor Group Codes are defined in the Debtor Group Code Table.
Value	Select the specific debtor group value to which to limit the report results from the list.

DebInfoRept

"TEST" World o Debtor Informatio BBS Trucking	f Factoring "TEST" n Report							
Debtor.	Debtor K Created Date	Payment Due Date	Statement Date	Balance	Payment Amount	Days Past Due	NAICS	Group
AABSCO	AABSCO							
	7/25/2005	10/15/2015	10/30/2015	40,050.00	650.00	2452	48412	PAYERWEB- PAYERWEB
ABC Company	A1111							
	2/1/2008	10/15/2015	10/30/2015	2,900.00	100.00	2625		PAYERWEB - PAYERWEB!
Big Fee Lease Company	9191							
	1/30/2002	10/15/2015	10/30/2015	28,700.00	4,000.00	2480		PAYERWEB - PAYERWEB
Grandys Gourmet	106							



DebInfo

"TEST " W	orld of Factoring "TEST "				Det	tor Information Report As Of May 19, 2011
Debtor		City/State	Debtor Limit	SIC	NAICS	Balance
AABSCO		Birmingham, AL	0.00	4213	48412	40,050.00
	Additional / Late Fee Medical					200.00
	BBSTrucking					38,850.00
	Daily Rate Enterprise					1,000.00
	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~^^~		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	·····	

# Debtor Insurance Report

The Debtor Insurance Report provides list of debtors that have insurance coverage, added on the Credit/No Buy tab of the Debtor Aging screen. The report lists insurance by debtor, and includes the house line, buyer number, terms, coverage amount, expiration date, credit line and balance.

# SEPARATELY LICENSED ADD-ON MODULE

This feature is only available as a separately licensed upgrade. For more information, contact your Jack HenryTM representative at lendinginfo@jackhenry.com

The default report definition for this report is **DebInsure3N**.

Customer Insurance Report
Report Template: New
Parameters Destination Scheduling Templates History
Insurance Company:
Customer Group: Value:
Show clients: Do not show clients
Selection: List unterminated items only
Show terminations after: Current Date
Show 12-Month High Balance: No
Print/Local         View/Local         Print/Engine         Save         Exit         Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> to create a new template for this report, then Select

Field	Description
	the template from the Templates tab and make any applicable parameter and scheduling selections to complete the template.

Field	Description
Insurance Company	Select the insurance provider to which to limit the report results. Insurance pro- viders are defined in the Insurers Table.
Debtor Group	Select the debtor group to which to limit the report results from the list. Debtor Groups are defined in the Debtor Group Code Table.
Value	Select the specific debtor group value to which to limit the report results from the list. Debtor Groups are defined in the Debtor Group Code Table.
Show clients	Select the option to indicate which clients to show, if any. This option adds an additional column to the report that lists the clients with which the debtor has balances or relationships.
	Do not show clients
	Show clients with balances
	Show active clients
	Show all clients
Selection	Select the option that determines the items to be displayed:
	List unterminated items only
	List terminated items only
	List unterminated and terminated per the after date
Show terminations after	Enter the insurance termination date before which debtors are excluded from the report. Only debtors with insurance with an expiration date greater than or equal to the entered date are included.
Show 12-Month High Balance	Set this option to <b>Yes</b> to display the 12 month high balance on the report. Set this option to <b>No</b> to exclude the 12 month high balance.

Upland Factors, LLC Unterminated items only							Entries termin	ated before;	As Of 3/1/2011 2/28/2011 are not listed No clients shown
Debtor	House					Credit	12-Mont	h High	
Insurer/Policy	Line	Buyer#	Terms.	Coverage	E xpires	Line	Balance	Date	Balance
INFOTREND TECHNIOLOGIES	15,000,00								
AAA houtance Company69-123455		100	30 days from date	2,000,00			13,550.00	10.6.0010	2,700.00
									2,780.00
			-					-	

#### Security Roles

To generate the Debtor Insurance Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Debtor Reports > Print Debtor Insurance Report

### Debtor Invoice Audit Report

The Debtor Invoice Audit report provides a flexible way to report on debtors by activity and balance. Additionally, this report allows you to specify a selection percentage—meaning that you can select a random sample of debtors on which to report. Random sampling is a quick and accurate way to see the overall trends within the entire group of debtors.

Customer Invoice Audit Report
Report Template:
Parameters Destination Scheduling Templates History
Client:
A/E: ▼
Office:
Client Group: Value:
Minimum balance:
Selection %:
Minimum days since last selection:
Do not post last audit date
Print/Local Print/Engine Save Exit Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> to create a new template for this report, then Select the template from the Templates tab and make any applicable parameter and



Field	Description
	scheduling selections to complete the template.

Field	Description
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Field-</b> s/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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Client	Select the client group to which to limit the results in the report.

Field	Description
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b> .
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Group Code Table.
Minimum	Enter the minimum balance for debtors to be included in the report.
Balance	<b>NOTE:</b> This field is optional and can be left blank indicating that any and all invoices with a balance greater than \$0 should be included in the report.
Selection %	Enter the percentage of debtors and their invoices to report as a random sample.
	NOTE: This field is required to generate any data. If left blank, no data will be included in the report.
Minimum days since last selection	Enter number indicating the days past the Last Audit Date to include invoices from that Cli- ent/Debtor Relationship in the report.
	<b>NOTE:</b> Audit Date is stored in the database on the Aging Table. It is not displayed anywhere in desktop where an user can see.
Do not post last audit date	If Checked and the report is generated, the system will not update the Audit Date on the Aging Record and the report will not populate the Last Audit Date.
	If Unchecked and the report is generated, the system will update the Audit Date on the Aging record and the report will reflect the Last Audit Date.

**TE ST** Ov ation Financial **TE ST** Amanda Test Client(AGC)							Preli	iminary Customer As Of Septer	Audit Report nber 24, 2021
			Last		Invoice	Purchase	Invoice	Invoice	
Customer	Address	Phones	Audit Date	Invoice #	Date	Date	Amount	Balance	Notes
Amanda Test Debtor(AGCDEB)	123 WayAve	(205)1234565							
				FF0 426-1	9/12/2020	8/9/2021	2,765.94	2,765.94	
				FF0 428-2	9/12/2020	8/9/2021	4,622.00	4,622.00	
				FF0 428-22	9/12/2020	8/9/2021	2,893.40	2,893.40	
				MA07012021	7/1/2021	8/9/2021	1,000.00	1,000.00	
				15 test	8/30/2021	8/30/2021	5,000.00	5,000.00	
				8874	7/26/2021	7/27/2021	6,000.00	6,000.00	
				022421-2	2/24/2021	3/2/2021	1,000.00	1,000.00	
				022821	2/21/2020	2/28/2020	100.00	100.00	
				030221-12	1/1/2021	3/2/2021	1,000.00	1,000.00	
				032621	3/21/2021	3/26/2021	1,234.56	434.56	
				033021-3	3/29/2021	7/27/2021	1,500.45	1,500.45	
				051321-8	5/3/2021	4/30/2021	3,547.21	(300.00)	
				070821	7/5/2021	7/21/2021	600.00	600.00	
				070821-2	7/5/2021	8/9/2021	800.00	800.00	
				072121-X ML2	7/21/2021	7/27/2021	1,000.00	1,000.00	
				072721	7/26/2021	7/27/2021	1,000.00	1,000.00	
				083021	8/24/2021	8/30/2021	8,300.00	8,300.00	
				083021-2	8/24/2021	8/30/2021	8,302.00	8,302.00	
				09102021	9/10/2021	9/10/2021	1,000.00	1,000.00	
							_	47,018.35	
							_	47,018.35	

# Debtor List Report

The Debtor List Report contains several core reports and numerous options for refining each report to your specific needs.

The default report definitions for this report are:

- No buy list = **NoBuyList**
- Debtor list = **DebList1**
- Credit limit audit report = DebLimAudit1



🔚 Debtor List		×
Report Template:	•	<u>N</u> ew
Parameters Destinatio	n   Scheduling   Templates   History	
, Date Selection:	Nove	
Date Range:	Todau From:	
	Thru:	-
Client:		-
A/E:		-
Office:		-
Client Group:	Value:	-
Debtor Group:	Value:	-
Debtor Information:	Name Only	•
	Debtor Number     Debtor Warning     Client Reference	
Balance:	All	-
No-buy:	All	-
NOA:	All	-
Sort:	Debtor by name	-
Report Type:	No-buy list	•
	□ No Tax ID □ Over credit limit Minimum total credit limit:	
	Days since last purchase (Blank for all):	- 1
Specific no buy:	Balance is restricted to client selection Exclude flagged do not mail	Y
Print/Local <u>V</u> ie	w/Local Print/Engine Save Exit	<u>H</u> elp

Field	Description
Date Selec- tion	Select the option that determines the data returned for the date range:
	• None
	First use in range
	Purchase in range
	Customer created in range
Date Range	Select the date to use for the report from the list:

Field	Description
	• Today
	• Yesterday
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	<ul> <li>Set At Run Time (Web Template Only)</li> </ul>
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Field-</b> s/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.

jh

Field	Description
	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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Client Group	Select the client group to which to limit the results in the report. Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client</b> <b>Group Codes</b> .
Value	Select the specific client group value to which to limit the results in the report.
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client</b> <b>Group Codes</b> .
Debtor Group	Select the debtor group to which to limit the report results from the list. Debtor Groups are defined in the Debtor Group Code Table.
Value	Select the specific debtor group value to which to limit the report results from the list. Debtor Groups are defined in the Debtor Group Code Table.
Debtor Inform- ation	Select the option for the Debtor Information to include on the report:



Field	Description
	• Name Only
	• Name, Phone
	Name, Address
	Name, Phone, Address
Debtor Number	Select this option to include the debtor number in the Debtor List results
Debtor Warning	Select this option to include the debtor warning text (entered in the upper fields of the Debtor Information screen) in the Debtor List results.
Client Reference	Select this option to include the Client Reference Number on the Debtor List with Clients or Client/Debtor Report. This option is only available when Debtor list with client or Client/Debtor Report is selected from the Report Type list.
Balance	Select the balance type to include in the report. All debtors meeting the other criteria spe- cified for the report and falling into this Balance category are included on the report.
	• All
	• Open Balance
	• Zero Balance
	Credit Balance
	• Debit Balance
No-buy	Select the No-Buy category for debtors to be included in the report.
	• All
	• No no-buy reason
	• Any no-buy reason
	Specific no-buy reason
	If Specific no-buy reason is selected, select the no-buy reason to limit selection to from the Specific no buy list.
NOA	Select the NOA statuses to which to limit the selection of debtors for reporting.

jh

Field	Description					
	• All					
	Not sent/waived					
	Not received/waived					
	• Waived					
Sort	Select the sort option that determines the order in which to sort the report.					
	Debtor by name					
	Debtor by number					
	Debtor by balance					
	Debtor by name/Client					
	Debtor by number/Client					
Report	Select the report format to be printed:					
Туре	No-buy list: lists of selected debtors including no-buy description					
	Debtor list: lists of selected debtors					
	Debtor list with clients: list of selected debtors with client names					
	Client/Debtor report: summary of debtors by client					
	• 3-up labels: Generates mailing labels in a 3-up format					
	Mail merge export: creates an export file debtor list					
	Credit limit audit report: lists debtors with limits and current balance					
	Foreign Debtor Report: lists debtors with country					
No Tax ID	Select this option to include debtors with no Federal Tax ID number recorded in the Debtor Information Identity panel in the report results.					
Over credit limit	Select this option to include debtors who are over their credit limit in the report results.					
Minimum total credit limit	Enter the minimum credit limit for debtors to be included in the report results.					


Field	Description
Days since last pur- chase (Blank for all)	Enter the minimum number of days since last purchase for debtors to be included in the report results.
Balance is restricted to client selection	Select this option to show the debtor balance for the selected client only in the report res- ults. If not selected, the Current Balance listed on the report is the debtor's all-client bal- ance, regardless of client selected.
Exclude flagged do no mail	Select this option to exclude debtors with return address reasons set defined as Do not mail from the report.
Specific no buy	Select the no buy reason to which to limit report selection. This option is only valid if the Specific no-buy reason option is selected in the No-buy option of the Selections group.

### System Preferences

- Admin Module > System > System Preferences > Reports > Debtor List > Include Tracked A/R
  - Set to **True** to have Tracked A/R included in the report.
  - Set to False to exclude Tracked A/R from the report.

# **Report Sample**

Upland Factors, LLC Debtor List		Only Debtors Used By H4	NDHELD TECHNOLOGY CORPORATION; By Debtor name
Debtor	Balance	Last Activity	No-buy Description
ALL WOOD FLOORS (555)5519863 27972 GREETINGS AVE SE PRIOR LAKE, MN 55372			
AUDIO IGNORANCE (555)9427215 7600 TOWN EAST PARKWAY EDEN PRAIRIE, MN 55344	2,000.00	1/5/2011	
BEHAMORAL INTENTIONS (555)3383875 \$26 HENRYROAD N #350 HOPKINS, MN 55343		9/14/2010	

ĭh

### Debtor Master List

The Debtor Master List report screen is used to create a report that lists master debtors and the member debtors assigned to each master.

The default report definition for this report is **DebMastList1**.

Debtor Master List	×
Report Template:	New
Parameters Destination Scheduling Templates History	
Debtor Group: Value:	Y
· - ·	-
Print/Local Print/Engine Save Exit	<u>H</u> elp

Field	Description
Debtor Group	Select the client group to which to limit the results in the report.
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b> .
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Group Code Table.

Upland Factors, LLC			As 0	X March 01, 2011
Master Debtor List				
Master	House		Credit	
Member	Line	Client.	Limit	Balance
CONSTANTINUTION RESEARCH 3985 UNIVERSITY RD SANIMATED,CARHOD	80,000,00			
DANLO NATIONAL				
WATER PLANET SYSTEM - CORP OFFICE	256,000,00	NO STOP TRANSPORT, NO(1007)	-	6,299.00 6,299.00 6,299.00
24621 WILEY STREET JACKSOM/ILLEF/22224 OMN - ALOC				
		ND STOP TRANSPORT, IN O(1007)		19,435.38
OWN - DELPHUS			-	19,435.30
		NO STOP TRANSPORT, INC(1007)	-	1,652.40
				1,652.40
OMN - EXPRESSION 54				

### Return Mail Report

The Return Mail Report is accessed in Customer/Debtor Menu of the Reports module. This option returns the Return Mail Report screen that is used to select the parameters for the report.

The default report definition for this report is **RetMail1**.

Return Mail Report	×
Report Template:	New
Parameters Destination Scheduling Templates History	
Selection: Specific reason	•
Reason: For returned address test	•
With balances only	
Print/Local View/Local Print/Engine Save Ext	lelp

Field	Description
Selection	Select the option that determines the returned address records to be included in the report.



Field	Description					
	All reasons: All debtors with a return address reason set.					
	• OK to mail: All debtors with a return address set where the return address reason is defined Ok to mail					
	<ul> <li>Do not mail: All debtors with a return address set where the return address reason is defined Do not mail.</li> </ul>					
	<ul> <li>Specific reason: Only the specific return address reason selected from the Reason field is included.</li> </ul>					
Reason	Select the specific return address reason to be included in the report. This option is only available if the Selection field is set to Specific reason.					
With balances only	Select this option to exclude debtors with zero balances from the report.					

Upland Factors, LLC As of March 01, 2011 Return Mail Report Only Reasons For returned address (do not mail) Are Listed			As of March 01, 2011 or returned address (do not mail) Are Listed			
Debtor	Adress	Reason/Last Payment	Balance	Current	1 · 30 days	30 - 45 days 45 - 60 days Morethan 60 days
AUDIO IONDRANCE	7600 TOW'N EAST PARIOW AV EDEN PRAIRIE, MN 55044	Formeterned address (do not mail) 2/4/2011	2,000.00			2,000.00
CROSS COUNTRY COMMUNICATIONS LLC	45256 CDASTAL HWY DANA POINT, CA92629	For returned address (do not mail) 1/24/2011	201.25	261.25		
LIKE TECH INC	2587 R DD POND RD VIC TOR IA, MN 55386	Forreturned address (do not mail) 1/28/2011	295.00		295.00	
			2,556.25	261.25	295.00	2,000.00

# Dispute/Ineligibility Menu

# Dispute/Ineligibility Reports

The Dispute/Ineligibility reports group contains reports that detail disputes, dilution, and eligibility.

# Denied Invoices Report

The Denied Invoices Report generates a list of denied invoices by debtor within client.

The default report definition for this report is **DeniedInv**.

🖆 Denied Invoices Report 🛛 🗙
Report Template:
Parameters Destination Scheduling Templates History
Date Range: Today
Thru:
Client:
AE:
Office:
Client Group: Value:
Print/Local         View/Local         Print/Engine         Save         Exit         Help

Field	Description
Date	Select the date to use for the report from the list:
Range	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	<ul> <li>Set At Run Time (Web Template Only)</li> </ul>
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Fri- day's data (assuming Friday was the last business day) instead of Sunday's. Set System Prefer- ence Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business
	business day to <b>True</b> to consider Saturday a business day when the Date Range is set t Business Day. This function is only valid for Reporting Services reports when Use last bus

Field	Description
	day instead of yesterday in date range is set to <b>True</b> .
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Fields/Screen</b> 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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the following System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
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.
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Client Group Code Table.

u December 28,2005	January 1, 2005 Thru D			**TEST* World of Factoring **TEST** Denied Invoices Report					
Invoice Amount	Sch#	Post Date	hvoice Date	hvoice #	ent Debtor				
					itional / Late Fee Medical				
				mai	Capitol Steel Internation				
300.00	190	8/23/2005	8/23/2005	TEST3					
300.00									
300.00									
_									

# **Dilution Report**

The Dilution Report provides a dilution summary for selected clients over a specified date range, and according to a dispute code assigned during data entry or on the invoice information window. The results include invoices closed per period (total, eligible, and ineligible), payments made against invoices (total, eligible, and ineligible), and ineligible), and dilution based on all/eligible invoices.

The default report definition for this report is **Dilution1**.

📓 Dilution Report
Report Template:
Parameters Destination Scheduling Templates History
Date Range: Today From
Thru
Client: BBS Trucking
AE:
Office:
Client Group: Value:
Different Dispute Code:
Exclude non-funded invoices
Print/Local View/Local Print/Engine Save Exit Help

Field	Description
Date Range	Select the date to use for the report from the list:



Field	Description
	• Today
	• Yesterday
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	<ul> <li>Set At Run Time (Web Template Only)</li> </ul>
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Field-</b> s/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.

Field	Description
	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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
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.
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Client Group Code Table.
Different Dispute Code	Select the Dispute code on which to report.
Exclude non-fun- ded invoices	Select this option to exclude non-funded invoices from the calculation of dilution per- centage.

"TEST" World of Factori Dilution Report	ng "TEST"							January 1, 2008 Thr	u December 31, 2008	
			Total Invoices	Ineligible Invoices	E ligible Invoices	Payments Against	Payments Against	<b>Dilution Based On</b>	<b>Dilution Based On</b>	
Client.		Client#	Closed in Period	Closed in Period	Closed in Period	All Invoices	Eligible Invoices	All Invoices	Eligible Invoices	
BBS Trucking		BBS	12,000,705.00		12,006,785.00	5,100.00	5,100.00	99.95	99.96	
	Total		12,008,765.00		12,008,765.00	5,100.00	5,100.00	99.98	99.98	
Caller and the second				····	- Martin da martin d			~~~~~		

# Dispute Report

The Dispute report lists dispute codes posted against invoices on the Purchase window, as well as dispute codes posted against payments and adjustments on the Post Payment window or the Adjustment screen.

The default report definition for this report is **DisputeInv1**.

Dispute Report	8
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Today From:	
Thru:	
Client:	•
A/E:	•
Office:	•
Client Group: Value:	<b>_</b>
Report: All invoices placed in dispute	•
Include Summary	
Print/Local View/Local Print/Engine Save Egit	Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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.



Field	Description							
Date	Select the date to use for the report from the list:							
Range	• Today							
	• Yesterday							
	• Last Month							
	Current month-to-date							
	Year through last month-end							
	Current year-to-date							
	Specific date							
	<ul> <li>Set At Run Time (Web Template Only)</li> </ul>							
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.							
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.							
Client	drop-down to select the client for which to run the report.							
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Field-</b> s/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.							



Field	Description
	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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client</b> <b>Group Codes</b> .
Value	Select the specific client group value to which to limit the results in the report.
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client</b> <b>Group Codes</b> .
Report	Select the report type to generate:

Field	Description
	<ul> <li>All invoices placed in dispute: to generate a report of all dispute codes that were pos- ted against all purchased invoices on the Purchase screen.</li> </ul>
	<ul> <li>Open invoices placed in dispute: to generate a report of all dispute codes that were posted against open invoices only on the Purchase screen.</li> </ul>
	<ul> <li>Codes posted against payments/adjustments: generates a report of all dispute codes that were posted against payments and adjustments on the Post Payment screen or Adjustment screen.</li> </ul>
Include Summary	Select this check box to include the total number of dispute postings under each client list- ing when generating the report.

**TE ST** Anna's Awesome **TE ST** February 2, 2020 Thru March 11, 2 All Invoices Placed In Dispute Client								ch 11, 2021			
Customer	Invoice#	PO #	Purchase Date	Invoice Date	Due Date	Amount	Current Balance	Dispute Date	Date Cancelled	Dispute Reason	
Amanda Test Client Amanda Test Debtor (AGCDEB)											
	AGCTest Notes:Test Note fo	r Disputed Invoice	2/28/2020	2/12/2020	2/12/2020	100,000.00	0.00	1/13/2021		DAMAGES	
			Totals: Grand Total:	100,000.00 100,000.00							

# **Report Details**

Column	Description
Client	Displays the name of the Client associated to the Disputed Invoice.
Debtor/Customer	Displays the name of the Debtor/Customer associated to the Disputed Invoice.
Invoice #	Displays the Invoice Number of the Disputed Invoice.
PO #	Displays the Purchase Order number associated to the Disputed Invoice.
Purchase Date	Displays the Purchase Date of the Invoice.
Invoice Date	Displays the Date of the Invoice.
Due Date	Displays the Due Date of the Invoice as calculated by: Invoice Date + Days Due = Due Date

Column	Description
Current Balance	Displays the current balance of the Disputed Invoice.
Dispute Date	Displays the Date the Invoice was Disputed.
Date Canceled	Displays the Date the Dispute was canceled.
Dispute Reason	Displays the Dispute Reason Code selected at dispute.
Notes	Highlighted green, this row displays notes associated to the Disputed Invoice.

### Security Roles

To generate the Dispute Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Dispute/Ineligibility Reports > Print Dispute Reports

### System Preferences

The following system preferences for this report are located in the Administration module, **System Preferences**, Fields/Screen Behavior, Miscellaneous folder.

Preference	Description
Use dispute code instead of explan- ation	<ul> <li>If FALSE and Invoice Information &gt; In Dispute is Checked, then the Invoice is "In Dispute" and should appear on the Report.</li> <li>If TRUE and the Invoice Information &gt; Explanation is populated with a Dispute Code with "In Dispute" Checked in Tables &gt; Data Entry &gt; Dis- pute/Ineligibility/No Buy Code Table, then Invoice is "In Dispute" and should appear on the Report.</li> </ul>

# Extended Eligibility Report

The Extended Eligibility Report lists unpaid invoices with extended eligibility. The setting to extend eligibility based on Will Pay entries is set up in on the Collections panel of the Client Information screen.

There are two formats for the report: 1) show the items extended today, regardless of the date to which they were extended, 2) show the items which will have their extension expire within a time frame, regard-less of when the will pay entry was entered.

The default report definition for this report is **ExtendInell**.



🛋 Extended Eligibility Report	×
Report Template:	•
Parameters Destination Scheduling Templates History	
Date Range: Today From:	_
Thru	_
Client:	•
AE:	•
Office:	•
Client Group: Value:	Y
Report: Invoices extended in date range	•
Print/Local View/Local Print/Engine Save Exit I	Help

Field	Description
Date	Select the date to use for the report from the list:
Range	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	<ul> <li>Set At Run Time (Web Template Only)</li> </ul>
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Fri- day's data (assuming Friday was the last business day) instead of Sunday's. Set System Prefer- ence Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last

Field	Description							
	Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to <b>True</b> .							
Client	drop-down to select the client for which to run the report.							
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Fields/Screen</b> 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 <b>Control</b> panel of the <i>Client Information</i> screen.							
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the following System Preference:							
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>							
Office	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 <b>Office</b> field when generating the report.							
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .							
Client	Select the client group to which to limit the results in the report.							
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b> .							

 $\ensuremath{\mathbb{C}}$  2022 Jack Henry & Associates, Inc.  $\ensuremath{^\circ}$ 

FactorSoft™

v4.7

Field	Description				
Value	Select the specific client group value to which to limit the results in the report. Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group</b> <b>Codes</b> .				
Report	<ul><li>Select the report type to generate:</li><li>Invoices extended in date range</li></ul>				
	Unpaid invoices extend into the date range				

# Excess/Dispute Report

The Excess/Dispute Report lists all invoices that have been disputed and are not covered by the insurance policy.

# SEPARATELY LICENSED ADD-ON MODULE

This feature is only available as a separately licensed upgrade. For more information, contact your Jack HenryTM representative at lendinginfo@jackhenry.com

This report is accessed from the Dispute/Ineligibility menu of the Reports module, provided the user has security rights enabled.

The default report definition for this report is **DisputeInvIns1**.

Insurance Excess Report		X
Report Template:	<u>4</u>	<u>v</u> ew
Parameters Destination Scheduling Templates History		
Date Range: Current Month To Date	From:	
	Thru:	
Client	•	
A/E:		
Office:	-	
Client Group:	Value:	3
Report: All invoices placed in dispute	-	-
Print/Local View/Local Print/Engine	<u>Save</u> E <u>xit</u> <u>H</u> el	lp 🛛



Field	Description							
Client	drop-down to select the client for which to run the report.							
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Field-</b> s/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.							
Date	Select the date to use for the report from the list: • Today							
Range								
	• Yesterday							
	• Last Month							
	Current month-to-date							
	Year through last month-end							
	Current year-to-date							
	Specific date							
	<ul> <li>Set At Run Time (Web Template Only)</li> </ul>							
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.							
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference <b>Identification/system constants &gt; CLMS Reporting Services &gt; Requests &gt;</b> Use last business day instead of yesterday in date range to <b>True</b> . The <b>Yesterday</b> option in the <b>Date Range</b> field is replaced with <b>Last Business Day</b> , and reports printed on Monday will							

Field	Description
	print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set Sys- tem Preference <b>Identification/system constants</b> > CLMS Reporting Services > Requests > Saturday is a business day to <b>True</b> to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to <b>True</b> .
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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b> .
Value	Select the specific debtor group value to which to limit the report results from the list. Debtor Groups are defined in the Debtor Group Code Table.
Insurance Policy	Select the insurance policy to which to limit the report results from the list.
Report	Select the report type to request.
	<ul> <li>All Invoices Placed in Dispute.: This report displays all invoices that include a dispute code.</li> </ul>
	<ul> <li>Open Invoices Placed in Dispute.: This report displays all invoices that include a dispute code and the invoice balance is not zero.</li> </ul>



The date in the **Re-Purchase Date** field on this report corresponds to the date entered in the **Repurchase** field for data purposes only on the Invoice Information screen.

**TEST** Invoice Delivery Factoring **TE								January 1, 2017 Thru April 12, 2017 Insurance Excess Report	
Client	Invoice#	Invoice Date	Due Date	Invoice Amount	Current Outstanding AR Balance	Dispute Reason	Re-Purchase Date	Expected Payment Date	Actual Payment Date
Technical Services Inc ABC Trucking									
	41017-DUEDATE	3/15/2017	3/25/2017	1,000.00		Invoice Due Dante Is Before Purcha se Dante		3/20/2017	4/11/2017
	41017-INVAGE	2/20/2017	3/22/2017	1,000.00		Max Invoice Age Exceeded		2/25/2017	4/11/2017
	41017-SHIPDATE	4/10/2017	5/10/2017	1,000.00		Max Invoice Ship Period Exceeded	I	4/15/2017	4/11/2017
	41017-TENOR	3/15/2017	7/13/2017	1,000.00		Max Insurance Tenor Ineligibility		3/20/2017	4/11/2017
	41017-TENOR	3/15/2017	7/13/2017	1,000.00		Max Insurance Tenor Ineligibility		3/20/2017	4/11/2017

# Unauthorized Purchase Report

The Unauthorized Purchase Report produces a list of invoices by debtor within client that were purchased above the debtor's sales limit without sales authorization.

The default report definition for this report is **UnAuthPurch**.

崖 Unauthorized Purchases	×
Report Template:	•
Parameters Destination Scheduling Templates History	
Date Range: Today	From
	Thru
Client:	
AE:	<u> </u>
Office:	×
Client Group:	Value:
Print/Local View/Local Print/Engine	Save Exit Help

Field	Description
Date Range	Select the date to use for the report from the list:

Field	Description							
	• Today							
	• Yesterday							
	Last Month							
	Current month-to-date							
	Year through last month-end							
	Current year-to-date							
	Specific date							
	<ul> <li>Set At Run Time (Web Template Only)</li> </ul>							
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.							
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Fri- day's data (assuming Friday was the last business day) instead of Sunday's. Set System Prefer- ence Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.							
Client	drop-down to select the client for which to run the report.							
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Fields/Screen</b> 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 X red [x] icon to clear the Client field.							

Field	Description
	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 <b>Control</b> panel of the <i>Client Information</i> screen. To limit the <b>A/E</b> 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 <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 <b>Office</b> field when generating the report. Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Client Group	Select the client group to which to limit the results in the report. Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group</b> <b>Codes</b> .
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Client Group Code Table.

" TE ST " V Unauthoriz	Vorld of Factor zed Purchase R	ing "TEST" leport										April 19, 2011 Only
Client.												
Debto	KT				Purchase		Amount	Authorization				
	line #	Date	Amount	Balance	Date	Batch#	Requested By	Date	By	Auth#	Notes.	
Daily Rate E	Daily Rate Enters (ic.e. (2)TA0)											
Mary N	ev Star Technolo	w.										
	666123	4719/2011	100.00	100.00	4192011	16					Shoeld have been authorized.	
									~~			

# Facility Menu

# Facility Reports

The Facility report group contains reports that provide details on facilities in bulk collateral lending environments.

# ABL Payment Import Report

The ABL Payment Import report summarizes successful imports and lists each unsuccessful payment import record uploaded from the ABL Lockbox Payment Importer. The report is accessed from the Facility menu in the Reports module.

The default report definition for this report is ABLPayImport.

ABL Payment Import
Report Template:
Parameters Destination Scheduling Templates History
As Of Date: Current Date
<u>Print/Local</u> <u>View/Local</u> Print/ <u>Engine</u> <u>Save</u> E <u>xit</u> <u>Help</u>

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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.

Field	Description
As Of Date	Select the ending date of the date range for the report.

Field	Description
	Current date
	<ul> <li>Previous month-end date</li> </ul>
	Specific date
	<ul> <li>Set At Run Time (Web Template Only)</li> </ul>
	If <b>Specific date</b> is selected, specify the as-of date in the field to the right.
	If <b>Set At Run Time (Web Template Only)</b> is selected, when the report is clicked in the ClientWeb Report Queue, a screen appears to choose the date range ( <b>Current Date, Previous Month-End Date</b> , or <b>Specific Date</b> ).

ABL Payment Import	er		June 8, 2015
Date	Location	File Name	Status
6/4/2015 8:34:55 AM	\\Support.Alpha\Cadence Share\Docs\LBDrop	DepositTracking_0602.ds	Processed w/Exceptions
Kesult:	o payments were posted successfuity. 8 payments failed. Line #9 has a blank/invalid value for Loan Number, Post Da Line #10 has a blank/invalid value for Loan Number, Post D Line #11 has a blank/invalid value for Loan Number, Post D Line #12 has a blank/invalid value for Loan Number, Post D Line #13 has a blank/invalid value for Loan Number, Post D Line #14 has a blank/invalid value for Loan Number, Post D Line #16 has a blank/invalid value for Loan Number, Post D Line #16 has a blank/invalid value for Loan Number, Post D	te, or Amount. late, or Amount.	
6/4/2015 6:16:31 PM	\\Support.Alpha\Cadence Share\Docs\LBDrop	DepositTracking_0604d.xds	Complete
Result:	7 payments were posted successfully. 0 payments failed.		
6/5/2015 8:40:56 AM	\\Support.Alpha\Cadence Share\Docs\LBDrop	DepositTracking_WF.ds	Complete
Result:	8 payments were posted successfully. D payments failed.	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

### **Report Details**

Column	Description
Date	Displays the date and time stamp the upload launched.
Location	Displays the location of the folder where import files are placed.
File Name	Displays the file name of the import.

Column	Description
Status	Displays the status of the transaction that was imported:
	<ul> <li>Processed – successfully completed</li> </ul>
	<ul> <li>Process w/ Exceptions - successfully completed with exceptions, see res- ults</li> </ul>
	<ul> <li>Failed - unsuccessful, no transaction records created</li> </ul>
Results	Displays details based on the Status.

#### **Security Roles**

To generate the ABL Payment Import Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Facility > Print ABL Payment Importer Report

# Account Table Report

This report generates the Chart of Accounts Report, which lists the accounts configured in the FactorSoft Accounts Table.

Account Table	×
Report Template:	<u>N</u> ew
Parameters Destination Scheduling Templates History	
Print/Local View/Local Print/Engine Save Exit H	ielp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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.



World of Lending Chart of Accounts		
Account #	Description	Notes
1000	Loan Balance	Report:Balance Sheet; Asset; Detail
110	Cash Collection	Report:Balance Sheet; Asset; Detail
114	Deferred Revenue Account	Report:Balance Sheet; Asset; Detail Allow on purchases
115	Cash Fundings	Cash Account Report:Balance Sheet; Acset; Detail
117	Undaimed Cash	Hold Account

### **Report Details**

Column	Description
Account #	Displays the assigned General Ledger account number
Description	Displays the name of the General Ledger Account
Notes	Displays an additional description given to the account type

### Security Roles

To generate the Account Table Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Facility > Account Table

# Daily Transaction Journals Report

The Daily Transaction Journals report is used to assist in your end-of-day processes, helping you close out your daily transactions and balance your portfolio to FactorSoft. This report is accessed from the **Facil-ity** menu of the Reports module.

The Daily Transaction Journals report has several formats that provide detail different daily Loan Transaction activities. See the **Format** field for descriptions.

### NOTE

The disclaimer "Post dated transactions are not included" appears at the top of these reports to indicate that only transactions from the As Of date to the current FactorSoft processing date are included on the report

The default report definitions for this report are:

- Transaction Summary DailyTransSummary
- Adjustment Journal DailyTransAdj
- Advance Journal DailyTransAdv
- Payment Journal DailyTransCash
- Cash Receipt Journal DailyTransCash
- Unclaimed Cash Deposit DailyTransCash

Paily Transaction Journals	×
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
As Of Date: Current Date	
Client	<b>•</b>
A/E:	•
Office:	
Client Group:	-
Facility:	-
Format: Transaction summary	-
Exclude Participations	
Print/Local Print/Engine Save	E <u>x</u> it <u>H</u> elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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.

Field	Description
As Of Date	Select the ending date of the date range for the report.



Field	Description
	Current date
	<ul> <li>Previous month-end date</li> </ul>
	Specific date
	<ul> <li>Set At Run Time (Web Template Only)</li> </ul>
	If <b>Specific date</b> is selected, specify the as-of date in the field to the right.
	If <b>Set At Run Time (Web Template Only)</b> is selected, when the report is clicked in the ClientWeb Report Queue, a screen appears to choose the date range ( <b>Current Date</b> , <b>Previous Month-End Date</b> , or <b>Specific Date</b> ).
Client	Select the client for which you want to generate the report. Leave client blank to generate a portfolio level report for the date requested.
	Note that inactive clients are filtered out of this report.
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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the following System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 mod- ule, 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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Client Group	Select the client group to which to limit the results in the report.
	Client Groups are defined in the <u>Client Group Code table in the Tables</u> <u>feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the



Field	Description
	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 <u>Client Group Code table in the Tables</u> <u>feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b> .
Facility	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 <b>Client</b> list above.
Format	Select the report format to be generated:
	<ul> <li>Transaction Summary – Rolls forward each facility loan balance from the beginning of the day, adding all transactions posted against that loan, summed by transaction type, and arriving at the end of day loan balance</li> </ul>
	<ul> <li>Adjustment Journal – Displays each facility loan adjusting type transaction which includes the following: Addl Fees, Accrual Post- ing, Fee Distribution, Adjustments, Transfers and Expenses, summed by transaction type.</li> </ul>
	<ul> <li>Advance Journal – Displays each facility total loan advances made in the day</li> </ul>
	<ul> <li>Payment Journal – Displays each facility total loan payments applied in the day</li> </ul>
	<ul> <li>Cash Receipt Journal – Displays each facility total cash received in the day</li> </ul>
	<ul> <li>Unclaimed Cash Journal – Displays each facility cash receipts posted to unclaimed cash in the day</li> </ul>
Exclude Participations	Select this check box to exclude lending partners' participation trans- action types from the report. This option only applies if you are using the Participation add-on.

 $\ensuremath{\mathbb{C}}$  2022 Jack Henry & Associates, Inc.  $\ensuremath{^\circ}$ 

FactorSoft™

v4.7

uly31,2011 Only EST Corponation	ZIPT	World of Lending Trial Balance with Detail								
End Balance	Credits	Debits	Balance Fed	Reference	Source	Client #	Pagram	Date	Check #	Account#
			17,317,552.45						Accounts Receivable	F 10000
	10,000.00			4487	PAY	456789	ZIPTEST Corporation	7/31/2011	2004364	
	20,000.00			4488	PAY	456789	ZIPTEST Corporation	7/31/2011	2004385	
	0.00	150,000.00		4489	BUY	455789	ZIPTEST Corp Rechase Facility	7/31/2011	Z004386	
17,437,552.45	30,000.00	150,000.00	17,317,552.45	Total	Account					
			(9.185.262.61)						Collections:Fundings	F 1000 1
	0.00	10,000.00		4487	PAY	456789	ZIPTEST Corporation	7/31/2011	Z004384	
	0.00	20,000.00		4488	PAY	456789	ZIPTEST Corporation	7/31/2011	2004385	
(9,155,262.61)	0.00	30,000.00	(9,185,262.61)	Total	Account					
			(4,671,151.64)						Escrow	F 15000
	147,750.00			4489	BUY	456789	ZIPTEST Corp Rachase Facility	7/31/2011	2004386	
(4,818,901.64)	147,750.00		(4,671,151.64)	Total	Account					
			(295,679.55)						InvoiceFees	F40000
	2,250.00			4489	BUY	456789	ZIPTEST Corp Rachase Facility	7/31/2011	2004386	
(297,929.55)	2,250.00		(295,679.55)	Total	Account					
3, 165, 458.65	180,000.00	190,000.00	3,165,458.65	otal	Grand Te					

### Security Roles

To generate the Daily Transactions Journal Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Facility > Print Daily Transaction Journal Reports

# Facility Analysis Report

The Facility Analysis Report summarizes monthly facility activity during a selected date range. The analysis rolls forward each facility loan balance from the beginning of a month, adding all transactions posted against that loan, summed by transaction type, and arriving at the end of the month loan balance. This report is accessed from the Facility menu of the Reports module.

The default report definitions for this report are FacilityAnalysis and FacilityAnalysis2.



Facility Analysis Report	8
Report Template:	<u>▼</u> <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Year Thru Last Month-End	From:
	Thru:
Client	-
A/E:	
Office:	
Client Group:	Value:
Facility:	
Format: Monthly summary by client	-
Month: January	Year:
Print/Local View/Local Print/Engine	Save Exit Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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.

Field	Description
Date	Select the date to use for the report from the list:
Range	• Today
	• Yesterday
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	<ul> <li>Set At Run Time (Web Template Only)</li> </ul>
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.



Field	Description
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Fri- day's data (assuming Friday was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Fields/Screen</b> 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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the following System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.

Field	Description
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Client Group	Select the client group to which to limit the results in the report. Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group</b> <b>Codes</b> .
Value	Select the specific client group value to which to limit the results in the report. Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group</b> <b>Codes</b> .
Facility	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 <b>Client</b> list above.
Format	<ul> <li>Select the report format to be generated:</li> <li>Monthly detail by facility - for a selected facility the analysis reports on monthly activity, summed to transaction type, for each month end included in the report call date range.</li> <li>Monthly summary by client - generates a portfolio level analysis for a selected month's transaction activity listed by facility.</li> </ul>
Month	Select the month to be reported for the Monthly summary by client format.
Year	Enter the year to be reported for the Monthly summary by client format

Client: B Facility: B	lue Corporation (Al lue Corporation	)							Facility N December 31, 2	Ionthly Tre 1019 Thru M	nd Analysis Iay 31, 2020
Date	Begin Balance	Disbursements	Expenses	Adjustments	Collections	Fees	Tranfers	Facility Posting	End Balance	Loan Turn	Yield
May-2020	1,666,881.66	0.00	0.00	400.00	(73,550.00)	10,000.00	0.00	0.00	1,603,731.66	703.30	7.24
Apr-2020	1,694,940.05	0.00	0.00	0.00	(100,000.00)	71,941.61	0.00	0.00	1,666,881.66	555.60	51.79
Mar-2020	1,702,850.04	51,525.00	0.00	0.00	(60,000.00)	565.01	0.00	0.00	1,694,940.05	911.20	0.39
Feb-2020	701,850.04	1,000.00	0.00	0.00	0.00	1,000,000.00	0.00	0.00	1,702,850.04	0.00	755.04
Jan-2020	681,734.03	300.00	0.00	0.00	0.00	19,816.01	0.00	0.00	701,850.04	0.00	32.79
Dec-2019	652,881.05	0.00	0.00	0.00	0.00	18,852.98	0.00	0.00	681,734.03	0.00	32.11
Totals:		52,825.00	0.00	400.00	(233,550.00)	1,121,175.61	0.00	0.00			
Averages:	1,183,522.81	8,804.17	0.00	66.67	(38,925.00)	186,862.60	0.00	0.00	1,341,997.91	361.68	146.56



### **Report Details**

Column/Label	Description
Loan Turn	End of Month Loan Balance / Total Collections * Actual Number of Days in the Month.
	Note: Results in number of days the loan turns (not a percentage).
Yield	Total Fees + Total Facility Posting Amount / End of Month Loan Bal- ance *360 / Actual Number of Days in the Month.
	Note: Result is the annualized percentage return on investment.

### Security Roles

To generate the Facility Analysis Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Facility > Print Facility Analysis Report

### Facility Ledger Report

The Facility Ledger Report is an accounting ledger which provides a listing of all transactions posted to the selected facility during a specified date range. This report is accessed from the Facility menu of the Reports module.

The default report definition for this report is FacilityLedger.

冒 Facility Ledger	×
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Specific Date Range	From:
	Thru:
Client:	•
A/E:	•
Office:	•
Client Group:	Value:
Facility:	<b>v</b>
Print/Local View/Local Print/Engine	<u>Save</u> <u>Exit</u> <u>H</u> elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> to create a new template for this report, then Select



Field	Description
	the template from the Templates tab and make any applicable parameter and scheduling selections to complete the template.

Field	Description
Date Range	Select the date to use for the report from the list:
	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the adjacent fields.
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Fields/Screen</b> 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



Field	Description
	have that user selected in the A/E field on the <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the following System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report. Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b>
	menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Client Group	Select the client group to which to limit the results in the report. Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group</b> <b>Codes</b> .
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Group Code Table.
Facility	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 <b>Client</b> list above.
#### **Report Sample**

Client: Blue Corporation (AI) Facility: Blue Corporation

		Statement							
_	Date	Date	Batch#	Check # Description		Transaction Type	Beginning Balance	Amount	Ending Balance
	3/2/2020		0		test	AddIFee Posting	1,702,850.04	50.00	1,702,900.04
	3/2/2020		6976		test	Disbursement	1,702,900.04	1,525.00	1,704,425.04
	3/3/2020		7037	Ck#3434	Client	Payment	1,704,425.04	(5,000.00)	1,699,425.04
	3/3/2020		0		test	AddIFee Posting	1,699,425.04	10.00	1,699,435.04
	3/16/2020		0		test	AddIFee Posting	1,699,435.04	0.01	1,699,435.05
	3/17/2020		7111	T1	Client	Payment	1,699,435.05	(5,000.00)	1,694,435.05
	3/25/2020		0		test	AddIFee Posting	1,694,435.05	500.00	1,694,935.05
	3/25/2020		0		test	AddIFee Posting	1,694,935.05	5.00	1,694,940.05
	3/30/2020		6977		testadv	Disbursement	1,694,940.05	50,000.00	1,744,940.05
	3/31/2020		7126	Test040220	Client	Payment	1,744,940.05	(50,000.00)	1,694,940.05
	4/8/2020	3/31/2020	0		Accrual Posting	Accrual Posting	1,694,940.05	36,721.69	1,731,661.74
	4/27/2020	4/23/2020	0		Accrual Posting	Accrual Posting	1,731,661.74	35,219.92	1,766,881.66
	4/28/2020		7182	t1	Client	Payment	1,766,881.66	(100,000.00)	1,666,881.66
	5/19/2020		7196	TestAudit	Client	Payment	1,666,881.66	(1,000.00)	1,665,881.66
	5/19/2020		7197	TestAudit	Client	Payment	1,665,881.66	(5,000.00)	1,660,881.66
	5/19/2020		7198	TestAudit3	Client	Payment	1,660,881.66	(500.00)	1,660,381.66
	5/19/2020		7199	TestAudit4	Client	Payment	1,660,381.66	(250.00)	1,660, 131.66
	5/19/2020		7200	TestAgain	Client	Payment	1,660,131.66	(6,000.00)	1,654,131.66
	5/19/2020		7201	TestAgain1	Client	Payment	1,654,131.66	(600.00)	1,653,531.66
	5/19/2020		7202	TestAgain3	Client	Payment	1,653,531.66	(9,000.00)	1,644,531.66
	5/19/2020		7203	TestAgain4	Client	Payment	1,644,531.66	(1,200.00)	1,643,331.66
	5/19/2020		7204	BC13245	Lockbox	Payment	1,643,331.66	(50,000.00)	1,593,331.66
	5/19/2020		0		test	AddIFee Posting	1,593,331.66	10,000.00	1,603,331.66
	5/19/2020		0		needed for testing sql reports	Adjustment	1,603,331.66	400.00	1,603,731.66

Printed: July 28, 2020, 2:37 PM (*FacilityLedger)

Page 1 of 1

#### Security Roles

To generate the Facility Ledger Report, the following Security Role needs to be set to YES:

#### • Security Roles > Reports > Facility > Print Facility Ledger Report

#### Facility List Report

The Facility List Report prints a list of all the facilities associated with a client. This report is accessed from the Facility menu of the Reports module.

The default report definition for this report is FacilityList.



📔 Facility List
Report Template:
Parameters Destination Scheduling Templates History
Client 🗸
A/E:
Office:
Client Group:
Facility:
<ul> <li>☐ Show Facility Address</li> <li>☐ Show Facility Phone Number</li> <li>☐ Show Facility Fax</li> <li>☐ Show Facility Email</li> </ul>
Print/Local Print/Engine Save Exit Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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.

Field	Description					
Client	drop-down to select the client for which to run the report.					
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Fields/Screen</b> 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					

Field	Description
	have that user selected in the A/E field on the <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b> .
Value	Select the specific client group value to which to limit the results in the report.
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b> .
Facility	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 <b>Client</b> list above.
Show Facility Address	Select this option to include the facility address in the Facility Description column of the report.
Show Facility Phone Number	Select this option to include the facility primary phone number in the Facility Description column of the report.
Show Facility Fax	Select this option to include the facility FAX phone number in the Facility Description column of the report.

jh

Field	Description
Show Facility	Select this option to include the facility email address in the Facility Description column of the report.

## Sample Report

World of Lending							Facility List February 17, 2016
Cilent Facility Description	Loan	Etatore	Time	Credit		64.6	C
Pacing Description	Lime	status	Type	reading	AE	G/L Group	currency
Grand Woodworking Co (GRAND)							
Grand Woodworking Services	500,000.00	Active	LOC			ABL Account Group	USD
100 Grand Woodway							
Birmingham, AL 35200							
Fax: 2055551414							
Email: contact@grandwood.us							
			-				

## **Report Details**

Column	Description		
Client	Displays the Client to which the Facility is associated		
Facility Description	Displays the Facility name and contact information based on parameters set.		
Loan Limit	Displays the maximum exposure for this loan agreement		
Status	The status of the facility: Active/Inactive		
Туре	Custom field for category defined in Facility Information		
Credit Rating	Displays the Credit Rating of the Facility		
A/E	Displays the account executive to which the client account is assigned.		
G/L Group	Displays the default general ledger Account Group for the facility.		
Currency	Displays the currency type to use to conduct transactions and produce reports for the facility.		

jh

## Facility Loan Status Report

The Facility Loan Status report lists two sets of historic activity. First, Bulk AR collateral and or Factoring Batch transaction, second is the Loan Balance and Funds Employed Balance activity. The report is based on facilities activity within a specified date range. The Facility Loan Status includes both factoring detail as a "collateral" and non-detail Bulk AR collateral concurrently for databases that have both types. This report is accessed from the Facility menu of the Reports module.

📳 Facility Loan Status	×
Report Template: Ne	*W
Parameters Destination Scheduling Templates History	
Date Range: Last Month	
Thru:	
Client	
A/E:	
Office:	
Client Group:	
Facility:	
G/L Group:	
Sum To: Activity	
🔽 Include Facility Position	
Print/Local Print/Engine Save Exit Help	

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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.

Field	Description
Date Range	Select the date to use for the report from the list:



Field	Description					
	• Today					
	• Yesterday					
	Last Month					
	Current month-to-date					
	Year through last month-end					
	Current year-to-date					
	Specific date					
	<ul> <li>Set At Run Time (Web Template Only)</li> </ul>					
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.					
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Fri- day's data (assuming Friday was the last business day) instead of Sunday's. Set System Prefer- ence Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.					
Client	drop-down to select the client for which to run the report.					
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Fields/Screen</b> 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.					

FactorSoft™

v4.7

 $\ensuremath{\mathbb{C}}$  2022 Jack Henry & Associates, Inc.  $\ensuremath{^\circ}$ 

Field	Description
	TIP Choosing Contains will allow users to search by Client Code.
	Note that inactive clients are filtered out of this report.
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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the following System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b> .
Value	Select the specific client group value to which to limit the results in the report.
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b> .
Facility	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 <b>Client</b> list above.
GL Group	Select the GL Group to which to limit the results in the report.
Sum To	drop-down to select statement format:

Field	Description
	Date: activity by each day in the period
	Activity: activity by individual batch
	Portfolio: accumulated activity calculated by adding all postings and transactions
Check Box	Include Facility Position: as secondary report attachment.

## **Report Sample**

### Date Format

						**TE ST** Ca August	adenceFinar Facility Lo t 1, 2020 thr	nceCorp_Test* an Status u August 31, 20	*TE ST* 120					
Client: Blue	Corpor	ation (AI)											Facility: B	ue Corporation
				Accounts F	Receivable Pos	tings			Loan	n Transactio	ns		Balan	ces
Date	Туре	Ref#	Net Sales	Net Collections	Discounts	Other	Adjust -ments	Funding	Cash Receipts	Charges & Fees	Expenses	Adjust -ments	Account Receivable	Funding
7/31/2020												i	2,758,080.00	1,589,766.66
8/1/2020										158,241.06			2,758,080.00	1,748,007.72
8/2/2020													2,758,080.00	1,748,007.72
8/3/2020				10,000.00					10,000.00				2,748,080.00	1,738,007.72
8/4/2020													2,748,080.00	1,738,007.72
8/5/2020													2,748,080.00	1,738,007.72
8/6/2020													2,748,080.00	1,738,007.72
8/7/2020													2,748,080.00	1,738,007.72
8/8/2020													2,748,080.00	1,738,007.72
8/9/2020			(4,500.71)	14,500.71					10,000.00		(10.00)	490.00	2,729,078.58	1,728,497.72
8/10/2020								139,975.00	155,714.52		25.00	40.00	2,729,078.58	1,712,823.20
8/11/2020													2,729,078.58	1,712,823.20
8/12/2020													2,729,078.58	1,712,823.20
8/13/2020													2,729,078.58	1,712,823.20
8/14/2020													2,729,078.58	1,712,823.20
8/15/2020													2,729,078.58	1,712,823.20
8/16/2020													2,729,078.58	1,712,823.20
8/17/2020			1,000.00	750.00					750.00	12.50			2,729,328.58	1,712,085.70
8/18/2020													2,729,328.58	1,712,085.70
8/19/2020													2,729,328.58	1,712,085.70
8/20/2020													2,729,328.58	1,712,085.70
8/21/2020													2,729,328.58	1,712,085.70
8/22/2020													2,729,328.58	1,712,085.70
8/23/2020													2,729,328.58	1,712,085.70
8/24/2020				1,000,000.00									1,729,328.58	1,712,085.70
8/25/2020										135,789.04			1,729,328.58	1,847,874.74
8/26/2020													1,729,328.58	1,847,874.74
8/27/2020				50.00					50.00				1,729,278.58	1,847,824.74
8/28/2020													1,729,278.58	1,847,824.74
8/29/2020													1,729,278.58	1,847,824.74
8/30/2020													1,729,278.58	1,847,824.74
8/31/2020													1,729,278.58	1,847,824.74
			(3,500.71)	1,025,300.71				139,975.00	176,514.52	294,042.60	15.00	530.00		

Printed: September 18, 2020, 11:59 AM (*Fac Status)

Page 1 of 2

# Activity Format



# **TE ST** CadenceF inanceCorp_Test **TE ST* Facility Loan Status August 1, 2020 thru August 31, 2020

Facility: Blue Corporation

Client: Blue Corporation (Al)

Accounts Receivable Postings Loan Transactions Balances Net Collections Discounts Adjust -ments Cash Receipts Charges & Fees Adjus -ments Account Receivable Funding Date Type Ref# Net Sales Other Funding Expenses 7/31/2020 2,758,080.00 1,589,766.66 BAL 8/1/2020 8/2/2020 FEE 158 241 06 2,758,080.00 1,748,007.72 2,758,080.00 1,748,007.72 СНК 8/3/2020 8/3/2020 COL CHK 2,758,080.00 2,758,080.00 test08 10,000.00 1,738,007.72 test08 1,738,007.72 8/3/2020 BULK test08 10 000 00 2,748.080.00 1.738.007.72 8/4/2020 СНК test08 2,748,080.00 1,738,007.72 СНК СНК СНК 8/5/2020 8/6/2020 test08 test08 2,748,080.00 2,748,080.00 1,738,007.72 1,738,007.72 8/7/2020 test08 2,748,080,00 1.738.007.72 8/8/2020 СНК 2,748,080.00 1,738,007.72 test08 COL User12 ADJ 8/9/2020 10 000 00 2,748,080.00 1,728,007.72 8/9/2020 2,748,080.00 1,727,997.72 (10.00) (10.00) 8/9/2020 8/9/2020 2,748,080.00 2,748,080.00 1,728,497.72 1,728,497.72 TRF 500.00 СНК BULK TRK Re 8/9/2020 (4,500.71) 4 500 71 2,739,078.58 1,728,497.72 2,729,078.58 2,729,078.58 8/9/2020 BULK User12 1,728,497.72 10,000.00 8/10/2020 REL 5.000.00 1.733.497.72 8/10/2020 COL TEST1 800.00 2,729,078.58 1,732,697.72 8/10/2020 COL 01 21.00 2,729,078.58 2,729,078.58 1.732.676.72 8/10/2020 TRF 1,732,716.72 40.00 COL LB- 15 154 893 52 8/10/2020 2,729,078.58 1.577.823.20 8/10/2020 REL 134,975.00 25.00 2,729,078.58 1,712,823.20 8/10/2020 CHK 2,729,078.58 1,712,823.20 8/11/2020 СНК 2,729,078.58 1,712,823.20 СНК 8/12/2020 2,729,078.58 1 712 823 20 8/13/2020 снк 2,729,078.58 1,712,823.20 8/14/2020 СНК 2,729,078.58 1,712,823.20 8/15/2020 СНК 2,729,078.58 1,712,823.20 8/16/2020 снк 2,729,078.58 1,712,823.20 8/17/2020 FEE 12.50 2,729,078.58 1,712,835.70 8/17/2020 COL CHK Test 750.00 2,729,078.58 1,712,085.70 8/17/2020 Test 2,729,078.58 1,712,085.70 8/17/2020 BULK TestFe 1.000.00 2.730.078.58 1.712.085.70 Page 1 of 2

Printed: September 18, 2020, 12:01 PM (*FacStatus)

#### **Portfolio Format**

**TE ST** CadenceF inanceCorp_Test **TE ST* Facility Loan Status September 18, 2020 thru September 18, 2020

		Acc	ounts Receiva	able Postings		Loa	n Transactions	8		Balances	
Client/Facility	Loan Limit	Net Sales	Collections	Adjustments	Ineligibles	Advances	Collections	Other	Account Receivable	Loan Balance	Accrued Revenue
Blue Corporation (AI)/Blue Corporation	1,999,999				1,184,723				1,834,247	1,901,917	150,389
					1,184,723				1,834,247	1,901,917	150,389

#### **Report Details**

Column	Description/Calculation
Date and Activity Format	
Date	Displays the posting date.
Туре	Displays the Collateral Post or Transactions Type abbre- viated descriptor.
Ref#	Displays the transaction identification.

Column	Description/Calculation
Accounts Receivable Postings	
Net Sale	Displays reported Net Sales less Credit amounts for the period.
Net Collections	Net collections included on Collateral posting.
Discounts	Displays reported Payment Discount amount for the period.
Other	Displays posting against invoices for the period.
Adjustments	Displays Adjustments to collaterals and Invoices for the period.
Loan Transactions	
Funding	Displays the distributions made to the borrower for the period.
Cash Receipts	Displays the payments received against the loan amount for the period.
Charges & Fees	Displays the Fees & Changes added to the Loan Balance for the period.
Expenses	Displays the Expenses added to the Loan Balance for the period.
Adjustments	Displays Adjustments made to the Loan Balance for the period.
Balances	
Accounts Receivable	Displays the balance of Collateral Bulk AR plus Open Factored Invoices.
Funding	Displays the balances of Loan Amount plus Factored Funds Employed.
Portfolio Format	
Loan Limit	Limit set at the facility level.
Accounts Receivable Postings	
Net Sales	Displays reported net sales less credit amounts for the

Column	Description/Calculation
	period.
Collections	Displays reported net collections less over payment amount for the period.
Adjustments	Displays the sum of Discounts, Other and Adjustments to col- laterals and Invoices for the period.
Ineligibles	Displays the ending Ineligible amount for the period.
Loan Transactions	
Advances	Displays the funding distributions made to the borrower for the period.
Collections	Displays the cash receipt payments received against the loan amount for the period.
Other	Displays the sum of Fees & Changes Expenses and Adjust- ments added to the Loan Balance for the period.
Balances	
Accounts Receivable	Displays the balance of Collateral Bulk AR plus Open Factored Invoices.
Loan Balance	Displays the balances of Loan Amount plus Factored Funds Employed.
Accrued Revenue	Displays the Current Period to Date accruing revenue.

#### Security Roles

To generate the Cash Posting Report, the following Security Role needs to be set to YES:

## • Security Roles > Reports > Facility > Print Facility Loan Status Report

## Facility Position Report

The Facility Position report provides an overview of each client's facility information, broken down by client, facility, and collateral.



Facility Position Report	23
Report Template:	ew
Parameters Destination Scheduling Templates History	
As Of Date: Current Date	
Client	1
A/E:	1
Office:	i l
Client Group:	i l
Facility Group: Value:	j
Format: Client Detail	
Exclude Inactive Clients, Facilities, Collaterals	
Print/Local Print/Engine Save Exit Help	,

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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.

Field	Description
As Of	Select the ending date of the date range for the report.
Date	Current date
	Previous month-end date
	Specific date
	<ul> <li>Set At Run Time (Web Template Only)</li> </ul>
	If <b>Specific date</b> is selected, specify the as-of date in the field to the right.
	If <b>Set At Run Time (Web Template Only)</b> is selected, when the report is clicked in the Cli- entWeb Report Queue, a screen appears to choose the date range ( <b>Current Date</b> , <b>Previous</b> <b>Month-End Date</b> , or <b>Specific Date</b> ).
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Fields/Screen</b>



Field	Description
	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.
	Note that inactive clients are filtered out of this report.
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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the following System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b> .
Value	Select the specific client group value to which to limit the results in the report.
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group</b>

Field	Description
	Codes.
Facility	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 <b>Client</b> list above.
Format	drop-down to select the specific report format: Client Detail or Client Summary

Security Role

Security Roles for this report are located at **Security > Manage Roles > Reports > Facility > Print Facility Position Report** (Yes/No).

**Report Details** 

Column	Description/Calculation
General Report Details	
Facility (name)/ Collateral (name)	Displays the Facility or Collateral name
Currency	Displays the default currency type for the facility. Currency types are created in the Currency Denominations Table in the Table module and assigned on the New Facility screen when the facility is created.
Туре	Displays the Collateral type as defined on the Collateral Information screen
Limits (omit cents)	Displays the client's overall credit limit as defined on the Credit/no buy panel of the Client Information screen.
Advance Rate (%)	Displays the Collateral Advance Rate % as defined on the Col- lateral Information screen in the Availability Rate (% ) field
Gross Collateral	Displays the sum total of the current collateral values used to support the loan balance.
	The sum of Gross Collateral for all facilities is the figure dis- played in the optional Gross Collateral column at the Client level.
Total Ineligibles	Displays the Total Ineligibles for each Collateral as shown on the Collateral Information screen under Collateral Summary.
Eligible Collateral	Displays the current Eligible Collateral amounts used to sup-



Column	Description/Calculation
	port the loan balance. (Current Collateral value - Ineligible values)
Net Collateral	Displays the calculated Net Collateral amount used to sup- port the loan balance. (Eligible Collateral value * Advance Rate)
Availability	Displays the calculated Available Collateral amount used to support the loan balance. (Lower of Available Limit and Net Collateral Amount)
Balance	Displays the Facility Balance as shown on the Facility Sum- mary screen under Facility Summary.
Excess/Deficit	Sum of facility amounts available to be disbursed.
Client Detail Format - Current days acti	vity in Blue
Activity Section (left) - Loan transaction le	edger for current days activity
Activity	Date
Description	Displays the appropriate Description for the type of trans- action posted.
	For example, a Loan Payment transaction will show the Source value and an Accrual Posting transaction will show Accrual Posting.
Transaction Type	Displays the Transaction Type such as Accrual Posting, State- ment and Disbursement.
Begin Balance	Balance at the beginning of current day.
Amount	Activity Amount.
End Balance	Balance at the end of current day.
Extra Summary Section (right) - Current B	alances of:
Fee Balance	Unposted/paid accrued fees.
Fee Reserve	Calculated facility reserve based on MTD accrued fees.
Other Reserves	Facility Reserves
LOCRsv	Letter of Credit Reserve

Column	Description/Calculation
Payment RSV	Balance of Reserved established from Cash Posting.
U/C Balance	Balance of unapplied unclaimed cash.
Activity Section (middle left) - Collateral u Collateral and Bulk Inventory Collateral)	updates posted in the current day. (Same columns for Bulk AR
Activity	Date
Begin Balance	Balance at the beginning of current day.
Sales	Sales included on Collateral posting
Credits	Credits included on Collateral posting
Adjustments (minus)	Adjustments (minus) included on Collateral posting
Adjustments (plus)	Adjustments (plus) included on Collateral posting
Discounts	Discounts included on Collateral posting
Collections	Net collections included on Collateral posting
Over Payments	Over Payments included on Collateral posting
End Balance	Balance at the end of current day
Supplemental Collaterals	
Activity	Date
Begin Value	Balance at the beginning of current day
Change	Displays Collateral value change entered by the User
End Value	Balance at the end of current day



A/R

Client Totals:

USD Bulk A/R

Facility Totals: 3,000,000.00

USD

**TE ST*1 ABC Test

**

Client: AC CAP	РПAL												As	Of June 30, 2020
Facility: LHC Res	sources			Establ	ished: 1/1/2016	6		Last Statement:	5/31/2020					
Activity	Description	1	Fransaction	Type	Be	egin Balaı	nce	Amou	nt	End Balance		Extr	a Summary Infor	nation
6/30/2020	LOCKBOX	F	aym ent			(552,854.	26)	(145,477.1	7)	(698,331.43)		Fee Balance		0.00
												Fee R sv		0.00
												OtherR sv		1,487,937.00
												LO CR sv		750,000.00
												Payment Rsv		0.00
												U/C Balance		0.00
Collatoral Name		Currenter	Tune			Limit	Adv	Gross	Tot	al Eligible	Ne	t Availability	Ralanas	Excess/
5325-A/R-BILLED			Bulk A/R		12	000 000 0	0 95.00	2 239 801 89	208 936 9	52 2 030 865 37	1 929 322 10	1 441 212 75	Dalance	Delici
00207411-012220		000	Duikran		,	000,000.0	0 00.00	2,200,001.00	200,000.0	2,000,000.01	1,020,022.10	1,111,212.10		
Activity	Begin Balance	Sale	s	Credits	Adjust(Minus	s) Ad	just(Plus	s) Discounts	Collections	Over Payments	End Balance	e 		
6/30/2020	2,385,279.06	0.0	0	0.00	0.0	0	0.0	0 0.00	145,477.17	0.00	2,239,801.89	)		
5326-A/R-UNBILLE	ED	USD	Bulk A/R		12,	000,000.0	0 95.00	868,375.56		868,375.56	824,956.78	824,956.78		
Facility Totals:		U SD			12,	000,000.0	0	3,108,177.45				778,232.53	(698,331.43)	1,476,563.96
Facility: TERM LO	AN 1			Establ	ished: 1/1/2010	6		Last Statement:	7/31/2017					
												Extr	a Summary Infor	nation
												Fee Balance		0.00
												Fee Rsv		0.00
												OtherR sv		0.00
												LOCRsv		0.00
												Payment Rsv		0.00
												U/C Balance		0.00
Collateral Name		Currency	Туре			Limit	Adv s Rate	G ross Collateral	Tot Ineligib	al Eligible le Collateral	Ne Collatera	et al Availability	Balance	Excess/ Deficit
TERM LOAN 1		USD	Bulk A/R				0.00	0.00						
Facility Totals:		U SD				0.0	0	0.00				0.00	0.00	0.00
Facility: TERM LO	AN 2			Establ	ished: 6/30/20	16		Last Statement:	11/30/2016					
Printed: July 17	7, 2020, 12:41 PM (*Fa	acPosReptD	iti)	1	A/E: Client G roup:				Office: Facility Gro	up:				Page 1 of 3
**TEST** South Client: GOOD M	eastern Commerical IORNING HEALTHC.	Finance ** ARE					** F	ost dated transa	ctions are not i	included. **		Position S	Summary - Clier As Of	nt Summary May 5, 2020
														,
Co	illateral Name	Currency	Туре			Limits	Adv Rate	Gross Collateral	Total Ineligible	Eligible Collateral	Net Collateral	Availability	Balance	Excess/ Deficit
Facility:AUSTIN														

** Post dated transactions are not included. **

# Position Summary - Client Detail

3,000,000.00 85.00

2,959,536.30

3,000,000.00

2,959,538.30 1,335,900.00 1,623,636.30 1,380,090.86 1,380,090.86

2,959,536.30 457,590.86 (131,195.17) 588,786.03

457,590.86

(131,195.17)

588,786.03

ih

## Facility Position Summary Report

The Facility Position Summary report provides an overview of each client's facility position summarized to "Excess/Deficit" availability portfolio wide.

Facility Position Summary Report		×
Report Template:	<u>▼</u> <u>N</u> €	w
Parameters Destination Scheduling Templates History		
As Of Date: Current Date		
Client:	•	
A/E:	•	
Office:	•	
Client Group:	Value:	
Facility:	- 	
Print/Local View/Local Print/Engine	<u>Save</u> E <u>x</u> it <u>H</u> elp	

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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.

Field	Description
As Of	Select the ending date of the date range for the report.
Date	Current date
	Previous month-end date
	Specific date
	<ul> <li>Set At Run Time (Web Template Only)</li> </ul>
	If <b>Specific date</b> is selected, specify the as-of date in the field to the right.
	If <b>Set At Run Time (Web Template Only)</b> is selected, when the report is clicked in the Cli- entWeb Report Queue, a screen appears to choose the date range ( <b>Current Date</b> , <b>Previous</b> <b>Month-End Date</b> , or <b>Specific Date</b> ).
Client	drop-down to select the client for which to run the report.



Field	Description
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Fields/Screen</b> 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.
	Note that inactive clients are filtered out of this report.
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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the following System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b> .
Value	Select the specific client group value to which to limit the results in the report.
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this

Field	Description
	table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group</b> Codes.
Facility	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 <b>Client</b> list above.

### **Report Sample**

**TEST** CadenceFinanceCorp_Test **TEST*	** Post	dated transactions are not	included. **	F	Position Summary -	Facility Summary July 26, 2020
Client/Facility Description	Currency	Limits	Gross Collateral	Availability	Balance	Excess/Deficit
316Test ABL Client/316 Test Facility	US Dollar	0.00	0.00	0.00	0.00	0.00
316Test ABL Client/316 Test ABL Facility LOC	US Dollar	0.00	3,564,895.52	0.00	0.00	0.00
316Test ABL Client/316 Test Term Facility	US Dollar	0.00	0.00	0.00	500,000.00	0.00
316Test ABL Client/Test V4.0 Facility fix	US Dollar	0.00	1,050,000.00	0.00	(50.00)	50.00
Avest Corporation/Avest Facility "A"	US Dollar	1,500,000.00	4,084,949.56	1,435,000.00	34,674.01	1,139,315.35
Avest Corporation/Avest_TestRel311	US Dollar	100,000.00	100,000.00	100,000.00	76,010.64	23,989.36
Blue Corporation (AI)/Blue Corporation	US Dollar	2,000,000.00	11,315,546.82	1,999,895.00	1,589,766.66	410, 128.34
Does It All Manufacturing/LOC Facility w/AR&Inv	US Dollar	4,000,000.00	6,817,608.21	3, <b>4</b> 97, 148.35	2,266,019.29	1,231,129.06
GAP Auto Parts Inc/GAPAUTOTESTEt	US Dollar	0.00	0.00	0.00	8.35	(8.35)
GAP Auto Parts Inc/TestFac	US Dollar	0.00	0.00	0.00	0.00	0.00
GRAND TOTALS:				7,032,043.35	4,466,428.95	2,804,603.76

## **Report Details**

Column	Description/Calculation
Gross Col- lateral	Displays the sum total of the current collateral values used to support the loan bal- ance
Currency	Displays the Currency type assigned to the facility
Availability	Displays the calculated Available Collateral amount used to support the loan bal- ance. (Lower of Available Limit and Net Collateral Amount)
Balance	Displays the Facility Balance as shown on the Facility Summary screen under Facility Summary
Excess/Deficit	Sum of facility amounts available to be disbursed

## Security Roles

To generate the Facility Position Summary Report, the following Security Role needs to be set to **YES**:

• Security Roles > Reports > Facility > Print facility position summary report

## Facility Trial Balance Report

The Facility Trial Balance Report is an accounting of the daily transactions. This report can display results in a variety of formats. This report is accessed from the Facility menu of the Reports module.

Garage Facility Trial Balance Report	23
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Today From: Thru:	
Client: Amanda Test Client (AGC)	
Office:	
Client Group:	<b>_</b>
Facility: Account	<u> </u>
Format: Summarize to Account	
G/L Group:	-
Forward in agree     Forward to native currency     Include Facility     Exclude Transactions With Pending Checks	
Print/Local Print/Engine Save Exit	Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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
Date Range	Select the date to use for the report from the list:



597

Field	Description
	• Today
	• Yesterday
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	<ul> <li>Set At Run Time (Web Template Only)</li> </ul>
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Ser- vices > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Report- ing Services reports when Use last business day instead of yesterday in date range is set to True.
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Field-</b> s/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.

Field	Description
	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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Client Group	Select the client group to which to limit the results in the report. Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client</b> <b>Group Codes</b> .
Value	Select the specific client group value to which to limit the results in the report. Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client</b> <b>Group Codes</b> .
Facility	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 <b>Client</b> list above.
Par- ticipation	Select a participant entity to which to limit the report. This list is only populated if you are using the Participation module.
Member	Select a member of the participant entity to which to limit the report. This list is only pop- ulated if you are using the Participation module.

jh

Field	Description
Account #	Select the G/L Account to which to limit the report.
Format	Select the report format to be generated:
	Detail as Account/Check #/Date
	<ul> <li>Detail as Account/Date/Check #</li> </ul>
	Summarize to Account
	Summarize to Account/Client
	Summarize to Account/Date/Source
	Summarize to Date/Account/Source
G/L Group	Select a G/L Group to which to limit the report, or leave this field blank to include all G/L Groups.
Convert to native cur- rency	Select this option to convert amounts from the base currency to the native currency (the currency of the transaction). The conversion occurs on a client-by-client basis. If the client has a currency type set and the currency type is different from the default currency, FactorSoft looks up the conversion rate using the As of date in the currency table for the client's currency.
	For example, if client ABC Company has a currency type of Canadian Dollars and the daily conversion rate for Canadian dollars is 1.5, the report increases all of the client's amounts by a factor of 1.5.
Include Facility	Select this option to include the Facility.
Exclude Trans- actions with Pending Checks	Select this option to filter out transactions that do not have a check number assigned.

Report Sample

Detail Format

jh

#### **TEST** CadenceFinanceCorp_Test **TEST* Detail Trial Balance

Account#	Check#	Date	Payee	Client#	Source	Reference	Beginning Balance	Debit Amount	C redit Amount	Ending Balance
1000	Loan Balance									
		6/30/2020	Balance Forward		BAL		1,606,652.16			
	Z030096	7/26/2020	Blue Corporation (AI)	BLUE	LOAN	7209			15,000.00	
	Z030111	7/26/2020	Blue Corporation (AI)	BLUE	FEE			1,000.00		
	Z030112	7/26/2020	Blue Corporation (AI)	BLUE	FEE			35.00		
			*				1,606,652.16	1,035.00	15,000.00	1,592,687.16
110	Cash Collection									
		6/30/2020	Balance Forward		BAL		29,598,211.13			
	Z030096	7/26/2020	Blue Corporation (AI)	BLUE	LOAN	7209		15,000.00		
			*				29,598,211.13	15,000.00	0.00	29,613,211.13
115	Cash Fundings									
		6/30/2020	Balance Forward		BAL		(25,691,865.24)			
			*				(25,691,865.24)	0.00	0.00	(25,691,865.24)
117	Unclaimed Cash	l .								
		6/30/2020	Balance Forward		BAL		(5,689.50)			
			*				(5,689.50)	0.00	0.00	(5,689.50)
2000	Transfer (clearin	g)								
		6/30/2020	Balance Forward		BAL		373,675.57			
			*				373,675.57	0.00	0.00	373,675.57
2001	Alt UCC									
		6/30/2020	Balance Forward		BAL		204,466.13			
			*				204,466.13	0.00	0.00	204,466.13
2002	Loan Reserve - I	ntFees								
		6/30/2020	Balance Forward		BAL		(2,096.32)			
			*				(2,096.32)	0.00	0.00	(2,096.32)
3000	Accrued Fee									
		6/30/2020	Balance Forward		BAL		1,060,819.12			
	Z029792	7/4/2020	Blue Corporation	BLUE	C-MISC			29,884.54		
	Z029805	7/4/2020	Blue Corporation	BLUE	C-MISC					
	Z029818	7/6/2020	Blue Corporation	BLUE	C-MISC			9,961.51		
	Z029833	7/6/2020	Blue Corporation	BLUE	C-MISC					
	Z029846	7/6/2020	Blue Corporation	BLUE	C-MISC					
	Z029860	7/9/2020	Blue Corporation	BLUE	C-MISC			14,942.27		

Printed: July 31, 2020, 12:17 PM (*TrBalDet)

Page 1 of 4

## Summary Format

**TEST** Ovation Financial **TEST** Summary Trial Balance

#### August 17, 2021 Only Amanda Test Client (AGC) Only

Account#.		Beginning Balance	Debit Amount	Credit Amount	Ending Balance
105	Currency Exchange	(200.00)			(200.00)
105000	Factoring Cash	242,824.80			242,824.80
111000	Accounts Receivable	86,022.52			86,022.52
1131000	Write-Offs	1,080.00			1,080.00
261000	Due To Factoring Clients	(295, 197.93)			(295,197.93)
301000	Commission-Factoring	(7,617.47)			(7,817.47)
305000	Other Fee	(3.00)			(3.00)
305020	Wire/ACH/Check Fee	(300.00)			(300.00)
HOLD	hold	(1,397.61)			(1,397.61)
RSV_ESCROW	Reserve Es crow	(46,947.81)			(46,947.81)
TEST	test	20,000.00			20,000.00
	Grand Total	(1,738.50)	0.00	0.00	(1,736.50)

#### **Security Roles**

To generate the Facility Trial Balance Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Facility > Print facility trial balance report

## Monthly Client Trend Report

The Monthly Client Trend report is an analysis of the most recent 24 months of Client activity. The report compares period to period data over four critical areas which includes:

- Financial information: Client Information > Financials: Summarized balance sheet and income statement information is entered, saved and accumulated for the client and evaluated in the report.
- Collateral activity > Collateral Information: Collateral data captured in posting history is trended.
- Loan activity: Facility Information: Loan transactions and loan balance history is used to trend loan activity.
- Receivables (AR) and Payables (AP): Facility Information > Accounts Payable/Receivable: Additional input of Receivable and payable monthly summary account balances are used to establish trends. This information is entered in the Facility > Accounts Payable \Receivable panel.

This report is available on by clicking **Monthly Client Trend** on the **Facility** menu in the Reports module.

Monthly Client Trend Report	×
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Client:	
A/E:	•
Office:	•
Client Group:	Value:
Print/Local View/Local Print/Engine	<u>Save</u> E <u>x</u> it <u>H</u> elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> to create a new template for this report, then Select the template from the Templates tab and make any applicable parameter and

Field	Description
	scheduling selections to complete the template.

Field	Description
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Fields/Screen</b> 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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the following System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this



Field	Description
	table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group</b> <b>Codes</b> .
Value	Select the specific client group value to which to limit the results in the report.
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b> .

**TEST** CadenceFinanceCorp_Test **TEST*

#### **Report Sample**

Monthly Client Trend Report Collateral Limit Loan Line 1,000,000.00 400,000.00 Eastern Industries, Inc. AR Eastern 100 Centeral Ave. 50,000.00 250,000.00 Test DailyAccrual_Starting Oklahoma City,OK 45678 500,000.00 Equipm Real Estat 0.00 0.00 Client Limit: 1,000,000.00 Security Others 100,000.00 (\$ In Thousands) - Fir -Collateral Activity -Loan Acti Cred & Adj invinel invElig TotElig Cash Loan Bal 31-60 61-90 31-60 61-90 Beb
 Sep2118
 Sep2118
 Sep2118
 Sep2118
 Sep2118
 Sep2118
 Sep2118
 Sep2119
 Sep21 CIA ar wc TD NW Mor Sales Gra Cash A/R Bui A/R Elig Inv Bal 40v AIR Turn itry Turn Loan 5404 incre % YId 0-30 Over50 0-30 04110 2649 655 25.59 479 2360 608 655 30.68 6 2 456 441616 70.9 0.02 4 19.95 10 20.59 479 469 2380 2426 608 655 625 30.68 472 22.13 10583 4 25% 650 25 3051 472 165 4 20.02 2016 2016 2016 469 469 650 650 650 25 25 25 19.27 2426 625 625 625 625 625 625 926 926 926 926 30.51 476 4 2426 2426 19.70 17.40 3051 3051 480 4 46.3 2095 2096 2096 2096 2096 2096 2096 469 2426 650 25 25 25 92 92 92 92 92 3051 463 16.66 з 2426 3051 3051 3051 3051 3034 3034 3436 3436 3436 ..... 19.60 24.60 469 469 469 469 650 650 650 1000 467 5 2426 2426 27.85 19.46 491 6 494 4 469 367 2426 2508 1000 497 24480 4 20.54 1000 502 2546 4 19.14 367 367 2508 1000 65 504 20.14 2808 1000 423 4 18.32 2808 2808 92 92 92 35 16 35 16 298 296 296 296 296 296 296 387 387 1000 424 4 19.75 905 905 905 905 905 905 905 231 19.00 200 35.16 367 2608 1000 231 2 20.47 387 2808 2808 1000 35 16 35 16 233 20.36 92 92 92 92 92 1000 387 387 387 387 235 2608 1000 35 16 235 3 26.66 2998 2998 2608 1000 1000 35 16 35 16 2 19.50 235 235

Printed: August 7, 2020, 7:51 AM *TrendCard

Page 1 of 1

ih

#### **Report Calculations**

The data in this report is calculated in the thousands. This report also calculates the following ratios:

- A/R Turn Beginning Collateral Balance / Gross Cash * 30 days
- Inv Turn Beginning Collateral Balance / Inventory Removal * 30 days
- Loan Turn Beginning Loan Balance / Net Cash * Number of Days in the Month
- % Dil Dilution: EOM total credits+ EOM total discounts * 100 / EOM total sales
- % YId Yield: [(EOM total interest + Float + Fees + Deferred Fees / Yield days) * 365 * 100] / Average Loan Balance

## **Report Details**

Column	Description
Date	Month/Year starting at the 24th month working down to the current period.
C/A	Current Asset - last record created in the period for each date listed
C/L	Current Liability - last record created in the period for each date listed
w/c	Working Capital - last record created in the period for each date listed
T/D	Total Liability - last record created in the period for each date listed
N/W	Net Worth - last record created in the period for each date listed
Mos	Number of months - last record created in the period for each date listed
REV	Net Sales - last record created in the period for each date listed
G/P	Gross Profit - last record created in the period for each date listed
в/т	Before Tax - last record created in the period for each date listed
Sales	Posted Sales - Sum of all sales reported on Certificate Postings for each period lis- ted in the date column
Cred&Adj	Posted Credits and Adjustments - S um of all Credits and Adjustments reported on Certificate Postings for each period listed in the date column.
Grs Cash	Posted Collections - Sum of all Cash Collections reported on Certificate Postings for each period listed in the date column.
A/R	Bulk AR Collateral Balance - last record created in the period for each date listed
AR Inel	Bulk AR Ineligible Balance - last record created in the period for each date listed
AR Elig	Bulk AR Eligible Collateral Balance - last record created in the period for each date listed



Column	Description
Inv Bal	Bulk Inventory Collateral Balance - last record created in the period for each date listed
Inv Inel	Bulk Inventory Ineligible Balance - last record created in the period for each date lis- ted
Inv Elig	Bulk Inventory Eligible Collateral Balance - last record created in the period for each date listed
Total Elig	Total Eligible - Sum of each of the collateral lines last record created in the period for each date listed
Adv	Facility Transaction Disbursements - Sum of all Facility Disbursement transaction amounts reported for each period listed in the date column
Net Cash	Facility Transaction Type26 > Payments - Sum of all Facility Payment transaction amounts reported for each period listed in the date column
Loan Bal	Loan Balance - last record created in the period for each date listed
A/R Turn	Calculated Account Receivable Turn - as calculated for each period listed
Inv Turn	Calculated Inventory Turn - as calculated for each period listed
Loan Turn	Calculated Loan Turn - as calculated for each period listed
% Dil	Calculated Dilution - as calculated for each period listed
Incm	Total Income - Sum of all Facility Statement transaction amounts reported for each period listed in the date column
% Yld	Calculated Yield - as calculated for each period listed
0-30	Receivable age bucket 0-30 days - last record created in the period for each date listed
30-60	Receivable age bucket 31-60 days - last record created in the period for each date listed
60-90	Receivable age bucket 61-90 days - last record created in the period for each date listed
Over 90	Receivable age bucket 91+ days - last record created in the period for each date lis- ted
0-30	Payables age bucket 0-30 days - last record created in the period for each date lis-

Column	Description
	ted
30-60	Payables age bucket 31-60 days - last record created in the period for each date lis- ted
60-90	Payables age bucket 61-90 days - last record created in the period for each date lis- ted
Over 90	Payables age bucket 91+ days - last record created in the period for each date lis- ted

#### System Preferences

To use this report, a System Preference must be set to define how many months of data to update in the tables each night.

 Identification/system constants > CLMS Engine > Overnight tasks to designate the number of months to recalculate

## NOTE

The report compiles a large amount of information. The nightly engine tasks updates these tables each date roll. Processing this task could take several hours or more to complete. It is recommended that the setting be for 1-3 periods. It is generally unnecessary to calculate 24 prior periods every night.

## **Security Roles**

To generate the Monthly Client Trend Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Facility > Print Monthly Client Trend report

## Monthly Position Trend Report

The Monthly Position Trend Report analyzes month end collateral availability trends over time. A facilitylevel summary format and a collateral level detail format are included. Each displays the facility or collateral line information and balance at each month-end for the 12 month period preceding the month/year specified on the Monthly Position Trend Report request screen.



🔚 Monthly Position Trend Report	5
Report Template:	,
Parameters Destination Scheduling Templates History	
Last completed month: January	
Year	
Client:	
A/E:	
Office:	
Client Group: Value:	
Format: Client Summary	
Print/Local View/Local Print/Engine Save Exit Help	

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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.

Field	Description
Last com- pleted 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 <b>System Preference &gt; Field-</b> s/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 X red [x] icon to clear the Client field.



Field	Description
	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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client</b> <b>Group Codes</b> .
Value	Select the specific client group value to which to limit the results in the report.
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client</b> <b>Group Codes</b> .
Facility	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 <b>Client</b> list above.
	If you leave this field blank, you cannot make a selection in the Collateral field.
Format	Select the report format to be generated:



Field	Description
	<ul> <li>Client Summary : Portfolio-level report that list each facility "Excess/Deficit" value for each period listed.</li> </ul>
	• Facility Detail : Loan level report that details the EOM position of each collateral avail- ability and sums to the EOM Facility totals and EOM Excess Availability.

### **Report Samples**

## **Client Summary Format**

HJ Simpson Capital									La Mont	st Complet hly Exces	ted Month: sDeficit Trer	11/1/16 nd Report
	12/31/15	1/31/16	2/29/16	3/31/16	4,00/16	5/31/16	6/30/16	7/31/46	8,81/16	9/30/16	10/31/16	11/1/16
Acourate Testing Company/ Acourtate - House Acot.	200,579	187,152	197,152	224,461	211,001	220.031	220,031	1,220,031	0.00	1,220,031	1,220,595	0.00
Advance Systems Design/TriState Design Service - Denver-text change	137,414	115,716	107 (891	(88,762)	(49,479)	(60,183)	(70,555)	(91,299)	0.00	(99,076)	(108,802)	0.00
Algenae Paving Corporation/ Algenae Paving Corporation	(528.143)	(594,897)	(4.617.447)	(113,472)	(5.590)	(54,194)	(99.829)	(191.185)	0.00	(225,492)	(2,294,031)	0.00
Apple Meat & Produce/ Apple Meat & Produce (AMP01)	137,814	131,482	131,632	70,994	19,820	19,220	18,520	18,310	0.00	17,960	13,764	0.00
Apple Meat & Produce/ Broke stmtMix Collateral Loan	137,814	131,482	131,632	70,994	19,820	19,220	18,620	18,310	0.00	17,900	13,764	0.00
AReal Accunate Text Company' Text 305 Facility	134,363	134,363	134,353	134,350	134,350	144,350	144,350	279,100	0.00	279,100	229,100	0.00
Avest Corporation/ Arest Faoility "A"	1,810,488	1,788,961	1,788,982	1,800,846	1,844,701	1,824,739	1,817,187	1,817,384	0.00	1,817,312	1,817,290	0.00

## Facility Detail Format

#### **TE ST** CadenceF in an ceCorp_Test **TE ST* Avest Corporation

Collateral:	Limit	Adv. Rate	5/31/19	6/30/19	7/31/19	8/31/19	9/30/19	10/31/19	11/30/19	12/31/19	1/31/20	2/29/20	3/31/20	4/30/20
Bulk AR - USD	2,000,000	80%	1,058,500	1,068,500	1,067,267	1,067,267	1,067,267	1,067,267	1,067,267	1,360,595	1,360,595	2,323,095	2,321,358	2,321,355
Inventory - CAD	2,000,000	100%	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	25	25	25	310,000	825,000	825,000
Other	25,000	100%	12,345	12,345	12,345	12,345	12,345	12,345	12,345	12,345	12,345	12,345	12,345	12,345
Summary AR - CAD	3,000,000	100%	176,010	176,010	176,010	1,750,050	1,750,050	1,750,050	1,750,050	1,750,050	1,750,050	1,250,000	926,250	926,250
Gross Collateral			6,246,855	6,256,855	6,255,622	7,829,662	7,829,662	7,829,662	2,829,687	3,123,015	3,123,015	3,895,440	4,084,953	4,084,950
Bulk AR - USD	2,000,000	80%	968,500	978,500	882,266	882,266	882,266	1,017,266	1,017,266	1,308,479	1,308,479	2,270,979	2,268,017	2,268,014
Inventory - CAD	2,000,000	100%	4,900,000	4,900,000	4,900,000	4,900,000	4,900,000	4,900,000	(49,975)	(49,975)	(49,975)	271,900	663,245	663,245
Other	25,000	100%	12,345	12,345	12,345	12,345	12,345	12,345	12,345	12,345	12,345	12,345	12,345	12,345
Summary AR - CAD	3,000,000	100%	170,009	170,009	170,009	1,750,049	1,750,049	1,750,049	1,750,049	1,750,049	1,750,049	1,249,999	924,999	924,999
Eligible Collateral			6,050,854	6,060,854	5,964,620	7,544,660	7,544,660	7,679,660	2,729,685	3,020,898	3,020,898	3,805,223	3,868,606	3,868,603
Bulk AR - USD	2,000,000	80%	764,800	772,800	695,813	695,813	695,813	803,813	803,813	1,036,783	1,036,783	1,806,783	1,804,413	1,804,411
Inventory - CAD	2,000,000	100%	1,102,500	1,102,500	1,102,500	1,102,500	1,102,500	1,102,500	0.00	0.00	0.00	61,178	149,230	149,230
Other	25,000	100%	12,345	12,345	12,345	12,345	12,345	12,345	12,345	12,345	12,345	12,345	12,345	12,345
Summary AR - CAD	3,000,000	100%	45,009	45,009	45,009	315,009	315,009	315,009	315,009	315,009	315,009	225,000	166,500	166,500
Available Collateral			1,924,654	1,932,654	1,855,667	2,125,667	2,125,667	2,233,667	1,131,167	1,364,137	1,364,137	2,105,306	2,132,488	2,132,486
Loan Limit			950,000	950,000	950,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Total (Gross) Availability			950,000	950,000	950,000	1,500,000	1,500,000	1,500,000	1,136,167	1,369,138	1,369,138	1,500,000	1,500,000	1,500,000
Reserve			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60,000	60,000
Total (Net) Availability			950,000	950,000	950,000	1,500,000	1,500,000	1,500,000	1,136,167	1,369,138	1,369,138	1,500,000	1,440,000	1,440,000
EOM Loan Balance			986,451	999,854	1,011,770	1,025,507	1,039,418	1,060,150	1,060,150	999,717	1,000	49,999	1,019,850	25,760
EOM Excess Availability			(36,451)	(49,854)	(61,770)	214,593	200,682	179,950	76,018	240,383	1,225,973	1,174,974	154,139	1,148,229

Printed: August 7, 2020, 9:55 AM (*MonPosTrendDet)

Page 17 of 50

#### **Security Roles**

To generate the Monthly Position Trend Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Facility > Print monthly position trend report

#### **Over Advance Report**

The facility-level Over Advance Report lists facilities that have a negative facility excess/deficit balance. Information for each facility returned in the report includes: the Facility Limit, Loan Balance, Available Collateral, Over Advance amount, Days Over, and Low Amount and High Amount over advance.

The default report definition for this report is **OverAdvance**.



Over Advance Report
Report Template:
Parameters Destination Scheduling Templates History
Client 🔽
A/E:
Office:
Client Group: 🗸 Value:
Facility:
Include Current Day in Calculation
Print/Local         View/Local         Print/Engine         Save         Exit         Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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.

Field	Description
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Field-</b> s/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
Field	Description
-----------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------
	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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client</b> <b>Group Codes</b> .
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Group Code Table.
Facility	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 <b>Client</b> list above.
	If you leave this field blank, you cannot make a selection in the Collateral field.
Include Current Day in Cal- culation	Select this option to include the current day in the calculation of number of days ending in an over advance position.

**TEST** CadenceFinanceCorp_Test **TEST*

#### Over Advance Report August 19, 2020

Client			Facility	Loan	Available	Over	Days	Low	High
	Facility		Limit	Balance	Collateral	Advance	Over	Amount	Amount
310FS T	est Company								
	TestFac4.1		15,000.00	5,000.00	0.00	(5,000.00)	317	(5,000.00)	(5,000.00)
		Client Total:	_	5,000.00	_	(5,000.00)			
312Test	Company								
	312New for4.1		0.00	0.00	0.00	(120,084.14)	115	(44, 303.32)	(120,084.14)
	312Test Facility LOC		5,000,000.00	3,113,755.39	4,032,430.00	(120,084.14)	115	(44, 303.32)	(120,084.14)
		Client Total:		3,113,755.39	_	(240,168.28)			
315 ABL	Client								
	315 ABL Facility		1,500,000.00	2,748,317.70	921,584.99	(2,000,533.95)	289	(237, 335.45)	(2,605,115.35)
	Brians Test		0.00	(533.00)	0.00	(2,000,533.95)	115	(852,829.73)	(2,000,966.95)
		Client Total:	_	2,747,784.70	_	(4,001,067.90)			
400test 0	Client								
	400test Facility		1,000,000.00	160,649.43	124,500.00	(36,149.43)	115	(27,411.44)	(36, 149.43)
		Client Total:	_	160,649.43	-	(36,149.43)			
401FST	est Company								
	Purchase Facility		500,000.00	120,500.00	(613,949.15)	(734,449.15)	329	(489,726.85)	(737,408.09)
		Client Total:	_	120,500.00	_	(734,449.15)			
Algonac	Paving Corporation								
	Algonac Paving Corporation 123		7,500,000.00	4,023,514.39	3,978,400.00	(45,114.39)	15	(45,114.39)	(45,114.39)
		Client Total:	_	4,023,514.39	_	(45,114.39)			
Apple M	eat & Produce								
	Purchase Facility		2,000,000.00	1,205.49	(42.57)	(1,248.06)	115	(500.39)	(1,248.06)
		Client Total:	_	1,205.49	_	(1,248.06)			
AReal A	ccurrate Test Company								
	Test 305 Facility		500,000.00	500,000.00	(1,250,000.00)	(1,750,000.00)	344	(34,924.31)	(1,750,000.00)
		Client Total:	_	500,000.00	_	(1,750,000.00)			
Delana's	Test Company (FS-no bank)								
	Purchase Facility		1,000,000.00	430,055.20	(14,621.88)	(444,677.08)	1427	(7,310.94)	(455,237.32)
		Client Total:	_	430,055.20	-	(444,677.08)			

Printed: August 19, 2020, 8:27 AM (*OverAdvance)

Page 1 of 3

#### **Security Roles**

To generate the Over Advance Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Facility > Print Over Advance report

#### Posted Loan Statement Report

The Posted Loan Statement report allows the user to print or reprint previously posted loan statements - it does not apply charges and update the account balance. When the user selects a Client and Facility, the Statement dates for reprint displays the previously run statements available for reprint by the statement date ranges so that the user can select the statement to be reprinted.



Posted Loan Statement 🛛			
Report Template: New			
Parameters Destination Scheduling Templates History			
Client			
A/E:			
Office:			
Client Group:			
Facility:			
Statement dates:			
<ul> <li>Show float balance</li> <li>Show daily interest amount</li> <li>Show compound balance</li> <li>Allow user to override parameters on the web</li> </ul>			
Print/Local View/Local Print/Engine Save Exit Help			

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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.

Field	Description
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Field-</b> s/Screen Behavior > Miscellaneous > Use Client Search instead of drop downs is set to True.
	Select the C 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.

jh

Field	Description
	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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Client Group	Select the client group to which to limit the results in the report. Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client</b> <b>Group Codes</b> .
Value	Select the specific client group value to which to limit the results in the report.
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client</b> <b>Group Codes</b> .
Facility	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 <b>Client</b> list above.
Statement dates	Select a previously-posted statement to reprint.
Show float balance	Select this option to include the Float Balance column on the report.

Field	Description
Show daily interest amount	Select the option to include the Est. Interest column on the report.
Show com- pound bal- ance	Select the option to include the Compound Balance column on the report.
Allow user to override para- meters on the web	Select this option to allow the ClientWeb user the ability to select parameters when requesting the report from the Report Queue page in ClientWeb. This option applies to Pos- ted Loan Statements templates set up as a Web destination and with the Scheduling tab set to Web request, which allows the selection of the previously run statement to reprint from the ClientWeb Report Queue at the time the report is requested.

HJ Simpson Capital						Statement	for: 02/01/16-02/29/16
Eastern Industries, Inc.							
Eastern Industries, Inc.							
100 Centeral Ave.							
Oklahoma City, OK 45678							
	Date	Bigin Briance	Disbursenent	Pagment	Othr	End Balance	
	2/1/2016	525,195.16				525,195.95	
	20/8146	606 196 16				GRE 195.95	
	0.017.45						
	200.44 10	340,193,10				060,130.00	
	2/4/2016	605,195.16				606,196.16	
	2/5/2016	525,195.16				525,195.16	
	2.6/2016	\$05,195.16				\$25,195.16	
	2/7/2016	525,195.16				525,195.95	
	28/2016	505,195,16				\$26,195,55	
	20/214	ALC: 100 100				100.100	
	210/2210	545,195.16				040,130.10	
	210/2016	505,195,16				505,196.36	
	21 1/22 16	525,195.16				525,195.16	
	212/2016	\$05,195.16				\$26,196.16	
	213/2016	525,195.16				606,196.16	
	2/14/2016	\$25,195.16				\$26,196.96	
	215/2216	525,195,16			10.00	505,205,16	
	20.6/20.46	606 906 96				GDE 2016 96	
	2010/2010					000 2000 100	
	211/21/6	000,200.10				011.0124,010	
	210/2016	505,205.16				506,206.96	
	219/2016	505,205.16				505,205.16	
	2/20/2016	\$05,205.16				\$26,205.16	
	221/2016	606,206.16				606,206.16	
	222/2016	505,205,16				505,205.96	
	223/2016	505 205 16				505 205 16	
	004/0046	ere me ve				and part of	
	and water to	040,440,10				000 2000 100	
	225/2016	606,206.16				606,205.16	
	2/26/2016	505,205.16				505,205.16	
	201/2016	505,205.16				606,206.16	
	2/2/0/2016	505,205.16				505,205.95	
	229/2116	606,206.16		6.00		606,200.16	
	10 (815-0) 8 8-95	27548-0.7500000				585 200.16	
	70	57W.8-	6.00	20.00	40.80	485 208 16	
Ofter Charges				Awag	e daliyibalasce:		7,577,960.61
					h terent o harge:		2,746.88
					Other of an gen:		0.00
				Total state	n writ dranges :		2,746,85
				P	at des balance:		0.00
					TOTAL DUC		1.746.75
					TOTAL DISC.		1/11.0

## **Report Details**

Column	Description				
Statement Format					
Address	The Loan Statement Address will display the following:				
	<ul> <li>Lender Name (in bold print) Located in System Preferences &gt; Iden- tification/system constants &gt; Name &amp; address &gt; Lender name)</li> </ul>				
	Client Name				
	Facility Description				
	Client/Facility Address				
Date	Displays the day of the Month				
Begin Balance	Displays the beginning Loan Balance on the specific day				
Disbursement	Displays the amount of the Loan Disbursement on the specific day				
Payment	Displays the amount of the Loan Payment on the specific day; if there are multiple Loan Payments posted on the same day, this column will display the total Loan Pay- ments for the specific day				
Other	Displays the amount of Other Loan Transactions. This is typically the Accrual Posting transactions on the Loan on the specific day				
End Balance	Displays the ending Loan Balance on the specific day				
Float Balance	Displays the Float Balance for the day that is calculated as:				
	Payment column * Float Days (as defined on the Statement Terms > Fee Type Interest record) + End Balance column				
Compound Bal-	Displays the Compound Balance for the day that is calculated as:				
ance	Payment Column * Float Days (as defined on the Statement Terms > Fee Type Interest record) + End Balance column Plus prior day Interest				
Est. Interest	Displays the calculated daily interest that is calculated as:				
	(End Balance column or Float Balance (if applicable)) *Rate% / 360 or 365				
Number of Days; Interest Rate	Displays number of days for the period; displays the interest rate as defined on the Statement Terms > Fee Type Interest record				

Column	Description
Other Charges	Displays all Fee Types that are flagged as Active on Facility Statement Terms
Average Daily Balance	Displays the average of the End Balance for the period
Interest Charge	Displays the interest calculated as:
	(End Balance or Float Balance total (if applicable) * Rate % / 360 or 365)) * Days in Period
Other Charges	Displays the total of the calculated Other Charges
Total State- ment Charges	Displays the total of the Interest Charge and the Other Charges
Past Due Bal- ance	Displays any Interest that has not yet been applied to the Loan
Total Due	Displays the total of the Interest Charge, Other Charges and Past Due balance.
Column	Description
Fee Type Calcul	ation
Fee Description	Displays the Description of the Maintenance Fee type on Facility Information > State- ment Terms
Post Date	Displays the date that the fee type was analyzed in the date range the statement was run
Loan Limit	Displays the value in the Facility Information > Limits > Loan Limit field
Available	Displays the Net Availability
Ending Balance	Displays the Loan Balance as of the end of the reported day
Excess Deficit	Displays the difference between the Availability and the Loan Balance
Fee Rate	Displays the rate set for that fee type on Facility Information > Statement Terms
Fee Amount	Displays the calculated value of the Fee Rate column * Excess Deficit column

#### **Security Roles**

To generate the Posted Loan Statement Report, the following Security Role needs to be set to YES:

# • Security Roles > Reports > Facility > Print loan statement report (preliminary) and Print loan statement report (non-preliminary)

## System Preferences

The following system preferences for this report are located in the Administration module, System Preferences, Facility/Collateral Rules (Formerly Asset Based Lending, Periodic statement generation folder.

Preference	Description
Max days in advance to allow posting	Maximum number of days prior to the statement through date to allow advance posting of statement fees
	For example, if the Max Days = 5 and the system date is 6/25/20 and the state- ment through date is 6/30/20, the system would allow the posting of the fees to occur.
	If the system date is 6/24/20 and the statement through date is 6/30/20, the system would not allow the posting of the fees to occur.
Standard Maintenance Fee Days in Month	Standard number of days in month used to calculate daily maintenance fee amount
Use control date for certificate approve time (T/F)	If True, the Certificate Posting will be posted as of the current date. If False, the Certificate Posting will be posted as of the date entered.
Use ending date to determine fee month (T/F)	If True, the fiscal month the fees will apply to will be determined by the ending date of the statement. If False, the fees will apply to the date when the statement is run.
Use thru date to determine statement	Determines if the post date for the Loan Statement is the date indicated as the thru date when running the Loan Statement
post date (T/F)	For example, if the Thru Date is 6/30/20, this will be the post date of the State- ment transaction in the system.
Use thru date to determine accrual	Determines if the accrual post date for the Loan Statement is determined by the thru date when running the Loan Statement.
post date (T/F)	The system will look at the thru date on the Loan Statement and add the value in the Facility Information > Statements > Days to wait for posting to determine the date of the accrual posting.
	For example, if the Thru Date is 6/30/20 and the Days to wait for posting = 1, the accrual posting date will be 7/1/20.



Preference	Description
Interest Calculation Rounding Method	Select the rounding method for periodic generation of loan statements in Fact- orSoft.
	No rounding limitation
	Limit rounding to 2 decimal places
	Limit rounding to 3 decimal places
	Limit rounding and truncate after 2 decimal places
Do not calculate interest float if loan bal- ance is not positive (T/F)	Determines if interest on float is calculated on days where the Loan Balance is negative
Do not calculate unused line fee if loan balance is not positive (T/F)	Determines if the unused line fee (set up under Facility Information > State- ment Terms > Fee Type = Unused Line) is calculated if the Loan Balance is neg- ative
Use effective dates with the spread rate when calculating interest (T/F)	Determines if the effective dates on the spread rate is used when calculating interest
Use tiered basis method when cal- culating interest (T/F)	Determines if the Lender can set up multiple interest rates on the Facility Information > Statement Terms > Fee type = Interest. The multiple rates can be set up by clicking the "View" button next to the rate under the Interest Rate sec- tion.

# Customize the Statement

To add your logo and footer text to statements set the following in the Administration module, System Preferences, Facility/Collateral Rules (Formerly Asset Based Lending), Reports, Loan Statement Reports folder.

Preference	Description
Logo Image File	The fully qualified path and file name which the image file is located.
Name	Recommended Logo Size: 1.7" x .8"
	Acceptable File Types: .jpg, .tiff, .png

ih

Preference	Description	
Footer Text	drop-down to select the statement text to be used in the footer of the report.	
	Statement language options are defined on the Statement Text Table screen in the Tables module.	

## Unclaimed Cash Ledger Report

The Unclaimed Cash Ledger provides a summary of cash transactions that have not been posted to Facility/Loan. The report will also display the transaction of posting the unclaimed cash to the loan. This report is specific to bulk collateral accounts in FactorSoft.

The default report definition for this report is **UnclaimedLedger**.

Unclaimed Cash Ledger	×
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Today	From:
,	Thru:
Client:	•
A/E:	▼
Office:	•
Client Group:	Value:
Facility:	<b>_</b>
Print/Local View/Local Print/Engine	Save Exit Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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.

Field	Description
Date	Select the date to use for the report from the list:
Range	



Field	Description
	• Today
	• Yesterday
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the adjacent fields.
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Fields/Screen</b> 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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the following System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	Select the office to which to limit the report results. If the user has an Office restriction defined

Field	Description
	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b> .
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Group Code Table.
Facility	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 <b>Client</b> list above.

Client: Facility: REVOLVE	R				Unclaimed Cash Ledger January 1, 2020 Thru June 30, 2020
Date	Reference #	Transaction Type	Beginning Balance	Amount	Ending Balance
6/30/2020 6/30/2020	123 123	Unclaimed Deposit Unclaimed Cash Posting	0.00	50,000.00 (50,000.00)	50,000.00 0.00

# **Report Details**

Column	Description
Date	Displays the post date of the Unclaimed Cash Deposit or the Unclaimed Cash Posting
Reference #	Displays the value entered by the User at the time of posting the Unclaimed Cash Deposit or the Unclaimed Cash Posting
Transaction Type	Displays the value of the transaction type; this will be either Unclaimed Deposit or Unclaimed Cash Posting
Beginning Balance	Displays the beginning amount in the Unclaimed Cash account at the time of posting



Column	Description
Amount	Displays the amount of either the Unclaimed Cash Deposit or the Unclaimed Cash Posting
Ending Balance	Displays the ending amount in the Unclaimed Cash account at the time of post- ing

Security Roles

To generate the Unclaimed Cash Ledger, the following Security Role needs to be set to YES:

• Security Roles > Reports > Facility > Print Unclaimed Cash Ledger Report

#### Unposted Accrued Fees Report

The Unposted Accrued Fees provides you with a listing of the fees and/or interest that have been accrued since previously generated loan statements.

The default report definition for this report is **UnpostedAccruedFees**.

Unposted Accrued Fees	<b>—</b> ×
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Client:	<b>_</b>
A/E:	•
Office:	•
Client Group:	Value:
Facility:	<b>_</b>
Print/Local <u>V</u> iew/Local Print/Engine	Save Exit Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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.



Field	Description
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Fields/Screen</b> 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 X 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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the following System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b> .
Value	Select the specific client group value to which to limit the results in the report.



Field	Description
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b> .
Facility	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 <b>Client</b> list above.

**TE \$T**	**					Unposted Accrued Fees 8/11/2020
Facility	Description	Posted Date	Stmt Date	Amount Posted	Balance	
REVOLVER	INTEREST	7/1/2020	6/30/2020	17.016.52	17.016.52	
REVOLVER	COLLATERAL MGNT FEE	7/1/2020	6/30/2020	2,500.00	2,500.00	
			REVOLVER Total	19,516.52	19,516.52	
		_	Total	19,516.52	19,516.52	
			Grand Total	19,516.52	19,516.52	

#### **Report Details**

Column	Description
Client	Displays the Client name
Facility	Displays the Facility name
Description	Displays the Fee Type Description found on Facility Information > Statement Terms
Posted Date	Displays date the accrued fees will be posted to the Loan
Stmt Date	Displays the date the Loan Statement was posted to the transaction ledger
Amount Posted	Displays the calculated or flat fee amount for each fee type charged on the Loan Statement
Balance	Displays the balance of the calculated or flat fee amount for each fee type on the Loan Statement
Facility Total	Displays the total Amount Posted and Balance for the Facility
Client Total	Displays the total Amount Posted and Balance for the Client
Grand Total	Displays the grand total Amount Posted and Balance for the Client



**Security Roles** 

To generate the Unposted Accrued Fees, the following Security Role needs to be set to YES:

• Security Roles > Reports > Facility > Print Unposted Accrued Fees Report

# **Participation Menu**

#### Participation Reports

The Participation reports are used to generate reports about participation.

#### Participation Ledger Report

The Participation Ledger Reports provides a summary of transactions for a specified date range.

The default report definition for this report is **ParticipLedger**.

Participation Ledger	×
Report Template:	New
Parameters Destination Scheduling Templates History	
Participation	a H
Member:	ā H
A/E:	ā H
C/0:	āll
Date Range: Today From	-
Thru	-
Print/Local Print/Engine Save Exit He	þ

Field	Description
Participation	Select the participant to which to limit the report results.
Member	Select the member to which to limit the report results.
A/E	Select the account executive to which to limit the report, or leave blank to include all account executives.
c/o	Select a Credit Officer to which to limit the report, or leave blank to include all C/O's.



Field	Description
Date Range	Select the date to use for the report from the list:
	• Today
	• Yesterday
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	<ul> <li>Set At Run Time (Web Template Only)</li> </ul>
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yes- terday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yes- terday in date range is set to True.

Date	Batch #	Check #	Transaction Type	Beginning Balance	Amount	Ending Balance	
06/09/2008	0		Adjustment	0.00	(750.00)	(750.00)	
06/09/2008	0		Withdrawal	(750.00)	5,000.00	4,250.00	
06/09/2008	0		Withdrawal	4,250.00	(5,000.00)	(750.00)	

jh

## Participation Report

The Participation Report provides a summary of Participant's financial details per batch, for specified clients within a specified date range.

The default report definition for this report is **Participation1**.

Participation Report	×
Report Template:	New
Parameters Destination Scheduling Templates History	
Date Range: Today From:	- 11
Thru	- 11
Client	- II
AE:	- II
Office:	- I
Client Group: Value:	3
Print/Local Print/Engine Save Ext He	ab de

Field	Description
Date Range	Select the date to use for the report from the list:
	• Today
	• Yesterday
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	<ul> <li>Set At Run Time (Web Template Only)</li> </ul>
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.



Field	Description
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yes- terday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Re- porting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Field-</b> s/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 typ- ing the client name.
	Select Contains or Begins with to refine results. Search window will display up to 500 matches.
	Click the X 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 <b>Control</b> panel of the <i>Client Inform-ation</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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

Field	Description
	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b> .
Value	Select the specific client group value to which to limit the report results from the list. Cli- ent Groups are defined in the Group Code Table.

Upland Factors, LLC Participation Report										February 1, 2011 Thru March 1, 2011
Client			Invoices	Fee	Reserve	Fee	Reserve	Funds		Participation
	Batch#	Posted	Purch-ased	Escrow	Escrow	Earned	Held	Advanced	Participant.	Amount
NOSTOP TRANSPORT, INC										
	228	2/18/2011	1,000.00		(100.00)			900.00	Test Participant	360.00
			1,000.00	_	(100.00)		-	900.00		380.00
				_			_			
			1.000.00		(100.00)			900.00		360.00

# Participation Settlement Report

The Participation Settlement report calculates the current settlement requirement. The settlement is generated to reset the investment balance requirements based on the changes in the facility loan balance since the previous settlement transaction posting.

The default report definition for this report is **ParticipSettlement**.



Participation Settlement	×
Report Template:	New
Parameters Destination Scheduling Templates History	
Participation:	•
Member:	7
Print/Local Print/Engine Save Ext	lelp

Field	Description
Participation	Select the participant to which to limit the report results.
Member	Select the member to which to limit the report results.
A/E	Select the account executive to which to limit the report, or leave blank to include all account executives.
c/o	Select a Credit Officer to which to limit the report, or leave blank to include all C/O's.
Date Range	Select the date to use for the report from the list:
	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	<ul> <li>Set At Run Time (Web Template Only)</li> </ul>
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.



Field	Description
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yes- terday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yes- terday in date range is set to True.

Smith and Jones Thaddeus Jones								Pa	Monday, rticipation Sett	June 09, 200 Iement Repor
Collutoral Accounts Receivable	Camenov USD	Twee Bulk A/R	Avail Lint 750,000.00	Adv Rae 85.00	Gress Collateral 928,998.00 928,998.00	Indiable 170,000.00 170,000.00	Net Collatoral 645,148.30 645,148.30	Eliable Collateral 758,598.00 758,598.00	Available 565,001.01 565,001.01	
Participant's Cur Partic Settlement amount Settlement amount requeste	cunent investment rent foan balance: ispant's obligatore due to paticipant ad from participant		287,658.82 578,457,89 289,228.95 1,570.13							
Printed: 4/8/2009 6:06 PM (Partic Printed By: JONES	ipSettlement)									Page 1 of

# **Productivity Menu**

#### Productivity Reports

The Productivity report group contains cash and purchase productivity reports.

#### Cash Productivity Report

The Cash Productivity Report provides a snapshot of specified client's cash postings, including checks posted and invoices paid, over a specified period of time.

The default report definition for this report is CashProd1.

A Fees column can be added to the Cash Productivity Report to display collection fees accountable to the user. This feature applies to the Summarize to Client within user and Summarize to user formats of the Cash Productivity Report, and System Preference Reports, Cash productivity report, Report module name must be set to CashProdCB to utilize this feature.



Cash Productivity Report	×
Report Template:	lew
Parameters Destination Scheduling Templates History	
Date Range: Today	-
Thru	
Client	- I
A/E:	- I
Office:	- I
Client Group: Value:	]
User.	- I
Format: Detail Report	- I
Print/Local View/Local Print/Engine Save Exit He	lp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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.

Field	Description
Date	Select the date to use for the report from the list:
Range	• Today
	• Yesterday
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	<ul> <li>Set At Run Time (Web Template Only)</li> </ul>
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System



Field	Description
	Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Fri- day's data (assuming Friday was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Fields/Screen</b> 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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the following System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b>

Field	Description
	menu, click Tables. Then, on the Client & Debtor menu, click Office.
Client	Select the client group to which to limit the results in the report.
croup	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group</b> <b>Codes</b> .
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Client Group Code Table.
User	Select the FactorSoft user login to limit the report to cash postings entered by that user only.
Format	Select the report format to be printed:
	Detail report
	Summarize to client/date within user
	Summarize to client within user
	Summarize to date within user
	Summarize to user

## Format: Detail Report

#### **TE ST** G AP No Insurance Financial Serv Cash Posting Productivity Report

#### January 1, 2020 Thru August 27, 2020

User			Check	Trans	Checks	Invoices	Amount
	Client.	Posted	Batch#	Batch#	Posted	Paid	Posted
GENA : Syster	n Admin Login						
	Invoice Delivery	1/31/2020	1096	123	2	2	10,900.00
	Invoice Delivery	1/31/2020	1098	124	1	1	(100.00)
	Invoice Delivery	1/31/2020	1102	125	1	1	100,000.00
	Invoice Delivery	2/3/2020	1105	127	1	1	900.00
	Invoice Delivery	2/3/2020	1106	129	1	1	1,000.00
	Invoice Delivery	2/3/2020	1107	130	1	2	
	Invoice Delivery	2/4/2020	1108	134	1	1	1,000.00
	Invoice Delivery	2/4/2020	1110	135	1	2	
	Invoice Delivery	2/6/2020	1111	138	1	1	1,000.00
	Invoice Delivery	3/4/2020	1114	142	1	1	1,000.00
	Invoice Delivery	3/5/2020	1115	143	1	2	
	Invoice Delivery	3/5/2020	1116	144	1	1	986.45
				_	13	16	116,686.45

13 16 116,686.45

jh

# Format: Summarize to Client/Date within User

#### **TE ST** G AP No Insurance Financial Serv Cash Posting Productivity Report

#### January 1, 2020 Thru August 27, 2020

January 1, 2020 Thru August 27, 2020

User		Checks	Invoices	Amount
Client	Posted	Posted	Paid	Posted
GENA : System Admin Login				
Invoice Delivery	1/31/2020	4	4	110,800.00
Invoice Delivery	2/3/2020	3	4	1,900.00
Invoice Delivery	2/4/2020	2	3	1,000.00
Invoice Delivery	2/6/2020	1	1	1,000.00
Invoice Delivery	3/4/2020	1	1	1,000.00
Invoice Delivery	3/5/2020	2	3	986.45
		13	16	116,686.45
		13	16	116,686.45

#### Format: Summarize to Client within User

**TEST** GAP No Insurance Financial Serv Cash Posting Productivity Report

User	Checks	Invoices	Amount
Client.	Posted	Paid	Posted
GENA : System Admin Login			
Invoice Delivery	13	16	116,686.45
	13	16	116,686.45
	13	16	116,686.45

#### Format: Summarize to date within user

**TE ST** G AP No Insurance Financial Serv Cash Posting Productivity Report					January 1, 2020 Thru August 27, 2020
User		Checks	Invoices	Amount	
	Posted	Posted	Paid	Posted	
GENA : System Admin Login					
	1/31/2020	4	4	110,800.00	
	2/3/2020	3	4	1,900.00	
	2/4/2020	2	3	1,000.00	
	2/6/2020	1	1	1,000.00	
	3/4/2020	1	1	1,000.00	
	3/5/2020	2	3	986.45	
		13	16	116,686.45	
		13	16	116,686.45	

#### Format: Summarize to user

#### **TEST** GAP No Insurance Financial Serv Cash Posting Productivity Report

User	Checks Posted	Invoices Paid	Amount Posted
GENA: System Admin Login	13	16	116,686.45
	13	16	116,686.45

# **Report Details**

Column	Description		
Format: De	Format: Detail Report		
User	User Name		
Client	Client Name		
Posted	Post Date on Payment Batch		
Check Batch #	Payment Batch #		
Trans Batch	Transaction Ck Batch #		
Checks Posts	Number of Checks Posted in Payment Batch		
Invoices Paid	Number of Invoices Paid in Payment Batch		
Amount Posted	Amount Posted in Payment Batch		
Format: Su	Immarize to Client/Date within User		
User	User Name		
Client	Client Name		
Posted	Post Date on Payment Batch		
Checks Posts	Number of Checks Posted in Payment Batch		
Invoices	Number of Invoices Paid in Payment Batch		



Column	Description
Paid	
Amount Posted	Amount Posted in Payment Batch
Format: Su	Immarize to Client within user
User	User Name
Client	Client Name
Checks Posts	Number of Checks Posted in Payment Batch
Invoices Paid	Number of Invoices Paid in Payment Batch
Amount Posted	Amount Posted in Payment Batch
Format: Su	Immarize to date within user
User	User Name
Posted	Post Date on Payment Batch
Checks Posts	Number of Checks Posted in Payment Batch
Invoices Paid	Number of Invoices Paid in Payment Batch
Amount Posted	Amount Posted in Payment Batch
Format: Su	immarize to user
User	User Name
Checks Posts	Number of Checks Posted in Payment Batch
Invoices Paid	Number of Invoices Paid in Payment Batch
Amount	Amount Posted in Payment Batch



Column	Description
Posted	

#### **Security Roles**

To generate the Cash Productivity Report, the following Security Role needs to be set to **YES**:

• Security Roles > Reports > Productivity Reports > Print Cash Productivity Report

#### System Preferences

The following system preferences for this report are located in the Administration module, **System Preferences**, **Reports**, **Cash Productivity Report** folder.

Preference	Description
CLMS Report Module Name	Used to assign the report module a name for the Cash Productivity Report; if blank, will use system standard.

#### Collector Response Report

The Collector Response Productivity Report is accessed from the Productivity Menu of the Reports module. This report lists, by User Name, the number of collection or verification messages set by each user while working the Collection/Verification Queue, or by verifying invoices from the Manage Pending Purchases screen.

The default report definition for this report is **ColResp1**.

Collector Response Report	<b>—</b>
Report Template:	<u>▼</u> <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Today	From:
	Thru:
Group: Collections	<b>_</b>
Print/Local View/Local Print/Engine	Save Exit Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b>

Field	Description
	<b>plate</b> name and click <b>Save</b> 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.

Field	Description
Date Range	Select the date to use for the report from the list:
	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	<ul> <li>Set At Run Time (Web Template Only)</li> </ul>
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Busi- ness Day, and reports printed on Monday will print Friday's data (assuming Fri- day was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Report- ing Services reports when Use last business day instead of yesterday in date range is set to True.
Group	Select the message group to be reported:

jh

Field	Description
	Collections
	Pre-purchase Verification
	Post-purchase Verification

#### Sample Report

#### Format: Collections

**TEST** Ovation Financial **TEST**	
Collector Response Report	
Collector.	Total
Amanda Coalson	2
Anna Hanks	2

Anna Hanks	2	2
Laura Dial	1	1
Rachel Macaso	1	1
Sabina Vanekar	2	2
	8	8

OTHER 2

0THER 2 2

2

## Format: Pre-purchase Verification

**TE ST** Ov ation Financial **TE ST** Collector Response Report		
Collector.	Total	
Anna Hanks	2	

## Format: Post-purchase Verification

**TEST** Ovation Financial **TEST** Collector Response Report

Collector.	Total	OTHER
Anna Hanks	1	1
Rosanne Kidd	3	3
	4	4

July 1, 2020 Thru June 30, 2021

July 1, 2020 Thru June 30, 2021

July 1, 2020 Thru June 30, 2021



#### **Report Details**

Column	Description	
All Formats		
Collector	Displays the User's name	
Total	Number of collection or verification messages set by User	
OTHER	Number of collection or verification messages set by User	

#### Security Roles

To generate the Collector Response Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Productivity Reports > Collector Response Report

## Credit Decision Productivity Report

The Credit Decision Productivity Report is accessed from the Productivity Menu of the Reports module. This report lists the users that have made credit decisions in the specified time period and displays the average time period for making a decision on the credit request.

The default report definition for this report is CredProd1.

E Credit Decision Productivity Report	<b>X</b>
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Today	From:
,	Thru:
Client:	•
A/E:	•
Office:	•
Client Group:	Value:
User:	<u> </u>
Print/Local View/Local Print/Engine	Save Exit Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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.



Field	Description
Date	Select the date to use for the report from the list:
Range	• Today
	• Yesterday
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	<ul> <li>Set At Run Time (Web Template Only)</li> </ul>
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Fri- day's data (assuming Friday was the last business day) instead of Sunday's. Set System Prefer- ence Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Fields/Screen</b> 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.



Field	Description
	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 <b>Control</b> panel of the <i>Client Information</i> screen. To limit the <b>A/E</b> 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 <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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
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.
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Client Group Code Table.
User	Select the Dispute code on which to report.

**TE ST** Ov ation Financial **TE ST** Credit Decision Productivity Report			July 1, 2021 Thru July 12, 2021	
	Description	Democrated		Average Time
user	Description	Requested	Approved	Demed in Queue
~AUTO		4	2	2 9H 58M
ACOALSON	Am and a Coalson	1	0	1 6D 9H 42M

# **Report Details**

Column	Description
User	Displays the User's name

jh

Column	Description
Description	User's Description in Manage Users Screen
Requested	Number of Credit Requests worked by the User
Approved	Number of Credit Requests approved by the User
Denied	Number of Credit Requests denied by the User
Average Time in Queue	Average Time Credit Request is in the Manage Credit Requests screen

#### Security Roles

To generate the Collector Response Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Productivity Reports > Credit decision productivity report

# Date Roll Status Report (Beta)

The Date Roll Status Report (Beta) shows RollHeader and RollDetail Information pertaining to successful and failed date roll tasks that occur during scheduled overnight processing through the Engine. This report does not include any date roll information if the date change is performed manually.

To generate this report, in the Reports module, on the **Productivity** menu, click **Date Roll Status Report**. You must have the following Security Role to see this option: **Security Roles > Reports > Productivity Reports > Print Date Roll Status Report**.

冒 Date Roll Status Report	8
Report Template:	New
Parameters Destination Scheduling Templates History	
Date Roll: Yesterday	•
DateFrom:	
DateThru:	
Print/Local View/Local Print/Engine Save Exit	<u>H</u> elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> to create a new template for this report, then Select

Field	Description
	the template from the Templates tab and make any applicable parameter and scheduling selections to complete the template.

Field	Description
Date Roll	Select the date roll time-frame to be reported:
	• Yesterday
	Day before Yesterday
	Specific Date Range
Date From	Indicate the Starting date for the report
Date Thru	Indicate the Ending date for the report
**TE ST** CadenceFinanceCorp_Test **TE ST*

07/08/2020

Date Roll Status Report

Roll Date	New Date	Hdr Start Time	Hdr Status Name						
Level	Task No	Description	Dtl Status Name	Task Time	Dtl StartTime	Dtl End Time	Reason	RollHdr Fail Time	Fail Message
		1/1/2019 8:00:15 AM	DateRoll Failed					1/1/2019 8:00:15 AM	The open periods must be advanced before the date can be rolled to January 1, 2019
12/31/2018	1/4/2019	1/4/2019 8:17 AM	DateRoll Successful						
0	100	Daily export	3-Succeeded	1/4/2019 8:17:38 AM	1/4/2019 8:18:06 AM	1/4/2019 8:18:11 AM			
1	101	Cadence Date Change	3-Succeeded	1/4/2019 8:17:39 AM	1/4/2019 8:18:36 AM	1/4/2019 8:18:51 AM			
1	201	Clean Up PreCalc	3-Succeeded	1/4/2019 8:17:40 AM	1/4/2019 8:18:36 AM	1/4/2019 8:18:36 AM			
1	202	Scan UCC Dates	3-Succeeded	1/4/2019 8:17:41 AM	1/4/2019 8:18:36 AM	1/4/2019 8:18:36 AM			
1	203	Scan Credit Expirations	3-Succeeded	1/4/2019 8:17:42 AM	1/4/2019 8:19:06 AM	1/4/2019 8:19:06 AM			
1	204	Scan Tickler Notes	3-Succeeded	1/4/2019 8:17:43 AM	1/4/2019 8:19:06 AM	1/4/2019 8:19:06 AM			
1	205	Close Check Batches	3-Succeeded	1/4/2019 8:17:44 AM	1/4/2019 8:19:06 AM	1/4/2019 8:19:06 AM			
1	206	Clear Temporary Tables	3-Succeeded	1/4/2019 8:17:45 AM	1/4/2019 8:19:36 AM	1/4/2019 8:19:36 AM			
1	305	Daily Interest	2-Failed	1/4/2019 8:17:46 AM	1/4/2019 8:19:36 AM	1/4/2019 8:19:40 AM	Cash Fund Acc	count does not exist for fa	cility=Purc
1	306	Minimum Commission	3-Succeeded	1/4/2019 8:17:47 AM	1/4/2019 8:19:36 AM	1/4/2019 8:19:37 AM			

Printed: July 9, 2020, 9:15 AM (*dateroll statrept)

#### **Report Details**

Column	Description
Roll Date	Date of Roll Date
New Date	New Date when Roll Date has completed
Hdr Start Time	Start Time of Roll Date Header
Hdr Status Name	Status of Roll Date Header



v4.7

Page 1 of 2

Column	Description
Level	Level Task was completed in
Task No	Task Number
Description	Task Description
Dtl Status Name	Status of Roll Date detail
Task Time	Task Time
Dtl Start Time	Start Time of Roll Date detail
Dtl End Time	End Time of Roll Date detail
Reason	A description of the reason for task failure
Rollhdr Fail Time	Time when Roll Header failed
Fail Message	Message for Roll Header failing

#### **Security Roles**

To generate the Date Roll Status Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Productivity Reports > Print Date Roll Status Report

### Invoice Delivery Batch Detail Report

The Invoice Delivery Batch Report, which is accessed from the Productivity menu of the Reports module, list the Invoice Delivery related details of a single purchase batch. The report displays the batch level creation and updated dates and status of the Invoice Delivery package, as well as each individual debtor package. Delivery details for each debtor include the delivery address and the attachments included in the package.

P Invoice Delivery Batch Detail	23
Report Template:	New
Parameters Destination Scheduling Templates History	
Client	•
A/E:	•
Office:	•
Client Group:	-
Batch#:	
Print/Local View/Local Print/Engine Save Exit	Help



Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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.

Field	Description					
Client	drop-down to select the client for which to run the report.					
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Fields/Screen</b> 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 <b>Control</b> panel of the <i>Client Information</i> screen.					
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:					
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>					
Office	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 <b>Office</b> field when generating the report.					
	Offices are defined in the Office table in the Tables feature. To access this table, on the File					

jh

Field	Description
	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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group</b> <b>Codes</b> .
Batch#	Enter the purchase batch number for the Invoice Delivery batch details to be displayed. This field is required. The user can first create the Invoice Delivery Status Report to obtain the batch number.

**TEST** GAP No Insurance Fi	nancial Serv						Invoice Delive	ery Batch Detai
Client: Write Invoice Auto		Batch No: 1530		Post Date: 4/2/2020		Trans-Status: Processed		
	Invo	ice Delivery Code: I	nvoice delivery has bee	n processed				
Debtor		Created Date	Modified Date	Status	Invoice Delivery Rule	Delivery Sent	Delivery Mode	Delivery Status
Invoice Packages:		4/2/2020	4/2/2020	Processed				
W almart IL		4/2/2020	4/16/2020	Success	Coverpage Only		Email	Failed
Address:			Address Type					
gpon d@jack	chenry.com		To Address					
	Attachment:		Attachment Type	Re	feren ce Key	F	leName	
	Cover Page		Existing file		1	\\clms-file-01\CADEN \Messages\InvDe	ICEShare42\TE ICvrPg_000000	Nolns_QAA 0903.pdf
	Notice of Acknowledgement		Document Management		4			
	Notice of Acknowledgement		Document Management		5			
	Invoice#9562-4		Invoice Delivery invoice		508			
Invoice Packages:		4/2/2020	4/2/2020	Processed				
W almart IL		4/2/2020	4/16/2020	Success	Coverpage & Images	4/2/2020 1:15:21 PM	Email	Processed
Address:			Address Type					
gpond@jack	khenry.com		To Address					
	Attachment:		Attachment Type	Re	feren ce Key	F	leName	
	Cover Page		Existing file		1	\\clms-file-01\CADEN \M essages\InvDe	ICEShare42\TE ICvrPg_000000	Noins_QAA 0907.pdf
	Notice of Acknowledgement		Document Management		4			
	Notice of Acknowledgement		Document Management		5			
	Invoice#9562-4~1		Written Invoice		7974			
	Invoice#9562-4~2		Imaging		7973			
	Invoice#9562-4~3		Imaging		7972			
Invoice Packages:		4/8/2020	4/8/2020	Processed				
W almart IL		4/8/2020	4/22/2020	Success	Coverpage & Images	4/8/2020 8:19:01 A M	Email	Processed
Address:			Address Type					
gp on d@jack	khenry.com		To Address					

Printed: August 26, 2020, 10:48 AM(*InvDelBatchDetail)

Page 1 of 5



# **Report Details**

Column/Label	Description
Header Section	
Client	Client's Name
Batch No.	Purchase Batch #
Post Date	Post Date of the Purchase Batch
Trans-Status	Status of the Purchase Batch
Invoice Delivery Package Section	
Create Date	Date the Invoice Delivery Package was Created
Modified Date	Date the Invoice Delivery Package was Modified
Status	Status of the Invoice Delivery Pack- age
Message Header Section	
Debtor	Debtor's Name
Create Date	Date the Message Header was Created
Modified Date	Date the Message Header was Modified
Status	Status of the Message Header
Invoice Delivery Rule	Debtor's Delivery option:
	1. Deliver cover page & Images
	2. Deliver Nothing
	3. Deliver images only
	4. Delivery cover page only
	Set at Debtor Information > Col- lections Panel

Column/Label	Description	
Delivery sent	Date the Message was Sent	
Delivery mode	Mode of sending the Message	
	1. Email	
	2. Print	
Delivery Status	Status of the Message	
Invoice Delivery Package Detail Section		
Address	Address that the Package was sent to	
Address Type		
Attachment	Attachments included in the Invoice Delivery Package	
Attachment Type	Attachment Type	
Reference Key	Reference Key is the Image Key or Document Key	
File Name	File Name and Location of the Invoice Delivery Package Message	

Security Roles

To generate the Invoice Delivery Batch Detail Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Productivity Reports > Print Invoice Delivery Batch Detail Report

### Invoice Delivery Report

The Invoice Delivery Report is accessed from the Productivity menu of the Reports module. This screen is used to generate the Invoice Delivery Exception report, which lists clients and debtors for which Invoice Delivery was attempted, but not successfully completed.

The default report definition for this report is InvDelExcptRept.



📔 Invoice Delivery Report	<b>—</b> ×
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Year Thru Last Month-End 🗸 From:	
Thru:	
Client:	-
A/E:	•
Office:	<b>_</b>
Client Group: 🗾 🗸 Value:	<b>Y</b>
Report: Invoice Delivery Exception	-
Batch#:	
Print/Local View/Local Print/Engine Save Egit	<u>H</u> elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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.

Field	Description		
Date	Select the date to use for the report from the list:		
Range	• Today		
	• Yesterday		
	Last Month		
	Current month-to-date		
	Year through last month-end		
	Current year-to-date		
	Specific date		
	<ul> <li>Set At Run Time (Web Template Only)</li> </ul>		
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.		

Field	Description
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Fields/Screen</b> 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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.

jh

Field	Description	
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .	
Client Group	Select the client group to which to limit the results in the report. Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group</b> <b>Codes</b> .	
Value	Select the specific client group value to which to limit the results in the report. Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group</b> <b>Codes</b> .	
Report	<ul> <li>Select the report format to be generated.</li> <li>Invoice Delivery Exception</li> <li>Invoice Delivery Exception by Batch</li> <li>Invoice Delivery Batches Waiting On Unassigned Images</li> </ul>	
Batch#	Enter the batch number when requesting the Invoice Delivery Exception by Batch version of the report.	

# Reports: Invoice Delivery Exception or Invoice Delivery Exception by Batch

657

**TE ST** G AP No Insurance Financial Serv				August 1, 2020 Thru August 27, 2020	
Client	Client. Invoice Delivery Exception Report				
Post Date	Batch #	Invoice #	User	Failure Text	Cover Page
Invoice Delivery					
8/27/2020	1400	Cover Page	GENA	There was no content created for this message. No email will be sent. This is usually due to incorrect system preferences.	licims-file-01/CADENCEShare42/TBNoins_121219_QAA/Messages \in vDelCwPg_0000000711.pdf
		Debtor: Walmart IL		The second second data is a second	
		Acknowledgement	GENA	inere was no content created for this message. No email will be sent, i his is usually due to incorrect system preferences.	
		ADJ2	GENA	There was no content created for this message. No email will be sent. This is usually due to incorrect system preferences.	
		Debtor: Walmart IL			
Invoice Delivery					
8/26/2020	1399	Cover Page	GENA	There was no content created for this message. No email will be sent. This is usually due to incorrect system preferences.	licims-fle-01/CADENCEShare42/TBNoIns_121219_QAA'Messages \invDelCwPg_0000000708.pdf
		Debtor: Walmart IL			
		Adknowledgement	GENA	inere was no content created for this message. No email will be sent, i his is usually due to incorrect system preferences.	
		ADJINV1	GENA	There was no content created for this message. No email will be sent. This is usually due to incorrect system preferences.	
		Debtor: Walmart IL			
Invoice Delivery					
8/25/2020	1391	Cover Page	GAPTEST	There was no content created for this message. No email will be sent. This is usually due to incorrect system preferences.	licims-file-01/CADENCEShare42/TBNoIns_121219_QAA/Messages \in vDelCwPg_0000000899.pdf
		Debtor: waimart IL		The second se	
		Adknowledgement	GAPIESI	inere was no content created for this message. No email will be sent, i his is usually due to incorrect system preferences.	
		INVNONFUNDED	GAPTEST	There was no content created for this message. No email will be sent. This is usually due to incorrect system preferences.	
		Debtor: Walmart IL			
8/25/2020	1394	Cover Page	GAPTEST	There was no content created for this message. No email will be sent. This is usually due to incorrect system preferences.	%clms-file-01/CADENCEShare42/TBNoIns_121219_QAA/Messages \in vDelCwPg_0000000704.pdf
		Debtor: Walmart IL			
		Notice of Acknowledgement	GAPTEST	There was no content created for this message. No email will be sent. This is usually due to incorrect system preferences.	
		INV82720-1	GAPTEST	There was no content created for this message. No email will be sent. This is usually due to incorrect system preferences.	
		Debtor: Walmart IL			
Invoice Delivery					
8/24/2020	1390	Cover Page	GENA	There was no content created for this message. No email will be sent. This is usually due to incorrect system preferences.	\icims-file-01\CADENCEShare42\TBNoIns_121219_QAA\Wessages \in vDelCwPg_0000000893.pdf
		Debtor: Walmart IL	CENA	There exists a second data between the second	
		Notice of Acknowledgement	GENA	inere was no content created for this message. No email will be sent. This is usually due to incorrect system preferences.	
		NONFUNDED008 2420 Debtor: Walmart IL	GENA	There was no content created for this message. No email will be sent. This is usually due to incorrect system preferences.	

# Report: Invoice Delivery Batches Waiting on Unassigned Images

**TEST** GAPNo Insurance Financial Serv	In voice Delivery	August 1, 2020 Thru August 27, 2020 Batches Waiting On Unassigned Images
Client.	Post Date	Batch #
Invoice Delivery		
	8/2/2019 12:00:00 AM	1265

# **Report Details**

Column	Description	
Reports: Invoice Delivery Exception or Invoice Delivery Exception by Batch		
Post Date	Post Date of the Purchase Batch	
Batch #	Purchase Batch number	
Invoice #	Invoice number	
User	User who processed Purchase Batch	



Column	Description	
Failure Text	Failure text indicating the reason the Invoice Delivery package did not send successfully	
Coverpage	Location of the Invoice Delivery Cover Page	
Report: Invoice Delivery Batches Waiting on Unassigned Images		
Client	Client's Name	
Post Date	Post Date of the Purchase Batch	
Batch #	Purchase Batch Number	

#### **Security Roles**

To generate the Invoice Delivery Report, the following Security Role needs to be set to YES:

Security Roles > Reports > Productivity Reports > Print Invoice Delivery Report

### Invoice Delivery Status Report

The Invoice Delivery Status Report, which is accessed from the Productivity menu of the Reports module, lists batches by client on which Invoice Delivery packages have been sent or on which delivery was attempted and displays the status of the delivery attempt. Other information listed includes the debtor name, batch post date, invoice creation and modified dates, transaction and invoice package status, debtor invoice delivery rule, and mode of delivery.

Privoice Delivery Status		X
Report Template:	<u> </u>	<u>l</u> ew
Parameters Destination Scheduling Templates History		
Date Range: Today		
Thru:		
Client Bobby's Transportation Company (BOBBY)	-	- I
A/E:	-	] [
Office:	-	] [
Client Group:		] [
Format: By Batch	-	-
Batch#:		
Show Only Processed Batches		
Print/Local Print/Engine Save Exit	Hel	ip



Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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.

Field	Description
Date Range	Select the date to use for the report from the list:
	• Today
	• Yesterday
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	<ul> <li>Set At Run Time (Web Template Only)</li> </ul>
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
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
	s/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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client</b> <b>Group Codes</b> .
Value	Select the specific client group value to which to limit the results in the report.
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access

Field	Description
	this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client</b> Group Codes.
Format	Select the report format to be generated. <ul> <li>By Batch</li> <li>By Date</li> </ul>
Batch#	Enter the batch number when requesting the By Batch version of the report.
Show Only Pro- cessed Batches	Select this check box to only include batches that have been processed in the report res- ults.

**TEST** GAP No Insurance Financial Serv						Ja	nuary 1, 2020 Thr	u August 27, 2020
Client	Batch No.	Post Date		Trans Status			Invoi	ce Delivery Status
Debtor		Create Date	Modified Date	Status	Invoice Delivery Rule	Delivery Sent	Delivery Mode	Delivery Status
Images	1367	6/10/2020		Pending				
Invoice Packages:				Pending				
Invoice Delivery Not Required				Pending	Pending		Pending	Pending
Images	1368	6/10/2020		Pending				
Invoice Packages:				Pending				
Invoice Delivery Not Required				Pending	Pending		Pending	Pending
Invoice Delivery	1360	12/11/2019		Processed				
Invoice Packages:		6/8/2020	6/8/2020	Processed				
W almart IL		6/8/2020	6/22/2020	Successful	Coverpage and I mages	5/8/2020 2:54:28 PM	Email	Processed
Invoice Delivery	1361	12/11/2019		Processed				
Invoice Packages:		6/8/2020	6/8/2020	Processed				
C.H. Robinson		6/8/2020	6/22/2020	Successful	Coverpage and Images		Email	Failed
Gena Test Debtor		6/8/2020	6/22/2020	Successful	Coverpage and I mages		Email	Failed
W almart IL		6/8/2020	6/22/2020	Successful	Coverpage and Images		Email	Failed
Invoice Delivery	1380	1/31/2020		Scanned/Ready to Post				
Invoice Packages:				Pending				
Invoice Delivery Not Required				Pending	Pending		Pending	Pending
Invoice Delivery	1385	2/4/2020		Pending/Ready to Update				
Invoice Packages:				Pending				
Invoice Delivery Not Required				Pending	Pending		Pending	Pending
Invoice Delivery	1386	2/4/2020		Pending/Ready to Update				
Invoice Packages:				Pending				
Invoice Delivery Not Required				Pending	Pending		Pending	Pending
Invoice Delivery	1387	2/5/2020		Processed				
Invoice Packages:		8/21/2020	8/21/2020	Processed				
W almart IL		8/21/2020	9/4/2020	Successful	Coverpage and I mages		Email	Failed

Printed: September 4, 2020, 12:51 PM (*InvDelStat)

Page 1 of 3



Column/Label	Description
Client	Client's Name
Batch No.	Purchase Batch Number
Post Date	Post Date of Purchase Batch
Trans Status	Transaction status of Purchase Batch
Debtor	Debtor's Name
Create Date	Create Date of Invoice Delivery Package
Modified Date	Modified Date of Invoice Delivery Package
Status	Status of building the Invoice Delivery Package
Invoice Delivery Rule	Debtor's Invoice Delivery Rule setting
Delivery Sent	Date & Time that Invoice Delivery Package was sent
Delivery Mode	Mode by which the Invoice Delivery Package was sent
Delivery Status	Status on Sending the Invoice Delivery Package

**Security Roles** 

To generate the Invoice Delivery Status Report, the following Security Role needs to be set to YES:

Security Roles > Reports > Productivity Reports > Print Invoice Delivery Status Report

# Purchase Productivity Report

The Purchase Productivity Report produces a report that lists data entry and approval statistics for users to assist in evaluating user performance in FactorSoft.

The default report definition for this report is **PurchProd**.

A Fees column can be added to the Purchase Productivity Report to display purchase fees accountable to the user. System Preference Reports, Purchase productivity report, Report module name must be set to PurchProdCB to utilize this feature.



Purchase Productivity Report	(X)
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	1
Date Range: Today	From:
,	Thru:
Print/Local View/Local Print/Engine	<u>Save</u> <u>Exit</u> <u>H</u> elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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.

Field	Description
Date Range	Select the date to use for the report from the list:
	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	<ul> <li>Set At Run Time (Web Template Only)</li> </ul>
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.

jh

Field	Description
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Busi- ness Day, and reports printed on Monday will print Friday's data (assuming Fri- day was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Report- ing Services reports when Use last business day instead of yesterday in date range is set to True.

**TE ST** G AP No Insurance Financial Serv Purchase Productiv August 1, 2020 Thru August			luctivity Report August 27, 2020						
User ID	Description	Data Entry Batches	Data Entry Invoices	Data Entry Time	Data Entry Average	Approval Batches	Approval Invoices	Approval Time	Approval Average
GAPTEST	New User	2	2	3m32s	1m46s	2	2	18s	9s
GENA	System Admin Login	5	8	4m34s	55s	4	6	22s	6s

# **Report Details**

Column	Description
User Id	User Name
Description	User's Description set in Manage Users Screen
Data Entry Batches	Number of Batch User created via Data Entry
Data Entry Invoices	Number of Invoices User created via Data Entry
Data Entry Time	The Amount of Time that it took the user to complete Data Entry Batches & Invoices
Data Entry Aver- age	The Average Time for the user to Data Entry the Batches & Invoices
Approval Batches	The Number of Batches that the User approved
Approval Invoices	The Number of Invoices that the User approved
Approval Time	The amount of time for the user to approve the Batches and Invoices

Column	Description
Approval Average	The average time for the user to approve the Batches and Invoices

#### System Preferences

The following system preferences for this report are located in the Administration module, System Preferences, Reports, Purchase Productivity report folder.

Preference	Description
Imports count as their own users	Set to True for to imports count as their own user
Only first user gets credit for data entry batch and invoices	Set to True to count invoices only once on original entry for the user that created the batch and not count rework
CLMS Report Module Name	Set Report Name to use when generating the report

#### Security Roles

To generate the Purchase Productivity Report, the following Security Role needs to be set to YES:

Security Roles > Reports > Productivity Reports > Print Purchase Productivity Report

# Statements Menu

### Statements Reports

The Statements report group contains a variety of client and debtor statement options.

# Activity Statements Report

The Activity Statements report provides a summary of financial activity for specified clients during a defined date range. The results of this statement can be presented in three ways:

- Debtor Assignment Notifications
- Purchases by Debtor
- Purchases then Payments/Credits

The default report definition for this report is ActStmt.



Activity Statements	×
Report Template:	ew
Parameters Destination Scheduling Templates History	
Date Range: Today From	1
Thru	1
Client:	
A/E:	
Office:	
Client Group: Value:	I
Format: Debtor Assignment Notifications	
	_
Print/Local Print/Engine Save Exit Help	

Field	Description
Date	Select the date to use for the report from the list:
Range	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	<ul> <li>Set At Run Time (Web Template Only)</li> </ul>
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Fri- day's data (assuming Friday was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range

jh

Field	Description				
	is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to <b>True</b> .				
Client	drop-down to select the client for which to run the report.				
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Fields/Screen</b> 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.				
	ТІР				
	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 <b>Control</b> panel of the <i>Client Information</i> screen				
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the following System Preference:				
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>				
Office	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 <b>Office</b> field when generating the report.				
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .				
Client	Select the client group to which to limit the results in the report.				
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b> .				

Field	Description					
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Group Code Table.					
Format	Select the report format to be printed:					
	Debtor Assignment Notifications					
	Purchases by Debtor					
	Purchases then Payments/Credits					

ebtor	Debtor Name		Invoice	Posting		Invoice	Advance
Code		Invoice #	Date	Date	Batch #	Amount	Amount
	CROSS COUNTR	Y COMMUNICATIONS LLC					
		4391	2/1/2011	2/9/2011	163	261.25	195.94
						261.25	195.94
	E-LECTO RX						
		4395	2/1/2011	2/9/2011	163	120	90
						120	90
	INFOTREND TECH	HNOLOGIES					
		4393	2/1/2011	2/9/2011	163	175	131.25
					_	175	131.25
	LOLLIES						
		4324	12/20/2010	2/9/2011	163	55	41.25
		4332	12/30/2010	2/9/2011	163	183	137.25
		4405	1/30/2011	2/2/2011	161	10571.25	7928,44
		4407	1/30/2011	2/2/2011	161	1123	842.25
		4432	2/5/2011	2/9/2011	163	3092	2319
		4433	2/5/2011	2/9/2011	163	790	592.5
		4436	2,5,2011	2/9/2011	163	300	225
		4437	2/5/2011	2/9/2011	163	864.5	648.37
		4438	2/5/2011	2/9/2011	163	298	223.5
		4439	2,5,2011	2/9/2011	163	230	172.5
						17508.75	13130.05
					_	18063.00	13547.25

# Client Activity Statements Report

The Client Activity Statement generates a report based on a specified client's activity, by specified terms, within a specified date range. The Client Activity Statements report both factoring detail collateral and non-detail collateral concurrently for databases that have both types.

An alternate format displays several columns of Load Processor advance activity. To utilize this format, set System Preference Reports, Client activity Statement, Activity by date Crystal Reports module name to CLISTMTAC.

The default report definition for this report is **CliStmt**.

# TIP

To remove unnecessary data and present a useful Client Activity Statement, two functions on the Recalculate Redundant Data option need to be run prior to producing this report. These can be found on the Administration module, System menu, Database maintenance, Recalculate Redundant Data option. Run **Payment C/B Codes**, then **Activity Tables**.

冒 Client Activity Statem	nents							
Report Template:	▼ <u>N</u> ew							
Parameters Destinatio	Parameters Destination Scheduling Templates History							
Date Range:	Current Month To Date From							
	T hru:							
Client:								
A/E:								
Office:	<b></b>							
Client Group:	Value:							
G/L Group::								
Terms Type::	· 🔽							
Sum To::	Activity							
Sort::	Client							
<ul> <li>Include non-zero inactive clients</li> <li>Convert to native currency</li> <li>Report by facility instead of client</li> <li>Show A/E</li> <li>Show client name</li> <li>Show yield</li> </ul>								
Print/Local Vie	ew/Local Print/Engine Save Exit Help							

Field	Description
ReportTemplate	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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.



Field	Description
Date	Select the date to use for the report from the list:
Range	• Today
	• Yesterday
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	<ul> <li>Set At Run Time (Web Template Only)</li> </ul>
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Field-</b> s/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.



Field	Description						
	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 <b>Control</b> panel of the <i>Client Information</i> screen. To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol-						
	lowing System Preference:						
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>						
Office	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 <b>Office</b> field when generating the report.						
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .						
Client Group	Select the client group (as defined in the Client Group Table) for which this report is to be generated.						
Value	Select the client group's value (as defined in the Client Group Table) for which this report is to be generated.						
G/L Group	Select a G/L Group to which to limit the report, or leave this field blank to include all G/L Groups.						
Terms	Select the terms to use for the statement to be printed:						
type	• None						
	Invoice based terms						
	<ul> <li>Portfolio based terms (A/R finance)</li> </ul>						
	Portfolio based terms (daily rate)						
Sum to	Determines the statement format:						

jh

Field	Description
	Date: activity by each day in the period
	Activity: activity by individual batch
	Client: activity within client by each day in the period
	Group: activity within group by each day in the period
Sort	Select the option that determines the order in which to sort the statement:
	• Client
	• A/E
	• G/L Group
Include non- zero inactive clients	Include inactive clients that have cash in A/R or reserves on the report. If this option is not selected, non-zero inactive clients are excluded form the report.
Convert native currency	Select this option to convert amounts from the base currency to the native currency (the cur- rency of the transaction). The conversion occurs on a client-by-client basis. If the client has a currency type set and the currency type is different from the default currency, FactorSoft looks up the conversion rate using the As of date in the currency table for the client's cur- rency.
	For example, if client ABC Company has a currency type of Canadian Dollars and the daily conversion rate for Canadian dollars is 1.5, the report increases all of the client's amounts by a factor of 1.5.
Report by facil- ity instead of client	Select this option to print the Client Activity Statement report for facilities instead of clients. This setting is intended for clients that are using the ABL asset-based lending product.
Show A/E	Select this option to print the account executive name in the statement results.
Show cli- ent name	Select this option to print the client name in the statement results.

Field	Description
Show	Select this checkbox to include yield in the results.
yield	Yield = (Total Client Revenue / Days in period of report • 365) / Average Daily Funding • 100

				Accounts	Receivable				Disburseme	ntsand Cha	rges			Balances	
Date	Batch#	Туре	Purchases	Gross Receipts	Discounts	Other	Adjustme nts	Funding Ca	ash Receipts	Charges and Fees	Expenses	Adjustme nts	Accounts Receivable	Funding	Cash Reserve
7/24/2020		BAL											1,005,540.82	754,260.82	981,331.73
7/27/2020	3,619	PAY		650.00					650.00				1,004,890.82	753,610.82	981,331.73
7/27/2020	3,620	PAY		7,245.00					7,245.00				997,645.82	746,365.82	981,331.73
7/27/2020	3,621	PAY		8,156.03					8,156.03				989,489.79	738,209.79	981,331.73
7/27/2020	3,622	REL						42,877.79					989,489.79	781,087.58	938,453.94
7/27/2020	3,624	NSF		(19,422.69)		19,422.69			(19,422.69)			(19,422.69)	989,489.79	781,087.58	938,453.94
7/27/2020	3,625	PAY		19,422.69		(19,422.69)			19,422.69				989,489.79	761,664.89	957,876.63
7/27/2020	262,336	BUY	42,877.79							428.78			1,032,367.58	762,093.67	1,000,325.64
7/27/2020	262,508	TRF										35,657.02	1,032,367.58	797,750.69	964,668.62
7/27/2020	262,509	TRF										(35,657.02)	1,032,367.58	762,093.67	1,000,325.64
7/28/2020	3,623	PAY		16,007.41					16,007.41				1,016,360.17	746,086.26	1,000,325.64
7/28/2020	3,626	PAY		5,693.54					5,693.54				1,010,666.63	740,392.72	1,000,325.64
7/28/2020	3,628	REL						42,055.95					1,010,666.63	782,448.67	958,269.69
7/28/2020	262,596	BUY	42,055.95							420.56			1,052,722.58	782,869.23	999,905.08
7/29/2020	3,629	PAY		7,475.00					7,475.00				1,045,247.58	775,394.23	999,905.08
7/29/2020	3,630	REL						29,693.20					1,045,247.58	805,087.43	970,211.88
7/29/2020	262,877	BUY	29,693.20							296.93			1,074,940.78	805,384.36	999,608.15
			114,626.94	45,226.98				114,626.94	45,226.98	1,148.27		(19,422.69)			

# **Report Details**

Column	Description/Calculation
Date	Displays the posting date.
Batch #	Displays the transaction identification.
Туре	Displays the Collateral Post or Transactions Type abbreviated descriptor.
Accounts Receivable	
Purchases	
Gross Receipts	
Discounts	Displays reported Payment Discount amount for the period.
Other	Displays posting against invoices for the period.
Adjustments	Displays Adjustments to collaterals and Invoices for the period.
Disbursements and Charges	
Funding	Displays the distributions made to the borrower for the period.



Column	Description/Calculation
Cash Receipts	Displays the payments received against the loan amount for the period.
Charges & Fees	Displays the Fees & Changes added to the Loan Balance for the period.
Expenses	Displays the Expenses added to the Loan Balance for the period.
Adjustments	Displays Adjustments made to the Loan Balance for the period.
Balances	
Accounts Receivable	Displays the Expenses added to the Loan Balance for the period.
Funding	Displays the distributions made to the borrower for the period.
Cash Reserves	

#### Security Roles

To generate the Client Activity Statements Report, the following Security Role needs to be set to YES:

#### • Security Roles > Reports > Statements > Print Client Activity Statement

#### System Preferences

The following system preferences for this report are located in the Administration module, System Preferences, **Reports**, **Client activity report** folder.

Preference	Description
Include load advances and load settlement columns	Set to <b>True</b> to include load advance data on the Client Activity Statement Report (both FactorSoft Reporting Service and Crystal Reports versions). Note that this preference was added due to the fact that the run time for the Client Activity Statement was negatively impacted for implementations of FactorSoft that employed the Load Processor module, so by default the columns are excluded from the reports.

ĭh

#### Compound Interest Statement Report

The Compound Interest Statement provides a report of compound interest earned on a specified interest bearing account for specified clients through a given date. This report can be scheduled via the Engine.

Compound Interest S	tatement	23
Report Template:		▼ <u>N</u> ew
Parameters Destination	n   Scheduling   Templates   History	
Interest bearing account:		•
Client		•
A/E:		•
Office:		-
Client Group:	Value:	-
Basis table:		-
Plus/Minus Rate:		
Post interest against:		-
Calculate through date:	Current Date	
Format:	Detail Statement	
	Preliminary statement	
<u>P</u> rint/Local <u>V</u> i	ew/Local Print/Engine Save Exit	<u>H</u> elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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.

Field	Description
Interest bearing account	Select the account for which to produce the Compound Interest Statement. This is a required field.
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Field-</b> s/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.



Field	Description
	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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client</b> <b>Group Codes</b> .
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Group Code Table.
Basis table	Select the fluctuating interest rate on which you are basing the interest rate to apply. The choices are defined in the Daily Rate Basis table.
Plus/Minus Rate	The percentage points to be added to or subtracted from the basis rate to determine the interest rate to apply.
Post	Select the account to apply the interest gain or loss to. This only applies if the Preliminary

Field	Description
interest against	statement option is not selected.
Calculate through date	Enter the date through which to calculate interest for the selected client.
Format	drop-down to select statement format:
	Detail Statement: Details compound interest for each client
	Summary Report: Lists summary information for each client
Pre- liminary statement	Select this option to generates the statement only. Leave this option unselected to gen- erate the statement and post the interest to the account indicated in the <b>Post interest</b> <b>against</b> field.

Detail Statement Format

**TEST** Ovation Financial **TEST**

Preliminary Compound Interest Statement

105000:Factoring Cash

Amanda Test Client 2/28/2020 Thru 10/19/2021

Date	Beginning Balance	Interest Eamed	Debit Amount	Credit Amount	Daily Rate	Ending Balance
2/27/2020					0.0000	
2/28/2020			88,000.00		0.05	88,000.00
2/29/2020	88,000.00	44.00			0.05	88,044.00
3/1/2020	88,044.00	44.02			0.05	88,088.02
3/2/2020	88,088.02	44.04			0.05	88, 132.08
3/3/2020	88,132.06	44.07			0.05	88,176,13
3/4/2020	88 176 13	44.09			0.05	88 220 22
3/5/2020	88 220 22	44 11			0.05	88 264 33
3/8/2020	88 284 33	44 13			0.05	88 308 48
3/7/2020	99,209,46	44.15			0.05	99 352 61
3/1/2020	00,000.40	44.10			0.05	00,002.01
3/0/2020	00,302.01	44.20			0.05	00,330.73
3/3/2020	00,000.73	44.20			0.05	00,4405.04
3/10/20/20	88,440.95	44.22			0.05	88,480.21
3/11/20/20	88,485.21	44.24			0.05	88,529.45
3/12/2020	88,529.45	44.28			0.05	88,573.71
3/13/2020	88,573.71	44.29			0.05	88,618.00
3/14/2020	88,618.00	44.31			0.05	88,662.31
3/15/2020	88,662.31	44.33			0.05	88,706.64
3/16/2020	88,706.64	44.35			0.05	88,750.99
3/17/2020	88,750.99	44.38			0.05	88,795.37
3/18/2020	88,795.37	44.40			0.05	88,839.77
3/19/2020	88,839.77	44.42			0.05	88,884.19
3/20/2020	88,884.19	44.44			0.05	88,928.63
3/21/2020	88,928.63	44.48			0.05	88,973.09
3/22/2020	88,973.09	44.49			0.05	89,017.58
3/23/2020	89,017.58	44.51			0.05	89,062.09
3/24/2020	89,082.09	44.53			0.05	89, 106.62
3/25/2020	89,106.62	44.55			0.05	89,151.17
3/26/2020	89.151.17	44.58			0.05	89.195.75
3/27/2020	89,195,75	44.60			0.05	89 240 35
3/28/2020	89,240,35	44.62			0.05	89,284,97
3/29/2020	89,284,97	44.64			0.05	89.329.61
3/30/2020	89 329 61	44.68			0.05	89 374 27
3/31/2020	89 374 27	44.69			0.05	29 412 98
4/1/2020	00,01421	44.74			0.05	00,482,87
4/2/2020	00,410.00	44.72			0.05	00,403.07
4/2/2020	99,509,40	44.75			0.05	00,500.40
4/3/2020	00,500.40	44.70			0.05	00,503.10
4/4/2020	89,003.10	44.70			0.05	65,057.55
4/5/2020	89,097.93	44.80			0.05	89,042.73
4/6/2020	89,642.73	44.82			0.05	89,687.55
4///2020	55,185,68	44.84			0.05	89,732.39
4/8/2020	89,732.39	44.87			0.05	89,777.28
4/9/2020	89,777.26	44.89			0.05	89,822.15
4/10/2020	89,822.15	44.91			0.05	89,867.06
4/11/2020	89,867.06	44.93			0.05	89,911.99
4/12/2020	89,911.99	44.96			0.05	89,956.95
4/13/2020	89,956.95	44.98			0.05	90,001.93
4/14/2020	90,001.93	45.00			0.05	90,046.93
4/15/2020	90,046.93	45.02			0.05	90,091.95
4/16/2020	90,091.95	45.05			0.05	90,137.00
Printed: October 49, 20	121 4:22 PM/#CompletPer	atl				Page 1 of 42
milled. Obtober 13, 20	azi, 4.55 ring compliture					ragerolla

# Summary Report Format

**TEST** Ovation Financial **TEST** Preliminary Compound Interest Statement			2/28/202	Summary 0 Thru 10/19/2021	
105000:Factoring Cash					
Name	Beginning Balance	Interest Eamed	Debit Amount	Credit Amount	Ending Balance
Amanda Test Client		50,549.90	269, 190.80		319,740.70
Total:	0.00	50,549.90	269, 190.80	0.00	319,740.70

# Daily Earnings Statement Report

The Daily Earning Statement screen enables you to create a statement for selected clients that includes Batch information (date posted, batch number, amount), Total Fees, Total Days, any Previous Fees, Current Fees, and Future Fees, if any.

The default report definition for this report is **EarnDaily**.

Daily Earnings Statements	×
Report Template:	• [
Parameters Destination Scheduling Templates History	
As Of Date Specific Date	
Selection: Print items with unpaid fees only	
From Date: Current Date	
Client:	
A/E:	
Office:	
Client Group: Value: V	
Preliminary	
Print/Local View/Local Print/Engine Save Exit Help	

Field	Description
As of date	Select the ending date of the date range to which to limit the statement.
	Current Date
	Previous Month-End Date
	• Specific Date
	If the Specific Date option is selected, enter the date in the adjacent field.
Selection	Select the option that determines the items to be included in the statement:



Field	Description
	Print items with unpaid fees only
	Print all items from date
From Date	Enter the beginning date of the date range to which to limit the statement.
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Field-</b> s/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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Client	Select the client group to which to limit the results in the report.

Field	Description
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client</b> <b>Group Codes</b> .
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Group Code Table.
Pre- liminary	Select this option to generate the statement only. Leave the option unselected to generate the statement and post the associated fees to the client account. This option is only valid if Print items for unpaid fees only is selected in the Selection field.

### Debtor Finance Charges Report

The Debtor Finance Charge Report displays the results of the Calculate Debtor Finance Charge process, listing the invoices for the period by debtor, with the finance charge and FC invoice number.

The default report definition for this report is **DebCharges**.

Debtor Finance Charges Report			×
Report Template:		·	New
Parameters Destination Scheduling	Templates History		
Year: 2011	•	Month: 01 January	•
Client	_		-
AE:			•
Office:			•
Client Group:	•	Value:	Ŧ
Print/Local View/Local	Print/ <u>E</u> ngine	Save Exit	Help

Field	Description
Year	Select the fiscal year for debtor finance charge records to be included on the report.
Month	Select the fiscal month for debtor finance charge records to be included on the report.
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Fields/Screen</b>



Field	Description
	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 to which to limit the report results from the list. Click Clear to remove the selection.
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b> .
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Group Code Table.

Debtor Finance Charge (DFC) Finance Charges for July, 2012 Posted July 26, 2012; Batch #3214									
Debtor	inv #	Invoice Date	Purchase Date	Due	Invoice Amount	Balance	Rate	F/C Amount	F/C Inv #
ABC Fence Company (789225)	)								
	1020	5/25/2012	7/26/2012	6/24/2012	500.00	500.00			
						500.00	2.00	10.00	FC1207001
			Client Total:			500.00		10.00	
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~					manna	an management			

Debtor Statements Report

The Debtor Statement generates a statement of open invoices for your client in a format that can be provided for easy viewing and mailing. Your remittance address appears on the statement and, optionally you can show your client's name and address.

Debtor statement templates can be configured to be delivered to the Preference selection of the debtor only, if desired:

• All **Format** options can be used to distribute statements to debtors only. The report template must be set up with a Preference destination, and with the Contact Group on the Report Request Preference Printing screen set to Only debtors.

The default report definition for this report is **Stmt01**.


Debtor Statements	83
Report Template:	New
Promotion Destination Destination Utilized	
ratalitetetis Destination Scheduling Templates History	_
Selection: No date selection	브
Date Hange: Today	-
Claub [-
	-
	4
	븩
	-
	- 1
Customer Group:	ן ו
Alpha from: thru:	- 1
Select: Unpaid & paid this month	
Select Age By: Invoice Date	
Format: Standard	4
Sort by: Invoice number	4
Invoices were: Purchased from	4
Uutput: Preview	1
Uutput Path:	- 1
Exclude standard text at bottom	
Exclude "Remit All Payments To"	
Exclude negative invoice balances Exclude flagged do not mail	
At Least Days Old	
Days past due:	
Not older than days:	
Min statement amount	
Introduction:	-
Conclusion:	-
Print/Local View/Local Print/Engine Save Exit He	lp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

jh

Field	Description
Selection	Select the option that determines the date that is used to select records to be included within the date range.
	No date selection
	Only select where post date in range
	Only select where invoice date in range
Date	Select the date to use for the report from the list:
Range	• Today
	• Yesterday
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Ser- vices > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Report- ing Services reports when Use last business day instead of yesterday in date range is set to True.
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
	s/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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Client Group Code Table.

jh

Field	Description			
Debtor	Select the debtor for which to generate statements. Enter the debtor name or partial debtor name to search. Results matching the characters entered are displayed in the list box below the field.			
Debtor Group	Select the debtor group to which to limit the report results from the list. Debtor Groups are defined in the Debtor Group Code Table.			
Value	Select the specific debtor group value to which to limit the report results from the list. Debtor Groups are defined in the Debtor Group Code Table.			
Alpha from / thru	Enter an alphabetic range of debtor names for which to generate statements. For instance, entering a - G would produce statements for all debtors with names starting with the letters A through G, provided they matched all other selection criteria defined on this tab.			
Select	Select the invoice types to be selected for inclusion in the statement.			
	Unpaid & Paid This Month: All paid and unpaid invoices.			
	Unpaid Only: Only the invoices that remain unpaid.			
	Select Items Only: For use with Collection Queue Statement printing.			
	• Everything on File: Prints all transactions for the debtor.			
Select Age	Select the date from which to begin aging for selection of invoices for the statement:			
Ву	Invoice date			
	Purchase date			
	• Due date			
Format	Select the report format to be printed:			

Field	Description				
	• Standard : Generates the standard format report, defined by Crystal Report module specified in System Preference Reports, Debtor Statements, Standard Crystal Reports module name.				
	 Past due: Generates the standard past due format report, defined by Crystal Report module specified in System Preference Reports, Debtor Statements, Past due Crystal Reports module name. 				
	 Client w/i debtor: Generates a statement by debtor with invoices listed by the Client from which they were purchased. 				
	 Detail: generates the Detail format, which lists all invoices for a specific client/debtor relationship (specific Client and Debtor criteria must be selected on the report request screen). 				
	 Summary: generates the Summary format, which lists all invoices for all of the cli- ent/debtor relationships for the specified criteria, and includes a grand total. 				
Sort by	Select the option that determines the order in which to list invoices for a debtor on the statements.				
	Invoice number				
	Invoice date				
Invoices were	Select the option that determines the invoices to select based on the client criteria selec- ted on the Client/debtor selection tab:				
	Purchased from				
	Issued by				
	• Leave blank				
	• Vendor				
Output	Select one of the following print output option from the drop-down list:				
	Preview to preview the report on the screen before printing it				
	• Export to generate the statement as an export file in XML or text BBS format as determined by system preference.				
Output Path	Specify the folder in which the Export file will be saved.				



Field	Description
Exclude standard text at bot- tom	Select this option to exclude the text defined in System Preference Reports , Debtor state- ments , Text at bottom from the generated statement.
Exclude cli- ent text at bottom	Select this option to exclude the client text from the generated statement.
Exclude "Remit All Payments To"	Select this button to exclude the "Please Remit All Payments To" line from above the lender address.
Exclude negative invoice bal- ances	Select this option to exclude invoices with negative balances (credit invoices) from the statement.
Exclude flagged do not mail	Select this option to exclude debtors with return address reasons set defined as Do not mail from statement printing and mailing.
At Least Days Old	Enter the minimum number of aging days for invoices to be included in the statement.
Days past due	Enter the minimum days past due for invoices to be included in the statement. This selec- tion is used with the Past Due Items Only in the Select field.
Not older than days	Enter the maximum number of aging days for invoices to be included in the statement.
Min state- ment amount	Enter the minimum dollar amount for invoices to be included in the statement.
Intro- duction	Select the Statement Text to print as introductory text for the statement. The Statement Text are defined in the Statement Text Table.
Conclusion	Select the Statement Text to print as concluding text for the statement. The Statement Text are defined in the Statement Text Table.

jh

FactorSoft™

v4.7

Standard Format:

Г

Please Remit All Pay **TEST** World of R 23822 Pasific Coast Malibu, CA 99099	mentsTo: adoring **TEST** Hwy		Statement of Account A	As of May 19, 2011 ttinued From Previous Page
Big Fee Lease Compa 128 Long RodadNew (ny Orleans, LA70114	United States	hvoices Were Purch BBS Trucking 123 Tr 35999	ased From: ansportation AvenueBirmingham, AL
Invoice#	Date	Amount	Age	Balance
345123	11/28/2010	5,000,00	902	5,000 DD
345679	11/30/2010	10,000,00	900	10,000,00
456322	11/30/2010	10,000,00	900	10,000,00
658947	11/28/2010	2,500.00	902	2,500 00
978465	12/28/2010	100.00	872	100.00
4567892	11/28/2010	250.00	902	250 DD
89764502	11/28/2010	850.00	902	850 DD
Total Due				28,700.00
		Thank you for y	ouprompt payment!	

Summary Format:

v4.7

Walmart IL 107 Test Lane Chicago, IL 55555 Attention: Bookkeeper

Balance	Age	PO/Load#	Amount	Date	Invoice#
1,500.00	1		1,500.00	4/2/2020	INVNOTHING
1,000.00	1	POTest1/LoadT1	1,000.00	4/2/2020	INVT1
1,000.00	1	LoadT2	1,000.00	4/2/2020	INVT2
0.00	111		0.00	12/13/2019	NFPAY
0.00	112		1,000.00	12/13/2019	NOESCROW- FEE
0.00	114		1,000.00	12/11/2019	RASHONDRIA
0.00	114		1,000.00	12/11/2019	RASHONDRIA1
0.00	112		1,000.00	12/13/2019	RECOURSE
0.00	136		1,000.00	11/19/2019	112619-3
0.00	136		1,000.00	11/19/2019	112619-4
0.00	136		1,000.00	11/19/2019	112719-IMAGE1
0.00	136		1,000.00	11/19/2019	112719-IMAGE2
0.00	136		1,000.00	11/19/2019	112719-NONFUNC
2,011,667.57					Total Due
		invoices.	Please see attached		
				PO Finance 2	Invoices were purchased from:
Balance	Age	PO/Load#	Amount	Date	Invoice#
2,500.00	1	42420-PO1	2,500.00	4/2/2020	INVTESTPURCHASEORDER
2,500.00					Total Due

Report Details

Column	Description			
Invoice #	splays the Invoice Number of the Transaction.			
Date	splays the Date of the Invoice.			
Amount	Displays the Amount of the Invoice.			
PO/Load#	Displays the PO or Load Number associated with the Invoice if one exsists.			
	Note: Column displays on Summary Format Only			
Age	Displays the Age of the Invoice.			
Balance	Displays the Balance due on the Invoice			
Total Due	Displays the Total Amount Due.			

Security Roles

To generate the Debtor Statements Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Statements > Print Debtor Statements

Debtor Statements Recap Report

This screen is used to produce the Debtor Statement Recap report, which is a custom report that lists debtor statements generated for a given statement date.

The default report definition for this report is **DebStmtRecap**.

Debtor Statements Recap	×
Report Template:	1
Parameters Destination Scheduling Templates History	
As Of Date: Current Date	
Debtor:	
Debtor Group: Value:	
Print/Local Print/Engine Save Est Help	

Field	Description
As of	Select the ending date of the date range to which to limit the report.
date	Current Date
	Previous Month-End Date
	Specific Date
	If the Specific Date option is selected, enter the date in the adjacent field.
Debtor	Enter the customer/debtor name to which to limit the report. You can enter the first letter of the debtor name to list debtors whose names begin with the same letter in the list below this field. Leave this field blank to include all customers in the report.
Debtor Group	Select the debtor group to which to limit the report results from the list. Debtor Groups are defined in the Debtor Group Table.
Value	Select the specific debtor group value to which to limit the report results from the list.



Posted Client Fee Statement Report

The Posted Client Fee Statement report allows the user to print or reprint previously posted client fee statements – it does not apply charges and update the account balance. When the user selects a Client and Facility, the Statement dates for reprint displays the previously run statements available for reprint by the statement date ranges so that the user can select the statement to be reprinted.

Posted Client Fee Statement	23
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Client:	
A/E:	<u> </u>
Office:	•
Client Group: 🗾 🗸 Value:	-
G/L group:	•
Sort: Client	
Previous Statement Date:	v
Show A/E	
Show client name	
Include non-zero inactive clients	
Allow user to override parameters on the web	
Print/Local Print/Engine Save Exit	Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

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 > Field- s/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.		



Field	Description
	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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
G/L group	Select a G/L Group to which to limit the report, or leave this field blank to include all G/L Groups.
Sort	Select the option that determines the order in which to sort the statement:

Field	Description
	• Client
	• A/E
Previous Statement Date	Select a previously-posted statement to reprint.
Show A/E	Select this option to print the account executive name in the statement results.
Show client name	Select this option to print the client name in the statement results.
Include non-zero inactive cli- ents	Include inactive clients that have cash in A/R or reserves on the report. If this option is not selected, non-zero inactive clients are excluded form the report.
Convert native cur- rency	Select this option to convert the financial data to the client's native currency.
Allow users to override para- meters on the web	Select this option to allow web users to select their own parameters from the web.

TEST Ovation Financial **TEST** Client Fee Statement November 01, 2021 Thru November 30, 2021

Amanda Test Client

Ending Funding Balance Beginning Funding Balance Cash Receipts Charges & Fees Adjust -ments Float Balance Calculated Funding Fee Date Expenses 11/01/2021 (251,859.59) 0.00 (251,859.59) 0.00 0.00 0.00 0.00 11/02/2021 (251,859.59) 0.00 0.00 0.00 0.00 0.00 (251,859.59) 11/03/2021 (251,859.59) 0.00 0.00 0.00 0.00 (251,859.59) 0.00 11/04/2021 0.00 (251,859.59) (251,859.59) 0.00 0.00 0.00 0.00 11/05/2021 (251,859.59) 0.00 0.00 0.00 0.00 0.00 (251,859.59) 11/06/2021 (251,859.59) 0.00 0.00 0.00 0.00 0.00 (251,859.59) 11/07/2021 (251,859.59) 0.00 0.00 0.00 0.00 0.00 (251,859.59) 11/08/2021 (251,859.59) 0.00 0.00 0.00 0.00 0.00 (251,859.59) 11/09/2021 (251,859.59) 0.00 0.00 0.00 0.00 0.00 (251,859.59) 11/10/2021 (251.859.59) 0.00 0.00 0.00 0.00 0.00 (251,859.59) 11/11/2021 (251,859.59) 0.00 0.00 0.00 0.00 0.00 (251,859.59) 11/12/2021 (251.859.59) 0.00 0.00 0.00 0.00 0.00 (251,859.59) 11/13/2021 (251,859.59) 0.00 0.00 0.00 0.00 0.00 (251.859.59) (251.859.59) 11/14/2021 (251, 859.59)0.00 0.00 0.00 0.00 0.00 (251.859.59) 3.00 (251.856.59) 11/15/2021 0.00 0.00 0.00 0.00 (251,856.59) 0.00 0.00 (251.856.59) 11/16/2021 0.00 0.00 0.00 11/17/2021 (251,856.59) 0.00 1.234.56 258.10 61.73 0.00 (250,501,32) 6.172.80 11/18/2021 (250,501.32) 600.00 (249,901.32) 0.00 0.00 0.00 0.00 11/19/2021 (249,901.32) 0.00 0.00 0.00 0.00 0.00 (249,901.32) 11/20/2021 (249,901.32) 0.00 0.00 0.00 0.00 0.00 (249,901.32) 11/21/2021 (249,901.32) 0.00 0.00 0.00 0.00 0.00 (249,901.32) 11/22/2021 (249,901.32) 0.00 3,600.00 0.00 0.00 0.00 (253,501.32) 10,800.00 11/23/2021 (253,501.32) 0.00 0.00 0.00 0.00 0.00 (253,501.32) (253,501.32) 0.00 11/24/2021 0.00 1,435.02 0.00 0.00 (254,936.34) 7,175.10 11/25/2021 (254,936.34) 0.00 0.00 0.00 0.00 0.00 (254,936.34) 11/26/2021 (254,936.34) 0.00 0.00 0.00 0.00 0.00 (254,936.34) 11/27/2021 (254,936.34) 0.00 0.00 0.00 0.00 0.00 (254,936.34) 11/28/2021 (254,936.34) 0.00 0.00 0.00 0.00 0.00 (254,936.34) 11/29/2021 (254,936.34) 0.00 0.00 0.00 0.00 0.00 (254,936.34) 11/30/2021 (254,936.34) 0.00 0.00 0.00 0.00 0.00 (254,936.34) (7,571,411.06) 24,147.90 30 days at 0.0001% per year (0.02) 600.00 6,269.58 258.10 64.73 0.00 (0.02)

System Preferences

The following system preferences used to determine which default report definition is used are located in **System Preferences > Reports > Client Fee Statement** folder:

Report Definition	Preference	
CliStmt1.rpt	Fee statement without float days - Set to Blank	
CliStmtF.rpt	Fee statement with float days - Set to Blank	
CliStmtDF1.rpt	Calculate Fees Daily - Set to True	
CliFeeF-MA.rpt	Multi-Fee Version - Set to True and Take Float on Actual Day - Set to True	
CliFeeF-M.rpt	Multi-Fee Version - Set to True and Take Float on Actual Day - Set to False	
NFEStmtF.rpt	Fee statement with float days	
CliFee1.rpt	Calculate fees Daily - Set to False and Fee statement without float days	



AE: ACOALSON

Transactions Menu

Transactions Reports

The Transaction reports group contains a variety of transaction report options.

BofA LockBox Detail Report

The BofA LockBox Detail Report will provide data included in the LockBox detail import file from Bank of America.

SofA LockBox Detail Report	×
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Today	From:
,	Thru:
Print/Local View/Local Print/Engine	Save Exit Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

Field	Description
Date Range	Select the date to use for the report from the list:



Field	Description
	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Busi- ness Day, and reports printed on Monday will print Friday's data (assuming Fri- day was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Report- ing Services reports when Use last business day instead of yesterday in date range is set to True.

TE ST January 1, 1980 Thru December 31, 2020 Bank of America Lockbox Detail File Report				anuary 1, 1980 Thru December 31, 2020	
File Date	F ile Imported	File Import Date	LockBox Details	Origin Bank	Error Message
1/21/2020 3:53:00 PM	BAL10122.txt	1/24/2020 9:48:47 AM	Lockbox detail file imported with 4 lockbox(es)		
LockBox Number			Dollar Amount		
0100895			7,996,099.65		
0741063			183.45		
0742243			90,734.79		
0744570			339,859.52		
0744919			0.00		
0999999			8,314.15		
		G rand Total:	8,451,819.86	_	

Report Details

Column	Description		
Header	Header		
File Date	Displays the date the data is "as of"; typically the file contains data from the previous day		
File Imported	Displays the file name		
File Import Date	Displays the date the file was imported in to the system		
LockBox Details	Displays successful or failure messages		
Origin Bank	Displays the bank account number provided in the import file		
Error Message	Displays error message, if any.		
Report			
LockBox Num- ber	Displays the number of the LockBox included in the import file from the bank		
Dollar Amount	Displays the dollar value of the LockBox included in the import file from the bank		

Security Roles

To generate the BofA LockBox Detail Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Transaction Reports > Print BofA LockBox File Report

Cash Receipts Report

The Cash Receipts Report screen is used to generate the Cash Receipts Register report.

The default report definition for this report is **ColSumm3**.

Cash Receipts	×
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Today From	
Thru	
Client	•
A/E:	•
Office:	¥
Client Group: Value:	Y
Clients: AI	•
Hide payments on hold accounts	
Print/Local View/Local Print/Engine Save	Exit Help

Report Parameters

Field	Description						
Date	Select the date to use for the report from the list:						
Range	• Today						
	• Yesterday						
	Last Month						
	Current month-to-date						
	Year through last month-end						
	Current year-to-date						
	Specific date						
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the adjacent fields.						
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- s/Screen Behavior > Miscellaneous > Use Client Search instead of drop downs is set to						

ih

Field	Description
	True.
	Select the A 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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table.
Clients	Select the clients to be included in the report, based on the Client Terms type:

Field	Description
	• All
	• Fee Based
	• Daily Rate
	• A/R Finance
Hide pay-	Select this option to not print payments to hold accounts on the report.
ments on	
hold	
accounts	

Upland Fact	ors, LLC								Cash Receip January 1, 2011 Thru Mar	sReports ch 1, 2011
Date	Client#	Debtor	Invoice#	Invoice Amount	Adjustments	Collected	Discount Rate	Fee Charged	Description	
1.0.0011	1000	E-LECTORIX	4255	142.50		142.50	01.0	428		
1/0/2011	1000	E-LECTORIX	4258	175.00		175.00	3.00	5.25		
1.0.0011	1007	FESTIVE CUSTOM CARS	1009320A	1,000.00		1,000.00	2.50	25.00		
1/0/2011	1007	FESTIVE CUSTOM CARS	1009358A	1,500.00		1,500.00	2.50	37.50		
1/6/2011	1007	SKYLINE BROKERAGE INC	10099004	300.00		300.00	2.50	7.50		
16.0011	1007	TOYTRANS EMPORIUM	10080304	914.78	914.78		2.50	22.87		
1.0.0011	1011	COVENT TRANSPORTATION	1130039761	650.00		650.00	01.0	19.50		
					_	3,787.50				
And the owner water	de la constante		March Strategy of the second	·····	August 100000					Manager and a

Chargeoff/Recovery Report

The Chargeoff/Recovery report produces a list of clients or debtors with chargeoffs and is used in conjunction with the Fair Isaac RMS (2) Recovery Systems Export.

The default report definition for this report is ChgOffDet1

Chargeoff/ Recovery Report	×
Report Template:	
Parameters Destination Scheduling Templates History	
Date Range: Today From Thru	
As Of Date: Current Date	
AE:	
Office: Client Group: Value: V	
Report: Detail	
Debtor Group:	
Sort: Debtor	
Print/Local Print/Engine Save Exit Help	

Field	Description					
Date	Select the date to use for the report from the list:					
Range	• Today					
	• Yesterday					
	Last Month					
	Current month-to-date					
	Year through last month-end					
	Current year-to-date					
	Specific date					
	 Set At Run Time (Web Template Only) 					
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.					
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System					



Field	Description
	Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Fri- day's data (assuming Friday was the last business day) instead of Sunday's. Set System Prefer- ence Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
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 <i>Client Information</i> 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File

Field	Description
	menu, click Tables. Then, on the Client & Debtor menu, click Office.
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table.
Report	Select the format for the report:
	• Detail
	Debtor summary
	Client summary by member client
	Client summary by master client
Debtor	Enter the customer/debtor name to which to limit the report. You can enter the first letter of the debtor name to list debtors whose names begin with the same letter in the list below this field. Leave this field blank to include all customers in the report.
Debtor Group	Select the debtor group to which to limit the report results from the list. Debtor Groups are defined in the Debtor Group Table.
Value	Select the specific debtor group value to which to limit the report results from the list.
Sort	Select the sort option that determines the order in which to sort the report.
	• Debtor
	• Client
	• Amount

"TEST" World of Factoring "TEST" December 1, 2008 Thru January 1, 2009 Detail Chargeoff by Debtor							
Account#	Account Name	Client#	Client Name	Invoice#	Date	Amount Reason	
2222	Gradys Grommets	BBS	BBS Trucking	jm c77. s 2	12/29/2008	300.00 MicoDispute Code	
2222	Gradys: Grommets	DOS	BDS Trucking	jm c77B	12/26/2008	300.00 Mirc Dispute Code	

System Preferences

The following system preferences for this report are located in the Administration module, System Preferences, **Reports**, **Charge off report** folder.

Preference	Description
Client group used on report	Select the default Client Group to use for the Detail report.

Claim Payment Report

The Claim Payment Report lists CPT codes purchased and paid by debtor, and includes the total charge (invoice) amount, NRA (or Net Realizable Amount), amount paid, adjustment amount, and percentages of the claim charged and NRA. This report is accessed from the Analysis menu of the Reports module, provided the user has security rights enabled.

The default report definition for this report is **ClaimPmt**.

📒 Claim Payment Report	×
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Today	From
	Thru
Client:	•
A/E:	-
Office:	-
Client Group:	Value:
Print/Local View/Local Print/Engine	<u>Save</u> E <u>xit</u> <u>H</u> elp

Field	Description
Date Range	Select the date to use for the report from the list:



Field	Description								
	• Today								
	• Yesterday								
	Last Month								
	Current month-to-date								
	Year through last month-end								
	Current year-to-date								
	Specific date								
	 Set At Run Time (Web Template Only) 								
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.								
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Fri- day's data (assuming Friday was the last business day) instead of Sunday's. Set System Prefer- ence Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.								
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 X red [x] icon to clear the Client field.								

Field	Description
	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 <i>Client Information</i> 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .



709

FactorSoft™

© 2022 Jack Henry & Associates, Inc. ®

CLAIM PAYMENTS VS NRA REPORT Client: DEQ COMPANIES INC. 1008									
			Cpt- Debt or Summar	У					
A:R PAYMENT									
Debtor	Debtor	CPT	97 Change NRA Payment Adjuntment % To % To						
Code	Name	Code	Amount	Amount	An ouni	Amount	CHARGE	NRA	
	BARNEN LE ESTYLES	2							
		00070	100.00	<0.00	100.00	60 m	100.00X	1000.00%	

Collection/Adjustment Summaries Report

The Collection/Adjustment Summary Report screen allows you to choose a variety of formats for the collection and adjustment summary reports.

The default report definitions for this report are:

- Collection Summary = ColDoc01, ColDoc02
- Adjustment Summary = AdjDoc01, AdjDocW
- Return Check Summary = ColDoc01

Collection/Adjustment Summaries							
Report Template:							
Parameters Destination Scheduling Templates History							
Date Range: Year Thru Last Month-End 🗾 From:							
Thru:							
Client: Amanda Test Client (AGC)							
A/E:							
Office:							
Client Group: Value:							
Clients: All							
Report: Adjustment Summary							
<u>Print/Local</u> <u>View/Local</u> Print/ <u>E</u> ngine <u>S</u> ave E <u>x</u> it <u>H</u> elp							

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen-

Field	Description
	erate a report based on its saved display parameters. Type a new Report tem- plate 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.

Field	Description
Date	Select the date to use for the report from the list:
range	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Fri- day's data (assuming Friday was the last business day) instead of Sunday's. Set System Prefer- ence Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
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.

Field	Description							
	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 <i>Client Information</i> 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 <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.							
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .							
Client Group	Select the client group (as defined in the Client Group Table) for which this report is to be gen- erated.							
Value	Select the client group's value (as defined in the Client Group Table) for which this report is to be generated.							
Clients	Select the clients to be included in the report, based on the Client Terms type:							

Field	Description					
	• All					
	• Fee Based					
	Daily Rate					
	• A/R Finance					
Report	Select the report format to be produced:					
	Collection summary					
	Adjustment summary					
	Return check summary					

ColDoc02 Format:

TE ST Anna's Awesome **TE ST** Client: Amanda Test Client (AGC)										Paym 3/*	ent Report 1/2020 thru	Summary 2/28/2021
Payor/Check#	Invoice#	Purchased	Sch#	Invoice Amount	Days	Check Amount	Payment Amount	Adjust Ty pe	Adjust Amount	Escrow Amount	Fee Eamed	Taxes Held
Amanda Test Debtor (AGCDEB)												
2/24/2021 00103						150.00						
	021821-6	2/28/2020	120	150.00	363		150.00					
	021821-6	2/28/2020	120	150.00	363			DISC	50.00			
						_	150.00		50.00			
Amanda Test Debtor (AGCDEB)												
2/24/2021 000104						500.00						
	022421	2/24/2021	123	1,000.00	1		500.00			100.00	5.00	
						_	500.00			100.00	5.00	
				=		650.00	650.00		50.00	100.00	5.00	

Total Amount Collected	650.00
Applied to A/R	(700.00)
Fee Charged	(5.00)
Additional Cash Reserves Used	(45.00)
Amount Owed/Paid To Client	0.00

AdjDocW Format:

TE ST Anna's Awesome **TE ST** Client: Amanda Test Client (AGC)

Customer	Invoice#	Invoice Date	Age	Adj Date	Adj Batch #	Adj Amt	Adj Type	Fee Earned	Reserve Earned
Amanda Test Debtor	022421	2/21/2021	4	2/24/2021	111	500.00	DISC	0.00	(400.00)
	Per Client, Inv	voice was V oided							
		T otal:				500.00		0.00	(400.00)
					Grand Total:	500.00		0.00	(400.00)

AdjDoc04 Format:

TE ST Anna's Awesome **TE ST** Client: Amanda Test Client (AGC)								N	Adju Iarch 1, 202	stment Repo 0 Thru Febru	ort Summary ary 28, 2021
Customer	Invoice Type/#	Invoice Date	Age	Sch#	Invoice Amount	Adjust Type	A/R Amount	Escrow Amount	Fee Earned	Reserve Amount	Write Off Amount
Amanda Test Debtor	IN 022421	2/21/2021	4	123	1,000.00	DISC	500.00	100.00	0.00	400.00	0.00
	Per Client, Inv	oice was Voided									
						_	500.00	100.00	0.00	400.00	0.00

Security Roles

To generate the Collection Adjustment Summaries Report, the following Security Role needs to be set to **YES**:

• Security Roles > Reports > Transaction Reports > Print Collection Summary Reports

System Preferences

The following system preferences for this report are located in the Administration module, **System Preferences**, **Reports**, **Adjustment Report** folder.

Preference	Description
Crystal Reports mod-	Used to assign the crystal reports module a name for the Collection Adjustment
ule name	Summaries Report, Adjustment Summary format.

The following system preferences for this report are located in the Administration module, **System Prefer**ences, **Terminology** folder.

Preference	Description
Our Client's customer	Used to assign the terminology of the Client's Customer, if blank, the default is
is a	Debtor.

The following system preferences for this report are located in the Administration module, **System Preferences**, **Reports**, **Collection Report** folder.

Preference	Description
Crystal Reports mod-	Used to assign the crystal reports module a name for the Collection Adjustment
ule name	Summaries Report, Collection Summary format.

Completed Transfers Report

The Completed Transfers Report provides data regarding Manual and Auto Transfer transactions that have occurred within the date range specified by the User.

This report is accessed from the **Transactions** menu of the Reports module.

The default report definition for this report is **CompTrans**.

Completed Transfers Report	23
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Specific Date Range From: February 20, 2020	
Thru: February 27, 2020	
Client	•
A/E:	•
Office:	-
Client Group: Value:	~
<u>Print/Local</u> <u>View/Local</u> Print/ <u>E</u> ngine <u>S</u> ave E <u>x</u> it	<u>H</u> elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen-

Field	Description
	erate a report based on its saved display parameters. Type a new Report tem- plate 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.

Field	Description
Date	Select the date to use for the report from the list:
Range	• Today
	• Yesterday
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	• Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Fri- day's data (assuming Friday was the last business day) instead of Sunday's. Set System Prefer- ence Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
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.

Field	Description
	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 <i>Client Information</i> 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Value	Enter the debtor group value for which to limit the report results.
	Debtor Groups are defined in the Group Code table in the Tables module.



TEST			Febr	February 20, 2020 Thru February 27, 2020 Completed Transfers Report				
Date of Transfer	Client Fro	m# ClientName	Amt of Transfer	Client To #	Transfer Type			
2/27/2020	3698	Walmart	11,480.89	6548	А			
2/25/2020	4517	Test Co. Inc.	1,000.00	8745	м			
2/25/2020	2548	AC Graphcis	19,370.52	4856	А			
2/27/2020	6475	Steven Transport	14,941,324.13	5523	A			
2/28/2020	2145	Test Company	3,073,922.47	5298	А			

Report Details

Column	Description
Date of Transfer	Transaction Post Date
Client From #	Client Code for the "from" transfer Client
Client Name	Client Name for the "from" transfer Client
Amt of Transfer	Transaction Amount
Client To #	Client Code for the "to" transfer Client
Transfer Type	"M" for Manual; "A" for Auto

Security Roles

To generate the Completed Transfers Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Transaction Reports > Print Completes Transfers Report

Credit Memo Report

The Credit Memo Report lists credit memos applied at the time of payment. This report includes negative payments for invoices on which a dispute code is set that is used To flag payments in the Dispute/Ineligibility/No Buy Code Table..

This report is accessed from the **Transactions** menu of the Reports module.

The default report definition for this report is **CreditMemo**.

Tedit Memo Report	23
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Today From:	
Thru:	
Client	-
A/E:	-
Office:	•
Client Group:	-
Debtor:	
Debtor Group:	Y
Print/Local View/Local Print/Engine Save Exit	<u>H</u> elp

Field	Description
Date Range	Select the date to use for the report from the list:
	• Today
	• Yesterday
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last

Field	Description
	business day instead of yesterday in date range to True . The Yesterday option in the Date Range field is replaced with Last Business Day , and reports printed on Monday will print Fri- day's data (assuming Friday was the last business day) instead of Sunday's. Set System Prefer- ence Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True .
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 <i>Client Information</i> 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Field	Description
-----------------	--
Client Group	Select the client group to which to limit the results in the report.
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Value	Enter the debtor group value for which to limit the report results.
	Debtor Groups are defined in the Group Code table in the Tables module.
Debtor	Enter the debtor for which to request the report. Click the Down Arrow to display a list of valid entries.
	Leave this field blank to include all debtors in the report results.
	To delete an entry in this field, click the Down Arrow twice to highlight the entry and press the Delete key.
Debtor Group	Enter the debtor group to which to limit the report results.
	Debtor Groups are defined in the Group Code table in the Tables module.
Value	Enter the debtor group value for which to limit the report results.
	Debtor Groups are defined in the Group Code table in the Tables module.

Upland Factors, LLC				Credit Memo Report May 30, 2017 Only
Client Name				
Debtor Name	Туре	Batch Date	Check #	Amount
BBS Trucking				
AABSCO	Bad good	5/30/2017	123333	(1,000.00)
		Report Total:		(1,000.00)
				-

DDA Transaction Report

The DDA Transaction Report lists check/wire transactions that have been exported from FactorSoft to FIS through the Connectware Interface.

The default report definitions for this report are **DDATrans** and DDATransSummary.

DDA Transaction Report	×
Report Template:	New
Parameters Destination Scheduling Templates History	
Date Range: Specific Date Range From	- 11
Thru	-
Cash account:	- II
Client:	3
A/E:	3
Office:	3
Client Group: Value:	3
Display: Summary	3
Sort by: Check Type	3
Print/Local Print/Engine Save Exit He	łp –

Field	Description					
Date Range	Select the date to use for the report from the list:					
	• Today					
	Yesterday					
	Last Month					
	Current month-to-date					
	Year through last month-end					
	Current year-to-date					
	Specific date					
	 Set At Run Time (Web Template Only) 					
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.					
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True . The Yesterday option in the					
	Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set System					



Field	Description
	Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True .
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 <i>Client Information</i> 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this

Field	Description				
	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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .				
Display	Select the report format to be generated:				
	• Detail				
	• Summary				
Sort by	Select the sort option that determines the order in which to sort the report.				
	Check #				
	• Payor				
	Check Type				

Detail Format

Upland Factors, LLC Account: 1254 CASH IN PROCESS Posted between					DDA Transaction Report Posted between April 1, 2014 Thru April 27, 2014	
Check#	Date	Payee	Туре	Account #	Descr	Amount DDA #
3676	4/1/2014	BANG WING	BUY			
				125100	AR (Purchases)	30 193 7500
				125700	Reserve Escrav	-50-12.3000
				190712	Fee Escrow	-226.4600
						24154.0000 101135948
676	4/1/2014	BNSCMISSIONS	BUY			
				125100	AR (Purchases)	109484.7500
				125700	Reserve Esonow	-21068.0800
				180712	Fee Escrew	-218.8700
						87547.8000 0101293918
3595	4(2)2014	BROADMORE FARMS	BUY			
				125100	AR (Purchases)	227 177.1200
				125700	Reserve Escrow	-34076.6200
						193100.5000 0101157756
3595	4/2/2014	CAR CULTURE SERVICES	BUX.			
				125100	AR (Purchases)	41505.3600
				125700	Rezerve Ezcraw	-8093.5800
				100712	Fee Escrav	-207.5500
				*		33204.2300 401137578

Summary Format

						DDA Transa Posted between April 1, 2014 Thru	ction Report April 27, 2014
Check#	Date	Payee	Туре	Account #	Descr	Amount	DDA #
3676	4/1/2014	Bvinio withis	BUY			24154.0000	991135846
3676	4/1/2014	BNSC MIESIONS	BUY			87547.8000	990 1293 918
3686	4/2/2014	BROADMORE FARMS	BUY'			193 100.5000	9901157756
25.05	4/2/2014	BARMEN LIFESTYLES	BUY			33204.2300	991137578
3598	4/2/2014	CAR CULTURE SERVICES	BUY			5120.0000	991032472
3590	4/2/2014	CARVER FOOD SERVICES	BUY			4000.0000	991002472
3505	4/3/2014	FIVE SQUARE	BUY			288400.0000	00101625711
3595	4/3/2014	TALY CARPETS AND RUGS	BUY			238340.6900	991573921
3507	4/3/2014	PANNECPLOSION	BUY'			83385.8000	001152163
25.00	4/3/2014	RCCARRACING SPOT	BUY			119543.9700	992424848

Daily Client Purchase Report

The Client Purchase Report produces a report that lists purchase for a given date range.

The default report definition for this report is **DailyDepositDtl**.

Daily Client Purchase Report
Report Template: New
Parameters Destination Scheduling Templates History
Date Range: Today From
Thu
Client:
AE:
Office:
Client Group: Value:
Levet: Daily Detail Recap
Print/Local View/Local Print/Engine Save Exit Help

Field	Description
Date Range	Select the date to use for the report from the list:



Field	Description
	• Today
	• Yesterday
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Fri- day's data (assuming Friday was the last business day) instead of Sunday's. Set System Prefer- ence Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
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 X red [x] icon to clear the Client field.

Field	Description
	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 <i>Client Information</i> 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table.
Level	Select the report format:
	Daily Detail Recap
	Daily Summary Recap

 $\ensuremath{\mathbb{C}}$ 2022 Jack Henry & Associates, Inc. $\ensuremath{^\circ}$

FactorSoft™

v4.7

DHELD TECH	INOLOGY CORP	ORATION						February	/ 1, 2011 Thru Febr	uary 28, 201
Purchased	Batch#	#of Involces	h voice Amount	Total Feez	#of Credits	Credit Amount	Reperves Held	Chargeback Amount	Expense Amount	Amour Funde
2/2/2011	101	2	11,094.25				2,923.55		(17.95)	8,770.60
2/3/2011	162									
2/0/2011	163	11	0,368.75				(6,841.73)		(17.95)	12,210.46
	э	13	18,063.00				(2,910.17)		(35.90)	20,901.12

Daily Statement Report

The Daily Statement Report provides Purchase Detail, Allocation of Available Funds, and Statement Summary of Available Funds.

The default report definition for this report is **DailyStmt**.

Te Daily Statement	23
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Today	From:
,	Thru:
Client:	•
A/E:	•
Office:	•
Client Group:	Value:
Print/Local View/Local Print/Engine	<u>S</u> ave E <u>x</u> it <u>H</u> elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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

TIP

This Report may not be accurate for historical conversion data and it is recommended that the report

Field	Description				
Date Range	Select the date to use for the report from the list:				
	• Today				
	• Yesterday				
	Last Month				
	Current month-to-date				
	Year through last month-end				
	Current year-to-date				
	Specific date				
	 Set At Run Time (Web Template Only) 				
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.				
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Fri- day's data (assuming Friday was the last business day) instead of Sunday's. Set System Prefer- ence Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.				
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.				

Field	Description
	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 <i>Client Information</i> 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table.

TE ST G AP No Insurance Financial Serv

Daily Statement Client

Statement Date: December 16, 2019 Only

Invoices Purchased

Debtor Name	Invoice Number	Invoice Amount	Reserve Amount	Advance Amount
#Error	12120-AR2	985.63	0.00	887.07
#Error	12120-AR3	9,854.85	0.00	8,869.36
#Error	12120-1	1,000.00	100.00	900.00
#Error	12120-2	1,000.00	100.00	900.00
#Error	12120-AR1	1,000.00	100.00	900.00
		13,840.48	300.00	12,456.43

Allocation of Available Funds

Date	Assignee	Amount
12/16/2019	Daily Statement Client	890.00
12/16/2019		0.00

Statement Summary

Purchase Activity	Amount	Reserve Activity	Amount
Proceeds from Purchases	12,456.43	Reserve Activity calculation of funds due	
(Minus) Expenses posted againstschedule		Beginning Reserve Balance As Of 12/16/2019	0.00
		Proceeds from Reserves on Closed Invoices	90.00
Recaurs e Items Deducted	0.00	Over/Short Payments & Chargebacks	910.00
Total Reserves Due to Client	100.00	Proceeds from Payments on NonPurch Inv	0.00
Other Funds Due to Client	0.00	Miscellaneous Charges/Refund	(10.00)
Total Funds Available for Allocation	12,556.43	Total Cash Reserve	(830.00)
		Total Due to Client Reserves Released	(100.00)
		Total Due to Factor Reserves Held	0.00
		Ending Reserve Balance	(930.00)
		Funds In Parenthesis () increases Cash Reserve funds due to Client	

Printed: July 13, 2020, 4:44 PM (*Daily Stmt)

Page 1 of 1

Report Details

Column	Description	
Allocation of Available Funds Section		
Date	Check date	

ih

Column	Description
Assignee	A. Payee: Client and/or Third Party
	B. Line Item for monies owed to Factor/Lender defined at System Preferences > Reports > Daily Statement > Allocation of Available Funds Section - Assignee's Column)
Amount	A. Check Amount
	B. Total Monies Due to Factor/Lender + Expenses

Calculations

Column	Calculation			
Invoices Purchased				
Advance Amount	Invoice Amount x Advance Rate.			
Allocation of Available Funds				
Footer Amount	Total of all Expenses + Total Due Factor Reserve Held.			
Statement Summary				
Proceeds from Purchases	Invoice Amount x Advance.			
Expenses Posted Against Schedule	Expenses Total on a Purchase Batch, displayed as a negative amount.			
Recourse Items Deducted	Recourse A/R Amount + Recourse Fee Earned - Recourse Reserve Escrow.			
Total Reserves Due to Client	Total Reserves Held, if Reserves are due to Factor, amount in negative. If Reserves are due to Client, amount is positive.			
Other Funds Due to Client	Advance Amount (Load Advance) + Settlement Amount (PO Advance).			
Total Funds Available for Allocation	Proceeds from Purchases - Expenses + Total Reserve Due to Client - Recourse Items Deducted + Other Funds Due to Client			
Reserve Activity Calcu	ulations of Funds Due			
Proceeds from Rebates Closed	All monies from Payments (Cash Posting) released from Reserve Escrow Less Fees = Net to Cash Reserve on Closed Invoices where Close Date is within date			

Column	Calculation
Invoices	range of the report.
	Example: Invoice Amount = \$1,000 Adv Rate = 90% (\$900) Reserve Escrow = 10% (\$100) Fee Earned =1% (\$10) Net to reserve calculation: Release (Reserve Escrow) - Fee Earned = Net to Cash Reserve \$100 - \$10 = \$90 (Net to Cash Reserve)
Over/Short Payments and Chargebacks	Total of Chargebacks and Adjustments Example 1 (Shortpayment/Chargeback): Invoice Amount = \$1,000 Adv Rate = 90% (\$900) Reserve Escrow = 10% (\$100) Fee Earned =1% (\$10) Payment in amount of \$950 posted against invoice. There is a Shortpayment of \$50 which would be reflected in this line item. Example (Adjustment Batch): Invoice Amount = \$1,000 Adv Rate = 90% (\$900) Reserve Escrow = 10% (\$100) Fee Earned =1% (\$10) User creates an adjustment batch charging back the entire invoice and \$910 (Advance Amount + Fee Earned) is posted against Cash Reserve.
Total Cash Reserves	Beginning Reserve Balance +Proceeds from Reserves on Closed Invoices - Short Payments & Chargebacks + Proceeds from Payments on NonPurch Inv +/- Mis- cellaneous Charges/Refund
Total Due to Client Reserve Released	Total of all monies Released at the time of Purchase and via Client Summary > Reserve Release for the date range of report. Displays as a negative amount reducing the Ending Reserve Balance.
Total Due to Factor Reserves Held	Total of all monies Held at the time of purchase for the date range of the report. Displays on Report as a Positive amount increasing the Ending Reserve Balance.
Ending Reserve Bal- ance	Total Cash Reserves + (Total Due to Factor Reserves Held - Total Due to Client Reserve Releases)

System Preferences

The following system preferences for this report are located in the Administration module, System Preferences, **Reports**, **Daily Statement** folder.

Preference	Description
Allocation of Avail- able Funds Section - Assignee's column	Indicate the Assignee's name or description for money owed to Factor/Lender.

Security Roles

To generate the Daily Statement Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Transaction Reports > Print Daily Statement Report

NonFactored Fee Report

This report displays non-factored fees associated to payments on non-factored invoices. The is a custom report and will only display data when the non-factored invoice number begins with NFC.

NonFactored Fee Report	×
Report Template:	New
Parameters Destination Scheduling Templates History	
Client	-
A/E:	-
Office:	•
Client Group:	-
Date Range: Current Month To Date 🗾 From:	
Thru:	
Print/Local View/Local Print/Engine Save Exit H	lelp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.



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 <i>Client Information</i> 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client



Field	Description
	Groups are defined in the Group Code Table.
Date	Select the date to use for the report from the list:
Range	• Today
	• Yesterday
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System
	business day instead of yesterday in date range to True . The Yesterday option in the Date
	Range field is replaced with Last Business Day, and reports printed on Monday will print Fri-
	ence Identification/system constants > CLMS Reporting Services > Requests > Saturday is a
	business day to True to consider Saturday a business day when the Date Range is set to Last
	Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True .

Security Roles

To generate the NonFactored Fee Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Transaction Reports > Print NonFactored Fee Report

Open Schedule Report

The Open Schedule report displays schedule/batches that are still open and have not been processed.

The default report definition for this report is **OpenBuy**.

📔 Open Schedule Report	×
Report Template:	w
Parameters Destination Scheduling Templates History Date Range: Specific Date	
Client:	
A/E:	
Client Group: Value: Value:	
Report: Open Schedule Report Separate Page for each Client	
Print/Local Print/Engine Save Exit Help	

Report Parameters

Field	Description
Date	Select the date to use for the report from the list:
Range	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests >

Field	Description
	Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True .
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- s/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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this



Field	Description				
	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 report results from the list. Client Groups are defined in the Group Code Table.				
Batch	Enter the schedule/batch number to which to limit the report, or leave blank to include all open batches.				
Report	Select the format for the report:				
	Open Schedule Report: Detail by client				
	Schedule Status Report: Detail by schedule				
	Open Schedule List: Summary by client				
Value	Select the specific debtor group value to which to limit the report results from the list.				
Separate Page for each Cli- ent	Select this option to force a new page for each client break in the report. If this is not selec- ted, multiple clients can be printed on one page.				

Upland Facto February 1, 3	Upland Factors, LLC February 1, 2011 Thru February 20, 2011												
Batch#	Date	A/R Balance	New Purchases	Payments g	A.R Balance	Advance Balance	New Advances	Payments	Advance Balance	Earned Fee	Rebates/ Reserves	Accrued Fee	Payoff Amount
HANDHELD	TECHNOLOGYC	ORPORATION											
154	12/16/2010	55.00			55.00	(512.86)			(512.86)	71.85	707.86		(1,149.07)
155	12/21/2010	10,957.00		10	0,957.00	8,772.36			8,772.36	307.90	2,184.64		6,995.62
156	1/5/2011	4,000.00		4	4,000.00	1,362.00			1,362.00	318.31	2,776.25		(1,095.94)
157	1/13/2011	866.00			866.00	382.36			382.36	58.05	483.64		(43.23)
159	1.07.0011												
160	1/26/2011	16,538.90		16	8,538.90	16,168.90			16,168.90	44.40	370.00		15,843.30
161	2/2/2011		11,694.25	11	1,694.25								
163	2/9/2011		6,368.75	6	6,368.75								
		32,416.90	18,063.00	50	0,479.90	26,172.76			26,172.76	800.31	6,522.39		20,450.68
NOSTOP TR	ANSPORT, INC												
180	11/19/2010	1,555,27		1	1,555.27	569.19			569.19	285.73	906.08		(131.16)

Partial Payment/Chargeback Report

The Partial Payment/Chargeback Report provides a tool to review any partial or unapplied payments and charge-backs currently open for a client. This report can be used as a daily report for data entry, to inform personnel of exceptions that appear in collections.

The default report definitions for this report are:

- **PartPmt1** = Partial Payment Report and Chargeback Report
- **Unapplied1** = Unapplied Payment Report

Partial Payment/Chargeback Reports	×
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Today	From:
	Thru
Client:	
AE:	-
Office:	
Client Group:	Value:
Report Type: Partial Payment Report	•
Chargeback / Giveback: One Column for Both	•
Exclude Overpayments Sequence by A/E Total by Debtor Show Inactive Clients	
Print/Local View/Local Print/Engine	Save Exit Help

Field	Description
Date Range	Select the date to use for the report from the list:



Field	Description
	• Today
	• Yesterday
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	• Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yes- terday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Re- porting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
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- s/Screen Behavior > Miscellaneous > Use Client Search instead of drop downs is set to True.
	Select the A magnifying glass icon to open the Search window and begin typ- ing 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.

Field	Description
	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 <i>Client Inform-ation</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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. Offices are defined in the <u>Office table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Report	Select the report format to generate:



Field	Description
	 Partial Payment Report: lists cash input exception items, such as overpayments, shortages, and non-factored cash.
	• Chargeback Report: lists the items that are available for charge-back, which includes items from the partial payment report plus any items that are currently in dispute or beyond recourse days.
	 Unapplied Payments Report: lists payments that have been received but have not been applied to a purchase/invoice.
Chargeback/ giveback	Select whether to include chargebacks and give-backs in one column or in separate columns.
	One column for both
	Separate columns
Exclude Over- payments	Select this option to exclude overpayments from the report.
Sequence By A/E	Select this option to separate the report by Account Executive. Each A/E break will force a new page so that each A/E is reported separately.
Total by Debtor	Select this option to include debtor totals at each debtor break in the report.
Show inact- ive clients	Select this option to include inactive clients in the report results.

pland Factors, LLC						F	ebruary 1, 2011	Partial Pa Thru Febr	yment Report uary 28, 2011	
lient Debtor	Invoice#	Purchased	Buy#	Invoice A mount	Amount Paid	Paid On	Col#	Charge Back	Write Off	Outstanding
&A GLOBAL CARTRIDGES, LLC (1013)										
HOME STATION	19579282935	12/29/2010	101	42,414.98	41,598.30	2/3/2011	102	\$16.60		0.00
HOME STATION	19579312937	12/29/2010	101	12,154.15	11,474.11	2/3/2011	102	680.04		0.00
HOME STATION	19579342939	12/29/2010	101	15,097.66	14,689.63	2/3/2011	102	408.03		0.00
			Client Total		67,762.10			1,904.67		0.00
OSTOP TRANSPORT, INC (1007)										
DANLO NATIONAL	1010460A	1/10/2011	208	1,842.28	1,718.64	2/7/2011	244	125.64		0.00
			lientTotal		1,718.64			125.64		0.00
TEEL VALLEY TRANSPORT, LLC (1011)										
BIG TRUCKS INC	1203010147	12/10/2010	118	2,750.00	2,700.00	2/3/2011	158	50.00		0.00
			lient Total		2,700.00			50.00		0.00
		0	and Total		72,178.74			2,080.31		0.00

System Preferences

The following system preferences for this report are located in the Administration module, System Preferences, **Reports**, **Partial Payment/chargeback report** folder.

Preference	Description
Partial payments include open non- factored payments	Set to True to include open non-factored payments in the report.
Use report server par- tial payments/ chargeback request form	Set to True to use the Task Scheduler-enabled report form.

Payment History Report

The Payment History Report shows the payment activity and performance for a selected debtor or for all debtors of a selected client.

The default report definition for this report is PmtRept6.

Payment History Re	port	×
Report Template:		▼ <u>N</u> ew
Parameters Destination	n Scheduling Templates History	
Date Range	Today From	
	Thru	
Client		•
A/E:		•
Office:		•
Client Group:	Value:	Y
Report	Earning style	•
Format	Detail	•
Select	All invoices	•
Sort	Invoice number	v
	Calculate Late Fees? Include Non-Factored? All clients includes inactive	
Print/Local ⊻i	ew/Local Print/Engine Save Exit	Help



Report Parameters

Field	Description
Date	Select the date to use for the report from the list:
Range	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the adjacent fields.
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- s/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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol-

Field	Description
	lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table.
Report	Select the format for the report:
	Earning style
	Activity style
	Payment style by client
	Payment style by debtor
Format	Select the report type to produce. This option is not available when the Activity style format is selected in Report.
	• Detail
	• Summary
	Total (all clients only)
Select	Select the invoices to be selected for reporting. This option is only available if the selected Report is Earnings style or Activity style.

Field	Description
	All invoices
	Payment only
Sort	Select the sort option that determines the order in which report is presented. This option is only available if the selected Report is Activity style.
	Invoice number
	Payment date
Calculate Late Fees?	Select this option to calculate late fees on all selected entries
Include Non- Factored?	Select this option to include non-factoring clients in the report results. If this option is not selected, non-factoring clients are excluded for the report.
All clients includes inactive	Select this option to include inactive clients in the report results. If this option is not selected, inactive clients are excluded form the report.

Upland Factors, LLC By Debtor	land Factors, LLC Payment History Dotail R. Debtor February 1, 2011 Thru February 28,								etail Report ary 28, 2011			
Bebtor / Client.	Invoice		Buy	Payment		Col		Payment	C.(B	W/O	Rebate	Fee
Invoice #	Date	Buy#	Date	Date	Coll#	Date	Age	Amount	Amount	Amount	Amount	Amount
ACTIVE BUS TRIPS												
NOSTOP TRANSPORT, NC												
NONFACTRID	2/10/2011	248	2/10/2011	2/10/2011	248	2/18/2011	1	1,500.00				
NONFACTRID	2/10/2011	248	2/10/2011	2/10/2011	248	2/18/2011	1		(1,500.00)			
1010580.A	12/20/2010	203	1/52011	2/10/2011	248	2/18/2011	53	1,330.00			133.60	65.58
1011080.A	1/7/2011	201	1/12/2011	2/10/0011	240	2/10/2011	35	2,095.00			289.50	98.43
								5,731.00	(1,500.00)		423.10	151.98
							-	5,731.00	(1,500.00)	_	423.10	151.98
ALL PAINT												
STEEL VALLEY TRANSPORT, LLC												
10103040901	1/7/2011	124	1/7/2011	1.01.0011	150	2/0/2011	28	1,000.00			100.00	30.00
								1,000.00			100.00	30.00
							-	1,000.00		_	100.00	30.00

System Preferences

The following system preferences for this report are located in the Administration module, System Preferences, **Reports**, **Payment history report** folder.



Field	Description
Use over due activity format	Set to True to generate the alternate overdue activity format of the Payment His- tory Report, which lists the Invoice Due Date, Dilution percentage, and Invoice Age (calculated from invoice due date to payment date).

Purchase Summary Report

The Purchase Summary Report allows a Client, Date Range, and a Report Type selection .

The default report definition for this report is **PurchSum**.

Purchase Summary Reports	233
Report Template:	w
Parameters Destination Scheduling Templates History	
Date Range: Year Thru Last Month-End	
Thru:	
Client: Amanda Test Client (AGC)	
A/E:	
Office:	
Client Group: Value:	
Customer:	
Customer Group: Value:	
Report Type: Customer Purchase Detail	
Pay By Method:	
Show PO# Exclude held invoices	
Print/Local View/Local Print/Engine Save Exit Help	

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

Field	Description
Date	Select the date to use for the report from the list:

Field	Description
range	• Today
	• Yesterday
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
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.

Field	Description
	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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Debtor	Enter a character (number or letter) or combination of characters to display the debtor names beginning with that character or combination of characters in the list. Select the debtor to which to limit the report results from the list.
Debtor Group	Select the debtor group to which to limit the report results from the list. Debtor Groups are defined in the Debtor Code Table.
Value	Select the specific debtor group value to which to limit the report results from the list. Debtor Groups are defined in the Group Code Table.

Field	Description	
Report Type	Select the report to be generated:	
	• Purchases without fees: summary of purchases, grouped by client.	
	 Purchases without Fees w/Pay By Method: same as Purchase without fees, but also displays the Pay By method for the purchase activity. 	
	• Debtor purchase detail: detail of purchases for a customer/debtor.	
	 Debtor purchase summary by client: summary of purchases by debtor, grouped by client. 	
	• Debtor purchase summary by Debtor : summary of purchases by debtor, grouped by debtor.	
	• Purchases with fees: summary of purchases showing fees, grouped by client.	
	 Purchases with fees summary: grand total of purchases showing fees, grouped by cli- ent. 	
	 Purchases with Fees w/Pay By Method: same as Purchase with fees, but also displays the Pay By method for the purchase activity. 	
	 Negative invoices by Debtor: lists negative invoices, sorted by customer/debtor within client. 	
	 Negative invoices by invoice#: lists negative invoices, sorted by invoice number within client. 	
Pay By Method	Select a Pay By Method by which to limit the report. This option is only available for the Purchases without Fees w/Pay By Method or Purchases with Fees w/Pay By Method report types.	
Show PO#	Select this option to include a PO# column on the report. This option is only available for the Debtor Purchase Detail report type.	



pland Factors, LLC TEEL VALLEY TRAN SPORT, LLC (1011)		February 1, 2011 Thru February 28, 2011 Debtor Purchase Summary All Clients/Debtors		
Debtor	Invoice#	Purch ase Date	Sch#	Amount
	10126025008	02/03/2011	133	550.00
				550.00
SOOTHING SETTI	NGS() 10125015008	02/03/2011	133	700.00
SOO INTERNATIO	NAL O			700.00
	10204015011	02/08/2011	135	1,425.00
TRAFFIC LOGISITI	ICS TECHNOLOGIES ()			1,425.00
	10121029704	02/01/2011	132	250.00
	10127025009	02/03/2011	133	1,100.00
TRANSPORTATION	NEVPEDTS ()			1,350.00
TRANSPORTATION	10125029705	02/03/2011	133	550.00
	501100			550.00
TREE TEK SERVIC	10 125039705	02/01/2011	132	1,600.00
				1,600.00
	23			20,017.50

Purchase Upload Exception Report

The Purchase Upload Exception report details EDI 810 Invoice Submissions that fail during upload. When generate this report you can select the client and date for which you want to see failures.

To access this report, in the Reports module, on the **Transactions** menu, click **Purchase Upload Exception Report**.

Purchase Upload Exception Report	×
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History Date Range: Today	From:
Print/Local View/Local Print/Engine	Save Exit Help



Report Parameters

Field	Description
Date Range	Select the date to use for the report from the list:
	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Busi- ness Day, and reports printed on Monday will print Friday's data (assuming Fri- day was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Report- ing Services reports when Use last business day instead of yesterday in date range is set to True.

Report Columns

The new Purchase Upload Exception report contains the following information:

- Client The client for which invoices were uploaded.
- File Name of the file used for the import.
- Message Indicates the data element that triggered the failure, as well as the line and record number.
- Number of Records Indicates the number of failures listed in the report.
- Transmission Value Indicates the value of the failures listed in the report.

Remittance Statement Report

The Remittance Statement lists payment posting checks by client, sorted by the option selected on the report request screen, in a statement format.

The default report definition for this report is ColSumm2.

Remittance Statement	×
Report Template:	New
Parameters Destination Scheduling Templates History	
Date Range: Specific Date From January 1, 2008	=
Client: Additional / Late Fee Medical	3
Office:	7
Client Group: Value:	- -
Sort Check Date	5
Show extra tools Show adjustment type recap Ratio invoice/advance Hide payments on hold accounts Do not show rate	
Print/Local Print/Engine Save Est	Help

Field	Description
Date Range	Select the date to use for the report from the list:



Field	Description
	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yes- terday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yes- terday in date range is set to True.
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- s/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 typ- ing 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.

Field	Description
	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 <i>Client Information</i> 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Cli- ent Groups are defined in the Group Code Table.
Clients	Select the clients to be included in the report, based on the Client Terms type:
	• All
	• Fee Based
	• Daily Rate
	• A/R Finance
Sort	Select the sort option that determines the order in which to sort the report.
Field	Description
--	---
	Check Date
	Invoice Number
	• Debtor Name
	Post Date
	Batch Number
Show extra tools	Select this option to print additional totals on the report for total Collected, Advanced, and Fees, and a summation of these as Total Due.
Show adjust- ment type recap	Select this option to show total adjustment amounts by adjustment type at the end of the report.
Ratio invoice/ad- vance	Not used.
Hide pay- ments on hold accounts	Select this option to not print payments to hold accounts on the report.
Do not show rate	Select this option to not print the Discount Rate on the report.

Report Samples



v4.7

Remittance Summary Report

The Remittance Summary Report lists payment posting checks by client, sorted by the option selected on the report request screen.

The default report definition for this report is **ColSumm1**.

Remittance Summary	×
Report Template:	New
Parameters Destination Scheduling Templates History	
Date Range: Today From	- 11
Thru	
Client:	•
AE:	•
Office:	•
Client Group: Value:	Y
Clients: All	•
Sort: Check Date	•
Show extra tools	
Ratio invoice/advance	
Hide payments on hold accounts Do not show rate	
Print/Local Print/Engine Save Exit H	lelp

Report Parameters

Field	Description
Date Range	Select the date to use for the report from the list:
	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	Set At Run Time (Web Template Only)



Field	Description
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yes- terday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yes- terday in date range is set to True.
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- s/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 typ- ing 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 <i>Client Information</i> 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

Field	Description
Office	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. Offices are defined in the <u>Office table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Cli- ent Groups are defined in the Group Code Table.
Clients	 Select the clients to be included in the report, based on the Client Terms type: All Fee Based Daily Rate A/R Finance
Sort	 Select the sort option that determines the order in which to sort the report. Check Date Invoice Number Debtor Name Post Date Batch Number
Show extra tools	Select this option to print additional totals on the report for total Collected, Advanced, and Fees, and a summation of these as Total Due.
Show adjust- ment type	Select this option to show total adjustment amounts by adjustment type at the end of the report.



Field	Description
recap	
Ratio invoice/ad- vance	Not used.
Hide pay- ments on hold accounts	Select this option to not print payments to hold accounts on the report.
Do not show rate	Select this option to not print the Discount Rate on the report.

Report Sample

"TEST" World Client: BBS True	of Factoring "TEST" king (BBS)									,	Remittance Summary By Check Date January 1, 2001 Thru May 19, 2011
Check Date/Numbr	IT	Invoice	Advance			Activity			Discount	Fee	
Invoice #	Debtor.	Amount	Amount	Batch#	Date	Туре	Collected	Adjustmentis	Rate	Charged	Description
Notember 25, 2005,											
1234-96	Big Fee Leape Company	4,000.00		6	11/20/2000	0190		4,000,00			Case led
19448	BEDFORD READY NO.	65.00	52.00	6	1925/2005	DISC		65.00			Ead good
2141A1	AA8900	1,000.00	800.003	6	11/28/2008	C/8 RSV		1,000.00	1.74	7.41	Bad good
22530	Sad Tek, No.	10,000,000.00	8,000,000,00	2	11/25/2005	C/B RSV		10,000,000,000	1.75	75,000.00	
								10,005,055,00		76,007.41	
Notem Der 25, 2005, T	EGT										
3222	ABC Company	100.00	80.00	6	11/28/2008	PHIT	1010.00		1.67	0.67	
	,						100.00			0.67	
	man and a second se	the second s						~~~~~		-	

Returned Check Report

The Returned Check Report lists checks that have been marked for return from the Check Search screen.

The default report definition for this report is **RetCheck**.

Returned Check Report	×
Report Template:	New
Parameters Destination Scheduling Templates History	
Date Range: Today From:	- 1
Thru	- 1
Client:	•
AE:	•
Office:	-
Client Group: Value:	~
Sequence: Payor	-
	_
Print/Local Print/Engine Save Egit H	elp

Report Parameters

Field	Description
Date	Select the date to use for the report from the list:
range	• Today
	• Yesterday
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True . The Yesterday option in the Date Range field is replaced with Last Business Day , and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set Sys- tem Preference Identification/system constants > CLMS Reporting Services > Requests >



Field	Description
	Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True .
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- s/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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . 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.



Field	Description
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Sequence	 Select the option that determines the order in which to sort the report: Payor Return check date

Report Sample

TEST World of Factoring **TEST** Returned Check Report Additional / Late Fee Medical June 1, 2004 Thru June 30, 2004										
Payor	Check#	Batch#	Return Date	Invoice#	In voice Date	Post Date	Purchase Batch#	Invoice Amount	Payment Type	Payment Amount
Air Products & Chemical II	25547	78	6/9/2004	500 500	10/31/2002 10/31/2002	10/31/2002 10/31/2002	10 10	0.00	Pmt C/B	500.00 (500.00) 0.00
										0.00

Transaction Report

The Transaction Report allows you to generate transaction reports in summary or detail formats for specific or all clients within a specified date range.

The default report definitions for this report are:

- **Trans** = Purchases & Collections, Purchases Only, Collections Only
- **CliLedge3** = Client Ledger (include non-factored column)
- **CliLedge4** = Client Ledger (include fees taken column)
- **CliLedge6** = Client Ledger (include fees & tax columns)
- **purchrep** = Purchase Summary
- **TransAct1** = Transaction Activity
- **TransOffDate** = Posted off-date report

Transaction Report	×
Report Template:	▼ <u>N</u> ew
Parameters Destination Scheduling Templates History	
Date Range: Year Thru Last Month-End	
Thru:	
Client: Amanda Test Client (AGC)	<
A/E:	
Office:	-
Client Group: Value:	-
Report Type: Purchases & Collections	•
Format: Detail	•
Include expense summary	
Lach client on a separate page	
Print/Local View/Local Print/Engine Save Exit	<u>H</u> elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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
Date	Select the date to use for the report from the list:
rango	



765

Field	Description
	• Today
	• Yesterday
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	 Set At Run Time (Web Template Only)
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Fri- day's data (assuming Friday was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.
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 X red [x] icon to clear the Client field.

Field	Description
	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 <i>Client Information</i> 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 <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.
	menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Client Group Code Table.
Report Type	Select the report to be generated:

Field	Description								
	Purchases & Collections								
	Purchases Only								
	Collections Only or Collections/Adjustments Only								
	Client Ledger (include Non-factored column)								
	Client Ledger (include fees taken column)								
	Client Ledger (include fees & tax columns)								
	Purchase Summary								
	Transaction activity								
	Posted off-date report								
	Purchases Only Portfolio Grand Totals								
	Purchases Only Client and Portfolio Grand Totals								
	Collections Only Portfolio Grand Totals								
	Collections Only Client and Portfolio Grand Totals								
Format	Select the format, Detail or Summary, for the selected report. This field is only available when the selected Report Type is Purchase & Collections, Purchase Only, or Col-lections/Adjustments Only.								
Other	Select the option for additional formatting. These options are only available when the selected Report is Purchase & Collections, Purchase Only, Collections/Adjustments Only (both options available) or Transaction Activity (Each client only).								
	Include expense summary								
	Each client on a separate page								

Report Details

Column	Description						
Format: Purchases Only Portfolio Grand Totals and Collections Only Portfolio Grand Total							
A/R Amount	Accounts Receivable amount for the entire portfolio						

Column	Description
- Fee Escrow	Fee Escrow amount for the entire portfolio
- Reserve Escrow	Reserve escrow amount for the entire portfolio
- Expenses	Expenses amount for the entire portfolio
- Actual Reserve	Actual Reserve amount for the entire portfolio
- Fee Earned	Fee Earned for the entire portfolio
Write Off Amount	Write Off amount for the entire portfolio
Deposit Amount	Deposit amount for the entire portfolio
Paid Amount	Paid amount for the entire portfolio
Grand Total	Portfolio grand total (Portfolio grand total = all the Clients final balances).
Format: Purchases Only Client and Portfolic Grand Totals	Grand Totals and Collections Only Client and Portfolio
Client Name	Displays Client name
A/R Amount	The final balance of the Accounts Receivable amount
- Fee Escrow	The final balance of the fee escrow amount
- Reserve Escrow	The final balance of the Reserve escrow amount
- Expenses	The final balance of the Expenses amount
- Actual Reserve	The final balance of the Actual Reserve amount
- Fee Earned	The final balance of the Fee Earned
Write Off Amount	The final balance of the Write Off amount
Deposit Amount	The final balance of the Deposit amount
Paid Amount	The final balance of the Paid amount
Portfolio Grand Total	Portfolio grand total (Portfolio grand total = all the Clients final balances).

Report Samples

Format: Collections/Adjustments Only

*TEST** World of Factoring **TEST** anuary 1, 2008 Thru March 1, 2008 (Detail Transaction Report Collections/Adjustments Only			
Date	Batch#	Туре	A/R Amount	- Fee Escrow	- Reserve Escrow	- Expenses	- Actual Reserves	- Fee Eamed	Write Off Amount	Deposit Amount	Paid Amount	Date Paid	Check/Tran#
Additional/Late Fee Medical(22222)													
2/1/2008	117	PAY	-300.00				-100.00			200.00		11/28/2008	563
			-300.00				+100.00			200.00			
Expenses for Additional / Late Fee Medical (22222)													
		Grand Total:	-300.00				-100.00			200.00			
ammary of Expension	ses												

Format: Purchases Only Portfolio Grand Totals

TE July	ST Ovation Financi 1, 2021 Thru June 30	ial **TE ST** 0, 2022							Purchas	Summary Trans es Only - Portfolio	action Report Grand Totals
			A/R Amount	- Fee Escrow	- Reserve Escrow	- Expenses	- Actual Reserve	- Fee Earned	Write Off Amount	Deposit Amount	Paid Amount
	S	Grand Total:	494,979,852.15	370.58	1,343,739.40	330.80	493,273,330.54	82,446.72	0.00	0.00	168,989.10

Format: Purchases Only Client and Portfolio Grand Totals

TE ST Ovation Financial June 1, 2022 Thru June 30,	1**TE ST** 2022							Purchases	Summary Tra Only Client Portfo	ansaction Report Ilio Grand Totals
Client Name		A/R Amount	- Fee Escrow	- Reserve Escrow	- Expenses	- Actual Reserve	- Fee Earned	Write Off Amount	Deposit Amount	Paid Amount
Amanda Test Client (AGC)		10,735.00	0.00	2,147.00	0.00	7,076.31	182.94	0.00	0.00	1,328.75
Anna Hanks Reserve Client (AHRSV)		500.00	0.00	0.00	0.00	492.50	7.50	0.00	0.00	0.00
CLIENT - FACTORING ONLY#3 (USD) (3233)		0.00	0.00	0.00	0.00	(50.00)	50.00	0.00	0.00	0.00
RM Client (RMC)		3,700.00	0.00	0.00	0.00	544.00	120.00	0.00	0.00	3,036.00
Sabs Enterprise (SAB2021)		17,555.19	0.00	0.00	0.00	16,741.38	237.08	0.00	0.00	576.75
s	Grand Total:	32,490.19	0.00	2,147.00	0.00	24,804.17	597.52	0.00	0.00	4,941.50

Format: Collections Only Portfolio Grand Totals

TEST July 1, 2	** Ovation Financi 2021 Thru June 30	ial **TE ST), 2022							Collecti	Summary Tra ions Only - Portfo	n saction Report lio G rand Totals
			A/R Amount	- Fee Escrow	- Reserve Escrow	- Expenses	- Actual Reserve	- Fee Earned	Write Off Amount	Deposit Amount	Paid Amount
	s	Grand Total:	(686,306,277.64)	(127.50)	(642,326.48)	135,904.76	186,265.43	34,926.38	13,744.11	686,031,774.26	0.00

Format: Collections Only Client and Portfolio Grand Totals

TE ST Ov ation Financial **TE ST** June 1, 2022 Thru June 30, 2022

Client Name	A/R Amount	- Fee Escrow	- Reserve Escrow	- Expenses	- Actual Reserve	- Fee Earned	Write Off Amount	Deposit Amount	Paid Amount
Amanda Test Client (AGC)	(911,000.22)	0.00	(182,120.04)	30,530.01	(157,915.97)	9,106.00	0.00	610,600.22	0.00
CLIENT - ABL ONLY #2 (33333)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CLIENT - FACTORING ONLY#3 (USD) (3233) (33,845.50)		0.00	(10,449.90)	0.00	16,949.90	0.00	0.00	40,345.50	0.00
CLIENT - FACTORING ONLY#3 (CAD) (3234) (10,000.00		(1 00.00)	(2,000.00)	0.00	1,900.00	200.00	0.00	10,000.00	0.00
RM Client (RMC) (11,505		(25.00)	(40.00)	0.00	(5,835.05)	95.05	0.00	5,700.00	0.00
Sabs Enterprise (SAB2021)	(800.008)	0.00	0.00	0.00	0.00	0.00	0.00	800.00	0.00
WeSC America Inc. (12026)		0.00	0.00	0.00	0.00	0.00	0.00	2,280.00	0.00
S Grand T	otal: (96.9,430.72)	(1 25.00)	(194,609.94)	30,530.01	(144,901.12)	9,401.05	0.00	669,725.72	0.00

Security Roles

To generate the Transaction Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Transaction Reports > Print Transaction Reports

System Preferences

The following system preference that affects this report is found in the Administration module, System Preferences, **Fields/screen behavior**, **Miscellaneous** folder.

Preference	Description
Calculate earnings	Set to True - All accounts flagged as an Earning Account in Tables > Accounting
based on account	> Account Table > Standard Tab > Earning Account check box will be included in
table flag	the calculation.

The following system preferences for this report are located in the Administration module, System Preferences, **Reports**, **Transaction report** folder.

Preference	Description
Collections selection included adjustments	Set to True to include adjustments in Collections Only report.
Include medical receivable balance	Set to True to display the last medical receivables balance on certain reports if balance forward is also shown.
Place recourse fee in fee column on pur- chase summary	Set to True to include the recourse fee on the Purchase Summary report in the Fee Amount column instead of the Recourse Amount column.

Preference	Description
Show balance for- ward on purchases and collections report	Set to True to display balance forward on the Purchases & Collections report.



Crystal (Legacy) Reports

Accounting Menu

Adjusted Fee Report

The Adjusted Fee Report displays a summary of adjusted fee rates per client, including terms, basis, stated rate, floor rate, basis rate, minimum rate, maximum rate, adjusted rate, advance rated and recourse days. The Report Template list displays any report template created to date. Select a template from the list to generate a report based on its saved display parameters.

📕 Print Adjusted Fee R	port					
Report template:						•
Parameters Scheduling	Templates					
Client:					•	Clear
Office:					-	Clear
Client Group:		•	Value:		Ŧ	Clear
Default Printer:	Wiggum\BHM_De	v_Laser v _Laser	_	<u>C</u> hange Default		_
As of date:	pril 19, 2011]	_
Output: p	review			2	•	
Print now Save	Egit					Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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

Use the Parameters tab to specify the report's selection criteria.

Field	Description
Client	drop-down to select the client for which to run the report.



Field	Description
	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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Value	Select the client group's value (as defined in the Group Code Table) for which this report is to be generated. Click Clear to remove the selection.
Default	Displays the default printer used to generate reports

jh

FactorSoft™

v4.7

Field	Description
Printer	
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
As-of date	Enter the applicable beginning date.
Output	Select how you want to get the report:
	 Preview – Opens the report in a window (printing available). If you select this option, the report cannot be scheduled.
	Print – Prints the report without preview.
	 Fax – Faxes the report directly to the client. For this option to work, a third-party fax server solutions must be installed and set up in System Preferences.
	• Email – Emails the report directly to the client.

Report Sample

TEST** World of Factoring djusted Fee Rates	**TE ST**								As Of Ap	ril 19, 2011
			Stated	Floor	Basis	Minimum	Maximum	Adjusted	Advance	Recourse
lient	Term s	Basis	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Days
lpha	Alpha Client	Prime	15.0000	10.0000	10.0000	12,0000	30.0000	15.0000	80.0000	0

System Preferences

The following system preferences for this report are set in the Administration module, System Preferences, **Reports**, **Adjustments Reports** folder.

Preference	Description
Crystal Reports mod- ule name	Used to assign the crystal reports module a name for the Adjusted Fee Report.
Copies to print	When the Print output method is selected, this preference sets the default num- ber of copies to print.



Preference	Description
Preference printing cover page	The WinFax cover page located in the common report directory to be used as a Fax cover page when the Fax output method is selected.
Show explanation on report	Determines whether or not the adjustment explanation is displayed on the report.
Show invoice dispute code on report	Determines whether any dispute code recorded for the invoice is displayed on the report.

Buyout Calculation Report

This report provides a buyout summary of open invoices for selected clients over a specified date range. The summary includes invoice dates, aging, amount, balances, escrow (rebate), fees, and a total buyout amount.

This is an Engine-enabled report.

Report format options exist for the Buyout Calculation Report to separate monies from "other sources" (e.g., Carrier Payments) from invoice balances. These other monies are shown in the Other Loan Amount column. To use this format for the Client summary only, Breakout fees and escrow reserves report options, set System Preference Reports, Buyout report, Crystal report module (with breakout and with summary) to BUYOUTBS1. To use this format for the Client summary only report option only, set System Preference Reports, Buyout report, Crystal report module (without breakout and with summary) to BUYOUTBS1.

Note that the original BUYOUT-S and BUYOUT-BS formats include the "loans from other sources" in the invoice balance totals.

Buyout Calculation Report	×
Options template:	-
Parameters Scheduling Templates	1
As of date: Current date	
Portfolio fees from: First of month	
Client:	Clear
A/E:	Clear
Office:	Clear
Group: Value:	Clear
Sort client: Client name Group:	Clear
Output: Preview	
 Print client summary only Breakout fee and reserve escrow Ignore non-accrual date 	
Print now Save Exit	<u>H</u> elp

Field	Description
Options Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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. Choose Current date , Previous month-end date , or specify a Specific date in the field to the right.
Portfolio fees from	Select the starting date of the date range for the report to include Portfolio fees associated with the accounts Choose Current date , Previous month-end date , or specify a Specific date in the field to the right.
Client	drop-down to select the client for which to run the report.



Field	Description
	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.
	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 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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Office	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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Group	Select the client group to which to limit the results in the report.
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table. Click Clear to remove the selection.

FactorSoft™

v4.7

 $\ensuremath{\mathbb{C}}$ 2022 Jack Henry & Associates, Inc. $\ensuremath{^\circ}$

Field	Description
Sort cli- ent	Select the sort format for the results. You can sort the results by: Client name
	Client code
	• A/E
	• Group value
Group	Selecting Group value in the Sort client field enables the Group field. Select the group value by which to sort the results.
Output	Select how you want to get the report:
	 Preview – Opens the report in a window (printing available). If you select this option, the report cannot be scheduled.
	Print – Prints the report without preview.
	 Fax – Faxes the report directly to the client. For this option to work, a third-party fax server solutions must be installed and set up in System Preferences.
	• Email – Emails the report directly to the client.
	 Preference to generate the report to the output option specified in the Client Inform- ation Preference selection. Click here for <u>Preference Printing</u> help.
Print cli- ent sum- mary only	Select this check box to print summaries by client only, without specific invoice detail. If this option is not selected, each invoice is listed per client.
Breakout fee and reserve escrow	Select this option to print Fee Escrow and Reserve Escrow as separate columns on the report.
Ignore cli- ent non- accrual date	Select this option to calculate buyout based on payment date when the client has a non- accrual date set in the Termination panel of the Client Information screen.

1

Without Breakout Fee or Without Summary Format

aily Stateme	ent Client (DAILYSTMT)										July 10, 2020
Debtor		Invoice		Funded	Invoice				Eamed	A dditional	Buyou
	Invoice#	Date	Sch#	Date	Amount	A ge	Balance	Rebates	Fee	Fee	Amoun
.H. Robinson	(CHROB)										
	12120-AR2	12/16/2019	1438	12/16/2019	985.63	208	985.63		98.56		1,084.19
				*			985.63		98.56		1,084.19
TQL-TotalQu	ality Logistics (TQL)										
	12120-AR3	12/16/2019	1438	12/16/2019	9,854.85	208	9,854.85		985.49		10,840.34
				*			9,854.85		985.49		10,840.34
Walmart IL (W	ALMARTIL)										
	2620-REBATE	12/25/2019	1461	12/25/2019	1,000.00	199	1,000.00	100.00	100.00		1,000.00
	12120-AR1	12/16/2019	1438	12/16/2019	1,000.00	208	1,000.00	100.00	100.00		1,000.00
				*			2,000.00	200.00	200.00		2,000.00
				Client Total			12,840.48	200.00	1,284.05	0.00	13,924.53
									Held c	ash reserves:	930.00
									Actual Bu	woult Amount:	14 054 52

With Breakout Fees and without Summary Format

ebtor		Invoice		Funded	Invoice			Fee	Reserve	Earned	A dditional	Buyout
	Invoice#	Date	Sch#	Date	Amount	A ge	Balance	Escrow	Escrow	Fee	Fee	A mount
C.H. Robinson (CHROB)											
	12120-AR2	12/16/2019	1438	12/16/2019	985.63	208	985.63			98.56		1,084.19
				*			985.63			98.56		1,084.19
TQL -Total Qual	lity Logistics (TQL)											
	12120-AR3	12/16/2019	1438	12/16/2019	9,854.85	208	9,854.85			985.49		10,840.34
				*			9,854.85			985.49		10,840.34
Walmart IL (WA	LMARTIL)											
	2620-REBATE	12/25/2019	1461	12/25/2019	1,000.00	199	1,000.00		100.00	100.00		1,000.00
	12120-AR1	12/16/2019	1438	12/16/2019	1,000.00	208	1,000.00		100.00	100.00		1,000.00
				*			2,000.00		200.00	200.00		2,000.00
				Client Total		-	12,840.48		200.00	1,284.05	0.00	13,924.53
										Held cash	reserves:	930.00
									Ar	tual Buyor	t Amount:	14 954 53

Without Breakout Fees and with Summary Format

TEST OAF NO INSURANCE FINANCIAL SERV							buyour summary car	July 10, 202
						S	tatement fees from	July 1, 202
			Famed	Additional	Buyout	Statement	Cash	Actua
Client	Balance	Rebates	Fee	Fee	Amount	Fee	Reserves	Amoun
Daily Statement Client (DAILYSTMT)	12,840.48	200.00	1,284.05		13,924.53		930.00	14,854.53
	12,840.48	200.00	1,284.05		13,924.53		930.00	14,854.53

Report Details

Column	Description
Buyout A and Buyout-E	3 A
Debtor	Displays Debtor Name.
Invoice Number	Displays Invoice number.
Invoice Date	Date for the invoice.
Sch#	Displays the batch # that Invoice was purchased on .
Funded Date	Displays the date the Invoice was purchased/funded.
Invoice Amount	Displays the Invoice Amount .
Age	Displays the age of the invoice as determined by System Preference to be cal- culated by Invoice Date, Purchase Date, or Due Date.
Balance	Displays the Invoice balance.
Fee Escrow	Displays the amount in Fee Escrow for the Invoice; calculated as the Invoice Amount x Fee rate % in Client Terms.
	Note: This is only calculated if the "Escrow fees?" box is checked.
Reserve Escrow	Displays the amount in Reserve Escrow for the Invoice; calculated as the Invoice Amount x Reserve Rate % in Client Terms.
	Note: This is only calculated if the "Escrow fees?" box is checked.
Earned Fee	Displays any calculated fee on the Invoice that is not a fee earned at the time of purchase; this is typically a fee that is calculated based on Client Terms > Col- lection Fee Table
Additional Fee	Displays any calculated fee on the Invoice that is not a fee earned at the time of

Column	Description				
	purchase; this fee would be calculated based on Client Terms > Additional fees and Additional Fee Type = Charge at collection.				
Buyout Amount	Displays the calculated buyout amount for each Invoice The Buyout Amount is calculated as the Invoice Balance + (Earned Fee - Reserve Escrow)				
Buyout-S A and Buyout-BS A					
Client	Displays Client Name.				
Balance	Displays the Invoice balance.				
Rebates	Displays the amount in Reserve Escrow for the Invoice; calculated as the Invoice Amount x Reserve rate % in Client Terms				
	Note: This is only calculated if the "Escrow fees?" box is checked.				
Earned Fee	Displays any calculated fee on the Invoice that is not a fee earned at the time of purchase; this is typically a fee that is calculated based on Client Terms > Col- lection Fee Table				
Additional Fee	Displays any calculated fee on the Invoice that is not a fee earned at the time of purchase; this fee would be calculated based on Client Terms > Additional fees and Additional Fee Type = Charge at collection.				
Invoice Buyout Amount	Displays the calculated buyout amount for each Invoice The Buyout Amount is calculated as the Invoice Balance + (Earned Fee - Reserve Escrow)				
Statement Fee	Displays the accrued statement fees as of the date the Buyout report is run through; these fees are calculated on the Client Fee Statement				
Cash Reserves	Displays the balance in the Cash Reserves as of the date the Buyout report is run through				
Actual Buyout Amount	Actual Buyout Amount = Invoice Buyout Amount - Cash Reserves				

System Preferences

The following system preferences for this report are found in the Administration module, System Preferences, **Reports**, **Buyout report** folder.

Preference	Description
Always show grand	Set this option to True to include grand total in the totals section of the report.



Preference	Description
total	
Crystal Reports mod- ule name	There are four Crystal Report module name preferences used to assign the Crystal Reports module for the report.
	 without breakout and without summary
	 with breakout and without summary
	 without breakout and with summary
	with breakout and with summary
Do not include float days	Set this option to True to exclude float days from age and fee calculations.
Do not show cash reserves	Set this option to True to exclude the display of cash reserves from the totals section of the report.
Do not show state- ment fees	Set this option to True to exclude the display of accrued statement fees from the totals section of the report.
Include escrow trans- fers	Set to True to include escrow transfers (invoice escrow - ledger escrow) on the report.
Use old (non-API) module	Old, out of date function will be used if this option is set to True .

Cash Posting Report

This report allows the user to print a summary of the Cash posted for a given date range.



Print Cash Posting Report	- • ×
Options template:	•
Parameters Scheduling Templates	1
Cash Account:	Clear Clear Clear Clear Clear Clear
Default Printer: HP DeskJet 3630 series (redirected 7) Change This Report: HP DeskJet 3630 series (redirected 7) Image: Date range: Current month-to-date Image:	e Default
Select: Show: Sequence: Output: ○ Pending ✓ Bank # ⓒ Amount ⓒ Preview ○ Updated ✓ Client ⓒ Check # ○ Print ○ Detail ✓ Date ○ Client ○ Client ○ Fax ○ Detail ○ Summary ○ Summary ○ Payor ○ Preferen	ice
Print now Save Exit	<u>H</u> elp

Field	Description
Options Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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
Cash Account	Select the Cash Account to which to limit the report, or leave this field blank to include all Cash Accounts.
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- s/Screen Behavior > Miscellaneous > Use Client Search instead of drop downs is set to True.

Field	Description
	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 X red [x] icon to clear the Client field.
	TIP Choosing Contains will allow users to search by Client Code.
Office	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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table. Click Clear to remove the selection.
Source	Select a check source to which to limit the report, or leave this blank to include all defined sources.
Batch	Select a specific batch to which to limit the report, or leave this blank to include all batches.
Default Printer	Displays the default printer used to generate reports
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only

v4.7

Field	Description
Date	Select the date range to use for the report from the list:
range	• Last month
	Current month-to-date
	Year thru last month date
	Specific date range
	• Today
	• Yesterday
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the adjacent fields.
Select	Choose the format for the Cash Report:
	• Pending : cash that is currently pending will be printed in the report.
	• Updated: cash that has been updated/processed will be printed in the report
Report	Select the report format to be printed.
	• Detail
	• Summary
Show	Select the view options for the report:
	• Bank# : display the Bank number of the check, if available.
	• Client : display the client name to whom the payment applies.
	• Date: display the check date .
	 Summary: include a summary section at the end of the detail report that sums the Amount of Checks and Count of Checks for each Source, and provides the per- centage of the grand total that Source represents.
Sequence	Select the desired data sort order for the report



Field	Description
	Amount: sort by amount of payment lowest to highest
	Check#: sort by check number
	Check batch: sort by payment batch number.
	Client: sort by client name.
	• Entry: Sort in the order that the checks were input into the system
	Payor: sort by payor name
Output	Select how you want to get the report:
	 Preview – Opens the report in a window (printing available). If you select this option, the report cannot be scheduled.
	Print – Prints the report without preview.
	 Fax – Faxes the report directly to the client. For this option to work, a third-party fax server solutions must be installed and set up in System Preferences.
	• Email – Emails the report directly to the client.

Report Sample

Detail Report

		Check				
Amount	Batoh#	Date	Client.	Payor	Check#	Ban k#
					TOP CLIENT	Check Sou
954.23	1242	7/1/2020	Invoice Delivery	Walmart IL	CK72820-1	
2,954.35	1243	7/5/2020	Invoice Delivery	Walmart IL	CK72820-2	
3,908.58		CLIENT:	Total Check Sou			
3,908.58		ount Total:				
3,908.58		and Total:				
						Sum mary
	oks	Total Amount of Che	Count of Checks	Amount of Checks	roe	Check Sou
	.00	100	2	835,258,437,824,055.00	ash	Factoring C
			2	935,258,437,824,055.00		

Summary Report

TEST GAP No Insurance Financial Serv			Cash Posting Summary	
		July 1.	, 20 20 Thru July 10, 20 20	
		Check		
Check Batch #	Source	Date	Amount	
1242	CLIENT	7/1/2020	954.23	
1243	CLIENT	7/5/2020	2,954.35	
			3,908.58	
and the second second			and a strength of the	

Report Details

Column	Description
Detail Report	
Bank#	Displays the Bank# entered on a Check when positing a payment batch
Check#	Displays the Check number
Payor	Displays the Payor on a Check
Client	Displays the Client's name
Check Date	Display the date of the Check
Batch#	Display payment batch number
Amount	Displays the Amount of the check
Summary Report	
Check#	Displays the Check number
Source	Displays the Check Source
Check Date	Display the date of the Check
Amount	Displays the Amount of the check

System Preferences

The following system preferences for this report are found in the Administration module, System Preferences, **Reports**, **Cash posting report** folder.

Preference	Description
Detail Crystal Reports	Used to assign the crystal reports module a name for the Cash Posting Report,

ih

Preference	Description
module name	Detail report format.
Detail Crystal Reports module name	Used to assign the crystal reports module a name for the Cash Posting Report, Detail Summary format.
Use report server cash posting report form	Set to True to enable the Engine-enabled report screen.

Deferred Income Report

The Deferred Income Report provides a summary of specified client's deferred refactoring fees.

A Print Deferred Income Report			
Date Thru February 28, 2011	Today L-Month	Default Printer: \\\Wiggum\BHM_Dev_Laser	Change
Client	▼ Clear	This Report \\\Wiggum\BHM_Dev_Laser	Default
A/E:	▼ Clear	Output:	
Client Group: Value:	▼ Clear	C Print C Email	
Office:	Clear		
Format Deferred Refactor Fees - Detail	_		
,	_	Print Egit	Help

Fields	Description
Date Thru	Allows a period ending date to be entered.
	Click Today to display the current FactorSoft processing date or L-Month to display the last day of the previous month in this field.
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.



Fields	Description
	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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	 Terminology > Select account executive based on check box: TRUE
Client	Select the client group to which to limit the results in the report.
Croup	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table. Click Clear to remove the selection.
Office	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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Format	Select the report format to be printed:
	Deferred Refactor Fees - Summary
	Deferred Refactor Fees - Detail
Default Printer	Displays the default printer used to generate reports.
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This	Select a printer from the drop-down list to overwrite the printer default for this report only.

Fields	Description	
Report		
Output	Select how you want to get the report:	
	 Preview – Opens the report in a window (printing available). If you select this option, the report cannot be scheduled. 	
	• Print – Prints the report without preview.	
	 Fax – Faxes the report directly to the client. For this option to work, a third-party fax server solutions must be installed and set up in System Preferences. 	
	• Email – Emails the report directly to the client.	
Print	Click this button to generate the report.	
Exit	Click this button to close the screen without printing the report.	

Earnings by State Analysis Report

The Earning by State Analysis Report located at **Reports Module** > **Accounting** > **Earnings By State Ana-Iysis** creates an Excel spreadsheet that lists all earnings for each state in alphabetical order along with the Client name.

冒 Earnings by State Analysis 🛛 📼	
Month/Year from:	Process
Month/Year thru: 4 / 2020	<u>H</u> elp
List individual clients View spreadsheet when finished	E <u>x</u> it

Field	Description
Month/Year from	Enter the beginning month and year for the report date range.
Month/Year thru	Enter the ending month and year for the report date range.
List individual clients	Select this option to list each client and the total of earnings by client within each state. If this option is not selected, the report list the total earnings by state without the client detail.
View spreadsheet	Select this option to display the report result in Microsoft Excel when finished. If



Field	Description
when finished	this option is not selected, the report is written to the report folder without being displayed.
Process	Click this button to generate the report.
Exit	Click this button to close the screen without creating the report.

Report Sample

4	А	В	С	D	E
1	State	Jan 11	Feb 11	Total	1
2	CA	1,627.86	471.47	2,099.33	1
3	MN	1,859.20	491.69	2,350.89	3
4	MO	228.12		228.12	3
5	NJ	202.02	2,898.94	3,100.96	
6	NY	7,794.80	3,051.41	10,846.21	}
7	OR	387.81		387.81	1
8	TX	534.50		534.50	
9	WA	99.56		99.56	1
10					
11	Total	12,733.87	6,913.51	19,647.38	3
10					

Report Details

Column	Description
State	Each State in the Client
Date	Month and Year Selected
Total	Total for each State

Security Roles

To generate the Earnings by State Analysis Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Accounting Reports > Earnings by State

System Preferences

The following system preferences for this report are found in the Administration module, System Preferences, **Reports**, **Earnings by State** folder.

Preference	Description
Folder for Completed Excel Spreadsheets	Use this System Preference for the location of the Excel spreadsheets produced when the Earnings by State Report is run. If no location is specified, the report is saved in the root drive of the local computer.


Financial Reports

The Print Financial Reports window is accessed through the Reports drop-down menu by first selecting Accounting Reports and then selecting Financial Reports.

The program provides Financial Statements based upon all transactions that have been input into the system. The Financial Reports will print financial statements in Balance Sheet, Profit & Loss, Income/Expenses and Summary formats.

Print Financial Reports			×
Date Thru: February 28, 2011 Office:	Today L-Month Clear	Default Printer: \\\\\/iggum\BHM_Dev_Laser This Report: \\\\/iggum\BHM_Dev_Laser Defaul	je It
Reports: Balance Sheet G/A Expenses Income/Earnings		Output: Preview C Fax C Print C Email	
		Print Egit Help	

Field	Description
Date Thru	Allows period ending date to be entered. Click Today to display the current Fact- orSoft processing date or L-Mont to display the last day of the previous month in this field.
Office	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. Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Reports	 Select the reports to be generated. Any or all reports can be generated. Each report prints separately if more than one is selected. Balance Sheet - generates a report of assets and liabilities. G/A Expenses - generates the General and Administrative Expenses Report Income/Earnings - generates the Statement of Income and Earnings
Default Printer	Displays the default printer used to generate reports.



Field	Description
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
Output	Select how you want to get the report:
	 Preview – Opens the report in a window (printing available). If you select this option, the report cannot be scheduled.
	 Print – Prints the report without preview.
	 Fax – Faxes the report directly to the client. For this option to work, a third- party fax server solutions must be installed and set up in System Prefer- ences.
	• Email – Emails the report directly to the client.
Print	Click this button to generate the report.
Exit	Click this button to close the screen without printing the report.

Report Sample

Balance Sheet:

	TEST World of Factor Balance Shee March 31, 20	ing ™TE ST** t 11
	ASSETS	
CURRENT ASS	ETS	
1004	Cash	(10,897,597.16)
1006	Cash - Payroll	(100.00)
1010	Accounts Receivable	830,302.96
1008	Net Factored Receivables	830,302.96
1020	Participation Receivable	535.017.71
1025	Participation Required	(9,222.00)
1030	Loans Receivable	12,499.48
1040	PO Advances	4,200.14
1060	(Less) Bad Debt reserve	(680.00)
1095	Notes Receivable	110.711.01
1100	FS Advances	0.00
1110	Disbursements	0.00
1111	Unapplied Cash / Hold account	(750.00)
1112	Hold account - unapplied cash	(1,925.00)
1113	(Less unearned) income	0.00
1114	Discount not taken	0.00
1115	Held for discount	0.00
1118	Earned discount	0.00
1117	Unearned discount	0.00
1234567891	12345678 test	0.00
TOTAL	CURRENT ASSETS	(9,411,482.36)
PROPERTY & E	QUIPMENT	
1301	Furniture & Equipment	(810.00)
1302	Automotive & Transportation	(10.00)
1303	Computer Equipment	0.00
1304	(Less) Accumulated Depreciation	0.00
TOTAL	PROPERTY & EQUIPMENT	(820.00)
OTHER ASSET	5	
1601	Deposits	0.00
1602	Notes Receivable/ Other Assets	0.00
1603	Prepaid Expenses	0.00
1604	Other Receivables	0.00
TOTAL	OTHER AS SETS	0.00
т	DTAL ASSETS	(9,412,302.36)

G/A Expenses:

TEST World of Factoring **TEST** GENERAL & ADMINISTRATIVE EXPNISES July 1, 2007 brun March 31, 2008					
		Current Month	% Eam	Year To Date	% Eam
4010	Bank Charges	0.00		(120.00)	-0.32
4020	Delivery& Courier	0.00		0.00	
4030	Federal Express/UP S Fees	0.00		0.00	
4040	Legal	0.00		(340.00)	-0.91
4050	Salaries	0.00		0.00	
4060	Postage	0.00		(76.02)	-0.20
4070	UCC-1 and Filing Fees	0.00		(150.00)	-0.40
4080	Wire Transfer Fees	0.00		(675.00)	-1.81
4095	Miscellaneous	0.00		(660.001)	-1.77
4098	Reserve Escrow	0.00		(154.708.03)	-415.54
4099	Fee Escrow	0.00		(3.250.69)	-8.73
TO	AL GENERAL & ADMINISTRATIVE EXPNSES	0.00		(159.979.74)	

Income/Earnings:

	TEST World of Factoring STATEMENT OF INCOME AND) "TE ST" EXPENSES		
	July 1, 2007 line march 3	Current Month % E	am Year To Date	% Eam
REVENUE				
2611	Earnings	0.00	30,825.02	82.79
2012	Interest Income	0.00	6,305.84	16.94
2613	Loan Points / Intital Set Up Fee	0.00	0.00	
2614	Other Income	0.00	100.00	0.27
TOTAL REVEN	UE	0.00	37,230.88	100.00
EXPENSES				
3010	Write O ffiBad Debt	0.00	0.00	
3020	Interest	0.00	0.00	
COLLECTIONFEE	Collection Fee	0.00	0.00	
TESTHOLD1	Hold account test	0.00	0.00	
TOTAL EXPEN	SES	0.00	0.00	
NET INCOM	IE (LOSS) BEFORE TAXES	0.00	37,230.86	100.00
NET INCOME (LOSS)		0.00	37,230.86	100.00
Owners E	quity, Beginning Balance		111,401.03	
Owners Equity, Ending Balance			308.672.23	

System Preferences

The following system preference is found in the Administration module, System Preferences, **Reports**, **Financial reports** folder.

Preference	Description
Use old financial report function	Select this option to use the older format Print Financial Report screen, which does not contain the full selection criteria options.

The following system preference is found in the Administration module, System Preferences, **Reports**, **Fin-ancial reports**, **Statement of income & earnings** folder.

Preference	Description
Crystal Reports mod- ule name	Used to assign the crystal reports module a name for the Statement of Income and Earnings report.
Place a line under all subtotals	Set this preference to true to underline subtotals in the report.

Hold Account Ledger

The Hold Account Ledgers Report displays details of selected client's Hold Accounts, including item and batch details, within a specified date range.



Print Hold Account Ledgers		
Date Range: March 1, 2011 Thru: March 1, 2011 Account (blank for all)		Today MTD Clear
Client: AE: Office: Client Group: Default Printer: \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	Value: Loser /_Laser	v Clear v Clear v Clear v Clear v Clear v Clear v Clear v Clear
Format: Open items thru date Open items thru date Osummary Include unpaid checks Each client starts on a new page Wash items against same invoice	Sort Clients By. Client name Client code Sort Detail By. Post date C Paid to/by	ltput: Preview Print Fax Email ∐elp

Field	Description
Date Range	Enter the beginning date of the report date range. Click Today to display the current Fact- orSoft processing date or MTD to display the beginning day of the previous month in this field.
Thru	Enter the ending date of the report date range. Click Today to display the current FactorSoft processing date or MTD to display the ending day of the previous month in this field.
Account	Select the account to which to limit the report. Only accounts marked as Hold Account on the Hold Account tab of the Account Table screen are listed here.
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- s/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 \mathbf{X} red [x] icon to clear the Client field.
	TIP Choosing Contains will allow users to search by Client Code.

Field	Description
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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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. Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table. Click Clear to remove the selection.
Default Printer	Displays the default printer used to generate reports.
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
Format	Select the report format to produce:
	Details in date range
	Open items thru date
	• Summary
Sort Cli-	Select the option to determine the order in which the report is sorted on clients:

 $\ensuremath{\mathbb{C}}$ 2022 Jack Henry & Associates, Inc. $\ensuremath{^\circ}$

FactorSoft™

v4.7

Field	Description
ents By	Client name
	Client code
Sort Detail By	Select the sort option that determines the order in which to sort the Open Items Thru Date format within client:
	Post date
	 Paid to/by
Output	Select how you want to get the report:
	 Preview – Opens the report in a window (printing available). If you select this option, the report cannot be scheduled.
	• Print – Prints the report without preview.
	 Fax – Faxes the report directly to the client. For this option to work, a third-party fax server solutions must be installed and set up in System Preferences.
	• Email – Emails the report directly to the client.
Include unpaid checks	Select this option to include unpaid checks in the results. If this option is not selected, unpaid checks are excluded from the results.
Each cli- ent starts on a new page	Select this option to print each client on a separate page(s). If this option is not selected, the results can contain more than one client per page.
Wash items against same invoice	Select this option to close multiple items for the invoice to equal zero. This option is only avail- able for the Open Items Thru Date format.
Print	Click this button to generate the report.
Exit	Click this button to close the screen without producing the report.

Report Sample

Audubon Nat	ture institute (1	25)						
Account.								
	Post Date	Bateltel	Invoice#	Check#	Type	Paid to/by	Description	Am
1111 Unappi	lied Cash / Hold	account						
	2/28/2011				Balance Forward			(25
							Account Total	(25
1112 Hold a	ocount - unappli	ed cash						
	2/28/2011				Balance Forward			3,00
							Account Total	3,00
							ClientTotal	2,75

Spreadsheet Reports

The Spreadsheet Report located at **Reports Module** > **Accounting** > **Spreadsheet Report** provides a summary of transactions per client within a specific date range.

📔 Print Summary Spreadshee	t Report	×
Date Range: <mark> April 1, 2020</mark> Thru: <mark> April 30, 202</mark> Client (Blank for all):	Today MTD Clear	
Default Printer: Microsoft Pr This Report: Microsoft Pr	nt to PDF (redirected 5) int to PDF (redirected 5)	Change Default
Format:	Output:	Print
C Summary		E <u>x</u> it
Include Misc. Column Include non-factoring clients	C Email	Help

Fields	Description
Date Range	Enter the beginning date of the report date range. Click Today to display the current Fact- orSoft processing date or MTD to display the beginning day of the previous month in this field.
Thru	Enter the ending date of the report date range. Click Today to display the current FactorSoft processing date or MTD to display the ending day of the previous month in this field.
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-



Fields	Description
	s/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.
Default Printer	Displays the default printer used to generate reports.
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
Format	Select the report format to produce:
	• Detail
	• Summary
Output	Select how you want to get the report:
	 Preview – Opens the report in a window (printing available). If you select this option, the report cannot be scheduled.
	Print – Prints the report without preview.
	 Fax – Faxes the report directly to the client. For this option to work, a third-party fax server solutions must be installed and set up in System Preferences.
	• Email – Emails the report directly to the client.
Include Misc.	Select this option to include the Miscellaneous information column on the report.

Fields	Description
Column	
Include non- factoring clients	Select this option to include non-factoring client in the report results. If this option is not selected, non-factoring clients are excluded for the report.
Print	Click this button to generate the report.
Exit	Click this button to close the screen without generating the report.

Report Sample

March 1	2011 Thru March	31, 2011								o stance dea	in opreadometer
					A.R	Settlement	Fee	Reserve	Reserve		
lame	Date	Source	Batc h#	Check#	Amount	Escrow	Escrow	Escrow	Ledger	Eamings	Disbursed
2222	Additional / Late	Fee Medical									
	2/28/2011	BALANCE			3,472.00	4,999.04	1.62	-1,015.80	12,030.02		
				•	3,472.00	4,999.04	1.62	-1,015.80	12,030.02		
LPHA	Alpha										
	2/28/2011	BALANCE			300.00			-80.00	15.11		
					300.00			-60.00	15.11		
25	Audubon Nature	Institute									
	2/28/2011	BALANCE			253,164.52			-28,829,45	-1,037.94		
					253,164.52			-28.829.45	-1,037.94		
88	885 Trucking										
	2/28/2011	BALANCE			78,992.00	-1,540.00		-16,598.40	9,685,670.38		
					78,992.00	-1,540.00		-18,598.40	9,685,670.38		

Report Details

Column	Description
Name	Client Name
Date	Date
Source	Source of the transaction, only available on Detail format.
Batch#	The batch number of the transaction, only available on Detail format.
Check#	The check number of the transaction, only available on Detail format.
A/R Amount	A/R Amount
Settlement Escrow	Amount in Settlement Escrow
Fee Escrow	Fee Escrow Amount

Column	Description
Reserve Escrow	Reserve Escrow Amount
Reserve Ledger	Reserve Ledger Amount
Disbursed	Amount Disbursed
Totals	If all clients are selected, column totals are summarized for each client in the report. The end of report will provide a total for all clients.

Trial Balance Report

The Trial Balance is a summary of daily transactions that affect the General Ledger.. There are a number of feature variations to print this report.

📔 Print Trial I	Balance			×
Date-From: Thru:	June 1, 2020 June 30, 2020	Today L-Month	Default Printer: HP DeskJet 3630 series This Report: HP DeskJet 3630 series (redi 💌	Change Default
Client A/E: G/L Group: Client Group: Office: Account	Value:	Clear Clear	Output Preview C Fax <u>Print C Email</u>	
Format:	Detail as Account/Check#/Date	•	<u>Print</u> E _{xit}	<u>H</u> elp

Field	Description
Date- From	Enter the beginning date of the date range to which to limit the report.
	Click Today to display the current processing date in this field.
	 Click L-Month to enter the previous beginning date of the month to date period in Date Range and previous ending date of the month to date period in Thru.
	 Click MTD to enter the current beginning date of the month to date period in Date Range and current processing date in the Thru.
	 Click YTD to enter the current beginning date of the year to date period in Date Range and current processing date in the Thru.
Thru	Enter the ending date of the date range to which to limit the report.
Client	drop-down to select the client for which to run the report.



Field	Description
	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.
	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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	 Terminology > Select account executive based on check box: TRUE
G/L Group	Select a G/L Group to which to limit the report, or leave this field blank to include all G/L Groups. Click Clear to remove the selection.
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Value	Select the client group's value (as defined in the Group Code Table) for which this report is to be generated. Click Clear to remove the selection.
Office	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.

jh

Field	Description
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Account	Select the account to which to limit the report. The accounts are defined in the Accounts table. Click Clear to remove the selection.
Format	Select the report format to be printed:
	 Detail as Account/Date/Check#
	 Detail as Account/Check#/Date
	Summarize to Account
	Summarize to Account/Client
	Summarize to Account/Date/Source
	Summarize to Date/Account/Source
Convert to native currency	Select this option to convert amounts from the base currency to the native currency (the cur- rency of the transaction). The conversion occurs on a client-by-client basis. If the client has a currency type set and the currency type is different from the default currency, FactorSoft looks up the conversion rate using the As of date in the currency table for the client's cur- rency. For example, if client ABC Company has a currency type of Canadian Dollars and the daily conversion rate for Canadian dollars is 1.5, the report increases all of the client's amounts by a factor of 1.5.
Default Printer	Displays the default printer used to generate reports.
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
Output	Select how you want to get the report:

805



Field	Description
	 Preview – Opens the report in a window (printing available). If you select this option, the report cannot be scheduled.
	Print – Prints the report without preview.
	 Fax – Faxes the report directly to the client. For this option to work, a third-party fax server solutions must be installed and set up in System Preferences.
	• Email – Emails the report directly to the client.
Print	Click this button to generate the report.
Exit	Click this button to close the screen without printing the report.

Sample Reports

Detail as Account/Check#/Date



A cc ount#	Check#	Date	Payee	Client#	Source	Reference	Beginning Balance	Debit A mount	Credit A mount	Endin Balanc
100	Other fees									
		12/31/2019	Balance Forward		BAL		(375.00)			
			*				(375.00)	.00	.00	(375.0
01	Settlement									
		12/31/2019	Balance Forward		BAL		4,500.00			
		1/31/2020	Load Hauler	LOADS	BUY	1377			500.00	
		1/31/2020	Load Hauler	LOADS	BUY	1381			200.00	
		1/31/2020	Load Hauler	LOADS	BUY	1382			200.00	
		1/31/2020	Patty	LOADS	ADV	72320-TEST		250.00		
		1/31/2020	Patty	LOADS	ADV	72420-TEST		250.00		
	202	1/31/2020	Load Hauler	LOADS	ADV	71020-TEST		500.00		
	203	1/31/2020	Load Hauler	LOADS	ADV	72320-TEST		200.00		
	204	1/31/2020	Load Hauler	LOADS	ADV	72420-TEST		200.00		
			*				4,500.00	1,400.00	900.00	5,000.0
12	Carrier Payment F	Fees								
-		12/31/2019	Balance Forward		BAL		(425.00)			
			*				(425.00)	.00	.00	(425.0)
0.50	Eastering Cash									
0.00	racioning cash	12/21/2019	Balance Ferward		BAL		711 024 19			
		1/31/2020	Load Hauler	LOADS	ADV		111,024.10		250.00	
		1/31/2020	Load Hauler	LOADS	BUY	1377			400.00	
		1/31/2020	Load Hauler	LOADS	BUY	1381			700.00	
		1/31/2020	Load Hauler	LOADS	BUY	1382			700.00	
		1/31/2020	Patty	LOADS	ADV	72320-TEST			250.00	
		1/31/2020	Patty	LOADS	ADV	72420-TEST			250.00	
	202	1/31/2020	Load Hauler	LOADS	ADV	71020-TEST			500.00	
	203	1/31/2020	Load Hauler	LOADS	ADV	72320-TEST			200.00	
	204	1/31/2020	Load Hauler	LOADS	ADV	72420-TEST			200.00	
	2001674	1/31/2020	Due Date Collection W/Float	DUEDATE1	COL	101		2.582.70		
	Z001675	1/31/2020	In voice Delivery	INVDELIVE	COL	123		10.900.00		
	Z001676	1/31/2020	In voice Delivery	INVDELIVE	COL	124			100.00	
	Z001677	1/31/2020	In voice Delivery	INVDELIVE	COL	125		100.000.00		
	Z001679	2/3/2020	In voice Delivery	INVDELIVE	COL	127		900.00		
	Z001681	2/3/2020	In voice Delivery	INVDELIVE	COL	129		1,000.00		
	Z001686	2/4/2020	In voice Delivery	INVDELIVE	COL	134		1,000.00		
	Z001690	2/6/2020	In voice Delivery	INVDELIVE	COL	138		1,000.00		
	Z001694	3/4/2020	In voice Delivery	INVDELIVE	COL	142		1,000.00		
	Z001696	3/5/2020	In voice Delivery	INVDELIVE	COL	144		986.45		

Detail as Account/Date/Check#

TEST GAPNo Insurance Financial Serv Detail Trial Balance

January 1, 2020 thru July 31, 2020

A cc ount#	Check#	Date	Payee	Chents	Sources	Potoronoo	Uning and a			
				OIL IN	Source	Reference	Dalance	Amount	Amount	Balan
00	Other fees									
		12/31/2019	Balance Forward		BAL		(375.00)			
			*				(375.00)	.00	.00	(375.
01	Settlement									
		12/31/2019	Balance Forward		BAL		4,500.00			
		1/31/2020	Load Hauler	LOADS	BUY	1377			500.00	
		1/31/2020	Load Hauler	LOADS	BUY	1381			200.00	
		1/31/2020	Load Hauler	LOADS	BUY	1382			200.00	
		1/31/2020	Patty	LOADS	ADV	72320-TEST		250.00		
		1/31/2020	Patty	LOADS	ADV	72420-TEST		250.00		
	202	1/31/2020	Load Hauler	LOADS	ADV	71020-TEST		500.00		
	203	1/31/2020	Load Hauler	LOADS	ADV	72320-TEST		200.00		
	204	1/31/2020	Load Hauler	LOADS	ADV	72420-TEST		200.00		
	204	110112020	*	LONDO		121201201	4.500.00	1.400.00	900.00	5.000.0
02	Carrier Payment	Fees					(105.00)			
		12/31/2019	Balance Forward		BAL		(425.00)			
			*				(425.00)	.00	.00	(425.
050	Factoring Cash									
		12/31/2019	Balance Forward		BAL		711,024.19			
		1/31/2020	Load Hauler	LOADS	ADV				250.00	
		1/31/2020	Load Hauler	LOADS	BUY	1377			400.00	
		1/31/2020	Load Hauler	LOADS	BUY	1381			700.00	
		1/31/2020	Load Hauler	LOADS	BUY	1382			700.00	
		1/31/2020	Patty	LOADS	ADV	72320-TEST			250.00	
		1/31/2020	Patty	LOADS	ADV	72420-TEST			250.00	
	202	1/31/2020	Load Hauler	LOADS	ADV	71020-TEST			500.00	
	203	1/31/2020	Load Hauler	LOADS	ADV	72320-TEST			200.00	
	204	1/31/2020	Load Hauler	LOADS	ADV	72420-TEST			200.00	
	2001674	1/31/2020	Due Date Collection W/Float	DUEDATE1	COL	101		2 582 70		
	7001875	1/31/2020	Invoice Delivery	INVDELIVE	COL	123		10 900 00		
	7001876	1/31/2020	Invoice Delivery	INVDELIVE	COL	124			100.00	
	2001877	1/31/2020	Invoice Delivery	INVDELIVE	COL	125		100 000 00		
	2001679	2/3/2020	In voice Delivery	INVDELIVE	COL	127		900.00		
	2001691	2/2/2020	In this Delivery	INVDELIVE	COL	129		1 000 00		
	2001001	2/3/2020	Invoice Delivery	INVDELIVE	COL	124		1,000.00		
	2001000	2/4/2020	Invoice Delivery	INVDELIVE	COL	120		1,000.00		
	2001090	2/0/2020	Invoice Delivery	INVDELIVE	COL	130		1,000.00		
	2001094	3/4/2020	Invoice Delivery	INVDELIVE	COL	142		000.00		
	2001090	3/5/2020	In whice Delivery	INVUELIVE	COL	144		380.40		

Summarize to Account

TEST GAP No Insurance Financial Serv Summary Trial Balance

July 1, 2020 thru July 31, 2020

		Beginning	Debit	Credit	Ending
Account#		Balance	Amount	Amount	Balance
100	Other fees	-375.00			-375.00
101	Settlement	5,000.00			5,000.00
102	Carrier Payment Fees	-425.00			-425.00
103	Carrier Payments Due				
1050	Factoring Cash	825,856.89			825,856.89
1050-1	M&T Bank Operating	-16,618.36			-16,618.36
1050-2	Cash Account 2	-1,565.65			-1,565.65
1113	Factoring Unapplied Cash				
1120	Factoring Cash Reserve	-509,200.68			-509,200.68
1250	Factor Invoice Receivable	-702,652.97			-702,652.97
2050	Factoring Escrow Payable	402,610.11			402,610.11
4150	Factoring - Finance Fee Income	-16,719.14			-16,719.14
5012	Factoring W rite Offs	-300.00			-300.00
5013	Discount	135.00			135.00
CHARGEOFF	Chargeoff	1,954.44			1,954.44
DUEPARTICIPAN	Due from Participant	-660.00			-660.00
OFFSETPARTICI	PA/R offset by participation	660.00			660.00
POSETTLEMENT	Purchase Order Settlement	8,075.12			8,075.12
REFUND	refund	1,000.00			1,000.00
	Grand Total	-3,225.24	.00	.00	-3,225.24

Summarize to Account/Client

TEST GAP No Insurance Financial Serv Summary Trial Balance by Client

100 Other fees Conter Pryments (CARRER) -2500 -2500 PO Finance 2(PO2) -12600 -2500 PO Finance 2(PO2) -2500 -2500 Wire Writer (WIREWRER) -2500 -2500 Uniter fees -2500 -2500 Uniter fees -2500 -2500 101 Sestement -0 -2500 102 Carrier Payments (CARRER) -0 -0 103 Carrier Payments (CARRER) -27500 -27500 104 HubTran (HUBTRAN) -15000 100000 1050 Carrier Payments (CARRER) -27500 -27500 103 Carrier Payments Due - - - - - - 103 Carrier Payments Due - - - - - - 050 Factoring Cash Auto Credit (AUTOCREDT) - - Auto Credit (AUTOCREDT) - - - - - - - - <	Account#	Client.	Begin ning Balance	Debit Amount	Credit Amount	Endin g Balance
100 Other fees Carrier Payments (CARRER) P 0 Finance 2 (P02) - 35.00 - 2500 P 0 Finance 2 (P02) - 1550 - 2500 P 0 Finance 1 (INUER WRITER) - 2500 - 2500 P 0 Tenance 2 (P02) - 37500 - 37500 P 0 Finance 2 (P02) - 100000 - 37500 P 0 Finance 2 (P02) - 100000 - 37500 P 0 Finance 2 (P02) - 100000 - 100000 Lad Processor (LADD) 100000 - 500000 P 0 Finance 1 (P0TR ANT) - 500000 - 500000 P 0 Finance 1 (P0TR ANT) - 25500 - 27500 P 0 Finance 1 (CARE R) - 27500 - 27500 P 0 Finance 1 (CARE R) - 27500 - 27500 P 0 Finance 1 (CARE R) - 27500 - 27500 P 0 Finance 1 (CARE R) - 27500 - 27500 P 0 Finance 1 (CARE R) - 27500 - 27500 P 0 Finance 1 (CARE R) - 27500 - 27500 P 0 Finance 1 (CARE R) - 27500 - 27500 P 0 Finance 1 (CARE R) - 27500 - 20000 P 0 Finance						
Lonin Fagnenia (CANER) - 2.00 PO Finance 2(PO2) - 1.250 PO Finance 2(PO2) - 1.250 PO Finance 2(PO2) - 2.250 PO Finance 2(PO2) - 2.250 PO Finance 2(PO2) - 2.250 	100	Other fees				
In Communication (Contracts) -10000 -10000 Wire Writer (WIRE WRITER) -2000 -2000 Wire Writer (WIRE WRITER) -2000 -2000 101 Sellement HubTrank) -00000 100000 Load Hauer (ILOROS) 100000 100000 Load Hauer (ILOROS) 100000 100000 Load Hauer (ILOROS) 100000 100000 Carrier Payment (CAREER) -27500 -27500 Carrier Payments (CAREER) -27500 -2500 103 Carrier Payments (CAREER) -27500 -45200 104 Aub Credi (UTOCREDIT) -60000 -60000 1050 Factoring Cash Aceine Client (ACTLINE) -6122000 -6122000 Carrier Payments (CAREER) -23247 -42347 Carrier Payments (CAREER) -24250 -60000 Broker Client (RECKR) 10000 100000 Carrier Payments (CAREER) -23247 -42347 Carrier Payments (CAREER) -23454 -23454 Acido Client (OVTRACTS) -180000 -180000 <td></td> <td>DO Einenen 2 (DO2)</td> <td>-25.00</td> <td></td> <td></td> <td>-25.00</td>		DO Einenen 2 (DO2)	-25.00			-25.00
PD J manace Lenin (PD J MANCL)		PO Finance 2 (PO2)	-125.00			-125.00
Instruction 2,00 2,00 • -37500 -37500 101 Settlement HubTran (HUBTRAN) 300000 30000 Losd Huber (LOADS) 10000 10000 Losd Huber (LOADS) 10000 10000 Carrier Payments (CAREER) -27500 -27500 Carrier Payments (CAREER) -27500 -2500 103 Carrier Payments (CAREER) -27500 -2500 103 Carrier Payments (CAREER) -27500 -45200 104 - -45200 -45200 1050 Factoring Cash Acedine Client (ACELINE) -6127000 -60200 Broker Client (BROKER) 10000 100000 100000 Broker Client (BROKER) 10000 -6127000 -6127000 Carrier Payments (CAREER) -423437 -423437 -423437 Chatter ZD (BROKER) 10000 -100000 -100000 Contracts Client (CONTRACTS) -180000 -180000 -180000 Contracts Client (CONTRACTS) -1800000 -205424 -225424<		Wire Writer (WIREWRITER)	-200.00			-200.00
1910 Selement HubTan (HUBTRAN) 30000 10000 Load Hauler (LOADS) 100000 100000 Load Processor (LOAD) 100000 100000 * 500000 500000 102 Carrier Payments (CARRER) Carrier Payments (CARRER) .27500 .27500 103 Carrier Payments Due .42500 .42500 103 Carrier Payments CARRER) .27500 .42500 10457m (HUBTRAN) .150000 .40500 .42500 1050 Factoring Cash		wire writer (wirke writer)	-25.00			-25.00
101 Sestemant HubTan (HUBTAN) 30000 30000 Lod Hauler (LOADS) 10000 10000 Lod Hauler (LOADS) 10000 50000 102 Carrier Payment Fee Carrier Payment (CARRE R) -27500 -27500 103 Carrier Payments (CARRE R) -27500 -27500 103 Carrier Payments (CARRE R) -27500 -27500 103 Carrier Payments (CARRE R) -27500 -27500 1050 Factoring Cash Aceine Cleint (ACELINE) 6372000 -60000 1050 Factoring Cash Aceine Cleint (ACECINT) -2100 -00000 0 Broker Cleint (CARRE R) 100000 -00000 0 Broker Cleint (CONTRACTS) -162000 -162000 0 Due Das Cleint (CONTRACTS) -162000 -162000 0 Due Das Cleint (NUCONT) -20000 -200502 1 HubTan (HUBTRAN) -20000 -200502 1 Due Das Cleint (CONTRACTS) -162000 -162000 1 Due Das Cleint (NUCONT) -2100 -2100 1 HubTan (HUBTRAN) -20000 -220000 <		•	-375.00			-375.00
Interna (INUBILAN) 300000 100000 Lad Hueir (JOADS) 10000 10000 Internation (ICAD) 10000 10000 Internation (INTERN) -15000 -2500 Internation (INTERN) -15000 -42500 Internation (INTERN) -15000 -42500 Internation (INTERN) -2500 -2500 Internation (INTERN) -2500 -2500 Internation (INTERN) -2500 -2500 Internation (INTERN) -2500 -2500 Internation (INTERN) -20000 -20000 Internation (INTERN) -20000 -2000 Internation (INTERN) -2100 -2100 Contracts (INTERN) -2100 -2100 Contracts (INTERN) -20000 -480200 Interna (INTERN) -20000 -480200	101	Settlement				
Load Hauler (LOADS) 100000 10000 10000 10000 10000 10000 10000 10000 100		Hubiran (HUBIRAN)	3,000.00			3,000.00
Lad Processor (LOAD) 10000 0000 • 500000 102 Carrier Payment Fees Carrier Payments (CARRER) 275.00 HubTran (HUBTRAN) 150.00 • 255.00 103 Carrier Payments Due • 2500 103 Carrier Payments Due • 2500 1050 Factoring Cash Aceline Clent (ACELINE) 40.720.00 Acto Credit (AUTOCREDIT) 900.00 Broker Clent (BROKER) 1000.00 Darba Credit (BROKER) 1000.00 Carrier Payments (CARRER) 4.324.37 Check Witer Clent (CRCWRT) 2.100.00 Darba Clent (CONTRACTS2) 180.000 Contracts Clent (CONTRACTS2) 180.000 Dation Clent (DLUTION) 100.000 Dation Clent (DUCDIF) 100.000 Dation Clent (DLUTION) 100.000 Dation Clent (DLUTION) 100.000 Dation Clent (DUCDIF) 100		Load Hauler (LOADS)	1,000.00			1,000.00
102 Carrier Payment (CARRER) Carrier Payments (CARRER) 275.00 103 Carrier Payments (CARRER) 275.00 103 Carrier Payments Due -255.00 103 Carrier Payments Due -255.00 104 Facbing Cash -425.00 Accine Cient (ACELINE) -607.20.00 -607.20.00 Aub Credit (AUTOCREDT) 900.00 900.00 Broker Client (CARRER) -43.23.77 -43.23.27 Check Writer Glient (CHECKWRT) -21.00 -21.00 Contracts Client (CONTRACTS.) 140.00.00 -160.00.00 Contracts Client (CONTRACTS.) -160.00.00 -160.00.00 Contracts Client (CONTRACTS.) -160.00.00 -160.00.00 Diblio Client (DLUTON) 1001.00.00 -160.00.00 Diblio Client (DLUTON) 1.001.00.00 -160.00.00 Diblio Client (DLUTON) -160.00.00 -160.00.00 Diblio Client (DLUTON) -160.00.00 -160.00.00 Diblio Client (DLUTON) -160.00.00 -160.00.00 Diblio Contracts Client (CONTRACTS.) -160.00.00 -160.00.00		Load Processor (LOAD)	1,000.00			1,000.00
102 Carrier Payment Cears 275.00 275.00 103 -		•	5,000.00			5,000.00
Carrier Payments (CARRER) -275.00 -275.00 HubTran (HUBTRAN) -150.00 -150.00 103 Carrier Payments Due -265.00 103 Carrier Payments Due -265.00 1050 Factoring Cash Aceiine Client (ACELINE) -63.720.00 Aus Credit (AUTOREDIT) -900.00 Broker Client (BRO KER) 100000 Carrier Payments (CARRER) -4.324.37 Check W filer Client (CONTRACTS 2) -1800000 Contracts Client (CONTRACTS 2) -1800000 Diution Client (DELUTION) 1.0010000 Diution Client (UELDNFE) -9.099.22 HubTran (HUBTRAN) -22.552.42 Due Date Collection WFIFIOLAT(DUEDATE1) 58.654 HubTan (HUBTRAN) -22.552.42 Carrier Payments (NVCONF) -4.300.00 Len Monitoring (LIEN) -2.000 Len Monitoring (NVCONF) -4.500.00 Len Monitoring (NVCONF) -5.750.00 Len Monitoring (NVCONF) -6.5750.00 Len Monitoring (UEN) -5.750.00 Len Monitoring (UEN) -5.750.00	102	Carrier Payment Fees				
HubTran (HUBTRAN) -150.00 -150.00 103 Carrier Payments Due - - - - 1050 Factoring Cash - 1050 Factoring Cleni (ACELINE) -63.720.00 Aus Credit (AUTOCREDIT) -900.00 - Broker Client (BROKER) -10000 - Carrier Payments (CARRER) -42.824.37 -43.824.77 Check Writer Client (CONTRACTS2) -16.0000 - Contractas Client (CONTRACTS2) -16.0000 - Dilution Client (DELUTION) 1001.0000 1001.000.00 Due Date Collection WWrite(DUEDATE1) 516.54 -56.54 Heid & NFE Client (HELDNFE) -9.099.32 -0.999.32 HubTran (HUBTRAN) -2.256.24 -2.258.24 Invoice Confermation (NVCONF) -4.2076.44 -2.700.00 Invoice Confermation (NVCONF) -4.2076.4 -2.700.00 Invoice Confermation (NVCONF) -5.000.00 -5.000 Invoice Confermation (NVCONF) -5.000.00 -5.000 Invoice Confermation (NVCONF) -5.0		Carrier Payments (CARRIER)	-275.00			-275.00
		HubTran (HUBTRAN)	-150.00			-150.00
103 Carrier Payments Due - 1050 Factoring Cash Aceline Client (ACELINE) -63,720,00 -63,720,00 Auto Credit (AUTOCREDIT) -900,00 -900,00 -900,00 Broker Client (BOKER) 1,000,00 -100,000 -100,000 Carrier Payments (CARLER) -4,24,437 -4,34,347 -4,34,347 Check Writer Client (CONTRACTS2) -16,000,00 -16,000,00 -16,000,00 Contracts Client (CONTRACTS2) -16,000,00 -16,000,0		•	-425.00			-425.00
103 Carmer Payments Use 1050 Factoring Cash Aceline Client (ACELINE) -63.720.00 -63.720.00 Arbo Credit (AUTOCREDT) -900.00 9000.00 Broker Client (BROKER) 1.000.00 1.000.00 Carmer Payments (CARRER) -4.324.37 -4.334.37 Check Writer Client (CHECKWRT) -2:00 -7:100 Contracts2 Client (CONTRACTS2) -16:000.00 -16:000.00 Dilution Client (DLUTION) 1.001.000.00 1.001.000.00 Due Date Collection W Float (DUEDATE1) 516:54 516:54 Heid & NFE Client (HELDNFE) -9.069.32 -9.069.32 HubTran (HUBTRAN) -22552.44 -22554.4 Invoice Delivery (INVDELIVERY) 119.663.33 119.566.33 Invoice Delivery (INVDELIVERY) 119.663.33 -11.650.00 Lead Mauler (LOADS) -6.750.00 -6.750.00 Lead Processor (LOAD) -10.167.39 -0.064.00 No Currency No Dilution (NOCUR1) 5.00 -6.800.00 No Currency No Dilution (NOCUR1) -6.800.00 -6.800.00 No Currency No Dilution (NOCUR1)						
1050 Factoring Cash Aceiine Client (ACELINE) -63.72.00 63.72.00 Auto Credit (AUTOCREDIT) -900.00 -900.00 Broker Client (BROKER) 1000.00 1000.00 Carrier Payments (CARNER) -4.204.37 -4.204.37 Check Writer Client (CHECKWRT) -21.00 -21.00 Contracts Client (CONTRACTS 2) -18.000.00 -18.000.00 Dilution Client (DLUTION) 1.001.000.00 1001.000.00 Dilution Client (DLUTION) 1.001.000.00 1.001.000.00 Due Date Collection W.Float (DUEDATE1) 516.54 516.54 Hub Tan (HUBTRAN) -32.554.24 -32.554.24 -32.554.24 Invoice Confirmation (INVCONF) -4.200.00 -4.200.00 -4.200.00 Invoice Confirmation (INVCONF) -4.276.44 -4.276.44 -4.276.44 Invoice Confirmation (INVCONF) -4.200.00 -4.200.00 -2.700.00 Invoice Confirmation (NOCUR) -6.00 -6.00 -6.00 Invoice Confirmation (NOCUR) -6.00 -6.00 -6.00 No Currency With Dilution (NOCUR) -6.60 -6.00 <td>103</td> <td>Carrier Payments Due *</td> <td></td> <td></td> <td></td> <td></td>	103	Carrier Payments Due *				
1050 Factoring Cash Acciner Client (ACELINE) -63,720.0 -63,720.0 Auto Credit (AUTOCREDIT) -900.00 -900.00 Broker Client (BROKER) 1000.00 -900.00 Carrier Payments (CARNER) -4,204.37 -4,204.37 Check Writer Client (CHECKWRT) -21.00 -21.00 Contracts Client (CONTRACTS 2) -16.000.00 -16.000.00 Contracts Client (CONTRACTS 2) -16.200.00 -16.000.00 Dilution Client (DLUTION) 1001.000.00 -1001.000.00 Dilution Client (DLUTION) 1001.000.00 -16.000.92 Due Date Collecion W.Float (DUEDATE1) 516.54 -516.54 Hubf Xan (HUBTRAN) -32.554.24 -32.554.24 Invoice Confirmation (NVCONF) -4.200.00 -4.200.01 Invoice Collecion W.Float (DUEDATE1) 516.54 -57.000 Invoice Collecion (NVCONF) -4.276.44 -4.276.44 Invoice Collecion (NVCONF) -57.000 -57.000 Invoice Collecion (NVCONF) -50.000 -57.000 Invoice Collecion (NOCUR1) 5.00 -50.000 No Cu						
Auto Credit (AUTOCREDIT) -90000 -90000 Broker Client (BROKER) 1,00000 1,00000 Carrier Payments (CARRIER) -4,20437 -4,20237 Check Writer Client (CHECKWRT) -2100 -2100 Contracts Client (CONTRACTS2) -18,000,00 -18,000,00 Chick Writer Client (CONTRACTS2) -18,000,00 -18,000,00 Contracts Client (CONTRACTS) -142,000,00 -18,000,00 Dilution Client (DILUTION) 1,001,000,00 1,001,000,00 Due Date Collection W/Float (DUEDATE1) 51654 51654 Heid & NFE Client (HELDNFE) -9,099,32 -9,099,32 HubTran (HUBTRAN) -22,554,24 -32,554,24 Invoice Confirmation (NVCONF) -4,500,00 -4,500,00 Invoice Confirmation (NVCONF) -4,500,00 -4,500,00 Invoice Dativery (INDELIVERY) 119,586,33 119,586,33 Lien Monitoring (LIEN) -5,780,00 -5,780,00 Load Hauler (LOADS) -5,780,00 -5,690,00 No Currency with Dilution (NOCUR1) 5,600 -6,864,00 No Currency with Dilution (NOC	1050	Factoring Cash Aceline Client (ACELINE)	-63 720 00			-63 720 00
Intervention 150000 150000 Broker Client (BROKER) 1,00000 4,304.37 Check Writer Client (CHECKWRT) -21.00 -21.00 Contracts Client (CONTRACTS 2) 1800000 -1800000 Contracts Client (CONTRACTS 2) -1800000 -1800000 Dilution Client (DLUTION) 1,001,0000 1,001,0000 Due Date Collection WiFloat (DUEDATE1) 518,54 518,54 Held & NFE Client (HELDNFE) -9,098,32 -9,098,32 HubTran (HUBTRAN) -22,554,24 -32,554,24 Invoice Delivery (INVCONF) -4,200,00 -4,200,00 Invoice Confirmation (INVCONF) -4,200,00 -4,200,00 Invoice Delivery (INVDELIVERY) 119,588,33 119,588,33 Lien Monitoring (LIEN) -2,700,00 -2,700,00 Load Processor (LOAD) -0,167,39 -10,167,39 No Currency with Dilution (NOCUR1) 500 500 No Currency with Dilution (NOCUR1) 500 -1,800,00 Override Client (NES CROW) -1,800,00 -1,800,00 No Currency with Dilution (NOCUR1) 500 <td></td> <td>Auto Credit (AUTOCREDIT)</td> <td>-900.00</td> <td></td> <td></td> <td>-900.00</td>		Auto Credit (AUTOCREDIT)	-900.00			-900.00
Line House 1,0000 1,00000 Carrier Payments (CARRER) -4,324,37 :4,324,37 Check Writer Client (CHECKWRT) -21,00 :21,00 ContractsZ Client (CONTRACTS 2) :18,000,00 :16,000,00 Dilution Client (DLUTION) 1,001,000,00 1,001,000,00 Dilution Client (DLUTION) 1,001,000,00 1,001,000,00 Due Date Collection WFloat (DUEDATE1) 518,54 616,54 Held & NFE Client (HELDNFE) -9,068,32 -9,068,32 HubTran (HUBTRAN) -32,554,24 -4,276,44 Invoice Confirmation (INVCONF) -4,276,44 -4,276,44 Invoice Delivery (INVDELIVERY) 119,568,33 119,568,33 Lien Monitoring (LIEN) -2,700,00 -2,700,00 Load Hauler (LOADS) -5,750,00 -5,070,00 Load Processor (LOAD) -10,167,39 -10,167,39 No Currency No Dilution (NOCUR1) 5,00 -6,080,00 No Currency Web (PAYERWEB) -1,280,00 -1,800,00 Override Client (OVERRIDE) -6,331,46 -5,331,46 PO Finance Z(PO2) -1,167,00 </td <td></td> <td>Broker Client (BBOKER)</td> <td>1 000 00</td> <td></td> <td></td> <td>1 000.00</td>		Broker Client (BBOKER)	1 000 00			1 000.00
Line of Check Writer Client (CHECKWRT) -2100 -2100 Contracts 2 Client (CONTRACTS2) -18,000.00 -18,000.00 Contracts 2 Client (CONTRACTS) -16,200.00 -16,200.00 Dilution Client (DLUTION) 1001,000.00 1,001,000.00 Due Date Collection Wirfloat (DUEDATE1) 516,54 -66,84 Held & NFE Client (HELDNFE) -9,069,32 -9,069,32 HubTran (HUBTRAN) -32,554,24 -4,276,44 Invoice Confirmation (MV CONF) -4,500.00 -4,276,44 Invoice Confirmation (MV CONF) -4,500.00 -4,276,44 Invoice Confirmation (NV CONF) -4,500.00 -2,700.00 Load Hauler (LOADS) -5,750.00 -5,750.00 Load Hauler (LOADS) -5,750.00 -6,875.00 No Currency No Dilution (NOCUR1) 500 500 No Currency with Dilution (NOCUR1) -6,857.49 -6,857.49 PayerWeb (PAYERWEB) -12,280.90 -1,875.00 No Currency with Dilution (NOCUR) -6,857.49 -6,3371.46 PO Finance 2 (PO2) -1,875.00 -1,875.00 PO Finance 2 (PO2)<		Carrier Payments (CARRIER)	-4 324 37			-4 324 37
Contracts2 Client (CONTRACTS2) +18,000,00 +18,000,00 Contracts Client (CONTRACTS) +18,000,00 +18,000,00 Dilution Client (DELUTION) 1,001,000,00 1,001,000,00 Due Date Collection W (Float (DUEDATE1) 516,54 516,54 Held & NFE Client (HELDNFE) -9,068,32 -9,068,32 HubTran (HUBTRAN) -32,554,24 -32,554,24 Invoice Confirmation (NVCONF) -4,278,44 -4,278,44 Invoice Confirmation (NVCONF) -4,500,00 -4,500,00 Lien Monitoring (LIEN) -2,700,00 -2,700,00 Load Hauler (LOADS) -5,750,00 -5,750,00 Load Processor (LOAD) -10,167,39 -10,167,39 No Currency No Dilution (NOCUR1) 560 500 No Currency with Dilution (NOCUR1) -666,00 -666,00 No Escrow Client (NOESCROW) -1,800,00 -1,800,00 Override Client (OVERRIDE) -6,357,49 -6,357,49 PayerWeb (PAYERWEB) -12,200,90 -1,875,00 PO Finance 2 (PO2) -1,875,00 -1,875,00 PO Finance Client (POFINANCE)		Check Writer Client (CHECKWRT)	-21.00			-4,024.07
Contracts Clent (CONTRACTS) 1620000 1620000 Dilution Clent (DLUTION) 1,001,000.00 1,001,000.00 Due Date Collection WFloat (DUEDATE1) 516.54 516.54 Held & NFE Clent (HELDNFE) -9.089.32 -9.089.32 HubTran (HUBTRAN) -32.554.24 -32.554.24 Images (IMA GES) -4.276.44 -4.276.44 Invoice Confirmation (NVCONF) -4.500.00 -4.500.00 Invoice Delivery (INVDELIVERY) 119.586.33 119.586.33 Lien Monitoring (LIEN) -2.700.00 -2.700.00 Load Hauler (LOADS) -5.550.00 -5.750.00 Load Processor (LOAD) -10.167.39 -10.167.39 No Currency No Dilution (NOCUR1) 5.00 5.00 No Currency with Dilution (NOCUR1) 5.00 -684.00 No Escrow Cleint (NOESCROW) -1.800.00 -1.800.00 Override Cleint (NOESCROW) -1.800.00 -1.875.00 PayerWeb (PAYERWEB) -12.280.90 -1.2280.90 PO Finance 2 (PO2) -1.875.00 -1.875.00 PO Finance Cleint (POFNANCE) -5.331.48		Contracts2 Client (CONTRACTS2)	-18 000 00			-18 000 00
Dilution Client (DILUTION) 10010000 110010000 Dilution Client (DILUTION) 100100000 100100000 Due Date Collection W/Float (DUEDATE1) 518.54 518.54 Held & NFE Client (HELDNFE) -9,099.32 -9,099.32 HubTran (HUBTRAN) -32,558.24 -32,558.24 Images (IMAGES) -4,276.44 -42,764.4 Invoice Confirmation (INVCONF) -4,500.00 -4,500.00 Invoice Delivery (INVDELIVERY) 119,586.33 119,586.33 Lien Monitoring (LIEN) -2,700.00 -2,700.00 Load Hauler (LOADS) -5,550.00 -6,500.00 Load Processor (LOAD) -10,167.39 -10,167.39 No Currency No Dilution (NOCUR1) 5.00 5.00 No Currency with Dilution (NOCUR1) 684.00 -684.00 No Excrow Client (OVERRIDE) -8,857.49 -8,857.49 Override Client (OVERRIDE) -8,857.49 -8,331.46 PO Finance 2 (PO2) -1,875.00 -1,875.00 PO Finance Client (POFINANCE) -5,331.46 -5,331.46 PO Finance ROVHELD (PORSV) -1,1875.00<		Contracts Client (CONTRACTS)	-16,000.00			-16,000.00
Due Date Collection WFloat (DUEDATE1) (b) (0,0000 (b) (0,0000 Due Date Collection WFloat (DUEDATE1) 516.54 516.54 Held & NFE Client (HELDNFE) -9,099.32 -9,099.32 HubTran (HUBTRAN) -32,554.24 -32,554.24 Images (IMA GES) -4,276.44 -4,276.44 Invoice Confirmation (INVCONF) -4,500.00 -4,500.00 Invoice Delivery (INVDELIVERY) 119,568.33 119,568.33 Lien Monitoring (LIEN) -2,700.00 -2,700.00 Load Hauler (LOADS) -5,750.00 -5,750.00 Load Processor (LOAD) -10,167.39 -10,167.39 No Currency No Dilution (NOCUR1) 5.00 5.00 No Escrow Client (NOCCR) -884.00 -884.00 No Escrow Client (NOCUR1) -1,800.00 -1,800.00 Override Client (OVERRIDE) -4,531.46 -6,331.46 PO Finance 2 (PO2) -1,875.00 -1,175.00 PO Finance Client (POFINANCE) -5,331.46 -6,331.46 PO Finance RIVHELD (PORSV) -1,150.00 -1,150.00 PO Finance RIVHELD (PORSV) -5000.		Dilution Client (DILUTION)	1 001 000 00			1 001 000 00
Held & NFE Client (HELDNFE) 50603 506032 HubTran (HUBTRAN) 32256124 32256124 Images (IMAGES) -4.278.44 -4.278.44 Invoice Confirmation (INVCONF) -4,500.00 -4,500.00 Invoice Delivery (INVDELIVERY) 119,588.33 119,588.33 Lien Monitoring (LIEN) -2,700.00 -2,700.00 Load Hauler (LOADS) -6,750.00 -6,750.00 Load Processor (LOAD) -10,167.39 -500.00 No Currency No Dilution (NOCUR1) 500 500 No Currency with Dilution (NOCUR) -864.00 -864.00 No Escrow Client (NOESCROW) -1,800.00 -1,800.00 Override Client (OVERRIDE) -8,957.49 -8,957.49 Payer Web (PAYERWEB) -12,280.90 -12,280.90 PO Finance 2 (PO2) -1,875.00 -1,875.00 PO Finance ROVHELD (PORSV) -1,160.00 -5,331.46 PO Finance ROVHELD (PORSV) -1,160.00 -5,000.00 PO Negative Advance (PONADV) -600.00 -500.00 PO Negative Advance (PONADV) -500.00 -500.00		Due Date Collection W/Float (DUEDATE1)	518.54			518 54
HubTran (HUBTRAN) -32,654.24 -32,654.24 HubTran (HUBTRAN) -32,654.24 -32,654.24 Invoice Confirmation (INVCONF) -4,500.00 -4,276.44 Invoice Delivery (INVDELIVERY) 119,586.33 119,586.33 Lien Monitoring (LIEN) -2,700.00 -2,700.00 Load Hauler (LOADS) -6,750.00 -6,750.00 Load Processor (LOAD) -10,167.39 -10,167.39 No Currency No Dilution (NOCURR1) 5.00 5.00 No Currency No Dilution (NOCURR1) 6.00.00 -10,000 No Escrow Client (NOES CROW) -1,800.00 -1,800.00 Override Client (OVERRIDE) -8,957.49 -8,957.49 Payer Web (PAYERWEB) -12,280.90 -12,280.90 PO Finance 2 (PO2) -1,875.00 -1,875.00 PO Finance Ris VHELD (PORSV) -1,1875.00 -1,575.00 PO Finance Ris VHELD (PORSV) -1,1875.00 -1,575.00 PO Finance Ris VHELD (PORSV) -1,1875.00 -5,331.46 PO Finance Ris VHELD (PORSV) -1,1875.00 -5,331.46 PO Finance Ris VHELD (PORSV) -5,3		Held & NFE Client (HELDNFE)	-9.089.32			-0.090.32
Images (IMA GES) 142/06.44 Invoice Confirmation (INV CONF) 4,200.00 Invoice Delivery (INVDELIVERY) 119,586.33 Lien Monitoring (LIEN) -2,700.00 Load Hauler (LOADS) -5,750.00 Load Processor (LOAD) -10,167.39 No Currency No Dilution (NOCUR1) 5.00 No Currency with Dilution (NOCUR1) 6.000 No Escrow Client (NOES CROW) -18,800.00 Override Client (VERRIDE) -8,957.49 Payer Web (PAYERWEB) -12,280.90 PO Finance 2 (PO2) -1,150.00 PO Finance SVHELD (PORSV) -1,150.00 PO With PO Collection Fee (POFEE) -500.00 Sales Authorization (SALES) -51,062.50		HubTran (HUBTRAN)	-32 554 24			-32,554,24
Invoice Confirmation (INVCONF) -4,500,00 -4,500,00 Invoice Delivery (INVDELIVERY) 119,586,33 119,586,33 129,586,33 Lien Monitoring (LIEN) -2,700,00 -2,700,00 -2,700,00 Load Hauler (LOADS) -5,750,00 -5,750,00 -5,750,00 Load Processor (LOAD) -10,167,39 -10,167,39 -10,167,39 No Currency No Dilution (NOCUR1) 5,00 -5,000 -5,000 No Currency with Dilution (NOCUR) -884,00 -884,00 -6,864,00 No Escrow Client (NOES CROW) -1,800,00 -1,800,00 -1,800,00 Override Client (OVERRIDE) -8,957,49 -8,957,49 -8,957,49 PayerWeb (PAYERWEB) -12,280,90 -12,280,90 -12,280,90 PO Finance 2 (PO2) -1,875,00 -1,875,00 -1,875,00 PO Finance Client (POFINANCE) -5,331,46 -5,331,48 -5,331,48 PO Finance RSVHELD (PORSV) -1,150,00 -1,150,00 -5,000,00 PO Negašve Advance (PONADV) -500,00 -500,00 -500,00 PO With PO Collection Fee (POFEE) <td< td=""><td></td><td>Images (IMAGES)</td><td>-4 276 44</td><td></td><td></td><td>-4 278 44</td></td<>		Images (IMAGES)	-4 276 44			-4 278 44
Invoice Delivery (INVDELIVERY) 119,586.33 119,586.33 Lien Monitoring (LIEN) -2,700.00 -2,700.00 Load Hauler (LOADS) -6,750.00 -6,750.00 Load Processor (LOAD) -10,167.39 -10,167.39 No Currency No Dilution (NOCUR1) 5.00 5.00 No Currency with Dilution (NOCUR1) -884.00 -884.00 No Escrow Client (NOES CROW) -1,800.00 -1,800.00 Override Client (OVERRIDE) -8,957.49 -8,957.49 PayerWeb (PAYERWEB) -12,280.90 -12,280.90 PO Finance 2 (PO2) -1,875.00 -1,875.00 PO Finance Client (POFINANCE) -5,331.48 -5,331.48 PO Finance RS VHELD (PORS V) -1,150.00 -1,150.00 PO Negative Advance (PONADV) -500.00 -500.00 PO With PO Collection Fee (POFEE) -500.00 -500.00 Sales Authorization (SALES) -51,062.50 -51,082.50		Invoice Confirmation (INV CONF)	-4,500,00			-4 500.00
Lien Monitoring (LIEN) -2,700.00 -2,700.00 Load Hauler (LOADS) -5,750.00 -5,750.00 Load Processor (LOAD) -10,167.39 -10,167.39 No Currency No Dilution (NOCUR1) 5.00 5.00 No Currency with Dilution (NOCUR) -864.00 -884.00 No Escrow Client (NOESCROW) -1,800.00 -1,800.00 Override Client (OVERRIDE) -8,957.49 -8,957.49 Payer Web (PAYERWEB) -12,280.90 -12,280.90 PO Finance 2 (PO2) -1,875.00 -1,875.00 PO Finance Client (POFINANCE) -5,331.46 -5,331.46 PO Finance RSVHELD (PORSV) -1,150.00 -1,150.00 PO Negative Advance (PONADV) -500.00 -500.00 PO With PO Collection Fee (POFEE) -500.00 -500.00 Sales Authorization (SALES) -51,082.50 -51,082.50		Invoice Delivery (INVDELIVERY)	119 586 33			119 586 33
Load Hauler (LOADS) -5,750.00 -5,750.00 Load Processor (LOAD) -10,167.39 -10,167.39 No Currency No Dilution (NOCURR1) 5.00 5.00 No Currency with Dilution (NOCUR) -864.00 -864.00 No Escrow Client (NOESCROW) -1,800.00 -1,800.00 Override Client (O VERRIDE) -8,957.49 -8,957.49 Payer Web (PA YER WE B) -12,280.90 -12,280.90 PO Finance 2 (PO2) -1,875.00 -1,875.00 PO Finance Client (POFINANCE) -6,331.46 -5,331.46 PO Finance RSVHELD (PORSV) -1,150.00 -1,150.00 PO With PO Collection Fee (POFEE) -500.00 -500.00 Sales Authorization (SALES) -51,062.50 -51,062.50		Lien Monitoring (LIEN)	-2 700 00			-2 700 00
Load Processor (LOAD) -10,167.39 -10,167.39 No Currency No Dilution (NOCURR1) 5.00 5.00 No Currency with Dilution (NOCUR) -864.00 -864.00 No Escrow Client (NOESCROW) -1,800.00 -1,800.00 Override Client (OVERRIDE) -8,957.49 -8,957.49 Payer Web (PA YER WEB) -12,280.90 -12,280.90 PO Finance 2 (PO2) -1,875.00 -1,875.00 PO Finance Client (POFINANCE) -6,331.46 -5,331.46 PO Finance RSVHELD (PORSV) -1,150.00 -1,150.00 PO Negative Advance (PONADV) -500.00 -500.00 PO With PO Collection Fee (POFEE) -500.00 -500.00 Sales Authorization (SALES) -51,062.50 -51,062.50		Load Hauler (LOADS)	-5 750.00			-5 750.00
No Currency No Dilution (NOCURR1) 5.00 5.00 No Currency with Dilution (NOCUR) -864.00 -864.00 No Escrow Client (NOESCROW) -1,800.00 -1,800.00 Override Client (NOESCROW) -8,957.49 -8,957.49 Payer Web (PAYERWEB) -12,280.90 -12,280.90 PO Finance 2 (PO2) -1,875.00 -1,875.00 PO Finance Client (POFINANCE) -5,331.46 -5,331.46 PO Finance RSVHELD (PORSV) -1,150.00 -1,150.00 PO Negative Advance (PONADV) -500.00 -500.00 PO With PO Collection Fee (POFEE) -500.00 -500.00 Sales Authorization (SALES) -51,062.50 -51,062.50		Load Processor (LOAD)	-10.167.39			-10.167.39
No Currency with Dilution (NOCUR) -864.00 -864.00 No Escrow Client (NOESCROW) -1,800.00 -1,800.00 Override Client (OVERRIDE) -8,957.49 -8,957.49 Payer Web (PAYERWEB) -12,280.90 -12,280.90 PO Finance 2 (PO2) -1,875.00 -1,875.00 PO Finance Client (POFINANCE) -5,331.46 -5,331.46 PO Finance RSVHELD (PORSV) -1,150.00 -1,150.00 PO Negative Advance (PONADV) -500.00 -500.00 PO With PO Collection Fee (POFEE) -500.00 -500.00 Sales Authorization (SALES) -51,062.50 -51,062.50		No Currency No Dilution (NOCURR1)	500			5.00
No Escrow Client (NOESCROW) -1,800.00 -1,800.00 Override Client (OVERRIDE) -8,957.49 -8,957.49 Payer Web (PAYERWEB) -12,280.90 -12,280.90 PO Finance 2 (PO2) -1,875.00 -1,875.00 PO Finance 2 (PO2) -1,875.00 -5,331.46 PO Finance RSVHELD (PORSV) -1,150.00 -1,150.00 PO Negative Advance (PONADV) -500.00 -500.00 PO With PO Collection Fee (POFEE) -500.00 -500.00 Sales Authorization (SALES) -51,062.50 -51,062.50		No Currency with Dilution (NOCUR)	-864.00			-864.00
Override Client (OVERRIDE) -8,957.49 -8,957.49 Payer Web (PAYERWEB) -12,809.00 -12,280.90 PO Finance 2 (PO2) -1,875.00 -1,875.00 PO Finance 2 (PO2) -5,331.46 -5,331.46 PO Finance RSVHELD (PORSV) -1,150.00 -1,150.00 PO Negative Advance (PONADV) -500.00 -500.00 PO With PO Collection Fee (POFEE) -500.00 -500.00 Sales Authorization (SALES) -51,062.50 -51,062.50		No Escrow Client (NOESCROW)	-1.800.00			-1.800.00
PayerWeb (PAYERWEB) -12,280.90 -12,280.90 PO Finance 2 (PO2) -1,875.00 -1,875.00 PO Finance Client (POFINANCE) -5,331.46 -5,331.46 PO Finance RSVHELD (PORSV) -1,150.00 -1,150.00 PO Negative Advance (PONADV) -500.00 -500.00 PO With PO Collection Fee (POFEE) -500.00 -500.00 Sales Authorization (SALES) -51,062.50 -51,082.50		Override Client (OVERRIDE)	-8.957.49			-8.957.49
PO Finance 2 (PO2) -1,875.00 -1,875.00 PO Finance Client (POFINANCE) -5,331.46 -5,331.46 PO Finance RSVHELD (PORSV) -1,150.00 -1,150.00 PO Negative Advance (PONADV) -500.00 -500.00 PO With PO Collection Fee (POFEE) -500.00 -500.00 Sales Authorization (SALES) -51,062.50 -51,082.50		PayerWeb (PAYERWEB)	-12 280.90			-12,280,90
PO Finance Client (POFINANCE) -5,331.46 -5,331.46 PO Finance RSVHELD (PORSV) -1,150.00 -1,150.00 PO Negative Advance (PONADV) -500.00 -500.00 PO With PO Collection Fee (POFEE) -500.00 -500.00 Sales Authorization (SALES) -51,062.50 -51,062.50		PO Finance 2 (PO2)	-1.875.00			-1.875.00
PO Finance RSVHELD (PORSV) -1,150.00 -1,150.00 PO Negative Advance (PONADV) -500.00 -500.00 PO With PO Collection Fee (POFEE) -500.00 -500.00 Sales Authorization (SALES) -51,062.50 -51,062.50		PO Finance Client (POFINANCE)	-5.331.46			-5.331.46
PO Negative Advance (PONADV) -500.00 -500.00 PO With PO Collection Fee (POFEE) -500.00 -500.00 Sales Authorization (SALES) -51,062.50 -51,062.50		PO Finance RSVHELD (PORSV)	-1 150 00			-1.150.00
PO With PO Collection Fee (POFEE) -500.00 -500.00 Sales Authorization (SALES) -51,062.50 -51,062.50		PO Negative Advance (PONADV)	-500.00			-500.00
Sales Authorization (SALES) -51,062.50 -51,062.50		PO With PO Collection Fee (POFEE)	-500.00			-500.00
		Sales Authorization (SALES)	-51.082.50			-51.082.50
Wire Writer (WIRE WRITER) -37 444 53 -37 444 53		Wire Writer (WIREWRITER)	-37 444 53			-37 444 53
Write Invoice Auto (WRTINVAU) -2 150 -2 100 -2 150		Write Invoice Auto (WRTINVAU)	-2 150 00			-2 150 00
Write Invoice Manual (WRITERINV) -132.34 -132.34		Write Invoice Manual (WRITERINV)	-132.34			-132.34
* 825,856,89 825,856,89		•	825,856,89			825,856,89

1050-1 M&T Bank Operating

Printed: September 4, 2020, 1:39PM (TrBalSm3)

© 2022 Jack Henry & Associates, Inc. [®] FactorSoft™ v4.7 Summarize to Account/Date/Source



TEST GAP No Insurance Financial Serv Summary Trial Balance by Date/Source

		- 1		Beginning	Debit	Credit	Ending
Account#		Date	Source	Balance	Amount	Amount	Balance
100	Other fees						
		6/30/2020	BAL	-375.00			-375.00
		•		-375.00			-375.00
101	Settlement						
		6/30/2020	BAL	5,000.00			5,000.00
		•		5,000.00			5,000.00
102	Carrier Payment Fees						
		6/30/2020	BAL	-425.00			-425.00
		•		-425.00			-425.00
1050	Factoring Cash						
	·	6/30/2020	BAL	825,856.89			825,856.89
		•		825,856.89			825,856.89
1050-1	M&T Bank Operating						
1000-1	Mar bank operating	6/30/2020	BAL	-16,618.36			-16,618.36
				-16,618.36			-16,618.36
1050-2	Cash Account 2						
1000-2	Gast Account 2	6/30/2020	BAL	-1,565.65			-1,565.65
				-1,585.65			-1,565.65
1120	Endering Cook Boom						
1120	Factoring Cash Reser	6/30/2020	BAL	-509.200.68			-509.200.68
				-509,200.68			-509,200.68
1050	Foster Invoice Receiv	oble					
1250	Factor Invoice Receive	6/30/2020	BAL	-702.652.97			-702.652.97
				-702,652.97			-702,652.97
2050	Factoring Escrow Pay	able 6/30/2020	BAL	402 610 11			402 610 11
			2112	402,610,11			402,610,11
4150	Factoring - Finance Fe	6/30/2020	BAI	-16 719 14			-16 719 14
			Unit -	-16,719,14			-16,719,14
5012	Factoring Write Offs	6/20/20/20	BAL	-300.00			-300.00
		6/30/2020	BAL	-300.00			-300.00
5013	Discount	8/30/2020	BAL	105.00			105.00
		630/2020	BAL	135.00			135.00
				130.00			130,00
CHARGEOFF	Chargeoff	0000000					
		6/30/2020	BAL	1,954.44			1,954.44
Printed: Septem	ber 4 2020 1:40PM (T	(rBalSm2)					Page: 1 of 2

Printed: September 4, 2020, 1:40PM (TrBalSm2)

J • 1

Summarize to Date/Account/Source



TEST GAP No Insurance Financial Serv Summary Trial Balance by Date/Account/Source

Cree	Debit Amount	Source		Account.	Date
					010100
900		BUY	Settlement	101	01/31/20
	1,400,00	ADV	Settlement	101	
1.800	1,400.00	BUY	Eachring Cash	1050	
100	113,482,70	COL	Factoring Cash	1050	
1.650		ADV	Factoring Cash	1050	
110,000		COL	Factoring Unapplied Cash	1113	
510	152.55	COL	Factoring Cash Reserve	1120	
	3,000,00	BUY	Factor Invoice Receivable	1250	
3,535		COL	Factor Invoice Receivable	1250	
300		BUY	Factoring Escrow Payable	2050	
	611.80	COL	Factoring Escrow Payable	2050	
101		COL	Factoring - Finance Fee Income	4150	
118,897.	118,647.05	001	•	4100	
	1,900.00	COL	Factoring Cash	1050	02/03/20
1,000.	1,000.00	COL	Factoring Unapplied Cash	1113	
	111,100.00	C-MISC	Factoring Unapplied Cash	1113	
20.	52.55	COL	Factoring Cash Reserve	1120	
111,100.		C-MISC	Factoring Cash Reserve	1120	
	9,528.93	ADJ	Factoring Cash Reserve	1120	
1,952		COL	Factor Invoice Receivable	1250	
10,679.		ADJ	Factor Invoice Receivable	1250	
	195.26	COL	Factoring Escrow Payable	2050	
	1,068.39	ADJ	Factoring Escrow Payable	2050	
175.		COL	Factoring - Finance Fee Income	4150	
952		ADJ	Factoring - Finance Fee Income	4150	
100.		ADJ	Factoring Write Offs	5012	
	135.00	ADJ	Discount	5013	
	1,000.00	LDA	refund	REFUND	
125,980.	125,980.13		•		
					02/04/20
	1,000.00	COL	Factoring Cash	1050	
1,000.	1,000.00	COL	Factoring Unapplied Cash	1113	
10.		COL	Factoring Cash Reserve	1120	
	50.00	LDA	Factoring Cash Reserve	1120	
1,000.		COL	Factor Invoice Receivable	1250	
50.		LDA	Factor Invoice Receivable	1250	
	100.00	COL	Factoring Escrow Payable	2050	
	105.00	ADJ	Factoring Escrow Payable	2050	
90.		COL	Factoring - Finance Fee Income	4150	
5.		ADJ	Factoring - Finance Fee Income	4150	
100.		ADJ	Factoring Write Offs	5012	
2,255.	2,255.00		•		
	4 000 00		Factorian Cook	105.0	02/06/20
	1,000.00	COL	Factoring Cash	1050	
88.		COL	Factoring Gash Reserve	1120	

Printed: September 4, 2020, 1:42PM (TrBalSm5)

Page:1 of 2

Report Details

Column	Description
Formats: Detail as Accour	nt/Date/Check# or Detail As Account/Check#/Date
Account#	Account Number
Check #	Check Number
Date	Post Date
Рауее	Payee on Posted Check or Client Name
Client#	Client Code
Source	Transaction Type
Reference	Batch Number
Beginning Balance	Beginning Balance on the Account
Debit Amount	Debits to the Account
Credit Amount	Credit to the Account
Ending Balance	Ending Balance on the Account
Format: Summarize to Ac	count
Account #	Account Number
Beginning Balance	Beginning Balance on the Account
Debit Amount	Debits to the Account
Credit Amount	Credit to the Account
Ending Balance	Ending Balance on the Account
Format: Summarize to Ac	count/Client
Account #	Account Number
Client	Client's Name
Beginning Balance	Beginning Balance on the Account
Debit Amount	Debits to the Account
Credit Amount	Credit to the Account

jh

Column	Description
Ending Balance	Ending Balance on the Account
Format: Summarize to Ac	count/Date/Source
Account #	Account Number
Client	Client's Name
Source	Transaction Type
Beginning Balance	Beginning Balance on the Account
Debit Amount	Debits to the Account
Credit Amount	Credit to the Account
Ending Balance	Ending Balance on the Account
Format: Summarize to Da	te/Account/Source
Date	Date
Account #	Account Number
Client	Client's Name
Source	Transaction Type
Debit Amount	Debits to the Account
Credit Amount	Credit to the Account

Security Roles

To generate the Trial Balance Report, the following Security Role needs to be set to YES:

Security Roles > Reports > Accounting Reports > Print Trial Balance Reports

System Preferences

The following system preferences for this report are found in the Administration module, System Preferences, **Reports**, **Trial balance** folder.

Preference	Description
Do not include client number with client name	Set to True to exclude the client number from the report results.

ih

Preference	Description
Get cash reserves starting balance from client	Set to True to take initial client cash reserve balances from Client record instead of Client Account record.
Include inactive clients in drop-down list	Set to True to include inactive clients in the Client report cri- teria selection list.
Non-balance sheet accounts are year- to-date	True or False
Show zero amounts in the report column	Set to True to show zero amounts in columns. Set to False to replace the "\$0.00" displayed in columns cells that have no balance with blanks.
Use old trial balance function	Set this option to True to use the old format Trial Balance Report screen.
Use account summary balances not cli- ent balances	True or False

Analysis Report

Analysis Reports

The Analysis reports group contains reports that summarize or detail statistical reports by client or debtor.

A/R Summary Report

The A/R Summary Report is a summary of the accounts receivable totals and transactions. The information displayed includes Beginning Balances, Sales, Collections, Charge-backs, Adjustments, Ending Balances, Earning, Non-factored Cash, Accounts Receivable Turn, Collection Ratio, Beginning Reserve Balances, Reserve Activity, Ending Reserves and Grand Totals for each category.

The Analysis option (of which there are three possibilities) determines the displayed results. The method of each analysis calculation varies, so keep in mind which one you have chosen. Different calculation methods provide different meanings, and the actual numbers will vary accordingly.



📔 Print A/R Sumn	nary Report	×
Date Range:	March 1, 2020	Today
Thru:	March 31, 2020	MTD
Client:		Clear
A/E:		Clear
Client Group:	Value:	Clear
Office:	-	Clear
Default Printer: This Report:	Microsoft Print to PDF (redirected 5) Microsoft Print to PDF (redirected 5)	Change <u>D</u> efault
Output: Preview O Print O Fax O Email	Format: C A/R, Earnings Only C A/R, Earnings, Cash Reserves C A/R, Non-Factored, Cash Reserves, Earnings C A/R, Sales, Applied, Cash Reserves, Earnings	ort: Name Client#
	C A/R, Fee, Interest Income	<u>P</u> rint
	 A/R, Sales, Applied, Cash Reserves 	E <u>x</u> it
Analysis Column: - C Collection Rati C Collection Rati C A/R Turn (Beg	o (Collections / Beginning Balance * 100) o (Based on business days) jinning Balance / Collections * Days)	<u>H</u> elp
Show zero activ Show grand tota Include non-Fac	ity active clients al only toring clients in active clients	

Field	Description
Date	Enter the beginning date of the date range to which to limit the report.
Range	Click Today to display the current processing date in this field.
	 Click L-Month to enter the previous beginning date of the month to date period in Date Range and previous ending date of the month to date period in Thru.
	 Click MTD to enter the current beginning date of the month to date period in Date Range and current processing date in Thru.
Thru	Enter the ending date of the date range to which to limit 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- s/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 typ- ing the client name.
	Select Contains or Begins with to refine results. Search window will display up to 500 matches.



Field	Description
	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 <i>Client Information</i> 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
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Value	Select the client group's value (as defined in the Group Code Table) for which this report is to be generated. Click Clear to remove the selection.
Office	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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Default Printer	Displays the default printer used to generate reports.
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
Output	Select how you want to get the report:

Field	Description
	 Preview – Opens the report in a window (printing available). If you select this option, the report cannot be scheduled.
	Print – Prints the report without preview.
	 Fax – Faxes the report directly to the client. For this option to work, a third-party fax server solutions must be installed and set up in System Preferences.
	• Email – Emails the report directly to the client.
Format	Select the report format to be generated:
	• A/R, Earnings Only: The column will adjust and show Earnings Only
	 A/R, Earnings Cash Reserves: The column will adjust and show Earnings and Cash Reserves Activity
	 A/R, Non-Factored, Cash Reserves: The column will adjust and show Non Factored Cash and Cash Reserves Activity
	 A/R, Sales, Applied, Cash Reserves, Earnings: Sales, applied cash, cash reserves, and earnings will be displayed on the report.
	 A/R, Fee, Interest Income: The column will adjust and show Fee and Interest Income activity.
	 A/R, Y-T-D Fee, Interest Income: The column will adjust and show Year-To-Date Fee and Interest Income activity.
	 A/R, Sales, Applied, Cash Reserves: The column will adjust and show Sale, Applied Cash and Cash Reserves.
Sort	Select the sort order for the results. You can sort the results by:
	• Name
	Client#
Analysis Column	Select the analysis method for the report:

Field	Description
	 Collection Ratio (Collections / Beginning Balance *100): The Collection Ratio is a percentage of collections related to the beginning month's outstanding bal- ance.
	 Collection Ratio (Based on business days): The Collection Ratio is a percentage of the collection base on the total number of business days of the outstanding balance.
	 A/R Turn ((Beginning Balance / Collections) *Days): The Accounts Receivable Turn is reflected in days, the average number of days for Accounts Receivable collection (i.e. the average number of days to pay).
Show zero activity active clients	Include active clients that have no activity or a zero balance in A/R yet have cash in reserves on the report. If this option is not selected, zero-activity active clients are excluded form the report.
Show grand total only	The results display a summary total only.
Include non- Fact- oring cli- ents	Select this option to include non-factoring clients in the report results. If this option is not selected, non-factoring clients are excluded for the report.
Include non- zero inactive clients	Include inactive clients that have cash in A/R or reserves on the report. If this option is not selected, non-zero inactive clients are excluded form the report.
Print	Click this button to generate the report.
Exit	Click this button to close the screen.

Sample Report

A/R, Earning Only Format



TEST GAP No Insurance Financial Serv A/R Summary Report November 1, 2020 Thru November 16, 2020 Single Client Only

Client	Beginning Balance	Sales	Collections	Charge Backs	Adjustments	Ending Balance	Earnings	Collection Ratio
In voice Delivery (INVDELIVERY)	43,774.73	2,596.25	1,925.32			44,445.66	81.56	4.40
	43,774.73	2,596.25	1,925.32	0.00	0.00	44,445.66	81.56	4.40

A/R, Earnings, Cash Reserves Format

TEST GAP No Insurance Financial Serv A/R Summary Report								November 1, 20)20 Thru Novem Single	ber 16, 2020 Client Only
Client	Beginning Balance	Sales	Collections	Charge Backs Adjust	En o tments Bala	ing nce Earning	Collection s Ratio	Beginning Reserves	Reserve Activity	Ending Reserves
Invoice Delivery (INVDELIVERY)	43,774.73	2,596.25	1,925.32		44,44	66 81.50	4.40	(564,350,699.67)	251.19 (50	84,350,448.48)
	43,774.73	2,596.25	1,925.32	0.00	0.00 44,445	66 81.56	4.40	(564,350,699.67)	251.19 (56	84,350,448.48)

A/R, Non-Factored, Cash Reserves Format

TEST GAP No Insurance Financial Serv A/R Summary Report									November 1, 20	20 Thru Novem Single	iber 16, 2020 e Client Only
Client	Beginning Balance	Sales	Collections	Non- Factored	Charge Backs Adju	ustments	Ending Balance	Collection Ratio	Beginning Reserves	Reserve Activity	Ending Reserves
In voice Delivery (INVDELIVERY)	43,774.73	2,596.25	1,925.32	0.00			44,445.66	4.40	(584,350,699.87)	251.19 (5	84,350,448.48)
	43,774.73	2,598.25	1,925.32	0.00	0.00	0.00	44,445.66	4.40	(584,350,699.67)	251.19 (5	64,350,448.48)

A/R, Fee, Interest Income Format

TEST GAP No Insurance Financial Serv A/R Summary Report							I	November 1, 20	20 Thru Novem Single	iber 16, 2020 e Client Only
Client	Beginning Balance	Sales	Collections	Charge Backs Adjustmen	Ending Balance	Fee Income	Interest Income	Beginning Reserves	Reserve Activity	Ending Reserves
In voice Delivery (INVDELIVERY)	43,774.73	2,596.25	3,075.32	150.0	43,445.66	81.56		(564,350,699.67)	251.19 (5	84,350,448.48)
	43,774.73	2,596.25	3,075.32	0.00 150.0	43,445.66	81.56	0.00	(564,350,699.67)	251.19 (5	64,350,448.48)

A/R, Y-T-D Fee, Interest Income Format

↔TEST↔GAP No Insurance Financial Serv A/R Summary Report			November 1, 2020 Thru November 18, 2020 Single Client Only					
Client.		Accounts Receivable	Cash Reserves	YTD Fee Income	YTD Interest Income			
Invoice Delivery (INVDELIVERY)	Beginning Balance	43,774.73	(564,350,699.67)	7,517,659.16				
	Current Activity	(329.07)	251.19	81.56				
	Ending Balance	43,445.66	(564,350,448.48)	7,517,740.72				
Total	Beginning Balance	43,774.73	(564,350,699.67)	7,517,659.16	0.00			
	Current Activity	(329.07)	251.19	81.56	0.00			
	Ending Balance	43,445.66	(564,350,448.48)	7,517,740.72	0.00			

A/R, Sales, Applied Cash, Cash Reserves Format

TEST A/R Sum	GAP No Insuran mary Report	ice Financia	l Serv								Nov	ember 1, 202	20 Thru Noven Singl	nber 16, 2020 e Client Only
Client	Beginning Balance	Sales	Paid To Invoices	Paid To Non-Invoices	Recourse C/B	Other C/B	A djust	Ending Balance	Beginning Reserves	Escrow Returned	Non- Factored	Reserve Release	Other Activity	Ending Reserves
Invoice De	livery (INVDE LIVE R) 43,774.73	Y) 2,596.25	3,075.32				150.00	43,445.66	(564,350,699.67)	288.80		(24.00)	61.61	(564,350,448.48)
_	43,774.73	2,596.25	3,075.32	0.00	0.00	0.00	150.00	43,445.66	(564,350,699.67)	288.80	0.00	(24.00)	61.61	(564,350,448.48)

Report Details

Column/Label	Description					
Client	Client's Name					
Format: A/R, Earnin	igs, Only					
Beginning Balance	Beginning A/R Balance for the Date Range of the report					
Sales	New Sales or A/R for the Date Range of the report					
Collections	Collections or Payments posted for the Date Range of the report					
Chargebacks	Chargebacks processed for the Date Range of the report					
Adjustments	Adjustments processed for the Date Range of the report					
Ending Balance	Ending Balance = Beginning Balance + Sales - Collections + Chargebacks + Adjust- ments					
Earnings	Earnings for the Date Range of the report					
Collection Ratio	Collection Ratio calculation based on Analysis Column parameter selected.					
Format: A/R, Earnings, Cash Reserves						

jh

Column/Label	Description
Beginning Balance	Beginning A/R Balance for the Date Range of the report
Sales	New Sales or A/R for the Date Range of the report
Collections	Collections or Payments posted for the Date Range of the report
Chargebacks	Chargebacks processed for the Date Range of the report
Adjustments	Adjustments processed for the Date Range of the report
Ending Balance	Ending Balance = Beginning Balance + Sales - Collections + Chargebacks + Adjust- ments
Earnings	Earnings for the Date Range of the report
Collection Ratio	Collection Ratio calculation based on Analysis Column parameter selected.
Beginning Reserves	Beginning Cash Reserves Balance for the Date Range of the report
Reserve Activity	Reserve Activity for the Date Range of the report
Ending Reserves	Ending Reserves = Beginning Cash Reserves Balance + Reserve Activity
Format: A/R, Non-F	actored, Cash Reserves
Beginning Balance	Beginning A/R Balance for the Date Range of the report
Sales	New Sales or A/R for the Date Range of the report
Collections	Collections or Payments posted for the Date Range of the report
Non-Factored	Non-Factored payments posted for the Date Range of the report
Chargebacks	Chargebacks processed for the Date Range of the report
Adjustments	Adjustments processed for the Date Range of the report
Ending Balance	Ending Balance = Beginning Balance + Sales - Collections - Non-Factored + Chargebacks + Adjustments
Collection Ratio	Collection Ratio calculation based on Analysis Column parameter selected.
Beginning Reserves	Beginning Cash Reserves Balance for the Date Range of the report
Reserve Activity	Reserve Activity for the Date Range of the report



Column/Label	Description		
Ending Reserves	Ending Reserves = Beginning Cash Reserves Balance + Reserve Activity		
Format: A/R, Sales, Applied, Cash Reserves, Earnings			
Beginning Balance	Beginning A/R Balance for the Date Range of the report		
Sales	New Sales or A/R for the Date Range of the report		
Collections	Collections or Payments posted for the Date Range of the report		
Non-Factored	Non-Factored payments posted for the Date Range of the report		
Chargebacks	Chargebacks processed for the Date Range of the report		
Adjustments	Adjustments processed for the Date Range of the report		
Ending Balance	Ending Balance = Beginning Balance + Sales - Collections - Non-Factored + Chargebacks + Adjustments		
% Total End Bal- ance			
Earnings	Earnings for the Date Range of the report		
Collection Ratio	Collection Ratio calculation based on Analysis Column parameter selected.		
Beginning Reserves	Beginning Cash Reserves Balance for the Date Range of the report		
Reserve Activity	Reserve Activity for the Date Range of the report		
Ending Reserves	Ending Reserves = Beginning Cash Reserves Balance + Reserve Activity		
Format: A/R, Fee, Interest Income			
Beginning Balance	Beginning A/R Balance for the Date Range of the report		
Sales	New Sales or A/R for the Date Range of the report		
Collections	Collections or Payments posted for the Date Range of the report		
Chargebacks	Chargebacks processed for the Date Range of the report		
Adjustments	Adjustments processed for the Date Range of the report		
Ending Balance	Ending Balance = Beginning Balance + Sales - Collections + Chargebacks + Adjust- ments		

jh

Column/Label	Description	
Fee Income	Income from Fee earned for the Date Range of the report	
Interest Income	Income from Interest earned for the Date Range of the report	
Beginning Reserves	Beginning Cash Reserves Balance for the Date Range of the report	
Reserve Activity	Reserve Activity for the Date Range of the report	
Ending Reserves	Ending Reserves = Beginning Cash Reserves Balance + Reserve Activity	
Format: A/R, Y-T-D Fee, Interest Income		
Accounts Receiv- ables	Beginning Balance, Current Activity and Ending Balance for Accounts Receivable for the Date Range of the report	
Cash Reserves	Beginning Balance, Current Activity and Ending Balance for Cash Reserves for the Date Range of the report	
YTD Fee Income	Beginning Balance, Current Activity and Ending Balance for YTD FEE Income for the Date Range of the report	
YTD Interest Income	Beginning Balance, Current Activity and Ending Balance for YTD Interest Income for the Date Range of the report	
Format: A/R, Sales,	Applied, Cash Reserves	
Beginning Balance	Beginning A/R Balance for the Date Range of the report	
Sales	New Sales or A/R for the Date Range of the report	
Paid to Invoices	Payments posted against Invoices for the Date Range of the report	
Paid to Non- Invoices	Payments posted against Non-Factored Invoices for the Date Range of the Report	
Recourse C/B	Chargebacks on Recourse Invoices for Date Range of the report	
Other C/B	Chargebacks on other invoices for the Date Range of the Report	
Adjust	Adjustments processed for the Date Range of the report	
Ending Balance	Ending Balance = Beginning Balance + Sales - Paid to Invoices - Paid to Non- Invoices + Recourse C/B + Other C/B + Adjust	
Beginning Reserves	Beginning Cash Reserves Balance for the Date Range of the report	



Column/Label	Description	
Escrow Returned	Reserve Escrow posted to the Cash Reserves for the Date Range of the report	
Non-Factored	Non-Factored posted to the Cash Reserves for the Date Range of the report	
Reserve Release	Reserve Released from the Cash Reserves	
Other Activity	Other Activity posted against the Cash Reserves for the Date Range of the report.	
Ending Reserves	Ending Reserves = Beginning Reserves + Escrow Returned + Non-Factored - Reserve Release + Other Activity	

Security Roles

To generate the A/R Summary Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Analysis Reports > A/R Summary Report

System Preferences

The following system preferences for this report are found in the Administration module, System Preferences, **Reports**, **Trial balance** folder.

Preference	Description
A/R Turn collections should not contain non-factored	Set to True to exclude non-factored payments from collections in the cal- culation.
Earnings should include taxes	Set to True to include taxes in Earnings columns.
Include bulk A/R val- ues	Set to True to include bulk A/R collateral in the AR balance totals.
Include medical receivables values	Set to True to include medical receivables values in the report.
Sales/applied/cash reserves/earnings module name	Assign the Crystal Reports module for the report.
Use old report logic	Set this option to True to use the old format Print A/R Summary Report screen.

ĭh

Funds Employed Summary Report

The Print Funds Employed Summary report lists comprehensive information about the total amount of monies that are currently employed, extended, or lent for clients. Information provided includes current outstanding balance, unapplied payments, total invoices outstanding, the amounts advanced, the amounts in reserve accounts.

📔 Print Funds E	mployed Summary	×
Clier A/ Offic Group/Valu As Of Dat	nt:	Clear Clear Clear Clear
Default Printe This Repo	er: Microsoft Print to PDF (redirected 5) rt: Microsoft Print to PDF (redirected 5)	<u>C</u> hange Default
Output: Preview Print Fax Email	Format: C Total escrow, cash reserves Fee & reserve escrow, cash & total reserves Include non-factoring clients Include non-zero inactive clients	<u>P</u> rint E <u>x</u> it <u>H</u> elp

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 > Field- s/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 to which to limit the report results from the list. Click Clear to remove the selection.
Office	Select the office to which to limit the report results. If the user has an Office restriction


Field	Description					
	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.					
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .					
Group/Valu- e	Select the client group and the specific client group value to which to limit the report res- ults from the list. Client Groups are defined in the Group Code Table.					
As Of Date	Enter the date through which to display funds employed data. This field displays the cur- rent FactorSoft processing date by default.					
Default Printer	Displays the default printer used to generate reports.					
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.					
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.					
Output	Select one of the following print output options from the drop-down list					
	Preview to preview the report on the window before printing it					
	Print to print the report without previewing it					
	• Fax to fax the report directly to the selected client.					
	• Email to email the report directly to the selected client.					
Format	Select the report format to be generated:					
	 Totals escrow, cash reserves: Lists A/R Balance, Unapplied Payments, Invoices Out- standing, Amount Escrowed, Advanced, Cash Reserves and total Funds Employed for each client. 					
	 Fee & reserve escrow, cash & total reserves: Same as above, with the addition of Fee Escrowed and Total Reserves (Cash Reserves minus Reserve Escrowed). 					
Include non-Fact- oring clients	Select this option to include non-factoring client in the report results. If this option is not selected, non-factoring clients are excluded for the report.					

jh

Field	Description
Include non-zero inactive cli- ents	Include inactive clients that have cash in A/R or reserves on the report. If this option is not selected, non-zero inactive clients are excluded form the report.
Print	Click this button to generate the report.
Exit	Click this button to close the screen.

Sample Report

Format: Total escrow, cash reserves

TEST GAP No Insurance Financial Serv Funds Employed Summary							Nover	mber 16. 2020
		A/R	Unapplied	Invoices	Amount		Cash	Funds
Client	Client#	Balance	Payments	Outstanding	Escrowed	A dv ance d	Reserves	Employed
escrow both client	ESCROWB	1,000.00		1,000.00	200.00	800.00	170.00	630.00
	Total	1,000.00	0.00	1,000.00	200.00	800.00	170.00	630.00

Format: Fee & reserve escrow, cash & total reserves

TEST GAP No Insurance Financial Serv November 1 Funds Employed Summary							nber 16, 2020			
Client	Clie nt#	A /R Balance	Unapplied Payments	Invoices Outstanding	Fee Escrowed	Reserve Escrowed	A dv ance d	Cash Reserves	Total Reserves	Funds Employed
escrow both client	ESCROWB	1,000.00		1,000.00	30.00	170.00	800.00	170.00	340.00	630.00
	Total	1,000.00	0.00	1,000.00	30.00	170.00	800.00	170.00	340.00	630.00

Report Details

Column	Description
Client	Client's Name
Client#	Client Code
Format: Total escrow, Cash Reserves	
A/R Balance	A/R Balance
Unapplied Payments	Payments associated with a Non-Factored Invoices
Invoices Outstanding	Invoices Outstanding = A/R Balance + Unapplied



Column	Description	
	Payments	
Amount Escrowed	Amount held in Escrow (Fees or Reserves)	
Advanced	Amount Advanced to the Client	
Cash Reserves	Cash Reserves Balance	
Loan Amount	Net Fund Employed	
Format: Fee & reserve escrow, cash & total rese	rves	
A/R Balance	A/R Balance	
Unapplied Payments	Payments associated with a Non-Factored Invoices	
Invoices Outstanding	Invoices Outstanding = A/R Balance + Unapplied Payments	
Fee Escrowed	Amount held in Fee Escrow	
Reserve Escrowed	Amount Held in Reserve Escrow	
Advanced	Advanced = Invoices Outstanding - Reserve Escrowed	
Cash Reserves	Cash Reserves Balance	
Total Reserves	Total Reserves = Cash Reserves + Reserve Escrowed	
Funds Employed	Net Funds Employed	
	To modify the column header from Funds Employed to Loan Amount go to System Preferences > Reports > Fund Employed summary > Use Ioan amount for funds Employed	

Security Roles

To generate the Funds Employed Summary Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Analysis Reports > Print funds employed summary reports

System Preferences

The following system preferences for this report are found in the Administration module, System Preferences, **Reports**, **Funds employed summary** folder.

Preference	Description
Include bulk A/R val- ues	Set to True to include Bulk A/R collateral in the AR balance totals.
Include hold account balances flagged as NFE	 Determines how NFE hold account balances are included in the report: Include in funding and unapplied payment columns Include in funding and reserve escrow columns Include in funding and cash reserve columns Include in funds employed column only Do not include the hold account balance in any column Note - Funding indicates the Funds Employed/Loan Amount Column
Include inactive cli- ents in drop-down list	Set to True to include clients marked inactive in the Client list field.
Include medical receivables values	Set to True to include medical receivables values in the report.
Use loan amount for funds employed	Set to True to use the loan amount as funds employed instead of the cal- culated funds employed value.

Guarantee Analysis Report

The Guarantee Analysis Report provides a versatile summary of Guaranteed Sales versus Actual sales for specified clients up to a certain date. This report includes funded and non-funded sales, but a system preference can specify that the report includes only funded invoices.

Analysis			×
Date Thru: February 28, 2011	Today L-Month	Default Printer: \\\Wiggum\BHM_Dev_Laser	Change
Client	✓ Clear	This Report \\\Wiggum\BHM_Dev_Laser	Default
A/E:	▼ Clear	Output:	
Client Group: Value:	▼ Clear	Preview C Fax C Print C Email	
Office:	▼ Clear		
Formation			
Show adjusted sales	•	Print Exit	Help
Sort by broker			

Fields	Description
Date	Allows a period ending date to be entered. Click Today to display the current FactorSoft pro-

ĭh

Fields	Description
Thru	cessing date or L-Mont h to display the last day of the previous month in this field.
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- s/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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	 Terminology > Select account executive based on check box: TRUE
Client	Select the client group to which to limit the results in the report.
Croup	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table. Click Clear to remove the selection.
Office	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.

jh

Fields	Description
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Format	Select the report format to be printed:
	1. Guaranteed Sales Versus Actual (Average by month)
	2. Guaranteed Sales Versus Actual (not averaged)
	3. Guaranteed Earnings Versus Actual (Average by month)
	4. Guaranteed Earnings Versus Actual (Thru date in month)
Show adjusted rates	Select this option to display adjusted rates on the report. This option is only available for the two Guaranteed Sales Versus Actual formats.
Sort by broker	Select this option to sort the records returned for the report by broker.
Default Printer	Displays the default printer used to generate reports.
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
Output	Select one of the following print output options from the drop-down list:
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.
Print	Click this button to generate the report.
Exit	Click this button to close the screen without printing the report.



				Period Ending February 28, 20			
lient	Client#	Guaranteed Earnings	Over Months	Average Guarantee	Average Earnings	Shortage	Lost Earnings
HANDHELD TECHNOLOGY CORPORATION	1000	500.00	'	500.00	125.69	374.31	374.31

System Preferences

The following system preferences for this report are found in the Administration module, System Preferences, **Reports**, **Guarantee Analysis**.

Preference	Description
Exclude journals	Set to True to exclude fees earned from journals from the report.
Exclude non-funded sales	Set to True to exclude non-funded sales from the period sales figures.
Include date signed on report	Set to True to include the client date signed on the report.
Report to member cli- ent	Set to True to accumulate the report to member clients instead of mas- ter clients

Merchant Analysis Report

The Merchant Analysis Report provides a financial trend overview for specified clients over a defined period of time. This is an Engine-enabled report.

The Merchant Trend Analysis generates data for the prior 12 months from the last Statement Date.



Herchant Analysis Reports	×
Options template:	•
Parameters Scheduling Templates	
Client	Clear
A/E:	Clear
Office:	Clear
Group: Value:	Clear
Report Merchant Trend Analysis	
Combine multiple periods into average report As of date: Current date	
Output: Preview	
Print now Save Egit	Help

Field	Description
Options Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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
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- s/Screen Behavior > Miscellaneous > Use Client Search instead of drop downs is set to True.
	Select the C 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.



Field	Description
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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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. Offices are defined in the <u>Office table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table. Click Clear to remove the selection.
Report	Select the report format to be printed:
	Merchant Trend Analysis
	Merchant Activity Report
	Merchant Profit Statement
Combine multiple periods into aver- age report	Select this option to average balances over time.
As of date	Select the date to use for the report from the list:

Field	Description
	Current date
	Specific dates
	• Month-to-date
	• Year-to-date
	If the Specific dates option is selected, enter the beginning as of date to which to limit the report in the adjacent fields.
Output	Select one of the following print output options from the drop-down list
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Folder to generate the report as a data file in the common reports folder.

Report Sample

Format: Merchant Trend Analysis

					Client	Trend A	nalysis						
				Geo	orgia Lig	ht Bulb,	Inc. (GLBI	NC)					
Statement Date	2/12/2018	3/15/2018	4/13/2018	5/10/2018	6/20/2018	7/13/2018	9/24/2018	10/17/2018	2/21/2019	3/22/2019		1/30/2020	Total
# of Invoices Purchased	116	69	107	87	140	74	228	49	551	110		381	0 1912
# of CR Memos	0	0	0	0	0	0	0	0	0	0		0	0
# of Chargebacks	24	53	23	11	36	19	64	17	162	33		71	513
Invoices Purchased (000's)	64	38	37	40	65	18	102	27	249	39		219	0 898
Payments Received (000's)	64	72	73	39	50	41	130	38	246	69		165	987
Amt. of CR Memos (000s)	0	0	0	0	0	0	0	0	0	0		0	0
Amt. of Chargebacks (000s)	-21	-14	-6	2	3	-1	-23	-2	-21	-14		-9	-106
Avg. Daily Balance (000's)	76	77	45	49	53	39	31	37	53	45		102	0 51
A/R Turn (davs)	38	63	35	33	33	51	22	31	27	33		42	64
Average Invoice Size (\$)	549	549	347	457	468	240	447	554	452	357		575	470
CR Memos as % of Invoices \$	0	0	0	0	0	0	0	0	0	0		0	.00
Chargebacks as % of Invoices	-32.4	-37.84	-14.82	4.79	4.3	-7.86	-22.33	-8.08	-8.26	-35.59		-4.11	-11.80
Delinquency Analysis:													
Current (1-30 days)	35.13	41.48	45.78	57.6	63.2	53.84	45.4	40.89	61.87	57.13		8.12	42.54
31-60 Days	51.3	31.65	43.52	32.3	14.97	32.47	32	40.52	25.69	29.66		24.34	29.87
61-90 Days	8.36	26.22	3.2	9.63	21.83	7.06	22.6	14.54	12.43	4.76		60.39	15.92
91-120 Days	5.22	0.65	7.51	0.47	0	6.63	0	4.05	0	8.44		7.14	3.34
Over 120 Days	0	0	0	0	0	0	0	0	0	0		0	.00
High Concentration Customer	rs:							%	of Merchant's	La	st Period		
		Custome	r Name				Balance		Total Balance				
		Livingston	Properties				56,232,28		43.3				
		Burger Kir	a All Burae	er Kinas			7.939.70		6.11				
		GLORY D	AYS				6.976.12		5.37				
		Galleria Ma	all				5,308.28		4.09				
		Hampton I	nn River Pla	ice Dr			4,508.30		3.47				
											Printed: 12	/1/2020 10:	00:34 AM

Format: Merchant Activity Report

	Client Activity Georgia Light Buib, Inc. (GLBINC) January 1, 2020 thru January 31, 2020	
Beginning Balance	Count	
Debits:		

Sales	132	54,654.48	
Finance Charges	0	0.00	
Total Debits			54,654.48
Credits			
Payments	56	70,493.12	
Credit memos	0	0.00	
Chargebacks	28	(2,145.37)	
Total Credits			68,347.75
Total Number of Transactions	201		
Ending Balance			101,798.92

25 0

Total New Customers			

Format: Merchant Profit Statement

Total Batches

115,492.19

Amount

Profit Statement For Georgia Light Bulb, Inc. (GLBINC) Based on Statement Dated March 22, 2019

Average Outstanding Balance	44,579.13	Number of involces for Period	110
Sales for Period	39,291.68	Broker Fee Required	No
Annual Sales (based on 12 months)	752,146.89	Average A/R Turn	34.04
-	Rate	Revenue / Expense	Yield
Base Discount	2.0000	785.83	1.76
Annualized Yield			21.12
Self incurance	0.0000	0.00	0.00
Labor	0.0400	(15.72)	0.04
Cost of Funds	0.0000	0.00	0.00
Base Discount	2.0000	770.11	1.73
Transaction Premium	0.0000	0.00	0.00
Broker Fee	0.0000	0.00	0.00
Total Discount	2.0000		

Report Details

Column	Description
Report: Mercha	nt Trend Analysis
Statement Date	Merchant Statement Date
'# of Invoices Purchased	Number of Invoices Purchased
'# of CR Memos	Number of Credit Memos
'# of Chargebacks	Number of Chargebacks
Invoices Purchased (000's)	Amount of Invoices Purchased
Payments Received (000's)	Amount of Payments Posted
Amt. of CR	Amount of Credit Memos



Column	Description
Memos (000's)	
Amt. of Chargebacks (000's)	Amount of Chargebacks
Avg Daily Bal- ance (000's)	Amount of the Client's Average Daily Balance
A/R Turn (days)	Displays A/R Turn days
Average Invoice Size (\$)	Amount of Average Invoice Size
CR Memos as % of Invoices \$	Amt of CR Memos / Invoices Purchased * 100
Chargebacks as % of Invoices	Amt of Chargebacks / Invoices Purchased * 100
Delinquency An	alysis Section
Current (1-30 days)	% of A/R aged 1-30 days based on Due Date
31-60 days	% of A/R aged 31-60 days based on Due Date
61-90 days	% of A/R aged 61-90 days based on Due Date
91-120 days	% of A/R aged 91-120 days based on Due Date
Over 120 days	% of A/R aged Over 120 days based on Due Date
High Concentration Customers Section	
Customer Name	Customer/Debtor Name
Balance	Debtor Current Balance
% of Mer- chant's Total Balance	Debtor Balance / Clients Total A/R

jh

Column	Description	
Last Period		
Report: Mercha	nt Activity Report	
Beginning Bal- ance	Client's Beginning A/R Balance	
Debits > Count &	Amount	
Sales	Count & Amount of New A/R Purchased	
Finance Charges	Count & Amount of Finance Charges	
Total Debits	Amount of Sales + Amount of Finance Charges	
Credits > Count a	& Amount	
Payments	Count & Amount of Payments Posted	
Credit Memos	Count & Amount of Credit Memos Posted	
Chargebacks	Count & Amount of Chargebacks Processed	
Total Credits	Amount of Payments + Amount of Credit Memos + Amount of Chargebacks	
Total Number of Transactions	Total Count of All Transactions (Sales, Finance Charges, Payments, Credit Memos, Chargebacks)	
Ending Bal- ance	Beginning Balance + Total Debits - Total Credits	
Total Batches	Total number of Batches Processed	
Total New Cus- tomers	Total number of New Customer/Debtors Created	
Report: Merchant Profit Statement		
Average Out- standing Bal- ance	Average Outstanding Balance = Daily balance / Number of days in the reporting period for a single month report.	
	When the report is generated for multiple-months period, Average Outstanding Bal- ance is the Sum of Daily Balance / Number of days in the reporting period.	
Sales for Period	Purchases/Sales for the Statement Period for the report	

Column	Description	
Annual Sales (Based on 12 months)	Annual Purchases/Sales based on 12 months with the calculation method selected in System Preferences > Reports > Merchant Analysis Reports > Profit Statement > Cal- culate annual sales method	
Number of Invoices for Period	Number of Invoices Purchased for the Statement Period	
Broker Fee Required	If Yes, Broker Commissions/Fees are required for Statement Period	
Average A/R Turn	Average A/R Turn = Avg O/S Balance / (Sales for period / Reporting Periods))*30	
Base Discount	Rate is established at Client Terms > Merchant Fees > Purchase Fee Rate	
	Revenue/Expense = Sales for Period * Base Discount Rate	
	Yield = Revenue/Expense / Avg Outstanding Balance	
Annualized Yield	Yield = Base Discount Yield * 12	
Self Insurance	Rate - set in System Preferences > Reports > Merchant Analysis Reports > Profit Statement > Self insurance rate	
	Revenue/Expense = Sales for Period * Self Insurance Rate	
	Yield = Revenue/Expense / Avg Outstanding Balance	
Labor	Rate - set in System Preferences > Reports > Merchant Analysis Reports > Profit Statement > Labor Rate	
	Revenue/Expense = Sales for Period * Labor Rate	
	Yield = Revenue/Expense / Avg Outstanding Balance	
Cost of Funds	Rate - set in System Preferences > Reports > Merchant Analysis Reports > Profit State- ment > Cost of funds rate	
	Revenue/Expense Sales for Period * Cost of Funds	
	Yield Revenue/Expense/Avg Outstanding Balance	
Base Discount (Sub Total	Rate Sum of Base Discount, Self Insurance, Labor & Cost of funds	



Column	Description
Row)	Revenue/Expense Sum of Base Discount, Self Insurance, Labor & Cost of funds
	Yield Sum of Base Discount, Self Insurance, Labor & Cost of funds
Transaction Premium	Rate - set in System Preferences > Reports > Merchant Analysis Reports > Profit Statement:
	1. Transaction Premium Amount #1
	2. Transaction Premium Amount #2
	3. Transaction Premium rate #1
	4. Transaction Premium rate #2
	5. Transaction Premium rate #3
	Revenue/Expense = Sale for period * Transaction Premium
	Yield = Revenue/Expense / Avg Outstanding balance
Broker Fee	Rate - Broker's Commission Rate from Client/Broker Relationship for the Statement Period
	Revenue/Expense = Sales for Period * Broker Commission Rate
	Yield = Revenue/Expense / Avg Outstanding Balance
Total Discount	Total Discount Rate = Sum of all Rates

System Preferences

The following system preferences for the Merchant Activity report are found in the Administration module, System Preferences, **Reports**, **Merchant Analysis**, **Activity Report**.

Preference	Description
Crystal Report Module	Used to assign the crystal reports module name for the Merchant Activity Report.

The following system preferences for the Merchant Profit Statement report are found in the Administration module, System Preferences, **Reports**, **Merchant Analysis**, **Profit statement**.

Preference	Description
Calculate annual	Indicates the method for calculating annual (12 month) sales:

ĭh

Preference	Description
sales method	- Based on last 12 months regardless of months selected
	- Based on sales for period extended to 12 months
Cost of funds rate	The rate for cost of funds used in the report
Crystal Report Module	Used to assign the crystal reports module name for the Merchant Profit State- ment report.
Labor Rate	The labor rate to be multiplied times the base discount to use for the report.
Self insurance rate	The rate for self-insurance used in the report.
Transaction premium amount #1	First premium amount
Transaction premium amount #2	Second premium amount
Transaction premium rate #1	The rate to be used for transaction premium if equal to or less than Transaction Premium amount #1.
Transaction premium rate #2	The rate to be used for transaction premium greater than amount #1 and equal to or less than Transaction Premium amount #2.
Transaction premium rate #3	The rate to be used for transaction premium if greater than Transaction Premium amount #2.

The following system preferences for the Merchant Activity report are found in the Administration module, System Preferences, **Reports**, **Merchant Analysis**, **Trend analysis**.

Preference	Description
Do not suppress zeros in spreadsheet	Set to True to display zero fields as zeros on the report, rather than blanks.
Folder for completed Excel spreadsheet	Enter the folder name on the local computer in which to save the report for the Folder Output option.
Treat reassignments as chargebacks	Reassignments taken on the statement are included in the count and amount of chargebacks.



Not Payable to Lender Report

This report displays a summary of the checks not paid to the lender. The client and debtor name will display along with the check date, check number, check amount, balance, credit limit, NOA status, checks received and how many checks were not paid to the lender.

🛋 Print Not Payable To Lender Report			
Date-From: March 1, 2011	Today L-Month	Default Printer: \\\Wiggum\BHM_Dev_Laser	Change
Thru: March 31, 2011	MTD YTD	This Report \\\Wiggum\BHM_Dev_Laser	Default
Client	▼ Clear	Output:	
AE:	✓ Clear	Preview C Fax C Print C Email	
Client Group: Value:	▼ Clear		
Office:	✓ Clear		
Sequence: AF Client Deblor		Print Egit	Help
- Press error in a rearier			

Field	Description
Date- From	Enter the beginning date of the date range to which to limit the report.
	Click Today to display the current processing date in this field.
	 Click L-Month to enter the previous beginning date of the month to date period in Date Range and previous ending date of the month to date period in Thru.
	 Click MTD to enter the current beginning date of the month to date period in Date Range and current processing date in the Thru.
	 Click YTD to enter the current beginning date of the year to date period in Date Range and current processing date in the Thru.
Thru	Enter the ending date of the date range to which to limit 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- s/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.

Field	Description
	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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	 Terminology > Select account executive based on check box: TRUE
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Value	Select the client group's value (as defined in the Group Code Table) for which this report is to be generated. Click Clear to remove the selection.
Office	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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Sequence	Select the sort sequence for the report data:
	• AE, Client, Debtor
	Client, Debtor
Default Printer	Displays the default printer used to generate reports.
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.

v4.7

Field	Description
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
Output	Select one of the following print output options from the drop-down list:
	 Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.
Print	Click this button to generate the report.
Exit	Click this button to close the screen without printing the report.

System Preferences

The following system preferences for this report are found in the Administration module, System Preferences, **Reports**, **Trial balance** folder.

Preference	Description
Include check source on report	Set to True to include the check source on the report results.
Select based on	Select the date to be used to select checks to report:
	Check Date
	Transaction posting date

Report Sample

hecks Not Paid To Factor Report									STEV
ient	Check	Check		Check		Credit	NOA	Checks	Not Pair
Debtor	Date	Number	Reason	Amount	Balance	Li mit	Status	Received	To Factor
BS Trucking (BBS)									
AABSCD (AABSCO)	5/19/2011	223366	Not Payable To Factor	650.00	38,850.00	150,000.00	R	11	

Over Escrow Report

The Over Escrow report provides a summary of selected client's escrow standings, listing the total balance, invoice age balance, escrow balance, over escrow, cash reserves, total reserves and over total.

Print Over Escrow Report			8
Client	✓ Clear	Default Printer: Microsoft Print to PDF	Change
A/E:	▼ Clear	This Report: Microsoft Print to PDF	Default
Client Group:	✓ Clear	Output:	
Office:	✓ Clear	Preview O Fax O Print O Fax	
Invoice Age:		s <u>Finn so chia</u>	
Format: Over Escrow Report	•		
Show zero clients		Print E <u>s</u> it	<u>H</u> elp

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.

Field	Description
	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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	 Terminology > Select account executive based on check box: TRUE
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Value	Select the client group's value (as defined in the Group Code Table) for which this report is to be generated. Click Clear to remove the selection.
Office	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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Invoice Age	Enter the age of the report. Maximum length is 3 digits.
Format	Currently, the Over Escrow Report is the only format option.
Default Printer	Displays the default printer used to generate reports.
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.



Field	Description
Output	Select one of the following print output options from the drop-down list:
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.
Show zero cli- ent	Select this option to include zero balance clients in the report.
Print	Click this button to generate the report.
Exit	Click this button to close the screen without printing the report.



Sample Report

++TEST++ GAP No Insurance Financial Serv Over Escrow Report

As Of November 18, 2020

	Total	0 Day	Esorow	Over	Cash	Total	Over
Client.	Balance	Balance	Balance	Esorow	Reserves	Reserves	Total
Aceline Client	70,200.00	70,200.00	7,020.00	63,180.00	(582.00)	6,438.00	63,762.00
Additional Collection Fee					199.20		
Auto Credit	1,000.00	1,000.00	100.00	900.00		100.00	900.00
Broker Client	1,000.00	1,000.00	200.00	800.00	188.00	388.00	612.00
Carrier Payments	53,391.43	53,391.43	11,323.57	42,067.86	(376.00)	10,947.57	42,443.86
Check Writer Client					(10,022.00)	(10,022.00)	10,022.00
Client Fee Statement Client	4,887.68	4,887.68	977.54	3,910.14	(1.25)	976.29	3,911.39
Contracts2 Client	20,000.00	20,000.00	2,000.00	18,000.00		2,000.00	18,000.00
Contracts Client	31,900.00	31,900.00	3,190.00	28,710.00	113,850.00	117,040.00	
Dilution Client	13,000.00	13,000.00	5,240.00	7,760.00	431,640.62	436,880.62	
Due Date Collection W/Float					510.36	510.36	
es crow both client	1,000.00	1,000.00	200.00	800.00	170.00	370.00	630.00
Es crow Client	1,000.00	1,000.00	130.00	870.00		130.00	870.00
Held & NFE Client	14,128.29	14,128.29		14,128.29	4,846.63	4,846.63	9,281.66
HubTran	30,244.00	30,244.00	2,875.22	27,368.78	(3,700.00)	(824.78)	31,068.78
Im a ges	15,502.94	15,502.94	11,002.94	4,500.00		11,002.94	4,500.00
Invoice Confirmation	2,500.00	2,500.00	250.01	2,249.99		250.01	2,249.99
Invoice Delivery	43,445.66	43,445.66	7,629.24	35,816.42 (5	64,350,448.48 (5	64,342,819.24)5	64,386,264.90
Invoice XML	6,279.21	6,279.21	1,255.84	5,023.37		1,255.84	5,023.37
Lien Monitoring	3,000.00	3,000.00	300.00	2,700.00		300.00	2,700.00
Load Hauler	5,000.00	5,000.00	500.00	4,500.00		500.00	4,500.00
Load Processor	7,852.66	7,852.66	1,385.27	6,467.39	(1,200.00)	185.27	7,667.39
No Currency with Dilution	1,200.00	1,200.00	336.00	864.00		336.00	864.00
No Escrow Client	2,000.00	2,000.00		2,000.00	200.00	200.00	1,800.00
NonFunded Client	5,134.55	5,134.55	4,234.55	900.00		4,234.55	900.00
Override Client	12,000.00	12,000.00	2,100.00	9,900.00		2,100.00	9,900.00
PayerWeb	15,350.90	15,350.90	3,070.18	12,280.72		3,070.18	12,280.72
PO Finance 2	2,536.66	2,536.66	507.33	2,029.33		507.33	2,029.33
PO Finance Client	5,937.65	5,937.65	572.51	5,365.14	(100.09)	472.42	5,465.23
PO Finance RSVHELD	2,600.00	2,600.00	100.00	2,500.00	100.00	200.00	2,400.00
PO Negative Advance					(100.00)	(100.00)	100.00
Portfolio Add Fee Collection #2					707.42	707.42	
Portfolio Additional Fee Collection					460.49	460.49	
PO With PO Collection Fee					(50.00)	(50.00)	50.00
Sales Authorization	38,750.00	38,750.00		38,750.00	(1.00)	(1.00)	38,751.00
Signed Buy Client	1,000.00	1,000.00	1,000.00			1,000.00	
Signed Fund Client					(1.00)	(1.00)	1.00
Wire Writer	1,000.00	1,000.00	100.00	900.00	(38,149.18)	(38,049.18)	39,049.18
Write Invoice Auto	9,880.45	9,880.45	988.04	8,892.41	90.00	1,078.04	8,802.41
Write Invoice Manual	3,816.90	3,816.90	381.68	3,435.22	(100.00)	281.68	3,535.22
XMLINS P1	2,000.00	2,000.00		2,000.00	(50.00)	(50.00)	2,050.00
	428,538,98	428,538,98	68,969,92	359,569,06 (5	63.851.918.2815	63,782,948,3615	64 722 385 43

Report Details

Column	Description
Client	Client Name
Total Bal- ance	Total A/R Balance
"0" Day Bal- ance	Column label will change based on Report Parameter: Invoice Age, then column displays Invoice Balance Over Age
Escrow Bal- ance	Fee Escrow + Reserve Escrow

jh

Column	Description
Over Escrow	Client Summary > Funds Employed tab > Advanced Balance
Cash Reserves	Current Cash Reserves Balance
Total Reserves	Cash Reserves + Escrow Balance
Over Total	Client Summary > Funds Employed tab > Factoring NFE

Security Roles

To generate the Over Escrow Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Analysis Reports > Print over escrow reports

Sales By Country Spreadsheet Report

The Sales by Country Spreadsheet report creates a spreadsheet in MicroSoft Excel format that lists clients with sales by country and province or state. The clients listed can be filtered by selection criteria specified on the report screen.

There is an option to exclude from the sales total invoices that are in dispute by specific dispute codes. To exclude specific dispute codes from the sales total, in the Tables module, select the option: Mark as excluded on Sales by Country/Client on the Dispute/Ineligibility/No Buy Codes table.

Create Sales by Country Spreadsheet	23
Report template:	•
Parameters Templates	
Client	, Clear
A/E:	- Clear
Office:	- Clear
Client Group: Value:	Clear
Default Printer: Microsoft Print to PDF This Report: Microsoft Print to PDF	
Date range: Last Month	
Print now Save Exit	<u>H</u> elp



Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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
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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the Office table in the Tables feature. To access this table, on the File



Field	Description
	menu, click Tables. Then, on the Client & Debtor menu, click Office.
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table. Click Clear to remove the selection.
Default Printer	Displays the default printer used to generate reports.
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
Date	Select the date to use for the report from the list:
Range	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date range
	• Today only
	If the Specific Date Range is selected, enter the beginning and ending dates to which to limit the report in the adjacent fields.

Sample Report

Tab 1

FactorSoft™

v4.7

 $\ensuremath{\mathbb{C}}$ 2022 Jack Henry & Associates, Inc. $\ensuremath{^\circ}$

Net Celes De	Denviewe (Ctete							 	
Net Sales By	Province/State							 	1
Summarized	To Days Due								
As Of Januar	y 1, 2021 Thru February 2, 2021								
		Customer				Included			
Country	Client	Province/State	Term	Total Sales	Excluded Amount	- Tax Amount	= Net Sales		
	1							 	_
United States	Invoice Delivery (INVDELIVERY)		31-Up	2,200.00			2,200.00		
United States	Invoice Delivery (INVDELIVERY)	35120	31-Up	12,500.00			12,500.00		
United States	Invoice Delivery (INVDELIVERY)	TX	31-Up	2,400.00			2,400.00		
	*			17,100.00			17,100.00		
*				17,100.00			17,100.00		
				17,100.00			17,100.00		

Tab 2

l	~	U	v	U	L	1	0	
	Net Sales By	Province/State						
	Summarized	To Province/State						
	As Of Januar	y 1, 2021 Thru February 2, 2021						
		• •	Customer			Included		
	Country	Client	Province/State	Total Sales	Excluded Amount	- Tax Amount	= Net Sales	
-								
	United States	Invoice Delivery (INVDELIVERY)		2,200.00			2,200.00	
	United States	Invoice Delivery (INVDELIVERY)	35120	12,500.00			12,500.00	
	United States	Invoice Delivery (INVDELIVERY)	ТХ	2,400.00			2,400.00	
ī		*		17,100.00			17,100.00	
ī	×			17 100 00			17 100 00	
Ì				,			,	
-				17 100 00			17 100 00	
1				,			,	
1								
L			I I					

Tab 3

Net Sales By	Province/State					
Summarized	To Country					
As Of Januar	y 1, 2021 Thru February 2, 2021					
				Included		
Country	Client	Total Sales	Excluded Amount	- Tax Amount	= Net Sales	
United States	Invoice Delivery (INVDELIVERY)	17,100.00			17,100.00	
*		17,100.00			17,100.00	
		17,100.00			17,100.00	

Report Details

Column	Description
Tab 1: Country-State-Due Days	



Column	Description
Country	Client's Country setting on the Client Information > Address Panel
Client	Client Name
Debtor Province/State	Debtor's Province/State
Term	Payment Terms - Due Days
Total Sales	Total Amount of Invoices/Sales
Excluded Amount	Total Amount of any and all invoices that have a Dispute/Ineligibility/No Buy Code that has "Mark as Excluded on Sales by Country/Client"
Included - Tax Amount	Total Amount of Tax amount that is part of the included Sales.
= Net Sales	Total Sales - Excluded Amount - Tax Amount = Net Sales
Tab 2: Country-S	State
Country	Client's Country setting on the Client Information > Address Panel
Client	Client Name
Debtor Province/State	Debtor's Province/State
Total Sales	Total Amount of Invoices/Sales
Excluded Amount	Total Amount of any and all invoices that have a Dispute/Ineligibility/No Buy Code that has "Mark as Excluded on Sales by Country/Client"
Included - Tax Amount	Total Amount of Tax amount that is part of the included Sales.
= Net Sales	Total Sales - Excluded Amount - Tax Amount = Net Sales
Tab 3: Country	
Country	Client's Country setting on the Client Information > Address Panel
Client	Client Name
Total Sales	Total Amount of Invoices/Sales
Excluded	Total Amount of any and all invoices that have a Dispute/Ineligibility/No Buy Code

Column	Description
Amount	that has "Mark as Excluded on Sales by Country/Client"
Included - Tax Amount	Total Amount of Tax amount that is part of the included Sales.
= Net Sales	Total Sales - Excluded Amount - Tax Amount = Net Sales

Security Roles

To generate the Sales by Country Spreadsheet, the following Security Role needs to be set to YES:

• Security Roles > Reports > Analysis Reports > Sales by Country Spreadsheet

System Preferences

The following system preferences for this report are found in the Administration module, System Preferences, **Reports**, **Sales by Country Spreadsheet**

Preference	Description
Break terms on value (Default is 90)	Indicate the number to group Terms up to and after .

Sales Volume Report

The Sales Volume Report displays sales volumes by month, quarter, and year, sorted by state.

This is an Engine-enabled report.



Print Sales Volume Report	8
Report template:	-
Parameters Scheduling Templates	1
Client:	✓ Clear
A/E:	✓ Clear
Office:	✓ Clear
Client Group: 📃 🗸 Value:	- Clear
Default Printer: HP Officejet 6600 (redirected 2) Change This Report: HP Officejet 6600 (redirected 2) Image	
State: Thru date: July 31, 2020	-Mo-End
Broker:	Clear
Sort: Client	
Output: Preview	
Summarize to master	
Print now Save Exit	<u>H</u> elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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
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.



Field	Description
	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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table. Click Clear to remove the selection.
Default Printer	Displays the default printer used to generate reports
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
State	Enter the State Code (50 United States only) to which to limit the report results.

 $\ensuremath{\mathbb{C}}$ 2022 Jack Henry & Associates, Inc. $\ensuremath{^\circ}$

FactorSoft™

v4.7

Field	Description
Thru Date	Allows a period ending date to be entered. Click L-Mo-End to display the last day of the pre- vious month in this field.
Broker	Select the broker to which to limit the report results from the list. Click Clear to remove the selection. Leaving this field blank will include all brokers in the results.
Sort	Select the sort option that determines the order in which to sort the report.
	• Client
	• State
	• Broker
	YTD charges
Output	Select one of the following print output options from the drop-down list
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.

Sample Report

Upland Factors, LLC									Sales Vo Thru Febru	ume Report ary 28, 2011
Client	State	First Purchase	MTD Charges	MTD Earned	QTD Charges	QTD Earned	YTD Charges	YTD Earned	Prev YTD Charges	Prev YTD Earned
HANDHELD TECHNOLOGY CORPORATION (10	MN	04/01/2010	18,063.00	125.69	70,984.40	1,175.64	70,984.40	1,175.64	379,109.48	14,470.51
Total Active Clients with Volume: Total Inactive(*) Clients with Volume: Total:		-	18,063.00	125.69	70,984.40	1,175.84	70,984.40	1,175.64	379,109.48	14,476.51

Security Roles

To generate the Sales Volume Report, the following Security Role needs to be set to **YES**:

• Security Roles > Reports > Analysis Reports > Print Sales Volume Reports (crystal)

System Preferences

The following system preferences for this report are located in the Administration module, System Preferences, **Reports**, **Sales volume report** folder.



Preference	Description
Show client number before client name	Set to True to display the client number before the client name in the report. The client name is listed first by default.
Include inactive cli- ents in drop-down list	Set to True to include clients marked inactive in the Client list field.
Include master cli- ents in drop-down list	Set to True to include master clients in the Client list field.

Signed Analysis Report

This report prints a summary of date signed and financial information for clients within a specified date range. The client name, signed date, average balance, average funds, sales and earnings are printed on the report.

Analysis Report	×
Report template:	•
Parameters Scheduling Templates	
Client 🗸	Clear
AE:	Clear
Office:	Clear
Client Group: Value:	Clear
Default Printer: \\\\\/iggum\\8HM_Dev_Laser Default	
This Report: \\\Wiggum\BHM_Dev_Laser	
Client signed from:	
Thru:	
Show data from: March 1, 2011	
Thru: March 31, 2011	
Output: Preview	
Print now Save Exit	Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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
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 X 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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client



Field	Description
	Groups are defined in the Group Code Table. Click Clear to remove the selection.
Default Printer	Displays the default printer used to generate reports
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
Client signed from	Enter the beginning client-signed date for the clients to be included on the report.
Thru	Enter the ending client-signed date for the clients to be included on the report.
Show data from	Enter the beginning date for the data to be included on the report.
Thru	Enter the ending date for the data to be included on the report.
Output	Select one of the following print output options from the drop-down list:
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.

Report Sample

lame	Signed	Average Balance	Average Funds	Sales	Earning
BBS Trucking	1/1/2008	18,632.38	2,260,688.21	12,085,757.00	91,395.21
1 Clients Listed	-	18,632.38	2,260,688.21	12,085,757.00	91,395.21


Statistics by Region Report

This report displays a summary of invoice purchase and collection statistics by region. The territory/region/client, amount purchased, amount collected, amount adjusted, fees earned, average invoice, number buys, number invoices, number checks, number payments and number adjustments are listed on this report.

Print Statistics By	Region		—
Date Range: Mar Thru: Mar Territory: Default Printer: Mic This Report: Mic	ch 1, 2020 ch 31, 2020 rosoft Print to PDF (redirect rosoft Print to PDF (redirec	Today MTD ▼ Clear ec Change Default	<u>P</u> rint E <u>x</u> it <u>H</u> elp
Output: Preview Print Fax Email	Format: © Detail © Summary		

Field	Description
Date Range	Enter the beginning date of the report date range. Click Today to display the current FactorSoft processing date or MTD to display the beginning day of the previous month in this field.
Thru	Enter the ending date of the report date range. Click Today to display the cur- rent FactorSoft processing date or MTD to display the ending day of the pre- vious month in this field.
Territory	Select the territory to which to limit the report results. Territories are defined in the Territory Name Table in FactorSoft. Click Clear to remove the current setting.
Default Printer	Displays the default printer used to generate reports.
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
Output	Select one of the following print output options from the drop-down list:

ih

Field	Description
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.
Format	Select the report format to produce:
	Detail: include client detail entries
	Summary: include summary totals by region only.

Report Sample

Summary Format

TEST GAP No Insurance Financial Serv						November 1, 2020 Thru Nov				Thru Novem	ber 16, 2020
Statistics By Region		Amount	Amount	Amount	Fees	Average	Number	Number	Number	Number	Number
Territory/Region		Purchased	Collected	Adjusted	Earned	Invoice	Buys	Invoices	Checks	Payments	Adjustments
		17,758.72	9,883.04		147.24	986.60	10	18	11	15	
	Territory Total:	17,758.72	9,883.04		147.24	986.60	10	18	11	15	
SOUTHEAST											
ALABAMA		5,030.81	3,075.32	150.00	111.99	1,006.16	4	5	3	3	1
GEORGIA		1,159.63				579.82	2	2			
	Territory Total:	6,190.44	3,075.32	150.00	111.99	884.35	6	7	3	3	1
	Final Total:	23,949.16	12,958.36	150.00	259.23	957.97	16	25	14	18	1

Detail Format

TEST GAP No Insurance Financial Serv

November 1, 2020 Thru November 16, 2020

Statistics by Region		Amount	Amount	Amount	Fees	Average	Number	Number	Number	Number	Number
Territory/Region/Client		Purchased	Collected	Adjusted	Earned	Invoice	Buys	Invoices	Checks	Payments	Adjustments
Additional Collection Fee		1,000.00	1,000.00		0.80	1,000.00	1	1	1	1	0
Client Fee Statement Client		4,887.68			50.13	977.54	1	5	0	0	0
escrow both client		2,000.00	1,000.00		30.00	1,000.00	2	2	1	1	0
Escrow Client		3,000.00	2,000.00		60.00	1,000.00	3	3	2	2	0
PayerWeb			12.00				0	0	5	5	0
Portfolio Add Fee Collection #2		3,568.64	3,568.64		6.31	1,189.55	1	3	1	3	0
Portfolio Additional Fee Collection		2,302.40	2,302.40			767.47	1	3	1	3	0
Signed Buy Client		1,000.00				1,000.00	1	1	0	0	0
	Region Total:	17,758.72	9,883.04		147.24	986.60	10	18	11	15	
	Territory Total:	17,758.72	9,883.04		147.24	986.60	10	18	11	15	
SOUTHEAST											
ALABAMA											
Invoice Delivery		5,030.81	3,075.32	150.00	111.99	1,006.16	4	5	3	3	1
	Region Total:	5,030.81	3,075.32	150.00	111.99	1,006.16	4	5	3	3	1
GEORGIA											
Write Invoice Auto		1,159.63				579.82	2	2	0	0	0
	Region Total:	1,159.63				579.82	2	2			
	Territory Total:	6,190.44	3,075.32	150.00	111.99	884.35	6	7	3	3	1
	Final Total:	23,949,16	12,958,36	150.00	259.23	957.97	16	25	14	18	1
					200.20	501.01		20			

Report Details

Column Label	Description
Format: Detail	
Territory/Region/Client	Displays the Territory, Region and Client Name
	Territories are defined in the Territory Name Table Maintenance under the Client & Debtor Menu in Tables Module.
	Regions are defined in the Region Table under the Client & Debtor Menu in Tables Module.
Amount Purchased	Displays Amount Purchased in \$ for each Client, and by Region and Ter- ritory
Amount Collected	Displays Amount Collected in \$ for each Client, and by Region and Ter- ritory
Amount Adjusted	Displays Amount Adjusted in \$ for each Client, and by Region and Ter- ritory
Fees Earned	Displays Fees Earned for each Client, and by Region and Territory
Average Invoice	Displays Average Size Invoice in \$ for each Client, and by Region and Ter- ritory



Column Label	Description
Number Buys	Displays the number of Purchase Batches processed for each Client, and by Region and Territory
Number Invoices	Displays the number of Invoices purchased for each Client, and by Region and Territory
Number Checks	Displays the number of Checks posted for each Client, and by Region and Territory
Number Payments	Displays the number Payments processed for each Client, and by Region and Territory
Number Adjustments	Displays the number Adjustment processed for each Client, and by Region and Territory
Format: Summary	
Territory/Region	Displays the Territory and Region
	Territories are defined in the Territory Name Table Maintenance under the Client & Debtor Menu in Tables Module.
	Regions are defined in the Region Table under the Client & Debtor Menu in Tables Module.
Amount Purchased	Displays Amount Purchased in \$ for the Region and Territory.
Amount Collected	Displays Amount Collected in \$ for the Region and Territory.
Amount Adjusted	Displays Amount Adjusted in \$ for the Region and Territory
Fees Earned	Displays Fees Earned for the Region and Territory
Average Invoice	Displays Average Size Invoice in \$ for the Region and Territory
Number Buys	Displays the number of Purchase Batches processed for the Region and Territory
Number Invoices	Displays the number of Invoices purchased for the Region and Territory
Number Checks	Displays the number of Checks posted for the Region and Territory
Number Payments	Displays the number Payments processed for the Region and Territory
Number Adjustments	Displays the number Adjustment processed for Region and Territory

Terms Analysis Report

The Terms Analysis report displays, by debtor, an invoice count and the amount over and under specified days due.

To run this report, select Terms Analysis Report from the Analysis option on the Reports menu.

This is an Engine-enabled report.

Print Terms Analysis Report	x
Report template:	•
Parameters Scheduling Templates	1
Client: [Invoice Delivery (INVDELIVERY)	Clear
A/E:	Clear
Office:	Clear
Client Group: Value:	Clear
Default Printer: Microsoft Print to PDF (redirected 5) This Report: Microsoft Print to PDF (redirected 5)	
Date range: Year thru last month date	
Output: Email	
Print now Save Exit	<u>H</u> elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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
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- s/Screen Behavior > Miscellaneous > Use Client Search instead of drop downs is set to True.



Field	Description
	Select the A 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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table. Click Clear to remove the selection.
Default Printer	Displays the default printer used to generate reports

Field	Description
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
Date range	 Select the date range to use for the report from the list: Last month Current month-to-date Year thru last month date Specific date range If the Specific date range option is selected, enter the beginning and ending dates of the
	date range to which to limit the report in the adjacent fields.
Over- /under days due	Enter the number of days over or under the days due to be included in the results.
Format	Select the report format to produce:
	 Detail (client w/in debtor)
	Summary (one line per debtor)
Output	Select one of the following print output options from the drop-down list
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client
	• Email to email the report directly to the selected client.

Report Sample

Format: Detail (client w/i debtor)

↔TEST↔ GAP No insurance Financial Serv Term s Analysis, Over/Under 30 Day s

November 1, 2020 thru November 16, 2020

Debtor	Total	Total	Count	Amount	Count	Am ount
Client.	in voice s	Purchases	At/Under	At/Under	Over	Over
DANE Test Debtor						
Additional Collection Fee	1	1,000.00			1	1,000.00
Walmart IL						
Additional Collection Fee	1	1,000.00	1	1,000.00		
Client Fee Statement Client	5	4,887.68	5	4,887.68		
es crow both client	2	2,000.00	2	2,000.00		
Es crow Client	3	3,000.00	3	3,000.00		
Invoice Delivery	5	5,030.81			5	5,030.81
Portfolio Add Fee Collection #2	3	3,568.64	3	3,568.64		
Portfolio Additional Fee Collection	3	2,302.40	3	2,302.40		
Signed Buy Client	1	1,000.00	1	1,000.00		
Write Invoice Auto	2	1,159.63	2	1,159.63		
	25	23,949.16	20	18,918.35	5	5,030.81
	26	24,949,16	20	18,918,35	6	6.030.81

Format: Summary (one line per debtor)

⇔TEST⇔ GAP No Insuran ce Finan ciai 8erv Term sA nalysis, Over/Un der 30 Days				November 1, 20	20 thru Nove	mber 18, 2020
Debtor	Total Involces	Total Purchases	Count At/Under	Am ount At/Under	Count Over	Am oun t Over
DANE Test Debtor	1	1,000.00			1	1,000.00
Walmart IL	25	23,949.16	20	18,918.35	5	5,030.81
	26	24,949.16	20	18,918.35	6	6,030.81

Report Details

Column/Label	Description
Format: Detail (client w/i de	btor)
Debtor	Displays Debtor Name
Client	Displays Client Name
Total Invoices	Displays Total Number of Invoices for the Cli- ent/Debtor Relationship
Total Purchases	Displays Total Amount of Invoices Purchased for the Client/Debtor Relationship



Column/Label	Description
Count at/Under	Displays the number of Invoices whose due days are at or under the Parameter: Over- /Under Days Due for the Client/Debtor Rela- tionship
Amount at/Under	Displays the amount of Invoices whose due days are at or under the Parameter: Over- /Under Days Due for the Client/Debtor Rela- tionship
Count Over	Displays the number of Invoices whose due days are over the Parameter: Over/Under Days Due for the Client/Debtor Relationship
Amount Over	Displays the amount of invoices whose due days are over the Parameters: Over/Under Days Due for the Client/Debtor Relationship
Format: Summary (one line	per debtor)
Debtor	Displays Debtor Name
Total Invoices	Displays Total Number of Invoices for the Debtor
Total Purchases	Displays Total Amount of Invoices Purchased for the Debtor
Count at/Under	Displays the number of Invoices whose due days are at or under the Parameter: Over- /Under Days Due for Debtor
Amount at/Under	Displays the amount of Invoices whose due days are at or under the Parameter: Over- /Under Days Due for Debtor
Count Over	Displays the number of Invoices whose due days are over the Parameter: Over/Under Days Due for the Debtor
Amount Over	Displays the amount of invoices whose due days are over the Parameters: Over/Under Days Due for the Debtor

Security Roles

To generate the Terms Analysis Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Analysis Reports > Print terms analysis report

Verification Analysis Report

The Verification Analysis Report summarizes Verification activity for a specified number of clients over a defined period of time.

This is an Engine-enabled report.

Print Verification Analysis Report	×
Report template:	•
Parameters Scheduling Templates	1
Client	✓ Clear
A/E:	✓ Clear
Office:	✓ Clear
Client Group: Value:	- Clear
Default Printer: Microsoft Print to PDF (redirected 5) Change Default This Report: Microsoft Print to PDF (redirected 5) Image Default As Of Date: Last month-end Image Default Sequence: Output: Image Default C Client Name Image Default Image Default Image Default Image Default Image Def	
Print now Save Exit	Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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
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
	s/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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table. Click Clear to remove the selection.

Field	Description
Default Printer	Displays the default printer used to generate reports
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
As-of	Select the date to use for the report from the list:
Date	Current date
	• Last month-end
	Specific date
	If the Specific date is selected, enter the date to which to limit the report in the adjacent fields.
Sequence	Select the sort option that determines the order in which to sort the report.
	Client Name: sort alphabetically by client name.
	Client Number: sort alpha-numerically by client-id.
Output	Select one of the following print output options from the drop-down list
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.



Report Sample

Upland Factors, LLC Verification Analysis Report								Jarch 1, 201
	A/R	Net Funds	Amount	% Balance	% NFE	Open	Verified	% Invoice
Client	Balance	Employed	Verified	Verified	Verified	Invoices	Invoices	Verifie
HEEZBALL EXPRESS (1015)	3.200.00	2,880.00	3,200.00	100.00	111.11	1	1	100.00
EQ COMPANIES INC. (1008)		(1,582.50)			0.00			
ANDHELD TE CHNOLOGY CORPORATION (1000)	66,672.40	40,004.25	31,832.00	47.74	79.67	45	10	35.5
UQ TECHNOLOGY, LLC (1009)	10,215.27	9,193.74	10,215.27	100.00	111.11	1	1	100.0
&A GLOBAL CARTRIDGES, LLC (1013)	13,753.95	11,690.85	13,753.95	100.00	117.65	12	12	100.0
OSTOP TRANSPORT, INC (1007)	264,350.34	229,370.59	233,838.79	88.45	101.95	153	133	85.9
TEEL VALLEY TRANSPORT, LLC (1011)	62,901.20	58,611.07	26,522.00	42.10	45.85	67	25	37.3
PLAND FACTORS SUSPENSE (101)		(270.37)			0.00			
	421.093.16	347,897.64	319.362.01	75.84	91.80	279	188	67.3

Report Details

Column	Description
Client	Displays Client's Name
A/R Balance	Displays total A/R Balance for the As of Date of the report.
Net Funds Employed	Displays Total Net Funds Employed for the As of Date of the report.
Amount Verified	Displays the Amount verified for the As of Date of the Report.
% Balance Verified	Amount Verified / A/R Balance
% NFE Verified	Amount Verified / Net Funds Employed
Open Invoices	Displays the number of Open Invoices for the As of Date of the report.
Verified Invoices	Displays the number of verified invoices for the As of Date of the report.
% Invoices Verified	Verified Invoices / Open Invoices

Security Roles

To generate the Verification Analysis Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Analysis Reports > Print verification analysis report

System Preferences

The following system preferences for this report are found in the Administration module, System Preferences, **Reports**, **Verification analysis** folder.

FactorSoft™ v4.7

Preference	Description
Exclude items with open disputes	Set to True to exclude formerly verified invoices that were later placed in dis- pute from the Verification Analysis Report.
Treat pre-purchase verification reasons based on post-veri- fication codes	Set to True to Treat pre-purchase verifications reasons based on Tables Mod- ule > Data Entry > Verification/Collection Messages Table > Post: Positive, Negative, No Action, Not Used. If Post code is Positive, the invoices is considered verified. All other Post Codes

Broker Menu

Broker Reports

The Broker reports are used to generate reports related to brokers.

Broker Commission Report

The Broker Commission Report is a utility to trace the performance of the client and calculate a commission that can be paid to the broker. Many lenders utilize salespeople or brokers to assist in the development of new business. Commissions are often paid to individuals based on the client's performance.

Commission reports should only be generated after month-end earnings have been posted against a client's reserve account. If the report is run prior to posting, then the report will not be accurate.

NOTE

For Bulk Collateral lending databases, Sales have been added to the Purchase column and Net Collections added to the Collections column of the Broker Commission Report.



📔 Print Broker (Commission Reports			×		
Date range: June 1, 2020 Today						
Thru: June 30, 2020 MTD						
Broker:			•	Clear		
Client			•	Clear		
Group:	· · · · ·	Value:	v	Clear		
Category:				Clear		
	Format: • Detail Report • Summary Report • Master Summary Report • Detail Statement • Summary Statement • Include non-zero inactive • Convert summaries to nat	Output: Preview Print Fax Email clients ive currency	<u>Print</u> E <u>x</u> it <u>H</u> elp			
Show date	^x Show date signed	•				

Report Parameters

Field	Description
Date Range	Enter the beginning date of the report date range. Click Today to display the current Fact- orSoft processing date or MTD to display the beginning day of the previous month in this field.
Thru	Enter the ending date of the report date range. Click Today to display the current Fact- orSoft processing date or MTD to display the ending day of the previous month in this field.
Broker	Select the broker to which to limit the report results from the list. Click Clear to remove the selection.
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- s/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.

Field	Description
	Click the 🗙 red [x] icon to clear the Client field.
	TIP Choosing Contains will allow users to search by Client Code.
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table. Click Clear to remove the selection.
Category	Select the broker category to which to limit the report results. Broker categories are defined in the Broker Category Table. Click Clear to remove the selection.
Format	Select the report format to be printed:
	Detail Report: displays invoice batch detail by client within broker
	Summary Report: displays summary totals only by client within broker
	 Detail Statements: generates Broker Commission Statement with invoice batch detail
	 Summary Statement: generates Broker Commission Statement with summary totals only
Output	Select one of the following print output options from the drop-down list:
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.
Include non-zero inactive cli- ents	Include inactive clients that have cash in A/R or reserves on the report. If this option is not selected, non-zero inactive clients are excluded form the report.

Field	Description
Convert sum- maries to native cur- rency	Select this option to convert the financial data to the broker's native currency.
Show date	 Select the desired option for displaying dates on the report: Show neither Show date signed Show date first funded
Print	Click this button to generate the report.
Exit	Click this button to close the screen.

Report Sample

Detail Report



TEST GAPNoInsurance Financial	Serv
Broker: test Commission	

Detail Broker Commission Report August 1, 2020 Thru August 31, 2020

Date	Datum#	Type	Purchases	Collections	A djus tme nts	Fee Earned	Rate	Of	Commission
8/24/2020	1390	BUY	1,000.00				5.00	Earnings	
8/25/2020	1391	BUY	1,000.00				5.00	Earnings	
8/25/2020	1394	BUY	100.00				5.00	Earnings	
8/26/2020	156	ADJ			(1,000,000.00)	100,000.00	5.00	Earnings	5,000.00
8/26/2020	1399	BUY	6,116,997.68				5.00	Earnings	
8/27/2020	157	ADJ			(6,116,997.68)	73,403.97	5.00	Earnings	3,670.20
8/27/2020	158	ADJ			(611,699,766.00)	7,340,397.19	5.00	Earnings	367,019.86
8/27/2020	160	ADJ			963.33		5.00	Earnings	
8/27/2020	161	ADJ			(2,500.00)		5.00	Earnings	
8/27/2020	162	PMT		2,905.10		290.52	5.00	Earnings	14.53
8/27/2020	163	PMT		1,842.57		116.85	5.00	Earnings	5.84
8/27/2020	165	PMT		1,000.00		100.00	5.00	Earnings	5.00
8/27/2020	166	PMT		1,000.00		100.00	5.00	Earnings	5.00
8/27/2020	167	PMT		10,676.30		1,056.52	5.00	Earnings	52.83
8/27/2020	168	PMT		4,809.43		161.37	5.00	Earnings	8.07
8/27/2020	170	PMT		0.24		0.03	5.00	Earnings	
8/27/2020	1400	BUY	611,699,766.00				5.00	Earnings	
8/27/2020	1402	BUY	1,000.00				5.00	Earnings	
8/27/2020	1403	BUY	2,547.58			11.89	5.00	Earnings	0.59
8/27/2020	1404	BUY	(840.62)			2.00	5.00	Earnings	0.10
8/27/2020	1406	BUY	3,078.66				5.00	Earnings	
8/27/2020	1407	FUND				17.82	5.00	Earnings	0.89
8/27/2020	1409	FUND				12.50	5.00	Earnings	0.63
8/27/2020	1451	BUY	1,000.00			12.50	5.00	Earnings	0.63
8/27/2020	1470	BUY	7,681.66			12.35	5.00	Earnings	0.62
8/27/2020	1471	BUY	357.89			4.47	5.00	Earnings	0.22
8/27/2020	1472	BUY	33,179.88			414.75	5.00	Earnings	20.74
			* 617,866,868.73	22,233.64	(618,818,300.35)	7,516,114.73	5.00		375,805.75
8/27/2020	1462	BUY	1,000.00			50.00	10.00	Earnings	5.00
8/27/2020	1463	BUY	1,000.00			50.00	10.00	Earnings	5.00
	8/24/2020 8/25/2020 8/25/2020 8/26/2020 8/27/2020 8/27/2020 8/27/2020 8/27/2020 8/27/2020 8/27/2020 8/27/2020 8/27/2020 8/27/2020 8/27/2020 8/27/2020 8/27/2020 8/27/2020 8/27/2020 8/27/2020 8/27/2020 8/27/2020	8/24/2020 1390 8/25/2020 1391 8/25/2020 1394 8/25/2020 156 8/26/2020 157 8/27/2020 157 8/27/2020 158 8/27/2020 160 8/27/2020 161 8/27/2020 163 8/27/2020 163 8/27/2020 168 8/27/2020 168 8/27/2020 168 8/27/2020 168 8/27/2020 1400 8/27/2020 1400 8/27/2020 1401 8/27/2020 1402 8/27/2020 1403 8/27/2020 1404 8/27/2020 1407 8/27/2020 1407 8/27/2020 1407 8/27/2020 14471 8/27/2020 1471 8/27/2020 1472 8/27/2020 14452 8/27/2020 1462	8/24/2020 1390 BUY 8/25/2020 1391 BUY 8/25/2020 1391 BUY 8/25/2020 1394 BUY 8/25/2020 1394 BUY 8/25/2020 1394 BUY 8/25/2020 1399 BUY 8/27/2020 157 ADJ 8/27/2020 160 ADJ 8/27/2020 160 ADJ 8/27/2020 162 PMT 8/27/2020 163 PMT 8/27/2020 166 PMT 8/27/2020 168 PMT 8/27/2020 168 PMT 8/27/2020 1400 BUY 8/27/2020 1402 BUY 8/27/2020 1403 BUY 8/27/2020 1404 BUY 8/27/2020 1407 FUND 8/27/2020 1407 BUY 8/27/2020 1407 BUY 8/27/2020 1471 BUY	N N 8/24/2020 1390 BUY 1.000.00 8/25/2020 1391 BUY 1.000.00 8/25/2020 1394 BUY 100.00 8/25/2020 1394 BUY 100.00 8/25/2020 156 ADJ 8/25/2020 8/26/2020 157 ADJ 8/27/2020 8/27/2020 158 ADJ 8/27/2020 8/27/2020 160 ADJ 8/27/2020 8/27/2020 161 ADJ 8/27/2020 8/27/2020 165 PMT 8/27/2020 8/27/2020 165 PMT 8/27/2020 8/27/2020 166 PMT 8/27/2020 8/27/2020 1400 BUY 1.000.00 8/27/2020 1402 BUY 1.000.00 8/27/2020 1404 BUY 1.000.00 8/27/2020 1407 FUND 8/27/2020 8/27/2020 1407 BUY 7.6681.66 8/27/2020 <td>B/24/2020 1390 BUY 1.000.00 B/25/2020 1391 BUY 1.000.00 B/25/2020 1394 BUY 100.00 B/26/2020 156 ADJ B/26/2020 B/26/2020 1566 ADJ B/26/2020 B/26/2020 157 ADJ B/27/2020 B/27/2020 165 ADJ B/27/2020 B/27/2020 161 ADJ B/27/2020 B/27/2020 165 PMT 2,905.10 B/27/2020 165 PMT 1,842.67 B/27/2020 165 PMT 1,000.00 B/27/2020 165 PMT 1,000.00 B/27/2020 166 PMT 0.24 B/27/2020 168 PMT 0.24 B/27/2020 1402 BUY 1,000.00 B/27/2020 1402 BUY 1,000.00 B/27/2020 1404 BUY 2,547.58 B/27/2020 1404 BUY 1,000.00</td> <td>B/24/2020 1390 BUY 1.000.00 B/25/2020 1391 BUY 1.000.00 B/25/2020 1391 BUY 100.00 B/26/2020 1586 ADJ (1.000.000.00) B/26/2020 1586 ADJ (1.000.000.00) B/26/2020 158 ADJ (8.116.997.68 B/27/2020 157 ADJ (8.116.997.68 B/27/2020 158 ADJ (2.500.00) B/27/2020 160 ADJ 983.33 B/27/2020 161 ADJ (2.500.00) B/27/2020 165 PMT 1.000.00 B/27/2020 166 PMT 1.000.00 B/27/2020 166 PMT 1.000.00 B/27/2020 167 PMT 0.24 B/27/2020 160 BUY 2.547.58 B/27/2020 1400 BUY 2.547.58 B/27/2020 1404 BUY 3.078.68 B/27/2020 1405 BUY</td> <td>Bit Bury 1.000.00 8/24/2020 1391 Bury 1.000.00 8/25/2020 1394 Bury 100.00 8/26/2020 1394 Bury 100.00 8/26/2020 1394 Bury 100.00 8/26/2020 1399 Bury 6.116,597.68 (1.000.000.00) 8/27/2020 155 ADJ (611.697.68) 73,403.97 8/27/2020 156 ADJ (811.697.68) 73,403.97 8/27/2020 160 ADJ (81.16.97.68) 73,403.97 8/27/2020 161 ADJ (2500.00) 7.340.397.19 8/27/2020 162 PMT 2.905.10 290.52 8/27/2020 163 PMT 1.900.00 100.00 8/27/2020 165 PMT 1.000.00 100.00 8/27/2020 166 PMT 1.000.00 100.00 8/27/2020 168 PMT 4.809.43 161.37 8/27/2020 1400 BUY<!--</td--><td>B2422020 1390 BUY 1,000.00 5.00 8252020 1391 BUY 1,000.00 5.00 8252020 1394 BUY 100.00 5.00 8252020 1394 BUY 100.00 5.00 8252020 1394 BUY 6.116,997.85 5.00 8252020 156 ADJ (6.116,997.86) 73,403.97 5.00 827/2020 160 ADJ (8116,997.86) 73,403.97,19 5.00 827/2020 160 ADJ (2.500.00) 7.340,397,19 5.00 827/2020 161 ADJ (2.500.00) 5.00 827/2020 162 PMT 1,942.57 118.85 5.00 827/2020 165 PMT 1,000.00 100.00 5.00 827/2020 166 PMT 1,000.00 100.00 5.00 827/2020 168 PMT 4.809.43 161.37 5.00 827/2020 1402 BUY 1</td><td>B2420200 1390 BUY 1,000.00 5.00 Exmings 82520200 1391 BUY 1,000.00 5.00 Exmings 82520200 1394 BUY 100.00 5.00 Exmings 82620200 1394 BUY 100.00 5.00 Exmings 82620200 1399 BUY 6.116,997.68 (1.000.000.00) 100.000.00 5.00 Exmings 827/2020 158 ADJ (611.697.68) 73.403.97 5.00 Exmings 827/2020 160 ADJ 953.3 5.00 Exmings 827/2020 163 PMT 1.842.57 116.85 5.00 Exmings 827/2020 168 PMT 1.000.00 100.00 5.00 Exmings 827/2020 168 PMT 1.0077.30 1.084.57 116.85 5.00 Exmings 827/2020 168 PMT 1.000.00 5.00 Exmings 5.00 Exmings 827/2020 <t< td=""></t<></td></td>	B/24/2020 1390 BUY 1.000.00 B/25/2020 1391 BUY 1.000.00 B/25/2020 1394 BUY 100.00 B/26/2020 156 ADJ B/26/2020 B/26/2020 1566 ADJ B/26/2020 B/26/2020 157 ADJ B/27/2020 B/27/2020 165 ADJ B/27/2020 B/27/2020 161 ADJ B/27/2020 B/27/2020 165 PMT 2,905.10 B/27/2020 165 PMT 1,842.67 B/27/2020 165 PMT 1,000.00 B/27/2020 165 PMT 1,000.00 B/27/2020 166 PMT 0.24 B/27/2020 168 PMT 0.24 B/27/2020 1402 BUY 1,000.00 B/27/2020 1402 BUY 1,000.00 B/27/2020 1404 BUY 2,547.58 B/27/2020 1404 BUY 1,000.00	B/24/2020 1390 BUY 1.000.00 B/25/2020 1391 BUY 1.000.00 B/25/2020 1391 BUY 100.00 B/26/2020 1586 ADJ (1.000.000.00) B/26/2020 1586 ADJ (1.000.000.00) B/26/2020 158 ADJ (8.116.997.68 B/27/2020 157 ADJ (8.116.997.68 B/27/2020 158 ADJ (2.500.00) B/27/2020 160 ADJ 983.33 B/27/2020 161 ADJ (2.500.00) B/27/2020 165 PMT 1.000.00 B/27/2020 166 PMT 1.000.00 B/27/2020 166 PMT 1.000.00 B/27/2020 167 PMT 0.24 B/27/2020 160 BUY 2.547.58 B/27/2020 1400 BUY 2.547.58 B/27/2020 1404 BUY 3.078.68 B/27/2020 1405 BUY	Bit Bury 1.000.00 8/24/2020 1391 Bury 1.000.00 8/25/2020 1394 Bury 100.00 8/26/2020 1394 Bury 100.00 8/26/2020 1394 Bury 100.00 8/26/2020 1399 Bury 6.116,597.68 (1.000.000.00) 8/27/2020 155 ADJ (611.697.68) 73,403.97 8/27/2020 156 ADJ (811.697.68) 73,403.97 8/27/2020 160 ADJ (81.16.97.68) 73,403.97 8/27/2020 161 ADJ (2500.00) 7.340.397.19 8/27/2020 162 PMT 2.905.10 290.52 8/27/2020 163 PMT 1.900.00 100.00 8/27/2020 165 PMT 1.000.00 100.00 8/27/2020 166 PMT 1.000.00 100.00 8/27/2020 168 PMT 4.809.43 161.37 8/27/2020 1400 BUY </td <td>B2422020 1390 BUY 1,000.00 5.00 8252020 1391 BUY 1,000.00 5.00 8252020 1394 BUY 100.00 5.00 8252020 1394 BUY 100.00 5.00 8252020 1394 BUY 6.116,997.85 5.00 8252020 156 ADJ (6.116,997.86) 73,403.97 5.00 827/2020 160 ADJ (8116,997.86) 73,403.97,19 5.00 827/2020 160 ADJ (2.500.00) 7.340,397,19 5.00 827/2020 161 ADJ (2.500.00) 5.00 827/2020 162 PMT 1,942.57 118.85 5.00 827/2020 165 PMT 1,000.00 100.00 5.00 827/2020 166 PMT 1,000.00 100.00 5.00 827/2020 168 PMT 4.809.43 161.37 5.00 827/2020 1402 BUY 1</td> <td>B2420200 1390 BUY 1,000.00 5.00 Exmings 82520200 1391 BUY 1,000.00 5.00 Exmings 82520200 1394 BUY 100.00 5.00 Exmings 82620200 1394 BUY 100.00 5.00 Exmings 82620200 1399 BUY 6.116,997.68 (1.000.000.00) 100.000.00 5.00 Exmings 827/2020 158 ADJ (611.697.68) 73.403.97 5.00 Exmings 827/2020 160 ADJ 953.3 5.00 Exmings 827/2020 163 PMT 1.842.57 116.85 5.00 Exmings 827/2020 168 PMT 1.000.00 100.00 5.00 Exmings 827/2020 168 PMT 1.0077.30 1.084.57 116.85 5.00 Exmings 827/2020 168 PMT 1.000.00 5.00 Exmings 5.00 Exmings 827/2020 <t< td=""></t<></td>	B2422020 1390 BUY 1,000.00 5.00 8252020 1391 BUY 1,000.00 5.00 8252020 1394 BUY 100.00 5.00 8252020 1394 BUY 100.00 5.00 8252020 1394 BUY 6.116,997.85 5.00 8252020 156 ADJ (6.116,997.86) 73,403.97 5.00 827/2020 160 ADJ (8116,997.86) 73,403.97,19 5.00 827/2020 160 ADJ (2.500.00) 7.340,397,19 5.00 827/2020 161 ADJ (2.500.00) 5.00 827/2020 162 PMT 1,942.57 118.85 5.00 827/2020 165 PMT 1,000.00 100.00 5.00 827/2020 166 PMT 1,000.00 100.00 5.00 827/2020 168 PMT 4.809.43 161.37 5.00 827/2020 1402 BUY 1	B2420200 1390 BUY 1,000.00 5.00 Exmings 82520200 1391 BUY 1,000.00 5.00 Exmings 82520200 1394 BUY 100.00 5.00 Exmings 82620200 1394 BUY 100.00 5.00 Exmings 82620200 1399 BUY 6.116,997.68 (1.000.000.00) 100.000.00 5.00 Exmings 827/2020 158 ADJ (611.697.68) 73.403.97 5.00 Exmings 827/2020 160 ADJ 953.3 5.00 Exmings 827/2020 163 PMT 1.842.57 116.85 5.00 Exmings 827/2020 168 PMT 1.000.00 100.00 5.00 Exmings 827/2020 168 PMT 1.0077.30 1.084.57 116.85 5.00 Exmings 827/2020 168 PMT 1.000.00 5.00 Exmings 5.00 Exmings 827/2020 <t< td=""></t<>

Printed: November 9, 2020, 3:48PM (BkrComms)

Page 1 of 6

Summary Report

TEST GAPNo Insurance Financial Serv Broker: test Commission						s	ummary Broker Commission Report August 1, 2020 Thru August 31, 2020		
Client		Purcha se s	Collections	A djus tme nts	Fee Earned	Rate	Of	Commission	
In voice Delivery (INVDELIVERY)		617,866,868.73	22,233.64	(618,818,300.35)	7,516,114.73	5.00	Earnings	375,805.75	
XMLINSP1 (XMLINSP1)		2,000.00			100.00	10.00	Earnings	10.00	
	**	617,868,868.73	22,233.64	(618,818,300.35)	7,516,214.73			375,815.75	

Master Summary



TEST GAP No Insurance Financial Serv

Broker Commission Summary by Master Cllient August 1, 2020 Thru August 31, 2020

Master Client.					
Member Client	Broker	Purchases	Collections Adjustments	Earnings	Commissions
Carrier Payments (CARRIER)					
Carrier Payments (CARRIER)	Doe Brokerage (John Doe)	54,132.50		659.74	66.00
		54,132.50	-	659.74	66.00
In voice Delivery (INVDELIVERY)					
Invoice Delivery (INVDELIVERY)	test Commission	1,235,733,737.48	44,467.28 ,237,636,600.70) 1	15,032,229.46	1,127,417.24
		1,235,733,737.46	44,467.28 ,237,636,600.70) 1	15,032,229.48	1,127,417.24
XMLINSP1 (XMLINSP1)					
XMLINSP1 (XMLINSP1)	test Commission	4,000.00		200.00	25.00
		4,000.00	-	200.00	25.00
		1,235,791,889.98	44,467.28 ,237,638,600.70) 1	15,033,089.20	1,127,508.24

Detail Statement



Broker Statement For August 1, 2020 Thru August 31, 2020

**TEST ** GAP No Insurance Financial Serv 17 20th Street North Suite 500 Birmingham, AL 35203

test Commission

-		
_	_	-
_		-

Date	Batoh#	Туре	Puroha ses	Collection s	Adjust	Fee Earned	Rate	or	Commission
nvoice Delivery (IN		RY)							
,,,								Familian	
8/24/2020	1390	BUY	1,000.00				5.00	Earnings	
8/25/2020	1391	BUY	1,000.00				5.00	Earnings	
8/25/2020	1394	BUY	100.00				5.00	Earnings	
8/26/2020	156	LDA		-1,0	00,000,000	100,000.00	5.00	Earnings	5,000.00
8/26/2020	1399	BUY	6,116,997.68				5.00	Earnings	
8/27/2020	157	LDA		-6,1	16,997.68	73,403.97	5.00	Earnings	3,670.20
8/27/2020	158	ADJ		-611,6	99,766.00	7,340,397.19	5.00	Earnings	367,019.86
8/27/2020	160	AD J			963.33		5.00	Earnings	
8/27/2020	161	LDA			-2,500.00		5.00	Earnings	
8/27/2020	162	PMT		2,905.10		290.52	5.00	Earnings	14.53
8/27/2020	163	PMT		1,842.57		116.85	5.00	Earnings	5.84
8/27/2020	165	PMT		1,000.00		100.00	5.00	Earnings	5.00
8/27/2020	166	PMT		1,000.00		100.00	5.00	Earnings	5.00
8/27/2020	167	PMT		10,676.30		1,056.52	5.00	Earnings	52.83
8/27/2020	168	PMT		4,809.43		161.37	5.00	Earnings	8.07
8/27/2020	170	PMT		0.24		0.03	5.00	Earnings	
8/27/2020	1400	BUY	611,699,766.00				5.00	Earnings	
8/27/2020	1402	BUY	1,000.00				5.00	Earnings	
8/27/2020	1403	BUY	2.547.58			11.89	5.00	Earnings	0.59
8/27/2020	1404	BUY	-840.62			2.00	5.00	Earnings	0.10
8/27/2020	1406	BUY	3.078.66				5.00	Earnings	
8/27/2020	1407	FUND				17.82	5.00	Earnings	0.89
8/27/2020	1409	FUND				12.50	5.00	Earnings	0.63
8/27/2020	1451	BUY	1 000 00			12.50	5.00	Earnings	0.63
8/27/2020	1470	BUY	7 691 66			12.35	5.00	Earnings	0.62
8/27/2020	4474	BUX	367.90			4.47	5.00	Earnings	0.02
8/27/2020	4470	BUY	307.00			444.75	5.00	Earnings	0.22
612112020	1472		33,179.88			+14./5	5.00	Carniga	20.74
			617,866,868.73	22,233.64 -618,8	18,300.35	7,516,114.73			375,805.75

Summary Statement



v4.7

Broker Statement For August 1, 2020 Thru August 31, 2020

**TEST ** GAP No Insurance Financial Serv 17 20th Street North Suite 500 Birmingham, AL 35203

test Commission

Client.

		Puroha ses	Collection s	Adjust	Fee Earned	Commission
In voice Delivery (INVDELIVERY)						
		617,866,868.73	22,233.64 -6	18,818,300.35	7,516,114.73	375,805.75
XMLINSP1 (XMLINSP1)						
		2,000.00			100.00	10.00
	••	617,868,868.73	22,233.64 -6	18,818,300.35	7,516,214.73	375,815.75

Report Details

Column/Label	Description				
Format: Detail Report					
Client	Client's Name				
Date	Post Date of the Batch				
Batch #	Batch number				
Туре	Batch Type				
Purchases	Total Amount of Purchase Batch				
Collections	Total Amount of Payment Batch				
Adjustments	Total Amount of Adjustment Batch				
Fee Earned	Total Fee Earned for the Batch				
Rate	Broker's Commission Rate				



Column/Label	Description
Of	Commission based on
Commission	Commission amount for the batch
Total Row	Total Commission Owed to the Broker by Client
Grand Total	Grand Total Commission Owed to the Broker
Format: Summary Rep	port
Client	Client's name
Purchases	Total Amount of all Purchase Batches for the Client
Collections	Total Amount of all Payment Batches for the Client
Adjustments	Total Amount of All Adjustment Batches for the Client
Fee Earned	Total Amount of All Fees Earned for the Client
Rate	Broker's Commission Rate
Of	Commission Based on
Commission	Total Commission owed to the Broker for the Client
Grand Total	Grand Total Commission Owed to the Broker for All Clients
Format: Master Summ	ary Report
Master Client	Master Client's Name
Member Client	Member Client's Name
Broker	Broker's Name
Purchases	Total Amount of all Purchase Batches for the Member Client
Collections	Total Amount of all Payment Batches for the Member Client
Adjustments	Total Amount of All Adjustment Batches for the Member Client
Earnings	Total Amount of All Fees Earned for the Member Client
Commission	Total Commission Owed to the Broker for the Member Client
Total Row	Total Commission Owed for the Broker for the Master Client

© 2022 Jack Henry & Associates, Inc. [®] FactorSoft™ v4.7

Column/Label	Description				
Format: Detail Statement					
Client	Client's Name				
Date	Post Date of the Batch				
Batch #	Batch number				
Туре	Batch Type				
Purchases	Total Amount of Purchase Batch				
Collections	Total Amount of Payment Batch				
Adjust	Total Amount of Adjustment Batch				
Fee Earned	Total Fee Earned for the Batch				
Rate	Broker's Commission Rate				
Of	Commission based on				
Commission	Commission amount for the batch				
Total Row	Total Commission Owed to the Broker by Client				
Format: Summary Sta	tement				
Client	Client's Name				
Purchases	Total Amount of all Purchase Batches for the Client				
Collections	Total Amount of all Payment Batches for the Client				
Adjust	Total Amount of All Adjustment Batches for the Client				
Fee Earned	Total Amount of All Fees Earned for the Client				
Commission	Total Commission owed to the Broker for the Client				
Grand Total Row	Grand Total Commission owed to the Broker for all Clients.				

Security Roles

To generate the Broker Commission Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Broker > Print Broker Commission Reports

System Preferences

The following system preference that affects this report is found in the Administration module, System Preferences, **Fields/screen behavior**, **Miscellaneous** folder.

Preference	Description
Calculate earnings based on account table flag	Set to True - All accounts flagged as an Earning Account in Tables > Accounting > Account Table > Standard Tab > Earning Account check box will be included in the Fee Earned column.
	Set to False - Accounts present in the client's appropriate G/L Account Groups will be included in the Fee Earned column.

The following system preferences for this report are found in the Administration module, System Preferences, **Reports**, **Broker commission report** folder.

Preference	Description
Additional fee earned account numbers	Enter the exact Earnings Account numbers (defined in the Account Table in the Tables module) to also be included in the total in the Fee Earned column. If entering more than one account number, separate the account numbers with a comma.
Excluded Fee Earned Accounts	Enter the exact Earnings Account numbers (defined in the Account Table in the Tables module) to be excluded from the total in the Fee Earned column. If entering more than one account number, separate the account numbers with a comma.
Commission by Client cannot be less than zero	Set TRUE - Commission calculated for a Client/Broker cannot be less than zero (i.e. Negative amount).
Cost of funds based on	 Select option that determines how the Cost of funds basis is calculated: A/R Balance Advance rate times A/R Balance Advance rate times A/R Balance Funded A/R Balance (non-funded invoices excluded) Actual advance against funded A/R Balance
Cost of funds rate (%)	Set rate percentage used to calculate Cost of funds
Do not print cli-	Set TRUE - Report will only generate for clients that have Activity for the date range



Preference	Description
ents without Activity	of the report
Do not show cli- ent numbers on reports	Set TRUE - Report will not reflect the Client's code.
Do not show page numbers on reports	Set TRUE - Report will not reflect page numbers
Earnings do not include addi- tional fees	Set TRUE - Additional Fees Earnings will not be included in the report.
Earning from mis- cellaneous checks rule	 Select option for miscellaneous checks (C-Misc or G-Misc) rule: Commissions are paid as with all other earnings These lines will appear on the report but no commission will be paid These lines will not appear on the broker report
Include ABL Cli- ents	Set TRUE - ABL Clients will be include in the Broker Reports when generated.
Months cal- culation rule Report Crystal	 Select option how to calculate months: Start counting form the first day of the month signed. Use the exact date signed. If month signed is not the 1st, start from the 1st of next month. Start counting from the first day of the month of first funding. Use the exact date first funded. If month first funded is not 1st, start from the 1st of the next month.
Report Crystal Reports module name	Insert Report Module name
Sort reports by	Select option how to sort Brokers:

Preference	Description
	• Company
	• Name
Statement Crys- tal Reports mod- ule name	Insert Statement reports module name
Use Broker cur- rency conversion rates where avail- able	Set TRUE - Special Broker currency rates will be used for currency type that are avail- able.

Carrier Menu

Carrier Reports

The Carrier reports are used to generate reports about carriers.

Carrier Payment Report

The Carrier Payment Report displays carrier payments created for a given client, carrier, date range and other standard report selection criteria.

SEPARATELY LICENSED ADD-ON MODULE

This feature is only available as a separately licensed upgrade. For more information, contact your Jack HenryTM representative at lendinginfo@jackhenry.com



📔 Carrier Payment Report	X
Report Template:	<u>N</u> ew ■
Parameters Destination Scheduling Templates History	
Date: Specific Date Range 🗾 🗸 From: August 1, 2017	
Thru: August 31, 2017	
Client: Reed's Trucking Co. (REEDSTRUCK)	•
A/E:	–
Office:	-
Client Group:	-
Carrier:	•
Date Range: Invoice Purchase Date	•
 Include unpaid items Include paid items 	
Sort: Client/ Carrier/ Date	-
Print/Local View/Local Print/Engine Save Exit	<u>H</u> elp

Report Parameters

The following fields are available on the Parameters tab of the Insurance Excess Report screen.

Field	Description
Report	Enter the report template to use when requesting the report.
Template	To create a new template, click the New button, enter the name of the new template, and click the Create button. The new template is created.
	Settings for a template can be defined on the Destination tab and the Scheduling tab.
Date Range	Enter the type of date range for which to request the report, such as today, the current month to date, specific date range, and so on.
	Click the Down Arrow to display a list of valid entries.
From	If Specific Date Range was entered in the Date Range field, enter the beginning date in a range of dates for which to request the report.
Thru	If Specific Date Range was entered in the Date Range field, enter the ending date in a range of dates for which to request 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- s/Screen Behavior > Miscellaneous > Use Client Search instead of drop downs is set to True.

Field	Description
	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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
Carrier	Enter the Carrier for whom the report is to be generated. Leave this field blank to include all

Field	Description
	carriers.
Date Range	Enter the date range basis. Available options are: Invoice purchase date Invoice date Carrier payment due date Carrier payment paid date
Include Unpaid Items	Select this check box to include carrier payments that have been included in a purchase but are not yet eligible to have a check generated (i.e., the Days to Pay have not elapsed).
Include Paid Items	Select this check box to include carrier payments that have had checks generated.
Sort	Enter the format for which to sort the report.

Sample Report

lient / Carrier	Invoiced	In voice	Post	Carrier Ratebill Invesional	T	Gross	Previous	E en	Net	Due	Revenue / Notes
no Teachine	invoices.	Uate	0.866	Datene involcer	Terms	Amount	Amount	1.00	0.06	Date	Payment rickes
bo meeting											
CodyTru	cking (04)										
	345123	11/28/2008	11/28/2008	29 321654	2.9% Telcheque	1,000.00	500.00	20.50	479.50	11/28/2008	On 11/28/2008 by DDA trans#X000012
		•						20.50	479.50		
John Doe	(DOE)										
	658947	11/28/2008	11/28/2008	31 963852	Std 7 Day	750.00		15.00	735.00	12/5/2008	On 12/28/2008 by 99-WIRES trans#Pending
		•						15.00	735.00		
	Clien	t Total					-	35.50	1,214.50		
Final Tatal							=	28.62	1 214 42		

Client Menu

Client Reports

The Client report group contains reports that provide details on all aspects of your business with clients.

Aging Reports

The Aging Report screen allows you to print client aging reports and review the accounts receivable purchased from clients. This versatile and customizable report displays a summary of a client's adjusted fee rates per client, including terms, basis, stated rate, floor rate, basis rate, minimum rate, maximum rate, adjusted rate, advance rate, recourse days, and more.

This is an Engine-enabled report.

report temptate.		•
Parameters S	cheduling Templates	
Clien Defaul Thir	Client A/E: Office: Value: Value: Value: Printer: Ww/ggum\BHM_Dev_Later Default	Clear Clear Clear Clear
As of date: Format: Level: Funded: Calc age by: Display age by: Show date: Currency only:	Current date March 1. 2011 Delinquency Group by master client Group by master debtor Invoice Do not skip pages between clients Unpaid & paid this month Do not show unidentified payments Funded and non-funded Do not show unidentified payments Funded and non-funded Sort: Days (1-30, 31-60, 61-90) Sort: Hind levet Client Relationship: Debtor name	Show: Debtor address Debtor contacts Debtor contacts Debtor credit limit Debtor phone number Description Detail counts Dispute codes Grand totals Invoice type Lines above totals NDA & recourse into Percentages Parchase orders Risk codes Use redundancy

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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
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- s/Screen Behavior > Miscellaneous > Use Client Search instead of drop downs is set to



Field	Description
	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.
	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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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. Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table. Click Clear to remove the selection.
Default	Displays the default printer used to generate reports

Field	Description
Printer	
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
As-of date	Select the date to use for the report from the list:
	Current Date
	• Last month-end
	Specific date
	If the Specific date is selected, enter the date to which to limit the report in the adjacent fields.
Format	Select the report format to be printed:
	Classic aging: general purpose aging report; invoice detail by debtor within client
	Position aging: specific to financial position
	Delinquency: displays past and overdue invoices
	Reserve summary: client-level only summary report of Reserve
	Invoice summary
	Analysis aging: relationship-level only report
Level	Select the detail level for the report:
	Invoice
	Relationship (Debtor)
	• Client
Select	Select the option for the items to be reported:



Field	Description
	Unpaid and paid this month
	• Unpaid only
	Everything on file
	Older than/show selected
	Older than/show all
	For the two Older Than options, enter the number of days in the adjacent field.
Funded	Select the invoice funding status for the items to be reported:
	Funded and non-funded
	Funded invoices only
	Non-funded invoices only
Calc age	Select the date from which to calculate aging:
by	Invoice date
	• Due date
	Purchase date
Display	Select the aging format to display on the report:
age by	• Days (1-30, 31-60, 61-90)
	Months (August, July, June)
	• Due Date (Current, 1-30, 31-60)
	Statement Date
	Non-standard columns: use the non-standard aging buckets defined for the client
Show date	Select the date to be included in the report results:
	Invoice Date
	Purchase Date
	• Due Date

Field	Description
Currency only	Select the currency to which to limit the report. This list is populated from the Currency Denomination Table.
Output	Select one of the following print output options from the drop-down list:
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.
	 Preference to generate the report to the output option specified in the Client Inform- ation Preference selection. Click here for <u>Preference Printing</u> help.
Group by master cli- ent	Select this option to group clients according to their master client, if applicable.
Group by master debtor	Select this option to group debtors according to their master debtor, if applicable.
Do not skip pages between cli- ents	Select this option to not include a page break prior to each client. To start each client on a new page, do not select this option.
Do not show uniden- tified pay- ments	Select this option to exclude unidentified payments from the report results.
Convert summaries to native currency	Select this option to convert the financial data to the client's native currency.
Sort: High Level	Select the primary sort option for the report:

Field	Description
	Client: Sort by client
	• Account executive, client: Sort by client within account executive.
	• Office, client: Sort by client within office. An Office Total is displays the total A/R Bal- ance for all clients within office at the office sub-total breaks when this option is set.
Sort: Client	Select the sort option for client sorting:
	Name: sort by name in ascending alphabetic order.
	Client Code: sort client code in ascending alphanumeric order.
	Age level: sort by age, most current to least current.
Sort: Rela-	Select the option for sorting customer/debtors within client:
tionship	Debtor name
	Debtor code
	Client reference number
	• Balance
Sort: Detail	Select the option for sorting the invoice detail within debtor:
	Invoice number
	Invoice date
Show	Select the options in this list for the columns to be included on the report:



Field	Description
	Client totals
	Debtor address
	Debtor contacts
	Debtor credit limit
	Debtor phone number
	Description
	Detail counts
	Dispute codes
	Grand totals
	Invoice type
	Lines above totals
	NOA & recourse info
	Percentages
	Purchase orders
	Risk codes
	Use Redundancy
	Zero clients
	Zero relationships
Print now	Click this button to generate the report to the Output method selected.
Save	Click this button to save updates to the currently selected Report template .
Exit	Click this button to close the screen.


and Factors, LLC							As Of March 1	Agin 1, 201
ent Debtor	Phone	In voice#	In voice Date	Sch#	Invoice Amount	Payment Date	Balance	Ag
IDHELD TECHNOLOGY CORPORATION (1999)								
AUDIO IGNORANCE	(555)942-721 (555)500-255	15						
		4335	12/31/2010	158	2,000.00		2,000.00	
							2,000.00	
LOLLIES	(555)038-880	0						
		4272	12/7/2010	154	55.00		55.00	
		4324	12/20/2010	103	55.00		55.00	
		4332	12/30/2010	163	183.00		183.00	
		4366	1/17/2011	160	1,000.00		1,000.00	
		4369	1/11/2011	160	1,099.50		1,099.50	
		4370	1/11/2011	160	1,035.00		1,035.00	
		4376	1/21/2011	160	400.50		400.50	
		4377	1/21/2011	160	175.00		175.00	
		4378	1/21/2011	160	207.90		207.90	
		4379	1/21/2011	160	450.00		450.00	
		4380	1/21/2011	160	257.50		257.50	
		4381	1/21/2011	160	484.50		484.50	
		4397	1/20/2011	160	1,995.00		1,995.00	
		4398	1/20/2011	160	1,490.00		1,490.00	
		4399	1/20/2011	160	300.00		300.00	
		4400	1/20/2011	160	2,784.00		2,784.00	
		4402	1/20/2011	180	424.00		424.00	
		4408	1/30/2011	161	10,571.25		10,571.25	
		4407	1/30/2011	181	1,123.00		1,123.00	

System Preferences

The following system preferences for this report are located in the Administration module, System Preferences, **Reports**, **Aging reports** folder.

Preference	Description
Classic aging Crystal report module name	Used to assign the Crystal Reports module name for the non-Task Scheduler enabled classic aging report.
Delinquency aging Crystal Reports mod- ule name	Used to assign the Crystal Reports module name for the non-Task Scheduler enabled delinquency aging report.
Fast aging logic	Used to allow aggregated historical data ("redundant data") from the Calc tables to be used to create the Aging Reports.

Preference	Description
	• Never use fast aging logic: Set the preference to this value to prevent FactorSoft from using the redundant data to create Aging Reports.
	• Allow 'use redundancy' selection: Set the preference to this value to allow FactorSoft to use redundant data to create Aging Reports. Setting this preference activates the Use Redundancy option on the Print Aging Report screen. This option allows you to select via the report screen whether to create the Aging Report from redundant data or to use standard aging, which builds the aging data from current financial data in the tables.
	• Always use fast aging logic for current date: Set the preference to this value to automatically use the redundant data to produce aging reports with an As of date set to Current date on the Print Aging Reports screen.
Hide non-factors moved to held accounts	Set to True to exclude non-factored payments that have been moved to hold accounts. This setting applies only to the new Task Scheduler enabled report.
Include country in debtor address	Set to True to display the country in the debtor address.
Preference printing cover page	Used to assign the WinFax Pro cover page stored in the common report dir- ectory.
Server classic Crystal Reports module name	Used to assign the Crystal Reports module name for the Task Scheduler enabled classic aging report.
Server delinquency Crystal Reports mod- ule name	Used to assign the Crystal Reports module name for the Task Scheduler enabled delinquency aging report.
Server invoice Crystal Reports module name	Used to assign the Crystal Reports module name for the Task Scheduler enabled invoice aging report.
Server position Crys- tal Reports module name	Used to assign the Crystal Reports module name for the Task Scheduler enabled position report.
Trust redundant data on aging where pos-	Set to True to trust redundant data on aging.

Preference	Description
sible	
Use report server aging request form	Set to True to use the Task Scheduler enabled report form.

Client Activity Report

The Client Activity report displays purchase and payment activity and breaks out charge-back information for selected clients over a specified date range.

This is an Engine-enabled report.

A Print Client Activity Reports	
Report template:	•
Parameters Scheduling Templates	1
Client:	Clear
A/E:	Clear
Office:	Clear
Client Group: Value:	Clear
Default Printer: \\\Wiggum\8HM_Dev_Laser This Report: \\\Wiggum\8HM_Dev_Laser	
Date range: Last month	_
Format 1-Purchases, collections, A/R, funds employed, charge backs	•
Combine: Do not combine Group:	¥.
Output: Preview	
Evint now Save Egit	Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

Field	Description
Client	drop-down to select the client for which to run the report.



Field	Description
	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.
	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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table. Click Clear to remove the selection.

jh

Field	Description
Default Printer	Displays the default printer used to generate reports.
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
Date	Select the date to use for the report from the list:
range	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date range
	• Today only
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the adjacent fields.
Format	Select the report format to be printed. Currently, format 1 - Purchases, collections, A/R, funds employed, chargebacks is the only option.
Combine	Select the option to indicate how results are combined:
	Do not combine
	Combine to master
	Combine to group/value
	Combine to summary
	Combine to account executive
	Combine to office
Group	If Combine to group/value is selected in the Combine option, select the group value to combine to from this list.
Output	Select one of the following print output options from the drop-down list



Field	Description
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.
	 Preference to generate the report to the output option specified in the Client Inform- ation Preference selection. Click here for <u>Preference Printing</u> help. See the Preference Printing Appendix for more information.
	• Excel to create an Excel spreadsheet output file with the file name CliAct_YYMMDD999, where YYMMDD is the FactorSoft processing date and 999 is a three digit sequence number.
Print now	Click this button to generate the report to the Output method selected.
Save	Click this button to save updates to the currently selected Report template .
Exit	Click this button to close the screen.

NDHELD TECHN	OLOGY CORPORATIO	M4						February 1,	By Client; Sing	le Client Onl
Date	Purchases	Cash Receipts	A/R Balance	Funding Balance	Charges	C/B Shortage	C/B Overage	C/B Recourse	C/B Return	C/I Non-Facto
1/31/2011			51,778.90	27,843.20						
2/1/2011		295.00	51,483.90	27,557.05	8.85					
2/2/2011	11,694.25		63,178.15	38,327.74						
2/3/2011			63,178.15	36,327.74						
2/4/2011		3.095.00	62,608.15	33,356,29	30.70			570.00		(3.095.0
2/5/2011			62,608,15	33,355,29						
2/6/2011			62,608.15	33,358.29						
2/7/2011		5,488.25	60,643.65	27,926.98	58.94					(3,523.7
2/8/2011		160.40	60,643.65	27,766.58						(160.4
2/9/2011	6,368.75		66,672.40	40,004,25	27.20			340.00		
2/10/2011			66,672.40	40,004.28						
-	18.063.00	9,038.65			125.69	0.00	0.00	910.00	0.00	(8,779.1

System Preferences

The following system preference that affects this report is found in the Administration module, System Preferences, **Fields/screen behavior**, **Miscellaneous** folder.

Preference	Description
Calculate earnings	Set to True - All accounts flagged as an Earning Account in Tables > Accounting
based on account	> Account Table > Standard Tab > Earning Account check box will be included in
table flag	the calculation.



The following system preferences for this report are located in the Administration module, System Preferences, **Reports**, **Client activity report** folder.

Field	Description
Path to use for Excel output	Used to assign the absolute folder location to which to write the Excel spread- sheet output. If this preference is not set, the Excel output folder is the com- puter's root folder by default.
Report module name	Used to assign the Crystal Reports module name for the Client Activity report. CliAct1 is the default, standard format. CliAct2 displays Debit Purchases and Credit Purchases in separate columns.

Client Change Report

The Client Change report displays changes to customer/debtors by client, showing the debtor name, date of the change, the data field affected and the before and after value for the field.

This is an Engine-enabled report.

A Print Client Change Reports	×
Report template:	-
Parameters Scheduling Templates	
Client:	Clear
A/E:	Clear
Office:	Clear
Client Group: Value:	Clear
Default Printer: \\\\\/iggum\8HM_Dev_Laser Change Default	
Date range: Specific date range	_
Output: Preview	
Print now Save Exit	Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.



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 X 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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table. Click Clear to remove the selection.
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Group Code Table. Click Clear to remove the selection.
Default	Displays the default printer used to generate reports.



Field	Description
Printer	
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
Date range	Select the date to use for the report from the list: Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date range Today only
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the adjacent fields.
Output	Select one of the following print output options from the drop-down list
	• Preview to preview the report on the window before printing it.
	Print to print the report without previewing it.
	• Fax to fax the report directly to the selected client. Click for available <u>fax solutions</u> .
	Email to email the report directly to the selected client.
	 Preference to generate the report to the output option specified in the Client Inform- ation Preference selection.
Print now	Click this button to generate the report to the Output method selected.
Save	Click this button to save updates to the currently selected Report template .
Exit	Click this button to close the screen.

Sample Report

BBS Truck	BBS Trucking (BBS)			January 1, 2001 Thru April 19, 2011
Debtor				
	Date	Information	Was	ls
A1 GARAG	E (A1GARA)			
	5/17/2005	Email		russ@baysidebiz.com
	5/27/2005	State	FL	
	9/6/2005	Fax	2059728900	8014697751
	9/25/2009	Attention	David Fuller	David Fixer
	9/25/2009	City	Orlando	Birmingham
	9/25/2009	Country		United States of America
	9/25/2009	Country	United States of America	United States Virgin Islands
	9/25/2009	Country	United States Virgin Islands	United States of America
	9/25/2009	Email	russ@ baysidebiz.com	rebecca@baysidebiz.com
	9/25/2009	Fax	8014697751	2051231235
	9/25/2009	Phone#1	3053105546	2051231234
	9/25/2009	Phone#2	012345678907	
	8/25/2010	No Buy Code		Bad good
	8/25/2010	No Buy Code	Bad good	
	4/8/2011	Sale Limit		30,000,00

System Preferences

The following system preferences for this report are found in the Administration module, System Preferences, **Reports**, **Client change reports** folder.

Preference	Description
Show client reference number instead of debtor code	Set to True to display the Client Reference Number instead of the Debtor Code has been added for the Client Change Report.

Client/Debtor Summary Report

The Client/Debtor Aging Report generates a report that displays client/debtor activity for a selected period, including purchase history by batch, a period summary, and a summary of totals by debtor.

This is an Engine-enabled report.

🖆 Print Client/Debtor Summary Report	
Report template:	-
Parameters Scheduling Templates	
Client A/E:	Clear Clear
Client Group: Value:	Clear
Default Printer: \\\\\/iggum\8HM_Dev_Laser Change This Report: \\\\/iggum\8HM_Dev_Laser	
Date range: Last month	_
Output: Preview	•
Print now Seve Eyk	Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

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.



Field	Description
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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table. Click Clear to remove the selection.
Default Printer	Displays the default printer used to generate reports
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
Date range	Select the date to use for the report from the list:



912

Field	Description
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date range
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the adjacent fields.
Output	Select one of the following print output options from the drop-down list:
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.
	 Preference to generate the report to the output option specified in the Client Inform- ation Preference selection. Click here for <u>Preference Printing</u> help. See the Preference Printing Appendix for more information.

U pland Fac HAN DHE LO	tors, LLC TECHNO	LOGY CORPO	RATION (10	000)			F	ebruary	Client/De 1, 2011 T	btor Sun hru Febr	nmary Repo uary 28, 201
PostDate	Batch#	# of Invoices	Invoice Amount	# of Credits	Credit Amount	Total Fees	Reserves Held	Charge	backs	Expenses	Amou Funde
02/02/2011	181	3	13,349.25				(2.923.58)			(17.95	8,770.6
12/03/2011 12/09/2011	162	15	7,321.25				5,841.73			(17.95)	0.0
		18	20,670.50				2,918.17			(35.90	20,981.1
12 Month St	mmary										
Marsh		Total	Tota	1	Total	Reserve	s Charach				Amount
Month		Invoices	Credit	5	Fees	Hei	d Chargeba	scks	Expense	15	Funded
April 2010		51,087.90				(5,504.83	0		(111.6	5)	33,283.92
May 2010		68,131.90				4,368.37			(95.7	0)	43,117.77
June 2010		40,192.14				10,019.29			(79.7	5)	65,805.93
July 2010		42,305,82				(1,042.39	9		(47.8	o)	28,308.80
August 2010	010	08,133.87				(12,047,02	9		(89.7	2) N)	29,207.28
Josopher 201/	5	41.031.13				(10,244.52			(107.0	2) 20	33 043 44
lovember 20	10	35.674.05				775 73			(89.7	5)	35,503.01
ecember 20	10	41.304.75				(9.516.85	3		(53.8	5)	28 550 40
anuary 201	1	77,739.95				4,635.55			(89.7	5)	57.558.95
February 201	1	20,670.50				2,918.17			(35.9	0)	20,981.17
		579,405.02				(28,375.82	0		(889.4	5) 4	21,718.08
ebtor Sum	imary			# o	f	Invoice	# of	Credit		Net	12 Mont
LACK BOOT	SERVICE	8.0			oes	Toal	Creats	rotar		04143	395.0
236 SOUTS	DE TERRA	CE, BROOKLYN	PARK, MN								
CROSS COUNTRY COMMUNICATIONS LLC () 45256 COASTAL HWY, DANA POINT, CA		1		261.25				261.25	6,317.2		
E-LECTORIX () 702 S LOW ST, COLUMBUS, OH		1		120.00				120.00	7,041.7		
FOTREND	TECHNOLO TER STRE	DGIES () ET #700, MINNE	TONKA, MN	1		175.00				175.00	16,900.0
OLLIES ()		EET BLOOMING	TON, MN	10	5 1	7,508.75			17,	506.75	107,621.2
202 WEST 8	78TH STR										
202 WEST 8 /EAVERCON 722 LINCOL	78TH STR 4 () N DR. EDI?	KA, MN									13,539.0

Items Recoursed Report

This report displays the invoice paid after recourse within the date range entered. The information displayed on this report is the client, debtor for that client, invoice number, invoice date, post date, buy batch number, invoice amount, recourse date, batch number, recourse amount, paid date, batch number, paid amount and current balance



A Print Items Recoursed Report	X
Report template:	•
Parameters Scheduling Templates	
Client A/E: Office: Client Group: Value:	▼ Clear ▼ Clear ▼ Clear ↓ Clear
Default Printer: \\\\\\Ggum\BHM_Dev_Laser This Report: \\\\\\Ggum\BHM_Dev_Laser	
Date-from February 1, 2011 Thru February 28, 2011 Report Items recoursed within date range Output: Preview Summary only Start new page for each client Show dispute reason on report	Ioday M·T·D
Print now Save Egit	Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

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 > Field- s/Screen Behavior > Miscellaneous > Use Client Search instead of drop downs is set to True.
	Select the C 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.

Field	Description
	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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table. Click Clear to remove the selection.
Default Printer	Displays the default printer used to generate reports
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
Date- from	Enter the beginning date of the report date range. Click Today to display the current Fact- orSoft processing date or MTD to display the beginning day of the previous month in this field.

jh

Field	Description
Thru	Enter the ending date of the report date range. Click Today to display the current FactorSoft processing date or MTD to display the ending day of the previous month in this field.
Report	Select the report format to be printed:
	Items recoursed within date range
	Items paid after recourse within date range
	Items unpaid after recourse within date range
Output	Select one of the following print output options from the drop-down list:
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.
	• Preference to generate the report to the output option specified in the Client Inform- ation Preference selection.
Summary only	Not available.
Start new page for each cli- ent	Select this option to force a new page for each client break in the report. If this is not selec- ted, multiple clients can be printed on one page.
Show dis- pute reason on report	Select this option to display the dispute reason code selected for an invoice on the report. When the report is produced, a new Dispute Reason column is displayed, which displays the dispute explanation selected for the invoice.
Print now	Click this button to generate the report to the Output method selected.
Save	Click this button to save updates to the currently selected Report template .
Exit	Click this button to close the screen.

 $\ensuremath{\mathbb{C}}$ 2022 Jack Henry & Associates, Inc. $\ensuremath{^\circ}$

FactorSoft™

v4.7

Client		Invoice	Post	Buy	Invoice	Recourse		Recourse	Current
Debtor	In voice#	Date	Date	Batch#	Amount	Date	Batch#	Amount	Balance
HANDHELD TECHNO	DLOGY CORPORATION								
BLACK BOO	T SERVICES								
	4259	12/3/2010	12/8/2010	153	395.00	2/4/2011	288	395.00	
							-	395.00	
INFOTREND	TECHNOLOGIES								
	4218	11/15/2010	11/24/2010	152	340.00	2/9/2011	291	340.00	
							-	340.00	
WEAVERCO	ом								
	4331	12/30/2010	1/5/2011	158	175.00	2/4/2011	288	175.00	
							-	175.00	
							-		

System Preferences

The following system preferences for this report are located in the Administration module, System Preferences, **Reports**, **Client recourse reports** folder.

Preference	Description
Recoursed report Crystal Reports mod- ule name	Used to assign the Crystal Reports module name for the Available for Recourse report.

Client Master List Report

The Print Client Master List report creates a report of all clients that meet the criteria defined in the Print Client Master Report screen. You can also produce a MS Excel file of your Client Master List and print 3-up address labels from this report screen.

This is an Engine-enabled report.

😫 Print Client Master Report 🛛 🚺					
Report template:	Report template:				
Parameters Sche	duling Templates				
Broker:	•	Clear			
A/E:	•	Clear			
Source:	_	Clear			
Client Group:	Value:	Clear			
Office:		Clear			
UCC Date Before:	Show SIC code				
Report Type:	List	-			
Export Path:	e\	Browse			
Sort	Client name	-			
Output:	Preview	-			
	Select: C Terminated C Active Only From C Inactive Only From C Inactive Only Thruz C Ver % Of Limit Thruz % 100 C C Has Balance Over: C No Balance C Active No-Buy	ve			
Print now	Save Egit	Help			

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

The filtering options on this tab allow you to limit the selection criteria for the report to create very specific or general reports.

Field	Description
Broker	Select the broker to which to limit the report results from the list. Click Clear to remove the selection. Leaving this field blank will include all brokers in the results.
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 <i>Client Information</i> 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:



Field	Description
	Terminology > Select account executive based on check box: TRUE
Source	Select the referral source to which to limit the report results from the list. Referral sources are defined in the Referral Source Table. Click Clear to remove the selection.
Client Group	Select the client group to which to limit the results in the report.
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table. Click Clear to remove the selection.
Office	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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
UCC Date Before	Enter the cutoff date for UCC filings to which to limit the report results. Leave this field blank to not limit the report by UCC filing date.
Show SIC Code	Select this option to display the client's SIC (Standard Industrial Classification) code in the report results, if available.
Show Bank Inform- ation	Select this option to display the client's bank information in the report results (name, address, contact, and account, as available).
Report Type	Select the report format to be printed:
	List: Generates the Client Master List report.
	• 3-up Labels: Generates mailing labels in a 3-up format.
	• Export for MS-Outlook: Generates the contents of the Client Master List as a MS Outlook document. The file is generated to the root directory of the user's computer.



Field	Description
Sort	Select the sort option that determines the order in which to sort the report.
	Client name: Sort alphabetically by client name.
	Client number: Sort alphanumerically by client number.
	State: - Sort alphabetically by State code.
Output	Select one of the following print output options from the drop-down list
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.
	Preference to generate the report to the output option specified in the Cli-
	ent Information Preference selection. Click here for <u>Preference Printing</u> help. See the Preference Printing Appendix for more information.
Select	Select the applicable option for determining the clients to be included in the report results:

Field	Description
	All Clients: Include all clients.
	Active Only: Include only active clients.
	Inactive Only: Include only client marked as inactive.
	 Over % of Limit: Include only clients whose balance is over a given per- cent of their defined limit. Enter the desired percentage in the adjacent field.
	• Has Balance Over: Include only clients whose balance is over a given dol- lar amount. Enter the desired dollar amount in the adjacent field.
	No Balance: Include only zero-balance clients.
	• Terminated : Include on clients who have been terminated within a spe- cified date range. Enter the desired date range in the adjacent From and Thru fields. To include all terminated clients, select this option and leave the From and Thru fields blank.
	 Negative Cash Reserve: Include only clients whose cash reserve balance is negative.
	 Active No-Buy: Include only active clients with Do not allow new pur- chases set on the Client Information Credit/no-buy panel.
Print now	Click this button to generate the report to the Output method selected.
Save	Click this button to save updates to the currently selected Report template .
Exit	Click this button to close the screen.

Uoland Factors. LLC All Clients								Client Master List
Numa 8 à demos	Phone Empl		Source / Group	Cinett		Limit	Balance/	Tarma
Name & A doress	Phones/cmas	A.E	source / Group	Cherry	UCC Date	Linit	Reserves	Terms_
BEDFORD TRUCKING, LLC 620 South Street Leipsic, OH 45856	(555)054-3329 Fax:(555)692-6697	ALLEN	G/L Group:BVF - US Currency:US	1004	6/11/2015	75,000	.00 0.00	85%/3.00% -30/0.75%-10ta/38D 75CB Advance Rate:85.00%
Client is flagged as no t Warning:\$2,400.66 Wri	Juy M-off See MISC.						Contacts:	Eric. (555)052-3329 Teresa. (555)054-3329
CHEEZBALL EXPRESS 1604 Cheezy Street Highland, CA 92346	(555)123-4698 Fax:(555)123-8917 Email:cheezball@v ahoohoo.com	ALLEN	G/L G roup:BVF - US Currency:US	1015	1/31/2018	50,000	3,200.00 0.00	90%/5.5% Flat (75) Advance Rate:90.00%
Warning:O RIG INALS /W	reekty						Contacts:	Jorge A. Sauceda
COMMERCIAL LAWN CARE 1426 E. AGNEW AVENUE SPOKANE VALLEY, WA 99206	(555)039-2208	ALLEN	G/L Group:BVF - US Currency:US	102	5/19/2015	25,000	.00 0.00	85%/3.00% -30/1.00% -10ta/90CB Advance Rate:35.00%
Client is flagged as no t Warning: In default, 599	5uy 6.23 W/O 90.80 fao fer	is + expens	65				Contacts:	John, (555)340-4436

Client Profit Report

This report displays an analysis of client profitability for a given number of months from a specified as-of date.

To run this report, select Client Profit Report from the Analysis option on the Reports menu. The report may be defined with the fields below.

Print Client Profit Report	×
Report template:	•
Parameters Scheduling Templates General Parameters Client Parameters	
Client Clea	- I
A/E:	
Office: Clea	<u>ا</u>
Client Group: Value: Value:	
Default Printer: \\BHM-FILES-01\BHM-Canon-Laser Change Default This Report: \\BHM-FILES-01\BHM-Canon-Laser	
As of date: April 30, 2011 Today	
By master: Master with detail	
Sort: Client name	
# Of Months: 4	
Output: Preview	
Print now Save Exit	P

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

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.



Field	Description
	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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table. Click Clear to remove the selection.
Default Printer	Displays the default printer used to generate reports
Change	Click this button to assign a different printer as the default printer. This will change the default

Field	Description
Default	printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
As of date	Enter the ending date for the data to be analyzed in the reports. Click Today to enter the cur- rent FactorSoft processing date in this field.
By Master	Select the option to determine how to report master client data: Master with detail Ignore master Summarize to master
Sort	 Select the sort option that determines the order in which to sort the report. Client name Client number State/Province Volume ascending Volume descending
# Of Months	Enter the number of previous months from the As-of Date to be analyzed.
Output	 Select one of the following print output option from the drop-down list. Preview to preview the report on the window before printing it Print to print the report without previewing it Fax to fax the report directly to the selected client. Email to email the report directly to the selected client. Preference to generate the report to the output option specified in the Client Information Preference selection. Click here for <u>Preference Printing</u> help. See the Preference Printing Appendix for more information.
Print now	Click this button to generate the report to the Output method selected.



Field	Description
Save	Click this button to save updates to the currently selected Report template .
Exit	Click this button to close the screen.

General Parameters Tab

General Parameters are used to set up Cost of Funds and Allocated Expenses parameters for the report.

Field	Description
Grid	Displays each dated parameter configuration as a line-item.
	• Year: displays the year for which the parameter configuration is applied
	 Month: displays the number of the month for which the parameter con- figuration is applied
	 Expenses: displays the factor to be applied for calculating Allocated Expenses
	 Cost of Funds: displays the factor to be applied for calculating Cost of Funds
Add	Click this button to open the General Parameters screen to create a new para- meter configuration.
Update	Select a line-item and click this button to open the General Parameters screen to update an existing parameter configuration.
Delete	Select a line-item and click this button to delete an existing parameter con- figuration.

Client Parameters Tab

Client Parameters are used to set up Charge-off/Recovery parameters by client for the report.

Field	Description
Grid	Displays each dated parameter configuration as a line-item.



Field	Description
	 Client Name: displays the client name for which the parameter con- figuration is applied
	 Client #: displays the client number
	• Year: displays the year for which the parameter configuration is applied
	 Month: displays the month for which the parameter configuration is applied
	 Recovered: displays the dollar amount recovered for the client in the spe- cified period.
Add	Click this button to open the Client Parameters screen to create a new para- meter configuration.
Update	Select a line-item and click this button to open the Client Parameters screen to update an existing parameter configuration.
Delete	Select a line-item and click this button to delete an existing parameter con- figuration.

Sample Report

TEST World of Factoring **TEST** Client Profitability														Ma	Montha E	nding Apr etail by Cl	I 30, 2011 ent Name
		State/	First	Current	l Net		Last Year	This Year	This Year	Fees	Allocated	Charge	C-10	Cost of	Client	% of	Direction
Client	inacti ve	Province	Purchase	Plate		Vol	Debits	Debits	Credits	Ewned	Expenses	0#2	Recovery	Funds	Profit	ireome	Disc ourt
Add Ronall / Lafe Fee Wed ball (2222)		LA	624202	300	N			2,939.24		10.00	6.41			880	67.44	14.52	3.00
Apta (KLPHA)			324200	1620	N												
A BENERIC, LLC. (N. MERCHANT)				1.00	н												
AvyCo Comm exitatives, lec. (KHTCO)				102	N												
Andalose Materia Institute (125)		LA	31000		N												
BBG Tricking (BBS)		AL	110200		N												
Daily Rale Extension (\$/TAG)		TΧ	1000		н			20.00			0.30			8.65	0.18	(0.23)	
Daily Rate & Rospital (DAILY RATE)		Ŧπ	101910		н												
ExpertExb () likes, inc. (EXP)		C.A.		10.8	N												
Fee Encode, LLC (19)		US	100/2002	102	N	R											
Fee Sillement, inc. (* EESTIIIT)		TΧ	10,0001	300	н												
PintCompasion (PINSTCOM)		LA	100000		N												
Fat Fee Kataval (SE BANG2)		LA	ACCURATE OF	3.0	N			3.104.62		100.05	5.09			18.19	90.30	20.24	2.60
is as a tory					N												
Kendall Electric (KENDALL)		C.A.	201/000	1.25	Ν												
Loan Test(LOANTEST)		AL	119503105		N												
Barter Borey Creek Carling (BO NEYCHECK)		ю	307.000	1.00	н												
Negative Fee_Terit (NIBG)			SAID	1.00	н												
Nest Celeb crib a World (R AUMA RT)		C.A.	301300	1.00	N			1212		100	0.%			830	0.81	0.11	100
Respondent Bills Company (FCCBr)		LA	61000	1.00	N												
The Rosey Company (#0.807)		LA	unam.	200	Ν	R					30.01			55.00	60.00	65.24	
							0.00	6,090,97	0.00	1823	43.00	0.00	100	16.00	10.34	10.0	136
Printed: February 21, 2014, 9:22AM (CliProfit 1)																β	age 1 of 1

Client Reserve Report

The Client Reserve Report generates a listing of current reserves by client, including a subtotal of reserve balances, a summary of potential charge-backs and potential new reserve balance.

This is an Engine-enabled report.



🖺 Print Client Reserve Report	
Options template:	•
Parameters Scheduling Templates	
Date range: Last month	
Client (Blank for All):	Clear
Default Printer: \\\\\/iggum\BHM_Dev_Laser This Report: \\\\\/iggum\BHM_Dev_Laser	
Format: © Detail Sort Client By: © Urput: © Preview © Detail with Activity (w/Fee %) © Client Code © Frax © Frax © Detail with Activity (w/Ree %) © Sort Detail By: © Frax © Frax © Detail with Activity (w/Ref #) © Sort Detail By: © Frax © Frax © Summary © Summary with potential chargebacks © Check # © Preference Include unpaid checks Each client stats on a new page Hide payments to hold accounts	
Print now Save Exit	Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

Field	Description							
Date	Select the date to use for the report from the list:							
range	• Last Month							
	Current month-to-date							
	Year through last month-end							
	Current year-to-date							
	Specific date range							
	• Today only							
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the adjacent fields.							



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 > Field- s/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.
Default Printer	Displays the default printer used to generate reports
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
Format	Select the report format to be printed:

Field	Description						
	Detail: Generates the Reserve Detail Report.						
	 Detail with Activity (w/Fee%): generates the Reserve Activity Report, including the Fee %.column. 						
	 Detail with Activity (w/Check#): generates the Reserve Activity Report, including the Check.column, which contains the check number, if provided. 						
	 Detail with Activity (w/Ref#): generates the Reserve Report, including the Ref #column, which displays the Debtor reference code 						
	 Summary: generates the Reserve Summary Report, which contains one line per client displaying the reserve balance. 						
	 Summary with potential chargebacks: generates the Reserve Summary Report, which contains one line per client displaying the reserve balance, potential chargebacks, and reserve availability totals. 						
Sort Cli-	Select the sort option that determines the order in which clients are sorted:						
ent by	Client Name						
	Client Code						
Sort Detail by	Select the option that determines how the detail is sorted within client. This option is only available when the Format option Detail with Activity (wCheck#) is selected.						
Output	Select one of the following print output options from the drop-down list:						
	 Preview to preview the report on the window before printing it 						
	Print to print the report without previewing it						
	• Fax to fax the report directly to the selected client.						
	• Email to email the report directly to the selected client.						
	 Preference to generate the report to the output option specified in the Client Inform- ation Preference selection. 						
Include unpaid checks	Select this option to include unpaid checks in the report results.						
Each cli-	Select this option to force a new page for each client break in the report. If this is not selec-						

Field	Description
ent starts on a new page	ted, multiple clients can be printed on one page. This option is only available when the Format option Detail is selected.
Hide pay- ments to hold accounts	Select this option to suppress display of payments to hold accounts in the report results. This option is only available when one of the three Detail with Activity options is selected in Format . Note that by default, payments to hold accounts are excluded from the Reserve Activity (core process ReserveActivity) page in ClientWeb. Payments to hold accounts can be included on this page by setting the System Preference Reports, Client reserve reports, Show payments to hold account on web to True .
Print now	Click this button to generate the report to the Output method selected.
Save	Click this button to save updates to the currently selected Report template .
Exit	Click this button to close the screen.

and Fac	tors, LLC						Reserv February 1, 2011 thru Fet	e Detail Repo oruary 28, 201
Date	Pavee_	Transaction	Paid	Check#	Pay Type	Bato h#	Description	Amou
NDHELD	TECHNOLOGY CORPORATION (1000)							
31/2011		Balance Forward						10,990.9
/1/2011	HARDWIRE TECHNOLOGY CORPORATION	CashPosting	2/1/2011	Z272204	ZeroCheck	282	Collection Report#282	64.9
/4/2011	02/02/11 Credit Card Fees for \$3095.00	Rsv Release	2/4/2011	02/02/11 CC Fees	ZeroCheck	288	02/02/11 Credit Card Fees for \$3095.00	(92.8
4/2011	HARDWIRE TECHNOLOGY CORPORATION	Adjustment	2/4/2011	Z272214	ZeroCheck	286	Adjustment Batch#286	(458.2)
/4/2011	HARDWIRE TECHNOLOGY CORPORATION	CashPosting	2/4/2011	Z272218	ZeroCheck	287	Collection Report#287	3,095.00
/7/2011	HARDWIRE TECHNOLOGY CORPORATION	CashPosting	2/7/2011	Z272221	ZeroCheck	289	Collection Report#289	3,955.9
8/2011	HARDWIRE TECHNOLOGY CORPORATION	CashPosting	2/8/2011	Z272225	ZeroCheck	290	Collection Report#290	180.40
/9/2011	HARDWIRE TECHNOLOGY CORPORATION	Purchase	2/9/2011	30568	Check	163	Schedule#103	(7,433.9)
9/2011	HARDWIRE TECHNOLOGY CORPORATION	Adjustment	2/9/2011	Z272227	ZeroCheck	291	Adjustment Batch#291	(282.2)
		-						10,000.0

System Preferences

The following system preference that affects this report is found in the Administration module, System Preferences, **Fields/screen behavior**, **Miscellaneous** folder.

Preference	Description
Calculate earnings	Set to True - All accounts flagged as an Earning Account in Tables > Accounting
based on account	> Account Table > Standard Tab > Earning Account check box will be included in
table flag	the calculation.



The following system preferences for this report are located in the Administration module, System Preferences, **Reports**, **Client reserve reports** folder.

Preference	Description
Advanced calculation should not include fee rate	Set to True to indicate that the Advance column represents that account hold- back only.
Credit 'HELD' activity should display as 'PAID'	Set to True to allow the Activity Type for reserve release through a purchase to be "PAID" instead of "HELD" on the Client Reserve Report (Format set to Detail with Activity (w/Fee%), Detail with Activity (w/Check#), or Detail with Activity (w/Ref#)).
Detail Crystal Reports module name	Used to assign the Crystal Reports module name for the Detail report.
Detail with activity (w/check#) Crystal Reports module name	Used to assign the Crystal Reports module name for the Detail with Activity (w/Check#)report.
Detail with activity (w/fee%) Crystal Reports module name	Used to assign the Crystal Reports module name for the Detail with Activity (w/Fee%)report.
Detail with activity (w/RefNo) Crystal Reports module name	Used to assign the Crystal Reports module name for the Detail with Activity (w/Ref#)report.
Fee column on activ- ity reports is only fees taken at collection	Set to True to include only fees taken at collection. If False , the program will include a calculated representation of fees taken at purchase, so the net to reserves will not reconcile to the report.
Heading should be additional fee instead of interest	Set to True to use the heading Additional Fees instead of Interest on appro- priate reports.
Hide detail with activ- ity format	Set to True to turn off the Detail with Activity with Check # and Fee % formats.
Include inactive cli- ents in all client selec-	Set to True to include inactive clients in the results.



Preference	Description
tion	
Leave pending check numbers as blank (do not print 'Pending')	Set to True to prevent literal Pending from displaying on unwritten checks.
Pickup fees from pur- chases	Set to True to include purchase fees on the report.
Show accrued invoice fees and interest if not deducted	Set to True to show the fees and interest below Available for Release if the pref- erence is set to not deduct fees and interest.
Summary Crystal Reports module name	Used to assign the Crystal Reports module name for the Summary report.
Summary with chargebacks Crystal Reports module name	Used to assign the Crystal Reports module name for the Summary with Poten- tial Chargebacks report.
Suppress trans- actions with no reserve effect	Set to True to exclude transactions with no reserve effect from the Detail with Activity reports.
Use report server cli- ent reserve report	Set to True to use the Task Scheduler-enabled report.

Client Summary Worksheet Report

Client Summary Worksheet Field Codes

The Client Summary Worksheet can be customized using the database codes from :

- Client Summary Worksheet Field Codes (fsClient and/or fsClientCalc API modules)
- Clients Table
- Collateral field Codes

NOTE

Jack Henry™ makes every effort to keep this field code documentation up-to-date, but you can

always find the most up-to-date information on Clients Table Field Codes by selecting **Database Maintenance**, **Print Table Views** from the Administration module System menu. A list of all tables is returned. Select Clients from the list and click the Print button to print a report of the field codes in the Clients table.

Field Names must be inserted into the Client Summary Worksheet within angle brackets (<>).

Client Summary Worksheet

The Client Summary Worksheet screen is a powerful tool in FactorSoft that is used to create reports from templates created in Excel spreadsheets. Use the Client Summary Worksheet window to generate a worksheet using either templates you have created or the templates delivered with FactorSoft.

Refer to Using the Client Summary Worksheet in the FactorSoft Reports Guide for detailed instructions.

Client Summary	Worksheet			×
Template:			•	
Client:				Clear
A/E:			•	Clear
Client group:		•	Value:	Clear
Office:		_		Clear
Broker:			-	Clear
Territory:			•	Clear
Region:			•	Clear
As of date:	November 30, 2021			Today
Activity from date:	November 1, 2021			Make 1st
Sort field #1:		•	Group:	Clear
Sort field #2:		-	Group:	Clear
Sort field #3:		-	Group:	Clear
Client filter:	All Clients	•	Summary only Create separate broker r View spreadsheet when Convert to native curren Accumulate to master cl Process Exit	eports finished cy ients <u>H</u> elp

Field	Description
Template	Lists the templates saved in the defined FactorSoft Reports folder. To create a report, select the desired template to use from this list. Following is a list of the Excel worksheets provided with FactorSoft:



Field	Description
	 20/20 Tax Guard Template: This template is used to electronically transmit client information to the 20/20 Tax Guard monitoring service for the creation of IRS form 8821 Activity Accrual Summary. Provides a summary of client's A/R activity, Cash Received, Purchases, Reserve Activity, Settlement, and Fees, during a specified date range.
	 Activity by Region: Provides a summary of client's A/E activity during a specified date range, including Amounts, Fees, Averages, and Number of Buys, Invoices, Checks, Payments, and Adjustments.
	 AR Loan Summary: Provides a summary of client's A/E activity during a specified date range, including Amounts, Fees, Averages, and Number of Buys, Invoices, Checks, Payments, and Adjustments.
	 Average Net Funds: Provides a summary of client's Current Gross A/R, Current Cash Reserves, Current Escrowed Reserves, Current Funds Employed, and Average Funds Employed.
	 Balance: Provides a summary of client's A/E activity during a specified date range, including Amounts, Fees, Averages, and Number of Buys, Invoices, Checks, Pay- ments, and Adjustments.
	 Broker Analysis: Provides a summary of Broker activity during a specified date range, including A/R Activity—balances, purchases, collections, chargebacks, give- back, gross collections, hold account analysis—Settlement, a breakdown of Fees, and a breakdown for Commissions. The Date Signed is also listed.
	 Client Worksheet: Provides a summary of client's financial activity, by A/E, during a specified date range, including Gross A/R, Recourse/Ineligible, Eligible A/R, Advance Rate, Gross Available, Funds Employed, Accrued Fees, Available Cash, Current Balance, a breakdown of balances by Aging bucket and the percentage of each against the Total. A Month To Date summary of Sales, Recourse, Payments chargebacks, givebacks, WO/Suspense, as well as a Dilution %.
	 Ineligibility: Provides a summary of client's ineligibility during a specified date range, including Gross A/R, Cash Reserves, Escrow Reserves, Funds Employed, Effective Rate, Industry, Eligible Rate, Ineligible Rate, and Ineligible Amount.
	 Insurers: Provides a summary of Insurers for each client, and lists the Insurer, Amount Insured, Expiration, and UCC#.
	 Yield: Provides a summary of client's A/E activity during a specified date range, including Amounts, Fees, Averages, and Number of Buys, Invoices, Checks, Pay- ments, and Adjustments.
	jh
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 > Field- s/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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .

Field	Description	
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Group Code Table. Click Clear to remove the selection.	
Broker	Select the Broker to limit the report to clients represented by a specific broker only. Click Clear to remove the selection.	
Territory	Select the Territory to limit the report to clients assigned to a specific sales territory only. Click Clear to remove the selection.	
Region	Select the Region to limit the report to clients assigned to a specific sales territory region only. Click Clear to remove the selection.	
As of date	Enter the "to" date of the date range for which to produce the report. Click Today adjacent to this field to enter the current working date.	
Activity from date	Enter the "from" date of the date range for which to produce the report. Click Make 1st adjacent to this field to enter the first day of the current working date month.	
Sort field #1	Select primary sort criteria from this list. The possible sort criteria are A/E, Group, Region, and Territory. If Group is selected, you can also select the group to sort on from the Group field. Click Clear to remove the selection.	
Sort field #2	Select secondary sort criteria from this list. The possible sort criteria are A/E, Group, Region, and Territory. If Group is selected, you can also select the group to sort on from the Group field. Click Clear to remove the selection.	
Sort field #3	Select tertiary sort criteria from this list. The possible sort criteria are A/E, Group, Region, and Territory. If Group is selected, you can also select the group to sort on from the Group field. Click Clear to remove the selection.	
Client filter	Select the client segment for which you want to produce the report. The possible values are:	
	• All clients: Produce the report for all clients.	
	• Active only: Produce the report only for clients not flagged as Inactive on the Client Information screen.	
	Inactive Only: Produce the report only for clients flagged as Inactive on the Client Information screen	
	• With Current Balances: Produce the report only for clients that have current bal- ances greater than zero. Clients with activity during the period but a zero balance at the end of the period are not included.	

Field	Description			
Summary only	Select this option to display the sort field criteria as one-line totals. If cleared, the report includes detail line items, totals for each sort break, and grand totals.			
Create sep- arate broker reports	Select this option to separate each broker's clients on separate books (tabs) in the Excel workbook.			
	If you select this option for the BrokerAnalysis.xls, a separate sheet for each broker is included in the generated Excel file regardless of the selection. If you wish to report only brokers with activity, set System Preference Reports, Client summary worksheet, Delete blank sheets to True .			
View spread- sheet when finished	Select this option to display the report in Microsoft Excel when the report is generated. If this is not selected, the report is produced in the C:\ drive of the local computer, and can be accessed there after it is generated.			
Convert to native cur- rency	 Select this option to convert amounts from the base currency to the native currency (the currency of the transaction). The conversion occurs on a client-by-client basis. If the client has a currency type set and the currency type is different from the default currency, FactorSoft looks up the conversion rate using the As of date in the currency table for the client's currency. For example, if client ABC Company has a currency type of Canadian Dollars and the daily conversion rate for Canadian dollars is 1.5, the report increases all of the client's amounts by a factor of 1.5. A note in the Client Name cell on the worksheet will indicate conversion status for a client. The possible notes include: No client currency set: The client doesn't have a currency type set. No conversion occurred. 			
	• No currency rate available for the selected date range for [CurrencyType]: The client had a currency type set, but a conversion rate wasn't available for the report dates. No conversion occurred.			
	 Converted from USD to [CurrencyType]: Conversion from default currency to nat- ive currency for the client occurred. 			
	• Default currency (USD) matches the currency of the client : The default currency matches the client's currency and no conversion was necessary.			
Accu- mulate to	Select this option to roll all clients assigned to a Master client into the Master, and display the results as a single row for the Master Client.			
master cli- ents	Not all values can be rolled up to Master Clients.			

Field	Description
	If this option is selected, the Excel template must include a Totals row including the columns for which you want to accumulate member totals to the master must in order to display the accumulated master totals in the generated worksheet. For more information, refer to the Using the Client Summary Worksheet appendix in the FactorSoft Reports Guide.
Process	Click this button to generate the report.
Exit	Click this button to close the screen.

Report Sample

Activity Accrual Summary

104	В	С	D	E	F	G	H	1
1	Upland Factors, LLC							
2	As Of February 28, 2011							
3	Activity From February 1, 2011							
4				A/R ACT	TIVITY			
6		Beginning					Ending	Gross
6	Client Name	A/R Balance	Purchases	Collections	Charge backs	Give backs	A/R Balance	Collections
7								
8	HANDHELD TECHNOLOGY CORPORATION	51,778.90	18,063.00	9,038.65		6,779.15	66,672.40	2,259.50
9								
10	Total	51,778.90	18,063.00	9,038.65		6,779.15	66,672.40	2,259.50
11								
12								

System Preferences

The following system preferences for this report are located in the Administration module, System Preferences, **Reports**, **Client Summary Worksheet** folder.

Preference	Description
Alternate template folder name	Set the path and folder name allow to declare an alternate template folder in which to store Microsoft Excel Templates for FactorSoft Live users. Using this fea- ture will prevent the Excel templates from being available to any other Fact- orSoft Live users.
Excel template name	If using the old Client Summary Worksheet function, this system preference is used to specify the Excel template to be used.
Excel worksheet top row	If using the old Client Summary Worksheet function, this system preference is used to specify the first row in the spreadsheet in which to print data.
Exclude aging from spreadsheet	If using the old Client Summary Worksheet function, this system preference is used to exclude aging information from the spreadsheet.
Exclude current amounts from spread-	If using the old Client Summary Worksheet function, this system preference is used to exclude current balances from the spreadsheet.



Preference	Description
sheet	
Folder for completed Excel spreadsheets	Set the path and folder name where completed Excel spreadsheets are saved by the Client Summary Worksheet.
Use old client work- sheet function	Set to False to use the new Client Summary Worksheet screen.

Collateral Field Codes

The following field codes can be used to access collateral data from the FactorSoft for Bulk Collaterals system's tables.

Note that these field codes are for use with the Client Summary Worksheet only, and consequently the data returned is client-level data for the collaterals. These field codes cannot be used to return data at the facility or collateral level.

Field Name	Description
Act_BulkSales	Returns the increases to Bulk A/R for the reporting period
Act_BulkCredit	Returns the decreases to Bulk A/R for the reporting period
Act_PlusAdjustments	Returns the total adjustment decreases to Bulk A/R for the reporting period
Act_MinusAd- justments	Returns the total adjustment decreases to Bulk A/R for the reporting period
Act_Discount	Returns the total discounts to Bulk A/R for the reporting period
Act_BulkNetCol- lections	Returns the total of payments applied to the Bulk A/R balance for the reporting period
Act_OverPayment	Returns the total amount of all overpayments received toward Bulk A/R for the reporting period
Beg_BulkArBal	Returns the Bulk A/R balance as of the day before the beginning date or the reporting period
Col_GrossBulkAR	Returns Gross Collateral for Bulk A/R collateral types (type 0)
Col_IneligBulkAR	Returns ineligible balance for Bulk A/R collateral types (type 0)
Resv_BulkAR	Returns reserve balance for Bulk A/R collateral types (type 0)



Field Name	Description
SetASide_BulkAR	Returns set aside balance for Bulk A/R collateral types (type 0)
Col_EligBulkAR	Returns eligible collateral balance for Bulk A/R collateral types (type 0)
Col_NetBulkAR	Returns net collateral balance for Bulk A/R collateral types (type 0)
Col_LimitBulkAR	Returns collateral limit for Bulk A/R collateral types (type 0)
Col_AvailBulkAR	Returns available collateral for Bulk A/R collateral types (type 0)
Col_GrossEquip	Returns Gross Collateral for Equipment collateral types (type 1)
Col_IneligEquip	Returns ineligible balance for Equipment collateral types (type 1)
Col_EligEquip	Returns eligible collateral balance for Equipment collateral types (type 1)
Col_NetEquip	Returns net collateral balance for Equipment collateral types (type 1)
Col_LimitEquip	Returns collateral limit for Equipment collateral types (type 1)
Col_AvailEquip	Returns available collateral for Equipment collateral types (type 1)
Col_GrossInventory	Returns Gross Collateral for Inventory collateral types (type 2)
Col_IneligInventory	Returns ineligible balance for Inventory collateral types (type 2)
Col_EligInventory	Returns eligible collateral balance for Inventory collateral types (type 2)
Col_NetInventory	Returns net collateral balance for Inventory collateral types (type 2)
Col_LimitInventory	Returns collateral limit for Inventory collateral types (type 2)
Col_AvailInventory	Returns available collateral for Inventory collateral types (type 2)
Col_GrossPO	Returns Gross Collateral for Purchase Order collateral types (type 3)
Col_EligPO	Returns eligible collateral balance for Purchase Order collateral types (type 3)
Col_NetPO	Returns net collateral balance for Purchase Order collateral types (type 3)
Col_LimitPO	Returns collateral limit for Purchase Order collateral types (type 3)
Col_AvailPO	Returns available collateral for Purchase Order collateral types (type 3)
Col_GrossRE	Returns Gross Collateral for Real Estate collateral types (type 4)
Col_EligRE	Returns eligible collateral balance for Real Estate collateral types (type 4)



Field Name	Description				
Col_NetRE	Returns net collateral balance for Real Estate collateral types (type 4)				
Col_LimitRE	Returns collateral limit for Real Estate collateral types (type 4)				
Col_AvailRE	Returns available collateral for Real Estate collateral types (type 4)				
Col_GrossSec	Returns Gross Collateral for Securities collateral types (type 5)				
Col_EligSec	Returns eligible collateral balance for Securities collateral types (type 5)				
Col_NetSec	Returns net collateral balance for Securities collateral types (type 5)				
Col_LimitSec	Returns collateral limit for Securities collateral types (type 5)				
Col_AvailSec	Returns available collateral for Securities collateral types (type 5)				
Col_GrossMedRec	Returns Gross Collateral for Summary A/R collateral types (type 7)				
Col_IneligMedRec	Returns ineligible balance for Summary A/R collateral types (type 7)				
Col_EligMedRec	Returns eligible collateral balance for Summary A/R collateral types (type 7)				
Col_NetMedRec	Returns net collateral balance for Summary A/R collateral types (type 7)				
Col_LimitMedRec	Returns collateral limit for Summary A/R collateral types (type 7)				
Col_AvailMedRec	Returns available collateral for Summary A/R collateral types (type 7)				
Col_GrossARAging	Returns Gross Collateral for A/R Aging collateral types (type 9)				
Col_IneligARAging	Returns ineligible balance for A/R Aging collateral types (type 9)				
Col_EligARAging	Returns eligible collateral balance for A/R Aging collateral types (type 9)				
Col_NetARAging	Returns net collateral balance for A/R Aging collateral types (type 9)				
Col_LimitARAging	Returns collateral limit for A/R Aging collateral types (type 9)				
Col_AvailARAging	Returns available collateral for A/R Aging collateral types (type 9)				
Col_GrossOther	Returns Gross Collateral for Other collateral types (type 10)				
Col_EligOther	Returns eligible collateral balance for Other collateral types (type 10)				
Col_NetOther	Returns net collateral balance for Other collateral types (type 10)				
Col_LimitOther	Returns collateral limit for Other collateral types (type 10)				



Field Name	Description
Col_AvailOther	Returns available collateral for Other collateral types (type 10)
Col_GrossLnBacked	Returns Gross Collateral for Loan Backed collateral types (type 11)
Col_IneligLnBacked	Returns ineligible balance for Loan Backed collateral types (type 11)
Col_EligLnBacked	Returns eligible collateral balance for Loan Backed collateral types (type 11)
Col_NetLnBacked	Returns net collateral balance for Loan Backed collateral types (type 11)
Col_LimitLnBacked	Returns collateral limit for Loan Backed collateral types (type 11)
Col_AvailLnBacked	Returns available collateral for Loan Backed collateral types (type 11)
Col_GrossBulkInv	Returns Gross Collateral for Bulk Inventory collateral types (type 12)
Col_IneligBulkInv	Returns ineligible balance for Bulk Inventory collateral types (type 12)
Col_EligBulkInv	Returns eligible collateral balance for Bulk Inventory collateral types (type 12)
Col_NetBulkInv	Returns net collateral balance for Bulk Inventory collateral types (type 12)
Col_LimitBulkInv	Returns collateral limit for Bulk Inventory collateral types (type 12)
Col_AvailBulkInv	Returns available collateral for Bulk Inventory collateral types (type 12)
Col_GrossTotal	Returns Gross Collateral total of all collateral types (type 99)
Col_IneligTotal	Returns ineligible total of all collateral types (type 99)
Col_ResvTotal	Returns reserve total of all collateral types (type 99)
Col_SetASideTotal	Returns set aside total of all collateral types (type 99)
Col_EligTotal	Returns eligible collateral total of all collateral types (type 99)
Col_NetTotal	Returns net collateral total of all collateral types (type 99)
Col_LimitTotal	Returns collateral limit total of all collateral types (type 99)
Col_AvailTotal	Returns available collateral total of all collateral types (type 99)
Emp_BulkArBal	Returns the bulk A/R amount as of the reporting date, same as Emp_BulkArAmt
Emp_BulkArAmt	Returns the bulk A/R amount as of the reporting date, same as Emp_BulkArBal
Emp_BulkUnApplied	Returns the unapplied cash amount as of the reporting date



Client Summary Worksheet Basics

The Client Summary Worksheet is template-driven. This means that a skeleton report template is first created in Microsoft Excel, and then is executed in the Reports module to extract data from the FactorSoft database, populate the report with the client data, and print the report as a completed Excel spreadsheet. The spreadsheet can then be transformed into output in any of the ways that you typically associate with an Excel spreadsheet (print, PDF, data file, etc.).

Excel Spreadsheets

Since the underlying templates of the Client Summary Worksheet are based on Excel spreadsheets, you can utilize the page layout, formulas, sorting/filtering, and chart features of Excel to customize your reports. Reports can be as simple or complex as you desire, with the following limitations:

- Must be stored in the FactorSoft Reports directory.
- Must have a horizontal format.
- One line per client.
- Must always have one empty "H" row between the last header row and the first client (repeating data) row.
- Must always be one empty "H" row between the last client (repeating data) row and the overall Total row.
- Sort fields will automatically include subtotals and an overall total at the end.

You can create templates for as many reports as you require, and each template can be used again and again.

FactorSoft Field Codes

There are four sets of field codes that you can utilize to extract client and financial data from the FactorSoft and ABL databases for display in your reports:

- Client Oriented Field Codes (various data from Client, Client Terms, and Tables views)
- Client Calc Field Codes (calculated financial data from FactorSoft tables)
- Clients Table (data fields in the Clients Table)
- ABL Field Codes (data from ABL tables)



FactorSoft Client Summary Worksheet Screen

The Client Summary Worksheet screen provides the FactorSoft interface for producing the report. This screen provides criteria for filtering the data on the report by date ranges, all clients, specific clients, and more specific criteria such as Account Executives (A/E), Client Groups, Offices, Brokers, Territories, and Regions.

This screen also provides options that allow you to sort and group the data on the report by A/E, Group, Office, Region, and/or Territory.

The Client Summary Worksheet screen is fully described in the FactorSoft Help File.

Client Summary Worksheet Field Codes

These field codes allow access to a variety of financial data for display in the Client summary Worksheet. These field codes are returned by the fsClient and/or fsClientCalc API modules, and are only applicable to the Client Summary Worksheet.

Field Name	Description
AcctExecName	Name of the account executive assigned on the Control Panel of the Client Information. From Client Information, Control tab.
AcctGroupDescr	The name of the G/L account group assigned to a client
Act_Adjusts	All chargebacks for period
	This code also equals <act_creditcb> + <act_creditdb>)</act_creditdb></act_creditcb>
Act_Advances	Total advanced amount for the period
Act_ArTurn	The average number of days a client's A/R portfolio turns over(not the aver- age days to pay) calculated as (365 days / ((12 * sales) / (average bal- ance)))
Act_AvgBal	Average A/R balance for the selected period
Act_AvgNfe	Average net funds employed for the selected period
Act_AvgInvoice	Average invoice amount for the selected activity period
	This code equals the same value as <act_purchases> / <act_countinv></act_countinv></act_purchases>
Act_BegBal	A/R balance at the beginning of the selected period
	Same as < Beg_ArBal >
Act_BegFeeEscrow	Fee escrow balance at the beginning of the selected period



Field Name	Description
	Same as <beg_feeescrow></beg_feeescrow>
Act_BegRsvEscrow	Reserve escrow balance at the beginning of the selected period
	Same as <beg_rsvescrow></beg_rsvescrow>
Act_BulkCredit	Credit(s) recorded in Bulk AR Certificate Posting for the period selected
Act_BulkSales	Sales recorded in Bulk AR Certificate Posting for the period selected
Act_BulkPlusAdjustments	Adjustments (+) recorded in Bulk AR Certificate Posting for the period selec- ted
Act_BulkMinusAd- justments	Adjustments (-) recorded in Bulk AR Certificate Posting for the period selec- ted
Act_BulkDiscount	Discount(s) recorded in Bulk AR Certificate Posting for the period selected
Act_BulkNetCollections	Net Collections recorded in Bulk AR Certificate Posting for the period selec- ted
Act_BulkOverPayment	Over payment(s) recorded in Bulk AR Certificate Posting for the period selec- ted
Act_CbDebits	Debit chargebacks against purchased invoices for the selected period
Act_CbNonFactor	All chargebacks against non-factored invoices for the selected period
Act_CbRecovery	Credit chargebacks against purchased invoices for the selected period
Act_Collects	Total Collections for the selected period
Act_CountAdj	Number of Adjustments for the selected period
Act_CountBuys	Number of Purchase Batches for the selected period
Act_CountChk	Number of Checks processed for the selected period
Act_CountInv	Number of Invoices purchased for the selected period
Act_CountPmt	Number of Payments applied for the selected period
Act_CreditCb	Credit chargebacks (givebacks)
Act_CreditMemo	Total amount of credit invoices purchased for the selected period
Act_DebitCb	Debit chargebacks (chargebacks)



Field Name	Description
Act_DebitMemo	Total amount of debit invoices purchased for the selected period
Act_EarnAdj	Total earnings generated from Adjustment transactions for the selected period
Act_Earnings	Total earnings for the selected period
Act_EarnTax	Tax earned on Purchases within period
Act_EndBal	A/R balance at the end of the selected period
	Same as < Emp_ArBal>
Act_LoanAdjust	Total amount of adjustments posted to the loan for the selected period
Act_LoanCollect	Total amount of payment collections posted to the loan for the selected period
Act_LoanDisburse	Total amount of disbursement fundings posted to the loan for the selected period
Act_LoanTrfFrom	Total amount of transfers posted from the loan for the selected period
Act_LoanTrfTo	Total amount of transfers posted to the loan for the selected period
Act_NonFactored	Total amount of non-factored payments posted for the selected period
Act_Purchases	Total amount of invoices purchased for the selected period
	This code equals the same value as <act_debitmemo> + <act_cred- itMemo></act_cred- </act_debitmemo>
Act_Rebates	Total amount of rebates for the selected period
Act_Recourse	Total amount of recoursed invoices for the selected period
Act_Refactors	Total amount of fees generated from invoices refactored for the selected period
Act_RsvHeld	Total amount of reserves held on purchases for the selected period
Act_RsvRel	Total amount of all reserve releases for the selected period (this includes releases done from the release tab of the client summary screen, as well as monies released from the reserve from the checks/journals screen)
Act_RsvRelExp	Total amount of expenses captured from reserve releases done from the release tab of the client summary screen for the selected period

Field Name	Description
Act_RsvRelTrans	Total amount of Reserve Release transactions only.
Act_SalesExp	Total amount of expenses captured from purchases for the selected period
Act_StmtEarn	Total amount of earnings captured from posted statements for the selected period
Act_Suspense	The net total of debit and credit items to the suspense accounts for the selected period
Act_SuspenseActAl	Total net Hold Account activity for the reporting date range (Collection Hold Acct Activity + C-Misc Journal Hold Acct Activity)
Act_SuspenseActColl	Total net Hold Account activity from Collections for the reporting date range
Act_Verified	Total amount of invoices verified for the selected period
Act_VerPre	The pre-purchase verification total amount at the end of the selected period.
Act_VerPost	The post-purchase verification total amount at the end of the selected period.
Act_WriteOff	Total amount of write-offs processed for the selected period
Adv_Current	Total amount of A/R that is current
Adv_PastAmt0	Total amount of A/R in the first aging bucket
Adv_PastAmt1	Total amount of A/R in the second aging bucket
Adv_PastAmt2	Total amount of A/R in the third aging bucket
Adv_PastAmt3	Total amount of A/R in the fourth aging bucket
Adv_PastAmt4	Total amount of A/R in the fifth aging bucket
Adv_PastAmt5	Total amount of A/R in the sixth aging bucket
Adv_PastAmt4+5	Total amount of A/R in the fifth and sixth aging bucket
	This code also equals <adv_pastamt4> + <adv_pastamt5></adv_pastamt5></adv_pastamt4>
AdvRate	Advance rate from the client terms currently assigned to the client record (e.g. 85.00)
AdvRatePer	Advance rate percentage from the client terms currently assigned to the cli-

Field Name	Description
	ent record (e.g. 0.85)
Age_Current	Total of the current aging
Age_PastAmt0	Total of the current aging
	Same as Age_Current
Age_PastAmt1	Total of the first aging bucket
Age_PastAmt2	Total of the second aging bucket
Age_PastAmt3	Total of the third aging bucket
Age_PastAmt4	Total of the fourth aging bucket
Age_PastAmt5	Total of the fifth aging bucket
Age_PastAmt4+5	Combination of fields <age_pastamt4> plus <age_pastamt5></age_pastamt5></age_pastamt4>
Age_PastPer0	This is the percentage of the total A/R that falls into the current aging bucket. This can also be calculated as <age_current> divided by <act_endbal></act_endbal></age_current>
Age_PastPer1	This is the percentage of the total A/R that falls into the first aging bucket. This can also be calculated as <age_pastamt1> divided by <act_endbal></act_endbal></age_pastamt1>
Age_PastPer2	This is the percentage of the total A/R that falls into the second aging bucket. This can also be calculated as <age_pastamt2> divided by <act_ EndBal></act_ </age_pastamt2>
Age_PastPer3	This is the percentage of the total A/R that falls into the third aging bucket. This can also be calculated as <age_pastamt3> divided by <act_endbal></act_endbal></age_pastamt3>
Age_PastPer4	This is the percentage of the total A/R that falls into the fourth aging bucket. This can also be calculated as <age_pastamt4> divided by <act_endbal></act_endbal></age_pastamt4>
Age_PastPer4+5	Combination of fields <age_pastper4> plus <age_pastper5></age_pastper5></age_pastper4>
AttnContacts	List all active contacts for the client with Attention selected in the Client Information Contacts tab.
AuthContacts	List all active contacts for the client with Authority selected in the Client Information Contacts tab.
AveLoanBal	Average loan balance as of the reporting date

Field Name	Description
Beg_ArBal	A/R balance at the beginning of the period
	Same as <act_begbal></act_begbal>
Beg_FeeEscrow	Fee escrow balance at the beginning of the period
	Same as <act_begfeeescrow></act_begfeeescrow>
Beg_LoanAmt	Loan balance at the beginning of the selected period
Beg_MedArAmt	Beginning A/R amount for medical receivables as of the reporting date
Beg_MedArBal	Beginning A/R balance for medical receivables the day before the reporting date
Beg_NetFunds	Net funds employed balance at the beginning of the period
	Same as <emp_begdeployed></emp_begdeployed>
Beg_RsvAmt	Cash reserve balance at the beginning of the period
	Same as <emp_begcashrsv></emp_begcashrsv>
Beg_RsvEscrow	Reserve escrow balance at the beginning of the period
	Same as <act_begrsvescrow></act_begrsvescrow>
Bkr_CommsAmt	The total amount of broker commission at the end of the selected period.
Bkr_OthRate	The broker commission rate for brokers not selected in the Parameters tab of the Client Summary Worksheet (i.e., "other" brokers). If there are more than one, the percentage is cumulative of all "other" brokers percentages.
Bkr_SelRate	The broker commission rate for the Broker selected in the Parameters tab of the Client Summary Worksheet screen, if applicable.
Col_AnyDilution	If there was dilution during the period, this value will be returned as TRUE. If there was no dilution during the period, the value returned will be FALSE.
Col_Balance	Current A/R balance for the selected period Same as <emp_arbal></emp_arbal>
Col_Collateral	Available collateral
	Calculated as (<emp_arbal> - <col_dilution> - <col_recourse> - <col_ IneIAll> - <col_ineltable></col_ineltable></col_ </col_recourse></col_dilution></emp_arbal>
Col_Dilution	Total Dilution for the selected period

Field Name	Description
	Calculated as (Charge-backs on paid positive invoices / Total positive invoices paid)
Col_Dilution%	The dilution percentage over time.
Col_InDispute	Total amount of all current invoices in dispute
Col_InelAll	Current total amount of all ineligible items (ineligible for any reason)
	Same as <col_inelinvoices> + <col_ineltieramt> + <col_inelcrossamt> + Col_InelOverCred></col_inelcrossamt></col_ineltieramt></col_inelinvoices>
Col_InelCrossAmt	Current total amount of all invoices ineligible due to cross ineligibility reas- ons
Col_InelInvoices	Total amount of all ineligible specific invoices
Col_InelInv&Over	Total amount of ineligibility due to specific ineligible invoices and invoices over credit limits.
	This code also equals (<col_inelinvoices> plus <col_inelovercred>)</col_inelovercred></col_inelinvoices>
Col_InelOverCred	Current total amount of all invoices ineligible due to being over a credit limit
Col_InelTable	Total amount of ineligibility from the Ineligible Titles Table
Col_InelTierAmt	Total amount of ineligibility generated by the tiered ineligibility table
Col_InelTier⨯	Total amount of ineligibility generated by cross ineligibility and tiered ineligibility table
	Same as (<col_ineltieramt> + <col_inelcrossamt>)</col_inelcrossamt></col_ineltieramt>
Col_RecDays	The age (in number of days) specified in the client information at which an invoice becomes available for recourse
Col_RecDaysShortOver	Recourse not including in dispute; calculated as field <col_recdays> plus <col_recshort> plus <col_recover>.</col_recover></col_recshort></col_recdays>
Col_Recourse	All recourse items; calculated as <col_recdaysshortover> plus <col_indis- pute>.</col_indis- </col_recdaysshortover>
Col_RecOver	The total amount of cash posting credit chargebacks for the period selected
Col_RecShort	The total amount of cash posting debit chargebacks for the period selected
Col_Unpaid	The total amount of the total number of unpaid items in open A/R for a spe-

Field Name	Description
	cific date range
Contacts	List all active contacts for the client in the Client Information Contacts tab.
CurrencyType	Currency type assigned to client. From Client Information, Control tab.
Emp_AdvBal	The advance balance at the end of the selected period
Emp_AmortLoan	The balance of the loans payable G/L account at the end of the selected period
Emp_ArBal	The total amount of the A/R balance at the end of the selected period Same as < Act_EndBal>
Emp_BegCashRsv	Cash reserves balance at the beginning of the selected period
Emp_BegDeployed	Funds employed balance at the beginning of the selected period.
Emp_BulkARAdvRate	The Advance Rate stored within the ABL Bulk Loan Posting closest to the given as-of date. The following query retrieves the advance rate.
Emp_BulkIneligAmt	The Total Bulk Ineligibles at the client level as posted by the user and stored in the AblBulkIneligHdr and AblBulkIneligDtl tables. This element provides the most current record for a given client and date.
Emp_BulkEligCollAmt	Returns the Eligible bulk A/R collateral.
	Same as <emp_bulkarbal> - <emp_bulkineligamt></emp_bulkineligamt></emp_bulkarbal>
Emp_BulkNetCollAmt	Returns the Net Bulk Collateral.
	Same as (<emp_bulkarbal> - <emp_bulkineligamt>) * <emp_bulkarad- vRate></emp_bulkarad- </emp_bulkineligamt></emp_bulkarbal>
Emp_BulkUnApplied	Unapplied cash balance as of the reporting date selected
Emp_CashRsv	Cash reserves balance at the end of the selected period
Emp_Deployed	Funds employed balance at the end of the selected period
Emp_Escrow	Total escrow held; this is <emp_feeescrow> plus <emp_rsvescrow>.</emp_rsvescrow></emp_feeescrow>
Emp_FeeEscrow	Fee escrow balance at the end of the selected period
Emp_LoanAmt	Loan Balance as of the date selected
Emp_MedArAmt	Current A/R balance for medical receivables the day before the reporting

Field Name	Description
	date
Emp_MedArBal	Current A/R amount for medical receivables as of the reporting date
Emp_MedDeclDate	Declaration posting date
Emp_NetSettle	The net settlement amount at the end of the selected period. The formula for this field is:
	EmpNetSettle = EmpDeployed + Rsv_AccInvFees + Rsv_AccInvTax + Rsv_ intFees
Emp_PoFinance	Purchase order finance balance at the end of the selected period
Emp_RsvEscrow	Reserve escrow balance at the end of the selected period
Emp_Settle	The amount of funds awaiting settlement at the end of the selected period (settlement, in this context, is about advancing funds before the invoice is purchased, as in PO financing. When the invoice is purchased, the funds are settle out the settlement account).
Emp_SimpLoan	The simple loan balance at the end of the selected period.
fac_accruedfee	The sum of the facility reserve fees under a client.
fac_feebal	The facility fee balance for the specified period.
fac_feersv	The amount of facility fee reserve for the specified period.
fac_ineligibles	The sum of the facility ineligibles under a client.
fac_limit	The sum of the facility limits under a client.
fac_otherrsv	The amount of facility other fee reserve for the specified period.
fac_paymentrsv	The amount of facility payment reserves for the specified period.
fac_ucbal	The facility unapplied cash balance for the specified period.
FinChgDebtor	Indicates (True/False) if there is a second monthly statement charge and finance charges are accessed against debtors. From Client Terms, Addi-tional Fees tab.
FinChgPer	Finance charge per from any second monthly statement charge. From Cli- ent Terms, Additional Fees tab.
	0=day

Field Name	Description
	1=month
	2=year 360
	3=year 365
	4=year actual
FinChgRate	Finance charge rate from any second monthly statement charge. From Cli- ent Terms, Additional Fees tab.
FirstBuyDate	Lists the date of first purchase for the client.
FirstFundDate	Lists the date of first funding for the client.
FloatDays	Float days from the client terms record currently assigned to the client. From Client Terms, Float days tab
FloatDaysAre	Code from client terms record currently assigned to the client to indicate on what float days are based. From Client Terms, Float days tab.
	0=Calendar Days
	1=Monday-Friday
	2=Business Days
GuarContacts	List all active contacts for the client with Guarantor selected in the Client Information Contacts tab.
InelTable	Total value of the ineligible titles table for the client. From Tables, Ineligible titles table.
MasterName	Lists the master client name. If the current client does not have a master cli- ent, blanks are returned. If the current client does have a master client, the master client name and number (if applicable) are returned.
Members	List of members of this master client. If the client is not a master client this will be the name of the client. From Client Information screen, Part of Master.
Misc=DE name (where "DE name" is the actual Miscellaneous Data Element name)	Name of the miscellaneous data element to reproduce in the Client Sum- mary Worksheet. Miscellaneous Data Elements are created and their value defined on the Misc. Data tab of the Client Information screen. Note the vari- ation in format of the field name: a miscellaneous data element value is included in the Client Summary Worksheet by including the misc= field

Field Name	Description
	along with the actual data element name defined on the Client Information Screen. From Client Information, Misc. data. tab
NameWithCode	Client name with client number following in parenthesis if a client number exists. From Client Information screen, Client name, Client code.
NoticeContacts	List all active contacts for the client with Notices selected in the Client Inform- ation Contacts tab.
Office	Office assigned to client. From Client Information, Control tab.
OldestOpenInvDate	Lists the invoice date of the oldest open invoice by invoice date.
OldestOpenInvDateNo	Lists the invoice number of oldest open invoice by invoice date.
OldestOpenPostDate	Lists the post date of the oldest open invoice by post date.
OldestOpenPostDateNo	Lists the invoice number of the oldest open invoice by post date .
ProgAdminFeeTaken	Code for when the administrative fee is taken from the current client terms record. From Client Terms, Portfolio Fees tab.
	0=On Fee Statement
	1=At Purchase
	2=At Collection)
ProgAdminRate	Administrative fee % from the client terms record currently assigned to the client. From Client Terms, Portfolio Fees tab.
ProgAdvanceRate	Advance rate from the client terms record currently assigned to the client. From Client Terms, Portfolio Fees tab.
ProgDailyRate	Daily rate from the client terms record currently assigned to the client. From Client Terms, Portfolio Fees tab.
ProgFeeBasisKey	Database key of daily rate basis plus table from the client terms record cur- rently assigned to the client.
ProgFeeRatePer	Daily rate per code from the client terms record currently assigned to the cli- ent. From Client Terms, Portfolio Fees tab.
	0=day
	1=month



Field Name	Description
	2=year 360
	3=year 365
	4=year actual
ProgRecourseDays	Recourse days from the client terms record currently assigned to the client. From Client Terms, Recourse tab.
ProgRecourseType	Recourse type from the client terms record currently assigned to the client. From Client Terms, Recourse tab.
	0=Recourse is stated in days
	1=Recourse is stated in statements
ProgRsvEscrow	Indicates if reserve escrow is held from the client terms record currently assigned to the client. From Client Terms, Purchase Fees tab.
	True=Reserve is Escrowed
	False=Reserve is not Escrowed
ProgTitle	Displays the Client Terms descriptive name for the client.
ProgType	Program type code from the client terms record currently assigned to the cli- ent. From Client Terms, Type field.
	0= Invoice based terms
	1= Portfolio based terms - Daily rate
	2= Portfolio based terms - A/R finance
	3= Inventory – non A/R
	4=Time Payments
	5=Loan Style Terms
	6=Merchant Bank Terms
Rsv_AccInvFees	The total amount of the accrued invoice fees at the end of the selected period
Rsv_AddlFeeAcc	The total amount of the accrued additional fees at the end of the selected period

Field Name	Description
Rsv_AddlReqd	The total amount of additional reserves required at the end of the selected period
Rsv_AdjRsv	The adjusted reserve balance at the end of the selected period
Rsv_AdvanceRate	Advance rate from the client terms record currently associated with the cli- ent
Rsv_Available	Total available reserves for the period
	Same as Reserve "Available for Release" on Client Summary Report
Rsv_AvailRsv	Available reserves
	Calculated as (<rsv_maxadvance> - <rsv_fundsempl>)</rsv_fundsempl></rsv_maxadvance>
Rsv_CashRsv	Total cash reserve balance at the end of the selected period
Rsv_Collateral	Total collateral at the end of the selected period
	Same as <col_collateral></col_collateral>
Rsv_EarnedFeeAcc	The total amount of the accrued earned fees at the end of the selected period.
Rsv_Escrow	The total amount of escrow (fee and reserve) at the end of the selected period
	Calculated as (<emp_feeescrow> + <emp_rsvescrow>)</emp_rsvescrow></emp_feeescrow>
Rsv_FundsEmpl	Funds employed balance at the end of the selected period
	Same as <emp_deployed></emp_deployed>
Rsv_Ineligible	Total amount of ineligibles
	Same as (<col_recourse> + <col_inelall>)</col_inelall></col_recourse>
Rsv_IntFees	Total amount of NFE fees plus daily fees for the selected period
Rsv_MaxAdvance	Maximum advance based on current collateral
	Calculated as (<col_collateral> * <rsv_advancerate>)</rsv_advancerate></col_collateral>
Rsv_PriorAccFees	The total accrued fees for the previous period
Rsv_ReqRsv	The total required reserve based on the current A/R balance



Field Name	Description	
Rsv_TotRsv	The total of Cash Reserves and Escrowed Reserves	
	Same as (<rsv_cashrsv> + <rsv_escrow>)</rsv_escrow></rsv_cashrsv>	
StmtGuarAmt	The total sales or earnings amount guaranteed to be sold by the client over the period specified in StmtGuarMos. From Client Information, Statement Terms panel.	
StmtGuarMos	The number of months over which the sales or earnings guarantee applies. From Client Information, Statement Terms panel.	
StmtGuarType	The basis for the guarantee of sales for the statement period. Sales or Earned Fees. From Client Information, Statement Terms panel.	
Territory	Territory value assigned to region for the client. From Tables, Region table.	
Trend_AnnAvgBal	The average annual A/R balance	
Trend_AnnPurch	The average annual purchase	

Client Oriented Field Codes (Returned by fsClient API)

The Client Oriented Field Codes are used to display a variety of attributes for Clients, taken from Client Information, Client Terms, and several Tables.

Field Name	Description	
AcctExecName	Name of the account executive assigned on the Control Panel of the Client Information. From Client Information, Control tab.	
AttnContacts	List all active contacts for the client with Attention selected in the Client Inform- ation Contacts tab.	
AuthContacts	List all active contacts for the client with Authority selected in the Client Inform- ation Contacts tab.	
Contacts	List all active contacts for the client in the Client Information Contacts tab.	
CurrencyType	Currency type assigned to client. From Client Information, Control tab.	
FinChgDebtor	Indicates (True/False) if there is a second monthly statement charge and fin- ance charges are accessed against debtors. From Client Terms, Additional Fees tab.	
FinChgPer	Finance charge per from any second monthly statement charge. From Client Terms, Additional Fees tab.	

ih

Field Name	Description		
	0=day		
	1=month		
	2=year 360		
	3=year 365		
	4=year actual		
FinChgRate	Finance charge rate from any second monthly statement charge. From Client Terms, Additional Fees tab.		
FirstBuyDate	Lists the date of first purchase for the client.		
FirstFundDate	Lists the date of first funding for the client.		
FloatDays	Float days from the client terms record currently assigned to the client. From Cli- ent Terms, Float days tab		
FloatDaysAre	Code from client terms record currently assigned to the client to indicate on what float days are based. From Client Terms, Float days tab.		
	0=Calendar Days		
	1=Monday-Friday		
	2=Business Days		
GuarContacts	List all active contacts for the client with Guarantor selected in the Client Inform- ation Contacts tab.		
InelTable	Total value of the ineligible titles table for the client. From Tables, Ineligible titles table.		
Members	List of members of this master client. If the client is not a master client this will be the name of the client. From Client Information screen, Part of Master.		
Misc="DE name"	Name of the miscellaneous data element to reproduce in the Client Summary Worksheet. Miscellaneous Data Elements are created and their value defined on the Misc. Data tab of the Client Information screen. Note the variation in format of the field name: a miscellaneous data element value is included in the Client Summary Worksheet by including the "misc=" field along with the actual data element name defined on the Client Information Screen. From Client Information, Misc. data. tab		

Field Name	Description		
NameWithCode	Client name with client number following in parenthesis if a client number exists. From Client Information screen, Client name, Client code.		
NoticeContacts	List all active contacts for the client with Notices selected in the Client Inform- ation Contacts tab.		
Office	Office assigned to client. From Client Information, Control tab.		
ProgAdminFeeTaken	Code for when the administrative fee is taken from the current client terms record. From Client Terms, Portfolio Fees tab.		
	0=On Fee Statement		
	1=At Purchase		
	2=At Collection)		
ProgAdminRate	Administrative fee % from the client terms record currently assigned to the cli- ent. From Client Terms, Portfolio Fees tab.		
ProgAdvanceRate	Advance rate from the client terms record currently assigned to the client. From Client Terms, Portfolio Fees tab.		
ProgDailyRate	Daily rate from the client terms record currently assigned to the client. From Cli- ent Terms, Portfolio Fees tab.		
ProgFeeBasisKey	Database key of daily rate basis plus table from the client terms record cur- rently assigned to the client.		
ProgFeeRatePer	Daily rate per code from the client terms record currently assigned to the client. From Client Terms, Portfolio Fees tab.		
	0=day		
	1=month		
	2=year 360		
	3=year 365		
	4=year actual		
ProgRecourseDays	Recourse days from the client terms record currently assigned to the client. From Client Terms, Recourse tab.		
ProgRecourseType	Recourse type from the client terms record currently assigned to the client.		

Field Name	Description		
	From Client Terms, Recourse tab.		
	0=Recourse is stated in days		
	1=Recourse is stated in statements		
ProgRsvEscrow	Indicates if reserve escrow is held from the client terms record currently assigned to the client. From Client Terms, Purchase Fees tab.		
	True=Reserve is Escrowed		
	False=Reserve is not Escrowed		
ProgTitle	Displays the Client Terms descriptive name for the client.		
РгодТуре	Program type code from the client terms record currently assigned to the cli- ent. From Client Terms, Type field.		
	0= Invoice based terms		
	1= Portfolio based terms - Daily rate		
	2= Portfolio based terms - A/R finance		
	3= Inventory – non A/R		
	4=Time Payments		
	5=Loan Style Terms		
	6=Merchant Bank Terms		
StmtGuarAmt	The total sales or earnings amount guaranteed to be sold by the client over the period specified in StmtGuarMos. From Client Information, Statement Terms panel.		
StmtGuarMos	The number of months over which the sales or earnings guarantee applies. From Client Information, Statement Terms panel.		
StmtGuarType	The basis for the guarantee of sales for the statement period. Sales or Earned Fees. From Client Information, Statement Terms panel.		
Territory	Territory value assigned to region for the client. From Tables, Region table.		



Clients Table Field Codes

The following codes are accessed directly from the Client Table, and can be used in Client Summary Worksheet templates.

Field Name	Field Type	Field Length
AcctExec	nvarchar	24
AcctGroupHdrKey	int	4
Addrl	nvarchar	100
Addr2	nvarchar	100
AeCliApprRuleKey	int	4
AgeDays1	int	4
AgeDays2	int	4
AgeDays3	int	4
AgeDays4	int	4
AgeDays5	int	4
AgeInterval	smallint	2
AgingAccurate	bit	1
AgingAsOfDate	datetime	16
AllowDating	bit	1
AllowHauler	bit	1
Allowinstallments	bit	1
AllowLoads	bit	1
AllowPoFinance	bit	1
AltName	nvarchar	200
AtRistReqd	bit	1
AutoApprRuleKey	int	4
AutoCloseHoldAbbr	nvarchar	12

ih

Field Name	Field Type	Field Length
AutoNonHoldAbbr	nvarchar	40
AutoOverAction	smallint	2
AutoOverAmtLimit	money	21
AutoOverHoldAbbr	nvarchar	12
AutoRecHoldAbbr	nvarchar	12
AutoShortAmtLimit	money	12
AutoShortPerLimit	money	12
BankState	nvarchar	60
BegAsOfDate	datetime	16
BegBalAmt	money	21
BegFeeEscrow	money	21
BegRsvAmt	money	21
BegRsvEscrow	money	21
BegSettleAmt	money	21
ВізТуре	nvarchar	40
BulkChargeBack	bit	1
CalcColFeeOnNegInv	bit	1
CalcColFeeOnNegInv	bit	1
CalcNoFloat	bit	1
City	nvarchar	100
ClientKey	int identity	4
ClientMotorNo	nvarchar	12
ClientNo	nvarchar	24
CloseDay	smallint	2

Field Name	Field Type	Field Length
ConcentrationLimit	money	21
Country	nvarchar	60
CredAppBy	nvarchar	24
CredAppFor	nvarchar	24
CredRate	nvarchar	20
CrossAgeInelig	bit	1
CrossAgePercent	money	21
CurrBalAmt	money	21
CurrencyType	nvarchar	40
CurrFeeEscrow	money	21
CurrNonFundAmt	money	21
CurrRsvAmt	money	21
CurrRsvEscrow	money	21
DaysDue	smallint	2
DbDunsNo	nvarchar	40
DebtorMotorNo	nvarchar	12
DefaultBankAcctKey	int	4
DefaultRsvAcctKey	int	4
DeliverBy	nvarchar	60
DilutionLimit	money	21
DiscDays	int	4
DiscRate	money	21
DueFrom	smallint	2
EarlyPayToFactor	bit	1

Field Name	Field Type	Field Length
EdiInterchangeNo	nvarchar	18
Email	nvarchar	100
ExpectedDilution	money	21
ExtendInel	smallint	2
Fax	nvarchar	40
FedBizNo	nvarchar	60
FedCoNo	nvarchar	60
FedTaxNo	nvarchar	40
FundNotes	ntext	<memo></memo>
HoldInclEscrow	bit	1
HoldInclMisc	bit	1
HoldRsvAmt	money	21
HoldRsvCode	int	4
HoldRsvLarge	money	21
HoldRsvLim	money	21
HoldRsvPer	money	21
Inactive	bit	1
Inbox	nvarchar	40
IndivCreditLimit	money	21
IndivCreditPer	money	21
IneligDays	smallint	2
InsurerAmt	money	21
InsurerExpire	smalldatetime	16
InsurerKey	int	4

Field Name	Field Type	Field Length
InvDupeRule	smallint	2
InvTerms	nvarchar	80
LanguageCode	nvarchar	40
LoadAdvanceLimit	money	21
MasterClient	smallint	2
MasterClientKey	int	4
MaxInvAge	smallint	2
MaxInvAmt	money	21
MaxWriteOff	money	21
MgrCliApprRuleKey	int	4
MinInvFee	money	21
MotorCarrNo	nvarchar	12
Name	nvarchar	200
NameKey	nvarchar	60
NeverTfr	bit	1
NextBatchNo	int	4
NextColNo	int	4
NextInvNo	nvarchar	20
NoAdvAtBuy	bit	1
NoaReqd	bit	1
NoaWaivedLim	money	21
NoBuy	bit	1
NoDebLimIsIneligible	bit	1
NoFeeOnNegInv	bit	1

Field Name	Field Type	Field Length
NoMixedBuy	bit	1
NoRecourse	int	4
NoRsvOnNegInv	bit	1
NoRsvRel	bit	1
NoStmt	bit	1
Notes	ntext	<memo></memo>
Office	nvarchar	40
ОкВу	nvarchar	24
OnlyFromTfr	bit	1
OverDebLimIsIneligible	bit	1
ParticipantKey	int	4
ParticipationCode	smallint	2
ParticipationRate	money	21
Password	nvarchar	24
PastDueDays	smallint	2
PayRebatesOnCollection	bit	1
Phonel	nvarchar	40
Phone2	nvarchar	40
PoAdvanceLimit	money	21
Policies	ntext	<memo></memo>
PreCalcTime	datetime	16
Preference	smallint	2
ProgramsKey	int	4
PurchOrdReqd	smallint	2

Field Name	Field Type	Field Length
PurProg	nvarchar	16
RecourseDays	smallint	2
Region	nvarchar	60
RelAddOn	int	4
RsvBankAcctNo	nvarchar	40
ScanTableKey	nvarchar	40
ShowOnBuy	bit	1
Sic	nvarchar	20
SignedDate	datetime	16
SignLines	smallint	2
SmartFaxNo	nvarchar	30
Source	nvarchar	60
State	nvarchar	60
StdDiscount	money	21
StmtDesc	text	<memo></memo>
StmtTextName	nvarchar	40
TaxCode	nvarchar	6
TermDate	datetime	16
TermDesc	ntext	<memo></memo>
TermDisputeKey	int	4
TierInelHdrKey	int	4
TotalCreditLimit	money	21
UccDate	datetime	16
UccNo	nvarchar	40

Field Name	Field Type	Field Length
VerificationNote	ntext	<memo></memo>
VerRatio	money	21
VerReqd	bit	1
VerReqdAmt	money	21
VolRebateHdrKey	int	4
Warning	nvarchar	100
WebAccess	bit	1
WebChatOk	bit	1
ZipCode	nvarchar	20

Creating a New Client Summary Worksheet Template

NOTE

This is a how-to guide focused primarily on the functionality of FactorSoft, and consequently assumes a level of knowledge with Microsoft Excel. For tutorials and help creating Excel spreadsheets, we recommend visiting http://office.microsoft.com/en-us/excel/FX100646951033.aspx.

You can create reports in a variety of formats using Microsoft Excel and the defined FactorSoft Field Codes (a complete list of field codes is included in this document at Client Summary Worksheet Field Codes). The following provides instruction on creating such a report from scratch.

This report would contain four data fields:

Name	Field Code
Client Name	NameWithCode
A/E Name	AcctExecName
Beginning Balance	Act_BegBal
Ending Balance	Act_EndBal

In addition, this example contains two formulas, summing the beginning and ending balances (formula is =Sum(firstCell:lastCell)).

This description is based on Microsoft Office Excel 2007. Actual steps may vary based on the version of Microsoft Office you are using.



1. To begin, open a new Book in Microsoft Excel.

NOTE

In the Client Summary templates, column A is used to identify row types to FactorSoft, so should never be used to contain any printed data. In fact, when you create output from the Client Summary Report, you will want to hide column A to prevent these codes from being printed in the final output.

2. Grab the border of column B and widen it out to accept a longer field.

This will contain the Client Name field, so be sure to provide plenty of room.

1	Book3	Width: 26.29 (189 pixels)		1
	Α	в 🕂 🗾 р	E	F a
1				
2		Float the cursor over the border until it		
3		changes into this shape. Then left-click		
4		and drag.		-
5.				

Before creating the header line, enter two fields that will print your company's name and the as-of date for the report at the top left of the report.

- 3. In cell B1, enter field code **<FactorName>** to import your company name.
- 4. In cell B2, enter the text "As of:" followed by the field code **<AsOfDate>** to print the as-of date of the report.

1	Book3					2
	Α	В	С	D	E	F
1		<factorname></factorname>		6		1
2		As of: <asofdate></asofdate>		L		
3						1
4						}
1.En						فسسم

Next, enter the header line that will define the heading rows.

5. In cell A4, enter H to create a header row.

There are three row type identifiers that can be entered in column A:

Field	Description
Н	Header row. A header row accepts text and cell formatting. The out- put of a header row is static.
R	Repeating data row. A repeating data row accepts either text or field codes or a combination of the two. Field codes are entered between
Field	Description
-------	--
	"angle brackets" (technically the less-than and greater-than sym- bols – e.g. <field_code>).</field_code>
Т	Totals row. Totals rows contain Excel formulas. If sorting is used on the Client Summary Worksheet screen, the report will be subtotaled at each break point and a grand total will be created at the end of the report. Note that if the Accumulate to master clients option is selected in the Client Summary Worksheet screen, the columns for which you want to accumulate member totals to the master must be included in a totals row to display the accumulated master totals in the generated work- sheet.

6. Enter the text for the first header in cell B4:

9	E) B	ook3	3				
		А	В	С	D	E	F
	1		<factorname></factorname>				
	2		As of: <asofdate></asofdate>				1
- 3	3						1
-	4	Н	Client Name				1
-	5					a	أسمس

7. In cell 5A, enter H.

NOTE

An empty H row must precede the first R row.

- 8. In cell 6A, enter **R** to create a repeating data row.
- 9. In cell 6B, enter the field code for the client name and code.

	Α	В	С	D	E	F
1		<factorname></factorname>				
2		As of: <asofdate></asofdate>				
3						
4	н	Client Name				
5	н					
6	R	<namewithcode></namewithcode>				
7						

Next, expand columns, enter header text and field codes for the remainder of the data on the report, as shown in the following illustration. Note that columns D and F are used as spacing between the

v4.7

two amount columns, and also that a border has been added to the header row. This was done by selecting rows B4 through G4, right-clicking in the selected row, selecting **Format Cells**, and then the **Border** tab on the Format Cells screen.

	Book3	}						
	Α	В	С	D	E	F	G	н
1		<factorname></factorname>						
2		As of: <asofdate></asofdate>						
3								
4	н	Client Name	Account Executive		Beginning Balance		Ending Balance	
5	н							
6	R	<namewithcode></namewithcode>	<acctexecname></acctexecname>		<act_begbal></act_begbal>		<act_endbal></act_endbal>	
. 7.			-	m		-		

10. In cell 7A, enter an H to insert another blank row after the repeating data row.



- 11. In cell A8, enter T to create a totals row.
- 12. Enter an Excel formula in the Total row for the Beginning Balance:

- Select cell E8.
- Select the Formula tab and click AutoSum in the Excel ribbon.
- Enter the cell prior to the first **R** row as the first coordinate, a colon, and then the cell following the last **R** row as the second coordinate. A blue box should surround the cells to be summed, as in the following illustration.
- Press the Enter key.

0.		n) = (n =) =							Micros	soft	Excel				
	н	lome Insert	Page Layout	Formulas	Data	Review		View	Add-Ins	4	Acrobat				
J Ins Fund	x ert tion	AutoSum Recently Used *	Financial Logical	Text Date Time Time Time Time	e & Lookuj e * Referen	o& Mat	h g - F	More Functions +	Name Manage	ي رو ۱۳ ۳	Define Name Vose in Formula Create from Selection Fined Names				
	5	UM •((* * *)× =	SOM(ES:E7)	1										
9	Boo	13													
	A		В		С		D	E		F	G				
1	L	<factorname< td=""><td>></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></factorname<>	>												
	2	As of: <asofd< td=""><td>ate></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></asofd<>	ate>								1				
1	5														
4	н	Client Name		Account 8	Executive		E	Beginning	Balance		Ending Balance				
1	н						Т								
(R	<namewithco< td=""><td><acctexe< td=""><td>cName></td><td></td><td><</td><td>Act_BegE</td><td>al></td><td></td><td><act_endbal></act_endbal></td></acctexe<></td></namewithco<>	<acctexe< td=""><td>cName></td><td></td><td><</td><td>Act_BegE</td><td>al></td><td></td><td><act_endbal></act_endbal></td></acctexe<>	cName>		<	Act_BegE	al>		<act_endbal></act_endbal>					
	7 H														
1	T					1	-	SUM(E5:8	7						
9	•					-		SUM(num	ber1, [num	iber	2],]				
1	0														

A zero is displayed in row E8.

- 13. Enter an AutoSum formula for the Ending Balance using the same procedure as above.
- 14. Right-click in column A and click **Hide** in the pop-up menu.

This hides column A so that the Row Type Identifiers are not printed in the output.

1	Client_Balance_List.xls [Compatibility Mode]												
	В	С	D	E	F	G	н						
1	<factorname></factorname>												
2	As of: <asofdate></asofdate>												
3							1						
4	Client Name	Account Executive		Beginning Balance		Ending Balance							
5													
6	<namewithcode></namewithcode>	<acctexecname></acctexecname>		<act_begbal></act_begbal>		<act_endbal></act_endbal>							
7													
8				0		(
9			~		-		mm						

See <u>Client Summary Worksheet Field Codes</u> for details about the field codes available for use in Client Summary Worksheets. The data displayed when the worksheet is processed are the actual values from your database. Generate the 2020 Tax Guard Spreadsheet

A template to extract information for interface with 20/20 Tax Guard Monitoring Service has been added for the Client Summary Worksheet in the Reports module in version 2.14.7. This template can be used to electronically transmit client information to 20/20 Tax Guard for the creation of IRS form 8821. To create the Tax Guard spreadsheet:

- 1. Open the reporting module and choose **Client Summary Worksheet** from the Client Menu.
- 2. From the drop-down list of spreadsheet templates, select the **2020TaxGuardTemplate.xls**.

📕 Client Summa	ry Worksheet	×
Template:	2020TaxGuardTemplate.xls	
Client	2020TaxGuardTemplate.xls	Clear
AE:	Activity_Accrual_Summary.xls Activity_Accrual_Summary3.xls	Clear
Client group:	Activity_By_Region.xls AE_Production.xls	Clear
Broker:	AE_Production.xtsx Ar_Loan_Summary.xts	Clear
Territory:		Clear
Region:	_	Clear
As of date:	November 30, 2008	Today
Activity from date:	November 1, 2008	Make 1st
Sort field #1:	Group:	Clear
Sort field #2.	Group:	Clear
Client filter		
GROTH INOI.	All Clients	eports Grieberd
	Convert to native curren	cy ents
	Process Exit	Help

NOTE

If you do not have this spreadsheet in your Reports directory, contact Support to arrange to have the worksheet added to your Reports Folder.

- 3. Enter the current days date in the **As-of** date
- 4. Enter any valid day in the past in the Activity From Date.

NOTE

There is no financial data in the extract, so the actual date set for the Activity From Date is not important.

Generate the Client Summary Worksheet

The Client Summary Worksheet screen is the tool in FactorSoft that is used to create reports from the templates created in Excel spreadsheets. A full description of the Client Summary Worksheet screen is found



in the FactorSoft Reports section of this guide. This section contains examples in which the Client Balance List template created in the previous section is utilized to demonstrate generating and sorting reports.

To generate the desired Client Summary Worksheet report, simply select the desired template, set the selection criteria to limit the report to the desired data, and then click the Process button. The completed Client Summary Worksheet report is created and saved as an Excel spreadsheet. The location that the completed spreadsheet is created is defined by a System Constant: **Reports**, **Client summary worksheet**, **Folder for completed Excel Spreadsheets**.

Example 1

In this example, the Client Balance List report created in the previous section is selected, and the only selection criteria selected is the date range.

When the Process button is pressed, a progress bar appears showing the progress of the report, and then a message appears that contains the location and name of the completed report.



The processing of the report retrieves the data from the database and generates the results in an Excel spreadsheet



1 **TEST** World of Factoring **TEST** Image: Control of Control		В	С	D	E	F	G	н
2 As of: October 31, 2008 Image: Construction of the second of the seco	1	**TEST** World of Factoring *	*TEST**					
3 Client Name Account Executive Beginning Balance Ending Balance 5	2	As of: October 31, 2008						
4 Client Name Account Executive Beginning Balance Ending Balance 5	3							
5 Control Control Control 6 1776 Publishing (1776) 0 0 0 7 68J00 (68J0) Barrie 100 100 8 Additional / Late Fee Medical Russ 16729 16729 9 Alpha (ALPHA) Russ 300 300 10 Audubon Nature Institute (125 Paul 288259.52 288259.52 11 BBS Trucking (BBS) Rebecca 3996 3996 12 Beta Baking (BETA) Rebecca 0 0 13 Daily Rate Enterprise (2/TAG) Barrie 46555.26 46555.26 14 Daily Rate Enterprise (2/TAG) Barrie 1000 1000 15 Fee Escrow, LLC (19) Rebecca 49964.24 49964.24 16 Fee Statement, Inc. (FEESTMT) Paul 1500 1500 1500 17 First Companion (FIRSTCOM) Russ 10000 10000 18 Flat Fee National (SIEMANS2) Rebecca 92594.07 92594.07 12 <td>4</td> <td>Client Name</td> <td>Account Executive</td> <td></td> <td>Beginning Balance</td> <td></td> <td>Ending Balance</td> <td>1</td>	4	Client Name	Account Executive		Beginning Balance		Ending Balance	1
6 1776 Publishing (1776) 0 0 7 68J10 (68J10) Barrie 100 100 8 Additional / Late Fee Medical Russ 16729 16729 9 Alpha (ALPHA) Russ 300 300 10 Audubon Nature Institute (125 Paul 288259.52 288259.52 12 B85 Trucking (BS5) Rebecca 3996 3996 13 Daily Rate Enterprise (2/TAG) Barrie 46555.26 46555.26 14 Daily Rate Enterprise (2/TAG) Barrie 1000 100 15 Fee Scrow, LLC (19) Rebecca 49964.24 49964.24 16 Fee Statement, Inc. (FEESTMT) Paul 1500 1500 17 First Companion (FIRSTCOM) Russ 10000 1000 18 Fiat Fee National (SIEMANS2) Rebecca 92594.07 92594.07 10 Inventory Rebecca 92594.07 92594.07 12 Master Money Check Cashing (Paul 234880 234880 13 Monthly Fee Statement Client Barrie 0 Qo 14	5							1
7 68J10 (68J10) Barrie 100 100 8 Additional / Late Fee Medical (Russ 16729 16729 9 Alpha (ALPHA) Russ 300 300 10 Audubon Nature Institute (125 Paul 288259.52 288259.52 11 BBS Trucking (BBS) Rebecca 3996 3996 12 Beta Baking (BETA) Rebecca 0 0 0 13 Daily Rate Enterprise (2/TAG) Barrie 100 100 100 15 Fee Escrow, LLC (19) Rebecca 49964.24 49964.24 49964.24 16 Fee Statement, Inc. (FEESTMT) Paul 1500 1500 1500 17 First Companion (FIRSTCOM) Russ 10000 10000 18 Flat Fee National (SIEMANS2) Rebecca 0 0 0 20 Inventory Rebecca 92594.07 92594.07 92594.07 24 Magatir Money Check Cashing (Paul 234880 234880 234880 234880 23 Monthly Fee Statement Client Barrie 0 0 -100	6	1776 Publishing (1776)			0		0	
8 Additional / Late Fee Medical Russ 16729 16729 9 Alpha (ALPHA) Russ 300 300 10 Audubon Nature Institute (125 Paul 288259.52 288259.52 11 BBS Trucking (BBS) Rebecca 3996 3996 12 Beta Baking (BETA) Rebecca 0 0 13 Daily Rate Enterprise (2/TAG) Barrie 1000 100 15 Fee Escrow, LLC (19) Rebecca 49964.24 49964.24 16 Fee Statement, Inc. (FEESTMT) Paul 1500 1500 17 First Companion (FIRSTCOM) Russ 10000 10000 18 Flat Fee National (SIEMANS2) Rebecca 75326.8 75326.8 19 Gemini Freighter (GEMINI) Rebecca 0 0 0 20 Inventory Rebecca 92594.07 92594.07 2284880 23 Monthly Fee Statement Client Barrie 0 Que Que 0 100 24 NegativeFee_Test (NEG) Russ 50598.09 56598.09 56598.09 56598.09 5	7	68J10 (68J10)	Barrie		100		100	
9 Alpha (ALPHA) Russ 300 300 10 Audubon Nature Institute (125 Paul 288259.52 288259.52 11 BBS Trucking (BBS) Rebecca 3996 3996 12 Beta Baking (BETA) Rebecca 3996 3996 13 Daily Rate Enterprise (2/TAG) Barrie 46555.26 46555.26 14 Daily Rate Enterprise (2/TAG) Barrie 100 100 15 Fee Escrow, LLC (19) Rebecca 49964.24 49964.24 16 Fee Statement, Inc. (FEESTMT) Paul 1500 1500 17 First Companion (FIRSTCOM) Russ 10000 10000 18 Flat Fee National (SIEMANS2) Rebecca 0 0 0 10 Inventory Rebecca 0 0 0 0 21 Kendall Electric (KENDALL) Rebecca 0 <td< td=""><td>8</td><td>Additional / Late Fee Medical</td><td>Russ</td><td></td><td>16729</td><td></td><td>16729</td><td>1</td></td<>	8	Additional / Late Fee Medical	Russ		16729		16729	1
10 Audubon Nature Institute (125 Paul 288259.52 288259.52 11 BBS Trucking (BBS) Rebecca 3996 3996 12 Beta Baking (BETA) Rebecca 0 0 13 Daily Rate Enterprise (2/TAG) Barrie 46555.26 46555.26 14 Daily Rate Enterprise (2/TAG) Barrie 100 100 15 Fee Escrow, LLC (19) Rebecca 49964.24 49964.24 16 Fee Statement, Inc. (FEESTMT) Paul 1500 1500 17 First Companion (FIRSTCOM) Russ 10000 10000 18 Flat Fee National (SIEMANS2) Rebecca 75326.8 75326.8 19 Gemini Freighter (GEMINI) Rebecca 0 0 20 Inventory Rebecca 92594.07 92594.07 21 Kendall Electric (KENDALL) Rebecca 92594.07 92594.07 22 Master Money Check Cashing (Paul 234880 234880 234880 23 Monthly Fee Statement Client Barrie 0 0 0 24 NegativeFee_Test (NEG)	9	Alpha (ALPHA)	Russ		300		300	1
11 BBS Trucking (BBS) Rebecca 3996 3996 12 Beta Baking (BETA) Rebecca 0 0 13 Daily Rate Enterprise (2/TAG) Barrie 46555.26 46555.26 14 Daily Rate II Hospital (DAILYRA Barrie 100 100 100 15 Fee Escrow, LLC (19) Rebecca 49964.24 49964.24 16 Fee Statement, Inc. (FEESTMT) Paul 1500 1500 1500 17 First Companion (FIRSTCOM) Russ 10000 10000 18 Flat Fee National (SIEMANS2) Rebecca 75326.8 75326.8 19 Gemini Freighter (GEMINI) Rebecca 0 0 20 Inventory Rebecca 92594.07 92594.07 21 Master Money Check Cashing (Paul 234880 234880 234880 23 Monthly Fee Statement Client Barrie 0 C_{20} 10 25 Next Celebration World (WALI Barrie 30526 30526 30526 30526 30526 30526 30526 30526 30526 30526 30526 30526	10	Audubon Nature Institute (125	Paul		288259.52		288259.52	-
12 Beta Baking (BETA) Rebecca 0 0 13 Daily Rate Enterprise (2/TAG) Barrie 46555.26 46555.26 14 Daily Rate II Hospital (DAILYRA Barrie 100 100 15 Fee Escrow, LLC (19) Rebecca 499964.24 49964.24 16 Fee Escrow, LLC (19) Rebecca 49964.24 49964.24 16 Fee Statement, Inc. (FEESTMT) Paul 1500 1500 17 First Companion (FIRSTCOM) Russ 10000 10000 18 Flat Fee National (SIEMANS2) Rebecca 0 0 20 Inventory Rebecca 0 0 0 21 Kendall Electric (KENDALL) Rebecca 92594.07 92594.07 22 Master Money Check Cashing (Paul 234880 234880 234880 23 Monthly Fee Statement Client Barrie 0 \bigcirc_0 0 24 NegativeFee_Test (NEG) Russ -100 -100 25 Recycle Bin Company (FCC01) Russ 56598.09 56598.09 26 Recycle Bin Company (MONEY <td>11</td> <td>BBS Trucking (BBS)</td> <td>Rebecca</td> <td></td> <td>3996</td> <td></td> <td>3996</td> <td></td>	11	BBS Trucking (BBS)	Rebecca		3996		3996	
13 Daily Rate Enterprise (2/TAG) Barrie 46555.26 14 Daily Rate II Hospital (DAILYRA Barrie 100 100 15 Fee Escrow, LLC (19) Rebecca 49964.24 49964.24 16 Fee Statement, Inc. (FEESTMT) Paul 1500 1500 17 First Companion (FIRSTCOM) Russ 10000 10000 18 Flat Fee National (SIEMANS2) Rebecca 75326.8 75326.8 19 Gemini Freighter (GEMINI) Rebecca 0 0 20 Inventory Rebecca 92594.07 92594.07 22 Master Money Check Cashing (Paul 234880 234880 1000 23 Monthly Fee Statement Client Barrie 0 0 100 24 NegativeFee_Test (NEG) Russ -100 -100 25 Next Celebration World (WALL Barrie 30526 30526 30526 26 Recycle Bin Company (FCC01) Russ 56598.09 56598.09 100 29 The Money Company (MONEY Paul 144534.68 144534.68 144534.68 31 1051863.66	12	Beta Baking (BETA)	Rebecca		0		0	1
14 Daily Rate II Hospital (DAILYRA Barrie 100 100 15 Fee Escrow, LLC (19) Rebecca 49964.24 49964.24 16 Fee Statement, Inc. (FEESTMT) Paul 1500 1500 17 First Companion (FIRSTCOM) Russ 10000 10000 18 Flat Fee National (SIEMANS2) Rebecca 75326.8 75326.8 19 Gemini Freighter (GEMINI) Rebecca 0 0 20 Inventory Rebecca 0 0 21 Kendall Electric (KENDALL) Rebecca 92594.07 92594.07 22 Master Money Check Cashing (Paul 234880 234880 244880 23 Monthly Fee Statement Client Barrie 0 0 -100 24 NegativeFee_Test (NEG) Russ -100 -100 25 Next Celebration World (WALL Barrie 30526 30526 30526 26 Recycle Bin Company (FCC01) Russ 56598.09 56598.09 -100 29 The Money Company (MONEY Paul 144534.68 144534.68 144534.68 -144534.68	13	Daily Rate Enterprise (2/TAG)	Barrie		46555.26		46555.26	
15 Fee Escrow, LLC (19) Rebecca 49964.24 49964.24 16 Fee Statement, Inc. (FEESTMT) Paul 1500 1500 17 First Companion (FIRSTCOM) Russ 10000 10000 18 Flat Fee National (SIEMANS2) Rebecca 75326.8 75326.8 19 Gemini Freighter (GEMIN) Rebecca 0 0 20 Inventory Rebecca 0 0 21 Kendall Electric (KENDALL) Rebecca 92594.07 92594.07 22 Master Money Check Cashing (Paul 234880 234880 234880 23 Monthly Fee Statement Client Barrie 0 0 -100 24 NegativeFee_Test (NEG) Russ -100 -100 25 Next Celebration World (WALL Barrie 30526 30526 30526 26 Recycle Bin Company (FCC01) Russ 56598.09 56598.09 30526 29 The Money Company (MONEY Paul 144534.68 144534.68 144534.68 144534.68 31 1051863.66 1051863.66 1051863.66 1051863.66 <t< td=""><td>14</td><td>Daily Rate II Hospital (DAILYRA</td><td>Barrie</td><td></td><td>100</td><td></td><td>100</td><td>1</td></t<>	14	Daily Rate II Hospital (DAILYRA	Barrie		100		100	1
16 Fee Statement, Inc. (FEESTMT) Paul 1500 1500 17 First Companion (FIRSTCOM) Russ 10000 10000 18 Flat Fee National (SIEMANS2) Rebecca 75326.8 75326.8 19 Gemini Freighter (GEMINI) Rebecca 0 0 20 Inventory Rebecca 0 0 21 Kendall Electric (KENDALL) Rebecca 92594.07 92594.07 22 Master Money Check Cashing (Paul 234880 234880 234880 23 Monthly Fee Statement Client Barrie 0 Que 24 24 NegativeFee_Test (NEG) Russ -100 -100 25 Next Celebration World (WALl Barrie 30526 30526 30526 26 Recycle Bin Company (FCC01) Russ 56598.09 56598.09 30526 29 The Money Company (MONEY Paul 144534.68 144534.68 144534.68 144534.68 31 1051863.66 1051863.66 1051863.66 1051863.66 1051863.66	15	Fee Escrow, LLC (19)	Rebecca		49964.24		49964.24	
17 First Companion (FIRSTCOM) Russ 10000 10000 18 Flat Fee National (SIEMANS2) Rebecca 75326.8 75326.8 19 Gemini Freighter (GEMINI) Rebecca 0 0 20 Inventory Rebecca 0 0 21 kendall Electric (KENDALL) Rebecca 0 0 22 Master Money Check Cashing (Paul 234880 234880 234880 23 Monthly Fee Statement Client Barrie 0 0 0 24 NegativeFee_Test (NEG) Russ -100 -100 25 Next Celebration World (WALI Barrie 30526 30526 30526 26 Recycle Bin Company (FCC01) Russ 56598.09 56598.09 30526 26 TBS (KIMTEST) Rebecca 0 0 0 0 10 29 The Money Company (MONEY Paul 144534.68 144534.68 144534.68 144534.68 1051863.66 1051863.66 1051863.66 1051863.66 1051863.66 1051863.66 1051863.66 1051863.66 1051863.66 10	16	Fee Statement, Inc. (FEESTMT)	Paul		1500		1500	1
18 Flat Fee National (SIEMANS2) Rebecca 75326.8 75326.8 19 Gemini Freighter (GEMINI) Rebecca 0 0 20 Inventory Rebecca 0 0 21 Kendall Electric (KENDALL) Rebecca 92594.07 92594.07 22 Master Money Check Cashing (Paul 234880 234880 234880 23 Monthly Fee Statement Client Barrie 0	17	First Companion (FIRSTCOM)	rst Companion (FIRSTCOM) Russ 10000					
19 Gemini Freighter (GEMINI) Rebecca 0 0 20 Inventory Rebecca 0 0 21 Kendall Electric (KENDALL) Rebecca 92594.07 92594.07 22 Master Money Check Cashing (Paul 234880 234880 23 Monthly Fee Statement Client Barrie 0 0 24 NegativeFee_Test (NEG) Russ -100 25 Next Celebration World (WALl Barrie 30526 30526 26 Recycle Bin Company (FCC01) Russ 56598.09 56598.09 27 Spinach Warehouse (7) Paul 0 0 0 28 TBS (KIMTEST) Rebecca 0 0 0 29 The Money Company (MONEY Paul 144534.68 144534.68 144534.68 30 1051863.66 1051863.66 1051863.66 1051863.66	18	Flat Fee National (SIEMANS2)	lat Fee National (SIEMANS2) Rebecca 75326.8					
20 Inventory Rebecca 0 0 21 Kendall Electric (KENDALL) Rebecca 92594.07 92594.07 22 Master Money Check Cashing (Paul 234880 234880 23 Monthly Fee Statement Client Barrie 0 400 24 NegativeFee_Test (NEG) Russ -100 -100 25 Next Celebration World (WALl Barrie 30526 30526 30526 26 Recycle Bin Company (FCC01) Russ 56598.09 56598.09 30526 27 Spinach Warehouse (7) Paul 0	19	Gemini Freighter (GEMINI)	Rebecca		0		0	1
21 Kendall Electric (KENDALL) Rebecca 92594.07 92594.07 22 Master Money Check Cashing (Paul 234880 234880 234880 23 Monthly Fee Statement Client Barrie 0	20	Inventory	Rebecca		0		0	
22 Master Money Check Cashing (Paul 234880 234880 23 Monthly Fee Statement Client Barrie 0 0 24 NegativeFee_Test (NEG) Russ -100 -100 25 Next Celebration World (WALI Barrie 30526 30526 30526 26 Recycle Bin Company (FCC01) Russ 56598.09 56598.09 30 27 Spinach Warehouse (7) Paul 0 0 0 29 The Money Company (MONEY Paul 144534.68 144534.68 144534.68 31 1051863.66 1051863.66 1051863.66 1051863.66	21	Kendall Electric (KENDALL)	Rebecca		92594.07		92594.07	
23 Monthly Fee Statement Client Barrie 0 0 24 NegativeFee_Test (NEG) Russ -100 25 Next Celebration World (WALI Barrie 30526 30526 26 Recycle Bin Company (FCC01) Russ 56598.09 56598.09 27 Spinach Warehouse (7) Paul 0 0 28 TBS (KIMTEST) Rebecca 0 0 29 The Money Company (MONEY, Paul 144534.68 144534.68 31 1051863.66 1051863.66 1051863.66	22	Master Money Check Cashing	Paul		234880		234880	1
24 NegativeFee_Test (NEG) Russ -100 -100 25 Next Celebration World (WALI Barrie 30526 30526 26 Recycle Bin Company (FCC01) Russ 56598.09 56598.09 27 Spinach Warehouse (7) Paul 0 0 28 TBS (KIMTEST) Rebecca 0 0 29 The Money Company (MONEY Paul 144534.68 144534.68 30	23	Monthly Fee Statement Client	Barrie		0			1
25 Next Celebration World (WALl Barrie 30526 30526 26 Recycle Bin Company (FCC01) Russ 56598.09 56598.09 27 Spinach Warehouse (7) Paul 0 0 28 TBS (KIMTEST) Rebecca 0 0 29 The Money Company (MONEY Paul 144534.68 144534.68 30 1051863.66 1051863.66 1051863.66	24	NegativeFee_Test (NEG)	Russ		-100		-100	
26 Recycle Bin Company (FCC01) Russ 56598.09 56598.09 27 Spinach Warehouse (7) Paul 0 0 28 TBS (KIMTEST) Rebecca 0 0 29 The Money Company (MONEY Paul 144534.68 144534.68 30 1 1051863.66 1051863.66	25	Next Celebration World (WAL	Barrie		30526		30526	1
27 Spinach Warehouse (7) Paul 0 0 28 TBS (KIMTEST) Rebecca 0 0 29 The Money Company (MONEY Paul 144534.68 144534.68 144534.68 30 1051863.66 1051863.66 1051863.66 1051863.66	26	Recycle Bin Company (FCC01)	Russ		56598.09		56598.09	
28 TBS (KIMTEST) Rebecca 0 0 29 The Money Company (MONEY Paul 144534.68 144534.68 144534.68 30 1051863.66 1051863.66 1051863.66 1051863.66	27	Spinach Warehouse (7)	Paul		0		0	1
29 The Money Company (MONEY Paul 144534.68 144534.68 144534.68 144534.68 1051863.66	28	TBS (KIMTEST)	Rebecca		0		0	
30 31 1051863.66 1051863.66 1 23 14 4 b b Shapt1 (Shapt2 (Shapt2 (9))	29	The Money Company (MONEY	Paul		144534.68		144534.68	4
31 1051863.66 1051863.66	30							
27 H 4 b H Shaet1 (Shaet2 / Chaet2 / P1 /	31				1051863.66		1051863.66	1
	27	Sheet1 Sheet2 She	et3 P					1

Example 2

This example uses the same template as Example 1, but shows the effect of using a Sort field and limiting display to Active accounts only in Client Filters:

- Show active clients only
- Sort by Account Executive

📕 Client Summa	ry Worksheet	
Template:	Client Balance List.xls	
Client		Clear
AE:		Clear
Client group:	Value:	Clear
Office:		Clear
Broker:		Clear
Territory:		Clear
Region		Clear
As of date:	October 31, 2008	Today
Activity from date:	October 1, 2008	Make 1st
Sort field #1:	A/E Group:	- Clear
Sort field #2:	- Group:	▼ Clear
Sort field #3:	- Group:	👻 Clear
Client filter:	Active Only Summary Create s View spr Convert Accumu Process	r only eparate broker reports eadsheet when finished to native currency late to master clients Egit Help

The processing of the report retrieves the data from the database and generates the results in an Excel spreadsheet:

Note that the report format, which is controlled by the template, is the same, but the results are grouped by Account Executive (based on the Sort criteria) and subtotaled by Account Executive.

1	В	С	D	E	F	G	н	
1	**TEST** World of Factoring *	*TEST**						
2	As of: October 31, 2008							
3								
4	Client Name	Account Executive		Beginning Balance		Ending Balance		
5								
6	Daily Rate Enterprise (2/TAG)	Barrie		46555.26		46555.26		
7	Daily Rate II Hospital (DAILYRA	Barrie		100		100		
8	Next Celebration World (WAL	Barrie		30526		30526		
9				77181.26		77181.26		
10								
11	Audubon Nature Institute (125	Paul		288259.52		288259.52		
12	Fee Statement, Inc. (FEESTMT)	Paul		1500		1500		
13	Master Money Check Cashing	Paul		234880		234880		
14	The Money Company (MONEY	Paul		144534.68		144534.68		
15				669174.2		669174.2		
16								
17	BBS Trucking (BBS)	Rebecca		3996		3996		
18	Fee Escrow, LLC (19)	Rebecca		49964.24		49964.24		
19	Flat Fee National (SIEMANS2)	Rebecca		75326.8		75326.8		
20	Kendall Electric (KENDALL)	Rebecca		92594.07		92594.07		
21				221881.11		221881.11		
22								
23	Alpha (ALPHA)	Russ		300		300		
24	First Companion (FIRSTCOM)	Russ		10000		10000		
25	NegativeFee_Test (NEG)	Russ		-100		-100		Г
26	Recycle Bin Company (FCC01)	Russ		56598.09		56598.09		
27				66798.09		66798.09		
28								
29				1035034.66		1035034.66		
30			_					

Example 3

This example shows the Client Worksheet report generated based on the options specified on the Client Summary Worksheet screen. The Client Worksheet template is one of the stock templates provided with FactorSoft (ClientWorkSheet.xls):

📕 Client Summa	ry Worksheet	×
Template:	Dien/WorkSheet.xls	
Client:	×	Clear
RM:		Clear
Client group:	INDUSTRY Value: TRANSPORTATION	Clear
Office:	×	Clear
Broker:	×	Clear
Territory:	MOUNTAIN	Clear
Region	V	Clear
As of date:	December 31, 2009	Today
Activity from date:	December 1, 2009	Make 1st
Sort field #1:	Office Group:	Clear
Sort field #2:	Group:	Clear
Sort field #3:	y Group:	Clear
Client filter:	With Balances	eports finished cy ents <u>H</u> elp

The processing of the report retrieves the data from the database and generates the results in an Excel spreadsheet:

8	Ċ	0			К		M		N	Ô.	Y	V	W	X	Y)			
FactorSoft Funding	_	-		_		-		_		-					- 1			
As Of December 35, 2009															1			
As of December 31, 2005															1			
		Gross		incourse!	Elable	Advance	0	10.00	Funda	Accrued		Current	Not	1-30 Dec				
Clert Name .	AE.	RA.		ineligible	AR	Fate	Avai	ace.	Employed	Feet	Available	Balance	Total	Balance	Tota			
MONTANA GOLD ENTERPRISES, LLC	A LONG MALE	2 2 2 2 2 2 2			1 1 1 1 1 1	90%	2.044		(1,788.59)	70.00	1,705.50		101.000		- 1			
PROFILE TRANSPORT SERVICES	AD IEVEN	6,016,04			6,016,04	01%	4,979		4,498.19	11.10	175,580	6,516.98	100.0078					
BENELU TRANSPORT, ML	ADIEVEN	844 278 47			200 220 42	10.0	200.242		2022 1222 422	0.007.07	(2.342.88)	214 844 34						
COUNTY VIEWERS AND	AD IEVEN	000,770 %		1,000.00	199,120.44	10.00	128,744		191,103.00	1,007.00	17,041,000	104,001,00	41.11%	57,281.85	1.00			
THE TRUCK OF THE	10000000					00.00												
STR. TRANSPORTATION AND	100.000	104 100 74		1 1 1 1 1 1 1	101 101 101		174 847	1.10	178 787 48		(2.312.67)	124 244 87	44.7.48	10.134 77				
TETRE BOURTAN OLOBAL BC	Louis and	124,19974		1,152.66	The bare of	1000	100,000	40	100,012,40	8,799.19	36,010,003	100,004,07	00.01%	10,104.77	11.00			
TABASTICA TRANSPORT DEPLATE	CONCERNS.														- 2			
Contraction of the contraction of the contraction		917,350.86		4,175.02	953,175.64		897,767	.20	882,678.78	12,068.91	(7,945.54)	873,338.73	91,22%	75,496,42	7.89%			
COMPRESSION, EXTREME LLC	THEFT	3 172 64			3 172 65	87%	2 044	1.14	2 048 14	71.18	(71.10)	3 373 65	101.005		1			
SUBBLY ACRES TRANSPORTATION A	A DECEMBER	11,459,750		1036.00	10,473,00	01.00	6,000	75	10 207 72	455.74	11.415 47	1,012,00		10 473 55	10.000			
SALTENCY AND A STRUCTURE	-Turnett	11,404.04			10,002.00	1110	1,000		10,007.78	400.40	(1,412,617)			10,000.00				
TRT	Theorem	154 199 74		1 1 26 1 2	181 074 72	80%	126.942	26	135 272 45	2 250 10	(2.312.62)	126 264 87	88.24%	10.134.77	11.745			
1810	a conferent	168,001,24		4 161 02	943,876,22	17.5	147.408	108	147 538 32	3 256 63	(3.805.02)	138 437 47	42.395	28.457.77	17 0050			
										1,411111	10,000,000			and one of the				
NATIONAL ARMORED TRANSPORT	5"KSTUBBE	800,778.42		1,050.00	799,728.42	95%	799,742	1.00	757,133.68	9,897.63	(7,341.80)	734,801.28	91,77%	67,361.65	7.96%			
RED RIVER TRANSPORTATION BOB	ENSTEVEN		-	Y	2	AA	AB	AC	AF	AG	AH	Al		A.J	AK	AL	AO	AQ
E.E. BREEZE TRUCKING , INC.	ASTEVEN				-		1.90						_			1.8	1.00	1114
SOLAR TRANSPORTATION INC.	KUEBBEY.		1															
		000,770.42	2															
Tele		1 818 185 17	13	5. 11	31,40 Gev	No.	61.00 Dev	2.0	# 91-Over Dev	Not.	M.T.D	8.7	.0	M.T.D	8.7.0	6.T.0	8.7.0	
	and the second	and the state of the	44	Total	Balance	Total	Balance	Tel	al Balance	Total	Sales	Recov	10	Paymenta (Charge backs	Give backs	WD/Suspense	Olution %
			6															
			6															
											4,014,00							
			9	7.16%	7,485.51	0.80%	1,050.00	0.12	N		1,202,909.34		1.12	15,662,63		200.00		-0.02%
			10															
			12	11.78%							155,733,87		13	7,840.14				
			17															
			15	7.89%	7,485.51	0.78%	1,010.00	0.11			1,381,015,71		1.31	3,802.77		200.00		-0.02%
			16															
			11								2,372,90							
			15	10.00%	1,006.00	9.04%					5,565,00			6,717.16	145.04			2.10%
			20	11,78%							155,733,87		12	7.840.14				
			21	17.00%	1.036.00	0.62%					163,991,37		14	4.857.30	145.04			0.10%
			22															
			23	7.10%	7,485.51	0.57%	1,010.00	0.131	4		1,202,909.34		0.0	15,662,63		200.00		-0.02%
			25															
			26											6,336.00		6,336.00		-100.00%
			27	7.16%	7,485.51	0.80%	1,010.00	0.13	4		1,202,909.34		0.0	C9.898.11		6,536.00		-0.55%
			28		15.047.02	0.81%	2 100 00	0.00			2 727 818 42		2.64	0 268 70	141.04	6 736 00		4.25%
			- ESE		10.001.00				The second se		100 million (100 m							

Getting Started

This section of the document addresses the following topics:



- Creating a new Client Summary Worksheet
- Saving the worksheet template in the FactorSoft Reports directory
- Generating Client Summary Worksheets

FactorSoft is provided with an array of pre-defined templates designed to suit a variety of anticipated reporting needs. These reports can be customized to suit your needs such as isolating one or including all clients, grouping by specific subcategories (A/E, Client Group, Office, etc), and sorting to prioritize results based on the selection criteria entered on the Client Summary Worksheet screen. These templates are outlined in the following table:

Template	Description
Activity_Accrual_ Summary.xls	The Activity Accrual Summary provides a summary of clients' A/R activity, Cash Received, Purchases, Reserve Activity, Settlement, and Fees during a specified date range.
Activity_By_ Region.xls	The Activity By Region report provides a summary of clients' A/R activity, broken-out by region during a specified date range, including Amounts, Fees, Averages, and Number of Buys, Invoices, Checks, Payments, and Adjustments.
AR_Loan_Sum- mary.xls	The AR Loan Summary provides a snapshot of clients' A/R activity during a spe- cified date range, including Amounts, Fees, Averages, and Number of Buys, Invoices, Checks, Payments, and Adjustments.
Average_Net_Fund- s.xls	The Average Net Funds report provides a summary of clients' Current Gross A/R, Current Cash Reserves, Current Escrowed Reserves, Current Funds Employed, and Average Funds Employed.
Balance.xls	The Balance report provides a summary of clients' A/R activity during a spe- cified date range, including Amounts, Fees, Averages, and Number of Buys, Invoices, Checks, Payments, and Adjustments.
Broker_Analysis.xls	The Broker Analysis report provides a summary of Broker activity during a spe- cified date range, including A/R Activity—balances, purchases, collections, chargebacks, giveback, gross collections—Settlement, a breakdown of Fees, and a breakdown for Commissions. The Date Signed is also listed. The report can be run on one broker or all brokers, for all or one client. The Sort Fields do not apply to this report.
ClientWorkSheet.xls	The Client Worksheet provides a summary of clients' financial activity, by A/E, during a specified date range, including Gross A/R, Recourse/Ineligible, Eligible A/R, Advance Rate, Gross Available, Funds Employed, Accrued Fees, Available Cash, Current Balance, a breakdown of balances by Aging bucket and the per-



Template	Description
	centage of each against the Total, a Month To Date summary of Sales, Recourse, Payments chargebacks, givebacks, WO/Suspense, as well as dilution percentage.
Ineligibility.xls	The Ineligibility report provides a summary of clients' ineligibility during a spe- cified date range, including Gross A/R, Cash Reserves, Escrowed Reserves, Funds Employed, Effective Rate, Industry, Eligible Rate, Ineligible Rate, and Ine- ligible Amount.
Insurers.xls	The Insurers report provides a summary of Insurers for each client, and lists the Insurer, Amount Insured, Expiration, and UCC#. The report can be run on one cli- ent or all clients.

Save the Worksheet Template

When you have created the template in Excel, save it to the FactorSoft Report Path. All templates must be saved in the defined Reports directory, typically C:\FactorSoft\Reports. To verify your defined Report directory, open the About FactorSoft screen from the Help menu.

NOTE

If an older version of FactorSoft is being used, the path may be displayed with a FactorSoft or CADENCE folder instead of a FactorSoft folder.

Templates for use with the Client Summary Worksheet must be saved in the .XLS format specific to Microsoft Excel 97-2003, not the newer .XLSX format specific to Microsoft Excel 2007. If using Excel 2007, select Save As and in the Save As Type list, select Excel 97-2003 Workbook (*.xls).

The Report Path field contains the path where you must save the Excel spreadsheet templates.

- 1. Save the template as an .XLS file.
- 2. Save the template with a descriptive name (Client_Balance_List.xls in this example) to make it easy for anyone who might use the report to find it.

Using the Client Summary Worksheet

Business methods among lenders vary greatly; consequently, their requirements for personalized reports vary as well. The Client Summary Worksheet in FactorSoft was developed with customization in mind. With it, you can create ad hoc reports based on many predefined data fields from the Client and CalcClient tables and then save the report as a template to be reused over and over again.



Client Summary/Ineligibility Report

This report lists Funds Employed, Collateral and Reserves for the client listed or all clients for the selected dates.



Save the Excel template that defines the format of the report in the common report folder (typically C:\FactorSoft\Reports)

If an older version of FactorSoft is being used, the path may be displayed with a FactorSoft or CADENCE folder instead of a FactorSoft folder.



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 > Field- s/Screen Behavior > Miscellaneous > Use Client Search instead of drop downs is set to



Field	Description
	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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	 Terminology > Select account executive based on check box: TRUE
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table. Click Clear to remove the selection.
Office	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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
As of date	Enter the "to" date of the date range for which to produce the report. Click Today adjacent

Field	Description
	to this field to enter the current working date.
Activity from date	Enter the "from" date of the date range for which to produce the report. Click Make 1st adja- cent to this field to enter the first day of the current working date month.
Client sum- mary detail	Select this option to generate the Client Summary Detail report, which details balances for each client in Funds Employed, Collateral, and Reserves sections.
Client sum- mary total	Select this option to generate the Client Summary Total report, which is in the same format as the Client Summary Detail, but contains only a total of all clients without individual client detail.
Client ineligibility report	Select this option to generate the Ineligibility Report, which details ineligible invoices as indi- vidual line items by debtor within client, displaying balances, ages, and ineligibility reason.
Convert sum- maries to native cur- rency	Select this option to convert amounts from the base currency to the native currency (the currency of the transaction). The conversion occurs on a client-by-client basis. If the client has a currency type set and the currency type is different from the default currency, Fact-orSoft looks up the conversion rate using the As of date in the currency table for the client's currency. For example, if client ABC Company has a currency type of Canadian Dollars and the daily conversion rate for Canadian dollars is 1.5, the report increases all of the client's amounts by a factor of 1.5.
Show	 Select the option that determines invoices to be included in the report. This option is only available when the Client ineligibility report is selected: All unpaid invoices Ineligible invoices only
Sort	 Select the sort option that determines the order in which to display detail data. This option is only available when the Client ineligibility report is selected: Debtor/Invoice: includes a break between each debtor with totals for Balance, Amount Eligible, and Available fro Recourse.
Quitaut	Invoice only: some as above, but without debtor break and totals.
Output	Select one of the following print output options from the drop-down list:



Field	Description
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.
Process	Click this button to generate the report to the Output method selected.
Exit	Click this button to close the screen.

CHEEZBALL EXPRESS (1015)			
Funds Employed			
A/R Balance:	3,200.00	Beginning A/R. Balance:	3,200.00
Fee Escrow:		Debit purchases:	0.00
Reserve Escrow:	320.00	Credit purchases:	0.00
Advanced Balance:	2,880.00	Purchases:	
Cash Reserves:		Collections:	
P.O.Load Advances:		Recourse:	
simple interest Loans:		Charge backs:	
Hald Funds		WITE OTLA SUSTAINEY	
Total Funds Employed	2 660.00	Ending A/R Balance:	3,200,00
	2,000,000	4/8 Tum:	
		Faminos	
		Tax on Earnings:	
		1-30 Days:	1 200 00 000
		45-50 Days:	9,499,999,997,99
		61-75 Days:	
		Over 75 Days	
Collateral		010110 0232	
A/R Balance:	3,200.00		
+ Paid in Float			
- Dilution:			
- involces in Dispute:			
- Involces Available For Recourse:			
- Ineligible Set Asides:			
 Ineligible Involces: 			
- Cross ineligibility :			
Available Collateral:	3,200.00		
Reserves			
		Cash Reserves:	
		+ Escrow Reserves:	320.00
		Total Reserves:	420.00
		 Recourse/ineligible: 	
		- Accrued involce Fees:	176.00
		- Accrued interest:	
		Adjusted Reserves:	144.00
		- Required Reserves:	320.00
		 Addi Reserves Required; 	

System Preferences

The following system preferences for this report are located in the Administration module, System Preferences, **Reports**, **client summary/ineligibility reports** folder.

Preference	Description
Accumulate master clients	Set to True to group member clients to master client in the report results. When this preference is set to True, this changes the Client Group/Value filtering of the report. The client group functionality matches to the master client and determines whether its members appear in the results returned on the report . The Group and Value settings for the member clients of a master are not con- sidered.

Available for Recourse Report

The Client Recourse - Available for Recourse Report generates a report that lists the items that are currently available for recourse or chargebacks. Typically, these items could include; Short payments, Over payments, Unidentified Invoice, Items beyond Recourse days, and In Dispute Items. The report can include opening and closing texts (defined in the Statement Text Table) so that the report can be provided to the client as a notice of invoices eligible for recourse.



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 > Field- s/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



Field	Description
	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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	 Terminology > Select account executive based on check box: TRUE
Group/Valu-	Select the client group to which to limit the results in the report.
e	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .
	In the adjacent list, select the specific client group value to which to limit the report results from the list.
	Client Groups are defined in the Group Code Table.
	Click Clear to remove the selections.
As-of Date	Set the date through which to limit the report results for items available for recourse through a given date in the past. This is a required field.
Introduction	Select the Statement Text Table entry that contains the text to include at the beginning of the report. Leave this field blank if you don not which to include text at the beginning of the report.
Conclusion	Select the Statement Text Table entry that contains the text to include at the end of the report. Leave this field blank if you don not which to include text at the end of the report.

jh

Field	Description
Default Printer	Displays the default printer used to generate reports
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
Output	Select one of the following print output options from the drop-down list:
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	Email to email the report directly to the selected client.
	 Preference to generate the report to the output option specified in the Client Inform- ation Preference selection. Click here for <u>Preference Printing</u> help.
Show Eli- gible	Select the options that indicate the invoices to be included in the report. Any individual option, any combination of options, or all options are valid, but at least one must be selected to generated the report (provided there are matching invoices for the selection criteria defined).
	Over age invoices
	Invoices paid short
	Invoices paid over
	Invoices in dispute
	Ineligible invoices
Sort by cli- ent then	Select the secondary sort method that determines how items are sorted within client on the report:
	Invoice - sort by invoice number within client
	 Debtor w/o total - sort by debtor name within client
	• Debtor with total - sort by debtor within client. A totals line separates each debtor.
Include Last	Select this option to include the last Collection Note entered for the invoice in the Explan-

Field	Description
Collection Note in Explanation	ation column of the report.
Each Client Starts on a New Page	Select this option to force a new page for each client break in the report. If this is not selec- ted, multiple clients can be printed on one page.
Print	Click this button to generate the report to the Output method selected.
Exit	Click this button to close the screen.

Upland Factors, L	LC										Potential C	Chargeback/Ri As Of I	ecourse Report March 1, 2011
Client Debtor	Іпчоісе	Rec . Days	Invoice Date	Age	Posted Date	Age	Original A mount	Balance	Escrow	Fee Eamed	C/B Amt	Explanation	
HANDHELD TECH	NOLOGY CORPORATION (1000)												
LOLLIES	4272	90	12/7/2010	85	12/16/2010	78	55.00	55.00	13.75	4.40	45.65	In-dispute	
PARAPANTS	4298	90	12/11/2010	81	12/21/2010	71	7,195.00	7,195.00	1,798.75	575.60	5,971.85	In-dispute	
PARAPANTS	4299	90	12/11/2010	81	12/21/2010	71	900.00	900.00	225.00	72.00	747.00	In-dispute	
WE CONNECT	4312	90	12/17/2010	75	12/21/2010	71	422.00	422.00	105.50	33.78	350.25	In-dispute	
PARAPANTS	4314	90	12/16/2010	78	12/21/2010	71	175.00	175.00	43.75	14.00	145.25	In-dispute	

System Preferences

The following system preferences for this report are located in the Administration module, System Preferences, **Reports**, **Client recourse reports** folder.

Preference	Description
Show [No Buy] on no buy clients	Set to True to display the literal [No Buy] after the client name for no-buy clients.
Available for recourse report Crystal Reports module name	Used to assign the Crystal Reports module name for the Available for Recourse report.

Collateral Menu

Aging Summary Report

The Aging Summary Report summarizes activity for selected clients during a selected date range. For each month end, the report displays a summary of the accounts payable and/or receivable over

successive periods of aging, as well as the total AR/AP for the facility at month end. This report is accessed from the Collateral menu of the Reports module.

rameters Sche	duling Templates				 	
Selection						
Client:	Dockers, Inc. (AR5)				 	*
Facility:						-
Office:						*
A/E:		-	C/0:			*
Client Group:		*	Value:			*
Preferences						
Output:	Preview Fax	Date range:			 	-
	O Print O Email	Thru Date:		 	 	
Format:	○ Accounts re Both	7				
	🔿 Accounts pa					
				 	 	_

Field	Description
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 Template name and click the save button 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.
-	Click this button to save a report template.
8	Click this button to close the report screen.
	Click this button to generate the report to the selected Output format.

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



Field	Description
	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.
	If you leave this field blank, you cannot make selections in the Facility or Collateral fields.
Facility	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.
	If you leave this field blank, you cannot make a selection in the Collateral field.
Office	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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
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 <i>Client Information</i> 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
c/o	Obsolete Field. No selection necessary.
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.

992

jh

Field	Description								
	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.								
	To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .								
Output	Select one of the following print output option from the drop-down list:								
	Preview to preview the report on the window before printing it								
	Print to print the report without previewing it								
	• Fax to fax the report directly to the selected client.								
	Email to email the report directly to the selected client.								
Format	Select the report format to be generated:								
	 Accounts receivable: generate a report based on Accounts Receivable balances entered 								
	Accounts payable: generate a report based on Accounts Payable balances entered.								
	 Both: generates two reports, one after the other. First report is a report based on Accounts Receivable balances entered. The second is a report based on Accounts Pay- able balances entered. 								
Date	Select the date to use for the report from the list:								
Range	• Today								
	• Yesterday								
	• Last Month								
	Current month-to-date								
	Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Fri- day's data (assuming Friday was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Services > Requests >								

jh

Field	Description
	Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True .
From date	Enter the beginning date of the date range for records to be selected for the report.
Thru date	Enter the ending date of the date range for records to be selected for the report.

First Report

Cadeno Client:	eFinanceCorp_Test Dockers, Inc.										A	lging Summary	- <mark>Accounts Receivable</mark> August 19, 2020
Docker	s, Inc.												
Month	ending	0-30		31-60		61-90		91-120		over 120		Total	
Jan 01,	2012	10.00	0.11%	20.00	0.22%	30.00	0.34%	4,440.00	49.83%	4,410.00	49.49%	8,910.00	
Jul 31, 3	2010	987,654.00	58.87%	425,950.00	25.39%	152,350.00	9.08%	96,350.00	5.74%	15,306.00	0.91%	1,677,610.00	
Jun 30,	2010	965,874.00	59.96%	405,986.00	25.20%	159,632.00	9.91%	75,896.00	4.71%	3,560.00	0.22%	1,610,948.00	
May 31	, 2010	879,654.00	49.20%	563,258.00	31.50%	102,596.00	5.74%	159,631.00	8.93%	82,956.00	4.64%	1,788,095.00	
Apr 30,	2010	896,321.00	51.43%	523,654.00	30.05%	96,325.00	5.53%	163,258.00	9.37%	63,214.00	3.63%	1,742,772.00	

Second Report

CadenceFinanceCorp_Test Client: Dockers, Inc.											Aging Summary	y - <mark>Accounts Payable</mark> August 19, 2020
Dockers, Inc.												
Month ending	0-30		31-60		61-90		91-120		over 120		Total	
Jul 31, 2010	1,525,000.00	40.10%	1,250,000.00	32.87%	950,000.00	24.98%	65,321.00	1.72%	12,850.00	0.34%	3,803,171.00	
Jun 30, 2010	1,485,000.00	37.45%	1,150,000.00	29.00%	1,170,000.00	29.51%	125,000.00	3.15%	35,000.00	0.88%	3,965,000.00	
May 31, 2010	1,395,000.00	37.73%	950,650.00	25.71%	1,236,500.00	33.44%	90,000.00	2.43%	25,000.00	0.68%	3,697,150.00	
Apr 30, 2010	1,326,500.00	36.99%	963,852.00	26.88%	1,190,000.00	33.18%	86,350.00	2.41%	19,500.00	0.54%	3,586,202.00	

Security Roles

To generate the Aging Summary Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Collateral > Print Aging Summary Report



Credit Menu

Credit Reports

The Credit report group contains reports that provide details on credit lines, approvals, decisions, and overrides.

Credit Approval Report

The Credit Approval Report generates a report that displays credit approval information for a defined period. This report displays any Invoices that had a Single Order Approval associated with it and were purchased in the date range specified. When a credit request is approved as a Single Order Approval (SOA) with a specific Source chosen at the time the order was approved, the approval source is displayed in the Approval Source column of this report. Approval Sources are created in Credit Approval Source table in the Tables module.

This is an Engine-enabled report.

Credit Approval R	eport	×
Report template:		•
Parameters Schedulin	g Templates	
Client:		lear
A/E:	- u	lear
Office:	· · ·	ear
Client Group:	Value:	lear
Default Printer: This Report:	\\Wvjggum\BHM_Dev_Laser Default \\Wvjggum\BHM_Dev_Laser	
Approval Source:	Clear	
Report Type:	Purchase	
As Of Date	Current date	
Date range	Last month	
Output:	Preview	
Print now Save	Egit	lelp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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.

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 > Field- s/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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Client Group Codes .



Field	Description
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Group Code Table. Click Clear to remove the selection.
Default Printer	Displays the default printer used to generate reports
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
Approval Source	Select the approval source to which to limit the report results from the list. Click Clear to remove the selection. Approval Sources are defined in the Credit Approval Sources table in the FactorSoft Table module. Leaving this field blank will include all sources in the results.
Report Type	Select the report format to be printed: Payment Aging Purchase
As of date	 Select the date range to use for the report from the list: Current date Last month end Specific date range If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the adjacent fields.
Date range	Select the date to use for the Payment or Purchase report formats from the list:



Field	Description
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date range
	• Today only
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the adjacent fields.
Output	Select one of the following print output option from the drop-down list:
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.
	 Preference to generate the report to the output option specified in the Client Inform- ation Preference selection. Click here for <u>Preference Printing</u> help. See the Preference Printing Appendix for more information.

lient						Approval		
Invoice#	Debtor	Posted	Batch#	Invoiced	Due	Source	Amount	Balance
dditional / Late Fee M	edical (22222)							
551212	A1 GARAGE	11/28/2008	194	11/28/2008	11/28/2008		8,000.00	6,000.00
						-	6,000.00	6,000.00
BS Trucking (BBS)								
WT1	AABSCO	11/28/2008	12	11/28/2008	12/28/2008		1,500.00	1,500.00
12123	AABSCO	12/28/2008	42	12/28/2008	1/27/2009		1,000.00	1,000.00
6543298	AABSCO	12/28/2008	44	12/28/2008	1/27/2009		1,000.00	1,000.00
7896352	AABSCO	12/28/2008	45	12/28/2008	1/27/2009		2,000.00	2,000.00
9873825	AABSCO	12/28/2008	45	12/28/2008	1/27/2009		1,000.00	1,000.00
						-	6,500.00	6,500.00
							12,500.00	12,500.00

Credit Decision Report

Use this window to generate a report of credit decisions recorded on the Approve or Deny Credit Requests window.

Report template:	
Parameters Scheduling Templates	
Client	• Clear
AE:	• Clear
Office:	• Clear
Client Group: Value:	Clear
This Report WWggun\SHM_Dev_Laser	- NTO
	Today
Therefore an	Today
Thus/March 31, 2011	
The Match 31, 2011 Include pending and held items within date range Include deleted items within date range Output Proview	•
Thu: March 31, 2011 Thu: March 31, 2011 Include pending and held items within date range Include deteted items within date range Output Preview	

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new Report tem- plate 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
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- s/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.

ih

Field	Description
	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 <i>Client Information</i> screen.
	To limit the A/E field to list only those users that have been marked as an A/E, use the fol- lowing 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 <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.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the File menu, click Tables . Then, on the Client & Debtor menu, click Office .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . 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 report results from the list. Client Groups are defined in the Group Code Table. Click Clear to remove the selection.
Default Printer	Displays the default printer used to generate reports
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
Date From	Enter the beginning date of the report date range. Click Today to display the current Fact- orSoft processing date or MTD to display the beginning day of the previous month in this field.

jh

Field	Description
Thru	Enter the ending date of the report date range. Click Today to display the current FactorSoft processing date or MTD to display the ending day of the previous month in this field.
Include pending and held items within date range	Select this option to include credit requests that are currently in Pending or Held status in the report results.
Include deleted items within date range	Select this option to include deleted credit requests in the report results.
Output	Select one of the following print output options from the drop-down list:
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.
	• Preference to generate the report to the output option specified in the Client Inform- ation Preference selection. Click here for <u>Preference Printing</u> help. See the Preference Printing Appendix for more information.
Print now	Click this button to generate the report to the Output method selected.
Save	Click this button to save updates to the currently selected Report template .
Exit	Click this button to close the screen.



"TEST" World of Factoring "TEST"										January 1, 2008 Thru January 1, 2009
BBS Trucking Credit Decision Report										
		Date	Amount	Amount	New	Ship		Decision	Decision	
Debtor	Request#	Requested	Requested	Approved	Limit	Date	Decision	Date	Code	Notes
A1 GARAGE	10123	11/28/2008	15,000.00	15,000.00	15,000.00	12/2/2008	Approved	2/15/2010		
AABSCO	10122	11/28/2008	40,000.00	40,000.00		12/1/2008	SOA	3/2/2010	Cancelled 12/28/2008	
AABSCO	10125	11/28/2008	50,000.00	50,000.00	150,000.00	12/1/2008	Approved	7/16/2010		
AABSCO	10128	11/28/2008	25,000.00	25,000.00		12/15/2009	SOA	7/16/2010		
AABSCO	10137	12/28/2008	5,000.00		150,000.00	1/28/2009	W/I Line	7/16/2010	Bad good	
Abazaba INC	10131	11/28/2008	1.00				Declined	1/19/2011	Cancelled	
AMCI, LLC	10124	11/28/2008	9,000.00	9,000.00		12/3/2008	SOA	7/16/2010		
Bad Tek, Inc.	10114	11/28/2008	0,000,000.00 ×	0,000,000.00 3	0,000,000.00		Approved	12/3/2008		
~~~~~~					-	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~				Mark mar Music and a show the

#### System Preferences

The following system preferences for this report are located in the Administration module, System Preferences, **Reports**, **Credit decision report** folder.

Preference	Description
Amount approved is	Select the option to calculate the Amount approved column in the report:
	Credit limit increase
	Order reservation amount
	<ul> <li>Credit limit increase on standard approval, order reservation amount on others</li> </ul>
Date on report is	Select the date to display on decision tickets sent to the client when the request is approved or denied:
	<ul> <li>Date request was entered in the system</li> </ul>
	<ul> <li>Date/time the request was approved or denied</li> </ul>
Include requests can- celed within date range	Set to <b>True</b> to include requests that were canceled on the Approve / Deny Credit Request screen within the date range parameters, even though they were not requested.
Include request approved within date range	Set to <b>True</b> to include requests that were approved on the Approve / Deny Credit Request screen within the date range parameters.
Show purchase order number in notes field	Set to <b>True</b> to display the purchase order number in the first Notes line on the report, if available.

ĭh

#### Manual Risk Report

The Manual Risk Report lists invoices that have been manually re-risked from lender risk to client risk or client risk to lender risk. The report can also be configured to report moves in both directions. This report is accessed from the Credit Menu of the Reports module.

Annual Risk Report	×
Client:	Clear
A/E:	Clear
Office:	Clear
Client Group: Value:	Clear
Date Range: Specific date range	
Report: List both moves to factor-risk and client-risk	
Output Preview	
Print Egit	elp

Field	Description
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Fields/Screen</b> 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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the following System Preference:

Field	Description
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report. Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu click <b>Tables</b> . Then on the <b>Client &amp; Debtor</b> menu click <b>Office</b> .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b> .
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Client Group Code Table. Click <b>Clear</b> to remove the selection.
Date Range	Select the date to use for the report from the list:
	<ul> <li>Last Month - Current month-to-date</li> </ul>
	<ul> <li>Year through last month-end</li> </ul>
	Current year-to-date
	Specific date range
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the adjacent fields.
Report	Select the re-risked invoices to be included on the report:
	<ul> <li>List both moves to lender-risk and client-risk</li> </ul>
	<ul> <li>List moves to lender-risk only</li> </ul>
	List moves to client-risk only
Output	Select one of the following print output options from the drop-down list:
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it

**TEST** World of Factoring **TEST** January 1, 2008 Thru December 31, 2008 Manual Risk Report								
lient				Invoice	To Factor	To Client	Date	
Invoice#	Debtor	Invoiced	Posted	Amount	Risk	Risk	Mo ved	By
BS Trucking (BBS)								
jm c55a1	Gradys Grommets (2222)	7/9/2008	11/28/2008	300.00		300.00	12/28/2008	STEVE
					0.00	300.00		
				-	0.00	300.00		

# Debtor Menu

#### **Debtor Reports**

The Debtor reports group contains reports that detail or summarize a variety of debtor-related items.

#### Account Status Exception Report

The Account Status Exception Report produces a list of exception transactions by debtor within client. Each transaction listed includes the No-buy Status Code, transaction date, type, reference code and amount.

This is an Engine-enabled report.

A Print Account Status Exception Report	
Report template:	•
Parameters Scheduling Templates	
Client: A/E: Office: Client Group: Value:	Clear     Clear     Clear     Clear     Clear     Clear
Default Printer: \\\\\/iggum\8HM_Dev_Laser Change This Report: \\\\\/iggum\8HM_Dev_Laser	
Debtor (blank for all)	Clear
Date from: December 30, 1899	
Output: Preview	
Print now Save Exit	Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b>

Field	Description
	<b>plate</b> name and click <b>Save</b> 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.

Field	Description
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Fields/Screen</b> 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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .



Field	Description
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b> .
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Group Code Table. Click <b>Clear</b> to remove the selection.
Default Printer	Displays the default printer used to generate reports
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
Debtor	Enter the debtor name for the debtor to which to which to limit the report results. Matching debtor names appear in the adjacent list box. You can double-click to select the debtor from the list.
Date From	Enter the beginning date of the report date range.
Output	Select one of the following print output options from the drop-down list:
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.
	• <b>Preference</b> to generate the report to the output option specified in the Client Inform- ation Preference selection. Click here for <u>Preference Printing</u> help. See the Preference Printing Appendix for more information.
Print now	Click this button to generate the report to the <b>Output</b> method selected.
Save	Click this button to save updates to the currently selected <b>Report template</b> .
Exit	Click this button to close the screen.

FactorSoft™

v4.7

 $\ensuremath{\mathbb{C}}$  2022 Jack Henry & Associates, Inc.  $\ensuremath{^\circ}$ 

				From Decemb	er 30, 2010
Date	Transaction Type	Reference	Transaction Amount	AR Balance	Credit Limit
12/30/2010	COL	1112039758	500.00	0.00	
12/30/2010	Stmt	1112039756	100.00	0.00	
02/07/2011	COL	10106030903	1,375.00	0.00	
12/30/2010	COL	1022025035	1,700.00	0.00	
12/30/2010	COL	1105025039	1,750.00	0.00	
12/30/2010	COL	177099	1,100.00	0.00	
01/27/2011	COL	1210010149	800.00	0.00	
01/11/2011	Stmt	1109015040	1,300.00	0.00	
				A	
		and the second second second second	and the second state of th	and the second state of the second state and a second state of the	and and we are and all all and the state of the

# Country Code Exposure Report

This report groups customer/debtors by country, as set for each customer/debtor on the Debtor Information screen. Select Country Code Exposure Report from the Report module's Debtor menu to open the Country Exposure Report screen.

Country Code Exposure Report	
Debtor Group:	•
Debtor Value:	•
Output: Preview	•
Eyit	Help

Field	Description
Debtor Group	Select the debtor group to which to limit the report results from the list. Debtor Groups are defined in the Debtor
Debtor Value	Select the specific debtor group value to which to limit the report results from the list.
Output	Select one of the following print output options from the drop-down list:
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
Print	Click this button to generate the report to the <b>Output</b> method selected.
Exit	Click this button to close the screen.


Countr	ry	Active Debtors	Gross A/R	Disapproved	Net A/R
		42	18,840.10	13,090.10	3,750.00
	CANADA	18	3,000.00		3,000.00
	COSTA RICA	1			
	ENGLAND	2			
	FRANCE	2			
	JAPAN	1			
	MEXICO	1			
	NETHERLANDS	1			
	NICA RAG UA	1			
	PHILILLINES	1			
	QUEBEC CANADA	1			
	SAUDIARABIA	1			
	SCOTLAND	1			
	SOUTHKOREA	1			
	TURKEY	1			
	UNITED KINGDOM	1			
	VIRGIN ISLANDS	1			
	WEST INDIES	1			
A	Canada	2			
A	Saudi Arabia	1			
		82	19.840.10	13.090.10	8,750,00

## Credit Insured Exposure Spreadsheet

This is an Engine-enabled report.

📕 Credit Insured Exposu	re Spreadshe	et	
Options template:			•
Parameters Scheduling 1	emplates		
Insurance Company:		×	Clear
Report output path			Browse
Print now Save	Exit		Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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.



Field	Description
Insurance Company	Select the insurance provider for which to generate the spreadsheet. Insurance providers are defined in the Insurers table.
Report output path	Specify the output folder for the Credit Insured Spreadsheet export file.
Print now	Click this button to generate the spreadsheet.
Save	Click this button to save updates to the currently selected <b>Report template</b> .
Exit	Click this button to close the screen.

## Debtor Aging Report

The Debtor Aging Report lists receivables by debtor. The format and level of detail can be configured using the Parameter and Client/Insurance tabs. This report allows you to review all processed batches and open invoices for the selected client/debtor relationship within a specified date range.

Ľ	Debtor Aging Report		×
	Parameters Client / Insurer Selection		.
	Debtor (blank for all)	Clear	
	Debtor group: Value:	Clear	
	Zip/postal code-from: Thru:		
	Minimum balance: Country:	Clear	
	As of date: May 19, 2011	Today	
	Combine to master debtor Use non-standar Convert to native currency Show house line	d columns ield	
	Level of detait One line per debtor   Sort: Invoice number	Ŧ	
	Output: Preview Format: 5 column, standard	•	
	<u>H</u> elp	s E <u>x</u> it	

Field	Description
Debtor	Enter the customer/debtor to which to limit the report.
Debtor Group	Select the debtor group to which to limit the report results from the list. Debtor



Field	Description
	Group Codes are defined in the Debtor Group Code Table. Click <b>Clear</b> to remove the selection.
Value	Select the specific debtor group value to which to limit the report results from the list. Click <b>Clear</b> to remove the selection.
Zip/postal code - from	Enter the beginning ZIP Code or postal code for a postal code range to which to limit the report. The report limits the results to customer/debtors whose postal code entered in the Address panel of the Debtor Information screen falls within the range.
Thru	Enter the ending ZIP Code or postal code for a postal code range to which to limit the report.
Minimum balance	Enter the dollar amount for the minimum total balance debtor balance to be included in the report. Customers with balances lower than this amount are excluded from the report.
Country	Select the country to which to limit the report. The report limits the results to cus- tomer/debtors whose Country selected in the Address panel of the Debtor Information screen falls within the range.
As of date	Enter the date through which to report debtor balances. Click Today to use the FactorSoft current processing date.
Combine to master debtor	Select this option to combine member customer/debtor totals to the master customer/debtor.
Convert to native cur- rency	Select this option to convert amounts from the base currency to the native cur- rency (the currency of the transaction). The conversion occurs on a client-by- client basis. If the client has a currency type set and the currency type is dif- ferent from the default currency, FactorSoft looks up the conversion rate using the As of date in the currency table for the client's currency. For example, if cli- ent ABC Company has a currency type of Canadian Dollars and the daily con- version rate for Canadian dollars is 1.5, the report increases all of the client's amounts by a factor of 1.5.
Use non-standard columns	Select this option to display non-standard aging buckets if defined.
Show house line	Select this option to include the <b>All client credit limit</b> recorded for cus- tomer/debtors on the Debtor Information screen in the report.

Field	Description
	This option is only available if Format is set to <b>Excel, at risk by name</b> with a <b>Level of detail</b> of <b>One line per debtor</b> .
Show PO#/Ref field	Select this option to include the Ref column on the report, which will contain the purchase order of reference number associated with the invoice where applic- able.
Level of Detail	Select the detail level to be displayed on the report:
	One line per client
	One line per debtor/client
	List invoices by debtor/client
Sort	Select the sort option that determines the order in which to sort the report:
	Invoice number
	Invoice date
	• Due date
	This option is only available if Level of detail is set to List invoices by debt- or/client.
Output	Select one of the following print output options from the drop-down list:
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.
Format	Select the format for the report:



Field	Description
	• 5 column, standard: standard aging format through 90+ days past due
	<ul> <li>6 column, standard: same as 5 column, with additional 120+ past due column.</li> </ul>
	<ul> <li>7 column, standard: same as 6 column, with additional 150+ past due column.</li> </ul>
	<ul> <li>Insurance: aging report with additional insurance related info - Buyer#, Limit, Effective Date and Termination Date.</li> </ul>
	• <b>5 column, at risk by name</b> : Generates a report similar to the standard aging format through 90+ days past due, with additional columns for dol- lar amount at Lender and Client Risk for each debtor or at Client Risk for invoice detail. This report is sorted by Customer/Debtor name.
	• <b>5 column, at risk by balance</b> : Generates a report similar to the standard aging format through 90+ days past due, with additional columns for dollar amount at and Client Risk for each debtor or at Client Risk for invoice detail. This report is sorted by Customer/Debtor outstanding balance. The balance sort order is determined by system preference.
	• Excel, at risk by name: Generates an Excel spreadsheet with data similar to the standard aging format, with additional columns for dollar amount at Client Risk and Lender Risk, sorted by debtor name. This option is not available for the Level of detail option List invoice by debtor/client.
	• Excel, at risk by balance: Generates an Excel spreadsheet with data sim- ilar to the standard aging format, with additional columns for dollar amount at Client Risk and Lender Risk, sorted by balance (balance sort order is determined by system preference). The balance sort order is determined by system preference. This option is not available for the Level of detail option List invoice by debtor/client.

# Client/Insurer Selection Tab

Field	Description
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Field-</b> s/Screen Behavior > Miscellaneous > Use Client Search instead of drop downs is set to True.



Field	Description
	Select the A 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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b> .
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Group Code Table. Click <b>Clear</b> to remove the selection.
Currency	Select the currency to which to limit the report results. Currencies are defined in the Cur- rency Denominations table. Click <b>Clear</b> to remove the selection.
Insurer	Select the insurance carrier to which to limit the report. Insurance carriers are defined in the

Field	Description
	Insurers table. Click <b>Clear</b> to remove the selection.

Upland Factors, LLC						March 1, 2011
Debtor	Total	1-30 Days	31-60 Days	61-90 Days	91-120 Days	Over 120 Days
ACCLAIM TRANSPORTATION	1,800.00		1,800.00			
ACTIVE BUS TRIPS	1,835.00	1,835.00				
AGE LOGISTICS INC	1,000.00	1,000.00				
ALL PAINT	2,000.00	1,000.00	1,000.00			
ATLANTIS LOGISTICS	500.00		500.00			
AUDIO IGNORANCE	2.000.00		2,000.00			
BD LOGISTICS LLC	1,050.00	1,050.00				
BIG TRUCKS INC	6,650.00	5,225.00	1,425.00			
BIM TRANSPORTATION	5,053.95		4,058.65	995.30		

#### System Preferences

The following system preferences for this report are located in the Administration module, System Preferences, **Reports**, **Debtor aging reports** folder.

Preference	Description
Age based on which date	Set to determine which date is used as the basis from which to age accounts receivable:
	Invoice Date
	Purchase Date
Excel spreadsheets	Set the desired number of aging columns for the Excel spreadsheet reports:
contain how many columns	Six: six aging columns to 120+ days past due
	Seven: seven aging columns to 150+ days past due
Folder for Excel Spreadsheets	Set the folder location where the Excel spreadsheet reports will be saved by FactorSoft. If this is not set, the spreadsheet is written to the Local Set- tings\Temp folder for the Windows user-name logged into the computer.
Hide due date	Set to <b>True</b> to exclude the Due Date column from the report. This is only applic- able when the <b>List invoices by debtor/client</b> option is selected for <b>Level of</b> <b>detail</b> .
Select based on	Set to determine the date to which the As of date compares for data selection.
which date	Invoice date
	Purchase date

ih

Preference	Description
Show invoice type	Set to <b>True</b> to print the invoice type code before the invoice number in the <b>Inv#</b> column. This is only applicable when the <b>List invoices by debtor/client</b> option is selected for <b>Level of detail</b> .
Sort to at-risk bal- ance means	<ul> <li>Set this option to determine the balance that the report is sorting to for the 5 column, at risk by balance and Excel, at risk by balance formats:</li> <li>Balance, high to low</li> </ul>
	<ul> <li>Lender-risk, high to low</li> </ul>

## Debtor Availability Report

The Debtor Availability Report provides a look at debtor's credit information, such as the credit limit, expiration, amount past due, amount available, and whether there is client risk.

This is an Engine-enabled report.

📕 Print Debtor Availa	bility Reports	
Report template:		•
Parameters Scheduling	Templates	1
Client	×	Clear
A/E:	×	Clear
Office:	•	Clear
Client Group:	Value:	Clear
Debtor Group:	Value:	Clear
Default Printer: This Report:	WWiggum\BHM_Dev_Laser Change Default	
Format	Standard format	
Select	Every relationship	
Sort by:	Client/debtor	
Show:	Name only Show debtor warning	
Output:	Preview Show contacts	
Erint now Save	Egit	Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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.



ĭh

Field	Description
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Field-</b> s/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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client</b> <b>Group Codes</b> .



Field	Description
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Client Group Code Table. Click <b>Clear</b> to remove the selection.
Debtor Group	Select the debtor group to which to limit the report results from the list. Debtor Groups are defined in the Debtor Group Code Table. Click <b>Clear</b> to remove the selection.
Value	Select the specific debtor group value to which to limit the report results from the list. Debtor Groups are defined in the Debtor Group Code Table. Click <b>Clear</b> to remove the selection.
Default Printer	Displays the default printer used to generate reports
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
Format	Select the report format to generate:
	Standard format
	At risk format
Select	Select the debtor/relationship category to which to limit the report:
	Every relationship
	Open balances
	Over credit limit
	With client risk
	With exposure
	Flagged as no-buy with balance
Sort by	Select the sort option that determines the order in which to sort the report.



Field	Description
	Client/debtor
	• Client/available
	Client/balance
	• Client/at-risk
	Client/exposure
	Debtor/client
	Debtor/credit limit
	• Debtor/balance
Show	Select the option for the debtor demographic data to be displayed:
	Name only
	• Name, phone
	Name, address
	Name, phone, address
Output	Select one of the following print output options from the drop-down list:
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.
	• <b>Preference</b> to generate the report to the output option specified in the Client Inform- ation Preference selection. Click here for <u>Preference Printing</u> help. See the Preference Printing Appendix for more information.
Sum- marize to master	Select this option to group debtors according to their master debtor, if applicable.
Hide expir- ation date	Select this option to exclude the <b>Credit Expires</b> column from the report.

Field	Description
Convert to native cur- rency	Select this option to convert amounts from the base currency to the native currency (the currency of the transaction). The conversion occurs on a client-by-client basis. If the client has a currency type set and the currency type is different from the default currency, Fact-orSoft looks up the conversion rate using the As of date in the currency table for the client's currency. For example, if client ABC Company has a currency type of Canadian Dollars and the daily conversion rate for Canadian dollars is 1.5, the report increases all of the client's amounts by a factor of 1.5.
Show debtor number	Select this option print the debtor number next to the debtor name in the report results.
Show debtor warning	Select this option to print beneath the debtor name the warning message entered in the <b>Warning</b> field of the Debtor Information upper fields beneath the debtor name in the report, if applicable.
Show cli- ent ref #	Select this option to include the Client Reference column, which prints the client reference number for the debtor with each client entry.
Show con- tacts	Select this option to print the contact names entered in the Contacts panel of the Debtor Information screen.
Print now	Click this button to generate the report to the <b>Output</b> method selected.
Save	Click this button to save updates to the currently selected <b>Report template</b> .
Exit	Click this button to close the screen.

Upland Factors, LLC HANDHELD TECHNOLOGY CORPORATION					As Of Ma	rch 1, 2011
Debtor	Credit Limit	Credit Expires	Total Balance	Past Due Balance	Available Credit	Clien
ALL WOOD FLOORS	5,000.00 *	11/10/2010				
AUDIO IGNORANCE	11,800.00 *	2/9/2011	2,000.00	2,000.00		2,000.00
SEHAVIORAL INTENTIONS	1,100.00				1,100.00	
BIQ	2,200.00				2,200.00	
BLACK BOOT SERVICES	500.00				500.00	

#### System Preferences

The following system preferences for this report are located in the Administration module, System Preferences, **Reports**, **Debtor availability report** folder.

Preference	Description
Do not include neg- ative balances in availability	Set to <b>True</b> to prevent negative balances from increasing availability on the report.
Do not show expir- ation date if credit limit is zero	Set to <b>True</b> to prevent the expiration date and indicator from being displayed for a debtor if the credit limit is zero
Show client number on clients	Set to <b>True</b> to display the client number with the client name on the report.
Show debtor number on debtors	Set to <b>True</b> to display the debtor number with the debtor name on the report.
Show exposure instead of lender risk	Set to <b>True</b> to display exposure (amount over line) in the Lender Risk column. If set to <b>False</b> , this column displays amount at lender risk. This column only occurs on the At-risk format of the report.
Show past due invoices instead of past due balances	Set to <b>True</b> to display Past Due Invoice column instead of Past Due Balance.

## Debtor Credit Limit Warning Report

The Client/Debtor Credit Limit Warning Report displays debt ratios of debtors for selected clients.



🛋 Print Debtor Credit Limit Warning Report		
Report template:		•
Parameters Scheduling Templates		
Client	-	Clear
A/E:	-	Clear
Office:	•	Clear
Group: Value:	Ŧ	Clear
% of Limit		
Sequence: Name	-	
Output: Preview	*	
Print now Save Egit		Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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.

Field	Description
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Field-</b> s/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.

Field	Description
	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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client</b> <b>Group Codes</b> .
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Group Code Table. Click <b>Clear</b> to remove the selection.
% of Limit	Specify the percentage of the credit limit above which to include debtors on the report. For instance, if you enter 50.00 in this field, only debtors whose balances are 50% or higher of their limit will be included in the report.
Sequence	Indicates the order in which to list clients and/or debtors for each client:



Field	Description
	• Name
	• % balance to limit
	Client balance
	• Total balance
	Credit limit
Output	Select one of the following print output options from the drop-down list:
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	Email to email the report directly to the selected client.
	Preference to generate the report to the output option specified in the Client Inform-
	Printing Appendix for more information.
Print now	Click this button to generate the report to the <b>Output</b> method selected.
Save	Click this button to save updates to the currently selected <b>Report template</b> .
Exit	Click this button to close the screen.

Opland Fai Credit Lim	tors, LLC			As Of	March 1, 2011
Creat Lini				Deptors within 0.00%	or create mint
Client		Credit	Limit		% Balance
	Debtor	Limit	Source	Balance	To Limit
CHEEZBAL	L EXPRESS (1015)	50,000.00		3,200.00	
	BIG TRUCKS INC	10,000.00	Debtor-Indiv	3,200.00	32.00
HANDHELD	TECHNOLOGY CORPORATION (1000)	100,000.00		66,672.40	
	AUDIO IGNORANCE		Debtor-Total	2,000.00	16.95
	CROSS COUNTRY COMMUNICATIONS LLC		Debtor-Total	281.25	4.35
	E-LECTORIX		Debtor-Total	120.00	1.85
	INFOTREND TECHNOLOGIES		Debtor-Total	2,780.00	18.53
	LIKE TECH INC		Debtor-Total	295.00	14.75
	LOLLIES		Debtor-Total	29,730.65	99.10
	MINEBOAT WIRE		Debtor-Total	3,615.00	72.30
	PARAPANTS		Debtor-Total	10,270.00	81.51
	PERFECT SYSTEM SOLUTIONS		Debtor-Total	120.00	2.00
	STREAM HEAD TRADING CO		Debtor-Total	16,192.50	98.14
	TECHCOMM SERVICE		Debtor-Total	597.50	23.90
	WEAVERCOM		Debtor-Total	268.50	3.16
	WE CONNECT		Debtor-Total	422.00	60.29
ЈИО ТЕСН	NOLOGY, LLC (1009)	50,000.00		10,215.27	
	HEEGLE		Debtor-Total	10,215.27	34.05
M&A GLOB	AL CARTRIDGES, LLC (1013)	100,000.00		13,753.95	
	HOME STATION		Debtor-Total	13,753.95	13.75

#### Debtor Invoice Audit Report

The Debtor Invoice Audit report provides a flexible way to report on debtors by activity and balance. Additionally, this report allows you to specify a selection percentage—meaning that you can select a random sample of debtors on which to report. Random sampling is a quick and accurate way to see the overall trends within the entire group of debtors.

Print Debtor Invoice Audit Report	
Report template:	-
Parameters Scheduling Templates	
Client	[Clear]
A/E:	Clear
Office:	Clear
Group: Value:	Clear
Minimum balance: 0.00 Selection %: 100.00 Minimum days since last selection: 0 C Do not post last audit date Output: Preview	
Evint now Save Exit	Help



Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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.

Field	Description
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Field-</b> s/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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.

Field	Description
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b> .
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Group Code Table. Click <b>Clear</b> to remove the selection.
Minimum balance	Enter the minimum balance for debtors to be included in the report.
Selection %	Enter the percentage of debtors to report as a random sample.
Minimum days since last selection	Enter the number of days since last selection for debtors to include on the report.
Do not post last audit date	Select this option to exclude the Last Audit Date column from the report results.
Output	Select one of the following print output options from the drop-down list:
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.
Print now	Click this button to generate the report to the <b>Output</b> method selected.
Save	Click this button to save updates to the currently selected <b>Report template</b> .
Exit	Click this button to close the screen.



Upland Factors, LLC Debtor A: HANDHELD TECHNOLOGY CORPORATION (100) As Of Mar						or Audit Repo March 1, 201			
Debtor	Address	Phones	Last Audit Date	In voice#	In voice Date	Purchase Date	In voice Amount	In voice Balance	Note
UDIO IGNORANCE	7600 TO WN EAST	(555)942-7215		4335	12/31/2010	1/5/2011	2.000.00	2.000.00	
ROSS COUNTRY COMMUNICAT	10 45256 COASTAL HWY			4391	2/1/2011	2/9/2011	261.25	261.25	
LECTORIX	702 S LOW ST			4390	2/1/2011	2/9/2011	120.00	120.00	
NFOTREND TECHNOLOGIES	121 MADHATTER STREET			4114	12/16/2010	12/21/2010	2 265 00	2 265 00	
				4384	1/17/2011	1/26/2011	340.00	340.00	
				4393	2/1/2011	2/9/2011	175.00	175.00	

#### Debtor List Report

The Customer/Debtor List Report contains—in addition to core reports—numerous options for refining each report for your specific needs. You can save the report parameters as templates, and schedule the templates to be periodically generated by the Engine.

While many elements on the report window are the same as those found across the Reports module, the options in the Selections group are those used to build Customer/Debtor Reports to your specific needs.

This is an Engine-enabled report.

A Print Debtor List Reports	
Report template:	*
Parameters Scheduling Templates	
Client Clear	Show:
AE:	Name Only
Client Group:	Name, Phone     Name, Address     Name, Phone, Address     Name, Phone, Address
Debtor Group: Value: Clear	Debtor Number
Default Printer: \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	Actions:
No-buy: All	•
NOA	Set to specific no-buy above
Sort: Debtor by name	Set NDA sent date
Report Type: Debtor list	
Output: Preview	
Export file: Browse	Date Selection:
☐ No Tax ID ☐ Over credit limit	Purchase in Range 💌
Minimum total credit limit:	From:
Days since last purchase: [Blank for all]	Thru:
Balance is restricted to client selection     Exclude flagged do not mail	
Print now Save Exit	Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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.

Field	Description
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Fields/Screen</b> 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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b>



Field	Description	
	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 <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b> .	
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Client Group Code Table. Click <b>Clear</b> to remove the selection.	
Debtor Group	Select the debtor group to which to limit the report results from the list. Debtor Groups are defined in the Debtor Group Code Table. Click <b>Clear</b> to remove the selection.	
Value	Select the specific debtor group value to which to limit the report results from the list. Debtor Groups are defined in the Debtor Group Code Table. Click <b>Clear</b> to remove the selection.	
Default Printer	Displays the default printer used to generate reports	
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.	
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.	
Print now	Click this button to generate the report to the <b>Output</b> method selected.	
Save	Click this button to save updates to the currently selected <b>Report template</b> .	
Exit	Click this button to close the screen.	

#### Selections Group

The Selections group of the Customer/Debtor List Reports window is used to select the different elements you want included on a report.

Field	Description
Balance	Select the balance type to include in the report—all debtors meeting the other criteria specified for the report and falling into this Balance category are included on the report.

ih

Field	Description
	• All
	• Open Balance
	• Zero Balance
	Credit Balance
	• Debit Balance
No-buy	Select the No-Buy category for debtors to be included in the report.
	• All
	• No no-buy reason
	• Any no-buy reason
	<ul> <li>Specific no-buy reason</li> </ul>
	If <b>Specific no-buy reason</b> is selected, select the no-buy reason to limit selec- tion to from the <b>Specific no buy</b> list in the Actions group.
NOA	Select the NOA statuses to which to limit the selection of debtors for reporting.
	• All
	Not sent/waived
	<ul> <li>Not received/waived</li> </ul>
	• Waived
Sort	Select the sort option that determines the order in which to sort the report.
	• Debtor by name
	Debtor by number
	Debtor by balance
	<ul> <li>Debtor by name/Client</li> </ul>
	Debtor by number/Client
Report Type	Select the report format to be printed:

Field	Description
	No-buy list: lists of selected debtors including no-buy description
	Debtor list: lists of selected debtors
	• Debtor list with clients: list of selected debtors with client names
	Client/Debtor report: summary of debtors by client
	<ul> <li>3-up labels: Generates mailing labels in a 3-up format</li> </ul>
	Mail merge export: creates an export file debtor list
	Credit limit audit report: lists debtors with limits and current balance
Output	Select one of the following print output option from the drop-down list:
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	Email to email the report directly to the selected client
Export File	Specify the output folder and output file name for the Mail merge export file. This field is only active if <b>Mail merge export</b> is selected in <b>Report Type</b> .
No Tax ID	Select this option to include debtors with no Federal Tax ID number recorded in the Debtor Information Identity panel in the report results.
Over credit limit	Select this option to include debtors who are over their credit limit in the report results.
Combine to master debtor	Select this option to combine Member Debtor totals to their Master Debtor.
Minimum total credit limit	Enter the minimum credit limit for debtors to be included in the report results.
Days since last pur- chase	Enter the minimum number of days since last purchase for debtors to be included in the report results.
Balance is restricted to client selection	Select this option to show the debtor balance for the selected client only in the report results. If not selected, the Current Balance listed on the report is the debtor's all-client balance, regardless of client selected.

Field	Description
Exclude flagged do	Select this option to exclude debtors with return address reasons set defined as
not mail	Do not mail from the report.

Show Group

This group provides options for defining the Debtor Information to include on the report

Field	Description
Name Only	Include the debtor name only in the Debtor List Report.
Name, Phone	Include the debtor name and phone number in the Debtor List results.
Name, Address	Include the debtor name and address in the Debtor List results.
Name, Phone, Address	Include the debtor name, phone number, and address in the Debtor List results.
Debtor Number	Include the debtor number in the Debtor List results.
Debtor Warning	Include the debtor warning text (entered in the upper fields of the Debtor Inform- ation screen) in the Debtor List results.
Client Reference	Include the Client Reference Number on the Debtor List with Clients or Cli- ent/Debtor Report. This option is only available when Debtor list with client or Cli- ent/Debtor Report is selected from the Report Type list.

#### **Actions Group**

The Actions group contains options used to list no-buys on the report, and set no-buy reasons when the list is generated.

field	Description
Specific no buy	Select the no buy reason to which to limit report selection. This option is only valid if the <b>Specific no-buy reason</b> option is selected in the <b>No-buy</b> option of the Selections group.
Set to specific no-buy above	Select this option to set the debtor no-buy to the no-buy reason selected in the <b>Specific no-by</b> list. This will apply to all debtors that match the selection criteria for the report. This option is only available if a <b>Specific no-buy</b> reason is selected.
Change already exist-	Select this option to change a previously set debtor no-buy reason to the <b>Spe-</b>

ih

field	Description
ing no-buy	<b>cific no-by</b> selected here. This option is only available if a <b>Specific no-buy</b> reason is selected and the <b>Set to specific no-buy above</b> option is selected.
Set NOA sent date	Select this option to set the <b>NOA sent</b> date on the NOA/Rules tab of the Debtor Aging screen for the selected debtors. This option is only available when the <b>Mail merge export</b> or <b>3-up labels</b> option is selected in <b>Report Types</b> field of the Selection group.

#### Date Selection Group

The Date Selection group allows you to select a date range to limit selection by first activity or purchases within a given time period.

Field	Description
(Date range type)	Select the date range option that determines whether the date range limits by debtors first used within the range, or with purchases within the range.
	• None
	First use in Range
	Purchase in Range
	Debtor created in range
From	Enter the beginning date of the date range.
Thru	Enter the ending date of the date range.

#### Report Sample

Debtor List	CORPORATION (100	0); By Debtor Na
Debtor. Attention.	Credit Limit Expin	Date Last Purchase
CROSS COUNTRY COMMUNICATIONS LLC	6,000.00	2/9/2011
E-LECTORIX	6,500.00	2/9/2011
INFOTREND TECHNOLOGIES	15,000.00	2/9/2011
LOLLIES	30,000.00	2/9/2011

#### System Preferences

The following system preferences for this report are found in the Administration module, System Preferences, **Reports**, **Debtor List** folder.



Preference	Description
Include client address in export file	Set to <b>True</b> to include the client address fields in the <b>Mail merge export</b> -file.
Include client signed date in export file	Set to <b>True</b> to include the client signed date in the <b>Mail merge export</b> -file.
Include ISO country value on debtor list	Set to <b>True</b> to include the country as part of the debtor address in the Debtor List reports.
Include ISO country value on debtor list	Set to <b>True</b> to include the country as part of the debtor address on the 3-up labels.
Treat expired credit limit as zero	Expired credit limit is treated as zero limit for calculating avail- ability.
Use debtor expiration if earlier than override	Set this option to <b>True</b> to report the earlier of debtor or cli- ent/debtor expiration.
Source for notes on Client/debtor report	Determines the notes to be printed on the client/debtor report. <ul> <li>Note Panel</li> <li>Special instructions</li> </ul>
Crystal Reports module name - Debtor list with clients	Used to assign the Crystal Reports module name for the Debtor list with clients report.
Crystal Reports module name - Cli- ent/debtor report	Used to assign the Crystal Reports module name for the Cli- ent/Debtor report.

## Debtor Master List Report

The Debtor Master List report screen is used to create a report that lists master debtors and the member debtors assigned to each master. This report is accessed from the Debtor Master List option in the Debtor Menu of the Reports module.



📕 Debtor Master List			
Options template:			•
Selection Scheduling Te	mplates		
Group:		Value:	Clear
Output: Preview			•
Print now Save	Egit		Help

Field	Description
Options 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 <b>Report template</b> name and click <b>Save</b> 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.

Field	Description
Group	Select the client group to which to limit the results in the report.
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b> .
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Group Code Table. Click <b>Clear</b> to remove the selection.
Output	Select one of the following print output option from the drop-down list:
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	Email to email the report directly to the selected client.



Field	Description
Print now	Click this button to generate the report to the <b>Output</b> method selected.
Save	Click this button to save updates to the currently selected <b>Report template</b> .
Exit	Click this button to close the screen.

aster		House		Credit	
	Member	Line	Client	Limit	Balan
ATERPLAT	NET SYSTEM - CORP OFFICE Y STREET LLE. FL 32224	200,000,00			
	OMN - A LOC		NOSTOP TRANSPORT, INC (1007)		19,435.
					19,435
	OMN - DELPHUS		NOSTOP TRANSPORT, INC (1007)		1,652
					1,652
	OMN - EXPRESSION-54		NOSTOP TRANSPORT, INC (1007)		1,555
					1,555
	OMN - FORB		NOSTOP TRANSPORT, INC (1007)		13,688
					13,686
	OM N - INTERNATIONAL TRUCK		NOSTOP TRANSPORT, INC (1007)		80,420
					80,420
	OMN - METALMIND		NOSTOP TRANSPORT, INC (1007)		4,100
					4,100
	OMN - NIPPO		NOSTOP TRANSPORT, INC (1007)		7,601
					7,601
	OMN - NTO		NOSTOP TRANSPORT, INC (1007)		3,764
					3,764
	OMN - STEEP GEAR		NOSTOP TRANSPORT, INC (1007)		2,111
					2,111
	OMN - TOY BOATS		NOSTOP TRANSPORT, INC (1007)		3,011
					3,011
	WATERPLANET SYSTEM - CORP OFFICE	200,000.00	NOSTOP TRANSPORT, INC (1007)		1,050
					1,050
					138,390

## DNBi Spreadsheet

The DNBi Spreadsheet is accessed from the Customer/Debtor Menu of the Reports module. This option generates a spreadsheet showing the selected data from the DNBi import. See <u>DNBi Data Import</u>DNBi Data Import in the FactorSoft Administrator's Guide for details.



Generate DNBi Spreadsheet	
Date-From: January 1, 1980	
Thru: April 4, 2014	
Debtor-Group:	-
Value:	-
Andyze Cancel Process	Help
Select: Account Created Date	
Account Number	
Address	
Address 2	
Business Name	
CCS Percentile - 01 month ago	
CCS Percentile - 03 months ago	
CCS Percentile - 06 months ago	
CCS Percentile - 09 months ago	
CCS Percentile - 12 months ago	
City	
Company Phone	
Gustomer. Name : Parent	

Field	Description
Date From	Enter the beginning date of the date range to which to limit the spreadsheet.
Thru	Enter the ending date of the date range to which to limit the spreadsheet.
Debtor Group	Select the debtor group to which to limit the report results from the list. Debtor Groups are defined in the Debtor Group Code Table.
Value	Select the specific debtor group value to which to limit the report results from the list. Debtor Groups are defined in the Debtor Group Code Table.
Analyze	Click this button to analyze the imported data and display a list of available data fields. Click Select for data fields to be included in the generated spread-sheet.
Exit	Click this button to exit the screen.
Process	Click this button to generate the DNBi Spreadsheet for the selected data fields from the imported data.

#### Sample Report

1	Copy of DNBISpread xlsx (2).xls [Compatibility Mode]					
	A	B	C	D	E	F
1	ATEST ^{AA} Aqueduct FI ATEST ^{AA}					
2	DNBi Import Analysis					
3						
4	Debtor Name	Debtor#	Drop Date	Account Number	Address	Business Name
-6	118 S JEFFERSON LLC		3/11/2014	35299	901 W CLINTON BLVD #200	118 S JEFFERSON LLC
6			3/13/2014	35299	901 W CLINTON BLVD #200	118 S JEFFERSON LLC
7			3/17/2014	35299	901 W CLINTON BLVD #200	118 S JEFFERSON LLC
8	16 POUND INDUSTRIES INC		3/11/2014	32598	410-35TH AVE	16 POUND INDUSTRIES INC
9			3/13/2014	32598	410-35TH AVE	16 POUND INDUSTRIES INC
10			3/17/2014	32598	410-35TH AVE	16 POUND INDUSTRIES INC
11	1881 LADYBIRD ASSOCIATES LLC		3/11/2014	99301	19501 LAS OLAS BLVD., SUITE 400	1881 LADYBIRD ASSOCIATES L
12			3/13/2014	99301	19501 LAS OLAS BLVD., SUITE 400	1881 LADYBIRD ASSOCIATES L
-	Contraction of the second seco	-	CHECKING .	00001	1059514 D-014C DIVD-CURC 402	1001 HAWARA AROOM TECH

#### Returned Mail Report

The Return Mail Report is accessed from the Customer/Debtor Menu of the Reports module. This option returns the Return Mail Report screen that is used to select the parameters for the report.

📓 Return Mail Report	🗵
Selection: All reasons	•
Reason:	<b>v</b>
With balances only	
Output: Preview	•
Print Egit	Help

Field	Description
Selection	Select the option that determines the returned address records to be included in the report.
	• All reasons: All debtors with a return address reason set.
	• <b>OK to mail</b> : All debtors with a return address set where the return address reason is defined Ok to mail.
	• <b>Do not mail</b> : All debtors with a return address set where the return address reason is defined Do not mail.
	<ul> <li>Specific Reason: Only the specific return address reason selected from the Reason field is included.</li> </ul>
Reason	Select the specific return address reason to be included in the report. This option is only available if the Selection field is set to Specific Reason.
With balances only	Select this option to exclude debtors with zero balances from the report.



Field	Description
Output	Select one of the following print output options from the list:
	• <b>Preview</b> : to preview the report on the window before printing it.
	Print: to print the report without previewing it.

#### Sample Report

**TEST** World of Factoring **TEST** A Return Mail Report All R						As Of All Reas	April 19, 2011 on s Are Listed	
Debtor	Address	Reason / Last Payment	Balance	Current	1-15 Days	16-30 Days	31-45 Days	Over 45 Days
AABSCO (AABSCO)	123 AABS CO Lane Birmingham, AL 35200	For returned address test 4/30/2011	41,700.00					41,700.00
Kikis Sports (111)	1212 Kiki Comer Kikiville, ON 99999	For returned address test	168.00					168.00
		-	41,888.00				-	41,868.00

# Facility Menu

## Facility Reports

The Facility report group contains reports that provide details on facilities in bulk collateral lending environments.

#### Loan Statement

The Loan Statement provides a financial statement for a specific facility. When run with the Preliminary option cleared, this statement calculates the interest fee for the period selected. An additional page for each Available, Eligible, Gross, and/or Net Collateral fee type for the facility is included. Additional statement pages list each day in the period with daily average balance detail for Gross Collateral, Ineligible Collateral, and Net Collateral, as well as Available balance and Limit Amount. An Average line displays the period average for each column. Note that the collateral column for which the Fee Type is calculated is displayed in bold type, and the period and rate on which the fee is calculated is also displayed.

This report is accessed from the Facility menu of the Reports module.



冒 Loan St	atement					-		×
Parameters	Scheduling	Templates						
Selectio	n							
	Client: Facility: Office: A/E:		<b>•</b>	C/0:				*
Client Group:			Ŧ	Value:				Ŧ
Prefere	ices							
Fa	diity Group: t to reprint: Output:	Preview     Print     Fax     Email	r Vz Date ra From d Thru D	alue:	Prelimir Show f Show d Show C	ary loat bala laily inter Compoun	nce rest amou d Balance	unt
Template:				•			0	

Field	Description
Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Template</b> name and click the save button to create a new template for this report, then select the template from the Templates tab and make any applicable para- meter and scheduling selections to complete the template.
4	Click this button to save a report template.
8	Click this button to close the report screen.
-	Click this button to generate the report to the selected Output format.

Field	Description	
Client	drop-down to select the client for which to run the report.	
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Field-</b>	



Field	Description
	s/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.
	If you leave this field blank, you cannot make selections in the <b>Facility</b> or Collateral fields.
Facility	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 <b>Client</b> list above.
	If you leave this field blank, you cannot make a selection in the Collateral field.
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
c/o	Select a Credit Officer to which to limit the report, or leave blank to include all C/O's.
Client	Select the client group to which to limit the results in the report.



Field	Description	
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client</b> <b>Group Codes</b> .	
Value	Select the client group's value (as defined in the Group Code Table) for which this report is to be generated.	
Facility Group	Select a facility group code (as defined in the Client Group Code Table) to which to limit the report, or leave this field blank to include all facility groups.	
Statement to reprint	Select a previously-run statement to reprint. Using this option prints a copy of the report and does not apply additional charges against the account balance.	
Output	Select one of the following reprint output option from the drop-down list:	
	<ul> <li>Preview to preview the report on the window before printing it.</li> </ul>	
	Print to print the report without previewing it.	
	• Fax to fax the report directly to the selected client.	
	• Email to email the report directly to the selected client.	
	Note: When the Preliminary check box is checked, the Statement output is Preview only.	
Date	Select the date range for the report:	
Range	<ul> <li>Month to Date: displays the first day of the current FactorSoft processing month in From date and the current FactorSoft processing date in the Thru date.</li> </ul>	
	<ul> <li>Last Month: displays the first day of the previous FactorSoft processing month in From date and the last day of the previous FactorSoft processing month in the Thru date.</li> </ul>	
	<ul> <li>Yesterday: displays the of the previous FactorSoft processing day date in the From date and Thru date fields.</li> </ul>	
	<ul> <li>Today: displays the of the current FactorSoft processing day date in the From date and Thru date fields.</li> </ul>	
From date	Enter the beginning date of the date range for records to be selected for the report.	
Thru date	Enter the ending date of the date range for records to be selected for the report.	
Pre-	If this box is flagged, the Loan Statement will run only as a report using the Preview Output	

Field	Description
liminary	option. If this box is not flagged, the Loan Statement will run and post the appropriate fees to the Loan using the output preference from <b>Facility Information &gt; Statement</b> panel > <b>Output</b> .
Show float balance	If this box is flagged, the Loan Statement will include a column to show the <b>Float Balance</b> based on payments posted to the Loan.
Show daily interest amount	Select the option to include the Est. Interest column on the report.
Show Com- pound Bal- ance	If this box is flagged, the Loan Statement will show the <b>Compound Balance</b> column.


## **Report Samples**

<b>Disbursement</b> 7.45 3.21	Payment 297,379.62	Other				
Disbursement           7.45         3.21           9.55         4.4	Payment 297,379.62	Other				
7.45 3.21 9.55	297,379.62		End Balance	Float BalanceComp	ound Balance	Est. Inte
3.21 9.55		40,425.38	2,185,253.21	3,374,771.69	0.00	656.2
9.55	181,073.66		2,004,179.55	2,728,474.19	0.00	530.5
	10,819.41		1,993,360.14	2,036,637.78	0.00	396.0
1.14	409,355.19		1,584,004.95	3,221,425.71	0.00	626.3
4.95	51,833.19		1,532,171.76	1,739,504.52	0.00	338.2
1.76			1,532,171.76	1,532,171.76	0.00	297.9
1.76			1,532,171.76	1,532,171.76	0.00	297.9
1.76	212,210.87		1,319,960.89	2,168,804.37	0.00	421.7
).89	147,876.86		1,172,084.03	1,763,591.47	0.00	342.9
4.03	25,758.79		1,146,325.24	1,249,360.40	0.00	242.9
5.24	317,868.64		828,456.60	2,099,931.16	0.00	408.3
.60	25,148.46		803,308.14	903,901.98	0.00	175.7
.14			803,308.14	803,308.14	0.00	156.1
.14			803,308.14	803,308.14	0.00	156.1
.14	281,138.03		522,170.11	1,646,722.23	0.00	320.1
).11	153,990.39		368,179.72	984,141.28	0.00	191.3
.72	5,026.43		363,153.29	383,259.01	0.00	74.5
.29	19,359.15	692.02	344,486.16	421,922.76	0.00	82.0
.16	37,883.53		306,602.63	458,136.75	0.00	89.0
2.63			306,602.63	306,602.63	0.00	59.6
2.63			306,602.63	306,602.63	0.00	59.6
2.63	199,546.03		107,056.60	905,240.72	0.00	176.0
60	865,598.22	500.00	(758,041.62)	0.00	0.00	
.62)	7,964.64		(766,006.26)	0.00	0.00	
.26)	15,720.52		(781,726.78)	0.00	0.00	
.78) 850,025.00	63,569.35		4,728.87	259,006.27	0.00	50.3
.87			4,728.87	4,728.87	0.00	0.9
.87			4,728.87	4,728.87	0.00	0.9
.87	557,583.13		(552,854.26)	0.00	0.00	
26)	145,477.17		(698,331.43)	0.00	0.00	
10%			610,738.14	1,054,615.17	0.00	
850,025.00	4,032,181_28	41,617.40	610,738.14	1,054,615.17	0.00	
			Âve	rane daily balance:	610 728 1	4
766.16			015	- so any colonide.	510,700.1	
5,000.00				Interest charge:	6.151.9	2
2,372.76				Other charges:	8,138.9	2
			Totals	statement charges:	14,290.8	4
				Past due balance:	0.0	0
				TOTAL DUE:	14,290.84	1
	2,372.76	2,372.76	2,372.76	2,372.76	2,372.76 Interest charge: 2,372.76 Other charges: Total statement charges: Past due balance: TOTAL DUE:	3,000,00         Interest charge:         6,151.9           2,372.76         Other charges:         8,138.9           Total statement charges:         14,290.8           Past due balance:         0.0           TOTAL DUE:         14,290.8



#### Statement for: 6/1/2020 - 6/30/2020 Preliminary Loan Statement Report

Fee Description	Post Date	Loan Limit	Available	Ending Balance	Excess Deficit	Fee Rate	Fee Amoun
OA RATE	06/01/2020	12,000,000.00	1,598,458.02	2,185,253.21	(586,795.19)	0.0333%	195.598
OARATE	06/02/2020	12,000,000.00	1,426,438.05	2,004,179.55	(577,741.50)	0.0333%	192.581
OA RATE	06/03/2020	12,000,000.00	1,416,159.61	1,993,360.14	(577,200.53)	0.0333%	192.400
OA RATE	06/04/2020	12,000,000.00	1,027,272.18	1,584,004.95	(556,732.77)	0.0333%	185.578
OA RATE	06/05/2020	12,000,000.00	1,636,975.96	1,532,171.76	104,804.20	0.0333%	
OA RATE	06/06/2020	12,000,000.00	1,636,975.96	1,532,171.76	104,804.20	0.0333%	
OA RATE	06/07/2020	12,000,000.00	1,636,975.96	1,532,171.76	104,804.20	0.0333%	
OA RATE	06/08/2020	12,000,000.00	1,435,375.64	1,319,960.89	115,414.75	0.0333%	
OA RATE	06/09/2020	12,000,000.00	1,294,892.62	1,172,084.03	122,808.59	0.0333%	
OA RATE	06/10/2020	12,000,000.00	1,270,421.77	1,146,325.24	124,096.53	0.0333%	
OA RATE	06/11/2020	12,000,000.00	968,446.56	828,456.60	139,989.96	0.0333%	
OA RATE	06/12/2020	12,000,000.00	1,553,466.89	803,308.14	750,158.75	0.0333%	
OA RATE	06/13/2020	12,000,000.00	1,553,466.89	803,308.14	750,158.75	0.0333%	
OA RATE	06/14/2020	12,000,000.00	1,553,466.89	803,308.14	750,158.75	0.0333%	
OA RATE	06/15/2020	12,000,000.00	1,286,385.76	522,170.11	764,215.65	0.0333%	
OA RATE	06/16/2020	12,000,000.00	1,140,094.89	368,179.72	771,915.17	0.0333%	
OA RATE	06/17/2020	12,000,000.00	1,135,319.78	363,153.29	772,166.49	0.0333%	
OA RATE	06/18/2020	12,000,000.00	1,116,928.59	344,486.16	772,442.43	0.0333%	
OA RATE	06/19/2020	12,000,000.00	1,080,939.23	306,602.63	774,336.60	0.0333%	
OA RATE	06/20/2020	12,000,000.00	1,080,939.23	306,602.63	774,336.60	0.0333%	
OA RATE	06/21/2020	12,000,000.00	1,080,939.23	306,602.63	774,336.60	0.0333%	
OA RATE	06/22/2020	12,000,000.00	1,537,371.46	107,056.60	1,430,314.86	0.0333%	
OA RATE	06/23/2020	12,000,000.00	715,053.15	(758,041.62)	1,473,094.77	0.0333%	
OA RATE	06/24/2020	12,000,000.00	707,486.75	(766,006.26)	1,473,493.01	0.0333%	
OA RATE	06/25/2020	12,000,000.00	692,552.25	(781,726.78)	1,474,279.03	0.0333%	
OA RATE	06/26/2020	12,000,000.00	1,446,139.82	4,728.87	1,441,410.95	0.0333%	
OA RATE	06/27/2020	12,000,000.00	1,446,139.82	4,728.87	1,441,410.95	0.0333%	
OA RATE	06/28/2020	12,000,000.00	1,446,139.82	4,728.87	1,441,410.95	0.0333%	
OA RATE	06/29/2020	12,000,000.00	916,435.84	(552,854.26)	1,469,290.10	0.0333%	
	Total Fee						766 1

## **Report Details**

Column	Description		
Statement Format			
Address	The Loan Statement Address will display the following:		

jh

Column	Description
	<ul> <li>Lender Name (in bold print) Located in System Preferences &gt; Iden- tification/system constants &gt; Name &amp; address &gt; Lender name)</li> </ul>
	Client Name
	Facility Description
	Client/Facility Address
Date	Displays the day of the Month
Begin Balance	Displays the beginning Loan Balance on the specific day
Disbursement	Displays the amount of the Loan Disbursement on the specific day
Payment	Displays the amount of the Loan Payment on the specific day; if there are multiple Loan Payments posted on the same day, this column will display the total Loan Pay- ments for the specific day
Other	Displays the amount of Other Loan Transactions. This is typically the Accrual Post- ing transactions on the Loan on the specific day
End Balance	Displays the ending Loan Balance on the specific day
Float Balance	Displays the Float Balance for the day that is calculated as:
	Payment column * Float Days (as defined on the Statement Terms > Fee Type Interest record) + End Balance column
Compound Bal-	Displays the Compound Balance for the day that is calculated as:
ance	Payment Column * Float Days (as defined on the Statement Terms > Fee Type Interest record) + End Balance column Plus prior day Interest
Est. Interest	Displays the calculated daily interest that is calculated as:
	(End Balance column or Float Balance (if applicable)) *Rate% / 360 or 365
Number of Days; Interest Rate	Displays number of days for the period; displays the interest rate as defined on the Statement Terms > Fee Type Interest record
Other Charges	Displays all Fee Types that are flagged as Active on Facility Statement Terms
Average Daily Bal- ance	Displays the average of the End Balance for the period
Interest Charge	Displays the interest calculated as:



Column	Description			
	(End Balance or Float Balance total (if applicable) * Rate % / 360 or 365)) * Days in Period			
Other Charges	Displays the total of the calculated Other Charges			
Total Statement Charges	Displays the total of the Interest Charge and the Other Charges			
Past Due Balance	Displays any Interest that has not yet been applied to the Loan			
Total Due	Displays the total of the Interest Charge, Other Charges and Past Due balance.			
Fee Type Calculation Format				
Note: This format is for the Fee Type "Maintenance" and Calculate Based on "Out of Formula"				
Fee Description	Displays the Description of the Maintenance Fee type on Facility Information > State- ment Terms			
Post Date	Displays the date that the fee type was analyzed in the date range the statement was run			
Loan Limit	Displays the value in the Facility Information > Limits > Loan Limit field			
Available	Displays the Net Availability			
Ending Balance	Displays the Loan Balance as of the end of the reported day			
Excess Deficit	Displays the difference between the Availability and the Loan Balance			
Fee Rate	Displays the rate set for that fee type on Facility Information > Statement Terms			
Fee Amount	Displays the calculated value of the Fee Rate column * Excess Deficit column			

## Security Roles

To generate the Loan Statement Report, the following Security Role needs to be set to YES:

- Security Roles > Reports > Facility > Print loan statement report (preliminary)
- Security Roles > Reports > Facility > Print loan statement report (non-preliminary)

### System Preferences

The following system preferences for this report are found in the Administration module, System Preferences, Facility/Collateral Rules (Formerly Asset Based Lending), Periodic statement generation folder.

Preference	Description
Max days in advance to allow posting	Maximum number of days prior to the statement through date to allow advance posting of statement fees.
	For example:
	<ul> <li>If the Max Days = 5 and the system date is 6/25/20 and the statement through date is 6/30/20, the system would allow the posting of the fees to occur.</li> </ul>
	<ul> <li>If the system date is 6/24/20 and the statement through date is 6/30/20, the system would not allow the posting of the fees to occur.</li> </ul>
Standard Main- tenance Fee Days in Month	Standard number of days in month used to calculate daily maintenance fee amount.
Use control date for certificate approve time (T/F)	If True, the Certificate Posting will be posted as of the current date. If False, the Certificate Posting will be posted as of the date entered.
Use ending date to determine fee month (T/F)	If True, the fiscal month the fees will apply to will be determined by the ending date of the statement. If False, the fees will apply to the date when the statement is run.
Use thru date to determine statement post date (T/F)	Determines if the post date for the Loan Statement is the date indicated as the thru date when running the Loan Statement
	For example, if the Thru Date is 6/30/20, this will be the post date of the State- ment transaction in the system.
Use thru date to determine accrual post date (T/F)	Determines if the accrual post date for the Loan Statement is determined by the thru date when running the Loan Statement. The system will look at the thru date on the Loan Statement and add the value in the Facility Information > Statements > Days to wait for posting to determine the date of the accrual posting.
	For example, if the Thru Date is 6/30/20 and the Days to wait for posting = 1, the accrual posting date will be 7/1/20.
Interest Calculation Rounding Method	Select the rounding method for periodic generation of loan statements in Fact- orSoft.

jh

Preference	Description
	No rounding limitation
	Limit rounding to 2 decimal places
	Limit rounding to 3 decimal places
	Limit rounding and truncate after 2 decimal places
Do not calculate interest float if loan balance is not pos- itive (T/F)	Determines if interest on float is calculated on days where the Loan Balance is negative
Do not calculate unused line fee if loan balance is not pos- itive (T/F)	Determines if the unused line fee (set up in <b>Facility Information &gt; Statement</b> <b>Terms &gt; Fee Type = Unused Line</b> ) is calculated if the Loan Balance is negative
Use effective dates with the spread rate when calculating interest (T/F)	Determines if the effective dates on the spread rate is used when calculating interest
Use tiered basis method when cal- culating interest (T/F)	Determines if the Lender can set up multiple interest rates on the <b>Facility</b> Information > Statement Terms > Fee type = Interest. The multiple rates can be set up by clicking the "View" button next to the rate under the Interest Rate section.

Customize the Statement

To add your logo and footer text to statements set the following in the Administration module, System Preferences, Facility/Collateral Rules (Formerly Asset Based Lending), Reports, Loan Statement Reports folder.

Preference	Description
Logo Image File Name	The fully qualified path and file name which the image file is located.
	Recommended Logo Size: 1.7" x .8"
	Acceptable File Types: .jpg, .tiff, .png
Footer Text	drop-down to select the statement text to be used in the footer of the report.



Preference	Description
	Statement language options are defined on the Statement Text Table screen in the Tables module.

### Position Summary Report

The Position Summary report provides an overview of each client's facility information, broken down by client, facility, and collateral.

### NOTE

The disclaimer "Post dated transactions are not included" appears at the top of these reports to indicate that only transactions from the As Of date to the current FactorSoft processing date are included on the report.

Position Su	mmary Report				_ 🗆 🗵
Parameters	Scheduling Template:	s			
Selection					
Client:					~
Office:					~
A/E:		~	C/0:		
Client Group:		$\sim$	Value:		
Preferences					
Output:	OPreview	Facility Group:	COLLTYPE		
	O Print	Value:	INVENTORY		~
	O Fax	Format:	Client Detail		$\sim$
	Email	As Of:	July 31, 201	1	
			Exclude I	nactive Clients, Facilities,	Collaterals
Template:					

Field	Description
Template	Lists any report template created to date. Select a template from the list to gen-



Field	Description
	erate a report based on its saved display parameters. Type a new <b>Template</b> name and click the save button to create a new template for this report, then select the template from the Templates tab and make any applicable para- meter and scheduling selections to complete the template.
<b>H</b>	Click this button to save a report template.
8	Click this button to close the report screen.
4	Click this button to generate the report to the selected Output format.

Field	Description
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Fields/Screen</b> 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.
	If you leave this field blank, you cannot make selections in the Facility fields.
Facility	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 <b>Client</b> list above.
	If you leave this field blank, you cannot make a selection in the Collateral field.
Office	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



Field	Description
	are restricted will be selected in the Office field by default and the user will not be able to change the <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the following System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
c/o	Select a Credit Officer to which to limit the report, or leave blank to include all C/O's.
Client Group	Select the client group (as defined in the Client Group Code Table) for which this report is to be generated.
Value	Select the client group's value (as defined in the Client Group Code Table) for which this report is to be generated.
Output	Select one of the following print output option from the drop-down list:
	<ul> <li>Preview to preview the report on the window before printing it</li> </ul>
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.
Facility Group	Select a facility group code (as defined in the Client Group Code Table) to which to limit the report, or leave this field blank to include all facility groups.
Value	Select the facility group's value (as defined in the Client Group Code Table) for which this report is to be generated.
Format	Select the report format to be generated:



1053

Field	Description
	Client Detail
	Client Summary
	Facility Summary
	• Loan Status

Report Samples

### **Client Detail Format**

The Position Summary – Client Detail format includes each Facility's Collateral Description, Currency, Collateral Type, Limits, Adv Rate, Gross Collateral, Total Ineligible, Net Collateral, Eligible Collateral, Availability, Balance, and Excess/Deficit. A Grand Total line totals the Availability, Balance, and Excess/Deficit columns for all clients included in the report. The Detail report also includes transaction detail and collateral posting detail for the current day.

FirstLe Client:	nders Bank Bakersfield Too	l & Die									Pos	aition Summar	y - Client Detai April 08, 2013
Facility	National Welding				Estat	lished: 8/1/2	007	Last Stat	lement: 3/31/2	2009			
		Activity	Description		Transact	ion Type	Begin B	lance	Amount	End B	alance	Extra Summary	Information
		04/01/2009	Accrual Post	hg	Accrual I	Posting	201,3	CO. CO	4,405.40	235,	709.26 Fee	Balance	0.00
											Fee	RØV	0.00
											Othe	r RSV	0.0
											Payr	nent RSV	0.00
											U/C	Balance	4,995.00
	Collateral Harne		Currency	Туре	Limits	Adv Rate	Gross Collateral	Total Ineligible	Eligible Collateral	Net Collateral	Availability	Balance	Excess/Defici
	Accounts Receivable		USD	Bulk AR	250,000.00	80.08	382,082.95	17,274.78	364,908.17	291,846.54	250,000.00		
	Facility Totals:		USD		250.000.00		382.082.95				250.000.00	235,709,26	14,290,74

### **Client Summary Format**

The Position Summary format includes each Facility's Collateral Description, Currency, Collateral Type, Limits, Adv Rate, Gross Collateral, Total Ineligible, Net Collateral, Eligible Collateral, Availability, Balance, and Excess/Deficit. A Grand Total line totals the Availability, Balance, and Excess/Deficit columns for all clients included in the report.



First Le Client:	enders Bank Bakersfield Tool & Die									Positio	on Summary - C	lient Summary April 08, 2013
		Currence	Type	Limits	Adv Rate	Gress Collateral Te	tai indiable	Eligible Collateral	Net Collateral	Availability	Balance	Bioess/Defia
acility.	Bakersfield Tool & Die											
	Inventory	USD	Inventoy	500,000.00	100.00	2,161,221.33	16,314.97	2,062,889.32	485,421.58	485,421.58		
	Facility Totals:	USD		1,000,000.00		2,161,221.33				485,421.58	405,117.65	80,303.5
willy.	BLT Forging											
	Accounts Receivable	USD	Bulk AR	750,000.00	75.00	960,219.36	31,822.15	928,397.21	696,297.91	696,297.91		
	Test Equip	USD	Equipment	25,000.00	100.00	25,000.00		25,000.00	25,000.00	25,000.00		
	Facility Totals:	USD		750,000.00		985,219.36				721,297.91	736,421.49	(15,123.58
acility:	National Welding											
	Accounts Receivable	USD	Bulk AR	250,000.00	00.00	382,082.95	17,274.78	364,008.17	291,046.54	250,000.00		
	Facility Totals:	USD		250,000.00		382,082.95				250,000.00	235,709.26	14,290.7
	Client Totals:	USD		1,750,000.00		3,528,523.64				1,456,719.49	1,377,248.40	79,471.0
BAND	TITALS									1.652 713.49	1 177 248 40	75 471 0

### Facility Summary Format

The Facility Summary format returns a similar report, but instead of grouping the report by facility within client, all facilities are listed individually as <client name>/<facility name>.

HIST Lengers Bank				Position Summary - Facility Summary April 08, 2013			
Client / Facility Description	Сштеноу	limits	Gress Collateral	Availability	Balance	Bioess/Defial	
Balcersfield Tool & Die/Balcersfield Tool & Die	US Dollar	1,000,000.00	2,161,221.33	485,421.58	405,117.65	80,303.93	
Bakersfield Tool & Die/BLT Forging	US Dollar	750,000.00	985,219.36	721,297.91	736,421.49	(15,123.58)	
Dakentfield Tool & Die/National Welding	US Dollar	250,000.00	202,002.95	250,000.00	235,709.26	14,290.74	

#### Loan Status Format

The Loan Status format includes information about loans for each client.

								Loar Monday, A	n Status Repo Jugust 13, 20
Name	Adv Rale	l neliaible/ Reserve	Gross/Net Collateral	Loan Balance	Available	Sales MTD	Credits MTD	Coll Cash/ Loan Cash	AR/Loan Tum
ABL Loan Revolver									
Facility Limit: 1,750,000.00		70,155.00	865,216.75	730,793.29	663.52	0.00	0.00	0.00	0.00
Collateral Limit: 1,750,000.00	92.00	20,000.00	731,456.81					0.00	0.00
	Sales 0.00	Cre	dits/Adjustments 0.00		Gross Collections 0.00		Net Collections 0.00	Advan 0	ces .00
Client Totals: 1,750,000.00 (ABC Company)		70.155.00	865.216.75 731.456.81	730.793.29	(19.336.48)	0.00	0.00	0.00	



### Facility Trend Card Report

The Facility Trend Card Report provides a 13 month trend analysis and includes Loan Summary, Revenue Summary, Accounts Receivable Summary, and Inventory Summary reports. The 13 month period includes the month of the current working date and the 12 months preceding the current working date. This report is accessed from the Facility menu of the Reports module.

Parameters	Scheduling	Templates			
selection					
Client:					~
Facility:					~
Office:					
CO:			~	c/o:	 ~
Client Group:			~	Value:	 ~
references					
	Print     Fax     Email				

Field	Description
Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Template</b> name and click the save button to create a new template for this report, then select the template from the Templates tab and make any applicable para- meter and scheduling selections to complete the template.
Ľ	Click this button to save a report template.
8	Click this button to close the report screen.



Field	Description
	Click this button to generate the report to the selected Output format.

Field	Description
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Fields/Screen</b> <b>Behavior &gt; Miscellaneous &gt; Use Client Search instead of drop downs</b> is set to <b>True</b> .
	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.
	If you leave this field blank, you cannot make selections in the <b>Facility</b> fields.
Facility	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 <b>Client</b> list above.
	If you leave this field blank, you cannot make a selection in the Collateral field.
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
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 <b>Control</b> panel of the <i>Client Information</i> screen.

Field	Description					
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the following System Preference:					
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>					
c/o	Select a Credit Officer to which to limit the report, or leave blank to include all C/O's.					
Client	Select the client group to which to limit the results in the report.					
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b> .					
Value	Select the client group's value (as defined in the Group Code Table) for which this report is to be generated.					
Output	Select one of the following print output option from the drop-down list:					
	Preview to preview the report on the window before printing it					
	Print to print the report without previewing it					
	• Fax to fax the report directly to the selected client.					
	• Email to email the report directly to the selected client.					

Clie Facil	nt: Advance ity: Advance	Systems D d Systems I	esign Design (INV)	,												Faci	lity Trend Ca
Address:	Advanced System (INV)	e Design	Acci Dec			Carrol	-	(4,030.00)		7							
	Austin, TX 78758		Gredi Olicer:	MINE		Garre	a hime	904,939.99									
DAN SUMI	IARY										BARNED REV	ENUE SUMM	ARY				
Carbon I.	Net Real	liducarati	Experies A	a de ce	t Culled	kara Fa	a Teratas	facility Facility	irc kiero	THE	-			entres — Enter	Astango Referen	-	Weak: GTM/T
Jul-11	004,038-09	12,509.03					(12,500.03)		004,559.99	0.00	344-11				000,220-00	0.00%	0.00%
Jun-11	461,212.96					4,940;	89 115,710.42		004,859.99	0.00	Jun-11				468,597,82	0.00%	0.00%
Mey-11	809,288.11				(790,000	00 8,086	413,837.62		461,212,66	20.70	Mag-11	5,5	5 AB	8,987.43	968,198.79	10.77%	10.71%
Apr-11	606,267.57					4,000	54		009,255.11	0.00	Apr-11	4.0	40-41	4,040.41	608,061.95	0.05%	6.05%
Har-11	601,271.01					3,9964	10		005,267.57	0.00	Mar-11	4.0	20:34	4,020.54	004,307.54	5.69%	5.09%
Pat-11	788,286.76					14,878.	17		801,271.81	0.00	Pab-11	11,4	1.86	11,481.88	799,132.46	18.77%	18.72%
Jan-11	788,299,74								758,296.74	0.00	348-11	7,4	10:05	7,489.98	786,296,74	11.22%	11,22%
Dec-10	741,094,57	49,000.00			82,362	20 7,663	36 \$0,000.00		766,296.34	400.79	Dec-10	7,0	96.63	0,963.38	766,894.20	11.90%	10.47%
NOR-10	741,094,57						-		261,694.57	0.00	Hox-10				761,896,57	0.00%	0.00%
065-10	722,866.14					18,808-	6		741,094.57	0.00	065-10	18,5	843	18,819.43	741,117,46	29.67%	29.05%
64p-10 Aug-10	117,578,25	000,000.00			(0,969	03 18,076;	92		722,005.14 117,678.26	0.00	64p-10 Aug-10	16,6	942	16,670.52	630,104.95 117,632.02	0.00%	30.00%
Assess:	625,345.11	59,000.00	0.00		10 (75,05	AND 7,423	50 SE,585.82	0.00	672,984.02	200.29	Antimeter	7,4	23.59	7,332.09	000,777,91	11.67%	11.33%
COUNTS	RECENABLE SU	RMARY															
14.24	half falses	laha	Gadh		BOOJE	Abdrok	Collectors	Over Page	tre bilare	1.4	Gast 1.4	taks 1/	-	]			
Jid-11	1,044,707.80								1,044,707.60		0.00	0.00	0.00%				
Jan-11	1,544,307,85						500,000.00		1,044,307.60	45,000.00	02.85	0.00	0.00%				
May-11	794,707.93						(756,000.00)		1,644,707.80	45,000.00	0.00	0.00	0.00%				
Apr-11	794,707.03								794,707.60		0.00	0.00	0.00%				
Han-11	794,707.03								794,707.55		0.00	0.00	0.00%	1			
Feb-11	756,376.01	192,345.05	1,253.33		990.00	(\$0.00)	113,000.00		794,707.00	45,000.00	196-53	340.04	0.27%				
249-11	798,379.61								798,376.61		0.00	0.00	0.00%	1			
Dec-10	756,375.61								768,376.61		0.00	0.00	0.00%				
Nov-10	766,376.61								266,276.81		0.00	0.00	0.00%				
OKE-10	766,276.61								268,276.81		0.00	0.00	0.00%				
6ep-10	046,375.01	110,000.00							798,376.01	\$0,000.00	0.00	200.63	0.00%				
Aug-10	646,335.01								646,375,610		0.00	0.00	0.00%				
Assages:	\$10,700.16	23,461.42	182.12		66.36	(4.93)	(10,341.60)	0.00	800,700.30	10,516.30	5.0	32.06	0.02%	J			
VENTORY	SUBBLARY																
-	Ref: M.	Ownpa	Groting	•													
Jul-11		100,000.00	0 100,00	0.00													
.249-11																	
Mag-11																	
Apr.11																	
Max 11																	
Max-11 Pett-11																	
Man 11 Neb-11 Jan-11				1													
Man.11 Feb-11 Jan-11 Dec-10																	
Man.11 Net-11 Jan-11 Dec-10 Nov-10																	
Man 11 Pep-11 Jan-11 Dec-10 Nov-10 Oct-10																	
Max.11 Neb-11 Jan-11 Dec-10 Net-10 Oct-10 Sep-10																	
Man 11 Feb-11 Jan-11 Dec-10 Oct-10 Exp-10 Aug-10	100,000.00	(100,000.00)															

### Trial Balance Report

The Trial Balance Report is a summary of daily transactions. This report can display results in a variety of formats. This report is accessed from the Facility menu of the Reports module.

Parameters	Scheduling	Templates				
Selection						
Client:						~
Facility:						~
Participation:						~
Member:						~
Office:						
A/E:				C/0;		
Client Group:				Value:		
Preferences						
G/L Group:				Date range:		
Account #:			~	From date:		
Format:	Detail as Acc	ount/Check #/Dat	e 🗸	Thru Date:		
Output:	Preview     Print     Fax     Email					

Field	Description
Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Template</b> name and click the save button to create a new template for this report, then select the template from the Templates tab and make any applicable para- meter and scheduling selections to complete the template.
	Click this button to save a report template.
8	Click this button to close the report screen.
4	Click this button to generate the report to the selected Output format.

Field	Description
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Field-</b> s/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.
	If you leave this field blank, you cannot make selections in the <b>Facility</b> fields.
Facility	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 <b>Client</b> list above.
	If you leave this field blank, you cannot make a selection in the Collateral field.
Par- ticipation	Select a participant entity to which to limit the report. This list is only populated if you are using the Participation module.
Member	Select a member of the participant entity to which to limit the report. This list is only pop- ulated if you are using the Participation module.
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
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

Field	Description					
	have that user selected in the A/E field on the <b>Control</b> panel of the <i>Client Information</i> screen.					
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the lowing System Preference:					
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>					
c/o	Select a Credit Officer to which to limit the report, or leave blank to include all C/O's.					
Client	Select the client group to which to limit the results in the report.					
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b> .					
Value	Select the client group's value (as defined in the Group Code Table) for which this report is to be generated.					
G/L Group	Select the G/L Account Group to which to limit the report.					
Account #	Select the G/L Account to which to limit the report.					
Format	Select the report format to be generated:					
	<ul> <li>Detail as Account/Check #/Date</li> </ul>					
	<ul> <li>Detail as Account/Date/Check #</li> </ul>					
	Summarize to Account					
	Summarize to Account/Client					
	Summarize to Account/Date/Source					
	Summarize to Date/Account/Source					
Date Range	Select the date range for the report:					

Field	Description
	<ul> <li>Month to Date: displays the first day of the current FactorSoft processing month in From date and the current FactorSoft processing date in the Thru date.</li> </ul>
	• Last Month: displays the first day of the previous FactorSoft processing month in From date and the last day of the previous FactorSoft processing month in the Thru date.
	<ul> <li>Yesterday: displays the of the previous FactorSoft processing day date in the From date and Thru date fields.</li> </ul>
	<ul> <li>Today: displays the of the current FactorSoft processing day date in the From date and Thru date fields.</li> </ul>
From date	Enter the beginning date of the date range for records to be selected for the report.
Thru date	Enter the ending date of the date range for records to be selected for the report.
Output	Select one of the following print output option from the drop-down list:
	<ul> <li>Preview to preview the report on the window before printing it</li> </ul>
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	Email to email the report directly to the selected client.

## **Report Samples**

HJ Sim Trial Bi	pson Capital alance with Detail								6/27/2010 Advance S	) thru 6/27/26 Systems Des
ecout 0	Check #	Date	Рауме	Client #	Source	Reference	Balance Fwd	Debits	Credits	End Balanc
000	Loan Balance						428,708.46			
	83	6/27/2010	Advance Systems Design	AR2	FUND	3089		104.00		
	84	6/27/2010	Advance Systems Design	AR2	FUND	3090		105.00		
					Account	t Totat	428,708.46	209.00	0.00	428,917/
15	Cash Fundings						(3,972,495.00)			
	83	6/27/2010	Advance Systems Design	AR2	FUND	3089			104.00	
	84	6/27/2010	Advance Systems Design	AR2	FUND	3090			105.00	
					Account	e Totat	(3,972,485.00)	0.00	209.00	(3,972,704.0
					Grand 1	- fotal:	(0,540,706,54)	209.00	209.00	(3,543,706.5

# **Participation Menu**

## Participation Reports

The Participation reports are used to generate reports about participation.

### Participation Report

The Participation Report provides a summary of Participant's financial details per batch, for specified clients within a specified date range.

This is an Engine-enabled report.

A Print Participation Reports	
Report template:	•
Parameters Scheduling Templates	1
Client 🗸	Clear
A/E:	Clear
Office:	Clear
Client Group: Value:	Clear
Default Printer: \\\Wiggum\BHM_Dev_Later Change Default This Report: \\\Wiggum\BHM_Dev_Laser	
Date range: Last month	=
Output: Preview	
Print now Save Egit	Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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.

Table	Description
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Fields/Screen</b>



Table	Description
	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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b> .
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Group Code Table. Click <b>Clear</b> to remove the selection.
Default Printer	Displays the default printer used to generate reports.

Table	Description
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
Date range	<ul><li>Select the date to use for the report from the list:</li><li>Last Month</li></ul>
	<ul> <li>Current month-to-date</li> <li>Year through last month-end</li> <li>Current year-to-date</li> </ul>
	<ul> <li>Specific date range</li> <li>If the Specific date range option is selected, enter the beginning and ending dates of the</li> <li>date range to which to limit the report in the adjacent fields</li> </ul>
Output	Select one of the following print output options from the drop-down list: • Preview to preview the report on the window before printing it • Print to print the report without previewing it
	<ul> <li>Fax to fax the report directly to the selected client.</li> <li>Email to email the report directly to the selected client.</li> </ul>
Print now	Click this button to generate the report to the <b>Output</b> method selected.
Save	Click this button to save updates to the currently selected <b>Report template</b> .
Exit	Click this button to close the screen.

## **Report Sample**

Upland Factors, LLC Participation Report									February	1, 2011 thru March 1, 2011
Client	Batch#	Posted	Invoices Purchased	Fee Escrow	Reserve	Fee Earned	Reserve Held	Funds Advanced	Participant.	Participation Amount
NOSTOP TRANSPORT, INC										
	228	2/10/2011	1,000.00		(100.00)			900.00	Test Participant	360.00
			1,000.00	_	(100.00)		-	900.00		360.00
			1,000.00	=	(100.00)		=	900.00		380.00



## **Productivity Menu**

## Productivity Reports

The Productivity report group contains cash and purchase productivity reports.

### Cash Productivity Report

The Cash Productivity Report provides a snapshot of specified client's cash postings, including checks posted and invoices paid, over a specified period of time.

This is an Engine-enabled report.

📕 Cash Prod	luctivity Report						
Options template	« ]	•					
Selection S	cheduling Templates						
С	lient:	Clear					
	A/E:	Clear					
0	flice:	Clear					
Gi	voup: Value:	Clear					
L L	Jser.	Clear					
Date ra	inge: Last month						
Fo	mac Detail report						
Ou	Output: Preview						
Print now	Save Exit	Help					

Field	Description
Options Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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.

Field	Description
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Fields/Screen</b>



Field	Description
	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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the following System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Group	Select the client group to which to limit the results in the report.
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b> .
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Client Group Code Table. Click <b>Clear</b> to remove the selection.
User	Select the FactorSoft user login to limit the report to cash postings entered by that user only.
Date	Select the date to use for the report from the list:



Field	Description
range	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date range
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the adjacent fields.
Format	Select the report format to be printed:
	Detail report
	Summarize to client/date within user
	Summarize to client within user
	Summarize to date within user
	Summarize to user
Output	Select one of the following print output options from the drop-down list
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.
	<ul> <li>Preference to generate the report to the output option specified in the Client Inform- ation Preference selection. Click here for <u>Preference Printing</u> help. See the Preference Printing Appendix for more information.</li> </ul>
Print now	Click this button to generate the report to the <b>Output</b> method selected.
Save	Click this button to save updates to the currently selected <b>Report template</b> .
Exit	Click this button to close the screen.

### **Report Sample**

Jser		Check	Trans	Checks	Invoices	Amount
Client	Posted	Batch#	Batch#	Posted	Paid	Posted
RENE:Operations - Irene Jones						
COMMERCIAL LAWN CARE (102)	2/7/2011	1210	192	1	1	112.50
DEQ COMPANIES INC. (1008)	2/7/2011	1210	128	1	3	9,150.00
HANDHELD TECHNOLOGY CORPORATION (1000)	2/1/2011	1208	282	2	2	295.00
HANDHELD TECHNOLOGY CORPORATION (1000)	2/4/2011	1209	287	1	7	3,095.00
HANDHELD TECHNOLOGY CORPORATION (1000)	2/7/2011	1210	289	2	5	5,488.25
HANDHELD TECHNOLOGY CORPORATION (1000)	2/8/2011	1211	290	1	1	160.40
M&A GLOBAL CARTRIDGES, LLC (1013)	2/3/2011	1207	102	1	4	74,383.17
NOSTOP TRANSPORT, INC (1007)	2/3/2011	1207	242	7	13	21,885.84
NOSTOP TRANSPORT, INC (1007)	2/7/2011	1210	244	9	27	48,790.94
NOSTOP TRANSPORT, INC (1007)	2/8/2011	1211	245	1	1	1,500.00
STEEL VALLEY TRANSPORT, LLC (1011)	2/3/2011	1207	158	5	5	5,635.00
STEEL VALLEY TRANSPORT, LLC (1011)	2/4/2011	1208	159	1	1	850.00
STEEL VALLEY TRANSPORT, LLC (1011)	2/7/2011	1210	160	6	8	7,180.55
UPLAND FACTORS SUSPENSE (101)	2/4/2011	1208	109	1	1	120.00
			-	39	79	178,848.85
ANNE:Administrative User						
NOSTOP TRANSPORT, INC (1007)	2/10/2011	1214	248	3	3	5,731.00
			_	3	3	5,731.00
FEVEN:New User						
STEEL VALLEY TRANSPORT, LLC (1011)	2/9/2011	1212	181	2	2	2,000.00
			-	2	2	2,000.00
			=	44	84	184 377 65

### Collector Response Productivity Report

The Collector Response Productivity Report is accessed from the Productivity Menu of the Reports module. This report lists, by User Name, the number of collection or verification messages set by each user while working the Collection/Verification Queue, or by verifying invoices from the Manage Pending Purchases screen.

This is an Engine-enabled report.

🖆 Collector Response Report	×
Options template:	•
Selection Scheduling Templates	
Group: Collections	
Date range: Last Month	
Output Preview	
Bint now Save Egit	elp

Field	Description
Options Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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	
Group	Select the message group to be reported:	
	Collections	
	Pre-purchase Verification	
	Post-purchase Verification	
Date range	Select the date to use for the report from the list:	

1071



FactorSoft™

Field	Description
	• Last Month
	Current month-to-date
	<ul> <li>Year through last month-end</li> </ul>
	Current year-to-date
	Specific date range
	• Today only
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the adjacent fields.
Output	Select one of the following print output option from the drop-down list
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.

### **Report Sample**

Upland Factors, LLC			February 1, 2011 Thru March 1, 2011
Collector Response Report			
Collector	Total	OTHER	
New Business Verifier	52	62	
New User	12	12	
Portfolio Management	34	34	
	98	98	

## Credit Decision Productivity Report

The Credit Decision Productivity Report is accessed from the Productivity Menu of the Reports module. This report lists the users that have made credit decisions in the specified time period and displays the average time period for making a decision on the credit request.

This is an Engine-enabled report.



Credit Decision Productivity Report	
Options template:	•
Selection Scheduling Templates	
Client	Clear
AE:	Clear
Office:	Clear
Group: Value:	Clear
User.	Clear
Date range: Last month	
Output: Preview	
Distance Ext	Hala
Eurit now Save Fäx	Helb

Field	Description
Option Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Option tem-</b> <b>plate</b> name and click <b>Save</b> 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.

Field	Description				
Client	drop-down to select the client for which to run the report.				
	For Client Search Window, available on SQL Reports when <b>System Preference</b> > <b>Fields/Scree</b> <b>Behavior</b> > <b>Miscellaneous</b> > <b>Use Client Search instead of drop downs</b> is set to <b>True</b> .				
	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.				



Field	Description				
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 <b>Control</b> panel of the <i>Client Information</i> screen.				
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the following System Preference:				
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>				
Office	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 <b>Office</b> field when generating the report. Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b>				
	menu, click Tables. Then, on the Client & Debtor menu, click Office.				
Group	up Select the client group to which to limit the results in the report.				
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b> .				
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Client Group Code Table. Click <b>Clear</b> to remove the selection.				
User	Select the FactorSoft user login to limit the report to cash postings entered by that user only.				
Date range	<ul> <li>Select the date to use for the report from the list:</li> <li>Last Month</li> <li>Current month-to-date</li> <li>Year through last month-end</li> <li>Current year-to-date</li> <li>Specific date range</li> <li>Today only</li> <li>If the Specific date range option is selected, enter the beginning and ending dates of the date</li> </ul>				

Field	Description				
Output	Select one of the following print output options from the drop-down list:				
	Preview to preview the report on the window before printing it				
	Print to print the report without previewing it				
	• Fax to fax the report directly to the selected client.				
	• Email to email the report directly to the selected client.				
Print now	Click this button to generate the report to the <b>Output</b> method selected.				
Save	Click this button to save updates to the currently selected <b>Report template</b> .				
Exit	Click this button to close the screen.				

### **Report Sample**

"TEST" Wo	orld of Factoring **TEST**		Janua	ry 1, 2008 Thru	December 31, 20
User	Description	Requested	Approved	Denied	Average Time In Queue
SISSY	Administrative User	1	1	0	5D 14H 33M
STEVE	Administrative User	3	3	0	10D

## Purchase Productivity Report

The Purchase Productivity Report produces a report that lists data entry and approval statistics for users to assist in evaluating user performance in FactorSoft.

This is an Engine-enabled report.

🖆 Print Purchase Productivity Report	
Report template:	•
Parameters Scheduling Templates	
Date range: Last month	_
This nepul. [\\Wiggum\8HM_Dev_Laser	
Etint now Save Egit	Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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.

Field	Description				
As of date	ect the date to use for the report from the list:				
	Last Month				
	Current month-to-date				
	Year through last month-end				
	Current year-to-date				
	Specific date range				
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the adjacent fields.				
Output	Select one of the following print output option from the drop-down list				

Field	Description			
	Preview to preview the report on the window before printing it			
	Print to print the report without previewing it			
	• Fax to fax the report directly to the selected client.			
	• Email to email the report directly to the selected client.			
Default Printer	Displays the default printer used to generate reports			
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.			
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.			
Print now	Click this button to generate the report to the <b>Output</b> method selected.			
Save	Click this button to save updates to the currently selected <b>Report template</b> .			
Exit	Click this button to close the screen.			

### Report Sample

Upland Factors, LLC Purchase Productivity Report February 1, 2011 Thru February 28, 2011									
U ser ID	Description	Data Entry Batches	Data Entry Invoices	Data Entry Time	Data Entry Average	Approval Batches	Approval Invoices	Approval Time	Approval Average
AARON	Data Entry	1	1	38s	385	1	1	6m6s	0m6s
AL	Data Entry	6	26	3m24s	3.4s	7	38	23m 55s	3m25s
ANDREW	Underwriting								
ART	Data Entry	1	1	C s	Cs.				
BRANT	New Business Mgmt	2	6	67s	285	2	5	25m 13s	12m 36s
IRENE	Operations	14	75	42m 56s	3m4s				
PALO	Data Entry	10	50	34m 36s	3m28s	10	50	26m 2s	2m36s
WARREN	Data Entry								

### System Preferences

The following system preferences for this report are located in the Administration module, System Preferences, **Reports**, **Purchase productivity report** folder.

Field	Description
Only first user gets credit for data entry batch and invoices	Set to <b>True</b> to count invoices only once on original entry for the user that cre- ated the batch, and not count rework



## Statements Menu

### Statements Reports

The Statements report group contains a variety of client and debtor statement options.

### Activity Statements

Activity Statements provide a summary of financial activity for specified clients during a defined date range. The results of this statement can be presented in three ways:

- Debtor Assignment Notifications
- Purchases by Debtor
- Purchases then Payments/Credits

Print Activity Statements			
Date-From February 1, 2011	Today L-Month	Default Printer: \\\Wiggum\BHM_Dev_Laser	Change
Thru: February 28, 2011	MTD YTD	This Report \\\Wiggum\BHM_Dev_Laser	Default
Client:	▼ Clear	Output:	
A/E:	▼ Clear	C Preview C Pax C Print C Email	
Client Group: Value:	▼ Clear		
Office:	Clear		
Format: Purchases then Payments/Credits	•	Print Exit	Help
1			

Field	Description
Date From	Enter the beginning date of the date range to which to limit the report.
	Click <b>Today</b> to display the current processing date in this field.
	<ul> <li>Click L-Month to enter the previous beginning date of the month to date period in Date Range and previous ending date of the month to date period in Thru.</li> </ul>
	<ul> <li>Click MTD to enter the current beginning date of the month to date period in Date Range and current processing date in the Thru.</li> </ul>
	<ul> <li>Click YTD to enter the current beginning date of the year to date period in Date Range and current processing date in the Thru.</li> </ul>
Thru	Enter the ending date of the date range to which to limit the report.
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Fields/Screen</b>



Field	Description
	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 to which to limit the results, or leave this field blank to include all AE's.
Client Group	Select the client group to which to limit the results in the report.
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b> .
Value	Select the client group's value (as defined in the Group Code Table) for which this report is to be generated. Click Clear to remove the selection.
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Format	Select the report format to be printed:
	Debtor Assignment Notifications
	Purchases by Debtor
	Purchases then Payments/Credits

 $\ensuremath{\mathbb{C}}$  2022 Jack Henry & Associates, Inc.  $\ensuremath{^\circ}$ 

FactorSoft™

v4.7

Field	Description
Default Printer	Displays the default printer used to generate reports.
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
Output	Select one of the following print output option from the drop-down list:
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.
Print	Click this button to generate the report.
Exit	Click this button to close the screen without printing the report.


Activity Statement For HANDHELD TECHNOLOGY CORPORATION							
February 1, 2011 Thru February 28, 2011							
			Purchases & D	ebits			
Debtor Code	Debtor Name	Transaction Date	Posting Date	Batch Number	In voice Number	Transaction Amount	Adjustment Amount
	CROSS COUNTRY COMMUNICAT	2/1/2011	2/9/2011	163	4391	281.25	
	E-LECTORIX	2/1/2011	2/9/2011	163	4396	120.00	
	INFOTREND TECHNOLOGIES	2/1/2011	2/9/2011	163	4393	175.00	
	LOLLIES	1/30/2011	2/2/2011	161	4408	10,571.25	
	LOLLIES	1/30/2011	2/2/2011	161	4407	1,123.00	
	LOLLIES	12/20/2010	2/9/2011	163	4324	55.00	
	LOLLIES	12/30/2010	2/9/2011	163	4332	183.00	
	LOLLIES	2/5/2011	2/9/2011	163	4432	3,092.00	
	LOLLIES	2/5/2011	2/9/2011	163	4433	790.00	
	LOLLIES	2/5/2011	2/9/2011	163	4436	300.00	
	LOLLIES	2/5/2011	2/9/2011	163	4437	854.50	
	LOLLIES	2/5/2011	2/9/2011	163	4438	298.00	
	LOLLIES	2/5/2011	2/9/2011	163	4439	230.00	
						18,083.00	
Debtor		Transaction	Payments & Cr Posting	redits Batch	Check	18,083.00 Transaction	Adjustment
Debtor Code	Debtor Name	Transaction Date	Payments & Cr Posting Date	redits Batch Number	Check Number	18,083.00 Transaction Amount	Adjustment Amount
Debtor Code	Debtor Name BLACK BOOT SERVICES	Transaction Date 2/4/2011	Payments & Co Posting Date 2/4/2011	redits Batch Number 288	Check Number	18,083.00 Transaction Amount	Adjustment Amount 395.00
Debtor Code	Debtor Name BLACK BOOT SERVICES CONTINENTAL NETWORD SERVI	Transaction Date 2/4/2011 2 2/2/2011	Payments & Cr Posting Date 2/4/2011 2/4/2011	redits Batch Number 288 287	Check Number 91000018479877	18,083.00 Transaction Amount 3,095.00	Adjustment Amount 395.00 (3,095.00)
Debtor Code	Debtor Name BLACK BOOT SERVICES CONTINENTAL NETWORD SERVI INFOTREND TECHNOLOGIES	Transaction Date 2/4/2011 2 2/2/2011 2 /9/2011	Payments & Cr Posting Date 2/4/2011 2/4/2011 2/9/2011	Batch Number 200 287 291	Check Number 91000018479677	18,063.00 Transaction Amount 3,095.00	Adjustment Amount 395.00 (3,095.00) 340.00
Debtor Code	Debtor Name BLACK BOOT SERVICES CONTINENTAL NETWORD SERVI INFOTREND TECHNOLOGIES LOLLIES	Transaction Date 2/4/2011 2/2/2011 2/9/2011 1/27/2011	Payments & Cr Posting Date 2/4/2011 2/4/2011 2/9/2011 2/1/2011	redits Batch Number 208 287 291 282	Check Number 91000018479677 91765	18,083.00 Transaction Amount 3,085.00 175.00	Adjustment Amount 395.00 (3,095.00) 340.00
Debtor Code	Debtor Name BLACK BOOT SERVICES CONTINENTAL NETWORD SERVI INFOTREND TECHNOLOGIES LOLLIES	Transaction Date 2/4/2011 2/2/2011 2/9/2011 1/27/2011 2/3/2011	Payments & Cr Posting Date 2/4/2011 2/4/2011 2/9/2011 2/9/2011 2/1/2011	redits Batch Number 200 287 291 282 289	Check Number 91000018479677 91705 91892	18,063.00 Transaction Amount 3,095.00 175.00 4,008.25	Adjustment Amount 395.00 (3.095.00) 340.00 (3.523.75)
Debtor Code	Debtor Name BLACK BOOT SERVICES CONTINENTAL NETWORD SERVI INFOTREND TECHNOLOGIES LOLLIES LOLLIES MIDWEST TABLECLOTHS	Transaction Date 2/4/2011 2/9/2011 2/9/2011 1/27/2011 2/9/2011 2/4/2011	Payments & Cr Posting Date 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/1/2011 2/1/2011 2/7/2011 2/8/2011	redits Batch Number 208 287 291 282 289 290	Check Number 91000018479677 91705 91892 53846	18,063.00 Transaction Amount 3,095.00 175.00 4,008.25 180.40	Adjustment Amount 395.00 (3.095.00) 340.00 (3.523.75) (180.40)
Debtor Code	Debtor Name BLACK BOOT SERVICES CONTINENTAL NETWORD SERVI INFOTREND TECHNOLOGIES LOLLIES LOLLIES MIDWEST TABLECLOTHS PERFECT SYSTEM SOLUTIONS	Transaction Date 2/4/2011 2/9/2011 1/27/2011 2/9/2011 2/4/2011 1/27/2011	Payments & Co Posting Date 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011	redits Batch Number 200 287 291 282 289 290 289 290 289	Cheok Number 91000018479877 91705 91892 53646 24187	18.083.00 Transaction Amount 3.095.00 175.00 4.008.25 100.40 1.480.00	Adjustment Amount 395.00 (3.095.00) 340.00 (3.523.75) (180.40)
Debtor Code	Debtor Name BLACK BOOT SERVICES CONTINENTAL NETWORD SERVI INFOTREND TECHNOLOGIES LOLLIES LOLLIES MIDWEST TABLECLOTHS PERFECT SYSTEM SOLUTIONS WEAVERCOM	Transaction Date 2/4/2011 2/9/2011 1/27/2011 2/9/2011 2/9/2011 1/27/2011 2/4/2011	Payments & Cri Date 2/4/2011 2/4/2011 2/4/2011 2/1/2011 2/7/2011 2/7/2011 2/7/2011 2/7/2011	redits Batch Number 288 287 291 282 289 290 289 289 289 288	Check Number 91000018479677 91705 91892 53646 24187	18,083.00 Transaction Amount 3,085.00 175.00 4,008.25 160.40 1,480.00	Adjustment Amount 395.00 (3.095.00) 340.00 (3.523.75) (180.40) 175.00
Debtor Code	Debtor Name BLACK BOOT SERVICES CONTINENTAL NETWORD SERVI INFOTREND TECHNOLOGIES LOLLIES LOLLIES MIDWEST TABLECLOTHS PERFECT SYSTEM SOLUTIONS WEAVERCOM WE CONNECT	Transaction Date 2/4/2011 2/2/2011 2/9/2011 1/27/2011 2/4/2011 1/27/2011 2/4/2011 1/29/2011	Payments & Cri Date 2/4/2011 2/4/2011 2/4/2011 2/7/2011 2/7/2011 2/7/2011 2/7/2011 2/7/2011 2/7/2011	redits Batch Number 200 207 291 202 209 209 209 200 200 200 200 200 200	Check Number 91000018479677 91892 53846 24187 5526	18,063.00 Transaction Amount 3,095.00 175.00 4,008.25 160.40 1,480.00 120.00	Adjustment Amount 395.00 (3.096.00) 340.00 (3.523.75) (180.40) 175.00
Debtor Code	Debtor Name BLACK BOOT SERVICES CONTINENTAL NETWORD SERVI INFOREND TECHNOLOGIES LOLLIES LOLLIES MIDWEST TABLECLOTHS PERFECT SYSTEM SOLUTIONS WEAVERCOM WE CONNECT	Transaction Date 2/4/2011 2/9/2011 2/9/2011 2/9/2011 2/4/2011 1/27/2011 2/4/2011 1/29/2011	Payments & Cri Posting Date 2/4/2011 2/4/2011 2/9/2011 2/7/2011 2/7/2011 2/7/2011 2/7/2011 2/4/2011 2/1/2011	redits Batch Number 288 287 291 282 289 290 289 289 289 289	Check Number 91000018479677 91705 91892 53646 24187 8526	18,063.00 Transaction Amount 3,095.00 175.00 4,008.25 160.40 1,480.00 120.00 9,038.65	Adjustment Amount 395.00 (3,095.00) 340.00 (3,523.75) (180.40) 175.00 (5,889.15)
Debtor Code	Debtor Name BLACK BOOT SERVICES CONTINENTAL NETWORD SERVI INFOTREND TECHNOLOGIES LOLLIES LOLLIES MIDWEST TABLECLOTHS PERFECT SYSTEM SOLUTIONS WEAVERCOM WE CONNECT	Transaction Date 2/4/2011 2/9/2011 2/9/2011 2/9/2011 2/4/2011 1/27/2011 2/4/2011 1/27/2011 2/4/2011 1/29/2011	Payments & Cri Posting Date 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/7/2011 2/4/2011 2/4/2011 2/1/2011	redits Batch Number 200 200 201 202 209 200 209 200 200 200 200 200 200	Check Number 91000018479877 91705 91892 53848 24187 5528	18,063.00 Transaction Amount 3,095.00 175.00 4,008.25 180.40 1,480.00 120.00 9,038.65	Adjustment Amount 395.00 (3.095.00) 340.00 (3.523.75) (180.40) 175.00 (5.809.15)
Debtor Code	Debtor Name BLACK BOOT SERVICES CONTINENTAL NETWORD SERVI INFOTREND TECHNOLOGIES LOLLIES LOLLIES MIDWEST TABLECLOTHS PERFECT SYSTEM SOLUTIONS WEAVERCOM WE CONNECT	Transaction Date 2/4/2011 2/9/2011 2/9/2011 1/27/2011 2/4/2011 1/27/2011 2/4/2011 1/29/2011	Payments & Co Posting Date 2/4/2011 2/9/2011 2/9/2011 2/9/2011 2/9/2011 2/9/2011 2/9/2011 2/9/2011 2/9/2011 2/9/2011	redits Batch Number 200 207 291 282 289 290 289 280 289 280 282	Check Number 91000018478577 91705 91892 53846 24187 5526	18,063.00 Transaction Amount 3,095.00 175.00 4,008.25 100.40 1,480.00 120.00 9,038.85	Adjustment Amount 395.00 (3.095.00) 340.00 (3.523.75) (160.40) 175.00 (5.889.15)
Debtor Code	Debtor Name BLACK BOOT SERVICES CONTINENTAL NETWORD SERVI INFOTREND TECHNOLOGIES LOLLIES LOLLIES MIDWEST TABLECLOTHS PERFECT SYSTEM SOLUTIONS WEAVERCOM WE CONNECT	Transaction Date 2/4/2011 2/9/2011 2/9/2011 1/27/2011 2/4/2011 1/27/2011 2/4/2011 1/29/2011	Payments & Cr Posting Date 2/4/2011 2/4/2011 2/4/2011 2/1/2011 2/7/2011 2/7/2011 2/7/2011 2/4/2011 2/1/2011 2/1/2011 2/1/2011	redits Batch Number 200 287 291 282 289 290 289 289 289 289 289 289 289 289 289 289	Check Number 91000018479677 91892 53646 24187 5526	18,063.00 Transaction Amount 3,095.00 175.00 4,008.25 160.40 1,480.00 1,480.00 120.00 9,038.65	Adjustment Amount 395.00 (3.085.00) 340.00 (3.523.75) (160.40) 175.00 (5.889.15)
Debtor Code	Debtor Name BLACK BOOT SERVICES CONTINENTAL NETWORD SERVI INFOTREND TECHNOLOGIES LOLLIES LOLLIES MIDWEST TABLECLOTHS PERFECT SYSTEM SOLUTIONS WEAVERCOM WE CONNECT Balance	Transaction Date 2/4/2011 2/2/2011 2/9/2011 1/27/2011 2/4/2011 1/29/2011 1/29/2011	Payments & Cri Date 2/4/2011 2/4/2011 2/4/2011 2/1/2011 2/7/2011 2/7/2011 2/1/2011 2/1/2011 2/1/2011	redits Batch Number 288 287 291 282 289 290 289 280 282 282 282 282 282 283 282 283 282 283 283	Check Number 91000018479677 91892 53646 24187 5526	18,063.00 Transaction Amount 3,095.00 175.00 4,008.25 160.40 1,480.00 120.00 9,038.85	Adjustment Amount 395.00 (3.086.00) 340.00 (3.523.75) (160.40) 175.00 (5.889.15)
Debtor Code	Debtor Name BLACK BOOT SERVICES CONTINENTAL NETWORD SERVI INFOTREND TECHNOLOGIES LOLLIES LOLLIES MIDWEST TABLECLOTHS PERFECT SYSTEM SOLUTIONS WEAVERCOM WE CONNECT Balance Purchas	Transaction Date 2/4/2011 2/9/2011 2/9/2011 1/27/2011 2/4/2011 1/27/2011 1/29/2011 1/29/2011	Payments & Cr Posting Date 2/4/2011 2/4/2011 2/4/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/20	redits Batch Number 288 287 291 282 289 290 289 280 282 282 282 282 283 282 283 282 283 283	Check Number 91000018479677 91705 91892 53646 24187 5526 nt 0	18,063.00 Transaction Amount 3,095.00 175.00 4,008.25 100.40 1,480.00 1,480.00 1,20.00 9,038.85	Adjustment Amount 395.00 (3.095.00) 340.00 (3.523.75) (160.40) 175.00 (5.889.15)
Debtor Code	Debtor Name BLACK BOOT SERVICES CONTINENTAL NETWORD SERVI INFOTREND TECHNOLOGIES LOLLIES LOLLIES MIDWEST TABLECLOTHS PERFECT SYSTEM SOLUTIONS WEAVERCOM WE CONNECT Balance Purchas Collectio	Transaction Date 2/4/2011 2/9/2011 2/9/2011 1/27/2011 2/4/2011 1/27/2011 2/4/2011 1/29/2011 1/29/2011 Forward	Payments & Co Posting Date 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 2/4/20	redits Batch Number 200 287 291 282 289 280 289 280 282 3 4 Amoun 51.778.9 3 18.083.0 6 (9.038.6 3	Check Number 91000018479877 91705 91892 53848 24187 5528 nt 0 0 5)	18,063.00 Transaction Amount 3,095.00 175.00 4,008.25 100.40 1,480.00 120.00 9,038.65	Adjustment Amount 395.00 (3.095.00) 340.00 (3.523.75) (160.40) 175.00 (5.669.15)
Debtor Code	Debtor Name BLACK BOOT SERVICES CONTINENTAL NETWORD SERVI INFOTREND TECHNOLOGIES LOLLIES LOLLIES MIDWEST TABLECLOTHS PERFECT SYSTEM SOLUTIONS WE AVERCOM WE CONNECT Balance Purchas Collectio Adjustm	Transaction Date 2/4/2011 2/9/2011 2/9/2011 1/27/2011 2/4/2011 1/27/2011 2/4/2011 1/29/2011 1/29/2011 1/29/2011 1/29/2011 1/29/2011	Payments & Co Posting Date 2/4/2011 2/4/2011 2/4/2011 2/1/2011 2/1/2011 2/4/2011 2/1/2011 2/1/2011 2/1/2011 3/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 2/1/2011 3/1/2011 3/2 6/2 3/2 3/2 3/2 3/2 3/2 3/2 3/2 3	redits Batch Number 286 287 291 282 289 289 289 289 289 289 289 289 289	Check Number 91000018479877 91705 91892 53848 24187 5528 nt 0 0 5	18,063.00 Transaction Amount 3,095.00 175.00 4,008.25 180.40 1,480.00 120.00 9,038.85	Adjustment Amount 395.00 (3.095.00) 340.00 (3.523.75) (180.40) 175.00 (5.889.15)

System Preferences

The following system preferences for this report are found in the Administration module, System Preferences, **Reports**, **Trial balance** folder. Default definition is **ActStmt0**.

Preference	Description
Debtor assignment notification Crystal Reports module name	Used to assign the Crystal Reports module name for the Debtor Assignment Notifications report.
Purchase by debtor Crystal Reports mod- ule name	Used to assign the Crystal Reports module name for the Purchase by debtor report.

ih

Preference	Description
Purchase then pay- ments/ credits Crystal Reports module name	Used to assign the Crystal Reports module name for the Purchases then Pay- ments/Credits report.

## Additional Fee Statements

The Additional Fee Statement window is accessed through the Reports drop-down menu by first selecting Statements and then selecting Additional Fee Statements.

Print Additional Fee	Statements		X
Client:			▼ Clear
AE:			▼ Clear
Date Range: January	1, 2008		M-T-D
Thru: Decemb	er 31, 2008		L-Mo
Default Printer: \\\Wiggu This Report: \\\Wiggu	m\BHM_Dev_Laser m\BHM_Dev_Laser	-	Change Default
Format:     Preliminary statement	Sort: Client	Output: Preview	Print
C Statement & post fees ☐ Show A/E	C A/E	C Print C Fax C Email	Egit
			Help

Field	Description
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Fields/Screen</b> 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 X red [x] icon to clear the Client field.

Field	Description
	TIP Choosing Contains will allow users to search by Client Code.
A/E	Select the Account Executive to which to limit the results, or leave this field blank to include all AE's.
Date	Enter the beginning date of the date range to which to limit the report.
Range	Click <b>MTD</b> to enter the current beginning date of the month to date period in Date Range and current processing date in the Thru. Click <b>L-Month</b> to enter the previous beginning date of the month to date period in Date Range and previous ending date of the month to date period in Thru.
Thru	Enter the ending date of the date range to which to limit the report.
Default Printer	Displays the default printer used to generate reports.
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
Format	Select the format of the report to produce:
	Preliminary statement: generates the statement only.
	<ul> <li>Statement &amp; post fees: generates the statement and posts the associated fees to the client account.</li> </ul>
Sort	Select the sort option that determines the order in which to sort the report.
	• Client
	• AE
Output	Select one of the following print output option from the drop-down list



Field	Description
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	Email to email the report directly to the selected client
Show A/E	Select this option to print the Account Executive name associated with each client on the report.
Print	Click this button to generate the report to the <b>Output</b> method selected.
Exit	Click this button to close the screen.

#### Statement Sample

			Prelimin January 1	World of Factory Additional 2008 thru De	toring Fee Statement cember 31, 200	8				
Audubon Nature In: 123 South Lake New Orleans, LA 70	stitute 0114									
	Invoice	Invoice	Invoice	Payment	Payment		Fee	Float	Payment	A dditional
	Date	Batch#	Posted	Bate h#	Posted	Type	Days	Days	Applied	Fee
Invoice#						DUT		3	000.00	20.29
2515	8/2/2005	42	8/2/2005	37	11/28/2008	PMI	1217		200.00	20.20

## **Client Activity Statements**

The Client Activity Statement generates a report based on a specified client's activity, by specified terms, within a specified date range. The Client Activity Statements report both factoring detail collateral and non-detail collateral concurrently for databases that have both types.

An alternate format displays several columns of Load Processor advance activity. To utilize this format, set System Preference Reports, Client activity Statement, Activity by date Crystal Reports module name to CLISTMTAC.

To remove unnecessary data and present a useful Client Activity Statement, two functions on the Recalculate Redundant Data option need to be run prior to producing this report. These can be found on the Administration module, System menu, Database maintenance, Recalculate Redundant Data option. Run **Payment C/B Codes**, then **Activity Tables**.



R

崖 Print Clier	t Activity Statement				×
Options templa	te:				•
Parameters	Scheduling Templates				
Date:	March 1, 2011	Thru: March 31, 2011	_	M-T-D	L-Mo
Client:		,	•	Clear	Today
AE:			•	Clear	
Office:			•	Clear	
Group:	•	Value:	Ψ.	Clear	Clear
G/L group:			•	Clear	
Terms type:			•		
Sum to:	Date 💌	Sort Client	٣		
Output:	Preview		٣		
	Include non-zero inactive clients Convert to native currency Report by facility instead of client	Show A/E Show client name Show yield			
Print now	Save Ext				Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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.

Field	Description
Date	Enter the beginning date of the date range to which to limit the report.
	Click <b>MTD</b> to enter the current beginning date of the month to date period in Date Range and current processing date in the Thru. Click <b>L-Month</b> to enter the previous beginning date of the month to date period in Date Range and previous ending date of the month to date period in Thru. Click Today to enter the current FactorSoft processing date in the Date and Thru fields
Thru	Enter the ending date of the date range to which to limit the report.
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Field-</b>

Field	Description
	s/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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Group	Select the client group to which to limit the results in the report.
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b> .
Value	Select the client group's value (as defined in the Group Code Table) for which this report is to be generated. Click Clear to remove the selection.



Field	Description
G/L Group	Select a G/L Group to which to limit the report, or leave this field blank to include all G/L Groups.
Account	Select the account to which to limit the report. The accounts are defined in the Accounts table.
Terms	Select the terms to use for the statement to be printed:
type	• None
	Invoice based terms
	<ul> <li>Portfolio based terms (A/R finance)</li> </ul>
	Portfolio based terms (daily rate)
Sum to	Determines the statement format:
	Date: activity by each day in the period
	Activity: activity by individual batch
	Client: activity within client by each day in the period
	Group: activity within group by each day in the period
Sort	Select the option that determines the order in which to sort the statement:
	• Client
	• A/E
	• G/L Group
Output	Select one of the following print output option from the drop-down list:
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.
	<ul> <li>Preference to generate the report to the output option specified in the Client Inform- ation Preference selection.</li> </ul>



Field	Description
Include non- zero inactive clients	Include inactive clients that have cash in A/R or reserves on the report. If this option is not selected, non-zero inactive clients are excluded form the report.
Convert native currency	Select this option to convert the financial data to the client's native currency.
Report by facil- ity instead of client	Select this option to print the Client Activity Statement report for facilities instead of clients. This setting is intended for clients that are using the Bulk Collateral processing capabilities of FactorSoft.
Show A/E	Select this option to print the account executive name in the statement results.
Show cli- ent name	Select this option to print the client name in the statement results.
Show yield	Select this checkbox to include yield in the results.
Print	Click this button to generate the report.
Exit	Click this button to close the screen without printing the report.

# Statement Sample

	TECHNOLOGY					February 1, 2011	thru February 10	. 2011					
1234 Grenal	ta Avenue	JURF ORALIO											
ridley, MN	00432	Account	ts Receivable				Disbursene	nts and Charge	15			Balances	
Date	Purchases	Gross Receipts	Discounts	Other	Adjust -ments	Funding	Cash Receipts	Charges & Fees	Expenses	A djust -ments	Accounts Receivable	Funding	Reserve
1/31/2011											51,778.90	27,843.20	23,935.70
2/1/2011		295.00					295.00	8.85			51,483.90	27,557.05	23,926.85
2/2/2011	11,694.25				- 1	8,752.74			17.95		63,178.15	38,327.74	25,850.41
2/3/2011					- 1						63,178.15	38,327,74	25,850.41
2/4/2011		3.095.00		(3.095.00)	(570.00)		3.095.00	30.70	92.85		62,608.15	33,356,29	29,251.88
2/5/2011											62,608.15	33,356.29	29,251.85
2/6/2011					- 1						62,608.15	33,356.29	29,251.85
2/7/2011		5,488.25		(3,523.75)	- 1		5,488.25	58.94			60,643.65	27,928.98	32,716.67
2/8/2011		160.40		(160.40)	- 1		160.40				60,643,65	27,766.58	32,877.07
2/9/2011	6,368.75				(340.00)	12,192,53		27,20	17.95		66,672,40	40,004,25	25,558.14
2/10/2011											66,672.40	40.004.25	26,668.14
	18,063.00	9,038.65	0.00	(6,779.15)	(\$10.00)	20,945.27	9,038.65	125.69	128.75	0.00			



#### System Preferences

The following system preferences for this report are located in the Administration module, System Preferences, **Reports**, **Client activity report** folder.

Field	Description
Include load advances and load settlement columns	Set to <b>True</b> to include load advance data on the Client Activity Statement Report (both FactorSoft Reporting Service and Crystal Reports versions). Note that this preference was added due to the fact that the run time for the Client Activity Statement was negatively impacted for implementations of FactorSoft that employed the Load Processor module, so by default the columns are excluded from the reports.

## Client Fee Statements

The Client Fee Statement generates a statement of Client Fees for selected clients, within a selected date range .

Exclude fees for negative NFE days

The Client Fee Statement can be configured to exclude fees from being calculated for negative NFE days. Set System Preference Reports, Client Fee Statement, Do not calculate fees if funds employed is not positive to True and Reports, Client fee statement, Calculate fees daily to **True** to only calculate fees for days on which the NFE balance is positive.

If Do not calculate fees if funds employed is not positive is set to **True** and Calculate fees daily is set to False, fee calculation is based on the NFE balance at the time the statement is generated and does not consider daily NFE balance.

Exclude Carrier Payments from NFE

The Client Fee Statement can also be configured to allow the Carrier Payments Due account to not update Net Funds Employed (NFE) for pending carrier payments (that is, funds for carrier payment invoices purchased but not yet paid out).

Important Note: This feature is only available for the single fee statement format of the Client Fee Statement. Therefore, System Preference Reports, Client fee statement, Use multi-fee version must be False to utilize the exclude carrier payments from NFE functionality.

To configure the system to update held funds instead of NFE for carrier payments purchased but not yet paid out:



- Set System Preference Client rules/defaults, Ineligibility/summary calculation, Exclude carrier payments from NFE to True.
- Set System Preference Reports, Client fee statement, Exclude carrier payments from NFE to True.
- Set System Preference Reports, Funds employed summary, Exclude carrier payments from NFE to **True**.
- Recalculate the Calc table one time after setting System Preferences.

The default report definition for this report is **CliStmt1**.

Calculate	Client Fee Statement			8
Options templa	ate:			•
Parameters	Scheduling Templates			1
Date:	September 1, 2021 Thru: September 30, 2021		M-T-D	L-Mo
Client		•	Clear	
A/E:		•	Clear	
Office:		•	Clear	
Group:	Value:	~	Clear	
G/L group:		•	Clear	
Sort	Client			
Output:	Preview	-		
	Include non-zero inactive clients     Include non-zero inactive clients     Show A/E     Show client name     Convert to native currency	у		
Print now	Save Exit			<u>H</u> elp

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

Field	Description
Date	Enter the beginning date of the date range to which to limit the report.
	Click <b>MTD</b> to enter the current beginning date of the month to date period in Date Range and current processing date in the Thru. Click <b>L-Month</b> to enter the previous beginning date of the month to date period in Date Range and previous ending date of the month to date period in Thru.



Field	Description
Thru	Enter the ending date of the date range to which to limit the report.
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Field-</b> s/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 $\mathbf{X}$ 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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Group	Select the client group to which to limit the results in the report.
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client</b>



Field	Description
	Group Codes.
Value	Select the client group's value (as defined in the Group Code Table) for which this report is to be generated. Click Clear to remove the selection.
G/L Group	Select a G/L Group to which to limit the report, or leave this field blank to include all G/L Groups.
Sort	Select the option that determines the order in which to sort the statement:
	• Client
	• A/E
Output	Select one of the following print output option from the drop-down list:
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.
	<ul> <li>Preference to generate the report to the output option specified in the Client Inform- ation Preference selection.</li> </ul>
Include non-zero inactive cli- ents	Include inactive clients that have cash in A/R or reserves on the report. If this option is not selected, non-zero inactive clients are excluded form the report.
Show A/E	Select this option to print the account executive name in the statement results.
Show cli- ent name	Select this option to print the client name in the statement results.
Convert native cur- rency	Select this option to convert the financial data to the client's native currency.
Pre- liminary	Select this option to generate the statement only. Leave the option unselected to generate the statement and post the associated fees to the client account.
Print Now	Click this button to generate the report.

Field	Description
Exit	Click this button to close the screen without printing the report.

#### **Report Sample**

Fee Nation:	al.		January 1, 200	o thru January 51,	2008			
BOX 8661 ON ROUGE	0 E, LA 70880							
	Beginning		Cash	Adjusted	Charges			Ending
Date	Balance	Funding	Receipts	Receipts	& Fees	Expenses	Adjustments	Balance
1/1/2008	22.175.06	2.000.00	0.00	0.00	0.00	0.00	0.00	24.175.08
1/2/2008	24,175.08	0.00	0.00	0.00	578.94	0.00	0.00	24,754.00
1/3/2008	24,754.00	0.00	0.00	0.00	588.42	0.00	0.00	25,340.42
1/4/2008	25,340.42	14,855.52	0.00	0.00	0.00	0.00	0.00	40,195.94
1/5/2008	40,195.94	28,800.00	0.00	0.00	1,400.00	0.00	0.00	72,195.94
1/6/2008	72,195.94	0.00	0.00	0.00	0.00	0.00	0.00	72,195.94
	-	43,455.52	0.00	0.00	2,565.38	0.00	0.00	
					F	und	Ca	loulated
Fee#	From	Thru	Days	Rate	Bala	nce		Fee
1 15%	per year (Without Flo 1/1/2008	1/31/2009	٥	15.00	11,950,115	.00		4 979 21
			-		11 950 112	00		4 979 21

#### System Preferences

The following system preference that affects this report is found in the Administration module, System Preferences, **Fields/screen behavior**, **Miscellaneous** folder.

Preference	Description
Calculate earnings	Set to True - All accounts flagged as an Earning Account in Tables > Accounting
based on account	> Account Table > Standard Tab > Earning Account check box will be included in
table flag	the calculation.

The following system preferences used to determine which default report definition is used are located in **System Preferences > Reports > Client Fee Statement** folder:

Report Definition	Preference
CliStmt1.rpt	Fee statement without float days - Set to <b>Blank</b>
CliStmtF.rpt	Fee statement with float days - Set to <b>Blank</b>
CliStmtDF1.rpt	Calculate Fees Daily - Set to <b>True</b>
CliFeeF-MA.rpt	Multi-Fee Version - Set to <b>True</b> and Take Float on Actual Day - Set to <b>True</b>



Report Definition	Preference
CliFeeF-M.rpt	Multi-Fee Version - Set to <b>True</b> and Take Float on Actual Day - Set to <b>False</b>
NFEStmtF.rpt	Fee statement with float days
CliFee1.rpt	Calculate fees Daily - Set to <b>False</b> and Fee statement without float days

## Compound Interest Statements

The Compound Interest Statement provides a report of interest earned on a specified interest bearing account for specified clients through a given date.

Compound Interest Statement		
Interest bearing account 1070 - Collections Client A/E: Group:	•••	Clear Clear Clear
Value: Basis table: Post interest against	•	Clear
Calculate thru date:     February 28, 2011       Image: Preliminary statement     Image: Preview       Image: Preview     Image: Preview       Image: Preview <td></td> <td></td>		

Field	Description
Interest Bearing Account	Select the account for which to produce the Compound Interest Statement. This is a required field.
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference</b> > <b>Field-</b> s/Screen Behavior > Miscellaneous > Use Client Search instead of drop downs is set to True.
	Select the C 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.



Field	Description
	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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client</b> <b>Group Codes</b> .
Value	Select the client group's value (as defined in the Group Code Table) for which this report is to be generated. Click Clear to remove the selection.
Basis	Select the fluctuating interest rate on which you are basing the interest rate to apply. The choices are defined in the Daily Rate Basis table.
Plus/Minus Rate	The percentage points to be added to or subtracted from the basis rate to determine the interest rate to apply.
Post interest against	Select the account to apply the interest gain or loss to. This only applies if the <b>Preliminary statement</b> option is not selected.
Calculate thru date	Enter the date through which to calculate interest for the selected client.
Pre- liminary statement	Select this option to generates the statement only. Leave this option unselected to gen- erate the statement and post the interest to the account indicated in the <b>Post interest</b> <b>against</b> field.
Detail statement	Select this option to generate the summary statement, which lists summary information for each client.

Field	Description
Summary report	Select this option to generate the detail statement, which details daily interest accrual for each client.
Output	Select one of the following print output option from the drop-down list:
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	Email to email the report directly to the selected client
Print	Click this button to generate the report to the <b>Output</b> method selected.
Exit	Click this button to close the screen.

# **Report Sample**

minary Compou Collections	nd Interest Statement			Jan	uary 28, 2011 Thru Fe	ebruary 28, 2011
Date	Beginning Balance	Interest	Debit	Credit	Daily	Ending
1/27/2011						
1/28/2011			5,316.13		0.0090	5,318.13
1/29/2011	5,316.13	0.48			0.0090	5,316.61
1/30/2011	5,316.61	0.48			0.0090	5,317.09
1/31/2011	6,317.09	0.48			0.0090	5,317.57
2/1/2011	5,317.57	0.48			0.0090	5,318.05
2/2/2011	5,318.05	0.48			0.0090	5,318.53
2/3/2011	5,318.53	0.48	74,383.17		0.0090	79,702.18
2/4/2011	79,702.18	7.17			0.0090	79,709.35
2/5/2011	79,709.35	7.17			0.0090	79,716.52
2/6/2011	79,716.52	7.17			0.0090	79,723.69
2/7/2011	79,723.69	7.18			0.0090	79,730.87
2/8/2011	79,730.87	7.18			0.0090	79,738.05
2/9/2011	79,738.05	7.18			0.0090	79,745.23
2/10/2011	79,745.23	7.18			0.0090	79,752.41
2/11/2011	79,752.41	7.18			0.0090	79,759.59
2/12/2011	79,759.59	7.18			0.0090	79,766.77
2/13/2011	79,766.77	7.18			0.0090	79,773.95
2/14/2011	79,773,95	7.18			0.0090	79,781,13
2/15/2011	79,781.13	7.18			0.0090	79,788.31
2/16/2011	79.788.31	7.18			0.0090	79,795,49
2/17/2011	79,795,49	7.18			0.0090	79.802.67
2/18/2011	79.802.67	7.18			0.0090	79.809.85
2/19/2011	79.809.85	7.18			0.0090	79.817.03
2/20/2011	79.817.03	7.18			0.0090	79.824.21
2/21/2011	79 824 21	7.18			0.0090	79 831 39
2/22/2011	79.831.39	7.18			0.0090	79 838 57
2/23/2011	79 838 57	7.19			0.0090	79 845 78
2/24/2011	79.945.78	7.19			0.0090	79 952 95
2/24/2011	70,040.10	7.10			0.0050	70,002.00
2/28/2011	70,002.30	7.13			0.0090	79,000.14
2/22/2011	70,000.14	7.12			0.0000	70,007,00
2/2//2011	13,801.33	7.10			0.0090	73,874.02
2/28/2011	78,874.52	7.19			0.0090	79,881.71



## Daily Earnings Statements

The Daily Earning Statement screen enables you to create a statement for selected clients that includes Batch information (date posted, batch number, amount), Total Fees, Total Days, any Previous Fees, Current Fees, and Future Fees, if any.

Calculate Daily Earning Statement	×
Options template:	•
Parameters Scheduling Templates	
As of date: Open 19, 2011	-
Selection: Print items with unpaid fees only	-
From date: April 1, 2011	-
Client	Clear
AE:	Clear
Office:	Clear
	Clear
Preliminal	• v
	´
Print now Save Egit	Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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.

Field	Description	
As-of Date	Enter the ending date of the date range to which to limit the statement.	
Selection	Select the option that determines the items to be included in the statement:	
	Print items with unpaid fees only	
	Print all items from date	
From date	Enter the beginning date of the date range to which to limit the statement.	
Client	drop-down to select the client for which to run the report.	



Field	Description
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Field-</b> s/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 $\mathbf{X}$ 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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Group	Select the client group to which to limit the results in the report.
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client</b> <b>Group Codes</b> .
Value	Select the client group's value (as defined in the Group Code Table) for which this report is

Field	Description
	to be generated. Click Clear to remove the selection.
Output	Select one of the following print output option from the drop-down list:
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.
	• <b>Preference</b> to generate the report to the output option specified in the Client Inform- ation Preference selection.
Pre- liminary	Select this option to generate the statement only. Leave the option unselected to generate the statement and post the associated fees to the client account. This option is only valid if <b>Print items for unpaid fees only</b> is selected in the <b>Selection</b> field.
Print Now	Click this button to generate the report.
Exit	Click this button to close the screen without printing the report.

#### Daily Fee Statements

The Daily Fee Statement generates a summary by client and date of the transactions that have occurred. Typically, fee statements are generated at the end of each month and fees are posted the last day of the month, although Fee Statements can be generated at any time.

📕 Print Da	ily Fee Statements	
Options templa	ster.	•
Parameters	Scheduling Templates	1
As of date:	February 10, 2011	M-T-D L-Mo
Client	<b>•</b>	Clear
A/E:	<b>_</b>	Clear
Office:	<b>•</b>	Clear
Group:	Value:	Clear
G/L group:		Clear
Fee type:	All client term types	
Sort	Client	
Output:	Preview	
	Only if A/R balance     Show A/E     Preliminary     Only if reserve balance     Show fee type	
	Hide payments to hold accounts	
Print now	Save Ext	Help



Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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	Enter the beginning date of the date range to which to limit the report.
	<ul> <li>Click MTD to enter the current beginning date of the month to date period in Date Range and current processing date in the Thru.</li> </ul>
	<ul> <li>Click L-Month to enter the previous beginning date of the month to date period in Date Range and previous ending date of the month to date period in Thru.</li> </ul>
Thru	Enter the ending date of the date range to which to limit the report.
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Field-</b> s/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 <b>Control</b> panel of the <i>Client Information</i> screen.

Field	Description
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Group	Select the client group to which to limit the results in the report.
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client</b> <b>Group Codes</b> .
Value	Select the client group's value (as defined in the Group Code Table) for which this report is to be generated. Click Clear to remove the selection.
G/L Group	Select a G/L Group to which to limit the report, or leave this field blank to include all G/L Groups.
Fee Туре	Select the client terms type to limit selection to hose clients with the selected terms type
	All client terms type
	Invoice base terms only
	Daily rate terms only
	A/R finance terms only
Sort	Select the option that determines the order in which to sort the statement:
	• Client
	• A/E
Output	Select one of the following print output option from the drop-down list:

Field	Description
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.
Only if A/R balance	Include clients that have a current A/R balance. If this option is not selected clients are included regardless of A/R balance.
Only if reserve balance	Include clients that have a reserve balance. If this option is not selected clients are included regardless of reserve balance.
Hide pay- ments to hold accounts	Select this option to exclude payments to hold accounts from printing on the statement.
Show A/E	Select this option to print the account executive name in the statement results.
Show fee type	Select this option to print fee type in the statement results.
Convert native cur- rency	Select this option to convert the financial data to the client's native currency.
Pre- liminary	Select this option to generate the statement only. Leave the option unselected to generate the statement and post the associated fees to the client account. The Post Fees and Gen- erate Checks screen appears to post the fees to your accounting system and generate reserve checks
Print Now	Click this button to generate the statement.
Exit	Click this button to close the screen without printing the report.



#### **Report Sample**

NDHELD TE 34 Grenata A diey, MN 5543	CHNOLOGY CORP Venue 12	ORATION			Upland Prelimina As Of Fe	Factors, LLC ry Fee Statemen bruary 10, 2011	t					
Date	Beginning Balance	Invoices	A dvanced	Fees	Reserves Held	Reserves Paid	Payments	Adjust	Expenses	C/B	Ending A/R Balance	Reserv Balanc
2/1/2011	51,778.90			8.85		-84.90	295.00				51,483.90	11,055.8
2/2/2011	51,483.90	11,694.25	8,770.69						-17.95		63,178.15	11,055.8
2/3/2011	63,178.15										63,178.15	11,055.8
2/4/2011	63,178.15			30.70	-92.85	918.40	3,095.00			2,525.00	62,608.15	13,599.7
2/5/2011	62,608.15										62,608.15	13,599.7
2/6/2011	62,608.15										62,608.15	13,699.7
2/7/2011	62,608.15			58.94		-432.19	5,488.25			3,523.75	60,643.65	17,555.7
2/8/2011	60,643.65						160.40			160.40	60,643.65	17,716.1
2/9/2011	60,643.65	6,368.75	12,210.48	27.20	-7,433.92	584.40			-17.95	-340.00	66,672.40	10,000.0
2/10/2011	66,672.40										66,672.40	10,000.0
Totals:		18,063.00	20,981.17	125.69	-7,528.77	983.71	9,038.65		-35.90	5,869.15	620,296.75	
		Accumu	lated Ballance:		620,296.75 (D)	ally Average: 62.02	9.65)		Res	erve Balance:	10,000,00	
									Escrow	ed Reserves:	16.668.14	
									т	Di Reserve s	26,668.14	
							Less Req	uted Reserves B	8540 On A 25.0%	ReserveRate:	16,668.10	
									Available Fo	r Remittan de:	10,000,04	

#### Debtor Statements

The Debtor Statement generates a statement of open invoices for your client in a format that can be provided for easy viewing and mailing. Your remittance address appears on the statement and, optionally you can show your client's name and address.

This is an Engine-enabled report.

📕 Print Debtor State	ments	
Report template:		•
Client / debtor selection	Statement parameters Date selection Schedulin	g Templates
Client:		✓ Clear
A/E:		✓ Clear
Office:		✓ Clear
Client group:	Value:	Clear
Debtor:		Clear
Debtor group: Alpha from/thru:	Value:	∵ Clear
Print now Save	Exit	Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> to create a new template for this report, then Select the template from the Templates tab and make any applicable parameter and

Field	Description
	scheduling selections to complete the template.

# Client/Debtor Selection Tab

Field	Description
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Field-</b> s/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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Client	Select the client group to which to limit the results in the report.



Field	Description
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client</b> <b>Group Codes</b> .
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Client Group Code Table. Click <b>Clear</b> to remove the selection.
Debtor	Select the debtor for which to generate statements.
Debtor Group	Select the debtor group to which to limit the report results from the list. Debtor Groups are defined in the Debtor Group Code Table. Click <b>Clear</b> to remove the selection.
Value	Select the specific debtor group value to which to limit the report results from the list. Debtor Groups are defined in the Debtor Group Code Table. Click <b>Clear</b> to remove the selection.
Alpha from/thru	Enter an alphabetic range of debtor names for which to generate statements. For instance, entering a - G would produce statements for all debtors with names starting with the letters A through G, provided they matched all other selection criteria defined on this tab.
Print now	Click this button to generate the report to the <b>Output</b> method selected.
Save	Click this button to save updates to the currently selected <b>Report template</b> .
Exit	Click this button to close the screen.

## Statement Parameters

Field	Description
Select	Select the invoice types to be selected for inclusion in the statement.
	Unpaid & Paid This Month: All paid and unpaid invoices.
	Unpaid Only: Only the invoices that remain unpaid.
	• Past Due Items Only: Only the invoices that are past due. Enter Days Past Due for this option.
	• Everything on File: Prints all transactions for the debtor.
Select age by	Select the date from which to begin aging for selection of invoices for the state- ment:

Field	Description	
	Invoice date	
	Purchase date	
	• Due date	
Format	Select the report format to be printed:	
	<ul> <li>Standard: Generates the standard format report, defined by Crystal Report module specified in System Preference Reports, Debtor State- ments, Standard Crystal Reports module name.</li> </ul>	
	<ul> <li>Past due: Generates the standard past due format report, defined by Crystal Report module specified in System Preference Reports, Debtor Statements, Past due Crystal Reports module name.</li> </ul>	
	<ul> <li>Word Template: Generates a custom statement defined in a Microsoft Word Template. Select the template to be used in the Word template field.</li> </ul>	
	<ul> <li>Client w/i debtor: Generates a statement by debtor with invoices listed by the Client from which they were purchased.</li> </ul>	
Sort by	Select the option that determines the order in which to list invoices for a debtor on the statements.	
	Invoice number	
	Invoice date	
Invoices were	Select the option that determines the invoices to select based on the client cri- teria selected on the Client/debtor selection tab:	
	Purchased from	
	Issued by	
	• Leave blank	
	• Vendor	
Word template	Select the Word Template to be used to format the statement. The list contains the templates defined to FactorSoft in the Word Document Control Table with a <b>Use</b> of <b>Debtor Letter/Statement</b> . This field is only active in Word Template is selected in the <b>Format</b> field.	

Field	Description			
Exclude standard text at bottom	Select this option to exclude the text defined in System Preference <b>Reports</b> , <b>Debtor statements</b> , <b>Text at bottom</b> from the generated statement.			
Exclude client text at bottom	Select this option to exclude the client text from the generated statement.			
Exclude "Remit All Pay- ments To"	Select this button to exclude the "Please Remit All Payments To" line from above the lender address.			
Exclude negative invoice balances	Select this option to exclude invoices with negative balances (credit invoices) from the statement.			
Exclude flagged do not mail	Select this option to exclude debtors with return address reasons set defined as <b>Do not mail</b> from statement printing and mailing.			
At Least Days Old	Enter the minimum number of aging days for invoices to be included in the statement.			
Days past due	Enter the minimum days past due for invoices to be included in the statement. This selection is used with the <b>Past Due Items Only</b> in the <b>Select</b> field			
Not older than days	Enter the maximum number of aging days for invoices to be included in the statement.			
Minimum statement amount	Enter the minimum dollar amount for invoices to be included in the statement.			
Output	Select one of the following print output option from the drop-down list			
	Preview to preview the report on the window before printing it			
	Print to print the report without previewing it			
	• Fax to fax the report directly to the selected client.			
	• Email to email the report directly to the selected client.			
	<ul> <li>Preference to generate the report to the output option specified in the Cli- ent Information Preference selection.</li> </ul>			
	<ul> <li>Export to generate the statement as an export file in XML or text BBS format as determined by system preference.</li> </ul>			
Introduction	Select the Statement Text to print as introductory text for the statement. The Statement Text are defined in the Statement Text Table.			

Field	Description
Conclusion	Select the Statement Text to print as concluding text for the statement. The Statement Text are defined in the Statement Text Table.
Printer	Select a printer from the drop-down list to which to print the statements.

Date Selection Tab

This tab allows you to enter a date range for records to be included in the Debtor Statement.

Field	Description			
Selection	Select the option that determines the date that is used to select records to be included within the date range.			
	• None			
	<ul> <li>Only select where post date in range</li> </ul>			
	<ul> <li>Only select where invoice date in range</li> </ul>			
Range	Select the date range to use for the report from the list:			
	• Last month			
	Current month-to-date			
	Specific date range			
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the adjacent fields.			



#### **Report Sample**

Г

			Statement of Account	As of Mar	rch 1,201
Please F Upland P.O. Bo San Fra	Remit All Paym Factors, LLC x 999774 ncisco, CA 94	ents To: 188-1774			
			Invoices W ere	Purchased I	From:
INFOTREND TECHNOLOGIES 121 MADHATTER STREET #700 MINNETONKA, MN 55305		DLOGIES REET #700 5305	HANDHELD TE 1234 Grenata / Fridley, MN 554	ECHNOLOG Venue 432	Y CORPOR
Invoice#	Date	PO#	Amount	Age	Balanc
4316	12/16/2010	69423	2,265.00	76	2,265.0
4364	1/17/2011	69454	340.00	44	340.0
4393	2/1/2011	69841	175.00	29	175.0

## System Preferences

The following system preferences for this report are found in the Administration module, System Preferences, **Reports**, **Debtor statement** folder.

Preference	Description
Client w/I debtor Crys- tal Report module name	Used to assign the Crystal Reports module name for the Client within Debtor statement.
Exclude country from debtor address	Set to <b>True</b> to exclude the country code from the debtor address in the gen- erated statement.
Include attention in debtor address	Set to <b>True</b> to include the debtor attention information in the debtor address in the generated statement.
Include client ref- erence number in debtor address	Set to <b>True</b> to include the client reference number for the debtor in the debtor address in the generated statement.
Include fax number in debtor address	Set to <b>True</b> to include the debtor FAX phone number in the debtor address in the generated statement.
Include phone num- ber in debtor address	Set to <b>True</b> to include the debtor primary telephone number in the debtor address in the generated statement.



Preference	Description		
Invoice sequence	Select the default sort sequence that determines the order in which to list invoices for a debtor on the statements.		
	Invoice number		
	Invoice date		
Minimum due includes finance charges	Set to <b>True</b> to indicate that the amount in <b>Minimum statement amount</b> includes finance charges for purposes of selecting invoices for the statement.		
Past due Crystal Report module name	Used to assign the Crystal Reports module name for the Past Due format state- ment.		
Remittance Address	Select the remittance address option to use on the statement:		
	<ul> <li>Lender, show invoices purchased from client</li> </ul>		
	<ul> <li>Client, C/O lender at lender's address</li> </ul>		
	Client, at lender's address (no reference to lender)		
Standard Crystal Report module name	Used to assign the Crystal Reports module name for the standard debtor state- ment .		
Text at bottom	Enter free-form text to be printed at the bottom of the statement.		
Use activity to cal- culate balances	Set to <b>True</b> to use activity to calculate balance and generate activity records for statement.		
Use office address	Set to <b>True</b> to use the address from the Office record, if available, for the state- ment.		
Use relationship address for debtor	Set to <b>True</b> to use the address for the relationship, if available, for the statement.		
Export format	Select the output format for the Export output option:		
	• XML		
	• BBS Text		
XML export excludes purchase order- /description	Set to True to exclude the Description field entered on Invoice Information from appearing in XML statement export files.		

### Debtor Statement Recap

This screen is used to produce the Debtor Statement Recap report, which lists debtor statements generated for a given statement date.

This is an Engine-enabled report.

A Print Debtor Statement Recap	
Report template:	•
Parameters Scheduling Templates	
· · · · · · · · · · · · · · · · · · ·	
Debtor Group: Value: Clear	
Statement Date: February 28, 2011 L-Mo-End	
Oulput: Preview	
Print now Save East H	elp

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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
Debtor Group	Select the debtor group to which to limit the report results from the list. Debtor Groups are defined in the Debtor Group Table. Click <b>Clear</b> to remove the selection.
Value	Select the specific debtor group value to which to limit the report results from the list. Click <b>Clear</b> to remove the selection.
Statement Date	Enter the statement date for which to print the recap report. To automatically enter the last month-end date, click <b>L-Mo-End</b> .

ih

Field	Description				
Output	Select one of the following print output option from the drop-down list				
	Preview to preview the report on the window before printing it				
	Print to print the report without previewing it				
	• Fax to fax the report directly to the selected client.				
	• Email to email the report directly to the selected client.				
	• <b>Preference</b> to generate the report to the output option specified in the Cli- ent Information Preference selection.				

# Flat Fee Adjustment Statement

The Flat Fee Adjustment Statement screen is used to format and generate a flat fee adjustment statement.

📓 Print Flat Fee Adjustment Statements		
Client: AE: Date Range: March 1, 2011 Thru: March 31, 2011	• •	Clear Clear M-T-D L-Mo
Default Printer: \\\Wiggurn\BHM_Dev_Laser This Report: \\\\viggurn\BHM_Dev_Laser		Change Default
Format:         Format:	Output: Preview Print Fox Email	Print Egit Help

Field	Description
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Fields/Screen</b> 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

Field	Description
	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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Date	Enter the beginning date of the date range to which to limit the report.
Range	Click <b>MTD</b> to enter the current beginning date of the month to date period in Date Range and current processing date in the Thru.
	Click <b>L-Month</b> to enter the previous beginning date of the month to date period in Date Range and previous ending date of the month to date period in <b>Thru</b> .
Thru	Enter the ending date of the date range to which to limit the report.
Default Printer	Displays the default printer used to generate reports.
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
Format	Select the option to generate the statement only or generate the statement and post fees:
	Preliminary statement: generate the statement only.
	• Statement and post fees: generate the statement and post the associated fees to the client account.
Sort	Select the option that determines the order in which the report is generated:

Field	Description
	• Client
	• A/E
Output	Select one of the following print output option from the drop-down list
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.
Show A/E	Select this option to include the associated Account Executive in the generated statement.
Print	Click this button to generate the report.
Exit	Click this button to close the screen without printing the report.

# Monthly Statements

The Print Monthly Statements screen allows you to set up the format of the monthly statements report.

Print Monthly	Statements
Client: A/E: Statement Thru:	Clear Clear Clear farch 1, 2011
Default Printer:	Wiggum\BHM_Dev_Laser Change Default
Output: © Preview © Print © Fax © Email	Format: Preliminary Final & Post EgR Help

Field	Description
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Field-</b> s/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



Field	Description
	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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
State- ment Thru	Enter the date through which to print statement records.
Default Printer	Displays the default printer used to generate reports.
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
Format	Select the option to generate the statement only or generate the statement and post fees:
	Preliminary: generate the statement only.
	<ul> <li>Final &amp; Post: generate the statement and post the associated fees to the client account.</li> </ul>
Print	Click this button to generate the report.
Exit	Click this button to close the screen without printing the report.

#### Payout Transaction Statements

The Payout Transactions Report provides a financial transaction summary for individual batches, displaying the Batch #, Date Posted, amount of Invoices Purchased, Escrow Held, Accrued Fees, the Payout Amount, any Amount Received, Additional Required amount, and any amount Moved to Reserves.

This is an Engine-enabled report.

Approximation Payout Transactions	
Options template:	•
Parameters Scheduling Templates	
Client:	Clear
AE:	Clear
Office:	Clear
Group: Value:	Clear
Batch #:	
Report: Transaction Payout Report	
Output: Preview	
✓ Preliminary	
Print now Save Egit	Help

Field	Description
Options Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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.

Field	Description
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference</b> > <b>Field-</b> s/Screen Behavior > Miscellaneous > Use Client Search instead of drop downs is set to True.
	Select the A magnifying glass icon to open the Search window and begin typing the client name.


Field	Description
	Select Contains or Begins with to refine results. Search window will display up to 500 matches.
	Click the $\mathbf{X}$ 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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Group	Select the client group to which to limit the results in the report.
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client</b> <b>Group Codes</b> .
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Client Group Code Table. Click <b>Clear</b> to remove the selection.
Batch#	Enter a batch number to produce the statement for a single batch, or leave this field blank to generate the statement for all batches.
Report	Select the report format to be printed:

© 2022 Jack Henry & Associates, Inc. [®] FactorSoft™ v4.7

Field	Description
	Transaction Payout Report
	Detail Payout Report
Output	Select one of the following print output option from the drop-down list
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.
	• <b>Preference</b> to generate the report to the output option specified in the Client Inform- ation Preference selection.
Pre- liminary	Select this option to generate the statement only. Leave the option unselected to generate the statement and post the associated fees to the client account.
Print now	Click this button to generate the report to the <b>Output</b> method selected.
Save	Click this button to save updates to the currently selected <b>Report template</b> .
Exit	Click this button to close the screen.

System Preferences

The following system preferences for this report are located in the Administration module, System Preferences,

Preference	Description
Crystal Report mod- ule name	Used to assign the Crystal Reports module name for the Payout Transaction statement.

# Position Statements

The Position report provides an overall view of selected client's financial position, including the currency type and conversion rate, A/R balance, Total Ineligible & Eligible A/R, Maximum Advance, Expected Dilution, Accrued Fees, Non-A/R Reserves, Funds Employed, and Amount Available.



🛋 Print Position Report			
Date Thru March 1, 2011	Today L-Month	Default Printer: \\\\/iggum\BHM_Dev_Laser This Report: \\\/viggum\BHM_Dev_Laser 💌	Change Default
Client Group: Value: Value:	Clear Clear Clear	Output: Preview C Fax Print C Email	
Convert to native currency     Include non-Factoring clients     Include non-zero inactive clients		Print Exit	Help
Formac Report	-		Tett

Field	Description
Date Thru	Allows a period ending date to be entered. Click <b>Today</b> to display the current FactorSoft pro- cessing date or <b>L-Month</b> to display the last day of the previous month in this field.
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Field-</b> s/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.
Client	Select the client group to which to limit the results in the report.
Croup	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client</b> <b>Group Codes</b> .
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Group Code Table. Click <b>Clear</b> to remove the selection.
Office	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

Field	Description
	able to change the <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Convert to native currency	Select this option to convert amounts from the base currency to the native currency (the currency of the transaction). The conversion occurs on a client-by-client basis. If the client has a currency type set and the currency type is different from the default currency, Fact-orSoft looks up the conversion rate using the As of date in the currency table for the client's currency. For example, if client ABC Company has a currency type of Canadian Dollars and the daily conversion rate for Canadian dollars is 1.5, the report increases all of the client's amounts by a factor of 1.5.
Include non-Fact- oring cli- ents	Select this option to include non-factoring clients in the report results. If this option is not selected, non-factoring clients are excluded from the report.
Include non-zero inactive clients	Include inactive clients that have cash in A/R or reserves on the report. If this option is not selected, non-zero inactive clients are excluded form the report.
Format	Select the report format to be printed:
	• Report
	• Statement
Default Printer	Displays the default printer used to generate reports.
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
Output	Select one of the following print output option from the drop-down list:



Field	Description						
	Preview to preview the report on the window before printing it						
	Print to print the report without previewing it						
	• Fax to fax the report directly to the selected client.						
	• Email to email the report directly to the selected client.						
Print	Click this button to generate the report.						
Exit	Click this button to close the screen without printing the report.						

Upland Factors, LLC Client Position Report										As Of Ma Currency No	rch 1, 2011 t Converted
016-ct	Currency	Conversion	A.R	Total	Eligible	Maximum	Expected	Accrued	Non-A/R	Funds	Amount
Client.	Type	Rate	Balance	Ineligible	AR	A dvance	Dilution	Fees	Reserves	Employed	Available
CHEEZBALL EXPRESS	US		3,200.00		3,200.00	2,880.00		176.00		2,880.00	(176.00)
COMMERCIAL LAWN CARE	US										
DEQ COMPANIES INC.	US									(1.582.50)	1,582.50
HANDHELD TECHNOLOGY CORPORATION	US		66,672.40	37,051.75	29,620.65	22,215.49		3,015.43		40,004.28	(20,804.20)
JUQ TECHNOLOGY, LLC	US		10,215.27		10,215.27	9,193.74		408.61		9,193.74	(408.61)
M&A GLOBAL CARTRIDGES, LLC	US		13,753.95		13,753.95	11,690.88		450.05		11,690.85	(450.04)
NOSTOP TRANSPORT, INC	US		264,350.34	6,658.92	257,691.42	231,922.28		10,873.45		229,370.59	(8,321.76)
STEEL VALLEY TRANSPORT, LLC	US		62,901.20	8,269.30	54,631.90	49,168.71		1,887.08		55,611.07	(9,329.42)
THREE RIGHTS SERVICES, LLC	US										
TRACKER COMMUNICATION	US										
UPLAND FACTORS SUSPENSE	US									(270.37)	270.37
Total		=	421,093.18	51,979.97	389,113.19	327,071.08	-	16,810.60	=	347,897.64	(37,637,16)

# System Preferences

The following system preferences for this report are located in the Administration module, System Preferences, **Reports**, **Debtor availability report** folder.

Field	Description				
Do not calculate accrued fees	Set to <b>True</b> to prevent accrued fees from being calculated for the report.				
Include inactive cli- ents in drop-down list	et to <b>True</b> to display inactive clients in the Client list.				
Position report Crystal Report module	Used to assign the Crystal Reports module name for the Position Report format.				
Position statement	Used to assign the Crystal Reports module name for the Position Statement				

Field	Description
Crystal Report mod- ule	format.
Type field is	<ul> <li>Select the data to be printed in the Type column of the report:</li> <li>Currency Type</li> <li>G/L Account Group</li> </ul>

The following system preferences for this report are located in the Administration module, **System Preferences**, **Client Rules/defaults**, **Ineligibility/Summary Calculation** folder.

Field	Description
Calculate hold bal- ances for reports	Set to <b>True</b> to reduce the Fund Employed amount by the hold balance on the report.

#### Volume Rebate Statements

The Volume Rebate Statement provides a detailed summary of volume rebates given to specified clients within a defined date range.

Print Vol	ume Rebate Statement						
Date-From: Thru:	February 1, 2011 February 28, 2011	Today MTD	L-Month YTD	Default Printer:	/iggum\BHM_  √iggum\BHM_	Dev_Laser Dev_Laser 💌	Change Default
Client A/E: Client Group: Office:	Value:	•	Clear Clear Clear Clear		utput: Preview Print	C Fax C Email	
Format: Sort:∫	Preliminary (do not post) Detail Report By account exec/client name	•			Print	Egit	Help

#### **Report Parameters**

Field	Description
Date From	Enter the beginning date of the date range to which to limit the report.



Field	Description
	Click <b>Today</b> to display the current processing date in this field.
	<ul> <li>Click L-Month to enter the previous beginning date of the month to date period in Date Range and previous ending date of the month to date period in Thru.</li> </ul>
	<ul> <li>Click MTD to enter the current beginning date of the month to date period in Date Range and current processing date in the Thru.</li> </ul>
	<ul> <li>Click YTD to enter the current beginning date of the year to date period in Date Range and current processing date in the Thru.</li> </ul>
Thru	Enter the ending date of the date range to which to limit the report.
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Field-</b> s/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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	Terminology > Select account executive based on check box: TRUE
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access

Field	Description
	this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client</b> Group Codes.
Value	Select the client group's value (as defined in the Group Code Table) for which this report is to be generated. Click Clear to remove the selection.
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Pre- liminary	Select this option to generate the statement only. Leave the option unselected to generate the statement and post the associated fees to the client account.
Format	Select the report format to be printed:
	Detail Report
	Summary Report
Sort	Select the sort option that determines the order in which to sort the report.
	By account exec/client name
	• By client name
Default Printer	Displays the default printer used to generate reports.
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
Output	Select one of the following print output option from the drop-down list:



Field	Description		
	Preview to preview the report on the window before printing it		
	Print to print the report without previewing it		
	• Fax to fax the report directly to the selected client.		
	• Email to email the report directly to the selected client.		
Print	Click this button to generate the report.		
Exit	Click this button to close the screen without printing the report.		

ebtor	In voice#	Purchase Date	Purchase Batch#	Payment Date	Payment Batch#	Payment Amount	Days Paid	Period Sales	Rebate Rate	Rebat Amour
GARAGE										
	25885	3/14/2005	135	7/25/2005	20	500.00	133	8,100.00	1 0000	10.0
	20000	4121000	191	40.000		1,000.00		1,000,000	1.0000	10.0
UFF BUILDERS										
	123450	6/7/2004	129	6/8/2004	8	575.00	1	13,100.00	1.0000	5.7
										5.7
shin on the Bayou	202004		101	2.110.0000		100.00		7.075.00		
	200904	1/1/2005	101	ar10/2000	10	100.00		1,010.00		
Tova										
	258956	1/1/2003	101	4/1/2003	5	100.00	90	7,075.00		
AGGIE FOSTER	250052	1/1/2002	100	1/1/2002		50.00		7.075.00	1 0000	
	258853	1/1/2003	100	1/1/2003	- i	23.00	ŏ	7,075.00	1.0000	0.2
	852258	1/3/2003	103	4/1/2003	4	1,000.00	88	7,075.00		

## System Preferences

The following system preferences for this report are found in the Administration module, System Preferences, **Reports**, **Volume rebate** folder.

Preference	Description
Text on detail state- ment	Enter the user-defined comment to print on the Detail format of the Volume Rebate Statement. When the report is produced, the note is produced for clients on which a rebate greater than zero is reported.
	Parameters can be included in the text sting to print calculated values specific to the client's rebate:



Preference	Description
	%Rebate: Dollar amount of the rebate reported.
	• <b>%Fees</b> : Dollar amount of fees charged on the invoices reported.
	<ul> <li>%Rper: Percentage of rebate to fees (% Rebate / % Fees) for the rebate reported.</li> </ul>

# **Transactions Menu**

## Transactions Reports

The Transaction reports group contains a variety of transaction report options.

# Collection/Adjustment Summaries

The Print Collection Summary Report screen allows you to choose a variety of formats for the collection and adjustment summary reports.

This is an Engine-enabled report.

Print Collec	ction/Adjustment Summaries	×
Report template:	1	•
Parameters 9	Scheduling Templates	
Clie  Defau Th	Client: A/E: Office: Int Group: Value: Ut Printer: \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	Clear  Clear  Clear  Clear  Clear  Clear
Date Range:	Specific dates	
Clients: All Show extra totals Report Collection summary Ali Fabio invoice/advance Sort Check date Fabio invoice/advance Output: Preview O O not show rate		
Print now	Save Egk	Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b>

Field	Description
	<b>plate</b> name and click <b>Save</b> 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.

Field	Description
Date From	Enter the beginning date of the date range to which to limit the report.
	<ul> <li>Click MTD to enter the current beginning date of the month to date period in Date Range and current processing date in the Thru.</li> </ul>
	• Click <b>Today</b> to enter the current processing date in Date Range and in the Thru.
	<ul> <li>Click L-Mo to enter the previous beginning date of the month to date period in Date Range and previous ending date of the month to date period in Thru.</li> </ul>
Thru	Enter the ending date of the date range to which to limit the report.
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Field-</b> s/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 typ- ing the client name.
	Select Contains or Begins with to refine results. Search window will display up to 500 matches.
	Click the $\mathbf{X}$ 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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the

Field	Description
	following System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Group/Value	Select the client group to which to limit the results in the report.
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b> .
Value	Select the client group's value (as defined in the Group Code Table) for which this report is to be generated. Click Clear to remove the selection.
Office	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 <b>Office</b> field when generating the report. Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Default Printer	Displays the default printer used to generate reports.
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
Output	Select one of the following print output option from the drop-down list:
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.
	• <b>Preference</b> to generate the report to the output option specified in the Client Information Preference selection. Click here for <u>Preference Printing</u> help. See the Preference Printing Appendix for more information.
Clients	Select the clients to be included in the report, based on the Client Terms type:

Field	Description
	• All
	• Fee Based
	• Daily Rate
	• A/R Finance
Report	Select the report format to be produced:
	Collection summary
	Adjustment summary
	Return check summary
	Remittance summary
	Remittance statement
	Cash receipts register
Sort	Select the sort option that determines the order in which to sort the report. These options are only available if the select <b>Report</b> is <b>Remittance summary</b> or <b>Remittance Statement</b> .
Show extra totals	Select this option to print additional totals on the report for total Collected, Advanced, and Fees, and a summation of these as Total Due. This option is only available if the selected <b>Report</b> is <b>Remittance Summary</b> or <b>Remittance Statement</b> .
Show adjust- ment type recap	Select this option to show total adjustment amounts by adjustment type at the end of the report. This option is only available if the selected <b>Report</b> is <b>Collection summary</b> or <b>Adjustment summary</b> .
Ratio invoice/ad- vance	This option is only available if the selected <b>Report</b> is <b>Remittance Summary</b> or <b>Remit-</b> tance Statement.
Hide pay- ments to hold accounts	Select this option to not print payments to hold accounts on the report. This option is only available if the selected <b>Report</b> is <b>Remittance Summary</b> or <b>Remittance State-ment</b> .
Do not show rate	Select this option to not print the Discount Rate on the report. This option is only avail- able if the selected <b>Report</b> is <b>Remittance Summary</b> or <b>Remittance Statement</b> .

Field	Description
Print	Click this button to generate the report.
Exit	Click this button to close the screen without printing the report.

Upland Factors, LLC Client: JUQ TECHNOLOGY, LLC									Collectio 1/1/			n Report Summary 2011 thru 2/28/2011	
				Invoice		Check	Payment	A djust	A djust	Escrow	Fee	Reserve	
Payor/Check#	Invoice#	Purchased	Sch#	Amount	Days	Amount	Amount	Туре	Amount	Amount	Eamed	Held	
GOOLE													
HEEGLE 1/28/2011 WIRE01262011						491.30							
	30265			0.00			19.42						
	30268			0.00				N/F	-19.42				
	30267			0.00			471.88						
	30267			0.00				N/F	-471.88				
							404.00		404.00				
							491.30		-491.30				
HEEGLE 1/19/2011 WIRE011311						9.695.26							
	30263	12/15/2010	110	9,695.26	38		9,695.26			969.53	387.81		
							9,695.26			909.53	387.81		
						10,188.56	10,188.58		-491.30	969.53	387.81		
									Total Amoun	t Collected	1	10,186.56	
									App	Red to A.R.		(9.695.26)	
									Reserve Elsoro	w Rebated		969.53	
										e Charged		(387.81)	
									Additional Cash Res	erves Held		(1,073.02)	
									Amount Owed/Pal	t To Client		0.00	

#### System Preferences

The following system preferences for this report are found in the Administration module, System Preferences, **Reports**, **Trial balance** folder.

Preference	Description
Adjustment Report	Set to <b>ADJDOC05</b> to display the debtor code along with the name in the Debtor column.

### Payment History Report

The Payment History Report shows the payment activity and performance for a selected debtor or for all debtors of a selected client.



📕 Print Pay	ment History Report
Date Range: Client Office: Debtor Report Format Select	Thru:     February 28, 2011     Today     MTD       Image: style     Image: style     Image: style     Image: style       Total     Image: style     Image: style       Payments only     Image: style     Image: style
Sort: Output:	Invoice number
Default Printer: This Report:	\\\\Wriggum\\BHM_Dev_Laser     Change       \\\\Wriggum\\BHM_Dev_Laser     Default

Field	Description
Date Range	Enter the beginning date of the report date range. Click Today to display the current Fact- orSoft processing date or MTD to display the beginning day of the previous month in this field.
Thru	Enter the ending date of the report date range. Click Today to display the current FactorSoft processing date or MTD to display the ending day of the previous month in this field.
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Field-</b> s/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.
Office	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 gen-



Field	Description
	erate 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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Debtor	Select the debtor to which to limit the report results.
Report	Select the report format to produce:
	• Earnings style
	Activity style
	Payment style by client
	Payment style by debtor
Format	Select the report type to produce. This option is not available when the Activity style format is selected in Report.
	• Detail
	• Summary
	<ul> <li>Total (all clients only)</li> </ul>
Select	Select the invoices to be selected for reporting. This option is only available if the selected Report is Earnings style or Activity style.
	All invoices
	Payment only
Sort	Select the sort option that determines the order in which report is presented. This option is only available if the selected Report is Activity style.
	Invoice number
	Payment date
Output	Select one of the following print output option from the drop-down list.



Field	Description
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.
Calculate Late Fees	Select this option to calculate late fees on all selected entries
Include Non- Factored	Select this option to include non-factoring clients in the report results. If this option is not selected, non-factoring clients are excluded for the report.
All clients includes inactive	Select this option to include inactive clients in the report results. If this option is not selected, inactive clients are excluded form the report.
Default Printer	Displays the default printer used to generate reports.
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
Print	Click this button to generate the report.
Exit	Click this button to close the screen without printing the report.

J pland Factors, LLC				Paymen	t History Total	Report (Payme	nts Only)
	Invoice Balance	A dvance Balance	Payment Amount	Rebate A mount	Reserve Held	Fee Eamed	28, 2011 Late Fee
COMMERCIAL LAWN CARE							
DEQ COMPANIES INC.			9,150.00	549.00		366.00	
ANDHELD TECHNOLOGY CORPORATION			3,169.50	-73.71	740.40	125.69	
A GLOBAL CARTRIDGES, LLC			76,287.84	8,544.23		2,890.94	
NOSTOP TRANSPORT. INC			74,008.42	4,340.00	69.38	3,051.41	
STEEL VALLEY TRANSPORT. LLC			15,715.55	1,100.09		471.47	
Grand Total			178,931.31	14,459.67	809.78	6,913.51	

#### System Preferences

The following system preferences for this report are located in the Administration module, System Preferences, **Reports**, **Payment history report** folder.

Field	Description
Use over due activity format	Set to <b>True</b> to generate the alternate overdue activity format of the Payment His- tory Report, which lists the Invoice Due Date, Dilution percentage, and Invoice Age (calculated from invoice due date to payment date).

#### Purchase Summary Report

The Purchase Summary Report allows a Client selection, a Date Range selection, and a Report Type selection .

#### This is an Engine-enabled report.

📓 Purchase Summary Reports 🛛 🛛 🗙
Report template:
Parameters Scheduling Templates
Client: Clear A/E: Clear Office: Clear Clear Clear Clear Clear Clear Clear
Default Printer: \\\\\/iggum\BHM_Dev_Laser
Report Type: Debtor purchase detail  Debtor: Dear
Debtor Group: Value: Clear Date range: Last month Output: Preview
Print now Save Egit Help

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to gen- erate a report based on its saved display parameters. Type a new <b>Report tem-</b> <b>plate</b> name and click <b>Save</b> 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.

ĭh

Field	Description
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Fields/Screen</b> 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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b> .
Value	Select the specific client group value to which to limit the report results from the list. Client



Field	Description
	Groups are defined in the Group Code Table. Click <b>Clear</b> to remove the selection.
Default Printer	Displays the default printer used to generate reports
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
Report	Select the report to be generated:
Туре	• Purchases without fees: summary of purchases, grouped by client.
	• Debtor purchase detail: detail of purchases for a customer/debtor.
	<ul> <li>Debtor purchase summary by client: summary of purchases by debtor, grouped by client.</li> </ul>
	<ul> <li>Debtor purchase summary by Debtor: summary of purchases by debtor, grouped by debtor.</li> </ul>
	• Purchases with fees:- summary of purchases showing fees, grouped by client.
	<ul> <li>Negative invoices by Debtor: lists negative invoices, sorted by customer/debtor within client.</li> </ul>
	<ul> <li>Negative invoices by invoice#: lists negative invoices, sorted by invoice number within client.</li> </ul>
Debtor	Select the debtor to which to limit the report results from the list. Click <b>Clear</b> to remove the selection. Leaving this field blank will include all debtors in the results.
Debtor Group	Select the debtor group to which to limit the report results from the list. Debtor Groups are defined in the Debtor Code Table. Click <b>Clear</b> to remove the selection.
Value	Select the specific debtor group value to which to limit the report results from the list. Debtor Groups are defined in the Group Code Table. Click <b>Clear</b> to remove the selection.
Date Range	Select the date to use for the report from the list:

Field	Description
	Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date range
	• Today only
	• Yesterday
	If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the adjacent fields.
Output	Select one of the following print output option from the drop-down list
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.
	• <b>Preference</b> to generate the report to the output option specified in the Client Inform- ation Preference selection. Click here for <u>Preference Printing</u> help. See the Preference Printing Appendix for more information.
Print now	Click this button to generate the report to the <b>Output</b> method selected.
Save	Click this button to save updates to the currently selected <b>Report template</b> .
Exit	Click this button to close the screen.



and Factors, LLC EEL VALLEY TRANS	PORT, LLC (1011)	February 1, 2011 Thru February 28, 2011 Debtor Purchase Summary All Clients/Debtors		
ebtor	Invoice#	Purch ase Date	Sch#	Amount
	10126025008	02/03/2011	133	550.00
				550.00
SOOTHING SETTIN	NGS() 10125015008	02/03/2011	133	700.00
SOO INTERNATION	NAL O			700.00
	10204015011	02/08/2011	135	1,425.00
TRAFFIC LOGISITI	CS TECHNOLOGIES ()			1,425.00
	10121029704	02/01/2011	132	250.00
	10127025009	02/03/2011	133	1,100.00
TRANSPORTATION				1,350.00
	10125029705	02/03/2011	133	550.00
TREE TEK SERVIC	ESULCO			550.00
	10125039705	02/01/2011	132	1,600.00
				1,600.00
	23			20,017.50

# Reprint Data Entry Reports

The Reprint Data Entry Reports screen allows the transaction reports generated during the purchases, collections, adjustments, etc. data entry to be re-printed.

Note that if System Preference Identification/system constants, Reporting Services, Transaction Reports, Transaction reports use SQL reporting services where ready is set to **True**, the Data Entry Reports are Reporting Services reports as available, and the "Crystal Reports module name" for the corresponding transaction report is the .rd name of the SQL report.

📔 Reprint Data Entry Reports						
Date Range: May 19, 2011 Thru: May 19, 2011 Client (from/only): BBS Trucking Client (thru): A/E: Office: Group: Default Printer: \\BHM-FILES-01\BHI	M-Canon-Laser	Last MTD Clear Clear Clear Clear Clear Clear Clear Clear Clear Clear		elect: Purchases Collections Adjustments Reserve release Reserve transfers Client fee statements Orders equence: Client, Batch A/E, Client, Batch	Clients C All C Fee E C Daily C A/R I Output C Previ C Print C Fax C Email C Prefe	ased Rate Finance ew
This Report: \\BHM-FILES-01\BH	M-Canon-La:			Translate to language spec	ified for client	
Client	Posted	Batch #	Туре	Status		Print All
BBS Trucking	5/19/2011	28	Payments	Processed		
BBS Trucking	5/19/2011	29	Payments	Processed		Exit
BBS Trucking	5/19/2011	31	Payments	Processed		
BBS Trucking	5/19/2011	32	Payments	Processed		Help
				Double-Click to Print S	ingle Report	

Field	Description
Date Range	Enter the beginning date of the date range to which to limit the report.
	Click <b>Last</b> to enter the previous beginning date of the month to date period in Date Range and previous ending date of the month to date period in Thru.
	Click <b>MTD</b> to enter the current beginning date of the month to date period in Date Range and current processing date in the Thru.
Thru	Enter the ending date of the date range to which to limit the report.
Client (from/only)	Select a Client to which to limit the report, or to use as the beginning client in a client range to print. Leave this field blank to include all clients.
Client (thru)	Select a Client to use as the ending client in a client range to print.
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 <b>Control</b> panel of the <i>Client Inform-ation</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>

Field	Description
Office	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 <b>Office</b> field when generating the report. Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Group	Select the client group to which to limit the results in the report.
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client</b> <b>Group Codes</b> .
Value	Select the client group's value (as defined in the Group Code Table) for which this report is to be generated. Click Clear to remove the selection.
Default Printer	Displays the default printer used to generate reports.
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.
Select	Select the report types to be reprinted for the selected clients:
	• Purchases
	Collections
	Adjustments
	Reserve release
	Reserve transfers
	Client fee statements
	Orders
Sequence	Select the sort option that determines the order in which to sort the reports.

Field	Description
	• Client, Batch
	• AE, Client, Batch
Clients	Select the clients to be included in the report, based on the Client Terms type:
	• All
	• Fee Based
	• Daily Rate
	• A/R Finance
Output	Select one of the following print output option from the drop-down list:
	<ul> <li>Preview to preview the report on the window before printing it</li> </ul>
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.
	<ul> <li>Preference to generate the report to the output option specified in the Client Information Preference selection. Click here for <u>Preference Printing</u> help. See the Preference Printing Appendix for more information.</li> </ul>
Translate to language specified for client	Select this option to generate data entry reports in the language selected for each client on the Identity panel of the Client Information screen. This option only applies if Multi- Ligual ClientWeb is enabled for the database.
(Grid)	Displays the reports that match the selection criteria entered on the screen. Double- click any individual line-item to print that report only.
Print All	Click this button to generate all reports that match the selection criteria entered on the screen.
Exit	Click this button to close the screen without printing the report.

# Summary Report

The Summary Report creates a report or summary of all open batches for the selected client/period.

Print Summary Report		
Date Range: March 1, 2011		Today
Client (Blank for All)		Clear
Format: © Open Batch Detail	Output: Preview	Print
<ul> <li>Open Batch Summary</li> </ul>	C Print C Fax	Exit
	C Email	Help

Field	Descriptions
Date Range	Enter the beginning date of the date range to which to limit the report.
	Click <b>Today</b> to enter the current FactorSoft processing in Date Range and Thru.
	Click <b>MTD</b> to enter the current beginning date of the month to date period in Date Range and current processing date in the Thru.
Thru	Enter the ending date of the date range to which to limit the report.
Client (from/only)	Select a Client to which to limit the report, or to use as the beginning client in a client range to print. Leave this field blank to include all clients.
Format	Select the report to be generated:
	Open Batch Detail
	Open Batch Summary
Output	Select one of the following print output option from the drop-down list
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.
Print	Click this button to generate the report.
Exit	Click this button to close the screen without printing the report.



orld of Factoring Detail Summary Repor Iarch 1, 2011 Thru March 31, 2011												
						Prior	Current				Held	Pak
Date	Batch#	Type	A.R	Escrow	A dvanced	Accrued Fees	Accrued Fees	Earned Fee	Rebate	Expenses	Reserves	Amoun
ily Rate En	terprise											
8/30/2001	2	BAL	1,000.00	200.00	800.00							
3/1/2003	5	BAL	50,555.25	10,111.05	40,444.21							
5/5/2004	12	BAL	-5,000.00	400.00	-5,400.00							
			40,555.20	10,711.05	35,844.21	0.00	0.00	0.00	0.00	0.00	0.00	0.0
		Total:	40,555.20	10,711.05	35.844.21	0.00	0.00	0.00	0.00	0.00	0.00	0.0

## Transactions Report

The Transaction Report allows you to generate transaction reports in summary or detail formats for specific or all clients within a specified date range.

This is an Engine-enabled report.

Print Transactions Report	E
Report template:	•
Parameters Scheduling Templates	
Client AE: Office: Client Group:	✓ Clear ✓ Clear ✓ Clear ✓ Clear ✓ Clear
Default Printer: \\\Wiggum\BHM_Dev_Laser This Report: \\Wiggum\BHM_Dev_Laser	Change Default
Date range: Last month	
Output: Preview	•
Report:     Purchases & Collections     Purchases Only     Collections/Adjustments Only	Format: © Detail © Summary
Client Ledger (include Non-factored column)     Client Ledger (include fees taken column)     Client Ledger (include fees & tax columns)	Other:
Purchase Summary     Transaction activity     Posted off-date report	Each client on a separate page
Print now Save Exit	Help

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 <b>Report template</b> name and click <b>Save</b> to create a new template for this report, then Select the template from the Tem-

Field	Description
	plates tab and make any applicable parameter and scheduling selections to complete the template.

Field	Description
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Fields/Screen</b> 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 <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	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 <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Client	Select the client group to which to limit the results in the report.



Field	Description				
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b> .				
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Group Code Table. Click <b>Clear</b> to remove the selection.				
Default Printer	Displays the default printer used to generate reports				
Change Default	Click this button to assign a different printer as the default printer. This will change the default printer for all reports.				
This Report	Select a printer from the drop-down list to overwrite the printer default for this report only.				
Date Range	Select the date to use for the report from the list: <ul> <li>Last Month</li> <li>Current month-to-date</li> <li>Year through last month-end</li> <li>Current year-to-date</li> <li>Specific date range</li> <li>Today</li> <li>Yesterday</li> </ul> If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the adjacent fields.				
Output	Select one of the following print output option from the drop-down list				



Field	Description
	Preview to preview the report on the window before printing it
	Print to print the report without previewing it
	• Fax to fax the report directly to the selected client.
	• Email to email the report directly to the selected client.
	• <b>Preference</b> to generate the report to the output option specified in the Client Inform- ation Preference selection. Click here for <u>Preference Printing</u> help. See the Preference Printing Appendix for more information.
Report	Select the report to be generated:
	Purchases & Collections
	Purchases Only
	Collections Only or Collections/Adjustments Only
	Client Ledger (include Non-factored column)
	Client Ledger (include fees taken column)
	Client Ledger (include fees & tax columns)
	Purchase Summary
	Transaction activity
	Posted off-date report
Format	Select the format for the selected report. This field is only available when the selected <b>Report</b> is <b>Purchase &amp; Collections</b> , <b>Purchase Only</b> , or <b>Collections/Adjustments Only</b> .
Other	Select the option for additional formatting. These options are only available when the selec- ted <b>Report</b> is <b>Purchase &amp; Collections</b> , <b>Purchase Only</b> , <b>Collections/Adjustments Only</b> (both options available) or <b>Transaction Activity</b> ( <b>Each client</b> only).
	Include expense summary
	Each client on a separate page
Print now	Click this button to generate the report to the <b>Output</b> method selected.

Field	Description
Save	Click this button to save updates to the currently selected <b>Report template</b> .
Exit	Click this button to close the screen.

EST** Worl nuary 1, 200	d of Fac 08 Thru	toring **TE S: March 1, 200	8									Deta Collectio	il Transaction Report ons/Adjustments Onl
Date	Batch#	Туре	A/R Amount	- Fee Escrow	- Reserve Escrow	- Expenses	- Actual Reserves	- Fee Earned	Write Off Amount	Deposit Amount	Paid Amount	Date Paid	Check/Tran#
itional / Late Fe	ee Medical	(22222)											
2/1/2008	117	PAY	-300.00				-100.00			200.00		11/28/2008	563
			-300.00				-100.00			200.00			
Ex	penses fo	r Additional / Late	e Fee Medical (	22222)									
		Grand Total:	-300.00				-100.00			200.00			
mmary of Exper	1585												

#### System Preferences

The following system preference that affects this report is found in the Administration module, System Preferences, **Fields/screen behavior**, **Miscellaneous** folder.

Preference	Description
Calculate earnings	Set to True - All accounts flagged as an Earning Account in Tables > Accounting
based on account	> Account Table > Standard Tab > Earning Account check box will be included in
table flag	the calculation.

The following system preferences for this report are located in the Administration module, System Preferences, **Reports**, **Transaction report** folder.

Preference	Description
Collections only Crys- tal Report module name	Used to assign the Crystal Reports module name for the Collections Only report.
Collections selection included adjustments	Set to <b>True</b> to include adjustments in Collections Only report.
Combined Crystal Reports module name	Used to assign the Crystal Reports module name for the Purchases and Col- lections Only report.

Preference	Description
Include medical receivable balance	Set to <b>True</b> to display the last medical receivables balance on certain reports if balance forward is also shown.
Place recourse fee in fee column on pur- chase summary	Set to <b>True</b> to include the recourse fee on the Purchase Summary report in the <b>Fee Amount</b> column instead of the <b>Recourse Amount</b> column.
Purchase only Crystal Reports module name	Used to assign the Crystal Reports module name for the Purchases Only report.
Show balance for- ward on purchases and collections report	Set to <b>True</b> to display balance forward on the Purchases & Collections report.

# Using the Report Queue

The *Report Queue* screen lists all scheduled SQL reports that have been generated through the Engine. From this screen you can open and reprint any previously run report that has not yet been deleted or purged (deleted reports can be seen in the list, they just cannot be reprinted).

The following appears for each report in the queue:

- Report Name given to the report when it was defined.
- Requested Date and time when the report request was queued to the Engine
- Created Date and time that the Engine generated the report.
- Deleted Date and time that the report was manually deleted from the Report Queue.
- **Description** The report status message generally only exists if there was an issue with generating the report.

Report	Requested	Created	Deleted	Description.	<u>م</u>
Buyout Calculation Report	4/25/2013 5:38pm	4/25/2013 5:41pm			
Buyout Calculation Report	4/26/2013 1:22pm	4/26/2013 1:24pm			
Buyout Calculation Report	6/10/2013 2:08pm	6/10/2013 2:09pm		NO DATA	
Buyout Calculation Report	7/12/2013 3:41pm	7/12/2013 3:42pm			
Buyout Calculation Report	8/9/201311:51am	8/9/201311:52am		NO DATA	
Buyout Calculation Report	9/16/2013 11:13am	9/16/2013 11:16am			
Buyout Calculation Report	9/27/2013 12:04pm	9/27/2013 12:59pm			
Buyout Calculation Report	2/16/2013 10:03an	2/16/2013 10:03an			
Buyout Calculation Report	2/16/2013 10:08an	2/16/2013 10:08an	2/19/2014 10:20am		
Buyout Calculation Report	1/8/2014 9:43am	1/8/2014 9:44am			

- To refresh the list of reports, click the **Refresh** button.
- To view a report, select the item in the list and click the **View Report** button.
- To delete a report from the queue, select the item in the list and click the **Delete** button.
- Reports that have been deleted can be viewed in the list by selecting the **Show Deleted Reports** check box.



# Database Replication for SQL Reports

To aid in very large implementations of FactorSoft, in which processing of scheduled SQL reports impacts FactorSoft daily operations, support for Microsoft SQL Server Replication has been added in version 3.0.04 and later. Replication in FactorSoft utilizes SQL Server Replication to create a copy of a production FactorSoft database on a separate server and maintain synchronization of the production and replication databases. The replication database is then used to generate the scheduled FactorSoft SQL reports.

Note that Replication applies only to scheduled SQL reports generated through the Engine – SQL reports generated ad hoc and all Crystal Reporting reports will continue to be generated from the production database.

SQL Server Replication is complex and requires expert database administration to be successfully implemented. If you are interested in using the Replication feature in FactorSoft, please contact your Jack Henry™ representative at 205-972-8900 for an evaluation.

# **Setting Up Replication**

Once the Replication database is set up in SQL, add the database to the FactorSoft Control File with the same options as the Production database. Replication is enabled in the Control File of the Replication database only. The Replication Control File option is not selected in the Production database.

*

Note that the Replication database must be set up on a separate server instance from the Production database.

# System Preferences

The following System Preferences in the **Identification/system constants**, Engine, Replication folder must be defined in the Production database - the settings will be copied to the Replication database:

Preference	Description
Replicate To	Enter the name of the Replication data- base.
Replicated From	Enter the name of the Production data- base.



# **Upgrade Considerations for Replication**

When upgrading FactorSoft in environments with replicated databases, replication services must first be turned off. After the replication services are turned off, perform the FactorSoft upgrade and run schema normally on the Production database. Once the Production database is upgraded, perform the replication set-up just as if this were a new replication setup.



# Index

#### 2

2020 Tax Guard Spreadsheet See Client Summary Worksheet

#### Α

- A/R Aging Declaration Report See Collateral Menu
- A/R Aging Trend Report See Collateral Menu
- A/R Monthly Trend Report See Collateral Menu
- A/R Summary Report See Analysis Menu

#### ABL Payment Importer

Report 563

- Account Status Exception Report See Debtor Menu
- Accounting Menu 85
  - Adjusted Fee Report 85, 773
  - Buyout Calculation Report 89,776
  - Cash Posting Report 97, 117, 119, 180, 783
  - Deferred Income Report 789
  - Earnings by State Report 791
  - Financial Reports 793
  - Hold Account Detail Report 106
  - Hold Account Ledger 796
  - Hold Account Ledger Report 110
  - Monthly Revenue Report 125

Spreadsheet Reports 800

Trial Balance Report 134, 146, 803

- Accounts Receivable Trend Report See Collateral Menu
- Activity Statements See Statements Menu
- Additional Fee Statements See Statements Menu
- Adjusted Fee Report See Accounting Menu
- Aging Reports See Client Menu
- Aging Summary Report See Collateral Menu
- Analysis Menu 148, 817
  - A/R Summary Report 817
  - Client Analysis Report 154, 213, 216
  - Concentration Report 165, 184, 265
  - **Exception Report 150**
  - Funds Employed Report 828
  - Merchant Analysis Report 835
  - Not Payable to Lender Report 229, 846
  - Over Escrow Report 849
  - **Overdraft Report 234**
  - Portfolio Analysis Report 237
  - Return on Investment Report 246
  - Sales by Country Spreadsheet 853
  - Sales Volume Report 858
  - Signed Analysis Report 251, 862
  - Statistics by Region Report 865
| Terms Analysis Report 869                                       | Buyout Calculation Report See Accounting           |
|-----------------------------------------------------------------|----------------------------------------------------|
| Trend Analysis Report 257                                       | Menu                                               |
| Verification Analysis Report 874                                | C                                                  |
| Analysis Report                                                 | Carrier Menu 341, 890                              |
| Guarantee Analysis Report 190, 832                              | Carrier Payment Report 341, 890                    |
| Audit Menu 274                                                  | Cash Posting Report See Accounting Menu            |
| Client Audit Menu 278, 285, 292                                 | Cash Productivity Report See Productivity Menu     |
| Collateral Audit Report 287                                     | Cash Receipts Report See Transactions Menu         |
| Debtor Audit Report 301                                         | Classic Client Aging See Client Menu               |
| Facility Audit Report 304                                       | Client Activity Report See Client Menu             |
| Failed REport Templates Report 308                              | Client Activity Statements See Statements<br>Menu  |
| Gallium Exception Report 311                                    | Client Analysis See Analysis Menu                  |
| Invoice Audit Report 318                                        | Client Audit Report See Audit Menu                 |
| Monitor Jurisdiction Report 320                                 | Client Change Report See Client Menu               |
| Security Audit Report 322                                       | Client Fee Statements See Statements Menu          |
| System Preference Audit Report 324                              | Client Financial Summary Report See Client<br>Menu |
| Availability Certificate See Collateral Menu                    |                                                    |
| Available for Recourse Report See Client Menu                   | Client Master List See Client Menu                 |
| В                                                               | Client Menu 346, 893                               |
| Broker Menu 326, 878                                            | Aging Reports 894                                  |
| Broker Commission Report 326, 878                               | Available for Recourse Report 987                  |
| Current Year Broker Sales Report 339                            | Classic Client Aging 357, 365                      |
| Bulk Inventory Monthly Analysis Report See Col-<br>lateral Menu | Client Activity Report 346, 349, 352, 903          |
|                                                                 | Client Change Report 373, 907                      |
| Bulk Inventory Trend See Collateral Menu                        | Client Master List 918                             |
|                                                                 |                                                    |

Client Profit Report 923

Client Reserve Report 397, 928 Client Summary Graph Report 408 **Client Summary Worksheet 935** Client Summary/Ineligibility Report 402, 983 Client/Debtor Summary Report 379, 910 Invoice Summary Report 411 Items Recoursed Report 914 Load List Report 416 Client Profit Report See Client Menu Client Reserve Report See Client Menu Client Risk Management Report See Analysis Menu Client Summary Worksheet 2020 Tax Guard Spreadsheet 976 Creating 982 Generating 976 Client/Debtor Summary Report See Client Menu Collateral Audit Report See Audit Menu Collateral Menu 426 A/R Aging Declaration Report 426 A/R Aging Trend Report 432 A/R Monthly Analysis Report 436 Accounts Receivable Trend Report 442 Aging Summary Report 990 AR Trend Report 442 Availability Certificate 447

Bulk Inventory Monthly Analysis Report 455, 462

Bulk Inventory Trend 451, 467

Inventory Trends 474

Summary A/R Declaration Report 476

Summary A/R Trend Report 479

Collection/Adjustment Summaries See Transactions Menu

Collector Response Productivity Report See Productivity Menu

Common Screen Functions See Reporting Services

Compound Interest Statement See Statements Menu

Concentration Report See Analysis Menu

Country Code Exposure Report See Debtor Menu

Credit Approval Report See Credit Menu

Credit Decision Productivity Report See Productivity Menu

Credit Decision Report See Credit Menu

Credit Insured Exposure Spreadsheet See Debtor Menu

Credit Memo report 718

Credit Menu 488, 995

Credit Approval Report 488, 995

Credit Decision Report 999

Credit Override Report 492

Expiring Credit Lines Report 495

Manual Risk Report 1003

Credit Override Report See Credit Menu

# D

- Daily Client Purchase Report See Transactions Menu
- Daily Earnings Statements See Statements Menu
- Daily Fee Statements See Statements Menu
- Daily Transaction Journals See Facility Menu
- DDA Transaction Reports See Transactions Menu
- Debtor Aging Report See Debtor Menu
- Debtor Audit Report See Audit Menu
- Debtor Availability Report See Debtor Menu
- Debtor Credit Limit Warning Report See Credit Menu
- Debtor Finance Charges Report See Statements Menu
- Debtor Insurance Report See Debtor Menu
- Debtor Invoice Audit Report See Debtor Menu
- Debtor List Report See Debtor Menu
- Debtor Master List Report See Debtor Menu
- Debtor Menu 498, 1005
  - Account Status Exception Report 498, 1005 Country Code Exposure Report 500, 1008 Credit Insured Exposure Spreadsheet 1009

Debtor Aging Report 501, 1010

Debtor Aging Report (per Client/Debtor) 506

Debtor Aging Report (per Debtor) 510

Debtor Availability Report 515, 1016

Debtor Credit Limit Warning Report 522, 525, 1021

Debtor Insurance Report 530

Debtor Invoice Audit Report 532, 1025

Debtor List Report 535, 1028

Debtor Master List Report 542, 1035

DNBi Spreadsheet 1037

Returned Mail Report 543, 1039

Debtor Statement Recap See Statements Menu

Debtor Statements See Statements Menu

Deferred Income Report See Accounting Menu

Denied Invoices Report See Dispute/Ineligibility Menu

Destinations See Reporting Services

Dilution Report See Dispute/Ineligibility Menu

Dispute Report See Dispute/Ineligibility Menu

Dispute/Ineligibility Menu 544

Denied Invoices Report 544

Dilution Report 547

Dispute Report 550

Extended Eligibility Report 554

Unauthorized Purchase Report 560

DNBi Spreadsheet See Debtor Menu

#### Ε

Earnings by State Report See Accounting Menu Exception Report See Analysis Menu Expiring Credit Lines Report See Credit Menu Extended Eligibility Report See Dispute/Ineligibility Menu

#### F

Facility Analysis Report See Facility Menu Facility Audit Report See Audit Menu Facility Ledger Report See Facility Menu Facility List Report See Facility Menu Facility Menu 563, 1040 ABL Payment Importer Report 563 Daily Transaction Journals 566 Facility Analysis Report 570 Facility Ledger Report 574 Facility List Report 577 Facility Trend Card Report 1056 Loan Statement 1040 Position Summary Report 581, 587, 594, 1051 Trial Balance Report 597, 1059 Unclaimed Cash Ledger 622 Unposted Accrued Fees Report 625 Facility Trend Card Report See Facility Menu Fax Support 43

Financial Reports See Accounting Menu

Flat Fee Adjustment Statement See Statements Menu

Funds Employed Report See Analysis Menu

#### G

Gallium Exception Report See Audit Menu

Guarantee Analysis Report See Analysis Menu

#### н

Hold Account Ledger See Accounting Menu

I

Import History Report 314

Insurance Excess report 557

Inventory Declaration Report See Collateral Menu

Inventory Trends Report See Collateral Menu

Invoice Audit Report See Audit Menu

Invoice Delivery Report See Productivity Menu

Invoice Summary Report See Client Menu

Items Recoursed Report See Client Menu

#### L

Load List See Client Menu Loan Statement See Facility Menu

#### Μ

Manual Risking Report See Credit Menu

Master Client Position Summary Report See Facility Menu

Merchant Analysis Report See Analysis Menu

Monitor Jurisdiction Report See Audit Menu Monthly Revenue Report See Accounting Menu Monthly Statements See Statements Menu

### Ν

Not Payable to Lender Report See Analysis Menu

## 0

Open Schedule Report See Transactions Menu

Over Escrow Report See Analysis Menu

## Ρ

- Partial Payment/Chargeback Report See Transactions Menu
- Participation Menu 628, 1064

Participation Report 630, 1064

- Payment History Report See Transactions Menu
- Payout Transaction Statement See Statements Menu
- Position Statements See Statements Menu
- Position Summary Report See Facility Menu
- Printing Preference 44
- Productivity Menu 634, 1067
  - Cash Productivity Report 634, 1067
  - Collector Response Productivity Report 641, 1070
  - Credit Decision Productivity Menu 644, 1072
  - Invoice Delivery Report 654
  - Purchase Productivity Report 663, 1075

Purchase Productivity Report See Productivity Menu

Purchase Summary Report See Transactions Menu

# R

Remittance Statement Report See Statements Menu

Remittance Summary See Transactions Menu

Report History See Reporting Services

Report Templates See Reporting Services

**Reporting Services** 

Destination Tab 55

History Tab 78

Scheduling Tab 75

Templates Tab 77

#### Reports

Credit Memo report 718

Insurance Excess report 557

Reprint Data Entry Reports See Transactions Menu

Return on Investment Report See Analysis Menu

Returned Mail Report See Debtor Menu

# S

Sales by Country Spreadsheet See Analysis Menu

Sales Volume Analysis Report See Analysis Menu

1157

Scheduling	System Preference Audit Report See Audit Menu
Legacy Reports 82	т
Templates Tab 80	Terms Analysis Report See Analysis Menu
Security Audit Report See Audit Menu	Transaction Reports See Transactions Menu
Signed Analysis Report See Analysis Menu	Transactions Menu 698, 1126
Spreadsheet Reports See Accounting Menu	Cash Receipts Report 701
Statements Menu 666, 1078	Chargeoff/Recovery Report 703
Activity Statements 666, 1078	Collection Adjustment Summaries 710
Additional Fee Statements 1082	Collection/Adjustment Summaries 1126
Client Activity Statements 669, 1084	Daily Client Purchase Report 725, 728
Client Fee Statements 1089	DDA Transaction Report 721
Compound Interest Statements 676, 1094	Open Schedule Report 734, 736
Daily Earnings Statements 680, 1097	Partial Payment/Chargeback Report 740,
Daily Fee Statements 1099	754
Debtor Finance Charges Report 682	Payment History Report 744, 1130
Debtor Statement Recap 693, 1111	Purchase Summary Report 748, 1134
Debtor Statements 684, 1103	Remittance Summary Report 758
Flat Fee Adjustment Statement 1112	Reprint Data Entry Reports 1138
Monthly Statements 1114	Returned Check Report 761
Payout Transaction Statements 1116	Summary Report 1141
Position Statements 1118	Transactions Report 764, 1143
Volume Rebate Statements 1122	Trend Analysis Report See Analysis Menu
Statistics by Region Report See Analysis Menu	Trial Balance Report See Accounting Menu
Summary A/R Declaration Report See Collateral Menu	<b>U</b> Unauthorized Purchase Report See Dis-
Summary A/R Trend Report See Collateral Menu	pute/Ineligibility Menu

Unclaimed Cash Ledger See Facility Menu

Unposted Accrued Fees Report See Facility Menu

V

Verification Analysis Report See Analysis Menu

Volume Rebate Statements See Statements Menu

1159