



FactorSoft™

• Release v4.7

User Guide

All rights reserved. Information in this document is subject to change without notice. Dates contained in this document are provided as estimates only and can be changed at any time at the sole discretion of Jack Henry & Associates, Inc.

Printed in the United States of America.

No part of this document may be copied, reproduced, stored in a retrieval system, displayed, distributed or transmitted in any form or any means whatsoever (electronic, mechanical or otherwise), including by photocopying or recording for any purpose, without the prior written permission of Jack Henry & Associates, Inc. Making unauthorized copies of this document for any purpose other than your own personal use is a violation of United States copyright laws.

Any unauthorized use of Jack Henry & Associates, Inc.'s, trademarks and service marks is strictly prohibited. A list of registered and unregistered marks owned or licensed by Jack Henry & Associates, Inc. is located at: <https://www.jackhenry.com/more-from-jha/pages/trademark-notice.aspx>.

Various other trademarks and service marks used or referenced in this document are the property of their respective owners.

Limitations on Maintenance Services

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

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

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

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

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

Table of Contents

Welcome to FactorSoft	1
Login	1
Shortcuts	4
User Preferences	5
<i>System Preferences</i>	7
FactorSoft and the Lending Solutions Service Portal	7
Terminology	8
Client & Debtor Activities	12
Client List	12
<i>Display Grid</i>	12
Client Grid	13
Facility Grid	13
Collateral Grid	14
<i>Control Tabs</i>	16
Functions Tab	16
Columns Tab	16
Filters Tab	20
Options Tab	22
<i>Screen Controls</i>	23
<i>Functions Tab / Client</i>	25
Client Dashboard	25
Summary Aging	25
Debtor Summary Tab	26
Rating Summary Tab	28
Totals Tab	28
Options Tab	28
Client Analysis	30

Client Information	31
Client Summary/Reserve Release	31
Client Transactions	31
Fund Non-Funded Invoices (Fund Purchased Invoices)	31
System Preferences	34
Hold Account	35
Loans	35
Open Batches	35
New Adjustment Batch	36
Write Invoices	36
Preview	36
Entering Client Information	39
Upper Fields	40
Control Buttons	44
Panel List	44
System Preferences	46
Client Information – Address Panel	48
Client Information – Analysis Panel	50
Client Information – AutoCash Rules Panel	50
System Preferences	52
Client Information – Automatic Expenses Panel	53
Adding or Modifying Automatic Expenses	54
System Preferences	58
Client Information – Bank Relationships Panel	58
Client/Bank Relationship	59
Bank Relationship Tab	59
Inter Bank Tab	61
System Preferences	62
Client Information – Broker Relationships Panel	62
Add/Update/Delete Broker Relationship	63

System Preferences	66
Client Information – Collections Panel	66
System Preferences	68
Client Information – Contacts Panel	68
Client Information – Control Panel	69
Client Information – CPT Code Usage	70
Update CPT Codes Dialog	71
Client Information – Credit/No Buy Panel	72
System Preferences	74
Client Information – Debtor Charges Panel	75
Client Information – Deferred Accruals Panel	75
Client Information – Documents Panel	76
Client Information – Events Panel	77
Add New Client Event	78
Security Roles	80
Client Information – Financial Statements Panel	80
Client Financial Statement	81
Client Information – Funding Instructions Panel	82
Client Information – Groups Panel	83
Change Client Group Value	84
Client Information – Import Rules Panel	85
Client Information – Identity Panel	85
System Preferences	86
Client Information – Ineligibility Panel	87
System Preferences	89
Add New Client Ineligibility	89
Client Information – Insurance Panel	91
Client Information – Invoice Confirmation Panel	91
Client Information – Invoice Delivery Panel	93
Client Information Set-up	93
Client Information – Invoice Rules Panel	94

System Preferences	96
<i>Client Information – Liens/Monitoring Panel</i>	97
<i>Client Information – Load/Order Processing Panel</i>	98
<i>Client Information – Min Cash Reserves Panel</i>	100
System Preferences	101
<i>Client Information – Minimum Commission Panel</i>	101
<i>Client Information – Misc Data Panel</i>	104
Client Miscellaneous Data Elements for Letters	104
<i>Client Information – Misc Information Panel</i>	106
<i>Client Information – Participation Panel</i>	107
<i>Client Information – PayerWeb</i>	108
<i>Client Information – Payment Terms Panel</i>	108
System Preferences	110
<i>Client Information – Policy Exceptions Panel</i>	110
<i>Client Information – Posted Statements Panel</i>	110
<i>Client Information – Purchase Approvals Panel</i>	111
System Preferences	112
<i>Client Information – Purchase Info Panel</i>	112
Setting Up Custom Watermarks	114
<i>Client Information – Purchase Terms Panel</i>	115
System Preferences	118
<i>Client Information – Red Flag Rules Panel</i>	118
<i>Client Information – Statement Terms Panel</i>	119
<i>Client Information – Termination Panel</i>	120
<i>Client Information – Verification Panel</i>	120
System Preferences	121
<i>Client Information – Web Screens Panel</i>	122
<i>Client Information – Web Users Panel</i>	123
<i>Client Information – Write Invoices Panel</i>	124
System Preferences	124
Add New Contact/Contact Information	125

<i>Security Roles</i>	128
Debtor List (F5)	128
<i>Security Roles</i>	131
Debtor Information	131
<i>Upper Fields</i>	132
<i>Panels</i>	134
<i>Control Buttons</i>	134
<i>Panel List</i>	135
<i>System Preferences</i>	137
<i>Debtor Information – Address Panel</i>	139
<i>Debtor Information – Alternate Address Panel</i>	140
Create/Modify/Delete Alternate Address	141
<i>Debtor Information – Balances Panel</i>	142
<i>Debtor Information – Call Queues Panel</i>	143
<i>Debtor Information – Clustering Panel</i>	144
Add Additional Debtor/Vendor Alias	145
<i>Debtor Information – Collections Panel</i>	145
<i>Debtor Information – Contacts Panel</i>	148
<i>Debtor Information – Credit Availability Panel</i>	149
<i>Debtor Information – Credit Information Panel</i>	149
<i>Debtor Information – Credit D&B Panel</i>	151
<i>Debtor Information – Credit Reports Panel</i>	152
<i>Debtor Information – Credit Requests Panel</i>	153
System Preferences	154
<i>Debtor Information – Credit Score Panel</i>	154
System Preferences	156
Credit Score Maintenance	156
System Preferences	158
<i>Debtor Information – Documents Panel</i>	159
<i>Debtor Information – Identity Panel</i>	160
System Preferences	161

Debtor Information – Instructions Panel	161
Debtor Information – Insurance Panel	162
System Preferences	163
Debtor Information – Invoice Confirmation Panel	163
Debtor Information – Groups Panel	164
Change Debtor Group Value	164
Debtor Information – Last Payment Panel	165
Debtor Information – Master/Alias Panel	165
System Preferences	166
Select Members for Master Debtor	167
Debtor Information – Miscellaneous Data Panel	167
Debtor Information – PayerWeb Panel	168
Debtor Information – Sales Authorizations Panel	169
Summary Aging	170
<i>Debtor Summary Tab</i>	171
<i>Rating Summary Tab</i>	173
<i>Totals Tab</i>	173
<i>Options Tab</i>	173
Debtor Aging	175
<i>Control Buttons</i>	175
<i>Debtor Aging – Aging Tab</i>	177
System Preferences	182
<i>Debtor Aging – Credit/No Buy Tab</i>	183
System Preferences	185
<i>Debtor Aging – NOA/Rules Tab</i>	185
<i>Debtor Aging – Analysis Tab</i>	189
<i>Debtor Aging – Misc. Data Tab</i>	190
<i>Debtor Aging – Alias Tab</i>	190
<i>Debtor Aging – Credit Requests Tab</i>	191
<i>Debtor Aging – Documents Tab</i>	193
<i>Debtor Aging – Notices Tab</i>	194

System Preferences	196
<i>Debtor Aging – Address Tab</i>	196
System Preferences	197
<i>Debtor Aging Overrides Tab</i>	198
<i>Debtor Aging – Payments Tab</i>	199
System Preferences	200
<i>Debtor Aging – Options Tab</i>	200
Brokers	204
<i>Broker List (F2)</i>	204
<i>Add New Broker/Broker Information</i>	206
Clients Tab	209
Instructions Tab	210
Standard Commission Rate Tab	211
Contacts Tab	214
Web Access Tab	214
System Preferences	215
Contact List (F4)	216
<i>Add New Contact/Contact Information</i>	217
Security Roles	221
Client and Debtor Notes	221
<i>Client Notes Screen</i>	221
<i>Debtor Notes Screen</i>	222
<i>Upper Fields</i>	222
<i>Notes Posted to Selection Tab</i>	223
<i>Client/Debtor Information Tab</i>	223
Control Buttons	223
<i>Adding a New Note</i>	224
Client Participation	226
<i>Setting Up a Participant Account</i>	226
<i>Creating New Participants</i>	228
<i>Assigning a Participant to a Client</i>	229

<i>Reporting on Participation</i>	229
Invoice Purchasing	231
Purchase Entry	231
System Preferences	234
Verify Invoices	235
<i>System Preferences</i>	239
Invoice Information	240
<i>Upper Fields</i>	240
<i>Functional Buttons</i>	241
<i>Tabs</i>	242
<i>System Preferences</i>	243
<i>Activity Tab</i>	243
System Preferences	244
<i>Accrued Fee Tab – Invoice Information</i>	244
System Preferences	245
<i>Escrow Tab – Invoice Information</i>	245
<i>Change/Audit Tab – Invoice Information</i>	246
<i>Credit Approval Tab – Invoice Information</i>	247
<i>Dispute History Tab</i>	247
<i>Installment Tab – Invoice Information</i>	248
System Preferences	248
<i>Shipping Tab – Invoice Information</i>	248
<i>Verification/Collection Tab – Invoice Information</i>	249
<i>Carrier Tab – Invoice Information</i>	253
<i>Documents Tab</i>	254
<i>Tax & Freight – Invoice Information</i>	255
Approve Purchase – New Invoices Tab	255
<i>Tabs</i>	259
<i>System Preferences</i>	260
Purchase Invoices	262

Client Contracts	262
<i>System Preferences</i>	263
<i>Client Information – Contracts Panel</i>	264
Contracts Dialog	265
Control Buttons	265
Contract Information Tab	266
Debtor Information Tab	268
Comments Tab	269
Member Contracts Tab	269
<i>Assigning a Contract to an Invoice</i>	270
<i>Non-factored Invoice Payments</i>	271
<i>Client Contracts Report</i>	272
CPT Codes for Invoice Purchase	272
<i>Authorizing CPT Codes for a Client</i>	273
<i>Purchasing Invoices with CPT Codes</i>	275
<i>Searching by CPT Code</i>	276
<i>Reports</i>	278
Originals Required	278
Invoice Delivery	280
<i>System Preferences</i>	280
Shipping Logistic Information	281
Write Invoices	283
<i>Write Invoices Setup</i>	283
System Preferences	284
Client Information Set Up	285
Invoice Terms	286
Invoice Items	287
<i>How It Works</i>	288
Write Prior to Purchase	289
Write New/Modify Existing Invoices	290

New Debtor Fields	292
<i>Include Written Invoice on New Purchase Batch</i>	295
System Preferences	296
Write Invoices Upon Purchase	297
Invoice Imaging	298
Create New Batch	298
<i>Scanning or Filing to a New Open Batch</i>	298
<i>Enter Invoice Detail for Images</i>	301
Scan to Existing Batch	304
<i>Scanning or Filing to a Closed, Existing Batch</i>	304
<i>Posted Batches with Unassigned Images</i>	306
Assigning Images to a Batch	306
Assign Batch Images	308
Invoice Image Screen	311
Check and Invoice Image Screen	311
System Preferences	315
Checks and Wires	317
Writing Checks	317
System Preferences	319
Check and Wire Interfaces Overview	320
Accounting Journals, Checks and Wires Screen	320
Listing Journals, Checks, and Wires	321
Modify Unpaid Journals, Checks, and Wires	326
System Preferences	328
Enter a New Check or Journal Entry	328
Add New Deduction & Distribution	333
System Preferences	336
Credit Requests	337
Adding a New Credit Request	337

<i>System Preferences</i>	340
Approve or Deny Credit Requests	340
<i>Credit Request Data</i>	342
<i>Credit Decision Fields</i>	344
<i>System Preference Settings</i>	346
Print Decision Ticket	347
<i>System Preferences</i>	348
Credit Position Reports	349
Posting Payments	350
Post Payments (F6)	350
<i>Posting Full Payments</i>	350
<i>Enter a check tab</i>	353
Debtor/Client Selection	353
Check/Invoice Information	356
Create New Debtor	360
Invoices Already Chosen	361
<i>Checks already entered tab</i>	362
<i>Adjustment Type Report</i>	363
<i>System Preferences</i>	363
Posting Short Payments	365
<i>Results</i>	367
Posting Over Payments	368
<i>Results</i>	370
Update Posted Payments	371
<i>System Preferences</i>	372
Split Check Postings	373
<i>Split Client Posting</i>	374
<i>Split Debtor Posting</i>	377
Skipped Payments	380
Adjustment Type Report	382

<i>Report Sample</i>	382
<i>Report Details</i>	382
<i>System Preference</i>	383
Check Imaging	384
Check Scanner Control	384
<i>Scan or File Check Images</i>	384
To scan or file images to a new, open batch and then post pay- ments:	385
To scan or file images to an existing payment batch:	386
<i>Assign Check Images to Invoices</i>	390
<i>System Preference Settings</i>	392
Scan to Posted Check Batch	393
<i>Filing to an Existing Posted Check Batch</i>	393
<i>Attach Images to Posted Check Batches</i>	395
<i>System Preferences</i>	397
Invoice Image Screen	398
<i>Check and Invoice Image Screen</i>	398
<i>System Preferences</i>	402
Manage Hold Account Activity	404
Settling Hold Account Items	404
Adjustments/Recourse	409
New Adjustment Batch	409
Data Entry Tab	409
<i>Creating an Adjustment Batch from the Data Entry Tab</i>	409
Selection tab	414
<i>Creating an Adjustment from the Selection Tab</i>	414
Summary Tab	418
System Preferences	419
Manage Posted Adjustments	420

System Preferences	423
Collections	425
Debtor Aging	425
Collection/Verification Notes	426
Debtor Information Tab	427
Invoices Selected Tab	427
Invoice Not Selected Tab	428
Detail Fields	428
System Preferences	429
Collection/Verification Queue	429
Create New/Modify Existing Collection/Verification Queue Request	432
Creating Collection/Verification Queues	432
System Preferences	435
Modify or Delete Collection/Verification Queue	437
Working Collection/Verification Queues	437
Call Queue Tab	438
Options Tab	439
System Preferences	441
Collection/Verification Notes	441
Collection/Verification Detail	445
Details Tab	445
Work Collection/Verification Queues	445
Balances Tab	449
Options Tab	450
No-buy Info Tab	452
System Preferences	452
Electronic Payments	453
Taking a Credit Card Payment at Collection	453
Contact and Invoice-level Payment Detail	455
Payment-level Detail	457

Submitting Payments Using ePaymentAmerica	458
Submitting Payments Using EPS Integration	461
<i>Resend Electronic Payment Information</i>	464
Resending the Electronic Payment Receipt	464
From the Transactions screen:	465
From the View/Update Journal screen:	468
Accept Electronic Payment from Client	470
<i>Client-level Credit Card Payments</i>	470
<i>Distribution for Electronic Payment Window</i>	472
Gallium Paying Agent Reporting Interface	474
<i>Gallium Set Up</i>	474
Gallium System Preferences	475
Gallium Parameters	475
Gallium Service Templates and Engine Tasks	479
Service Templates	479
Engine Tasks	480
Gallium Debtor Information Setup	480
Override Relationship Credentials	481
Debtor Aging – Paying Agent Tab	481
<i>Using the Gallium Interface</i>	483
<i>Gallium Paying Agents as of 9/28/2022</i>	484
Loan Statements for Detail Lending	492
Configuring Statement Terms	493
Generating the Statement	496
Working with Returned Address	498
Set Up Returned Address	498
<i>System Preferences</i>	498
<i>Dispute/Ineligibility/No Buy Code Table</i>	499
Using Returned Address	499

<i>Marking a Debtor with a Return Address Reason</i>	500
<i>Collections</i>	500
<i>Reporting</i>	503
Return Mail Report	503
Customer/Debtor List	504
Print Debtor Statements	505
Client Summary/Reserve Release Screen	506
Client Summary/Reserve Release – Funds Employed Tab	507
<i>Portfolio Activity</i>	508
<i>Month-to-Date Activity</i>	509
<i>Aging Data</i>	509
<i>Client Liability</i>	510
<i>Alternate C/B Breakdown</i>	510
<i>Additional Fields</i>	511
Client Summary/Reserve Release – Collateral Tab	512
Client Summary/Reserve Release – Reserves Tab	513
<i>System Preferences</i>	515
Client Summary/Reserve Release – Release Tab	515
<i>Disbursing Client Reserves</i>	515
<i>Releasing Pending Reserve Releases</i>	520
<i>System Preferences</i>	521
Client Summary/Reserve Release – Account Balances Tab	525
<i>System Preferences</i>	526
Deferred Earnings	528
How the Transaction Works	528
Deferred Information	530
<i>Viewing Deferred Earnings</i>	532
Correspondence	534
Notice of Assignment	534

<i>Create the NOA Export File</i>	534
<i>Merge the NOA Export File into the Word Template</i>	536
Verification Letters	536
<i>Insert FactorSoft's Field Codes into the Microsoft Word Form Letter</i>	537
<i>Save the Form Letter in the Reports Directory</i>	537
<i>Set up the form letter in the Word Document table</i>	537
<i>Generate the Verification Letter</i>	539
<i>Letter Field Codes</i>	541
P.O. Financing	544
Setting Up PO Financing	544
System Preferences	544
Security Roles	545
Update G/L Account Groups Table	546
Client Terms – P.O. Finance Rates	547
Client Terms – P.O. Finance Table	548
Fees List	548
Then List	549
Add New Purchase Order Fee	550
Add New Purchase Order Increment	550
Set Client Information Options	551
Processing Purchase Order Advances	553
Order Entry	553
Processing the Purchase Order Entry	557
Approve Pending Order	557
Order List	559
Order Details	560
Order Details Screen	560
Order Information Tab	561
Invoices Booked Tab	562
Advance Activity	563

Audit History Tab	564
<i>Recording Funds Advance against a Purchase Order</i>	564
PO Advance	566
Advances Tab	566
Expenses Tab	569
Creating Expenses Against a PO Advance	569
Summary Tab	570
Viewing the Advance Summary	570
Payable To Tab	571
Paying the Advance Directly to a Vendor	571
<i>Settling the P.O. Advance at Invoice Purchase</i>	572
Importing	576
Bulk Collaterals	577
Bulk Collaterals Overview	577
Activity Center	577
<i>Manage Pending Postings</i>	577
<i>Manage Pending Transfers</i>	579
<i>Manage Pending Transactions</i>	581
System Preferences	583
<i>Manage Unclaimed Cash Deposit</i>	587
<i>Transactions Tab</i>	589
Filters Tab	592
Types Tab	593
Options Tab	595
Columns Tab	595
Unclaimed Cash Deposit	595
Entering Facility Information	597
<i>Using the Facility Information Screen</i>	597
Entering Facility Basics	598

Facility Summary	599
Facility Information Panels	600
Facility Information – Additional Terms Panel	600
Facility Information – Additional Terms Information Dialog	601
Facility Information – Address Panel	603
Facility Information – Auto Expense Panel	604
Facility Information – Facility Auto Expense	605
Facility Information – Auto Transfers Panel	607
Facility Auto Transfer	608
Example #1 – Reduce Over Formula	612
Example #2 – Reduce Secondary Loan Balance	613
Example #3 – NFE	614
Example #4 – NFE Net Change	615
Example #5 – TFE	617
Example #6 – TFE Net Change	619
Facility Information – Collaterals Panel	621
Facility Information – Contacts Panel	622
Contact Information Dialog	623
Facility Information – Custom Data Elements Panel	624
Facility Information – Deferred Revenue Panel	625
Facility Information – Dependency Rules Panel	626
Dependency Rule Dialog	627
Example	628
Facility Information – Documents Panel	630
Attach Document to Facility	630
Facility Information – Fee Reserve Panel	632
Facility Information – Funding Instructions Panel	633
Facility Information – Facility Groups Panel	633
Change Facility Groups Dialog	634
Facility Information – Ledger Panel	635

Ledger Transactions – Accrual Posting	637
Ledger Transactions – Facility Adjustment	639
Deferred Revenue	640
Ledger Transactions – Claimed Cash Posting	642
Ledger Transactions – Disbursement Dialog	644
Deferred Revenue	644
Disbursement Expenses Dialog	647
Ledger Transactions – Payment Screen	649
Facility Purchase Dialog	652
Facility Purchase Adjustment Dialog	656
Ledger Transactions – Facility Transfer	660
Ledger Transactions – Statement Payment	662
<i>Facility Information – Letter of Credit</i>	<i>665</i>
System Preferences	666
Adding a Letter of Credit	667
Modifying a Letter of Credit	668
Terminate a Letter of Credit	668
Letter Of Credit Tabs – Activity	669
Letter Of Credit Tabs – Notes	671
Letter Of Credit Tabs – Documents	672
Letter of Credit Search	673
Importing Letters of Credit	674
<i>Facility Information – Limits Panel</i>	<i>674</i>
<i>Facility Information – Lock Box Panel</i>	<i>675</i>
Facility LockBox	676
<i>Facility Information – Payment Rules Panel</i>	<i>677</i>
<i>Facility Information – Payment Stream</i>	<i>680</i>
Term Payment Group Information Dialog	682
<i>Facility Information – Purchases Panel</i>	<i>683</i>
Facility Purchase Dialog	685

<i>Facility Information – Purchase Rules Panel</i>	689
<i>Facility Information – Reserves Panel</i>	690
Adding or Modifying Facility Reserve	691
<i>Facility Information – Statement Panel</i>	692
<i>Facility Information – Statement Terms Panel</i>	694
Statement Terms Information	695
Statement Terms – Interest	697
Interest Rate Detail	698
Statement Terms – Maintenance/Monitoring Fee	700
Statement Terms – Transaction	702
Statement Terms – One-Time	703
Statement Terms – Minimum	704
Statement Terms – Reimbursement	704
Statement Terms – Exception	705
Statement Terms – Unused Line	706
Statement Terms – Over/Under	707
Statement Terms – Tiered	708
Statement Terms – Incremental	709
Facility Summary	710
<i>Borrowing Base Tab</i>	711
<i>Loan Summary Tab</i>	712
<i>Loan Payments</i>	713
Collateral Information	714
<i>Upper Fields</i>	715
Collateral Profile Fields	715
Collateral Balances	717
<i>Panel Lists</i>	717
Collateral Above-the-Line Panels	718
Below-the-Line Panels	718
Collateral Above-the-Line Panels	718

Below-the-Line Panels	718
Tracked A/R and Loan Backed Collateral Panels	718
<i>Common Collateral Panels</i>	<i>718</i>
Collateral Information - Amortizing Adv Rate Panel	719
Amortize Rate Dialog	719
Collateral Information - Custom Data Elements	720
Collateral Information - Dependency Rules Panel	721
Collateral Dependency Rules Dialog	722
Collateral Information - Documents Panel	724
Attach Document to Collateral Dialog	724
Collateral Information - Seasonal Availability Panel	725
Seasonal Variations Dialog	727
<i>Collateral Types</i>	<i>728</i>
A/R Collaterals	728
Inventory Collaterals	728
Supplemental Collaterals	729
AR Aging Collateral	729
Panel List	729
Collateral Information - Summary Panel	729
Collateral Information - Advanced Settings Panel (Aging Col- laterals)	731
Collateral Information - A/R Aging Category Rates Panel	732
A/R Aging Category Info Dialog	733
Collateral Information - A/R Aging Declaration Panel	735
A/R Aging Declaration Dialog	736
Collateral Information - Ineligible Posting Panel	737
A/R Aging Ineligible Posting Screen	738
Collateral Information - Set Aside Panel	741
Collateral Ineligibility Dialog	741
Bulk AR Collaterals	742

Panel List	743
Collateral Information – Summary Panel	743
Collateral Information – Certificate Posting Panel	745
Certificate Dialog	746
Collateral Information – Ineligible Posting Panel	748
Bulk Ineligible Posting	749
Collateral Information – Set Aside Panel	751
Collateral Ineligibility Dialog	752
Collateral Information – Reserve Release Panel	753
Reserve Release Dialog	754
Summary A/R Collateral	755
Panel List	755
Collateral Information – Summary Panel	756
Collateral Information – Advanced Settings Panel (Aging Col- laterals)	758
Collateral Information – Summary A/R Category Rates Panel	758
Summary AR Category Info Dialog	759
Collateral Information – Summary A/R Declaration Panel	760
Summary A/R Declaration Dialog	761
Collateral Information – Summary A/R Ineligible Panel	763
Summary A/R Ineligible Posting Dialog	764
Collateral Information – Set Aside Panel	766
Collateral Ineligibility Dialog	767
Equipment Collateral	768
Panel List	768
Collateral Information – Equipment List Panel	768
Equipment Declaration Dialog	769
Inventory Collateral	771
Panel List	771

Collateral Information – Summary Panel	771
Collateral Information – Advanced Setting Panel (Inventory)	773
Collateral Information – Category Rates Panel	775
Inventory Rates Dialog	776
Collateral Information – Inventory Declaration Panel	778
Inventory Declaration Dialog	779
Purchase Order Collateral	781
Panel List	781
Collateral Information – Purchase Order Panel	782
Purchase Order Dialog	783
Real Estate Collateral	784
Panel List	784
Collateral Information – Real Estate List Panel	784
Real Estate Declaration Dialog	785
Securities Collateral	787
Panel List	787
Collateral Information – Securities List Panel	787
Stock and Securities Declaration	788
Other Collateral	790
Panel List	790
Collateral Information – Item Postings Panel	790
Other Amount Dialog	791
Bulk Inventory Collaterals	792
Panel List	792
Collateral Information – Summary Panel	793
Collateral Information – Certificate Posting Panel	794
Certificate Dialog	796
Collateral Information – Ineligible Posting Panel	798
Bulk Ineligible Posting	799

Collateral Information – Set Aside Panel	801
Collateral Ineligibility Dialog	802
Calculations	803
Index	813

Welcome to FactorSoft

FactorSoft is designed to reduce the time you spend entering data so that you can devote your time to generating new business and steady, lucrative investments.

This training guide emphasizes the tools FactorSoft provides for monitoring your receivables, managing portfolio activity, and controlling related paperwork and record keeping.

By the end of the training, you will be able to:

- Navigate FactorSoft
- Define user preferences
- Create new client accounts
- Verify, approve and purchase invoices
- Collect and post payments
- Disburse funds or rebates
- Write checks
- Generate reports
- Fax or email client and debtor statements

Login

To log into FactorSoft, a user name must be set up for each user, and that user name must be assigned one or more Security Roles. These functions are typically the responsibility of a System Administrator, whose user account has Security Roles that allow them to perform these functions. Once properly defined, these security controls allow users to gain secure access to FactorSoft and perform the tasks associated with their role in the organization.

When the FactorSoft user name is created, it does not have a password assigned, and the user must specify the password on their first entry into the application. The first-time login process is described below:

1. Start the FactorSoft Application Manager from the desktop icon, or from the Factors.exe file in the common FactorSoft folder (typically C:\FactorSoft).

TIP

If an older version of FactorSoft is being used, the path may be displayed as C:\FactorSoft or C:\CADENCE.

The FactorSoft Application Manager screen appears.

2. Enter your user name in the **User** field.
3. Select the **Database** you wish to log in to.
4. Click the Login button, which looks like a locked padlock.

The Application Manager returns a message indicating that you need to set a password.

NOTE

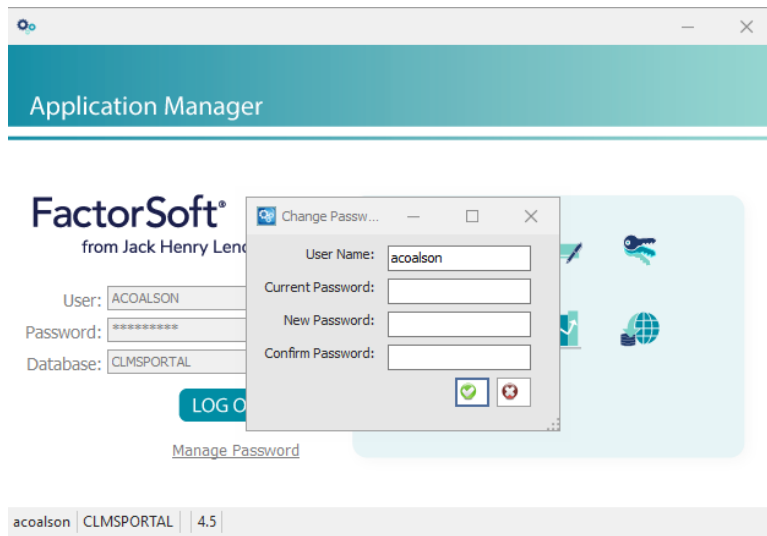
Use of passwords for entry to the system is controlled by System Preference. If your organization elects to forgo the password requirement, only the User name and Database is required to access the applications via the Application Manager.

5. Click **OK**.

The Change Password icon appears on the Application Manager, as shown in the following illustration.

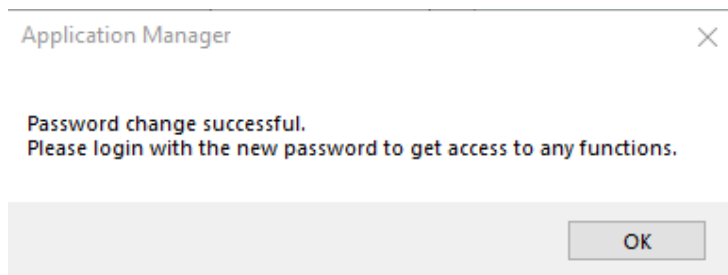
6. Click the Manage Password link.

The Change Password screen appears.



7. Complete the **New Password** and **Confirm Password** fields.
8. Click the **Accept** button.

Provided that the New and Confirm entries match and pass all password rules, the following message appears.



9. Click **OK** to clear the message.

You are returned to the Application Manager.

10. Enter your new password in the **Password** field and click the Login button to display the application icons for the database in the Application Manager, as shown below.

After the initial login described above, the FactorSoft user only has to enter their User name, Password, and Database on the Application Manager and then click the Login button to gain access to the application icons on the Application Manager.

The user can click the Manage Password link prior to logging in any time they wish to change their password. If password rules include password expiration, the user will be presented a message on attempting to log in, and the password update routine is similar to the new log in routine described above.

Shortcuts

All of FactorSoft's functions are accessible by mouse in traditional Windows style menus. Many functions are also available from selection lists and function buttons on individual screens. For users that prefer using the keyboard to a mouse or other pointing device, many of FactorSoft's most commonly-used functions can be accessed through keyboard shortcuts.

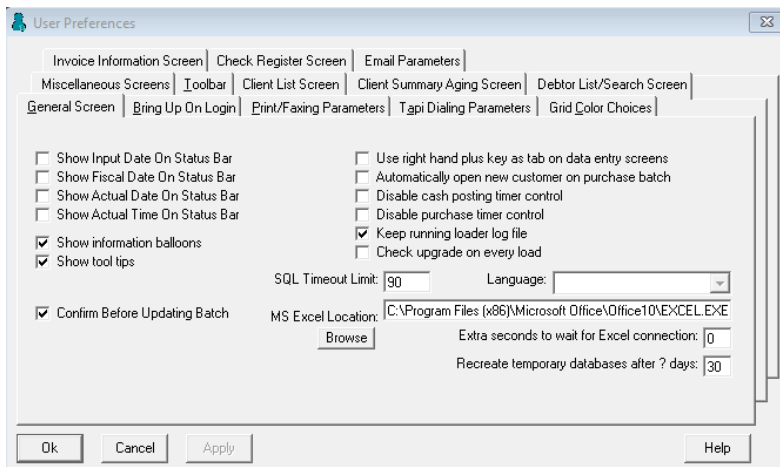
The following table contains the shortcut keys, and can be printed and displayed at a user's workstation as a handy reference.

Function Key	Opens the...
F2	Broker List
F3	Client List
F4	Contact List
F5	Debtor List

Function Key	Opens the...
F6	Post Payment Screen
F7	Update Posted Payments Screen
F8	Manage Pending Purchases Screen
F9	Check Register Screen
F12	Add New Debtor Screen
Ctrl+A	Prints the Aging Report
Ctrl+D	Change Working Date Screen
Ctrl+H	Check Search Screen
Ctrl+I	Invoice Search Screen
Ctrl+N	Name Search Screen
Ctrl+U	User Preferences Screen

User Preferences

In FactorSoft, each user has the option to customize his or her workstation environment according to job responsibilities and individual preferences. If your network uses a profile sharing solution, each user's preferences profile can be active every time that user logs in, regardless of the machine with which the user logs in to FactorSoft. Select User Preferences in the Systems menu of FactorSoft to open the User Preferences screen, as shown in the following illustration:



Tab	Description
General Screen	Contains options to customize the user's status bar, display balloons and tool tips, and map the location of MS Excel.
Bring Up On Login	Contains options to customize the user's initial login view, including the screens to be displayed.
Print/Faxing Parameters	Contains options to define faxing preferences and identify printer drivers for the user's individual workstation. If the user prints checks or send faxes from FactorSoft, the output source is defined on this tab.
Tapi dialing Parameters	Contains options to configure telephone dialing rules and modem settings, and to take advantage of the FactorSoft AutoDialer features.
Grid Color Choices	Contains options to specify the grid and tooltip text and background colors for the data grids on FactorSoft screens. Optionally, these preferences can be defined at the system-level by entering the hexadecimal color value for the heading row, data rows, and tooltips in the Fields/screen behavior, Fixed grid values folder in System Preferences (you can determine the hexadecimal color values by setting the grid background and text colors using the User Preferences Grid Color Choices, and then noting the values in the Registry under Software/FactorSoft/Grid). The Grid Color Choices in the User Preferences will be unavailable for all users when the fixed grid colors System Preferences are set.
Miscellaneous Screens	Contains options to modify the contact list, Debtor Information, Manage Pending Purchases and Cash Posting screens. This tab allows the user to choose the double-click action target from data grids in the FactorSoft screens.
Toolbar	Contains options to customize the toolbar settings and resize icons. FactorSoft recommends Medium sized icons.
Client List Screen	Contains options to modify the click action and choose the fields to display on the Client List screen. The Client List screen can also be customized from the Options tab on the Client List screen.
Client Summary Aging Screen	Contains options to change the click action and fields displayed when the Client Summary Aging screen is opened. The Client Summary Aging screen can also be customized from the Options tab on the Client Summary Aging screen.
Debtor List/Search Screen	Use this tab to choose which fields to display on the Debtor List screen.

Tab	Description
Invoice Information Screen	Contains options to choose the fields to display on the Invoice Information screen.
Check Register Screen	Contains options to configure the select box as a filter or scroll, and to choose the fields to display on the Check Register screen.
Email Parameters	Contains options to define SMTP email parameters for the user.

System Preferences

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

Preference	Description
Registry save mode for user/screen preference	Select the method used to save a user's User Preferences to be available when the user logs on to FactorSoft. • 0 – Use windows registry only (like it does now): User preferences are saved in the registry. This is the same as the method used in versions of FactorSoft prior to v3.0.03 and is the method selected by default. • 1 – Use windows registry and database: On logout, the preferences are saved to a database table, and then restored to the registry on login. • 2 – Use windows registry and common folder: On logout, the preferences are saved to the common FactorSoft folder, and then restored to the registry on login.

FactorSoft and the Lending Solutions Service Portal

FactorSoft and the Lending Solutions Service Portal provides access to technical support, product documentation, eLearning, as well as historical support ticket information. It is through this portal that service tickets may be entered for all Lending Solutions products. [The Lending Solutions Service Portal](#) offers three levels of security:

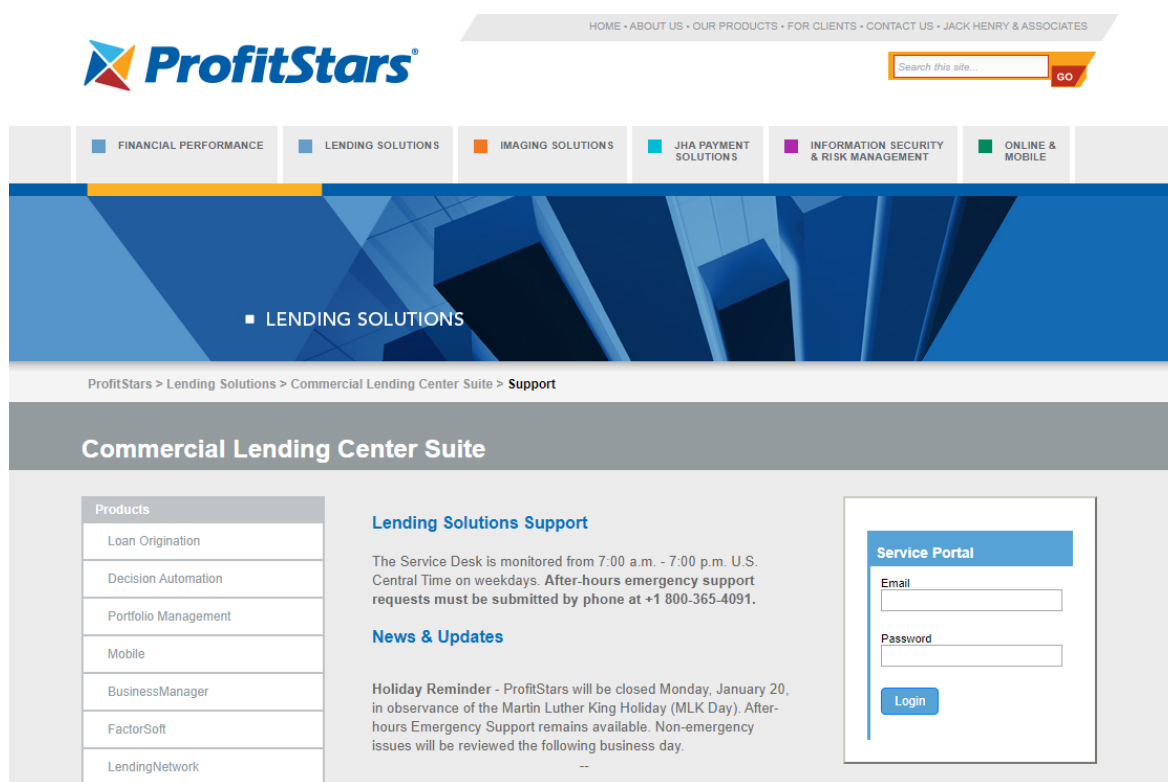
- **Level 1 Service Portal Users** may open and view tickets they themselves have entered, but they cannot view tickets opened by other users.
- **Level 2 Service Portal Users** may open cases and view any case opened under their Financial Institution, regardless of who opened the case.

• **Level 3 Service Portal Users** are considered administrative users. These users may open cases, view all company cases, and maintain other Service Portal user's credentials. Level 3 admin users also receive all client-facing communications, including service level updates and product updates.

Authorized portal contacts may also open a technical support case by emailing the Lending Solutions Service Desk at LS-Help@Profitstars.com.

NOTE

Service tickets must be opened through the Lending Solutions Service Portal. Tickets opened for support through the JHA For Clients portal will not be answered in a timely manner and will result in significant delays in response time.



Terminology

This section contains definitions of common terms as used in this document and in reference to FactorSoft generally.

Terms	Definition
Account Executive	A FactorSoft user who oversees one or more client portfolios; the principal coordinator and contact person for the client within the lending company. Also referred to as A/E, or account manager.

Terms	Definition
Advance	The amount of money provided immediately to the borrowing company. This amount is typically expressed as a percentage of the total invoice amount.
Batch	A set of purchases, payments, or adjustments to be processed in a single group.
Broker	A person acting as the lender's agent, as in negotiating contracts, purchases, or sales in return for a fee or commission.
Cash Account	The client's first asset account, consisting of money available to the client.
Cash Reserves	Money not immediately provided to the client. If reserves are escrowed, debtor payments are transferred to the client's cash reserves, and released to the client on regular intervals. If reserves are not escrowed, or if performing A/R Financing, a client's cash reserves represent the funds that have not yet been advanced. Also known as Holdback.
Client	The company offering its accounts receivable as collateral for borrowing. The lender's customer, i.e. the party from which invoices are purchased.
Client Terms	The financial agreement between the lender and the client, defining how much money will be advanced to the client, when it will be advanced, and what fees the client has to pay for the lender's services.
Collections	The manner in which lenders track and manage their accounts receivable portfolios, and by extension, the process of expediting payment.
Contacts	Individuals working for clients, brokers, or debtors, with whom the lender communicates.
Debtor	The client's customer. The purchaser of goods or services responsible for paying the invoice. (FactorSoft gives you the option to replace the term "debtor" with an alternative word of your choice, most often "customer".)
Decrease	Loss, or weakening of a financial statement-related item, such as positions in a portfolio. FactorSoft bases a debtor's dilution analysis on charge-backs performed on paid, positive invoices. The resulting dilution percentage represents a debtor's anticipated short payment.
Dilution	Dilution % = Charge-backs on paid positive invoices / Total positive invoices paid. NOTE The system will automatically calculate Dilution % in various area of the Application. The system calculated Dilution percentage does not include Anticipated Dilution.

Terms	Definition
	Example: Debtor Aging > Analysis tab > % Dilution is system calculated if the System Preference > Fields/screen behavior > Screens > Client/debtor relationship > Do not show % dilution on Analysis tab = FALSE.
Escrow	Money held back and released to the client only after the fulfillment of the conditions specified. Depending on a lender's business methods, a percentage of the client's fees and/or of the client's reserves may or may not be escrowed.
Factor	A company that provides operating capital to businesses by purchasing their accounts receivable.
Fees	The price that lenders charge their clients for purchasing an invoice or lending money against a portfolio — the lenders' profits. Also referred to as usage fees, earnings, or interest.
Float Days	The number of days a check in the process of being collected is in transit between banks. FactorSoft lets you determine (1) which days of the year, and (2) how many days you want to count as float days when calculating collection fees.
Mis-cellaneous Check	Any draft or journal (drawn upon a cash account) that is not associated with a FactorSoft transaction. FactorSoft enables the creation of two types of miscellaneous checks: (1) miscellaneous checks posted against clients, such as the transfer of funds from a hold account to cash reserves – referred to as C-Misc , and (2) miscellaneous expense checks for general internal use – referred to as G-Misc .
Net Funds Employed	The amount of money actually advanced or loaned to the client. $\text{Net Funds Employed} = \text{Accounts Receivable} - \text{Cash Reserves} - \text{Escrow Accounts}$
Notice of Assignment	A written document notifying the client's debtor that the payment for any outstanding balances is to be made directly to the lender. Also referred to as NOA, or Notice of Acknowledgment.
Purchase	The process of buying one or several invoices from a client. Also referred to as Buy, Schedule, Settlement, or Batch.
Payment	The process of receiving monies from a client's debtor. Also referred to as Collection, Receipt, or Credit Item.
Rebate	A predetermined amount paid to the client by the lender as a result of a debtor's punctual paying of receivables. This amount consists of the escrowed amount minus any fees, and is moved to the client's cash reserves account.
Recourse	An established period in which the lender will return non-performing, unpaid, or partially

Terms	Definition
	paid invoices to the client. The lender's ability to claim money from a client in default. If a debtor does not pay the lender within a specific period, the client is responsible for repaying the lender both the advance and fee amounts. Items eligible for recourse — such as invoices over age, invoices paid short, invoices in dispute, or, in some cases, invoices paid over — can be (1) deducted from the client's reserve account, or (2) charged back against a purchase, i.e. deducted from the client's next advance amount.
Reserve Disbursement	The process of transferring money from cash reserves to the client. Also referred to as Reserve Release.
Security Functions	A wide range of functions located on FactorSoft Manage Security Roles screen that control which actions a user is authorized to perform when navigating within FactorSoft.
Security Roles	To maintain system security, the system administrator assigns FactorSoft users to roles according to their job responsibilities. These security roles allow or restrict functions, enabling users to perform their respective tasks while preventing them from doing others by assigned role.
System Administrator	Any user authorized to perform FactorSoft's administrative tasks and functions, such as setting up account executives, assigning security roles, creating passwords, specifying system preferences, performing live upgrades, etc.
Transactions	Any financial activity, such as a payment or purchase, that affects the client's accounts receivable or cash reserves.
Verification	The process of verifying the validity of one or several invoices prior to purchase. Verification methods include internal review and/or contacting the debtor via email, phone, fax, or letter.
Verification Letter	A written document sent to the client's debtor prior to purchase, in which the debtor is asked to confirm the validity and open balance of one or several invoices.
Write-Off	Elimination of a specific client's account balance because it could not be collected, as in the case of bankruptcy.
Zero checks	A fictitious check with a zero dollar amount. Typically used to charge-back over-payments and short-payments. Any journal entry that does not involve cash payments.

Client & Debtor Activities

This section describes the functions provided in FactorSoft for adding, updating, and viewing client and customer/debtor records.

Client List

The *Client List* screen presents an integrated view of your portfolio, and provides access to the various views of financial data and to all major transactions that can be performed.

The Client List is a completely integrated interface, displaying (in its **Client View** mode) each client as a line-item. Unfolding the client by clicking on the plus sign to the left of the client name reveals all *facilities* (FactorSoft's terminology for "types of lending deals") for the client, and beneath each facility, each collateral supporting the deal is displayed as a line-item.

NOTE

The categories are color-coded - Client is black, Facility is blue, and Collateral is green. This color-coding allows you to quickly differentiate these components.

Display Grid

Control Tabs

Client Name	Client No	Current	1-30	31-60	61-90	91-Up	Loan Balance
123Test: Client 4.3	123TEST...	0.00	0.00	0.00	0.00	0.00	0.00
310FS Test Company	310FST...	0.00	0.00	0.00	0.00	61,050.00	5,200.00
312Test: Company	312TEST	0.00	0.00	0.00	0.00	0.00	3,237,296.5
315 ABL Client	315 TEST	0.00	0.00	0.00	0.00	0.00	4,539,863.4
316Test: ABL Client	316TEST	0.00	0.00	0.00	0.00	0.00	470,547.8
400test Clcn:	400TEST	0.00	0.00	0.00	0.00	0.00	174,121.5
4018 Client Testing	4018CL...	0.00	0.00	0.00	0.00	0.00	391,266.6
401FSTest Company	401FST...	0.00	0.00	0.00	0.00	127,267.85	6.0
Facility Description	Currency Ty...	Gross Collateral	Inelig Collateral	Eligible Collateral	Net Collateral	Limit	Available
Purchase Facility	USD	4,847,267.85	5,217,267.85	(360,000.00)	(603,462.50)	500,000.00	(608,242.50)
Collateral Description	Type	Currency Ty...	Gross Collateral	Inelig Collateral	Eligible Collateral	Net Collateral	Limit
Detail AR	Factoring	USD	127,267.85	127,267.85	0.00	0.00	300,000.00
Inventory 4.1Test	Inventory	USD	4,720,000.00	5,080,000.00	(360,000.00)	(603,462.50)	2,000,000.00
Inv21est4.1	Inventory	USD	0.00	0.00	0.00	0.00	2,000,000.00
401Test: Client	401TEST	0.00	0.00	0.00	0.00	0.00	442,128.7
402Test: Company - Detail	402TEST	0.00	0.00	0.00	0.00	203,336.10	0.0
43FS Test Client	43FSTEST	0.00	0.00	0.00	0.00	127,267.85	0.0
43NonCD Test Client	43ABL...	0.00	0.00	0.00	0.00	0.00	0.0
43Test Client	43TEST	0.00	0.00	0.00	0.00	0.00	364,550.0
AA43 Client	AA43	0.00	0.00	0.00	0.00	0.00	550,468.7
ABL Detail Corporation	ABLD	0.00	0.00	0.00	0.00	228,250.00	827,900.0
Advance Systems Design	AR2	0.00	0.00	0.00	0.00	0.00	1,349,792.8
Algonac Paving Corporation	ALGON...	0.00	0.00	0.00	0.00	0.00	(635,382.5)
Amn Eni	Amn EN1	0.00	0.00	0.00	0.00	0.00	0.0
		0.00	0.00	0.00	0.00	254,535.70	1,205,151.95
							146,670,330.57

Refresh View type: Client view Print Age by Invoice Date Help

Display Grid

The Display Grid lists clients, facilities and collaterals as line-items in a color-coded, expanding table view.

NOTE

The line-item view can be varied by the setting of View Type. See Screen Controls for details.

Client Grid

By default, the Client Grid displays the following columns. Note that additional columns can be included using the Columns control tab.

Column	Description
Client Name	Displays the client name, as defined for the client on the New Client/Client Information screen. You can filter client names in the list by entering a character string in the field below the Client Name heading, but above the first actual client name. Type "%abcd", where "abcd" is the actual search string, to hide any client names that do not contain the search string.
(Aging Categories)	Each aging category is displayed as a separate column, and the outstanding balance in each of the categories is displayed. Note: Non-standard aging buckets are determined by the setting of the System Preferences in the Fields/screen behavior, Non-standard aging folder.

Facility Grid

A facility line-item exists for each facility for a client. By default, the columns on the facility grid are:

Column	Description
BOLD Columns are calculated in real-time and may populate with a delay.	
Facility Description	Displays the facility identifier as created in the Facility Information screen. For bulk collateral deals, the facility description is established on the New Facility screen when the facility is created. For detail collateral deals, the description is always "Factoring".
Currency Type	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
Gross Collateral	Displays the sum total of the current collateral values used to support the loan balance.

Column	Description
	The sum of Gross Collateral for all facilities is the figure displayed in the optional Gross Collateral column at the Client level.
Eligible Collateral	Displays the sum of the calculated Eligible Collateral amounts used to support the loan balance. (Current Collateral value - Ineligible values)
Net Collateral	Displays the sum of the calculated Net Collateral amounts used to support the loan balance. (Eligible Collateral * Advance Rate) The sum of Net Collateral for all facilities is the figure displayed in the optional Net Collateral column at the Client level.
Loan Limit	Displays the loan limit for the facility.
Available	Displays the sum of the calculated Available Collateral amounts used to support the loan balance. (Lower of Loan Limit and Net Collateral amount)
Loan Balance	Outstanding facility loan balance amount. Current loan principle amount. The sum of the Balances for all facilities is the figure displayed in the optional Loan Balance column at the Client level. For Factoring facilities, the sum of the Balances at the facility level is the figure displayed in the optional Net Funds Employed column
Excess/Deficit	Displays the current amount that is available to lend to the client.

Collateral Grid

A collateral line-item exists for each collateral for a facility. By default, the columns on the collateral grid are:

Column	Description
BOLD Columns are calculated in real-time and may populate with a delay.	
Collateral Description	Displays the collateral description. For bulk collateral deals, the collateral description is established on the New Collateral screen when the collateral is created. For detail collateral deals, the description is always "Factoring".
Type	The collateral type. For Bulk Collaterals, the type is selected on the New Collateral screen when the collateral is created. The available collateral types are:

Column	Description
	• A/R Aging • Bulk A/R • Bulk H/R • Bulk Inventory • Equipment • Inventory • LB Detail • Summary AR • Other • Purchase Orders • Real Estate • Securities
Currency Type	Displays the default currency type for the collateral. Currency types are created in the Currency Denominations Table in the Table module and assigned on the New Collateral screen when the collateral is created.
Gross Collateral	Displays the current collateral value used to support the loan balance.
Inelig Collateral	Displays the current total Ineligible amounts.
Eligible Collateral	Displays the current Eligible Collateral amounts used to support the loan balance. (Current Collateral value - Ineligible values)
Net Collateral	Displays the calculated Net Collateral amount used to support the loan balance. (Eligible Collateral value * Advance Rate)
Available Limit	Displays the maximum collateral available amount.
Available	Displays the calculated Available Collateral amount used to support the loan balance. (Lower of Available Limit and Net Collateral Amount)

Control Tabs

The tabs to the right of the grid provide access to the views and transactions associated with the clients, facilities, and collaterals.

NOTE

When the System Preference at **Client rules/defaults > Rules > Require manager approval before using** is set to True, unapproved clients will only have access to the Client Information screen.

Functions Tab

The Functions tab provides links to the screens used to update client, facility, and collateral values. Note that the lists vary depending on the type of facility selected and the system-level processing options established in the Administration module. Only options relevant to the selected deal are presented:

- When a Client line-item is selected, a Client sub-menu list is displayed.
- When a Facility line-item is selected, Client and Facility sub-menu lists are displayed.
- When a Collateral line-item is selected, Client, Facility, and Collateral sub-menu lists are displayed.

Columns Tab

The Columns tab is a list of available columns that can be added to the Client line-item grid. To add any of the listed columns to the grid, click on the desired column name and then drag and drop it at the desired location on the client header line at the top of the grid. Should you wish to remove a column from the grid, open the Columns tab, grab the column header in the grid display, and drag and drop it on the Columns tab. The optional columns available are detailed in the following table:

CAUTION

The Client List provides the capability to view the list by client, facility, and collateral, and that specific columns may or may not be available based on their applicability to the selected view type from the bottom of the screen. Further, while columns can be selected and moved within the Facility and Collateral Views, these views were designed to be used as static views.

CADENCE Client List							Functions	Columns	Filter	Options
Scroll:										
Name	1-30	31-60	61-90	91-120	121-150	151-Up	A/E			
ABL Client	0.00	0.00	0.00	0.00	0.00	0.00	Accrued Fees			
Aceline Client	0.00	0.00	0.00	0.00	0.00	70,200.00	Allow New Purchases			
AutoCash API	0.00	0.00	0.00	0.00	0.00	0.00	Allow PO Finance			
Auto Credit	0.00	0.00	0.00	0.00	1,000.00	0.00	Allow Reserve Release			
Broker Client	0.00	0.00	0.00	0.00	1,000.00	0.00	Alternate Name			
Carrier Payments	4,000.00	0.00	0.00	0.00	0.00	12,488.18	Available			
Check Writer Client	0.00	0.00	0.00	0.00	0.00	10,000.00	Cash Reserves			
Contracts2 Client	0.00	0.00	0.00	0.00	0.00	20,000.00	Client No			
Contracts Client	0.00	0.00	0.00	0.00	0.00	31,900.00	Client Terms			
Dilution Client	0.00	0.00	0.00	0.00	10,000.00	3,000.00	Credit Rating			
HubTran	2,000.00	0.00	0.00	0.00	752.22	30,491.78	CreditAvailable			
Images	0.00	0.00	0.00	0.00	15,502.94	2,235.63	Currency Type			
Invoice Confirmation	0.00	0.00	0.00	0.00	0.00	5,000.00	Dot#			
Invoice Delivery	11,592.23	0.00	0.00	0.00	8,810.20	1,019,568.26	Eligible Collateral			
Invoice IDC	0.00	0.00	0.00	0.00	0.00	0.00	Escrow Balance			
Lien Monitoring	0.00	0.00	0.00	0.00	0.00	3,000.00	Excess/Deficit			
Load Hauler	0.00	0.00	0.00	0.00	0.00	2,000.00	Factoring NFE			
Load Processor	0.00	0.00	0.00	0.00	3,000.00	1,852.66	Fed Tax No			
No Currency No Dilution	0.00	0.00	0.00	0.00	0.00	0.00	Funded A/R Balance			
No Currency with Dilution	0.00	0.00	0.00	0.00	1,200.00	0.00	Gross Collateral			
No Escrow Client	0.00	0.00	0.00	0.00	0.00	2,000.00	Held Funds			
Override Client	12,000.00	0.00	0.00	0.00	0.00	0.00	Indiv Credit Limit			
PayerWeb	0.00	0.00	0.00	0.00	3,228.93	12,121.97	Ineligible			
PO Finance 2	0.00	0.00	0.00	0.00	0.00	0.00	Limit			
PO Finance Client	0.00	0.00	0.00	0.00	0.00	5,937.65	Loan Balance			
PO Finance RSVHELD	0.00	0.00	0.00	0.00	0.00	2,600.00	Motor Carr No			
PO Negative Advance	0.00	0.00	0.00	0.00	0.00	0.00	Net Collateral			
PO With PO Collection Fee	0.00	0.00	0.00	0.00	0.00	0.00	Non-Funded A/R Balance			
Sales Authorization	0.00	0.00	0.00	0.00	32,750.00	21,000.00	Office			
Wire Writer	0.00	0.00	0.00	0.00	0.00	1,000.00	PO/Load Advances			
Write Invoice Auto	0.00	0.00	0.00	0.00	0.00	0.00	Total Advance Amt			
Write Invoice Manual	0.00	0.00	0.00	0.00	0.00	1,206.55	Total Balance Due			
	29,592.23	0.00	0.00	0.00	77,244.29	1,257,602.68	Total Balance Due %			
							Total Funds Employed			
							Total Outstanding			
							Warning/Notes			

Column	Description
BOLD Columns are calculated in real-time and may populate with a delay.	
A/E	Displays the Account Executive as listed on the Control panel of the Client Information screen.
Accrued Fees	Displays Total Amount of Accrued Client Fees (Additional Fee Accrued + Additional Fee Tax + Earned Fee Accrued + Earned Fee Tax + NFE Fee Accrued)
Allow New Purchases	Displays "YES" or "NO" for Allow New Purchases from Client Information screen.
Allow PO Finance	Displays "YES" or "NO" for Allow PO Finance from Client Information screen, Load/Order Processing panel.
Allow Reserve Release	Displays "YES" or "NO" for Allow Reserve Release from Client Information screen, Credit/no buy panel.
Alternate Name	Displays the Alternate Name as listed on the Client Information screen, Identity panel.
Available	Displays the sum of Collateral Available, (Gross Collateral - Ineligibles) * Advance Rate, unless the system preference is set to ignore the client limit and

Column	Description
	the net collateral surpasses the total credit limit, then it is just the total credit limit.
Client Cap Space	Total client credit limit less sum of Loan Balances and NFE (FAC Excess Deficit).
Cash Reserves	Displays the dollar amount of cash reserves for the client as seen on the Fund Employed tab of the Client Summary screen.
Client No	Displays the Client Code as defined on the Client Information screen.
Client Terms	Displays the Client Terms as viewed within the Client Information screen.
Credit Rating	Displays the Client Credit Rating from the Credit/No buy panel of the Client Information screen.
Credit Available	Displays the Total Available Credit (Total Credit Limit - Current Balance)
Currency Type	Displays the Currency Type as indicated on the Control panel of the Client Information screen.
DOT #	Displays the Department of Transportation Number (DOT#) as defined on the Identity panel of the Client Information screen.
Eligible Collateral	Displays the total amount of Client's Eligible Collateral amounts.
Escrow Balance	Displays Total Escrow (Fee Escrow + Reserve Escrow)
Excess/Deficit	Sum of facility amounts available to be disbursed. See system preferences for display options at System Preferences > Facility/Collateral Rules (Formerly Asset Based Lending) > Rules > General > Client excess availability.
Factoring NFE	Displays Factoring NFE Amount (Current A/R Balance - Fee Escrow - Reserve Escrow - Cash Reserve Amount)
Fed Tax No	Displays the Federal Tax Number from Client Information screen, Identity panel.
Funded A/R Balance	Current Total A/R Balance funded.
G/L Group	Displays the G/L Group as identified on the Control panel of the Client Information screen.
Gross Collateral	Displays the total amount of Client's current ineligible collateral amounts.
Held Funds	Displays the dollar amount in the Hold Account for the client (<i>if allowed in System Preferences</i>).

Column	Description
Indiv Credit Limit	Displays the maximum credit limit for any one of the client's debtors as displays on the credit/no buy panel of the Client Information screen.
Inelig Collateral	Displays the total amount of client's current ineligible collateral amounts.
Ineligible	Displays Ineligible Amount (Dispute Recourse Amount + Recourse Short + Recourse Over + Recourse Days + Basis Dilution + Invoice Ineligible + Tier Ineligible Amount + Gross Ineligible Amount + Dilution Ineligible Amount + Over Credit Amount + Concentration Amount + Master Concentration Amount + Master Over Credit Amount)
Limit	Displays the client's overall credit limit as defined on the Credit/no buy panel of the Client Information screen.
Loan Balance	Displays sum of Current Loan Balance (Balance - (Current Balance Amount - Current Reserve Amount - Fee Escrow - Reserve Escrow))
Motor Carr No	Displays the Motor Carrier Number as defined on the Identity panel of the Client Information Screen.
Net Collateral	Displays the sum of all calculated net collateral amounts (Eligible Collateral * Advance Rate)
Non-Funded A/R Balance	Displays the Total Balance of invoices marked Non-funded which means no advance is made at time of purchase update, but on which the lender is collecting money.
Office	Displays the Office as indicated on the Control panel of the Client Information screen.
PO/Load Advances	Displays the dollar amount of advances made against purchase orders (using P.O. Financing) or loads (using the Load/Order Processing module).
Total Advance Amt	Total Advance amount as shown on the Client Summary Screen (A/R Balance - Fee Escrow - Reserve Escrow)
Total Balance Due	Current Balance Amount or Total A/R also located on the Client Summary screen.
Total Balance Due %	Displays the percentage of Balance Due against Balance Due for All Clients (Client Current Balance / Sum of All Client Balances)
Total Funds Employed	This amount is calculated by subtracting cash reserves, settlement amounts, simple interest loans, amortized loans, P.O. financed amounts, and held funds

Column	Description
	(if allowed in System Preferences) from the Advance Balance as seen on the Fund Employed tab of the Client Summary. Note – Settlement amounts (advances made on pending invoices, i.e. invoices that have not been purchased yet), interest loans, amortized loans, and purchase order finance amounts are available only if using FactorSoft Loan and Purchase Order modules.
Total Outstanding	Displays the client's total calculated outstanding balance (Funded Balance + Non-funded Balance – Fee Escrow – Reserve Escrow) + Loan Balance (for ABL)
Warning/Notes	Displays Warning message as entered on the Credit/No buy panel of the Client Information screen.

BOLD Columns are calculated in real-time and may populate with a delay.

Filters Tab

The Filters tab provides filtering options by which to limit the display of clients in the Clients tab grid.

Option	Description
Broker	Select the broker to which to limit the display in the grid, or leave this field blank to include all brokers. This list display brokers as follows: • Broker Code is displayed if available. • If there is no Broker Code, then first and last name is displayed. • If there is no Broker Code or first name, then last name is displayed. • If there is no Broker Code, first or last name, then company name is displayed. • If there is no Broker Code, first, last or company name, then city, phone, or status are displayed as available.
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:

Option	Description
	Terminology > Select account executive based on check box: TRUE
Group	Select the client group to which to limit the display in the grid. Client Groups are defined in the Group Code Table.
Value	Select the specific client group value to which to limit the display in the grid. Client Groups are defined in the Group Code Table.
Office	Select the office to which to limit the display in the grid. Offices are defined in the Office Table.
Currency	Select the currency to which to limit the display in the grid. Only clients that have this Currency selected in the Control panel of the Client Information screen are listed.
(Active/Inactive Clients)	Select the filter by which to limit clients to be displayed in the client grid: - Active clients only: only Active Approved Clients will display on the Client Information screen - Inactive clients only: display only clients that have the Inactive option selected on the Client Information screen Unapproved Only: display only unapproved clients on the Client Information screen - All clients: display Approved, Unapproved, and/or Inactive clients on the Client Information screen
(Master Clients)	Select the filter by which to limit the clients to be displayed in the client list: - Master Clients: display only master clients that have the Master client option selected on the Client Information screen - Member Clients: display only member clients that have a master client selected in the Part of master field on the Client information screen - Not Master Clients: exclude Master Clients from the list, but not member clients (this differs from Flagged as member only in that both members of master clients and clients not associated with a master are included, but master clients are excluded) - All clients: display master, member, and not master or member clients

Option	Description
With AR Balance	Display only clients with a current A/R balance greater than zero
With Reserve Balance	Display only clients with a reserve balance greater than zero
With A/R or Reserve Balance	Select this option to include clients with either A/R or reserve balances when the With balances option is selected in the Display field.
Negative Reserves	Display clients that have a negative reserve balance in the list, whether or not they have an A/R balance
No Buy	Display clients with a no-buy Warning entered on the Credit/no-by panel of the Client Information screen.
No Reserve Release	Display only clients with Do not allow reserve release selected on the Credit/no-by panel of the Client Information screen.
Over Limit	Display clients that have exceeded their established credit limits.
Restore defaults	Click this button to clear all user-entered filtering options and restore the original settings on the Filter tab of the Client List screen
Apply	Click this button to apply any changes to Client List display filters.

Options Tab

The Options tab provides miscellaneous display and functional options for the Client List.

Column	Description
Include client number in client name	Select this option to display of the client number in the Client Name column.
Convert all amounts to system currency	Select this option to convert amounts from the native currency (the currency selected for the client in the Control panel of the Client Information screen) to the base currency. 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 base currency.
Do not automatically refresh on refocus	Select this option to turn off automatic refresh of the grid. This may be desirable for very large portfolios to prevent undesirable wait times while the list loads. If this option is selected, the list is refreshed manually by clicking the Refresh button.
Aging style	Select the option to control the basis of the aging figures in the grid:

Column	Description
	• Invoice amount • Advance amount
Client Double Click Action	Select the screen to be displayed when the user double-clicks a line-item in the grid: • View Client Aging • Open Existing Batch • View Client Information • View Client Transactions
Apply to Detail AR Clients only	Select this option to apply the Client Double Click Action to detail collateral clients only (i.e., not bulk collateral clients).

Screen Controls

Control	Description
Scroll	Enter a character (number or letter) or combination of characters to advance the list to the client, facility, or collateral name beginning with that character or combination of characters. Double-clicking the search text in the scroll field deletes the text, allowing the user to enter text for a new search. The scroll field scrolls to the appropriate client by client name or client number, regardless of whether the “chevron” that indicates the current scroll column is in the Name or Client No column heading.
Refresh	Click this button to update the information in the grid of the Client List screen.
View Type	Select the grid view for the Client List screen:

Control	Description
	• Client View: default view that displays each client with expanding tree for each facility, and each facility having an expanding tree for each collateral • Facility View: displays each facility as a line-item with an expanding tree for each collateral, with client data displayed as columns in the line-item • Collateral View: displays each collateral as a line-item, with client and facility data displayed as columns in the line-item • v2.x Client View: displays each client as a line-item with no expanding tree. This view is provided as an analog to the pre-v3.0 Client List, for those installations that do not desire to utilize facility/collateral views of their portfolio.
(Print Select)	Select the Client List print option: • Print All: Prints the current view of the grid to the Preview screen, from which the grid can be printed to a local or network printer, or exported or emailed in a variety of formats. • Print Without Details: Prints a summary client report (if the View Type is set to Client View) or summary facility report (if the View Type is set to Facility View) to the Preview screen, from which they can be printed to a local or network printer, or exported or emailed in a variety of formats. This selection only applies if the View Type is set to Client View or Facility View).
Print	Prints the selected Client List report to the Preview screen, from which the grid can be printed to a local or network printer, or exported or emailed in a variety of formats. Security Role located at Administration Module > Security > Security Roles > Reports > General > Print Client List (Yes/No).
Age by Note Field	Displays the On Screen Aging Preference. Set at System Preferences > Field/screen behavior > Miscellaneous > On screen aging is calculated by. The Age By Note can be turned on using the following system preference: System Preference > Fields/Screen behavior > Miscellaneous > Show aging "calculate by" option on the Client List (Y/N). The default is No.

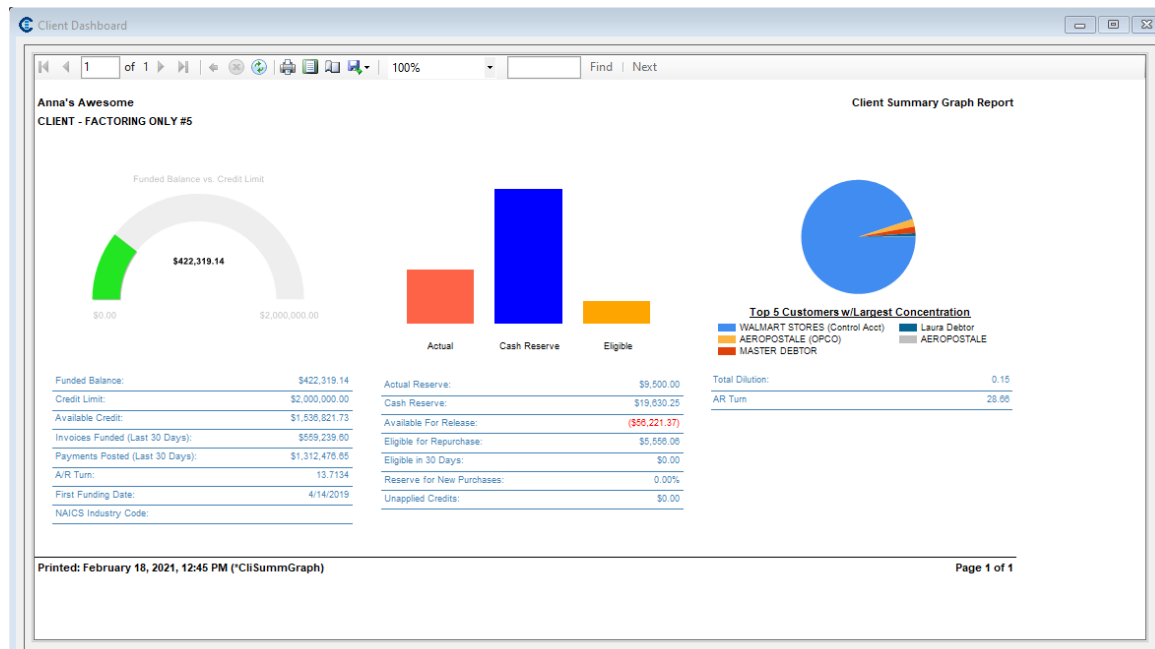
Functions Tab / Client

The following section describes the functions under the Client heading of the Client List Functions tab that are related to detail A/R collateral types.

Client Dashboard

The **Client Dashboard** link in the Client List is used to view the Client Summary Graph Report for the client.

To generate and display the dashboard, select the client in the client list grid and select the Client Dashboard option in Functions tab. The summary is opened in its own screen, as shown in the following illustration. For more information, see Client Summary Graph Report.



Summary Aging

The Summary Aging screen allows you to monitor, review, and follow up on a client's receivable activity. This screen displays each debtor with which the client has a relationship, and displays the aging balances for purchase batches processed to date. This screen is accessed from the Client List (F3) by selecting the desired client and then clicking the **Client Aging** link in the Functions tab. The Summary Aging screen can also be defined as the double-click action for the Client List, so that double-clicking a client in the grid automatically displays this screen for the selected client. To do this, select Aging in the Double Click Action field on the Client List Screen tab of the User Preferences screen.

NOTE

If this screen is accessed for a non-detail collateral utilizing the Tracked A/R AddOn module, the title reads "Summary Tracked Aging." For more information about the Summary Tracked Aging screen,

please refer to the Tracked A/R User's Guide.

Debtor Summary Tab

Field	Description
Scroll	This field can be used to scroll to a specific debtor in the debtor list. When you begin entering letters, the list advances to the first debtor name that matches the first letter entered, and as more letters are entered the list is advanced to match the first debtor name that matches all letters entered.
Display	Select the display option to filter the list to a given set of debtors: • With balances • Everything on file • With funded balance • With non-funded balance
Grid	Lists each debtor that has a relationship with the client as a line-item. Depending on the selections made in the Client Summary Aging Screen panel of the User Preferences, the grid lists debtor names and numbers, current and overdue balances, recourse days, and more. You can click on the column headers to sort the information in ascending or descending order by that column. NOTE

Field	Description
	If the optional Credit Limit column is selected to be displayed in the grid, the master debtor's credit limit is displayed when the following criteria exist: • System Preference Debtor rules/defaults, Rules, Credit limit checking, Use master debtor credit limit is set to True • debtor is a member of a master debtor that also has a relationship with the client • the master debtor's credit limit is less than the member debtor's credit limit Credit Limit column option displays when System Preference > Data Entry behavior > At risk logic > calculate invoice at-risk amount is set to True. When this system preference is true, additional credit-related optional columns are also available from the Client Summary Aging screen: • Credit Limit • SOA Available • SOA Used • Unshipped approvals • Client risk • Factor risk • Availability • Credit Exposure
Client	Click this button to display the Client Information for the selected client.
Debtor	Click this button to display the Debtor Information screen for the debtor selected in the grid.

Field	Description
Details	Click this button to display the Debtor Aging screen for the client/debtor relationship for the selected client and the debtor selected in the grid.
Notepad	Click to display Debtor Notes screen.
Age By Note Field	Displays the On Screen Aging Preference. Set at System Preferences > Field/screen behavior > Miscellaneous > On screen aging is calculated by.
Total A/R	Displays the Total A/R Balance, including Funded and Non-Funded Invoices.
Refresh	Click this button to display updated data in the grid or tab.
Excel	Click this button to create an Excel spreadsheet containing the debtors that are currently displayed in the grid, based on the Display filter selected.
Exit	Click this button to close the screen.

Rating Summary Tab

The Rating Summary tab displays a summary credit rating for the debtors for this client. The Rating Code list can be used to select whether the Credit Rating or Lender Rating is displayed. The grids display the various rating codes, the percentage of the client's balance and dollar amount in each code, and the aging buckets with the balances for each aging bucket. Note that the aging buckets displayed are controlled by the selection for the Aging Style on the Options tab.

Totals Tab

The Totals tab displays a summary of balances for the debtors displayed on the Debtor Summary tab for this client. Note that the balances vary depending on the filter selected in the Display field on the Debtor Summary tab.

Options Tab

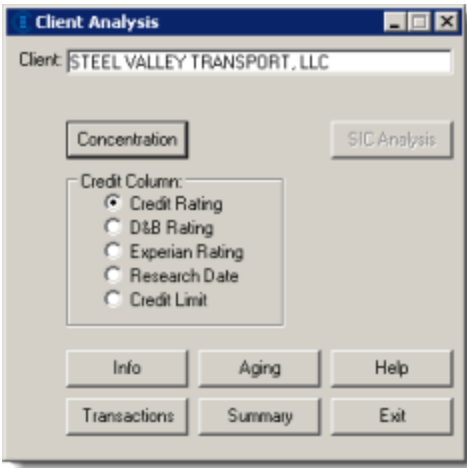
Use the options tab to customize the grid display on the Debtor Summary tab.

Field	Description
Available	Lists additional columns that can be displayed on the Debtor Summary tab grid. Double-click on a selection to move the selection to the Selected column. Note that the options tab of the Summary Tracked Aging screen, which is displayed for non-detail collaterals utilizing the Tracked A/R AddOn module, the options in this list are limited to those applicable for tracked aging.

Field	Description
Selected	Lists additional columns that have been selected to appear on the Debtor Summary tab grid. Double-click on a selection to move the selection back to the Available column. To determine the order of the columns, select a specific column in the Selected list and click the up or down arrow to move the column to the desired location in the list.
Debtor number	Select the option to control the display of the debtor number in the grid: • Do not display • With debtor name • Separate column
Aging position	Select the option to control the display of the aging columns in the grid: • After debtor name • After selected fields • Do not display
Aging style	Select the option to control the display of the aging columns style: • Client columns, invoice amount • Client columns, advance amount • Non-standard columns, invoice amount • Non-standard columns, advance amount
DblClick action	Select the screen to be displayed when the user double-clicks a line-item in the grid: • View client info • Print aging report • View debtor info • View client/debtor details

Client Analysis

The **Client Analysis** link in the Client List is used to open the *Client Analysis* screen. This screen is used to produce a Microsoft Excel spreadsheet and graph of the client's Concentration Report. The report can be printed as a graph or as a spreadsheet. The report contains detail of the Client's debtors, their outstanding balances, a summary aging of the invoices and the debtors' percentage to the client's outstanding balance. The report also gives you the option to choose the content to be displayed in the Credit Rating column of the spreadsheet report.



Field	Description
Client	Displays the name of the Client you selected for the analysis.
Concentration	Click this button to create the Concentration Report for the client. The Microsoft Excel interface must be selected from the MS Excel Location option on the General Screen tab of the User Preferences screen. Use the Browse button to navigate to the folder in which your Microsoft Excel program is located.
Credit Column	Select the content to be displayed in the Credit Rating column of the spreadsheet.

Field	Description
	• Credit Rating: The credit rating noted in the Credit Rating field on the Debtor's Credit Tab in Debtor Information.- D&B Rating: The Dun & Bradstreet rating in the D & B field on the Debtor's Credit Tab in Debtor Information. • Research Date: The date that a credit review was last done for the debtor, also found on the Debtor's Credit Tab in Debtor Information. • Credit Limit: The credit limit that has been established for the debtor, which is located on the Debtor Information Tab
Info	Opens the Client Information screen for the client.
Aging	Opens the Summary Aging screen for the client.
Transactions	Opens the Transactions screen for the client.
Summary	Opens the Client Summary/Reserve Release screen for the client.
Exit	Click this button to close the screen.

Client Information

See the *Add New Clients / Client Information* chapter of this guide for details about this feature.

Client Summary/Reserve Release

See the *Reserve Disbursements* chapter of this guide for details about this feature.

Client Transactions

See Activity Center, Transactions Tab in the *Bulk Collaterals* chapter of this guide for details about this feature.

Fund Non-Funded Invoices (Fund Purchased Invoices)

The fund Non-funded Invoices link opens the Fund invoices screen, which is used to fund invoices previously purchased as [non-funded](#). The screen consists of a 1) grid that displays the non-funded invoices for a client 2) the financial details of the selected non-funded invoice presented as a calculation, and 3) a grid for viewing, adding, modifying and deleting expenses associated with the invoice funding.

Fund Invoices For Fee Escrow, LLC (19)

Post date:

Invoice #	Debtor	Date	Purchased	Amount	Available	Funding	Disp
55501	BACK BAY HOMES	6/8/2004	6/30/2004	7500.00	6750.00	0.00	☐
55502	BACK BAY HOMES	6/8/2004	6/30/2004	3421.00	3078.90	0.00	☐
55503	CARGO BAY PURSES	6/8/2004	6/30/2004	877.00	789.30	0.00	☐
55504	CARGO BAY PURSES	6/8/2004	6/30/2004	4300.00	3870.00	0.00	☐
7798	LOCAMBE BUILDERS	3/17/2003	3/17/2003	5689.25	5120.32	0.00	☐
7799	LOCAMBE BUILDERS	3/17/2003	3/17/2003	5689.25	5120.32	0.00	☐

Double-Click to Toggle Invoice

Total funding:

Cash reserves held:

Previous fees:

Fees charged:

Hold additional reserves:

Expenses:

Sales tax:

Check amount:

Pay by:

For prepayment only

Paid by:

Paid on:

Check/trans #:

Account#	Description	Amount

Field	Description
Post Date	This field displays the current FactorSoft processing date by default. This date will be used as the funding date for an funding transactions pro- cessed using this screen.
Grid	Lists the client's non-funded, processed invoices with the following data: • Invoice #: the invoice number • Debtor: the customer/debtor name • Date: the invoice date • Purchased: the purchase date • Amount: the invoice amount • Available: the amount available for disbursement • Funding: the amount of funding • Disp: contains a check mark if a dispute code has been set on the invoice

Field	Description
	Double-click any applicable invoice to flag it as funded and include it in the funding calculation. Notice the actual funding amount within the grid change as you do so. If you attempt to fund an invoice with a pending or processed payment against it, a message is displayed indicating this condition and the payment amount, and you must click Yes to validate that you wish to continue with funding.
Total funding	Displays the total funding dollar amount of invoices flagged for funding in the grid.
- Cash reserves held	The dollar amount of cash reserves held or returned to cash reserves for the funding transaction, as specified in the Reserve Escrow Rate specified on the Client Terms Purchase Fees panel.
- Previous fees	Displays the amount of any outstanding fees for the client not associated with the invoice.
- Fees charged	Displays the amount of purchase fees according to the Fee Rate specified on the Client Terms Purchase Fees panel.
- Hold additional reserves	Enter the dollar amount of: - Any hold amount you plan to deduct from the purchase batch by retaining it in your client's reserves - or - - Any negative amount you plan to return in addition to the client's batch advance.
Expenses	Displays the dollar amount of expenses entered in the Expenses Grid for the funding.
Sales tax	Displays the dollar amount of sales tax for the funding transaction.
Check amount	Displays the total check amount of all invoices flagged for funding in the grid, minus all fees, reserves, and expenses.
Pay by	Select the disbursement method from the list. Payment methods are defined in the Payment Types table.
For prepayment only	The following fields can be used to record payment specific parameters

Field	Description
	when FactorSoft is not used to produce the checks or wire forms. These fields are only used to record data for a payment made outside FactorSoft. The result will be a journal entry, not a check, and the payment will not be exported to your accounting system. • Paid By: select the disbursement method used for a disbursement performed outside of FactorSoft • Paid On: enter the date on which the disbursement was issued for a disbursement performed outside of FactorSoft • Check/trans #: enter the disbursement identification number for a disbursement performed outside of FactorSoft
Print	Click this button to print a preview of the non-funded invoices for the client as displayed in the grid.
Process	Click this button to process the funding transaction. FactorSoft automatically generates a Funding report.
Exit	Click this button to close the screen.
Expenses Grid	Displays any recurring or ad hoc expenses entered for the funding transaction.
Add	Click this button to display the Setup New Expense for Funding screen, which is used to enter an ad hoc expense for the funding transaction.
Modify	Click this button to display the Modify Expense for Funding screen, which is used to modify an ad hoc or automatic expense.
Delete	Click this button to display the Verify Delete of Expense for Funding screen, which is used to delete ad hoc or automatic expenses for a funding transaction.

System Preferences

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

Field	Description
Allow non-funded invoices	Set to True to enable the Fund Non-Funded Invoices screen in FactorSoft.

Hold Account

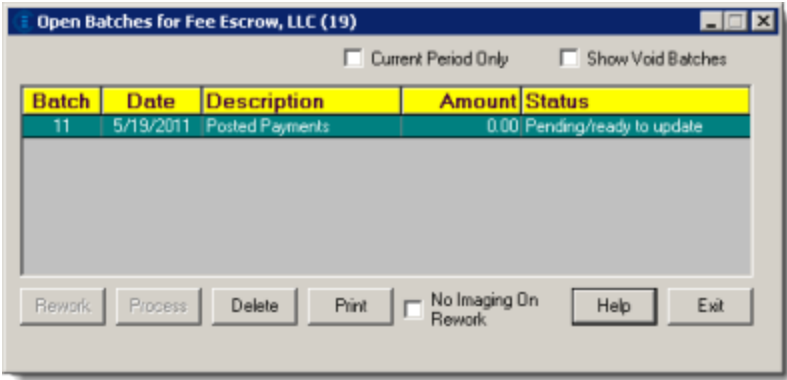
See the *Manage Hold Account Activity* chapter of this guide for details about this feature.

Loans

See the *Term Loans* chapter of this guide for details about this feature.

Open Batches

The Open Batches screen displays the pending batches for the selected client.



Field	Description
Current Period Only	Select this option to view pending transactions for the current fiscal period only. If not selected, all pending batches created to date are displayed.
Show Void Batches	Select this option to include voided batches in the display of batches in the grid.
(Grid)	Displays each pending batch as a line item with the following data: • Batch: the batch number • Date: the transaction date • Description: the transaction type (purchase, collection, adjustment, etc.) • Amount: the transaction amount • Status: the transaction status (such as Approval required, Verification required, Ready to purchase, Scanned Ready to Post or In-use (USER)).
Rework	Select a line item and click this button to open the Schedule Batch screen for the batch. You can also open the Schedule Batch screen for a line-item by double-clicking the line-item.
Process / Purchase	The label on this button varies depending on the batch selected.



Field	Description
	- For purchase batches that are in Ready to Purchase status, click this button to purchase. - For Adjustments, Order Entry, PO Advance, etc. that are in Pending/ready to post status, the button reads Process and is used to post the associated transaction.
Delete	Select a line-item and click this button to permanently delete the batch.
Print	Select a line-item and click this button to print a Pending Batch or Schedule report for the batch.
No Imaging On Rework	Select this option to prevent the image screen from being displayed with the Schedule Batch screen when a batch with associated images is selected and the Rework button is clicked.
Exit	Click this button to close the screen.

New Adjustment Batch

See the *Adjustments/Recourse* chapter of this guide for details about this feature.

Write Invoices

See FactorSoft Write Invoices in the *Purchasing Invoices* chapter of this guide for details about this feature.

Preview

The Preview screen displays a preview of the Client List report output generated from the Print/Export of Print without detail buttons, and allows you to select a printer or output/email format for the report.

The screenshot shows a window titled "Preview" with a menu bar (File, View, Background) and a toolbar. The main area displays a table with the following data:

Client Name	Client No	1-30	31-45	46-60
HANDHELD TECHNOLOGY CO	1000	6,130.75	25,978.65	19,313.00
THREE RIGHTS SERVICES, LL	1005	0.00	0.00	0.00
NOSTOP TRANSPORT, INC	1007	42,646.62	81,422.98	106,356.51
DEQ COMPANIES INC.	1008	0.00	0.00	0.00
JUQ TECHNOLOGY, LLC	1009	0.00	10,215.27	0.00
UPLAND FACTORS SUSPENSE	101	0.00	0.00	0.00
STEEL VALLEY TRANSPORT, L	1011	20,017.50	19,285.75	15,328.65
M&A GLOBAL CARTRIDGES, LL	1013	0.00	8,066.60	1,048.76
TRACKER COMMUNICATION	1014	0.00	0.00	0.00
CHEEZBALL EXPRESS	1015	0.00	3,200.00	0.00
COMMERCIAL LAWN CARE	102	0.00	0.00	0.00
		148,169.25	142,046.92	56,323.20

The status bar at the bottom indicates "Page 1 of 1" and a zoom level of "100%".

Control	Description
	Search. Click this button to open the Find screen, which allows you to search for text strings within the report, allowing case-sensitive searches and whole or partial word searches.
	Customize. Click this button to open the Print Options screen, which allows you to select or eliminate a variety of format and report screen behavior options.
	Open. Opens the Open screen, which allows you to browse to, select, and open previously saved .PRNX files in the Preview screen.
	Save. Opens the Save As screen, which allows you to browse to and select a folder, and then name and save the current report as a .PRNX file.
	Print. Opens the Print screen, from which you can select a local or network print device on which to print the report. This option can also be selected from the File menu.
	Quick Print. Click this button to print the report on the default printer for the user's machine. This option can also be selected from the File menu.
	Page Setup. Click this button to open the Page Setup screen, which allows you to select paper size, printer tray, orientation, and margins.

Control	Description
	This option can also be selected from the File menu.
	Header and Footer. Click this button to open the Header and Footer screen, which allows you to define and format header and/or footer text for the report.
	Scale. Click this button to open the Scaling screen which allows you to select the view scale in percentage, and the fit and number of pages display. These options are also available from the list between the Zoom Out and Zoom In buttons. You can also scale the view using the slider at the bottom right of the screen.
	Hand Tool. Click this button to enable the Hand tool, which is used to drags the report image within the Preview screen if the image is larger than the pane. Use this tool when you zoom in on the image to be able to view sections not currently visible.
	Magnifier. Click this button to enable the Magnifier tool, which toggles between zoom in and zoom out functions with each mouse-click.
	Zoom Out. Click this button to reduce the viewing scale by five percent with each click.
	Zoom In. Click this button to increase the viewing scale by five percent with each click.
	First Page. Click this button (if active) to jump to the first page of the report.
	Previous Page. Click this button (if active) to jump to the previous page of the report.
	Next Page. Click this button (if active) to jump to the next page of the report.
	Last Page. Click this button (if active) to jump to the last page of the report.
	Multiple Pages. Click this button to select the number of pages to display in the preview screen.
	Background Color. Click this button to select a color for the report background. This option can also be selected from the Background menu.
	Watermark. Click this button to open the Watermark screen, from which you can select a graphic or define text to be used as a watermark for the report.

Control	Description
	This option can also be selected from the Background menu.
	Export Document. Click the list selector and select from the available output formats, then click the button to open the Export Options screen to select available export options for the selected format. When you click OK, the Save As screen opens to browse to and select a folder, and then name and save the current report in the selected format.
	Send via Email. Click the list selector and select from the available output formats, then click the button to open the Export Options screen to select available export options for the selected format. When you click OK, the Save As screen opens to browse to and select a folder, and then name and save the current report in the selected format. When you have saved the document, an email message screen from your email client is opened with the document attached.
	Exit. Click this button to close the Preview screen.

Entering Client Information

The *Client Information/Add New Client* screen is used to create new clients and enter demographic and financial details about that client, and for viewing or modifying information about existing clients.

The data contained on this screen serves as the basis for every client transaction. The screen contains upper fields and a panel list, which provides access to the individual data panels that contain the bulk of the data associated with the client.

To add a new client, on the **File** menu, click **Add New Client** or click the *Add Client* icon in the toolbar. To view or modify an existing client, select the client in the Client List and then click the **Client Information** link.

Upper Fields

The fields on the top of the *Client Information* screen are used to enter basic client information, such as the client's name and code, UCC Date, Client Terms, and so on.

Field	Description
Client Code	If you interface with an accounting application that refers to a client by code or number, enter the numeric or alphanumeric code here. You can also use client codes to differentiate clients using identical names within the Client List. To view the client code column within the Client List, open User Preferences (from the FactorSoft System menu) and click on the Client List Screen tab. Select the Client Code option button, then click OK to save the setting.
Inactive	Select this option to mark a client as inactive, thereby removing the client from current and backdated reporting activities. Inactive clients do not appear in drop-down lists, nor are they included during report computations. To reactivate an inactive client, deselect the Inactive option. To list all current inactive clients, select Client Master List from the Reports

Field	Description
	menu, and check Inactive Only in the Select box.
Master Client	Select this option to set the client as a Master Client. FactorSoft gives you the ability to set up a client as a Master Client with various member clients. For example, you can separate one client dealing with multiple currencies or international debtors by countries. When generating a combined aging report for the master client, FactorSoft automatically gathers information on member clients, and converts currencies to show all transactions for the master client in US Dollars. Clients with this option set appear in the Part of master list
Client Name	Enter the name used to identify the client throughout the system.
Client Terms	drop-down to select the client term to apply to the client. Click the View button to open the Client Terms screen. For Client Terms Search Window, available when System Preference > Fields/Screen Behavior > Miscellaneous > Use Client Terms Search instead of dropdowns 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 field. The Client Terms selected here are the base level terms affecting fee calculation for invoice purchases. Alternate terms can be selected for individual purchase batches. Select the alternate terms in the Terms field on the Calculation / Reserves tab of the Purchase/Schedule Batch screen. These batch-level alternate terms apply only to the batch in which they are selected – any other purchases for the client will still be purchased under the Client Terms selected in this field. Terms can be overridden at the client/debtor relationship level. The override terms are defined on the Overrides tab of the Debtor Aging screen for the relationship. When override terms are defined for a relationship, they override both the terms selected for the client on the Client Information screen, and batch

Field	Description
	level alternate terms selected on the Calculation / Reserves tab of the Purchase/Schedule Batch screen. See the information about the "Debtor Aging Overrides Tab" on page 198 for more information.
Part of Master	Select the Master Client to which to assign this client as a Member Client.
Active client terms only	Select this option to exclude inactive client term programs from the Client terms list.
Copy relationships	Click this button to copy customer relationships from one client to another, provided both belong to the same Master Client.
Allow web access	Select this option to grant the client access right to ClientWeb and/or Web Portal.
Non-detail only	Select this option to indicate that the client is using FactorSoft to manage bulk collateral facilities only and to limit the client to Client Information screen panels that pertain to bulk collaterals.
Copy	Click this button to create a new client with the same attributes as the currently displayed client. The upper fields are cleared and information in the following panels is retained. All other client information from the source client is cleared: • Address • Bank Relationships • Collections • Control Contacts The UCC Date and Signed Date, and the data from the Ineligibility and Verification panels can be optionally included or excluded, based on the setting of following System Preferences in the Client rules/defaults, Rules, Copy client folder: • Copy ineligibility • Copy signed date • Copy UCC date • Copy verification data

Field	Description
	All other client information from the source client is cleared. This function can be turned off by setting Security Role Client information, Access, Client copy to No.
UCC date	Enter the date on which the client's Uniform Commercial Code (UCC) or Personal Property Security Act (PPSA) was filed or became effective. This field can be PPSA if the UCC/PPSA is option in the System Preferences Terminology folder is set to PPSA, indicating that the client is Canadian or deals with Canadian customer/debtors.
Signed date	Displays the date on which the client signed the Notice of Assignment (NOA).
1st fund	Displays the date on which the first funding disbursement was made to the client. This field does not appear on the Add New Client screen, but is present after the client is created.
Preference	Select the default output option for report and statement printing, as well as for use with reports that use the Preference destination (see Defining a Preference Destination for more information). • Select Print to print the report or statement and mail it to the client. • Select Fax to fax the report or statement to the client. • Select Email to email the report or statement to the client. • Select Folder to save the report or statement in PDF format to a user-specified disk folder.
No preference print when grouped	Select this option to indicate that the client will not be included in group preference distribution of reports. This option allows preference printing for all clients or client groups, while allowing individual clients to be excluded from printing.
1st buy	Displays the date on which the first purchase transaction was completed for the client. This field does not appear on the Add New Client screen, but is present after the client is created.

Control Buttons

The buttons at the bottom of the screen are for basic screen control.

Button	Description
Modify	Click this button to create a new client or to update any changes made to an existing client.
Audit	Click this button to open the Client Audit History screen, which provides a record of changes made to a client record. You can generate an Audit Report to view changes made to all clients over a specific time period. From the Reports module, select Client Audit Report from the Audit Reports menu.
Letter	Click this button to display the Create Client Word Document screen, from which you can generate letters and facsimiles by merging client or debtor data into existing Microsoft Word templates.
Labels	Click this button to generate the Print Client Labels report, which is a full page of standard mailing labels for the selected client.
Notes	Click this button to open the Client Notes screen, which is used to create new and view existing notes for the client.
Delete	Click this button to delete the selected entry.
Exit	Click this button to close the screen.

Panel List

The list of links in the lower left-hand area of the screen displays the data panels list, whose topics cover the bulk of the data associated with the client, such as demographic information in address and contacts and financial data in balances, credit information contact address and Master Debtor, as well as more complex financial data, such as the debtor's balances, collections, and credit ratings. Note that, depending on configuration options and purchased modules, not all panels may be present in your implementation of FactorSoft.

- [Address](#)
- [Analysis](#)
- [Auto Cash Rules](#)
- [Automatic Expense](#)
- [Bank Relationships](#)
- [Broker Relationships](#)
- [Collections](#)
- [Contacts](#)
- [Contracts](#)
- [Control](#)
- [CPT Codes](#)
- [Credit & No Buy](#)
- [Debtor Charges](#)
- [Deferred accruals](#)
- [Documents](#)
- [Events](#)
- [Financial Statements](#)
- [Funding Instructions](#)
- [Groups](#)
- [Import Rules](#)
- [Identity](#)
- [Ineligibility](#)
- [Insurance](#)
- [Invoice Confirmation](#)
- [Invoice Delivery](#)

- [Invoice Rules](#)
- [Liens/monitoring](#)
- [Load & Order Processing](#)
- [Minimum cash reserves](#)
- [Minimum Commissions](#)
- [Miscellaneous Data](#)
- [Miscellaneous Info](#)
- [Participation](#)
- [Payment Terms](#)
- [Policy Exceptions](#)
- [Posted Statements](#)
- [Purchase Approvals](#)
- [Purchase Info](#)
- [Purchase Terms](#)
- [Red Flag Rules](#)
- [Sales Volume](#)
- [Statement Terms](#)
- [Termination](#)
- [Verification](#)
- [Web Users](#)
- [Write Invoices](#)

System Preferences

The following system preferences for this function are found in the Administration module, System Preferences, Client Rules & Defaults, **Rules** folder.

Preference	Description
Allow Duplicate Client Names	Set to True to allow duplicate client names. You may wish to use the functionality to use the same name for both master and member-clients, for instance.
Allow Master Client Logic	Set to True activate the Master Client functionality in FactorSoft.
Audit Level	Select the option for the records to be included in the audit history for the Client Information screen: • None: Client Information audit history recording is unavailable. • Critical: Records entries made to key client data fields, such as the client name UCC filing date, client terms, and total credit limit. This setting requires the least amount of storage space.) • Major: Records entries made to the critical fields mentioned above as well as other significant data fields, such as the date the client was signed, the account executive in charge of the client, and the currency in use. • Most: records entries made to the critical and major fields mentioned above as well as common data fields, such as the client's address, city, state, and zip code, its phone and fax numbers, and its e-mail address. This setting requires the most amount of storage space.
Do not lightup name fields	Set to True to not highlight the Client name field when the user clicks in this field.

The following system preferences for this function are found in the Administration module, System Preferences, **Fields/screen behavior**, **Screens**, Codes folder.

Preference	Description
Client Code	Select the option to determine the use of the Client Code for the client: • Optional • Required • Never allowed • Optional - warn on blank

The following system preferences for this function are found in the Administration module, System Preferences, **Identification/system constants**, Interface Parameters, Preference Folder Printing folder.

Preference	Description
Folder for saved reports	To activate the Folder printing option for the Preference option, enter the drive and folder location in which you want to save the client's PDF reports. Additionally, 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-assigned sequence.

The following system preference for a client's preference set to email must be set in the Administration module, System Preferences, **Identification/system constants, Performance, Messaging** folder.

Preference	Description
Messaging folder	Enter the fully qualified path to the folder in which the attachment files are written. Note that the Engine requires full rights to this folder.

Client Information – Address Panel

Use this panel to enter the client's mailing address, phone and fax numbers, and email address.

The screenshot shows a web form titled "Client Information – Address Panel". It contains the following fields and controls:

- Address:** Two stacked text input fields.
- City:** A text input field followed by a small dropdown menu for the state.
- Country:** A dropdown menu currently showing "US" with "United States" as the selected option.
- Time Zone:** A dropdown menu currently showing "(GMT-05:00) Eastern Time (US & Canada)".
- Phone:** A text input field with a red telephone handset icon to its right.
- Fax:** A text input field with a red telephone handset icon to its right.
- Email:** A single-line text input field.

Field	Description
Address	Enter the street address (two lines available) for the client.
City	Enter the city and state components of the client address in their respective fields.
Postal code	Enter the ZIP Code or postal code for the client address.
Account Monitoring	Only appears if the Lien Monitoring is enabled. See the Lien Monitoring User Guide, which can be accessed from the Client Portal .

Field	Description
Country	Select the country for the client address from the list. The country name is displayed in the adjacent field.
Phone	Enter the primary and secondary contact phone numbers for the client. If you have Auto Dialer enabled, you can call the client contact by clicking on the phone icons next to the client's primary or secondary phone numbers. See the AutoDialer User Guide, which can be accessed from the Client Portal.
Log	Click this button to open the Phone Log for this debtor, which displays a record of calls made to the client through the TAPI dialer.
Fax	Enter the primary and secondary contact phone numbers for the client.
Email	Enter the email address for the client. The Email address field is 200 characters in length. 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
Time Zone	Select the time zone for the client address. Note that the capability to have the time zone set automatically exists in FactorSoft. Time zones are automatically set based on the ZIP Code of the client address. This functionality is enabled by System Preference. To automatically set time zones for clients, set System Preference Client rules/defaults, Rules, Update time zone based on zip code to True. Setting the time zone System

Field	Description
	Preferences affects client records created going forward, and does not of itself update existing clients retroactively. Use the Calculate Time Zone utility in the Administration module to update existing clients' time zones.

Client Information – Analysis Panel

Use this panel to enter or display the client's trade details, such as its business type, and Standard Industrial Classification code (SIC). The SIC codes are used to analyze concentration levels by industries, while the referral source, business type and region fields are used to generate trend analysis reports.

The information contained on this window is used throughout the system for computation and reporting functions.

Field	Description
Business type	Select the business type to be associated with the client. Business types are defined in the Business Type table.
Referral source	Select the type of referral or contact method through which the client was signed. Referral sources are defined in the Referral Source table.
Region	Select the region in which the client is located. Regions are defined in the Region table.
SIC code	Enter the Standard Industrial Classification code for the client (up to 10 digits).
NAICS code	Enter the North American Industry Classification System (NAICS) code for the client. The NAICS codes are a minimum of two and a maximum of six digits, numeric characters only.

Client Information – AutoCash Rules Panel

Use this panel to specify the thresholds at which payment overages and shortages are automatically charged back when posting payments on the *Post Payments* screen, and to select the hold accounts to be used for overages, recourse items, paid items, and unknown items.

SEPARATELY LICENSED ADD-ON MODULE

This feature is only available as a separately licensed upgrade.

For more information, contact your Jack Henry™ representative at lendinginfo@jackhenry.com

Auto cash rules

C/B shortage % max:

C/B shortage \$ max:

C/B overage \$ max:

Overage hold account:

Recoursed item hold account:

Paid item hold account:

Unknown item hold account:

NOTE

Hold accounts must have a currency designated in Tables > Accounting > Accounts to display in the drop-down.

Field	Description
C/B Shortage % max	Enter the shortage percentage rate at or over which an invoice is considered paid (i.e. closed). For example, entering a rate of 90% indicates that the client's invoice remains open if the payment received is less than 90% of the total invoice amount, and that it is closed if the payment received exceeds 90% of the total invoice amount.
C/B Shortage \$ max	Enter the shortage dollar amount at or above which an invoice is considered paid (i.e. closed). For example, entering an amount of \$200 indicates that invoices remain open if shortage amounts equal or exceed \$200, and that they are closed if shortage amounts are lesser than \$200.
C/B Overage \$ max	Enter the overage amount at or below which an invoice is considered paid (i.e. closed). For example, entering an amount of \$50 indicates that invoices are closed if overage amounts are equal to or less than \$50, and that invoices payments exceeding \$50 are posted to Hold Accounts.
Overage Hold Account	Select the hold account to be used for the automatic chargeback of overage amounts.
Recoursed Item Hold	Select the hold account to be used for the automatic chargeback of recourse

Field	Description
Account	amounts.
Paid Item Hold Account	Select the hold account to be used for the automatic chargeback of paid invoices.
Unknown Item Hold Account	Select the hold account to be used for the automatic chargeback of unknown or unidentified amounts.

System Preferences

The following system preferences for this function are found in the Administration module, System Preferences, **Client Rules/Defaults , Defaults, Auto Cash Rules** folder.

Preference	Description
C/B shortage % max	Enter the default shortage percentage rate at or over which an invoice is considered paid (i.e. closed).
C/B shortage \$ max	Enter the default shortage dollar amount at or above which an invoice is considered paid (i.e. closed).
Overage hold account	Select the default hold account to be used for the automatic chargeback of overage amounts.
Overage maximum amount	Enter the overage amount at or below which an invoice is considered paid (i.e. closed).
Recourse action hold account	Select the hold account to be used for the automatic chargeback of recourse amounts.
Closed action hold account	Select the hold account to be used for the automatic chargeback of paid invoices.
Unknown action hold account	Select the hold account to be used for the automatic chargeback of unknown or unidentified amounts.

The following system preferences for this function are found in the Administration module, System Preferences, **Data Entry Behavior, Cash Posting, Field Edits & Actions** folder.

Preference	Description
Automatically chargeback closed	Set to True to automatically chargeback a closed invoice and display the adjustment amount in the C/B section of the <i>Post Payment</i> screen at time of cash posting.

Preference	Description
Automatically chargeback non-factored	Set to True to automatically chargeback a non-factored invoice and display the adjustment amount in the C/B section of the <i>Post Payment</i> screen at time of cash posting.
Automatically chargeback overage	Set to True to automatically chargeback a user-defined payment overage and display the adjustment amount in the C/B section of the <i>Post Payment</i> screen at time of cash posting.
Automatically chargeback recoured	Set to True to automatically chargeback a recoured invoice and display the adjustment amount in the C/B section of the <i>Post Payment</i> screen at time of cash posting.
Automatically chargeback shortage	Set to True to automatically chargeback a user-defined payment shortage and display the adjustment amount in the C/B section of the <i>Post Payment</i> screen at time of cash posting.
Closed action hold account	Select the hold account to be used for the closed invoice actions.
Unknown action hold account	Select the hold account to be used for unknown actions.

Client Information – Automatic Expenses Panel

Automatic expenses can be applied to client accounts at purchase, collection, or reserve release. The expenses that have been defined are displayed as line-items in the grid. See "Adding or Modifying Automatic Expenses" on the next page for more about automatic expenses.

You can charge expenses at purchase (BUY), at collection (COL), at reserve release (RSV) or at funding (FUND) and determine whether they are recurring or one-time only charges.

Depending on when the expense is charged, the expense can be charged for every invoice you purchase (INV), or per approved invoice, or charge a flat amount regardless of the number of invoices (FLAT), or at a percentage amount of the invoice total (%).

Charges can be set up to occur before or after a specific date, or within a given date range.

Automatic expenses				
☐ Show charged 1-time expenses				
Charged at	Account #	Expense description	Amount is	Amount
REL	305020	Wire/ACH/Check Fee	FLAT	50.00

Field	Description
Show charged 1-time expenses	Select this option to display previously charged expenses that were set up with a Frequency of Use Once. Leave this option deselected to hide these items in the grid display.
Grid	Displays any automatic expenses that have been defined for the client.
View	Click this button to open the View/Update Existing Automatic Expense screen.
New	Click this button to open the Add New Automatic Expense screen.
Delete	Click this button to open the Confirm Delete of Automatic Expense screen. Use this screen to delete an existing automatic expense entry for the client.

Adding or Modifying Automatic Expenses

This screen is used to add, modify, and delete automatic expense entries for a client. The screen title varies depending on the action selected from the Automatic Expenses panel of the Client Information screen.

For Auto charge expenses, the Engine creates a reserve release transaction at the specified interval for the amount set up in Amount is. A journal entry is created for the expense reserve release, containing a debit to cash reserves and a credit to the Account specified in the Add New Automatic Expense screen for the Auto charge expense.


View/Update Existing Automatic Expense
✕

Client:

Charged at:
☐ Purchase
☐ Cash posting
☒ Rsv release
☐ Funding
☐ Auto charge

Amount Is:
☒ Flat charge
☐ Charge per approved invoice
☐ Charge per input invoice
☐ % of purchased invoice amount
☐ % of purchased invoice advance

Frequency:
☒ Every time
☐ Use once

Account:

Description:

Amount:
Maximum amount per buy:

Times to charge: Times done:
Maximum required per A/R:

Use on/before:
Per A/R balance increment:

Use on/after:

Entered:

Status:

Field	Description
Client	Displays the client name.
Charged at	Select the option that indicates when the automatic expense is to be charged: • Purchase: charge the automatic expense when purchasing invoices. • Cash posting: charge the automatic expense when posting payments from the client's customer/debtors. The deducted expense amount does not include chargebacks or over-payments. • Rsv Release: charge the automatic expense at reserve disbursement. • Funding: charge the automatic expense at funding disbursement. • Auto charge: permit automatic charges to be configured for a client to be charged based on time elapsed, rather than by specific transaction
Amount Is	Select the option that determines the type of automatic expense to charge:

Field	Description
	• Flat charge: charge is a flat dollar amount each time the selected action is processed. This option is valid for Purchase, Rsv Release, and Funding events. • Charge per approved invoice: charge the amount for each invoice at approval. This option is only valid for Purchase events. • Charge per input invoice: charge the amount for each invoice at purchase/schedule batch entry. This option is only valid for Purchase events. • %of purchased invoice amount: charge a percentage of the invoice amount the selected event. This option is valid for Purchase, Cash posting, and Funding events. • % of purchases invoice advance: charge a percentage of the advance amount at the selected event. This option is valid for Purchase and Funding events.
Frequency	Select the frequency with which to charge the expense: • Every time: charge the expense for each event. • Use once: charge the expense only on the next occurrence of the event. This option is only available for the Purchase event.
Schedule	These fields appear when Auto charge is selected in Charged at, and are used to configure the automatic expense frequency.

Field	Description
	• Freq: Select the frequency with which to charge the automatic expense: • Day of the week • Every X days • Same day every month • Day: If Every X days is selected in Freq, enter the number of days interval with which to charge the expense. If Same day every month is selected in Freq, enter the day of the month on which to charge the expense. If the day entered for is greater than the days in the month, the expense is charged on the last day of the month. • DOW: If Day of the week is selected in Freq, select the day of the week on which to charge the expense.
Account	Select the account to which to post the automatic expense. Accounts included in this list are defined in the Account table with Allow on purchases / reserve release selected on the Standard tab.
Description	Displays the account description from the Account Table.
Amount	Enter the amount of the expense to charge. This is a dollar amount for "charge" expense types and a percentage for "%" expense types.
Times to charge/ Times done	These fields are only active when Auto charge is selected in Charged at, and are used to configure and display the number of times the automatic expense is to be charged. • Times to charge: enter the number of times to charge the expense within the configured time-lapse frequency for the expense. If no limitation is set here, the expense is charged indefinitely for the time-lapse frequency set. • Times done: displays the number of times the expense has been charged – this is a display-only field.
Maximum amount per buy	Enter the maximum expense amount that can be charged per buy. Leaving this field blank specifies no upper limit.
Maximum required per A/R	Enter maximum portion of a maximum amount per A/R balance increment (e.g., if you want to limit to \$2500 per \$50000, this field is 2500.00.).

Field	Description
Per A/R balance increment	Enter balance increment portion of a maximum amount per A/R balance increment (e.g., if you want to limit to \$2500 per \$50000, this field is 50000.00.).
Create/Update/Verify	This button is used to complete add, update, and delete actions on the Automatic Expense Table. • Create: Complete the addition of a new entry. • Modify: Complete an update to an existing entry. • Verify: Confirm and complete the deletion of an existing entry.
Cancel	Click this button to close the screen.
Apply	Click this button to save changes to the Automatic Expense entry without closing the screen.

System Preferences

The following System Preferences must be set in the **Data entry behavior**, **Intelligent data collection**, **Invoices-interpretation**:

Preference	Description
Force all batches to rework	Set to False for imported invoice's status to be Scanned/Ready to Post in the Manage Pending Purchase(F8) screen after import and when reworked, any Auto Expense will auto populate.

Client Information – Bank Relationships Panel

This panel is used to enter or display the client's banking information. The bank information is defined on the [Client/Bank Relationship](#) screen for each of the client's bank accounts and displayed as line-items in the grid on this panel. Each of your client's bank names is listed in the grid on this panel.

Bank relationships
☐ Also show inactive relationships

Account name	Account #	Pay by	Default status

Field	Description
Also show inactive relationships	Select this option to display inactive bank relationships in the grid.
Grid	Displays any bank relationships that have been defined for the client.
View	Click this button to open the Client/Bank Relationship screen to view or edit an existing bank relationship.
New	Click this button to open the Client/Bank Relationship screen to add a new bank relationship.
Delete	Click this button to open the Client/Bank Relationship screen to delete an existing bank relationship for the client.

Client/Bank Relationship

The *Client/Bank Relationship* screen allows you to define a new banking relationship for a particular client, or to view an existing one. Use this function to override the client's existing payment procedure when a client requests a direct payout to its creditors.

Client/Bank Relationship

Client: Anna Mada LLC (ANNAM)

Bank relationship | Inter Bank

Account Name:

Payable to: (Blank for client)

Bank Name:

Address:

City, State, Zip:

ISO Country Code:

Contact:

Special Instructions:

Phone:

Fax:

Bank Account#:

Bank ABA #:

Bank Code:

Swift Code:

Pay By: CHECK

WF Currency Type:

☐ Default Bank Account

☐ Reserve Account

Create Cancel Help

Bank Relationship Tab

The Bank Relationship tab is used to enter client bank account information for account held by an outside financial institution. For new Bank Relationship entries, enter the information in the fields. For View and Delete functions, the fields display the data previously entered for the entry.

Field	Description
Account Name	The bank account name.
Payable to (Blank for client)	The name of the individual or business entity to whom the payment is made for the bank account. If the payee is the client, leave this field blank. If the payee is not the client, enter the new payee's name here. Depending on the information contained in this field, FactorSoft displays the client or payee name when printing a disbursement check.
Bank Name	The name of the financial institution on which the account is drawn.
Address	The first two lines of the Payable to's street address, if different from Client's Address on Address Panel.
City, State, Zip	The city, state, and ZIP Code/postal code components of the Payable to's street address, if different from Client's Address on Address Panel.
ISO Country Code	The country component of the financial institution's street address. Jack Henry™ strongly recommends setting the ISO Country Code for all bank records. When using the Bank of America wire interface, an ISO Country Code is <u>absolutely required</u> for any non-US bank. . If no code is set, FactorSoft assumes the bank is a US bank, when the file is received at BofA, an ABA# is expected and the transactions will error when none is found. Therefore, the best policy is to always provide the ISO Country Code for all bank accounts.
Contact	The name of the contact at the financial institution who is responsible for account administration.
Special Instructions	Free-form text field intended for funding and payout instructions and procedures. This text appears on the instruction field of wire transfer forms.
Phone	The financial institution contact's phone number.
Fax	The financial institution's fax phone number.
Bank Account#	The account number of the client's account.
Bank ABA #	The ABA Routing and Transit number of the financial institution on which the account is drawn. The ABA # is nine digits in length.
Bank Code	The bank code of the financial institution on which the account is drawn.
Swift Code	The Swift code of the financial institution on which the account is drawn. These codes are typically 8 or 11 characters in length and are used when transferring

Field	Description
	money between banks, particularly for international wire transfers. The codes can sometimes be found on account statements.
Pay by	Select the default payment method for the financial institution. The list reflects the default Check type and any account set up in the Account Type table with a Wire pay-by code .
WF Currency Type	Enter the Wire File currency type to be used.
Default Bank Account	Select this option to indicate that this account is the regular deposit account for the client.
Reserve Account	Select this option to indicate that the account is being used as a reserve account.
Modify	Click this button to save updates made to the bank account information.
Inactivate	Click this button to mark the account as inactive and prevent the bank relationship from being displayed in the Accounts list on transactions that allow account selection. Note that the date and user of the inactivation are displayed on the screen, and that the button label is changed to Re-activate. If this account becomes active for the client again, you can click this button and then click Modify to reactivate the account. Also, note that if an account is marked as the Default Bank Account, it cannot be inactivated. Conversely, if an account is inactivated, it cannot be marked as the Default Bank Account.

Inter Bank Tab

The Inter Bank tab is used to enter client bank account information when the lender is also the client's financial institution and is the holder of the bank account. In other words, an internal account.

Field	Description
Inter Bank Name	The account name.
Bank Account #	The account number of the client's account.
Bank ABA #	Your institution's ABA Routing and Transit number. The ABA # is nine digits in length.
Swift Code	Your institution's Swift code. These codes are typically 8 or 11 characters in

Field	Description
	length and are used when transferring money between banks, particularly for international wire transfers. The codes can sometimes be found on account statements.
ISO Country Code	Your institution's country code.
Special Instructions	Free-form text field intended for funding and payout instructions and procedures. This text appears on the instruction field of wire transfer forms.

System Preferences

The following system preferences for this function are found in the Administration module, System Preferences, **Client rules/defaults, Rules** folder.

Preference	Description
Disable bank code on bank information screen	Set to True to hide the Bank Code field on the Bank Information tab.

Client Information – Broker Relationships Panel

Use the Broker Relationships panel to enter or display the client's brokers, and to establish new relationships between the client and existing brokers. Brokers are defined in FactorSoft in the Add New Broker screen.

The panel displays brokers that have a relationship with the client, and their respective commission rates. It also indicates whether or not the broker is using its standard commission rate as stipulated on the Broker Information screen.

Broker relationships			
Broker	Standard?	Rate	Of

Field	Description
Grid	Displays any client/broker relationships that have been defined for the client.
View	Click this button to open the View /Update Existing Client/Broker Relationship screen to view or edit an existing client/broker relationship.

Field	Description
New	Click this button to open the Add New Client/Broker Relationship screen to add a new client/broker relationship.
Delete	Click this button to open the Confirm Delete of Client/Broker Relationship screen to delete an existing client/broker relationship for the client.

Add/Update/Delete Broker Relationship

The Broker Relationship screen is accessed from the Broker Relationship panel of the Client Information screen, and is used to define a new broker relationship for a particular client, or to view an existing one.

Field	Description
Client	Displays the client name and number of the selected client.
Broker	Select the broker for the client/broker relationship. This list displays all Active status brokers.
Effective From/Thru	Enter beginning and ending dates to establish the duration of the client/broker relationship.
Use standard com- mission rate	Select this option to use the standard rate structure established for the broker on the Broker Information screen. If this option is selected, the rate fields on this screen are unavailable.
Non-Standard Commission Rate Tab	

Field	Description
Payment on 1st buy	Enter the payment due the broker on first purchase, as applicable.
(Commission rate table)	This table is used to create to create the non-standard commission rate structure for a broker: • New: Click to display the Create New Rate screen that is used to add a month/rate category to the commission rate for the broker or client/broker relationship. Note that zero rate • Cng: Click to display the Update Existing Rate screen that is used to edit an existing month/rate category for the broker or client/broker relationship. • Del: Click this button to delete an existing month/rate category for the broker or client/broker relationship. • Grid: Displays the commission rates that have been set up for specified time periods. • Thru Month: Displays the number of months through which the rate applies the broker commission. • Rate: Displays the rate used to calculate the commission for each time period entry.
Commission based on	Select the option that defines the basis for the commission calculation for the client/broker relationship:

Field	Description
	- Earnings: base commission on fees earned - Earnings less cost of funds: base the commission on fees earned minus a percentage of the average daily balance. - Earnings excluding chargebacks: base the commission on fees earned that do not include chargeback fees. - Earnings and fee escrow: base the commission on fees earned including escrowed fees. - Earnings excluding purchase fees: base the commission on fees earned excluding purchase fees. - Payments applied: base the commission on collections received from the client's debtors. - Invoices purchased: base the commission on invoices purchased per statement period.
Exclude earnings from client fee statement	Select this option to exclude earnings incurred on Net Funds Employed when calculating a broker's commission. As a result, earnings posted on the New Client Fee Statement are excluded from the broker commission statement.
Exclude earnings from due day increases	Select this option to exclude earnings incurred from due day increases when calculating a broker's commission.
Exclude earnings from extra debtor fees	Select this option to exclude earnings incurred from extra debtor fees when calculating a broker's commission.
Purchase fees are taken when paid	Select this option for earnings to be calculated when invoices are paid.
ABL Tab	
Include the following from ABL statements/postings	Select the fees, unused line, and/or excess/deficit totals from Bulk Collateral statement postings to be used as the basis for broker commission calculations.
Amount on 1st funding	Enter a flat payment due the broker on first funding for the client.
Create/Update/Verify	This button is used to complete add, update, and delete actions on the Broker Relationship screen.

Field	Description
	• Create: Complete the addition of a new entry. • Modify: Complete an update to an existing entry. • Verify: Confirm and complete the deletion of an existing entry.
Exit	Click this button to close the screen.

System Preferences

The following system preferences for this function are found in the Administration module, System Preferences, Reports, Broker commission reports folder.

Preference	Description
Earnings do not include additional fees	Set to True to exclude any additional fee earnings from the client's total earnings when calculating a broker's commission.

Client Information – Collections Panel

The Collections panel of the Client Information screen is used to specify client collection parameters.

Field	Description
Age to begin collections	Enter number of days at which the client's invoices are included in the collection process.
Non-standard aging columns	Enter days for the aging categories to appear on the Summary Aging screen for a client/debtor relationship and the Web Portal, Top Debtors and Total Aging Widget. Web Portal Tip: Leave the last field blank to include all invoice past. Ex: If the fourth column is 90 and the fifth column is blank, it will be displayed as 91+ on the Top Debtors and Total Aging Widget.

Field	Description
A W/P note will extend eligibility	Select the option that indicates the effect of a W/P (will pay) response recorded in the Collection Detail screen for the client: • Never: W/P response does not extend eligibility • Always: W/P response always extends eligibility • Optional, default to yes: option is provided on the Collection Detail screen with Yes as the default value. • Optional, default to no: option is provided on the Collection Detail screen with No as the default value.
No statement	Select this option to indicate that no statement should be sent to this client. This option initiates the normal bypass functionality, in which No Statement clients are bypassed when multiple statements are produced from the Reports module. Also, a verification message is displayed when the user attempts to run an individual statement for a client that has been flagged as No Statement. The message is displayed from any applicable statement in the Report module.
No notices	Select this option to indicate that the client does not receive notifications. Setting this option displays a visible message on the Notices tab of the Debtor Aging screen, and display a verification message that informs the user that they are attempting to send a notification on a client set as “non-notification”. This option also displays a verification message on the Print Customer/Debtor List Report screen when you attempt to print a Mail merge export on a client set as “non-notification”.
Accept Epmt	Click this button to open the Accept Electronic Payment from client screen, which is used to initiate a credit card payment through a third-party credit card processor.
Create E-Pmt Rules	Opens the Override Electronic Payment Rules for Client screen to create client-level override of the default electronic payment rules. When the payment is executed, the rules and overrides are applied in the following hierarchy: relationship, debtor, client, table. For example, if there are overrides set up for client fees (but not debtor fees) at the relationship level, debtor fee override at the debtor level, and client override at the client level, then the client level override from the relationship level and the debtor fee override from

Field	Description
	the debtor level are used. If there is no relationship level override, a debtor fee override (but no client fee) override at the debtor level, and no client override, the debtor fee from the debtor override and the client fee set up in the table are used.

System Preferences

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

Preference	Description
Use Client Calculation Tables	Set to True to allow use of the A W/P note will extend eligibility function.

Client Information – Contacts Panel

Use this panel to view any of your client's existing contact persons, or to create new ones. The contact information is defined on the [Add New Client Contact](#) screen and displayed as line-items in the grid on this panel.

Field	Description
Hide inactive contacts	Select this option to hide inactive contact line-items in the grid.
Grid	Displays any client contacts that have been defined for the client. The Auth column indicates whether the contact has authority --for example to sign off or verify invoices. The Attn column indicates whether the contact is included in the distribution of outgoing reports.
View	Click this button to open the View/Update Existing Client Contacts screen to

Field	Description
	view or edit an existing client contacts.
New	Click this button to open the Add New Client Contact screen to add a new client contact.
Delete	Click this button to open the Confirm Delete of Client Contact screen to delete an existing contact for the client.

Client Information – Control Panel

Use this panel to enter or display additional client details, such as assigning the client to a particular office location, its tax code and currency, and more.

Field	Description
Office	Select the office to which the client account is assigned. Offices are defined in the Office Maintenance table.
Tax code	Select the tax code definition for the client. Tax codes are defined in the Sales Tax Rate table.
G/L group	Select the G/L Account group definition for the client. G/L account groups are defined in the G/L Account Groups table. This option does not appear on ABL Clients if non-detail only is checked, the G/L Group is set on the <i>Facility Information</i> screen. Note that access to this function may be limited by Security Role.
AE	Select the account executive to which the client account is assigned. Click the Clear button to remove the A/E selection for the client. Set System Preference Terminology, Select account executive based on check box to True to display only users marked as AEs in the list.

Field	Description
OK to perform IDC	Select this option to indicate that the client's invoices can be input via Intelligent Data Capture. This is a separately licensed feature of FactorSoft This option only appears if IDC is enabled.
Currency	Select the default currency for the client. Currencies are defined in the Currency Denominations table. Note that access to this function may be limited by Security Role.
Web access P/W	Enter the ClientWeb password for the company to allow ClientWeb access for the client. This option only appears if Allow web access is selected in the upper fields of the Client Information screen for the client.
Next Buy #	Displays the next purchase batch number for the client. This option does not appear on ABL Clients if non-detail only is checked.
Next collection batch #	Displays the next collection batch number for the client.
Do not allow reserve transfers	Select this option to turn off the Transfer tab of the Client Summary/Reserve Release screen for the client, thereby preventing reserve release.

Client Information - CPT Code Usage

The CPT Code Usage panel displays the CPT Codes that are authorized for the client as line-items.

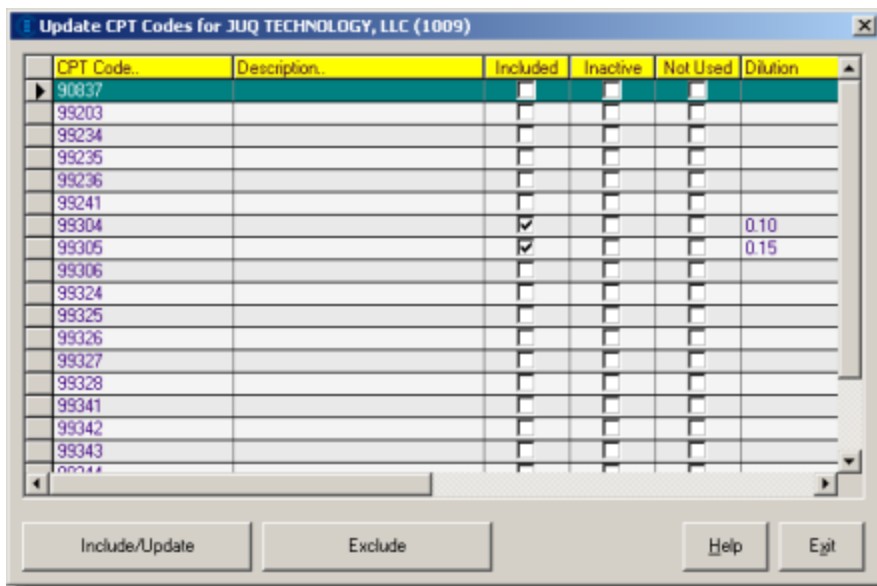
CPT Code	Description	Inactive	Not Used	Dilution
99304	Initial nursing facility care low comp	☒	☒	0.10
99305	Initial nursing facility care medium c	☒	☒	0.15

Field	Description
CPT Code is required for this client	An authorized CPT code is required on each invoice for this client. This option is only available if System Preference Data/entry behavior, Purchase entry, Data elements, CPT requirement rule, The CPT code is determined by client is set to True .
Grid	Displays each CPT code authorized for the client as a line-item with the fol-

Field	Description
	lowing data. • CPT Code: the CPT (Current Procedure Terminology) code • Description: the procedure description • Inactive: if the Inactive option is selected for the code on the CPT Codes Table, this column contains a check mark • Not Used • Dilution: displays the dilution percentage set for this code for the client on the Set Dilution Rate screen.

Update CPT Codes Dialog

The Update CPT Codes Dialog is used to select the CPT codes authorized for use for a client. This screen opens when the **Update** button is clicked from the CPT Code Usage panel of the Client Information screen.



Field	Description
Grid	Displays the CPT codes that have been imported and/or defined in FactorSoft.

Field	Description
	• CPT Code: the CPT (Current Procedure Terminology) code • Description: the procedure description • Included: indicates that the code has been selected for the client and has had a dilution percentage set • Inactive: if the Inactive option is selected for the code, this column contains a check mark • Not Used: • Dilution: the dilution percentage set for the code for this client
Include/Update	Opens the Set Dilution Rate screen to allow setting or changing the dilution percentage for the code for this client.
Exclude	Select a CPT code line-item and click this button to exclude the code for the client.
Exit	Click this button to close the screen.

Client Information – Credit/No Buy Panel

The **Credit/No Buy** panel is used to define information about the client's financial status.

The screenshot shows the 'Credit/no buy' panel with the following fields and controls:

- Client credit rating:** A text input field.
- Approved by:** A text input field with an 'Approve' button next to it.
- Total client credit limit:** A text input field.
- Limit set by:** A text input field.
- Max indiv customer:** A text input field.
- % Bal:** A text input field.
- Warning:** A text input field.
- Statement text:** A dropdown menu with a 'Clear' button.
- Auto approval rules:** A dropdown menu with a 'Clear' button.
- Checkboxes:**
 - ☐ Do not allow new purchases
 - ☐ Do not allow reserve release
 - ☐ Do not allow AutoCredit

Field	Description
Client credit rating	Enter the client's credit rating. This is a free-form text field and you can define the rating in any terms meaningful to your organization.
Approved by:	When Client Approval is required, a user with appropriate Security Role can approve the client in the system using the Approve button. Once approved, the fields will display the user who approved the client and date of approval. Client

Field	Description
	Approval data elements are available for Audit upon successful approval. Note: After upgrade to v4.3+, if the System Preference at Client rules/defaults > Rules > Require manager approval before using (T/F), is set to True and a newly added Client Record is not approved, the Client record will not populate in any Client Lists throughout FactorSoft.
Total client credit limit	Enter the maximum overall credit limit for the client.
Limit set by:	When a Total client credit limit is set, this field will display the user who set the limit.
Max indiv customer/debtor	Enter the maximum credit limit for any single customer/debtor.
% Bal	Enter the maximum percentage of the client's total A/R balance to use as a credit limit for any single customer/debtor.
Warning	Enter a warning message for the client. You can enter a warning up to 100 characters in length. A system preference produce a warning message when attempting to purchase invoices for the client, based on system preference settings. This warning can be made to appear next to the client name on the <i>Client Information</i> screen. On the System menu, click User Preferences. Then, on the Client List Screen tab, select the Warning/Notes option in the Fields group.
Statement text	Select the statement text to be included in the debtor statements for this client. Statement texts are defined in the Statement Text table.
Auto approval rule	Select the Auto Approval Rule set to use for automatic credit request approval. Automatic credit request approval rules are defined in the Auto Credit Approval Rules table. This list only shows rules that are set as active in the table. This option is not available if the "Auto Approval Rule Basis" System Preference (Client Rules/Defaults > Auto Approval) is set to use debtor rules instead of client rules.
Do not allow new purchases	Select this option to prohibit invoice purchases regardless of the client's credit limit. If this option is selected, a verification message appears when you attempt to access the <i>New Purchase/Schedule Batch</i> screen, indicating that you can enter

Field	Description
	purchase data, but will not be able to process the purchase until the no-buy condition is resolved and removed.
Do not allow reserve release	Select this option to prohibit reserve release for this client. If this option is selected, a warning message "Reserve Release Not Allowed" is displayed on the Release tab of the <i>Client Summary/Reserve Release</i> screen.
Do not allow AutoCredit	Select this check box if you do not want to use auto approval from AutoCredit with the client.

System Preferences

The following system preferences for this function are found in the Administration module, System Preferences, **Client rules/defaults, Defaults, Credit limits** folder.

Preference	Description
Maximum individual debtor limit	Set the system-wide maximum credit limit for any single customer/debtor.
Total client credit limit	Set the system-wide maximum overall credit limit.

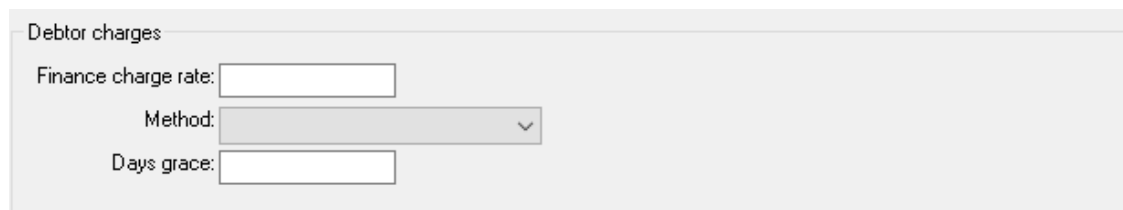
The following system preferences for Client Approval are found in the Administration module, System Preferences, **Client rules/defaults, Rules** folder.

Preference	Description
Require manager approval before using	Set to True to require that a Manager approve Client records on the Credit/No Buy panel of the Client Information screen. In order for a User to be considered a manager, they must be assigned to a Security Role where Client information > Access > Manager for approval purposes is set to Yes. Note: After upgrade to v4.3+, if set to True and a newly added Client Record is not approved, the Client record will <i>not</i> populate in any Client Lists throughout FactorSoft.
Allow new purchase batch on unapproved Client	Set to True, to allow a Purchase batch to be created for <i>manually created</i> unapproved clients. Note: The Client must be approved before the Invoice can be approved/purchased in the Manage Pending Purchases(F8) screen.

Client Information – Debtor Charges Panel

This panel is used to set the finance charge parameters for a client. The finance charge function posts a finance charge against a debtor when the Calculate Debtor Finance Charges function is executed out of the FactorSoft Reports module. Once the process has been executed, a Debtor Finance Charge Report can be generated to view the debtor finance charges.

To enable the finance charge feature, set System Preference **Client rules/defaults, Rules, Allow debtor charges** to **True**.



Debtor charges

Finance charge rate:

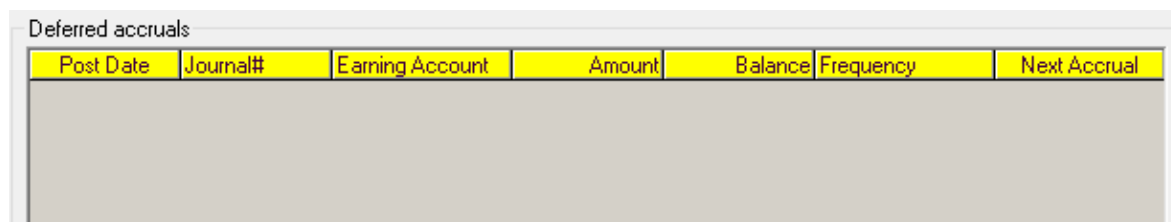
Method:

Days grace:

Field	Description
Finance charge rate	Enter the rate used to calculate the finance charge to be applied to debtors for this client when the Calculate Debtor Finance Charges process is executed.
Method	Select the date from which to calculate finance charges: • Based on due date • Based on invoice date • Based on purchase date
Days grace	The number of grace days to add to the base date chosen in Method to determine the date from which to calculate finance charges.

Client Information – Deferred Accruals Panel

This panel displays deferred earnings recorded for the client and allows payout of the deferred earnings balance.



Deferred accruals

Post Date	Journal#	Earning Account	Amount	Balance	Frequency	Next Accrual

Field	Description
(Grid)	Displays each deferred earnings for a release for the client .as a line item with the following data: • Post Date: displays the post date of the release transaction on which the deferred earnings were created • Journal#: displays the journal number of a paid deferred earnings • Earning: displays the account number of the Move to Account for the deferred earnings • Amount: displays the original amount of the deferred earnings • Balance: displays the remaining balance of the deferred earnings • Frequency: displays the Frequency selected for the deferred earnings • Next Accrual: displays the next accrual date for the deferred earnings based on the Deferral Information entered for the deferred earnings
Payout Remaining Balance	Click this button to manually payout the remaining deferred earnings to the earnings account.

Client Information – Documents Panel

The Documents panel is used to attach and view client-related documents to the client. Note that the grid displays each stored document by Description, Date, and File Name within document category.

Documents			
Category..	Description.. »	Date	File Name..
GENERAL			
MISC			
NOTIFICATION LETTE			
SIGNATURE CARD			

Field	Description
Category	Lists the categories defined in the Document Category Maintenance table for debtor use. Selecting a category displays the documents that have been added under that category for the client.
Grid	Displays the debtor-related documents attached to the client record.

Field	Description
	• Description: the document description from the Attach Document to Client screen. • Date: the computer processing date on which the document was attached to the customer/debtor record. • File name: the file name of the attached document.
New	Click this button to open the Attach Document to Client screen, which is used to attach documents to the client record.
View	Select a document line-item from the grid and click this button to display the contents of the file in its native application (for instance, a .doc file in Microsoft Word, or an .xls file in Microsoft Excel).
Delete	Select a document line-item from the grid and click this button to remove the attached document from the customer/debtor record. This does <u>not</u> delete the document from its source directory.

Client Information – Events Panel

The Events panel is used to create, update, view, and delete client events for the client. These events display a tickler note upon login to remind the user of the scheduled task. Use this panel to view any current client events and their expiration dates, or to create new ones. Client events are defined in the Client Event Table for selection in the new client event screen.

Events		
Event code	Description	Expires
CNTRCT EXP	Contract Expiration	11/26/2020
UCC EXP	UCC 5YR EXPIRATION	12/3/2024

Field	Description
Grid	Displays the debtor-related documents attached to the client record.

Field	Description
	- Event code: the event code selected for the event on the Add New Client Event screen. Description: the description entered for the event on the Add New Client Event screen. - Expires: the expiration date entered for the event on the Add New Client Event screen.
New	Click this button to open the Add New Client Event screen, which is used to add a new event for the client.
View	Select an event line-item from the grid and click this button to display the View/Update Existing Client Event screen, which is used to view or update a client event. A Security Role, Client information, Events, View events allows users to click the View button to open the View/Update Client Event screen as view-only. The screen fields will be for display only and cannot be updated if the Update events role is set to No.
Delete	Select an event line-item from the grid and click this button to delete the client event. The Delete Existing Client Event screen is displayed. Click the Verify button to complete the delete.

Add New Client Event

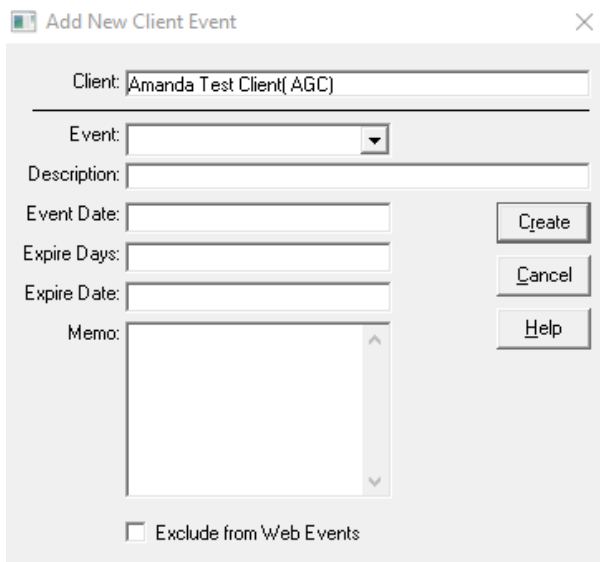
The Client Event screen is used to schedule a client task that needs to be performed on a regular basis. Using this screen you can create new client events, or to view or update details or verify delete of an existing event.

To create a new event, this screen is accessed by clicking the **New** button on the Events panel of the Client Information screen. To view or update an existing event, you can click **View** to access the screen from the Event panel of the Client Information screen or select the event and click **Modify** from the Client Events Expiration screen.

Once the selected event is linked to the client, FactorSoft brings up a tickler note upon login to remind the user of the scheduled task.

TIP

To view tickler notes upon login, each user must select **Bring Up Tickler If There Are Notes To Be Read** on the Bring Up On Login tab of the User Preferences, System menu.

The image shows a software window titled "Add New Client Event" with a close button (X) in the top right corner. The window contains several input fields and buttons. The "Client" field is a text box containing "Amanda Test Client(AGC)". Below it is an "Event:" dropdown menu. The "Description:" field is a text box. The "Event Date:" field is a date picker. The "Expire Days:" field is a text box. The "Expire Date:" field is a date picker. The "Memo:" field is a large text area. To the right of these fields are three buttons: "Create", "Cancel", and "Help". At the bottom left, there is a checkbox labeled "Exclude from Web Events".

Field	Description
Client	Displays the client selected for the Client Information screen.
Event	Select the event type for the client event. Client event types are defined in the Client Events table.
Description	Displays the event type description.
Event Date	Enter the event date for the client event. This could be either the beginning or ending date of the event, based on how the event type is set up in the Client Events table.
Expire Days/Months	The time period in which the event expires. Could be days or months based on event type definition. If event type is defined with event type as an ending date, this field cannot be edited.
Expire date	Displays the events expiration date based on the number of days/months entered.
Memo	Enter any event related memo data required.
Exclude from Web Events	Select this option to exclude certain events by client from displaying on the Web Portal > Client Dashboard > Events widget.
Create/Modify/Verify	This button is used to complete add, update, and delete actions on the Add New/Modify Existing/Delete Existing Client Event screen.

Field	Description
	• Create: Complete the addition of a new entry. • Modify: Complete an update to an entry. • Verify: Confirm and complete the deletion of an entry.
Cancel	Click this button to close the screen.

Security Roles

To control access in this area, the following Security Roles apply:

- **Security Roles > Client Information > Events > Update events**
- **Security Roles > Client Information > Events > View events**
- **Security Roles > Client Information > Events > Exclude from Web Events (update)**

Client Information – Financial Statements Panel

The Financial Statements panel provides a snapshot of the client's financial information including last statement date, Assets, Liabilities, Net Worth, and Profit and Loss.

Clicking on an entry in the Financial Statements list opens the corresponding Client Financial Statement screen, showing Current Credit Limit and Financial Statement Date, Balance Sheet items, and Income Statement items.

Financial statements

☐ Waived

Date	Assets	Liabilities	Net Worth	Profit (Loss)

Field	Description
Waived	Select to indicate that the financial statement requirement is waived for this client.
Grid	Displays any financial statement that have been recorded for the client.
View	Click this button to open the Client Financial Statement screen to view or edit a financial statement.
New	Click this button to open the Client Financial Statement screen to add a new fin-

Field	Description
	ancial statement.
Delete	Click this button to open the Client Financial Statement screen to delete a financial statement entry for the client.

Client Financial Statement

The Client Financial Statement is used to add new financial statement detail for a client, and to view and/or update existing financial statements for the client. This screen is accessed from the Financial Statement panel of the Client Information screen.

Field	Description
Current Credit Limit	Displays the total client credit limit established for the client on the Credit/no buy tab of the Client Information screen.
Financial statement date	Enter the date of the financial statement.
Record created	Displays the date on which the financial statement was first entered in FactorSoft.
Record last updated	Displays the date on which the financial statement was last updated and saved in FactorSoft.
Current assets	Enter the dollar amount of current assets from the financial statement for the client.

Field	Description
Other assets	Displays the remainder of Total assets minus Current assets.
Total assets	Enter the dollar amount of total assets for the client in this field. The total assets include current assets and any other assets attributable to the client.
Current Ratio	The ratio of Current Assets to Current Liability.
Assets/Liability	The ratio of Total Assets to Total Liability.
Working capital	The dollar amount of working capital, calculated as the remainder of Current Assets minus Current Liability.
Net worth/Dlr	Enter the dollar amount of net worth for the client.
Current liability	Enter the dollar amount of current liability for the client.
Total liability	Enter the dollar amount of total liability for the client in this field. The total liability include current liability and any other liability attributable to the client.
Long term/other liability	The dollar amount of long terms or other liability, calculated as the remainder of Total Liability minus Current Liability.
Notes	Enter free-form text notes concerning the client's financial statement.
Net Sales	Enter the dollar amount of net sales for the client financial statement.
Net profit or loss	Enter the dollar amount of net profit or loss for the client financial statement. If loss, enter with a minus sign before the dollar amount. The field to the right displays the ration of net profit or loss to Net Sales.
Create/Modify	This button is used to complete add, update, and delete actions on the Client Financial Statement screen. • Create: Complete the addition of a new client financial statement. • Modify: Complete an update to an existing client financial statement.
Cancel	Click this button to close the screen without saving.

Client Information – Funding Instructions Panel

The Funding Instructions panel is used to enter or view instructions relevant to the purchase process for this client. The funding instructions entered on this panel appear on the Payout Tab of the Purchase/Schedule batch screen when disbursing funds.

Funding instructions

Funding limit:

Field	Description
Funding limit	Enter the dollar amount to which to limit funding for the client. This is separate from the purchase limit, and is used to prevent funding on the non-funded invoices function and in the approval functions when funding the invoice would exceed this limit. If no amount is entered in this field, no funding limit is enforced. Security roles can be configured to allow authorized users the ability to fund over the funding limit.
Funding instructions	Enter free-form text instructions. You can create texts of any size, and create line breaks using the Enter key.
Modify	Click this button to save the instruction texts.
Cancel	Click this button to cancel unsaved texts.

Client Information – Groups Panel

The Groups panel lists the Client Groups created in the Client Group Table. Use this panel to set values in the Client Group Code(s) for the client to allow you to generate reports based on group codes and group values.

This setting is also used to alert the user assigned to the client when Client Events are configured with the **Remind** option set to **Member of group**, or for notification when money is put into a hold account set up in the Accounts Tables section.

For example, suppose there is a Client Group set up with a group type of **Users**, and it is called **Group1**. In the Groups panel, you can select **Group1** and click **Edit** to display the Change Client Group Value screen and then select the user to be alerted for **Group1** for this client from the Value list.

Note that access to view and/or update this panel are controlled by Security Role.

Groups		
Group	Description	Value
02	02 groups	---
A/E	Account Executive	---
ABL	ABL Flag	---
Adjustor	Adjustor	---
BBC	BBC Group Value	---
Bulk	Bulk Flag	---
Cap1	Cap1 Flag	---
CashAsColl	Cash as Collected	---

Field	Description
Edit	Click this button to open the Change Client Group Value screen, which you can use to set the Value for the selected Client Group code for the client.

Change Client Group Value

The Change Client Group Value screen is used to assign values to a group code for the client selected in the Client Information screen. You can also change or remove the group value using this screen.

Field	Description
Client	Displays the client name of the client selected in the Client Information screen.
Code	Displays the client group code name of the group code selected in the Group panel of the Client Information screen.
Description	Displays the description of the client group code, defined in the Client Group Code table.
Value	Select the value to be associated with the client group code for this client. The group code values are defined on the Client Group Code table.
Clear	Click this button to clear the contents of the Value field.
Modify	Click this button to complete the update to client group code.

Field	Description
Cancel	Click this button to close the screen without saving.

Client Information – Import Rules Panel

Use this panel to specify import specific parameters at the client level.

This panel appears when System Preference **Client rules/default, Rules, Show import rules panel** is set to **True**.

Import Rules

AIMS type: Standard ▼

Field	Description
AIMS Type	Select the AIMS File Import format: to use for the client. • Standard: Standard AIMS Invoice Import Layout. • Terms Code: Alternate AIMS file layout, with Terms Code in positions 228-230, and Terms Description in positions 231-250.

Client Information – Identity Panel

Use this panel to enter or display additional client details, including alternate name and federal tax number. The information contained on this screen is used throughout the system for computation and reporting functions:

Identity

Alternate name:

EDI identity: Incoming fax:

Fed tax #: D&B D-U-N-S:

Motor carrier #: Language: ▼

DOT #:

LOC Facility: ▼

LOC Acct #:

Field	Description
Alternate name	Enter the alternate name for the client, if applicable.
EDI identity	Enter the 21-digit client EDI identity code. This code is used in transmitting and receiving EDI transactions for the client.
Incoming fax	Enter the client's fax number on which you would receive faxes from the client. This field is used with SmartFax interfaces.
Fed tax #	Enter the client's nine digit Federal Tax identification.
D&B D-U-N-S	Enter the clients D&B D-U-N-S (Data Universal Numbering System) identifier.
Fed Bus #	This is an optional field that only appears if the System Preference Terminology, Federal business number title is completed. You can enter up to 12 characters in the preference, and the data entered in the preference is the label that appears on the screen.
Fed Co #	This is an optional field that only appears if the System Preference Terminology, Federal company number title is completed. You can enter up to 12 characters in the preference, and the data entered in the preference is the label that appears on the screen.
Motor carrier #	Enter the carrier number that uniquely identifies a carrier client in FactorSoft.
DOT #	Enter the client's US Department of Transportation number (DOT#) or comparable data.
Language	Select the client's native language. Language selections are defined in the Language Code table.
Translation	Select the language file to use to translate the FactorSoft Reporting Services data entry reports when reprinted from the Reprint Data Entry Reports screen. This field only contains selections if FactorSoft Multi-Ligual ClientWeb is enabled for the database.

System Preferences

The following system preferences for this function are found in the Administration module, System Preferences, **Client rules/defaults, Edits** folder.

Preference	Description
Client DOT edit rule	Set to this preference to the desired edit preference for uniqueness of DOT numbers:

Preference	Description
	• Not required to be unique • Must be unique across clients • Must be unique across clients and debtors

Client Information – Ineligibility Panel

Use this panel to determine the client's ineligibility criteria.

The screenshot shows the 'Ineligibility' panel. It includes input fields for 'Ineligible days' (set to 90) and 'Concentration limit'. There are checkboxes for 'One invoice over makes all invoices ineligible' and 'or what % over makes all invoices ineligible'. Below these are checkboxes for 'No debtor limit is ineligible' and 'Over debtor limit is ineligible'. A 'Tiered ineligibility table' dropdown menu is also present, along with a 'Clear' button. At the bottom, there is a table with columns: Title, Qualifier, Date, and Amount.

Field	Description
Ineligible days	Enter the number of days after which the client's past-due invoices become ineligible.
Concentration limit	Enter the percentage rate of the client's total A/R over which the debtor's invoice(s) become ineligible. For example, enter 50 to indicate that debtor invoices are eligible as long as their combined total balance equals 50% of the client's A/R. Amounts exceeding that limit are ineligible.
One invoice over makes all invoices ineligible	Select this option to indicate that all invoices for a particular debtor become ineligible if one invoice from that debtor reaches the value defined in the Ineligible days field above.
or what % over makes all invoices ineligible	Enter the percentage rate of a debtor's total past-due balance, which, if reached, causes the debtor's entire invoice balance to be ineligible. For example, let's assume that (1) the Ineligible days field above is set to 60, (2) the Percentage over field is set to 50 %, and (3) one of the client's debtors has an outstanding balance of \$2100 based on the following items:

Field	Description
	• Invoice #1 for \$1000 is 75 days old • Invoice #2 for \$700 is 12 days old • Invoice #3 for \$400 is 7 days old In this example, invoice #1 is ineligible because it exceeds 60 days in age. However, invoices #2 and #3 are still eligible, because the total balance amount older than 60 days is \$1000, which represents merely 47.5% of the entire outstanding balance -- and not 50%. However, if the Ineligible days were set to 60 with a Percentage over set to 40%, all three invoices would be ineligible, because the total balance amount older than 60 days (47.6%) is greater than 40%. When dealing with ineligible days and cross-ineligibility, specifying a percentage over value is useful for two reasons: on one hand, minor past-due invoice amounts will not cause a debtor's remaining invoices to become ineligible; on the other, credit limit extensions will be prohibited if the past-due percentage rate for the debtor's total outstanding balance is reached.
No debtor limit is ineligible	Select this option to indicate that debtors with no credit limit specified are ineligible.
Over debtor limit is ineligible	Select this option to indicate that debtors whose credit limit is exceeded are ineligible.
Tiered ineligibility table	Select the applicable Tiered Ineligibility table for periodic fee calculations. This drop-down is populated from Tables > Fees Calculations > Tiered Ineligibilities and the Total amount of Tiered Ineligibles is reflected on the Client Summary > Collateral Tab as <i>Ineligibility Set Asides</i> reducing the Available Collateral.
Grid	Displays any ineligible titles recorded for the client.
View	Displays the View Client Ineligibility screen to view or edit an existing client ineligibility entry.
New	Displays the Add New Client Ineligibility screen to create a client ineligibility entry.
Delete	Displays the Confirm Delete of Client Ineligibility screen to delete an existing client ineligibility entry.

System Preferences

The following system preferences for this function are found in the Administration module, System Preferences, Client rule/defaults, **Rules**, Ineligibility/summary calculation folder.

Preference	Description
Concentration Limit	Set the system-wide concentration limit to affect newly created clients only.
Ineligible days = past due days	Set to True to base the ineligibility on an invoice's past due date. If set to False , the ineligible days is based on the invoice date.
Over recourse trumps in-dispute	This preference allows the cross-age rule to take supremacy over dispute codes for client ineligibility. Set this preference to True to ensure that when a client's over age invoices exceed the Concentration limit set on the Ineligibility panel of the Client Information screen, any dispute code set on an invoice will not change the effect of the cross-age rule.

The following system preferences for this function are found in the Administration module, System Preferences, Client rule/defaults, Defaults, Ineligibility folder.

Preference	Description
Client Ineligibility days	Set the system-wide ineligibility days default. Enter zero for no default days. This value is overridden by Ineligible days entered for client/debtor relationships on the NOA/Rules tab of the Debtor Aging screen.
No debtor limit is ineligible	Set to True to enable the No debtor limit is ineligible option.
Over debtor limit is ineligible	Set to True to enable the Over debtor limit is ineligible option.

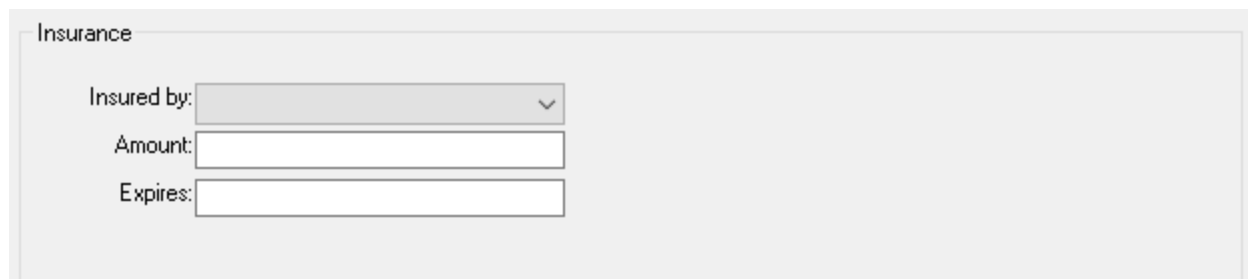
Add New Client Ineligibility

The Ineligibility window allows you to define a new ineligibility entry that appears in the grid of the Client information screen.

Field	Description
Client	Displays the client name of the client selected in the Client Information screen.
Title	Select the ineligibility type. Ineligibility types are defined in the Ineligible Titles Table.
Qualifier	Enter the qualifier for the ineligibility title.
Effective	Enter the date on which the client ineligible title became effective. The effective date can be edited to reflect payments made against the ineligible title. Additions, changes, and deletions to edited ineligible titles are recorded in the Client Audit History.
Terminated	Enter the date on which the client ineligible title was terminated.
Amount	Enter the ineligible amount held against the client. The amount can be edited to reflect payments made against the ineligible title. Additions, changes, and deletions to edited ineligible titles are recorded in the Client Audit History.
Notes	Enter free-form text notes concerning the client ineligible title.
Create/Modify/Verify	This button is used to complete add, update, and delete actions on the Client ineligibility screen. • Create: Complete the addition of a new entry. • Modify: Complete an update to an entry. • Verify: Confirm and complete the deletion of an entry.
Exit	Click this button to close the Client Ineligibility screen.

Client Information – Insurance Panel

Use this panel to select the client's insurance company. Insurers are defined on the Insurer Table.



Field	Description
Insured by	Select the insurance company for the client.
Amount	Enter the amount up to which each one of the client's debtors is insured.
Expires	Enter the expiration date of the client's insurance policy.
Modify	Click this button to save changes to the Insurance panel.
Cancel	Click this button to cancel unsaved changes.

Client Information – Invoice Confirmation Panel

The Invoice Confirmation panel is used to set the Invoice Confirmation parameters for a client.

To set the Invoice Confirmation parameters for a client, select the client from the Client List, open the Client Information screen, and select the Invoice Confirmation panel, as shown below. Note that the parameters can be used individually or in combination to define the queuing rules for invoice confirmation.

Client Information For New Client (NEWCLIENT)

Client code: ☐ Inactive ☐ Master client

Client name:

Client terms:

Part of master:

☐ Active client terms only

☒ Allow web access
☐ Non-detail only

UCC date:

Signed date: 1st fund:

Preference: 1st buy:

☐ No preference print when grouped

Invoice confirmation

☐ Exclude from invoice confirmation

☒ Always confirm largest invoice

Percentage of batch total to confirm:

Minimum amount of invoice to confirm:

Percentage of invoice count to confirm:

Minimum number of invoices to confirm:

Minimum number of debtors to confirm:

Field	Description
Exclude from Invoice Confirmation	Select this option to exclude the client from Invoice confirmation queuing.
Always confirm largest invoice	Select this invoice to always include the largest invoice in a batch for this client in the Invoice Confirmation queue.
Percentage of batch total to confirm	Enter the percentage (as a whole number) of the batch total amount to be queued for Invoice Confirmation. For example, if 50.00 is entered in this field, and the batch total is \$1000.00, Invoice Confirmation will queue invoices totaling at least \$500.00.
Minimum amount of invoices to confirm	Enter the minimum dollar amount of invoices to be queued for Invoice Confirmation.
Percentage of invoice count to confirm	Enter the percentage (as a whole number) of the total number of invoices to be queued for Invoice Confirmation. For instance, if 50.00 is entered in this field, and there are 10 invoices in the batch, five invoices will be selected for Invoice Confirmation.
Minimum number of invoices to confirm	Enter the minimum number of invoices in a batch to be queued for Invoice Confirmation. This is an absolute minimum, as compared to the relative minimum that can be defined in Percentage of invoice count. If there are fewer invoices in

Field	Description
	the batch than this number, the whole batch will qualify.
Minimum number of debtors to confirm	Enter the minimum number of debtor's invoices to be queued for invoice confirmation. This is an absolute minimum. If there are fewer debtors represented in the batch than this number, the whole batch will qualify.

Client Information – Invoice Delivery Panel

Client Information Set-up

Invoice Delivery is enabled at the client-level on the Invoice Delivery panel of the Client Information screen.

The Invoice Delivery panel is used to enable Invoice Delivery for the client, and to assign the client-level blanket Notice of Assignment (NOA) letter to be sent with the Invoice Delivery package for each client/debtor relationship, rather than manually attaching the NOA to each relationship.

SEPARATELY LICENSED ADD-ON MODULE

This feature is only available as a separately licensed upgrade.

For more information, contact your Jack Henry™ representative at lendinginfo@jackhenry.com

Field	Description
Send images and cover pages on purchase	Select this Invoice Delivery messaging option to indicate that cover pages and images are delivered to the debtor at invoice purchase for this client.
NOA document	Select the NOA document to send via Invoice Delivery to each debtor with which the client has a relationship. This is the client document that will be sent based on the NOA document rule setting (the relationship level document is assigned in the NOA Document field on the Documents tab of the Debtor Aging screen for the relationship). The documents available in this list are associated to the client in the General category in the Documents panel of the Client Information screen.

Field	Description
NOA document rule	Select the rule that determines whether an NOA document is sent with the Invoice Delivery package, and if so, whether the document to be sent is determined at the client or relationship level. • Do not send: do not send NOA documents with the Invoice Delivery package • Send from relationship, if available: send the document assigned to the relationship on the Documents tab of the Debtor Aging screen if available for the relationship, otherwise do not send an NOA document with the Invoice Delivery package • Send from client, if available: send the document assigned to the client on the Invoice Delivery panel if available, otherwise do not send an NOA document with the Invoice Delivery package • Send from relationship, if available, otherwise client: send the document assigned to the relationship on the Documents tab of the Debtor Aging screen if available for the relationship, otherwise : send the document assigned to the client on the Invoice Delivery panel with the Invoice Delivery package • Send from client, if available, otherwise relationship: send the document assigned to the client on the Invoice Delivery panel if available, otherwise send the document assigned to the relationship on the Documents tab of the Debtor Aging screen with the Invoice Delivery package • Send both if available: send the document assigned to the client on the Invoice Delivery panel and the document assigned to the relationship on the Documents tab of the Debtor Aging screen as available with the Invoice Delivery package

Client Information – Invoice Rules Panel

The Invoice Rules panel is used to enter and display the invoice rules for each client.

Invoice rules

Duplicate

Invoices:

PO/Ref:

☒ Notice of assignment required

☐ Credits and debits can not be on the same purchase

Absolute maximum invoice amount:

Maximum balance w/o NOA:

Maximum balance on waived NOA:

Maximum invoice age:

Authorization stale age:

Max credit Protection:

Max invoice term:

Field	Description
Duplicate: Invoices	Select the option that defines how duplicate invoice numbers are handled for the client: • Not allowed: duplicate invoices are prohibited for this client • Not on same debtor or schedule: duplicate invoices are permissible, but not within the same debtor or purchase/schedule. • Allow on debtor but not on schedule: duplicate invoices are allowed within the same debtor, but not within the same purchase/schedule.
Duplicate PO/Ref	Select the option that defines how duplicate invoice numbers are handled for the client. For each of the "not allowed" options, duplicate PO/Reference Numbers cause a message to appear during purchasing indicating the duplicate PO#, the batch is set to Rework required status, and cannot be advanced to the next status until the issue is resolved. • Allowed (no edit): duplicate PO/Reference numbers are allowed for the client or debtor and no message is displayed. • Not allowed for member client: duplicate PO/Reference numbers within client are a no-buy. • Not allowed for master client: duplicate PO/Reference numbers within all clients linked to this client by master client are a no-buy. • Not allowed for member debtor: duplicate PO/Reference numbers within debtor are a no-buy. • Not allowed for master debtor: duplicate PO/Reference numbers within all debtors linked to this debtor by master debtor are a no-buy.
Notice of assignment required	Select this option to indicate that a notice of assignment must be sent to the debtors for this client prior to invoice purchase.
Credits and debits	Select this option to indicate that separate purchase transactions are required

Field	Description
can not be on the same purchase	for credits and debits. If a user attempts to enter credit and debit invoices in the same batch, a verification message is produced warning the user that the batch will be flagged in error. If this option is not selected, credit and debit invoices can be entered in the same purchase/schedule batch.
Absolute maximum invoice amount	Enter the highest dollar amount for an individual invoice purchase for this client.
Maximum balance W/O NOA	Enter the dollar amount of the highest A/R balance allowed for a debtor of this client if no notice of assignment is on file for the debtor.
Maximum balance on waived NOA	Enter the dollar amount of the highest A/R balance allowed for a debtor of this client if the notice of assignment requirement is waived.
Maximum invoice age	Enter the highest invoice age allowed for a client.
Modify	Click this button to save changes to the Invoice Rules panel.
Cancel	Click this button to cancel unsaved changes.

System Preferences

The following system preferences for this function are found in the Administration module, System Preferences, **Client rules/defaults, Defaults, Data entry** folder.

Preference	Description
Duplicate invoices	Select the system-wide default duplicate invoice option: • Not allowed • Not on same debtor or schedule • Allow on debtor but not on schedule
Duplicate purchase orders	Select the system-wide default duplicate purchase order option:

Preference	Description
	- Allowed (no edit): duplicate PO/Reference numbers are allowed for the client or debtor and no message is displayed. - Not allowed for member client: duplicate PO/Reference numbers within client are a no-buy. - Not allowed for master client: duplicate PO/Reference numbers within all clients linked to this client by master client are a no-buy. - Not allowed for member debtor: duplicate PO/Reference numbers within debtor are a no-buy. - Not allowed for master debtor: duplicate PO/Reference numbers within all debtors linked to this debtor by master debtor are a no-buy.

The following system preferences for this function are found in the Administration module, System Preferences, **Data entry behavior, Purchase entry, Field edits/actions** folder.

Preference	Description
Allow duplicate invoice numbers	Set to True to enable the Duplicate Invoices selection in the Invoice rules panel of the Client information screen. If this is set to False, duplicate invoice numbers are not allowed system-wide by default.

Client Information – Liens/Monitoring Panel

The Liens/monitoring panel is used to enter and display liens for which the client is liable. Click the **New** button to display the [Client Liens](#) screen, on which you can record lien information for the client.

Liens				
Date	By	Amount	Expire	Release

Field	Description
Grid	Displays any liens that have been defined for the client. Data displayed in the grid for each entry is:

Field	Description
	• Date: date on which the lien was issued or became effective. • By: lien-holder's name(the lender or lending institution). • Amount: the lien amount. • Expire: date on which the lien subordination to the lender expires. • Release: the release date of the lien.
Account Monitoring	This button opens the Monitor Requests screen and only appears if Lien Monitoring is enabled. See the Lien Monitoring User Guide.

Client Information – Load/Order Processing Panel

The Load/Order Processing panel is used to determine whether the client uses the Load Processor and/or Purchase Order Finance functions of FactorSoft, and provides for basic parameters for using these features.

Field	Description
Include in load processing	Select this option to include the client in the FactorSoft Load Processor Client List.
Allow hauler reference	Select this option to enable the Hauler list on the Add New Load screen in the FactorSoft Load Processor for the client.
Advance limit (%)	Enter the maximum percentage of the invoice purchase amount that can be advanced to the hauler.
Total Advances (\$)	Enter the maximum total dollar amount for advances for the client. A default value can be set in System Preference Load processing, Default total advance limit. This limit will apply to all new clients, unless overridden on the Load/order processing panel of the client Information screen.

Field	Description
	Another System Preference, Load processing, Total load limit treatment controls how the limit is applied. Select the desired option to determine how the limit established in the Total Advance (\$) field is applied: • Total load limit is hard and cannot be exceeded • Total load limit is soft and is only a warning • Total load limit is soft for authorized users (dependent on Security Role Load processor, Advances, override total load limit).
(Purchase order option)	Select the option that indicates how purchase orders numbers are used for this client: • Orders are never entered: Select this option to indicate that this client will not use purchase order finance. This option overrides the system-level option for this client only, and hides the purchase order processing options when this client is selected in the Client List. • Orders are required: Select this option to indicate that an order number must be selected from the Ref list in the Purchase/Schedule Batch screen in order to complete the entry of a new purchase batch. If the user attempts to complete a batch without selecting an order number, an error message is produced and the batch cannot be completed. • Orders are not required: Select this option to indicate that purchase order financing is enabled for this client, but a purchase order need not be selected from the Ref list in the Purchase/Schedule Batch screen to complete the entry of a new purchase batch.
Allow advances on purchase orders (P.O. Finance)	Select this option to indicate that purchase order financing is enabled for this client. This option activates the P.O. Advance screen for the client.
P.O. advance limit (%)	Enter the percentage rate of the purchase order total that can be advanced for the client. This is applied to the P.O. total in the same way that the advance rate for invoices is applied to the invoice total.
Total Advance (\$)	Enter the dollar amount to which to limit the total advances to the client The manner in the limit is applied is determined in System Preference Data entry behavior, Order processing, Over total advance handling, with the following options available:

Field	Description
	- Limit is hard and cannot be overridden - Limit is soft and is only a warning - Limit can be overridden by authorized user
Modify	Click this button to save changes to the Load/order processing panel.
Cancel	Click this button to cancel unsaved changes.

Client Information – Min Cash Reserves Panel

The Minimum Cash Reserves panel on the Client Information screen allows you to specify a client's minimum reserve amount, the minimum percentage of A/R balance, and the percentage of largest debtor balance. The system will return a warning to notify the user if they attempt to release reserves that will reduce the **Available for Release** amount to an amount below the minimum reserve requirement.

In addition to the warning, a Security setting (**Client Summary, Reserve release, Allow an amount in excess of available for release**) alerts the user making an attempt to release if sufficient reserves are not on-hand, and stops the user from processing the disbursement.

Additionally, you can also elect to include the escrow reserves and/or the miscellaneous reserves.

Min. cash reserves

Minimum reserve amount:
% available collateral:
% largest debtor balance:

☐ Include escrow reserves
☐ Include miscellaneous reserves

Fields	Description
Minimum reserve amount	Enter the minimum dollar limit amount for cash reserves, beyond which reserve release generates a warning and/or prevents release.
% available collateral	Enter the minimum percentage of the available A/R balance to be used as the limit for reserve release.
% largest debtor balance	Enter the maximum percentage of the largest individual debtor balance to be used as the limit for reserve release.
Include escrow reserves	Select this option to include balances in escrow reserves in the calculation.

Fields	Description
Include miscellaneous reserves	Select this option to include balances in miscellaneous reserves in the calculation.
Modify	Click this button to save changes to the Minimum Cash Reserves panel.
Cancel	Click this button to cancel unsaved changes.

System Preferences

The following system preferences for this function are found in the Administration module, System Preferences, **Client rules/defaults, Ineligibility/summary calculation, Release tab**.

Preference	Description
Over available for release	Set the option that determines how reserve release above the limit is handled: • No edit • Do not allow • Allow for authorized user only with a warning • Allow for authorized user only without a warning

Client Information – Minimum Commission Panel

Once Minimum Commission is set up in the Administration module, the minimum commission panel displays on the Client Information screen. The Minimum Commission panel allows you to define and track Minimum Fees (Commission) at the Client level as well as for a group of Clients.

The screenshot shows the 'Minimum Commission' panel with three tabs: 'Plan', 'Included Accounts', and 'Included Clients'. The 'Plan' tab is active. It contains the following fields and controls:

- Plan Type:** A dropdown menu set to 'Quarterly'.
- Start Date:** A date picker set to 'April' 2021.
- End Date:** A date picker set to 'April' 2022.
- Annual Amount:** A text input field containing '250'.
- Carry Forward:** An unchecked checkbox.
- Delete Plan:** A button.

Fields	Description
Plan tab	
Plan Type	Select a Plan Type that is used to calculate the minimum commission fee. • Monthly • Quarterly • Semi-Annually • Yearly • Annually
Start Date	Select the month to start the minimum commission calculations and enter the year (Format: YYYY) to begin in the field next to the Start Date month.
End Date	Select the month to end the minimum commission calculations and enter the year (Format: YYYY) to end in the field next to the End Date month.
Annual Amount	Define the Minimum Commission amount in terms of <i>yearly</i> Commission. For example, if the Monthly Average is 500.00, the Minimum Amount field should display 6,000.00
Carry Forward	Check this box to flag this plan is a Carry Forward plan. This means that if the Borrower exceeded the Minimum Amount within the plan specifications, the system would calculate the difference between actual Earnings and Minimum amount and “carry forward” the credit amount to the next period. The carry forward credit can be used to offset periods where the Borrower did not meet the Minimum Amount.
Modify	Click this button to save the plan and enable the Included Clients tabs. An Account must be selected to be included with the plan.
Delete	Click this button to delete the plan.

Minimum Commission

Plan | Included Accounts | Included Clients

Account: 301060 - Commission - Minimum Add Remove

AcctNo	Descr
104	Carrier Payment Fees
105000	Factoring Cash
301030	Commission - Change of Terms
301060	Commission - Minimum

Fields	Description
Included Accounts tab	
Account	drop-down to select the appropriate Accounts that should be included in the analysis of Minimum Commissions. An account must be included to save the minimum commission plan. This drop-down is populated by Tables > Accounting > Accounts table.
Add	Choose an Account from the drop-down and select Add to add it to the minimum commission calculations.
Remove	Choose an Account from the grid and select Remove to remove it from the minimum commission calculations.
Grid	
AcctNo	Displays the Account Number of the Account in the minimum commissions calculations.
Descr	Displays the name of the Account.

Minimum Commission

Plan | **Included Accounts** | Included Clients

Client: RM Enterprise (RM1234) Add Remove

ClientNo	Name
AGC	Amanda Test Client
L4545	Laura Member
RM1234	RM Enterprise

Fields	Description
Included Clients tab	
Client	drop-down to select the appropriate Clients that should be included in the analysis of Minimum Commissions. This drop-down is populated by Master/Member relationships. If the Client is not associated to other Clients, this drop-down may be blank.
Add	Choose a Client from the drop-down and select Add to add it to the minimum commission calculations.
Remove	Choose a Client from the grid and select Remove to remove it from the min-

Fields	Description
	imum commission calculations.
Grid	
ClientNo	Displays the Client number.
Name	Displays the name of the Client.

Client Information – Misc Data Panel

Use this panel to add miscellaneous data elements to the client record for use on letters. The data elements are created in the Miscellaneous Data Elements table. Click the link for more information about using [Miscellaneous Data Elements](#).

Misc. data	
Element	Value
Element 2	---
test element	---

Field	Description
Grid	The grid lists the data elements defined in the Miscellaneous Data Element table for the Client Information screen, and the Value assigned to the data element, if applicable.
Modify	Click this button to display the Set Element for a Client screen, on which you can add, change, or clear the value for the data element.

Client Miscellaneous Data Elements for Letters

Client Miscellaneous Data Elements values have been added for use with letters. Use the Miscellaneous Data Elements Table to create user-defined data elements for selection on the Client Information Screen:

To create Client Miscellaneous Data Elements and use them in a letter:

1. Create the Data Element name in the Miscellaneous Data Element Table (in Client & Debtor menu of the Tables module):

- Click the **New** button.
- In the **Show elements used on the list**, select **Client information screen**.
- In the **Element** field, enter a unique name for the miscellaneous data element.

This is the exact name that will be used in the Word Document letter template.

Miscellaneous Data Element Table

Show elements used on the: Client information screen

Element..	Edit	Size

Element: Client Misc Data

Edit: Any data

Size: 50

☐ Show on client analysis report

☐ Show on client change report

New, Delete, Help, Create, Cancel

- Complete the remaining fields as required.
- Click **Create**.

2. Create a value for the Miscellaneous Data Element in the Misc Data panel of the Client Information:

- Select the Element from the list.
- Click **Modify**.

The Set Element for a Client screen appears.

- In the **Value** field, enter the value to print in the letter for the miscellaneous data element.

The screenshot shows the 'Client Information For ABL Client (ABL)' window. The 'Misc. data' section is active, displaying a table with 'Element' and 'Value' columns. The 'Client Misc Data' element is selected. A 'Set element for a client' dialog box is open, prompting the user to set or modify the value for 'Client Misc Data' on client 'ABL Client'. The 'Value' field in the dialog contains 'Test Value'.

- Click **OK** to save the value for the data element.

3. In the Word template for the letter, enter the miscellaneous data element name in “angle brackets” (i.e., less and greater than symbol) in the position where you want the value for the element to print.

For example, you would enter **<Client Misc Data>** for the above example in the Word template to print the value “Client Test Value” for client BBS Trucking.

Client Information – Misc Information Panel

Use this panel to enter or view additional information about the client.

Field	Description
Misc Information	Enter free-form text for any additional information you wish to record about this client. This field can contain as many characters as you wish. Press the Enter key to start a new line within the message box.
Modify	Click this button to save changes to the Miscellaneous Information panel.
Cancel	Click this button to cancel unsaved changes.

Client Information – Participation Panel

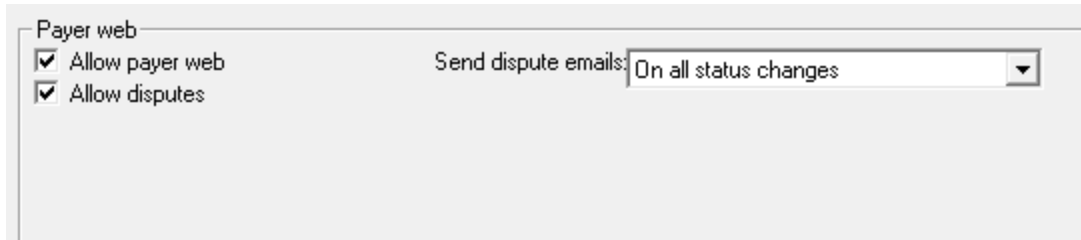
The **Participation** panel allows you to identify participants or partners that have a financial share in transactions for this client for the purpose of sharing the risk and revenue. Participants and their participation percentage are listed on the Participation report. Accounts used in participation agreements are assigned to an account group in the *G/L Accounts Table* screen.

Field	Description
Participant	Select the participant name from the list. Participants are defined in the Participant List, which is accessed from the Office Menu of FactorSoft.
Participation type	Select the participation type for this participant: • None • Funding Participant
Participation %	Enter the percentage to be allocated to the participant.

Field	Description
Modify	Click this button to save changes to the panel.
Cancel	Click this button to cancel unsaved changes.

Client Information – PayerWeb

Use this panel to establish client specific PayerWeb preferences for their associated Debtors.



The screenshot shows a panel titled "Payer web". It contains two checked checkboxes: "Allow payer web" and "Allow disputes". To the right, there is a label "Send dispute emails:" followed by a dropdown menu currently displaying "On all status changes".

Field	Description
Allow payer web	Select this option to indicate that the debtors for this client are authorized to view this client's invoices on the PayerWeb and/or Web Portal.
Allow disputes	Select this option to indicate that the debtors for this client are authorized to dispute this client's invoices on the PayerWeb and/or Web Portal.
Send dispute emails:	Make a selection for when to send emails on disputed invoices: • On all status changes • On approval only • Never

Client Information – Payment Terms Panel

Use this panel to establish client specific payment terms. Any selections made on this panel override any corresponding values in the Client Terms selected for this client.

Payment terms

☐ Pay rebates on collection ☐ Do not allow cash posting

☐ Do not calculate fees on float

☐ Bulk diluted invoices / automatically generate c/b

☐ Calculate collection fees on negative invoices

Maximum data entry write off: Bank state:

Client risk %:

Factor risk %:

Field	Description
Pay rebates on collection	Select this option to indicate that you want to pay rebates to this client automatically upon collections instead of holding the money in the cash reserve.
Allow installments	Select this option to indicate that the debtors for this client are authorized to pay invoices in installments.
Do not calculate fees on float	Select this option to indicate that future payments for this client are exempt from the float day fees established on the Client Terms Float Days panel.
Bulk diluted invoices/ automatically generate c/b	Select this option to indicate that all diluted invoice purchases for the client are bulked.
Calculate collection fees on negative invoices	Select this option to calculate collection fees on negative dollar amount invoices. When fees are held in escrow, this option is used in combination with the Do not calculate purchase fees on negative invoices on the Purchase terms panel of the Client Information screen to prevent fees from being charged on negative invoices at collection . If the intention is to never charge fees on negative invoices (that is, never realize fees on negative invoices at purchase or collection), both options must be selected. This option is only available if System Preference Data entry behavior, Cash posting, Fee calculation, Calculate collection fee on negative invoices is set to Determined on client information screen.
Do not allow cash posting	Select this option to indicate that cash posting is not allowed for the client.
Maximum data entry write off	Enter the dollar amount of the highest possible write-off amount when posting payments on the Post Payments (F6) screen.

Field	Description
Bank state	Enter the client state for float day calculations.
Modify	Click this button to save changes to the panel.
Cancel	Click this button to cancel unsaved changes.

System Preferences

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

Preference	Description
Allow installment arrangements	Set to True to enable the Allow installments option. If set to False , the Allow installment options does not appear on the Payment Terms panel.

Client Information – Policy Exceptions Panel

The Policy Exceptions panel allows you to specify any exceptions to policy that this client may be granted.



Field	Description
Policy exceptions	Enter free-form text for any policy exception information you wish to record about this client. This field can contain as many characters as you wish. Press the Enter key to start a new line within the message box.
Modify	Click this button to save changes to the Policy Exceptions panel.
Cancel	Click this button to cancel unsaved changes.

Client Information – Posted Statements Panel

The Posted Statements lists all statements generated for the client in chronological order. The information listed includes:

Posted statements		
Date posted	Statement	Journal #
1/31/2020	CliStmt	Z011614
12/31/2019	CliStmt	Z010434

Field	Description
Date posted	The date on which monies were posted.
Statement	The type of statement printed for the client.
Journal #	The journal entry number (check#) generated in FactorSoft.

Client Information – Purchase Approvals Panel

The Purchase Approvals panel allows you to set the approval rule for the Account Executive and/or Manager for the client, as well as the Concentration Warning Percentage.

Purchase Approval is defined per client and applies to purchase transactions for that client. The Purchase Approvals tab is used to customize approval settings. The rules are configured in the Approval Rules table, and then activated for the AE and/or Manager for the client on this panel.

Note that the Security Role assigned to the FactorSoft user determines the level of approval access for that user. The specific Security Roles in the **Data entry, Purchase approval** folder are:

Manager for approval purposes – allows user to approve a batch as a manager
Use approval function – allows user to approve batches
Use approval function for buys assigned to other A/E – allows user to approve buys for other A/E's.

Purchase approvals	
A/E purchase approval rule:	Clear
Manager purchase approval rule:	Clear
Concentration warning percentage:	

Field	Description
AE purchase approval rule	Select the purchase approval rule to apply for Account Executives. The rules are defined in the Client Approval Rules table.
Manager purchase	Select the purchase approval rule to apply for Managers. The rules are defined

Field	Description
approval rule.	in the Client Approval Rules table.
Concentration warning percentage	Enter the concentration percentage at which a warning is produced on the purchase approval report. If the value in this field is anything other than zero, any invoice (in the invoice approval function), plus input or held invoices for a master debtor that has a beginning balance with concentration equal to or greater than this value will receive an additional warning comment. When the concentration consisting of the current A/R plus the data in the current purchase batch is equal to or greater than the warning concentration level a warning will be added to the relevant line on the purchase approval report.

System Preferences

The following system preferences for this function are found in the Administration module, System Preferences, **Client rules & defaults, Rules** folder.

Preference	Description
Require manager approval before using	Set to True to require manager approval for purchases.

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

Preference	Description
Manager sign-off overrides A/E signoff	Set to True to allow manager (i.e., with Security Role Data entry, Purchase approval, Manager for approval purposes set to Yes) to approve purchases even if the A/E has not approved the purchase. If set to False, the manager can approve the purchase, but the batch will remain in a status of A/E sign-off required.

Client Information – Purchase Info Panel

The Purchase Information panel allows you to specify the information that appears on the Purchase report.

Purchase info

Show signature lines on report: ☐ Data only from transfer

Purchase document: ☐ Never transfer data

Deliver by: ☐ Original invoice required

Watermark outgoing invoices: ☐ Accept addl shipping info

☐ Show banking information

Field	Description
Show signature lines on report	Enter the number of signature lines to appear on the Purchase report for the client.
Purchase document	Used to assign the Reports Module name for the Purchase Report for this client.
Deliver by	Select the delivery method for the client. Delivery methods are defined in the Deliver By table.
Watermark outgoing invoices	Select the type of Watermark to appear on outgoing invoices. See the System Preferences below to style the watermark. Note: This drop-down list is set in Tables > Statements & Letters > Statement Text Table .
Data only from transfer	Select this option to indicate that the client only receives input data in Fact-orSoft from data transfers, processed via the Transfer function of the Export module. Selecting this option disables the Purchase/Schedule Batch, Payment Cash Report Batch, and Adjustment Batch screens for the client.
Never transfer data	Select this option to exclude the client from the data transfer function of the Export module.
Original invoice required	Select this option to require the original invoice of the client for the Purchase Report.
Accept additional Shipping info	Enables the additional Shipping Logistic Information data elements on the New Purchase/Schedule Batch screen at invoice data entry. This feature is enabled by setting System Preference Data entry behavior , Purchase entry, Data elements, Allow gross details to True . See the Invoice Purchasing chapter of the FactorSoft Users Guide for more details on the Shipping Logistics data elements.
Show banking information	Select this option to display the Bank name, ABA number, and account number of the default bank account for the client on the Purchase report.

Setting Up Custom Watermarks

Use the following system preferences in the **Data entry behavior, Invoice Delivery, Coverpage Settings** folder to style watermarks on outgoing invoices.

Preference	Description
Watermark invoices message	Select the statement text name to use as the annotation/watermark text. The statement text names are set up in the Statement Text Table in the Tables module. Note that this preference is the same as the Client rules/defaults, Defaults, Data entry, Watermark invoice message preference. Setting either of these preferences sets the other to the identical value.
Watermark invoices position	Select the position on the invoice image at which to place the annotation/watermark text: • Center • Center Left • Center Right • Top Left • Top Center • Top Right • Bottom Left • Bottom Center • Bottom Right
Watermark text font size	Set the font point size for the annotation/watermark text. It is recommended to keep this value between 12 and 35.
Watermark text color	Select the font color for the annotation/watermark text:

Preference	Description
	• Black • Grey • Blue • Green • Red • Yellow • Orange
Watermark opacity	Enter the opacity level for the watermark on the cover page. Values are between 0.3 and 1 with 1 being 100% full saturation. It is recommended to keep this value low in the event it is positioned over text on the invoice. The lower the number, the more transparent the watermark is on the cover page.

Client Information – Purchase Terms Panel

The Purchase Terms panel is used to set client-specific purchase terms. Any selections made on this panel override corresponding values in the Client Terms selected for this client.

Purchase terms

☒ Do not calculate purchase fees on negative invoices

☒ Do not hold reserves on negative invoices

☐ Default is no advance on purchase

☐ Allow trade discount terms

☐ Capture discounts at purchase

Default early pay discount rate (%): Days: ☐ On input, use debtor code instead of client reference

Min fee/invoice:

Expected dilution (%):

Default due days: ...

Recourse days: ☐ No recourse

DSO add on days:

Field	Description
Do not calculate purchase fees on negative invoices	Select this option to indicate that fees are not calculated on negative invoices. Note that if fees are being held in escrow, a fee is charged on negative invoices at collection when this option is selected. If the intent is to never charge fees on negative invoices, you will also need to set the Calculate fees on negative invoices option on the Payment terms panel of the Client Information screen, which will enable FactorSoft to account for the collection fee on negative invoices.

Field	Description
Do not hold reserves on negative invoices	Select this option to indicate that reserves are not held on negative invoices.
Default is no advance on purchase	Select this option to indicate that automatic disbursements are not created on invoice purchases for this client.
Allow trade discount terms	Select this option to indicate that the purchases for this client are eligible for discount terms defined in the Trade Discount Terms table.
Capture discounts at purchase	Select this option to capture early pay discounts at purchase. To use this option: • System Preference Data Entry Behavior, Purchase Entry, Data Elements, Accept early pay discount information must be set to True • Specify the Discount write off account on the General Accounts tab of the G/L Account Group screen in the Accounting menu of the Tables module. • Specify the Discount not taken, Held for discount, Earned discount, and Unearned discount accounts on the Reserve Accounts tab of the G/L Account Group screen in the Accounting menu of the Tables module • Default early pay discount rate (%) and Days must be specified When a schedule is purchased for the client, Early rate and Early days fields appear on the Schedule Batch screen. These fields display the default rate and days specified in the Default early pay discount rate (%) and Days fields, and can be over-typed with ad hoc discount rate and days if so desired. When making a payment on the invoice on the Post Payments screen (F6), the discount is displayed in red and the amount of the payment to be applied to the payment is displayed in the Write/off chargeback along with the abbreviation for the discount write-off account.

Field	Description
Default early pay discount rate (%)	Enter the discount rate that your client extends to the debtor for payments made before the invoice's due date.
Days	Enter the number of days before the invoice's due date that the discount your client extends to the debtor is applicable.
Min fee/invoice	Enter the dollar amount of the minimum fee to be charged per invoice for this client.
Expected dilution (%)	Enter the expected dilution percentage for the client portfolio expected dilution rate. The dilution rate is the expected chargeback rate, based on previous short pays. To reduce Purchase Fee and Advance Amount by anticipated dilution, select the Reduce Fee Basis by Anticipated Dilution option on the Purchase Fee panel of the Client Terms selected for this client. NOTE The reduction will not apply to Collection Fees or any other fees outside of the Purchase Fee and Advance Amount.
Default due days	Enter the number of days after which an invoice is past due. This option is used when the client's invoices are aged on due date basis, as opposed to invoice date aging, you can determine the day after which an invoice is past due, and decide whether the invoice is due from the first of the month (FF) or the end of the month (EOM) by selecting the applicable calculation method from the adjacent drop-down list.
Recourse days	Enter the number of days after which invoices for this client become available for recourse. This setting overrides the recourse days set in the Client Terms selected for the client.
No recourse	Select this option to indicate that recourse action is not used for this client's invoices.
DSO add on days	Enter the number of days to add to days sales outstanding (DSO) for calculation of disbursement fees. This option is only used if the Fee logic on the Disbursement Fees panel of the Client Terms selected for the client is set to Rate calculated is per day, days are based on DSO plus client add-on. DSO is calculated as $(\text{Avg AR} / \text{Sales}) * \text{Days}$. For example, assuming the following figures:

Field	Description
	• Avg AR = 100,000 • Sales = 500,000 • Days = 365 days/year (optionally, you can elect a 360 day year) Therefore, $DSO = (100,000 / 500,000) * 365 = 73$ FactorSoft also calculates AR Turn (a measure of how quickly the client's AR is collected). AR Turn is calculated as $DSO / Days$. In the above example, AR Turn is calculated as $73 / 365 = 0.2$.
Modify	Click this button to save changes to the panel.
Cancel	Click this button to cancel unsaved changes.

System Preferences

The following system preferences for this function are found in the Administration module, System Preferences, **Client rules/defaults, Defaults, Data Entry** folder.

Preference	Description
Do not calculate fees on negative invoices	Set to True to never calculate fees on negative invoices. Set to False to always charge fees on negative invoices. The new default value does not affect existing clients, but all new clients created thereafter.
Do not hold reserves on negative invoices	Set to True to never hold reserves on negative invoices. Set to False to always hold reserves on negative invoices. The new default value does not affect existing clients, but all new clients created thereafter.
Client days/due (zero for none)	Set the number of days due to use as the default for due day aging if no days are entered during data entry.

Client Information – Red Flag Rules Panel

The Red Flag Rules panel displays all red flag rules defined in the Red flag Rules table and indicates whether the rule is active or inactive for the client.

Red flag rules		
Rule name	Type..	Active
60 days Past Due	Client past due based on due date	Yes
CHARGEBACKS EXCEED % CAP	Client chargebacks exceeded X% of gross A/R	Yes
Dilution	Factoring dilution increase	Yes

Field	Description
Rule name	Displays the name of the rule as defined in the Rule Name field of the Red Flag Rules table.
Type	Displays the rule type of the rule as selected for the rule in the Rule Type field of the Red Flag Rules table.
Active	Indicates whether the rule is active (Yes) or inactive (No) for the client. To change the setting, double-click on the line-item.

Client Information – Statement Terms Panel

Use this panel to establish client specific statement terms. Any selections made on this panel override corresponding values in the Client Terms selected for this client.

Statement terms

Volume rebate table:

Statement close day:

Guarantee type:

Guaranteed amount: Months:

Field	Description
Volume rebate table	Select the volume rebate definition for monthly purchases for client. Volume rebates are defined in the Volume Rebate Table.
Statement close day	Enter the day of the month that closes the statement cycle. Entering "31" will make the statement close date the last day of the month for all months.
Guarantee type	Select the basis for the guarantee of sales for the statement period: - Sales - Earned Fees

Field	Description
Guaranteed amount	Enter the total sales or earnings amount guaranteed to be sold by the client over the period specified in Months.
Months	Enter the number of months over which the sales or earnings guarantee applies.
(Notes)	Enter any notes specific to the statement terms for the client.

Client Information – Termination Panel

The Termination panel is used to record termination details for a client, should your relationship with the client cease.

Field	Description
Term date	Enter the termination date for the client.
Non-accrual date	Set the non-accrual date through which to calculate fees for payments and overnight accruals that are processed, if this date is later than the payment date.
Code	Select the applicable dispute code for the client termination. Dispute codes are defined in the Dispute Codes Table.
Description	Enter free-form text for additional information relating to the termination of the client.

Client Information – Verification Panel

The Verification panel is used to enter or view verification instructions for the client during the purchase process.

NOTE

Access to these fields can be limited by security elements in the Administration module. A user role

can be configured that allows the user to update the **Instructions** field only.

To configure a role with these permissions, set the Security Role **Client Information, Verification, Update verification instructions** to **True**, and role **Client Information, Verification, Update verification** to **False**. If **Update verification** is set to **True**, the user has permissions to update all fields on the panel regardless of the setting of **Update verification instructions**.

For more information on Security Roles, refer to the Defining Security Roles chapter in the FactorSoft Administrator's Guide.

Verification

☐ Pre-purchase verification required

Only verify invoices over:

Verification ratio:

Instructions:

Field	Description
Pre-purchase verification required	Select this option to indicate that invoice verification must be performed by a system administrator or account executive prior to approval and purchase.
Only verify invoices over	Enter the dollar amount at which invoices must be verified prior to purchase.
Verification ratio	Enter the percentage of invoices that must be verified prior to purchase. The manner in which this ratio is applied when the user attempts to verify invoices is determined by System Preference Data entry behavior, Purchase verification, Verification ratio handling.
Instructions	Enter verification instructions to be displayed on the Verification screen when verifying invoices for this client.

System Preferences

The following system preferences for this function are found in the Administration module, System Preferences, Client Rules & Defaults, Edits Verification folder.

Preference	Description
Allow limit fields without requiring pre-	Set to True to allow access to the verification limit fields without regard for the setting of the pre-purchase verification option.

Preference	Description
purchase verification	

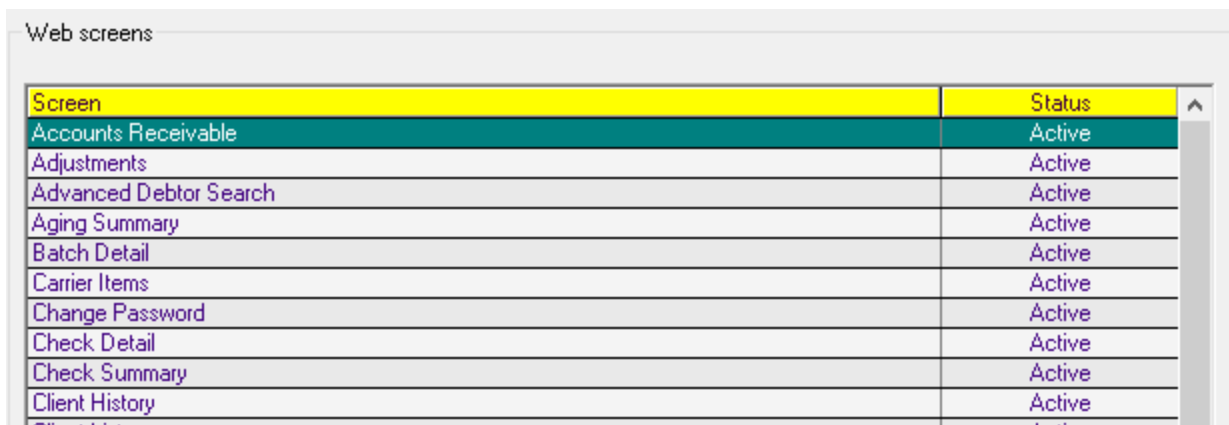
The following system preferences for this function are found in the Administration module, System Preferences, Client Rules & Defaults, **Rules** folder.

Preference	Description
Do not lightup verification instructions	Set to True to not highlight the Instructions field when the user clicks in this field.

Client Information – Web Screens Panel

Allowing a client to access and use the ClientWeb is actually a matter of two distinct steps: granting access and setting screen permissions. Access is granted by via a checkbox on the Client Information screen and by setting a password for the client on the Control profile. Permissions are set via the Client Information Web Screens panel.

Think of ClientWeb permissions as granting access to—or restricting access from—each screen that you have made available in your ClientWeb interface.



Screen	Status
Accounts Receivable	Active
Adjustments	Active
Advanced Debtor Search	Active
Aging Summary	Active
Batch Detail	Active
Carrier Items	Active
Change Password	Active
Check Detail	Active
Check Summary	Active
Client History	Active
Client List	Active

Field	Description
Allow web chat	Not used.
Show credit limit on invoice authorization web screen	Select this option to enable the credit limit to be displayed on the
Screen	Lists the available Client Web pages.
Status	Displays the status of each available screen for the client. Double-click a line

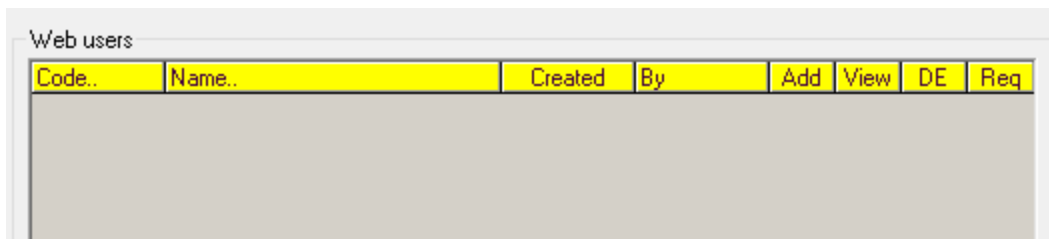
Field	Description
	item to change its status. - Active: indicates that the page is enabled in ClientWeb for this client. - Inactive: indicates that the page is not available in ClientWeb for this client.

Client Information – Web Users Panel

This panel lists all client users set up to access ClientWeb and to upload invoice and debtor data via the Internet.

Clients are given permission to access ClientWeb from the Allow web access option in Client Information upper fields. The user name is the Client Code, and the password is defined in the Web access P/W field of the Control panel of the Client Information screen. This user name will then have authority to create new users for ClientWeb access to the client's information.

All of the client's users (the company user and any users created by the company user) are displayed in a view-only list that displays the following information:



Web users							
Code..	Name..	Created	By	Add	View	DE	Req

Field	Description
Code	The user name for the user.
Name	The name defined for the user in ClientWeb.
Created	The computer processing date on which the user name was created.
By	The user that created the web user name.
Add	Indicates whether the user name has rights to add users in ClientWeb.
View	Indicates whether the user name has rights to view the User List page in ClientWeb.
DE	Indicates whether the user name has data entry rights in ClientWeb.
Req	Indicates whether the user name has rights to request distributions in Cli-

Field	Description
	entWeb.

Client Information – Write Invoices Panel

The Write Invoices panel is used to set parameters for writing debtor invoices on behalf of your clients.

Write invoices

Next client invoice #:

Default invoice terms:

☐ Automatically write all invoices

Invoice Terms

Invoice Items

Field	Description
Next client invoice #	Enter the next invoice number for the client. Thereafter, FactorSoft will create the next sequential invoice for each newly written invoice, and display the next invoice number in this field..
Default invoice terms	Enter the default invoice terms for the client.
Inv Terms	Click this button to open the Invoice Terms screen, on which the default terms can be further defined for the debtors of the client.
Inv Items	Click this button to open the Invoice Items screen, on which the merchandise or services to be included on invoices can be defined.
Automatically write invoices	Select this option to generate invoices for the client in the Write Invoices function upon purchase of a batch from the Manage Pending Purchases (F8) screen. To use this functionality, set System Preference Data entry behavior, Write invoices , Allow automatic invoice writing to True .
Modify	Click this button to save changes to the panel.
Cancel	Click this button to cancel unsaved changes.

System Preferences

The following system preferences for this function are found in the Administration module, System Preferences, Data entry behavior, Write invoices folder.

Preference	Description
Use write invoices	Set to True to enable the Write Invoices functions.

Add New Contact/Contact Information

The Contact Information screen is used to create a new business contact for the client or customer/debtor, or to view or modify an existing one. This screen can be accessed from the New or View buttons on the Contacts Panel of the Client Information or Debtor Information screen.

Add New Client Contact

Company: Amanda Test Client

First, Last Name:

Title:

Address:

City, State, Zip:

Country:

Email:

Ownership %:

Comments:

Phone:

Extension:

Fax:

Cell:

☐ Authority ☐ Cng Rept

☐ Attention ☐ Guarantor

☐ Notices ☐ Inactivate

☐ Web Access ☐ Web Admin

Create Audit Cancel Apply Help

Field	Description
First, Last Name	The contacts first and last names (separate fields).
Title	The business title of the contact.
Address	The first two lines of the street address for the contact.
City, State, Zip	The city, state, and Zip Code/Postal Code components for the contact address (separate fields).

Field	Description
Country	The country component for the contact address.
Email	The email address for the contact. 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
Ownership %	The percentage of ownership in the client business that the contact has, if applicable.
Phone	The contact's primary phone number. If you have FactorSoft Auto Dialer enabled, you can call the contact by clicking on the phone icons next to the debtor's primary or secondary phone numbers.
Extension	The contact's primary phone number extension.
Fax	The contact's fax phone number.
Cell	The contact's mobile phone number.
Authority	Select this option to indicate that the contact has authority within the client organization; for example to sign off or verify invoices.
Attention	Select this option to include the contact's fax or email address when sending notices, reports, or statements. To address several contacts within the organization, check each contact's Attention box. Depending on the main contact's report preferences, FactorSoft

Field	Description
	automatically includes the contacts' email addresses or fax numbers when generating outgoing reports.
Notices	Select this option to indicate that the contact is the recipient of notices of assignment for the organization.
Cng Rept	Select this option to send the Client Change Report to selected client contacts when the report is generated. When the report is generated, it is transmitted to the client contact. If there is not data for a client, a message indicating that no data was generated is transmitted to the client. Transmittal occurs as follows: send via email if there is an email address on the contact record. If there is no email, send via fax if there is a fax number.
Guarantor	Select this option to indicate that the contact is the guarantor of the customer/debtor organization.
Inactivate	Select this option to indicate that the contact is no longer active for the customer/debtor.
Web Access	Select this option to indicate that the contact should have access to the Web Portal.
Web Admin	Select this option to indicate that the contact should have Admin access to the Web Portal.
Inv Delivery	Select this option to email Invoice Delivery packages for the debtor to the contact. Note that this option only appears for debtor contacts.
Comments	Enter additional contact related information as required.
Create/Update/Verify	This button is used to complete add, update, and delete actions on the Customer/Debtor Contact screen. • Create: Complete the addition of a new entry. • Modify: Complete an update to an existing entry. • Verify: Confirm and complete the deletion of an existing entry.
Audit	Click this button to open the Contact Audit History screen, which provides a record of changes made to a contact record.

Field	Description
	Note that the audit is specific to the contact and can be accessed only from the Add New or View/Edit Existing Contact screens. The Audit function from the Client Information and Debtor Information screens does not contain the contact audit items.
Cancel	Click this button to close this screen.
Apply	Click this button to save the screen without closing.
Phone Log	Click this button to access the call log. This option only applies if the FactorSoft Auto Dialer is enabled.

Security Roles

To view and update the Contacts form, the following Security Role needs to be set to **YES**, **Security Roles > Contacts > Access**:

- Add new contacts
- Delete contacts
- Contacts information (update)
- Contacts information (view)
- Allow Users to Update Web Access
- Allow Users to Update Web Admin
- Contact List

Debtor List (F5)

The Debtor List screen displays all current debtors. Debtors are created in the Add New Debtor (F12) screen, and can be added from various other data entry screens, such as the Schedule Batch screen.

Customer List (F5)

Name: ADAIR Customer #: City: State: Zip: Load

Client: Amanda Test Client (AGC) Q Clear

Name >	Customer #	City	Country	Phone
Adair Tire	AT	Birmingham, 35180	United States	(205)123-4567
Adair Tire 1	AD1	Birmingham, AL 35180-1111		(222)111-1111
Adair Tire 2	AD2	Mooring, Alaska 36387		(555)555-5555

New Relationship Aging / Summary

Customer Information Create New Customer Delete Relationship Double-Click to Bring Up Customer Information Help

Field	Description
Name	Enter a character or combination of characters to display customer/debtors with names matching the letters entered.
Debtor #	Enter characters/numbers to display debtors with Debtor codes that contain the entered value.
City	Enter characters to display customer/debtors with a city that contains the entered value.
State	Enter characters to display customer/debtors with a state that contains the entered value.
Zip	Enter numbers to display customer/debtors with a zip code that contains the entered value.
Load	Click this button (or press Enter on your keyboard) to execute the search for customer/debtors with names, Debtor #, city, state, and/or zip that are a partial or exact match to the letters entered in the search fields. Note: The Debtor List will display up to 500 Debtor records at a time. Refine search criteria when needed.
Client	drop-down to select the client. For Client Search Window, available when System Preference > Fields/Screen Behavior > Miscellaneous > Use Client Search instead of dropdowns is set to True. Select the  magnifying glass icon to open the Search window and begin typ-

Field	Description
	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 or Clear to clear the field. TIP Choosing Contains will allow users to search by Client Code. Click the Clear button to remove the selection.
(Grid)	List the customer/debtors with the following data. Click column headings to sort results. Double-click an entry to see the Customer/Debtor Information screen for the selected debtor. • Name: the customer/debtor name • Debtor #: the debtor code from debtor information header • City: the city, state, and ZIP/Postal code from the debtor address • Country: the country from the debtor address • Phone: the primary phone number for the debtor
Debtor Information	Select a debtor from the grid and click this button to display the Customer/Debtor Information screen for the debtor.
Create New Debtor	Click this button to display the Add New Debtor (F12) screen.
New Relationship	Click this button to create a relationship between the selected client and another debtor. A search box, debtor display list, and Motor Carrier # fields appear. Enter a character or combination of characters to display customer/debtors with names matching the letters in the list box. Alternately, you can enter the motor carrier number or partial number to display debtor records with matching motor carrier numbers. Select a debtor and click Process to create the relationship. This button is only displayed if a client is selected in the Client selection field.
Aging/Sum-	Select a debtor and click this button to display the Debtor Aging screen for the cli-

Field	Description
mary	ent/debtor relationship. This button is only displayed if a client is selected in the Client selection field.
Delete Relationship	Select a debtor and click this button to delete the relationship. The relationship must be unused to be deleted – relationships with activity cannot be deleted.

NOTE

You can define the columns in the Debtor List grid from the Debtor List/Search screen tab of the User Preferences screen.

Security Roles

To view the Debtor List screen, the following Security Role needs to be set to **YES**:

- **Security Roles > Debtor Information > Access > View Debtor List**

Debtor Information

The Debtor Information/Add New Debtor screen serves as a template for creating new debtors that can be used to enter a customer or debtor's demographic and financial details to the system , and for viewing or modifying information about existing debtors.

The data contained on this screen serves as the basis for every debtor transaction. The screen contains upper fields and a panel list, which provides access to the individual data panels that contain the bulk of the data associated with the debtor.

To add a new debtor, select **Add Debtor** from the **File** menu, or click the F12 button. If you wish to view or modify an existing debtor, open the Debtor Information screen from the Debtor List or Summary Aging screen.

Upper Fields

The upper fields contain basic debtor information, such as the debtor's name, optional code, credit limits, Standard Industrial Classification code (SIC), and report printing preferences.

Field	Description
Code	If your accounting applications refer to a debtor by code or number, enter its numeric or alpha designation here to enable interface with the program. You can also use debtor codes when dealing with duplicate debtor names. This allows you to differentiate debtors using identical names within the Debtor List. To view this debtor code on the Debtor List, select the Debtor Code option in User Preferences, Debtor List/Search Screen tab.
Name	Enter the customer/debtor name. This name is used to identify the customer/debtor throughout FactorSoft. Debtor names are limited to 60 characters in length. To facilitate embedded name searches for debtor names exceeding 30 characters in length, enter the debtor name in the Alternate Address panel's Name field in addition to this field. A System Preference provides the option to not highlight the entire debtor name when the user clicks in the Name field. To enable this option, set System

Field	Description
	Preference Debtor rules/defaults, Rules, Do not lightup name field to True . When this option is not enabled, the name is highlighted when the user clicks in the field, and the highlight can be removed by pressing the left arrow key on the keyboard.
Attention	Enter the name to appear in the address attention line.
Warning	Enter a warning message to indicate any debtor-related risks. This warning message appears (1) on the Purchase Approval window, and (2) on the Debtor Aging window's Credit/No Buy tab for user reference.
No buy	Select a No Buy code to flag the debtor as No Buy, and thus prohibit future purchases. If any text is entered here, purchases involving this debtor will be blocked. If the debtor is flagged as No Buy, FactorSoft displays a No Buy alert on the Aging tab of the Debtor Aging screen. The codes are created in the Dispute/Ineligibility/No Buy Code table. In the adjacent field, Enter any applicable explanation.
Single client credit limit	Enter the dollar amount of this debtor's credit limit for any one client. Users who need to establish a single client credit limit greater than the amount they are authorized to extend must seek the approval of their administrator before they can update this entry. Note that the Single client credit limit and All client credit limits are considered independently for a FactorSoft user. The user is able to change the Single client credit limit for the debtor even if the All client credit limit exceeds the Debtor credit limit set for the user in the Manage Users screen of the Administration module.
All client credit limit	Enter the dollar amount of this debtor's combined credit limit for all clients. Users who need to establish an all client credit limit greater than the amount they are authorized to extend, must seek the approval of their administrator before they can update an entry.
Limit set by	Displays the user who last set the credit limit for this debtor. Note that users can extend credit limits by administrative permission only. This feature is dependent on system preference setting.
Max invoice amount	Enter the dollar amount of the highest permissible single invoice amount.
Preference	Set this field to the default method for distributing reports and statements for

Field	Description
	the debtor. • Print: print the report or statement to the default printer • Fax: fax the report or statement to the client. A third-party fax server application must be installed and configured to use this option. • Email: email the report or statement to the client. • Folder: save the report or statement in PDF format to a user-specified folder. 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 window, fill in any appropriate fields, and select the Attention option to include the contact in the debtor's distribution. Depending on the debtor's report preferences, FactorSoft automatically includes the contact's email address, or fax numbers when generating out-going reports.

Panels

The list of links in the lower left-hand portion of the screen displays the data panels list, whose topics cover the bulk of the data associated with the debtor, such as demographic information in address and contacts, and financial data in balances, credit information, contact address and Master Debtor, as well as more complex financial data, such as the debtor's balances, collections, and credit ratings. The panels are presented in alphabetic order in the following subsections. Note that, depending on configuration options and purchased modules, not all panels may be present in your implementation of FactorSoft.

Control Buttons

The functional buttons at the bottom of the screen are for basic screen control.

Field	Description
Create or Update	Click this button to create a new debtor or to update any changes made to an existing customer/debtor. Clicking Update also closes the Debtor Information screen.
Apply	Click this button to update any changes made to an existing customer/debtor without closing the Debtor Information screen.

Field	Description
Audit	Click this button to open the Debtor Audit History screen, provides a record of changes made to a customer/debtor record.
Letter	Click this button to display the Create Statement Word Document screen, from which you can generate letters and facsimiles by merging client or debtor data into existing Microsoft Word templates. FactorSoft automatically creates a collection note when you generate a debtor letter to track the date on which the letter was sent. To view this collection note from the Debtor Aging Screen, select an invoice in the grid, and click Detail to open the Invoice Information screen. Next, select the Verification & Collection tab. All collection and verification notes created for that invoice appear in the tab's grid by date and type (COL for collection notes, VER for verification notes, and LTR for letters).
Labels	Click this button to generate the Print Debtor Labels report, which is a full page of standard mailing labels for the selected debtor.
Notes	Click this button to open the Debtor Notes screen, which is used to create new and view existing notes for the debtor.
Delete	Click this button to delete the selected entry.
Exit	Click this button to close the screen.

Panel List

The list of links in the lower left-hand portion of the screen displays the data panels list, whose topics cover the bulk of the data associated with the debtor, such as demographic information in address and contacts, and financial data in balances, credit information contact address and Master Debtor, as well as more complex financial data, such as the debtor's balances, collections, and credit ratings. Click the links below to display help topics for each panel:

- [Address](#)
- [Alternate Address](#)
- [Balances](#)
- [Call Queues](#)
- [Clustering](#)
- [Collections](#)
- [Contacts](#)
- [Credit Availability](#)
- [Credit Information](#)
- [Credit D&B](#)
- [Credit Reports](#)
- [Credit Requests](#)
- [Credit Score](#)
- [Credit Monitoring](#)
- [Documents](#)
- [Identity](#)
- [Instructions](#)
- [Insurance](#)
- [Invoice Confirmation](#)
- [Groups](#)
- [Last Payment](#)
- [Master / Alias](#)
- [Misc. Data](#)
- [Payer Web](#)
- [Sales Authorizations](#)

- Statements
- [Web User](#)

System Preferences

The following system preferences for this function are found in the Administration module, System Preferences, Debtor Rules & Defaults, Defaults folder.

Preference	Description
Attention	Set the desired name or department to be displayed by default in the Attention field of the Add New Debtor screen.

The following system preferences for this function are found in the Administration module, System Preferences, Debtor Rules & Defaults, Rules folder.

Preference	Description
Allow Duplicate Debtor Name	Set the desired option for duplicate debtor name handling: • Do not allow duplicates • Allow duplicates • Warn users of duplicates
Audit Level	Select the option for the records to be included in the audit history for the Debtor Information screen: • None: Debtor Information audit history recording is unavailable. • Critical: Records entries made to key debtor data fields, such as the debtor name and total credit limit. This setting requires the least amount of storage space.) • Major: Records entries made to the critical fields mentioned above as well as other significant data fields, such as the debtor's tax and SIC codes and report preferences. • Most: records entries made to the critical and major fields mentioned above as well as common data fields, such as the debtor's address, city, state, and zip code, its phone and fax numbers, and its e-mail address. This setting requires the most amount of storage space.

The following system preferences for this function are found in the Administration module, System Preferences, **Debtor rules/defaults, Edits** folder.

Preference	Description
Phone validation rule	Set as required to validate the existence of a phone number for new debtor entry and import: • None • Warn if phone is left blank • Error if phone is left blank

The following system preferences for this function are found in the Administration module, System Preferences, **Fields/screen behavior, Codes** folder.

Preference	Description
Debtor Code	Set to determine if the Debtor Code is inactive, optional, or mandatory: • Optional • Required • Never allowed

The following system preferences for this function are found in the Administration module, System Preferences, **Fields/screen behavior, Screens, Summary Aging** folder.

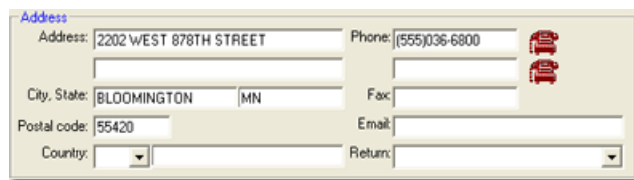
Preference	Description
Show [NO BUY] by appropriate debtor names	Set to True to display a no buy indicator next to debtor names that have a no buy reason set.

The following system preference for a debtor's preference set to email must be set in the Administration module, System Preferences, **Identification/system constants, Performance, Messaging** folder.

Preference	Description
Messaging folder	Enter the fully qualified path to the folder in which the attachment files are written. Note that the Engine requires full rights to this folder.

Debtor Information – Address Panel

Use this panel to enter the debtor's mailing address, phone and fax numbers, and email address.



The screenshot shows a web form titled "Address" in blue text. The form contains several input fields: "Address:" with the text "2202 WEST 878TH STREET", "Phone:" with "(555)036-6800", "City, State:" with "BLOOMINGTON" and "MN", "Postal code:" with "55420", "Country:" with a dropdown arrow, "Fax:" with an empty field, "Email:" with an empty field, and "Return:" with a dropdown arrow. To the right of the "Phone:" and "Fax:" fields are two red telephone handset icons.

Field	Description
Address	Enter the street address (two lines available) for the customer/debtor.
City	Enter the city and state components of the customer/debtor address in their respective fields.
Postal code	Enter the ZIP Code or postal code for the customer/debtor address.
Country	Select the country for the customer/debtor address from the list. The country name is displayed in the adjacent field.
Phone	Enter the primary and secondary contact phone numbers for the customer/debtor. If you have FactorSoft Auto Dialer enabled, you can call the debtor contact by clicking on the phone icons next to the debtor's primary or secondary phone numbers. See the AutoDialer User Guide, which can be accessed from the FactorSoft Client Portal.
Log	Click this button to open the Phone Log for this debtor, which displays a record of calls made to the debtor through the TAPI dialer.
Fax	Enter the fax phone numbers for the customer/debtor.
Email	Enter the email address for the customer/debtor. The Email address field is 200 characters in length. This field expands with the screen to allow lengthy email addresses to be seen in their entirety. 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

Field	Description
	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
Return	Select the return mail reason code for the debtor. These codes are defined in the Dispute/Ineligibility/No Buy Code Table. See the FactorSoft Users Guide for more information about the Return Address feature. This field expands with the screen to allow lengthy return mail reason descriptions to be seen in their entirety
Account Monitoring	Only appears if the Lien Monitoring is enabled. See the Lien Monitoring User Guide, which can be accessed from the FactorSoft Client Portal.

Debtor Information – Alternate Address Panel

Use this panel to enter the debtor's alternate name and address, as well as the customer/debtor's bank location. To facilitate the ability to create and search by multiple DBA names for customer/debtors, the Alternate Address Panel was changed into a grid that allows entry and display of multiple alternate names and addresses for the debtor. The customer/debtor's bank state must be specified if you want FactorSoft to consider the bank's location when calculating out-of-state float days.

Field	Description
(Grid)	Displays the alternate address records defined for the debtor.
Fed Bus #	This is an optional field that only appears if the System Preference Terminology, Federal business number title is completed. You can enter up to 12 characters in the preference, and the data entered in the preference is the label that appears

Field	Description
	on the screen.
Fed Co #	This is an optional field that only appears if the System Preference Terminology, Federal company number title is completed. You can enter up to 12 characters in the preference, and the data entered in the preference is the label that appears on the screen.
Bank State	Enter the U.S. state in which the customer/debtor's bank is located. This field is required to calculate out-of-state float days.
New	Click this button to open the Create an Alternate Address screen, on which you can create a new alternate address for the debtor.
View	Click this button to open the Modify an Alternate Address screen, on which you can view and update an existing alternate address for the debtor.
Delete	Click this button to delete the selected alternate address record for the debtor. The Verify Alternate Address Delete screen appears. Clicking the Verify button completes the delete of the alternate address record.

Create/Modify/Delete Alternate Address

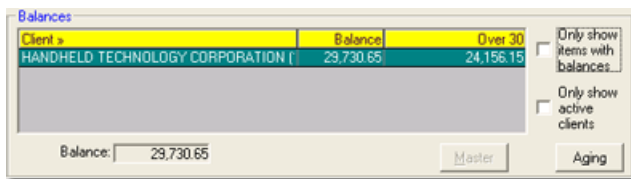
This screen is accessed from the Alternate Address panel of the Debtor Information screen and is used to add a new alternate address entry or modify or delete an existing entry. The Create Alternate Address, Modify Alternate Address, and Verify Alternate Address Delete screens are essentially the same, with the exceptions that the primary function button is labeled to match the function of the screen, and that the data fields on the Verify Alternate Address Delete screen are view only, while they are data entry fields for the Create and Modify screens.

Field	Description
Name	The debtor or DBA name for the alternate address record.
Address	The first and second lines of the address for the alternate address record.

Field	Description
City, State, Postal	The City, State and ZIP/Postal Code components of the alternate address.
Country	The Country component of the alternate address.
Create/Modify/Verify	The primary function button for the give screen: • Create: for the Create an Alternate Address screen, adds the alternate address record defined in the data fields. • Modify: for the Modify an Alternate Address screen, updates any changes to the alternate address record defined in the data fields. • Verify: for the Verify Alternate Address Delete screen, deletes the displayed alternate address record.
Cancel	Closes the screen.

Debtor Information – Balances Panel

The Balances panel displays a grid that displays the clients with whom the customer/debtor has a relationship in FactorSoft.



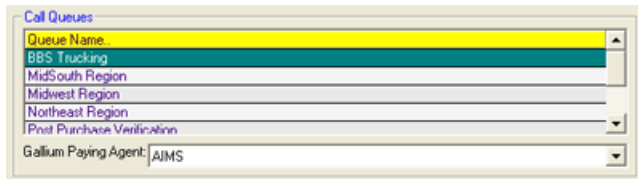
Field	Description
Grid	Contains a list of the clients with whom the customer/debtor has a relationship in FactorSoft. The data displayed includes: • Client: the client name • Balance: the outstanding balance for the relationship • Aging Balance/Credit limit: The over 30, 60, or 90 day balance or credit limit for the debtor (with or without expiration) as determined by the selected option in System menu, User Preferences, Miscellaneous Screens, Balances, 3rd column
Only show items with balances	Select this option to display only client relationships for the customer/debtor with outstanding balances.

Field	Description
Only show active clients	Select this option to display only client relationships for the customer/debtor for active clients.
Aging	Opens the Debtor Aging screen for the selected client/debtor relationship.
Balance	Displays the customer/debtor's overall outstanding balance.
Liability	Displays the dollar amount of invoices for the debtor marked as Client Liability. This field only appears if the FactorSoft Sales Authorization AddOn module and Client Liability functionality are enabled. See the FactorSoft Sales Authorization Guide for details.
Master	Click this button to include in the grid all member clients associated with a master client if the customer/debtor has a relationship with a member of a master client. If this button is selected, an additional Master Balance field shows the overall outstanding balance for all member clients. The Member Balance field shows the debtor's overall outstanding balance.

Debtor Information – Call Queues Panel

The Call Queues panel displays the Collection or Verification Queues in which the debtor appears.

To open a Queue, double-click on a line-item in the **Call Queues** list. The Collection or Verification Detail screen will open.



Field	Description
Gallium Paying Agent	Select the paying agent for the debtor. This field is only present if the Gallium interface is enabled in System Preferences, and is used to identify the paying agent to search for payments on this debtors invoices. Note that this list is populated by the Engine's Gallium Download task.

Debtor Information – Clustering Panel

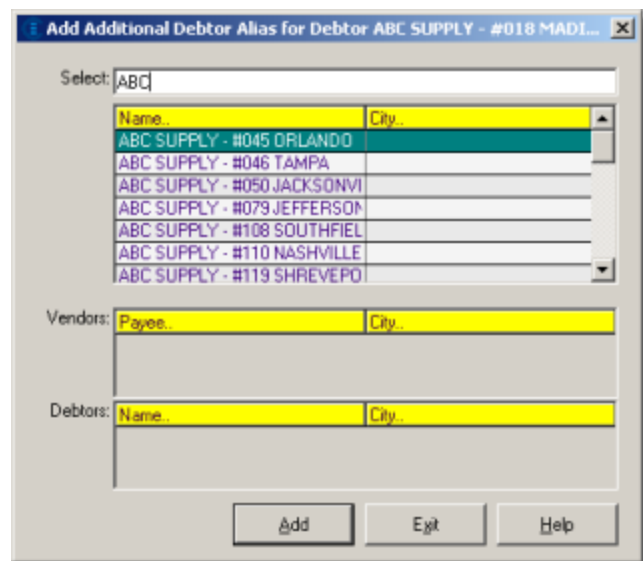
The Clustering panel is used to combine debtors or vendors for the purpose of comparing their combined total, while at the same time maintaining independent debtor/vendor records. This feature is currently used for concentration limit or contra analysis for a collateral in the Tracked A/R Add-On module.

Name	City	Match
ABC SUPPLY - #045 ORLANDO		Yes
ABC SUPPLY - #046 TAMPA		Yes
ABC SUPPLY - #050 JACKSONVILLE		Yes
ABC SUPPLY - #079 JEFFERSON		Yes
ABC SUPPLY - #108 SOUTHFIELD		Yes
ABC SUPPLY - #110 NASHVILLE		Yes
ABC SUPPLY - #110 CLEVELAND		Yes

Field	Description
(Debtor or Vendor)	Select the option to determine the type of cluster to create. • Debtor: create a debtor cluster for concentration limit analysis in Tracked A/R. • Vendor: create a vendor cluster for contra analysis in Tracked A/R.
Also show negatives	Select this option to list debtors or vendors with negative balances.
(Grid)	Lists each debtor or vendor added to the cluster as a line-item with the following information: • Name: the debtor or vendor name • City: the city component of the debtor or vendor address • Match: for future use
Add	Click this button to open the Add Additional Debtor/Vendor Alias screen to select and add debtors or vendors to the cluster.
Make Yes	For future use.
Delete	Select a debtor or vendor from the list and click this button to remove the debtor or vendor from the cluster.
History	Click this button to display clustering history for the selected debtor or vendor on the History for Debtor/Vendor screen.

Add Additional Debtor/Vendor Alias

The Add Additional Debtor/Vendor Alias screen is opened from the Clustering panel of the Debtor Information screen and is used to add debtors or vendors to a cluster for the purpose of comparing their combined total. This feature is currently used for concentration limit or contra analysis for a collateral in the Tracked A/R Add-On module.



Field	Description
Select	Enter a character (number or letter) or combination of characters to list debtors or vendor names beginning with that character or combination of characters in the grid.
(Vendor/Debtor grid)	Displays the vendors or debtors matching the characters entered in the Select field. Highlight the debtor or vendor you wish to relate to the vendor and click Add to relate for ineligibles analysis by contra in the Tracked A/R module.
Vendors	This grid displays vendors previously related to the debtor or vendor selected in the vendor/debtor grid.
Debtors	This grid displays debtors previously related to the vendor selected in the vendor/debtor grid.
Add	Click this button to add the selected debtor or vendor to the cluster.
Exit	Click this button to close the screen.

Debtor Information - Collections Panel

The Collections Panel provides a space to define contact details when doing Collections.

Collections

Collect as:

Time zone:

Call time from: Thru: Service:

☐ Do not call
☐ No statement

Age to begin collections:

Field	Description
Collect as	Select the identity under which to collect from this client. This is for purposes of information only – no additional functionality is driven by this choice. • Master: Collect as the client. • Self: Collect as lender. • Other: Collect as another entity.
Time zone	Select the time zone for the customer/debtor. Note that the capability to have the time zone set automatically exists in Fact- orSoft. Time zones are automatically set based on the ZIP Code of the debtor address. This functionality is enabled by System Preference. To automatically set time zones for debtors, set System Preference Debtor rules/defaults, Rules, Update time zone based on zip code to True. Setting the time zone System Preferences affects debtor records created going forward, and does not of itself update existing debtors retroactively. Use the Calculate Time Zone utility in the Administration module to update existing debtors' time zones.
Call time from/Thru	Enter the time-to-call range for the customer/debtor in these fields.
Service	Select the payment service used by this customer/debtor, if applicable. Payment Services are set up in the Payment Service table.
Do not call	Select this option to indicate that this customer/debtor should not be called for collections.
No statement	Select this option to indicate that no statement should be sent to this customer/debtor. This option initiates the normal bypass functionality, in which No Statement debtors are bypassed when multiple statements are produced from the

Field	Description
	Reports module. Also, a verification message is displayed when the user attempts to run an individual statement for a debtor that has been flagged as No Statement. The message is displayed from any applicable statement in the Reports module.
(Invoice Delivery Rule)	Select the option to determine the invoice delivery items to be delivered to the debtor with the purchase report. • Delivery cover page & images: Select this option to indicate that the debtor is to receive cover pages and images from any client through Invoice Delivery. • Deliver nothing: Select this option to indicate that the debtor is not to have cover pages or images delivered from any client through Invoice Delivery • Deliver images only: Select this option to indicate that the debtor is to receive images, but not cover pages, from any client through Invoice Delivery. • Deliver cover page only: Select this option to indicate that the debtor is to receive the cover page, but not images, from any client through Invoice Delivery. System Preference Debtor rules/defaults, Defaults, Invoice delivery rule allows selecting one of these options as the default for new debtors. When a new debtor is created, the invoice delivery option for the debtor is set to the selected option by default. See the Invoice Delivery Guide for further details about the Invoice Delivery options.
Create E-Pmt Rules	Opens the Override Electronic Payment Rules for Debtor screen to create debtor-level override of the default electronic payment rules. When the payment is executed, the rules and overrides are applied in the following hierarchy: relationship, debtor, client, table. For example, if there are overrides set up for client fees (but not debtor fees) at the relationship level, debtor fee override at the debtor level, and client override at the client level, then the client level override from the relationship level and the debtor fee override from the debtor level are used. If there is no relationship level override, a debtor fee override (but no client fee) override at the debtor level, and no client override,

Field	Description
	the debtor fee from the debtor override and the client fee set up in the table are used.
Age to Begin Collections	Enter number of days at which the debtor's invoices are included in the collection process.

Debtor Information – Contacts Panel

Use this panel to view any of your customer/debtor's existing contact persons, or to create new ones. The contact information is defined on the [Add New Debtor Contact](#) screen and displayed as line-items in the grid on this panel.

First Name	Last Name	Phone	Extension	Auth	Attn
Colin		(555)396-2148		No	No
Sara (PM)		(555)757-6469		No	No
Stacy	Jones	(555)555-6800		No	No

Field	Description
Show inactive contacts	Select this option to show contacts in the grid that have the Inactivate option selected on the Debtor Contact screen.
(Grid)	Displays each contact for the customer/debtor with the following data from the Debtor Contact screen: • First Name: contact first name • Last Name: contact last name • Phone: contact phone number • Extension: contact telephone extension, if applicable. • Auth: Authority option is selected, which indicates whether the contact has authority within the debtor organization (for example to sign off or verify invoices) • Attn: Attention option is selected, which indicates whether or not the contact is included in the distribution of outgoing reports
New	Click this button to open the Add New Debtor Contact

Field	Description
Delete	Select a customer/debtor contact line-item from the grid and click this button to delete the contact.
View	Select a customer/debtor contact line-item from the grid and click this button to open the View/Update Existing Debtor Contact screen for the contact.

Debtor Information – Credit Availability Panel

This panel displays the credit available to the customer/debtor for each client with which the debtor has a relationship in FactorSoft.

This panel is optional and is enabled by System Preference **Debtor rules/defaults, Rules, Show Debtor Availability panel**.

☒ Show inactive clients					
Client	Balance	Limit	Expires	Available	Client Risk
Additional / Late Fee Medical (2)	200.00	50,000.00		49,800.00	
BBS Trucking (BBS)	41,500.00	150,000.00	7/16/2011	110,000.00	

Field	Description
Show inactive clients	Select this option to display inactive clients in the grid.
(Grid)	The grid displays each client relationship's availability as a line-item with the following data: • Client: the client name • Balance: the outstanding balance for the client/debtor relationship • Limit: the credit limit for the client/debtor relationship • Expiration: the credit expiration date of an approved credit request • Available: the available credit amount • Client Risk: the amount at client risk

Debtor Information – Credit Information Panel

The Credit Information panel displays data related to the debtor's credit rating.

Credit information

Research date: Annual sales:

Expires in months: Net worth:

Credit rating: Note:

Experian rating:

S&P rating:

Field	Description
Research date	Enter the date on which the debtor's credit rating was researched. This is the researched date for the debtor by default, but can be overridden at the relationship level by setting the Researched date for a client/debtor relationship on the Credit/No Buy tab of the Debtor Aging screen.
Expires in months	Displays the number of months for which the current research is valid, and the date on which the next research is due.
Credit rating	Displays the credit rating for the debtor from the Credit Score panel.
S&P Rating	Enter the debtor's Standard and Poors rating, if available.
Annual sales	Enter the debtor's estimated amount of annual sales, if available.
Net worth	Enter the debtor's estimated net worth, if available. The value in this field can be used in the calculation used to determine the calculated credit score based on the Net worth greater/equal set for a Debtor Rate Code Table, provided that the Research date set for the debtor on the Credit information panel has not exceeded the Months to invalidate net worth setting in System Preferences (Debtor rules/defaults, Rules, Credit scoring panel). See FactorSoft Help or the FactorSoft Administrators Guide for more information on the Debtor Rate Code Table.
Notes	Enter credit information for the debtor that does not merit creating a Warning in the upper fields.
Click to Approve	Click this field to approve the debtor for general use. The ability to view this field is based on a system preference. To enable the field, in the System Preferences System menu, Debtor Rules & Defaults, Rules folder, set Require manager approval before using to True. All debtors, including those existing for clients for which purchases have already been performed, will have to be approved for use if this system preference is set to True.

Debtor Information – Credit D&B Panel

The Credit D&B panel displays data related to the debtor's Dunn and Bradstreet credit rating.

The screenshot shows a 'Credit D&B' panel with the following fields and values:

Field	Value
Start year / Years Op:	
D-U-N-S:	10-677-1041
Employees:	
D&B rating:	
Net worth:	
Paydex:	
Avg High Credit:	
Credit score:	
Neg Refs (%):	
Stress score:	

Each rating field (D&B rating, Paydex, Credit score, Stress score) has a date '8/5/2015' displayed next to it.

Field	Description
Start year/Years Op	The year in which Dunn & Bradstreet established the debtor's credit rating file and the number of years.
Employees	The debtor's number of employees.
Net worth	The debtor's net worth amount. This field can be automatically updated by the DNBi Data Import.
Avg High Credit	The debtor's average high credit amount.
Neg Refs (%)	The debtor's slow or negative trade reference percentage.
D-U-N-S	Enter the customer/debtor's D&B D-U-N-S® number, if available. This field can be automatically updated by the DNBi Data Import.
D&B rating	The debtor's Dunn and Bradstreet rating. If this field is set, or cleared, the date of the edit displays next to the field.
Paydex	Enter the debtor's three-digit D&B Paydex® value, which indicates how quickly the customer debtor pays its bills, if available. This field can be automatically updated by the DNBi Data Import. If this field is imported, set, or cleared, the date of the edit displays next to the field.
Credit score	Enter the customer/debtor's four-digit credit score, if available. This field can be automatically updated by the DNBi Data Import. If this field is imported, set, or cleared, the date of the edit displays next to the field.

Field	Description
Stress score	Enter the four-digit D&B Stress Score for the customer/debtor. This field can be automatically updated by the DNBI Data Import. If this field is imported, set, or cleared, the date of the edit displays next to the field.

Debtor Information – Credit Reports Panel

The Credit Reports panel enables you to keep a record of credit reports given to a debtor by credit agencies, and displays the details of the latest report on the Debtor Information screen.

Agency	Metric#1	Metric#2	Metric#3	Metric#4
Reported	Value#1	Value#2	Value#3	Value#4
D&B	Rating	Duns	Hi10	
4/19/2011	123	3456789123	332	4242

☒ Show inactive reports

Field	Description
Grid	Displays most recent credit reports recorded for customer debtor by agency. The following information is displayed in the grid: - Agency: the reporting credit agency - Reported: the date reported - Metric#1-4: these four columns contain the heading name created for each metric column for the Agency in the Credit Agency Table. - Value#1-4: these four columns contain the value for the corresponding metric recorded from the credit report.
Show inactive reports	Select this option to display credit reports marked as inactive on the Debtor Credit Report screen.
New	Click this button to open the Debtor Credit Report screen, on which you can record a new credit report.
View	Select a credit report and click this button to display the Debtor Credit Report screen for the selected agency.

Debtor Information – Credit Requests Panel

The **Credit Request** panel displays credit request details for the customer/debtor.

Credit requests:

Auto approval: Auto Approval Ok Remind in months: 12 September 26, 2018

Auto apr rules: Clear

Show: All Unexpired Approvals ☐ Do not automatically increase credit limit

Client. >	Request #	Date	Order	Available	Expires
Bobby's Transportation Company	10016	4/4/2017	100.00	100.00	
Bobby's Transportation Company	10018	4/4/2017	100.00	100.00	

Field	Description
Auto approval	Select the auto approval level for the debtor: • Auto Approval OK • Do Not Auto Approve • Auto Deny All Requests
Remind in months	Displays the number of months for which the selected request is valid, and the date on which it expires.
Auto Appr Rules	Select the rules to use for the debtor. The list will only show active rules defined in the Auto Approval Rules table . This list is only active if the “Auto Approval Rule Basis” System Preference is set to use debtor rules.
Show	Select the desired option to determine the credit requests displayed in the grid: • All credit requests • All order approvals • All unexpired approvals
Do not automatically increase credit limit	Select this option to indicate that approval does not automatically increase the debtor's credit limit.
Grid	Displays the following information for each credit request:

Field	Description
	• Client – Client name for which the credit request was made. • Request# – The FactorSoft created credit request number. • Date – The date of the credit request. • Requested – The dollar amount of the credit request. • Approved – The dollar amount approved, if applicable. • Status – The current status of the request: Pending, Declined, Approved, W/I Line, SOA.
Refresh	Click this button to manually refresh the grid and show the current Status of each request.
View	Select a credit request line item and click this button to open the <i>View Credit Request</i> screen for the credit request.
Work	Select a request in Pending status and click this button to open the <i>Approve/Deny Credit Request</i> screen for the credit request.

System Preferences

The following system preferences for this function are found in the Administration module, System Preferences, **Debtor Rules and Defaults, Rules, Credit Requests** folder.

Preference	Description
Allow automatic approval	Set to True to enable Auto Approval.
Default months to remind	Set the default number of months to be displayed in the Remind in months field.

Debtor Information – Credit Score Panel

The Credit Score panel displays the existing Credit Scores for this debtor. To view or add an entry, click the button to display the Debtor Credit Score Maintenance screen.

Credit score

	Code	All	-90-	-60-	Date changed
Lender values:	B	49	41	43	
Credit values:	B	49	41	43	
Calculated values:	B	49	41	43	3/1/2011
Invoices included:	21	10	9		2/7/2011

Researched:	December 27, 2010	Annual sales:	
D&B Rating:	1R4	Net worth:	125,000.00
Paydex:	70		
Rating type:	STANDARD		
Broker type:			

☐ Bad debtor

Field	Description
Lending values	Displays the internal lender credit score override that overrides the calculated credit score when the Invoices before lender override takes effect set in the Rate Code Table for the calculated code is exceeded for the debtor. Average days to pay for the past 60 day period, the past 90 day period, and for All experiences are displayed in the adjacent fields. The date on which the last change was made is displayed in an adjacent field. If the override is not in effect, this row displays the calculated credit score values.
Credit values	Displays the external credit score override that overrides the calculated credit score when the Invoices before credit override takes effect set in the Rate Code Table for the calculated code is exceeded for the debtor. Average days to pay for the past 60 day period, the past 90 day period, and for All experiences are displayed in the adjacent fields. The date on which the last change was made is displayed in an adjacent field. If the override is not in effect, this row displays the calculated credit score values.
Calculated values	This row displays the calculated credit score value based on the Debtor Rate Code Table assigned to the debtor in the Rating type field. Average days to pay for the past 60 day period, the past 90 day period, and for All experiences are displayed in the adjacent fields. The date on which the last change was made is displayed in an adjacent field.
Invoices included	These fields displays the total number of invoices included in the last calculation. The number of invoices included for the past 60 day period, the past 90 day period, and for All experiences are displayed in the adjacent fields.
Researched	Displays the date on which the debtor's credit rating was researched.
D&B Rating	Displays the customer/debtor's Dunn and Bradstreet rating, if available.
Paydex	Displays the debtor's three-digit D&B Paydex® value, if available.

Field	Description
Rating type	Displays the Rate Code selected for the customer/debtor on the Credit Score Maintenance screen, if available.
Broker type	Displays the broker type entered for the customer/debtor on the Credit Score Maintenance screen, if available.
Bad debtor	Indicates whether the customer/debtor has been marked as a bad debtor on the Credit Score Maintenance screen.
Annual sales	Displays the customer/debtor's estimated amount of annual sales, if available.
Net worth	Displays the customer/debtor's estimated net worth, if available.
Maintenance	Opens the Debtor Credit Score Maintenance screen, on which updates to the customer/debtor's credit score information can be entered.

System Preferences

The following system preferences for this function are found in the Administration module, System Preferences, **Debtor Rules/Defaults, Rules, Credit scoring panel** folder.

Preference	Description
Use credit scoring functionality	Set to True to enable Credit Score functionality. The Credit Score panel is unavailable if this is set to False .

Credit Score Maintenance

The Credit Score Maintenance window displays the calculated credit scores and ratings information for this debtor, and allows you to specify additional information.

The screen displays codes and values which are initially defined in the Debtor Rate Code table.

Field	Description
Debtor	Displays the debtor name.
Lender Overrides	In this row, select the credit score with which to override the calculated credit score when the Invoices before lender override takes effect set in the Rate Code Table for the calculated code is exceeded for the debtor. Average days to pay for the past 60 day period, the past 90 day period, and for All experiences are displayed in the adjacent fields. The date on which the last change was made is displayed in an adjacent field.
Credit Overrides	In this row, select the credit score with which to override the calculated credit score when the Invoices before credit override takes effect set in the Rate Code Table for the calculated code is exceeded for the debtor. Average days to pay for the past 60 day period, the past 90 day period, and for All experiences are displayed in the adjacent fields. The date on which the last change was made is displayed in an adjacent field.
Soft	For either Lender or Credit Overrides, select this option to report the override as a "soft" override on the Credit Score Override Report.
Calculated values	This row displays the calculated credit score value based on the Debtor Rate Code Table assigned to the debtor in the Rating type field. Average days to pay for the past 60 day period, the past 90 day period, and for All experiences are displayed in the adjacent fields. The date on which the last change was made is displayed in an adjacent field.
Invoices included	These fields displays the total number of invoices included in the last cal-

Field	Description
	culuation. The number of invoices included for the past 60 day period, the past 90 day period, and for All experiences are displayed in the adjacent fields.
Rating type	Select which type of rating applies to this debtor. These fields are defined on the Debtor Rating Code table.
Include/exclude	Select none, Include, or Exclude; this specifies whether this information is displayed.
Broker type	Enter a Broker type if desired.
Change for	Select the user for which these changes are being made.
Exclude credit	Check this box to exclude this credit rating.
No DOT display	Check this box to exclude Department of Transportation information.
Bad debtor	Select this option to flag this debtor as a bad debtor.
Display net worth	Select this option to display net worth information for the debtor, if available. This amount displays based on the amount in the Net Worth field on the Credit Information panel on the Debtor Information screen.
Do not calculate overnight	Select this option to exclude the debtor from the overnight credit score recalculation.
Comment	Use this field to record any additional comments.
Recalculate	Click this button to recalculate the values with your changes.
Last Change	This field automatically records the date of the last change saved on this screen.
By/For	These fields automatically records the user ID of the individual who made the Last change, and which user the change was for.
Update	Click this button to save changes and close this window.
Cancel	Click this button to close this window without saving any changes.

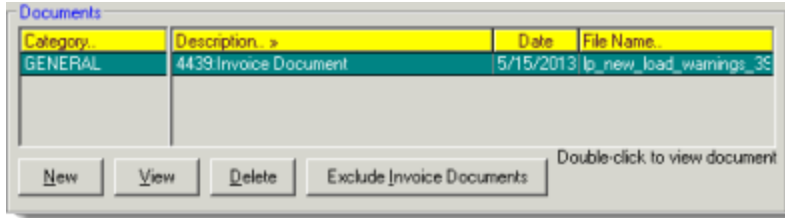
System Preferences

The following system preferences for this function are found in the Administration module, System Preferences, **Debtor rules/defaults, Rules, Credit scoring** folder.

Preference	Description
Use credit scoring functionality	Set to True to enable credit scoring functions in FactorSoft.

Debtor Information - Documents Panel

The Document panel is used to attach and view debtor-related documents to the customer/debtor. Note that the grid displays each stored debtor document by Description, Date, and File Name within document category.



Field	Description
Category	Lists the categories defined in the Document Category Maintenance table for debtor use. Selecting a category displays the documents that have been added under that category for the debtor.
Grid	Displays the debtor-related documents attached to the customer/debtor record. • Description: the document description from the Attach Document to Debtor screen. • Date: the computer processing date on which the document was attached to the customer/debtor record. • File name: the file name of the attached document.
New	Click this button to open the Attach Document to Debtor screen, which is used to attach documents to the customer/debtor record.
View	Select a document line-item from the grid and click this button to display the contents of the file in its native application (for instance, a .doc file in Microsoft Word, or an .xls file in Microsoft Excel).
Delete	Select a document line-item from the grid and click this button to remove the attached document from the customer/debtor record. This does <u>not</u> delete the document from its source directory.

Field	Description
Include/Exclude Invoice Documents	Click this button to display documents added in the Documents panel of the Invoice Information screen for the debtor's invoices. The invoice number is displayed along with the document name in the grid. The button label changes to Exclude Invoice Documents when this feature is active. You can click this button to exclude the invoice documents from displaying on the Documents panel.

Debtor Information - Identity Panel

Use this panel to record additional debtor details, such as the debtor's tax code, language, and Standard Industrial Classification code. Note that the information contained on this panel is used throughout the system for computation and reporting functions.

Field	Description
Soundex	Displays the debtor's soundex code, which FactorSoft uses to search and compute debtor information.
Also known as client	Select the client to identify the customer/debtor as an existing client, if applicable.
Internal	Displays a system-generated debtor code for internal search functions.
Tax code	Select the debtor's applicable tax code from the drop-down list. Tax codes are defined in the Sales Tax Rate Table.
Tax ID	Enter the tax-id for the customer debtor.
Created	Displays the date on which the debtor was entered into the system
Language	Select the language spoken by the debtor from the drop-down list. Language codes are defined in the Language Table.
M/C #	Enter the debtor's Motor Carrier number, if required. In FactorSoft, this is typically

Field	Description
	associated with lenders who deal with trucking companies and contribute to CoreLogic/CompuNet, and perform a monthly CoreLogic/CompuNet Data Extract export to share their clients' credit history.
DOT #	Enter the debtor's US Department of Transportation number (DOT#) or comparable data.
SIC	Enter the debtor's four-digit Standard Industrial Classification code (SIC). FactorSoft uses a debtor's SIC code to analyze concentration levels by industries.
NAICS	Enter the North American Industry Classification System (NAICS) code for the debtor. The NAICS codes are a minimum of two and a maximum of six digits, numeric characters only.
Transfer client	If this debtor uses FactorSoft's Transfer functionality to exchange information with another client/debtor, select the Transfer client from the drop-down list. Transfer clients are defined in the Data Transfer Table.
Purchase order required	Select this option to indicate that Purchase Order Number is a required data element for purchases for this customer/debtor.

System Preferences

The following system preferences for this function are found in the Administration module, System Preferences, **Debtor rules/defaults, Edits** folder.

Preference	Description
Debtor DOT edit rule	Set to this preference to the desired edit preference for uniqueness of DOT numbers: • Not required to be unique • Must be unique across debtor • Must be unique across debtors and clients

Debtor Information – Instructions Panel

This tab contains a text box in which you can enter free-form text to record additional information about the debtor, and to inform other users about specific handling procedures.

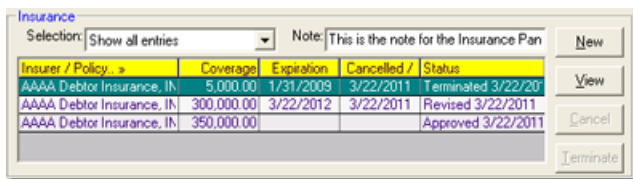
The fields can contain as many characters as you wish. Click the **Enter** key to start a new line in the message box.

A System Preference provides the option to not highlight the contents of the Instruction Panel for editing upon accessing the panel. Set System Preference Debtor rules/behavior, **Rules**, Do not lightup instructions field to **True** to prevent the contents of the Instruction panel from being highlighted upon entry.



Debtor Information – Insurance Panel

The Insurance Panel of the Debtor Information screen is used to review, add, or terminate requests for Debtor Insurance. This panel is used in conjunction with the Debtor Insurance module, which is a separately licensed module in FactorSoft. For more information about the Debtor Information module, click Debtor Insurance.



Field	Description
Selection	Select the option for the Debtor Insurance records to be displayed in the grid: • Show all entries • Approved Only • Denied Only • Pending, Submitted • Approved, Pending, Submitted • Approved, Terminated
Notes	Enter note text, which is displayed in this field for information purposes.
Grid	Displays the insurance requests created via the Create New Debtor Insurance Request screen.

Field	Description
New	Opens the Create New Debtor Insurance Request screen, which is used to create and submit requests for debtor insurance to the Debtor Insurance module.
View	Opens the View Debtor Insurance Request screen, which shows the detail of an insurance request line-item.
Cancel	Click this button to cancel a debtor insurance request.
Terminate	Click this button to terminate a debtor insurance request.

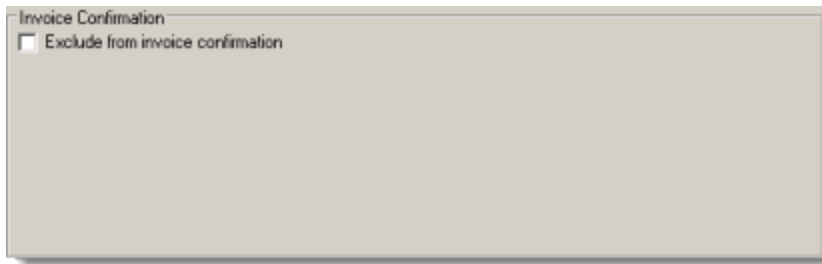
System Preferences

The following system preferences for this function are found in the Administration module, System Preferences, **Debtor rules/defaults, Rules** folder.

Preference	Description
Show Insurance Panel	Set to True to enable the Insurance Panel in the Debtor Information screen. Note that the Debtor Insurance module must be licensed for the panel to be functional.

Debtor Information - Invoice Confirmation Panel

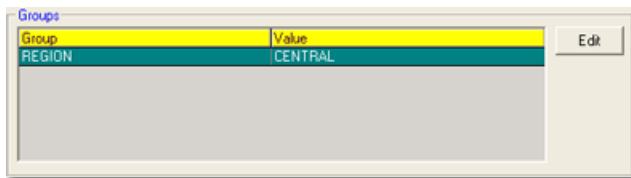
The Invoice Confirmation panel of the Debtor Information screen is only present if the Invoice Confirmation AddOn module is enabled. Delete this text and replace it with your own content.



Field	Description
Exclude from invoice confirmation	Select this option to indicate that this debtor's invoices are not considered to be queued in the Invoice Confirmation module.

Debtor Information – Groups Panel

The Groups panel lists the Debtor Groups created in the Debtor Group Table. Use this panel to set values in the Debtor Group Code(s) for the debtor to allow you to generate reports based on group codes and group values.



Field	Description
Edit	Click this button to open the Change Debtor Group Value screen, which you can use to set the Value for the selected Debtor Group code for the debtor.

Change Debtor Group Value

The Change Debtor Group Value screen is used to assign values to a group code for the debtor selected in the Debtor Information screen. You can also change or remove the group value using this screen.



Field	Description
Client	Displays the debtor name of the debtor selected in the Debtor Information screen.
Code	Displays the debtor group code name of the group code selected in the Group panel of the Debtor Information screen.
Value	Select the value to be associated with the debtor group code for this debtor. The group code values are defined on the Debtor Group Code table.
Clear	Click this button to clear the contents of the Value field.
Modify	Click this button to complete the update to a debtor group code.
Cancel	Click this button to close the screen without saving.

Debtor Information – Last Payment Panel

The Last Payment .panel displays data associated with the last payment made by the debtor.

This panel only appears if System Preference Debtor rules/defaults, **Rules**, Show last payment panel is set to **True**.

The screenshot shows a software window titled "Last Payment". It contains several input fields: "Client" with the value "BBS Trucking (BBS)", "Dated" with "May 19, 2011", "Posted" with "May 19, 2011", "NPTF" with "Yes", "Check#" with "223366", "Amount" with "650.00", and "Source" which is empty. A "Collection Report" button is located to the right of the "Amount" field.

Field	Description
Client	The client for which the debtor payment was made.
Dated	The payment date.
Posted	The FactorSoft processing date of the payment posting transaction.
NPTF	The Not Payable To Lender Indicator – Yes or No.
Check#	The check or wire number.
Amount	The payment amount.
Source	The payment source.
Collection Report	Click this button to reprint the Payment Cash Report for the transaction.

Debtor Information – Master/Alias Panel

The Master/Alias Panel is used to assign the debtor to a Master Debtor. If the debtor is the Master Debtor, this panel displays a list of member debtors assigned to the master, and allows the user to assign members to the master.

You can use the Master/Member debtor option to separate one debtor dealing with multiple currencies, or to separate international clients by countries, or you can simply have a client that operates under multiple client reference numbers. When generating a combined aging report for the master debtor, FactorSoft automatically gathers information on member debtors, and converts currencies to show all transactions for the master debtor in US Dollars.

For a member or unassigned debtor, the panel appears as shown below:

Master / alias

Master debtor: Master Debtor

Set Master

Remove View

Make Master

Field	Description
Master debtor	Displays the Master Debtor to which this debtor is assigned, if applicable.
Set Master	Click this button to open the Set Master Debtor screen, from which you can select the Master Debtor to which to assign the debtor.
Remove	Click this button to remove the debtor from assignment to the selected Master Debtor.
View	Click this button to display the Debtor Information screen for the Master Debtor assigned to this debtor. The Master/alias panel will be in focus, listing all Member Debtors for the Master Debtor.
Make Master	Click this button to set the debtor as a master and open the Select Members for a Master Debtor screen, from which you can select member debtors to be assigned to this master. This button is active only if the debtor is not a master or member debtor.

For a master debtor, the panel appears as shown below:

Master / alias

This debtor is the master debtor for the following debtors (Double-click to switch):

Name	Balance
AABSCO (AABSCO)	41,700.00
ABC Company (A1111)	2,900.00
ABC Warehouse (100)	900.00

Add Members

Field	Description
(Grid)	The grid displays each member debtor assigned to the master. To view the Debtor Information screen for any of the member debtors, double-click the member in the grid,
Add Members	Click this button to open the Select Members for Master Debtor screen, which is used to assign member debtors to the master debtor.

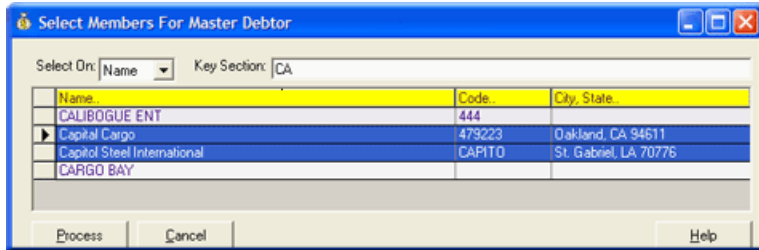
System Preferences

The following system preferences for this function are found in the Administration module, System Preferences, **Debtor rules/defaults, Rules** folder.

Preference	Description
Allow master debtor	Set to True to enable the Master Debtor functionality.

Select Members for Master Debtor

The Select Members for Master Debtor screen is accessed from Master/alias tab of the Debtor Information screen for a master debtor. This screen is used to select member debtors to be assigned to this master.



Field	Description
Select On	Determines whether the Key Section field populates the grid based on Debtor Name matches or Debtor Code matches.
Key Section	Enter a character (number or letter) or combination of characters to populate the list by the debtor name or code beginning with that character or combination of characters.
(Grid)	Displays each debtor matching the Key Section value as a line-item. You can select one or more line-items to process by clicking the record selection box to the left of each desired line-item. Selected debtors are highlighted in blue.
Process	Click this button to add the selected debtors as members of the master debtor.
Cancel	Click this button to close the screen.

Debtor Information – Miscellaneous Data Panel

This panel is used to add values to the data elements that are defined in the Miscellaneous Data Elements Table with the **Show elements used on** option set to **Debtor information screen**. The data element for the debtor can then be included in letter to display the specific value for each debtor. To include the data element in a template, enter the name of the data element in angle brackets (e.g., **<data_element>**) in the template location where you want the data to print.

Element	Value
Credit Report	TransCredit

Field	Description
Modify	Click this button to open the Set Element for a Debtor screen, on which you can add, change, or remove the value associated with the miscellaneous data element.

Debtor Information – PayerWeb Panel

Use this panel to establish specific PayerWeb/ Web Portal preferences for the Debtor.

Payer Web

☐ Allow payer web
☐ Allow address changes
☐ Allow disputes
☐ Defer to master
☐ Do not allow payments

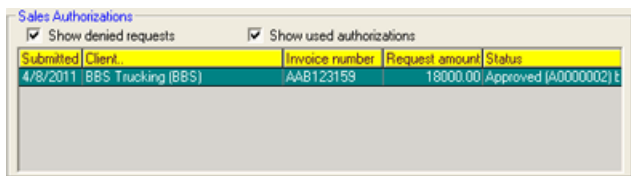
Send dispute emails: On all status changes

Field	Description
Allow payer web	Select this option to indicate that the debtor is allowed access on the PayerWeb and/or Web Portal.
Allow address changes	Select this option to indicate that the debtor is allowed to request address changes from the PayerWeb and/or Web Portal.
Allow disputes	Select this option to indicate that the debtor is allowed to dispute invoices on the PayerWeb and/or Web Portal.
Defer to master	Select this option to assign a member debtor the same access rights to PayerWeb and PayerWeb functions as the master debtor to which it is assigned. Web Portal access rights are set in the Administration area of the Web Portal.
Do not allow payments	Select this option to restrict the debtor from making payments on the PayerWeb and/or Web Portal.
Send dispute emails:	Make a selection for when to send emails on disputed invoices:

Field	Description
	• On all status changes • On approval only • Never
Allow payer web	Select this option to indicate that the debtors for this client are authorized to view this client's invoices on the PayerWeb and/or Web Portal.
Allow disputes	Select this option to indicate that the debtors for this client are authorized to dispute this client's invoices on the PayerWeb and/or Web Portal.
Send dispute emails:	Make a selection for when to send emails on disputed invoices: • On all status changes • On approval only • Never

Debtor Information – Sales Authorizations Panel

The Sales Authorization panel lists sales authorization requests manually entered in the Sales Authorization module or imported from ClientWeb. This panel is display only and offers no data processing features. Each authorization request is presented as a line-item and provides the following information:



Submitted	Client	Invoice number	Request amount	Status
4/8/2011	BBS Trucking (BBS)	AAB123159	18000.00	Approved (A00000002)

Field	Description
Show denied requests	Select this option to display in the grid sales authorization requests for the customer/debtor that were denied in the Sales Authorization module.
Show used authorizations	Select this option to display in the grid sales authorization requests for the customer/debtor that have been updated to used status in FactorSoft. This update occurs at invoice purchase when the invoice number matches to a pending sales authorization requested in the Sales Authorization module.
Submitted	The date on which the sales authorization request was submitted.

Field	Description
Client	The client for which the request was submitted.
Invoice number	The invoice number associated with the request.
Request amount	The dollar amount of the sales authorization request.
Status	The status of the sales authorization request: • Pending • Approved (includes the authorization number and user-id) • Denied

Summary Aging

The Summary Aging screen allows you to monitor, review, and follow up on a client's receivable activity. This screen displays each debtor with which the client has a relationship, and displays the aging balances for purchase batches processed to date. This screen is accessed from the Client List (F3) by selecting the desired client and then clicking the **Client Aging** link in the Functions tab. The Summary Aging screen can also be defined as the double-click action for the Client List, so that double-clicking a client in the grid automatically displays this screen for the selected client. To do this, select Aging in the Double Click Action field on the Client List Screen tab of the User Preferences screen.

NOTE

If this screen is accessed for a non-detail collateral utilizing the Tracked A/R AddOn module, the title reads "Summary Tracked Aging." For more information about the Summary Tracked Aging screen, please refer to the Tracked A/R User's Guide.

Summary Aging for Amanda Test Client (AGC)

Customer Summary | Rating Summary | Totals | Options

Scroll: Display: Everything on file

Debtor Name.. >	1-30	31-60	61-90	91-120	121-150	151-Up	Balance
Amanda Test Debtor	32,000.00						32,000.00

Client Customer Details Age by Invoice Date Total A/R: 32,000.00 Refresh Excel

Help Exit

Debtor Summary Tab

Field	Description
Scroll	This field can be used to scroll to a specific debtor in the debtor list. When you begin entering letters, the list advances to the first debtor name that matches the first letter entered, and as more letters are entered the list is advanced to match the first debtor name that matches all letters entered.
Display	Select the display option to filter the list to a given set of debtors: • With balances • Everything on file • With funded balance • With non-funded balance
Grid	Lists each debtor that has a relationship with the client as a line-item. Depending on the selections made in the Client Summary Aging Screen panel of the User Preferences, the grid lists debtor names and numbers, current and overdue balances, recourse days, and more. You can click on the column headers to sort the information in ascending or descending order by that column. NOTE If the optional Credit Limit column is selected to be displayed in the grid, the master debtor's credit limit is displayed when the following criteria exist:

Field	Description
	• System Preference Debtor rules/defaults, Rules, Credit limit checking, Use master debtor credit limit is set to True • debtor is a member of a master debtor that also has a relationship with the client • the master debtor's credit limit is less than the member debtor's credit limit Credit Limit column option displays when System Preference > Data Entry behavior > At risk logic > calculate invoice at-risk amount is set to True. When this system preference is true, additional credit-related optional columns are also available from the Client Summary Aging screen: • Credit Limit • SOA Available • SOA Used • Unshipped approvals • Client risk • Factor risk • Availability • Credit Exposure
Client	Click this button to display the Client Information for the selected client.
Debtor	Click this button to display the Debtor Information screen for the debtor selected in the grid.
Details	Click this button to display the Debtor Aging screen for the client/debtor relationship for the selected client and the debtor selected in the grid.

Field	Description
Notepad	Click to display Debtor Notes screen.
Age By Note Field	Displays the On Screen Aging Preference. Set at System Preferences > Field/screen behavior > Miscellaneous > On screen aging is calculated by.
Total A/R	Displays the Total A/R Balance, including Funded and Non-Funded Invoices.
Refresh	Click this button to display updated data in the grid or tab.
Excel	Click this button to create an Excel spreadsheet containing the debtors that are currently displayed in the grid, based on the Display filter selected.
Exit	Click this button to close the screen.

Rating Summary Tab

The Rating Summary tab displays a summary credit rating for the debtors for this client. The Rating Code list can be used to select whether the Credit Rating or Lender Rating is displayed. The grids display the various rating codes, the percentage of the client's balance and dollar amount in each code, and the aging buckets with the balances for each aging bucket. Note that the aging buckets displayed are controlled by the selection for the Aging Style on the Options tab.

Totals Tab

The Totals tab displays a summary of balances for the debtors displayed on the Debtor Summary tab for this client. Note that the balances vary depending on the filter selected in the Display field on the Debtor Summary tab.

Options Tab

Use the options tab to customize the grid display on the Debtor Summary tab.

Field	Description
Available	Lists additional columns that can be displayed on the Debtor Summary tab grid. Double-click on a selection to move the selection to the Selected column. Note that the options tab of the Summary Tracked Aging screen, which is displayed for non-detail collaterals utilizing the Tracked A/R AddOn module, the options in this list are limited to those applicable for tracked aging.

Field	Description
Selected	Lists additional columns that have been selected to appear on the Debtor Summary tab grid. Double-click on a selection to move the selection back to the Available column. To determine the order of the columns, select a specific column in the Selected list and click the up or down arrow to move the column to the desired location in the list.
Debtor number	Select the option to control the display of the debtor number in the grid: • Do not display • With debtor name • Separate column
Aging position	Select the option to control the display of the aging columns in the grid: • After debtor name • After selected fields • Do not display
Aging style	Select the option to control the display of the aging columns style: • Client columns, invoice amount • Client columns, advance amount • Non-standard columns, invoice amount • Non-standard columns, advance amount
DblClick action	Select the screen to be displayed when the user double-clicks a line-item in the grid: • View client info • Print aging report • View debtor info • View client/debtor details

Debtor Aging

The Debtor Aging screen lists all processed batches and open invoices for the selected client/debtor relationship. The upper window contains various tabs, which display the debtor's detailed aging, a summary of the client's financial rules, and a financial trend analysis. The actual number of tabs displayed are dependent on the features of FactorSoft that are implemented in a given installation. To learn more about these tabs, see the following:

- [Aging](#)
- [Credit & No Buy](#)
- [NOA & Rules](#)
- [Analysis](#)
- [Misc. Data](#)
- [Alias](#)
- [Confirmation](#)
- [Credit Requests](#)
- [Documents](#)
- [Notices](#)
- [Address](#)
- [Overrides](#)
- [Payments](#)
- [Paying Agent](#)
- [Options](#)
- Extra Terms

Control Buttons

The bottom portion of the screen contains a series of functional buttons, designed to perform debtor-related tasks:

Field	Description
Debtor	Click this button to display the Debtor Information screen for the selected

Field	Description
	debtor.
Notes	Click this button to display the Debtor Notes screen for the debtor. This screen allows you to view all existing reminder notes generated by system users for the particular client, and create new ones.
Statement	Click this button to produce the Statement of Account for the client/debtor relationship, which list all outstanding invoices, their age and balance, and the total amount due. If the client, debtor, or relationship has been flagged as No Statement, a verification message appears and must be cleared to proceed with statement generation. System Preference Fields/screen behavior, Screens, Client/debtor relationship, Sort debtor statements by controls the sort order of the statements. System Preference Fields/screen behavior, Screens, Client/debtor relationship, Use SQL reporting for debtor statements determines whether the SQL or Crystal Reports version of the Debtor Statement is generated.
(Output)	Select one of the following print output option for the Statement of Account: • 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 Preference Printing help.
Letter	Click this button to display the Create Statement Word Document screen, from which you can generate letters and facsimiles by merging client or debtor data into existing Microsoft Word templates. FactorSoft automatically creates a collection note when you generate a debtor letter to track the date on which the letter was sent. To view this collection note from the Debtor Aging Screen, select an invoice in the grid, and click Detail to open the Invoice Information screen. Next, select the Verification & Collection tab. All collection and verification notes created for that invoice appear in the tab's grid by date and type (COL, for collection notes,

Field	Description
	VER for verification notes, and LTR for letters.)
Master	Click this button to display the Master Debtor Aging screen for the client, which displays aging by master debtor, if applicable.
History	Click this button to open the Print Payment History Report, from which you can create a Payment History Detail Report.
Age By Note	Displays the On Screen Aging Preference. Set at System Preferences > Field/screen behavior > Miscellaneous > On screen aging is calculated by.

Debtor Aging - Aging Tab

This tab allows you to view the selected client's invoices, and displays the purchase order and schedule numbers, amounts, balances, and age, as well as current and past due balance information.

Customer Aging for Amanda Test Debtor on Amanda Test Client (AGC)

Aging | Credit / No Buy | NOA / Rules | Analysis | Misc. Data | Alias | Credit Requests | Documents | Address | Payments | Options | Extra Terms

R **NO** **Original Required** **Call after 120 days.** **Purchased** **Unpaid only**

Invoice # >	Type	PO #	Due Date	1-30	31-60	61-90	91-120	Pur-Age	Age	Due
AGCTEST4	IN	TESTPDND	3/2/2020	30,000.00				1	28	-2
AGCTEST7	IN	POTEST2	3/2/2020	2,000.00				1	28	-2

Invoice | Action | Images

Total Balance: 32,000.00
Balance Shown: 32,000.00

Customer | Notes | Statement | Preview | Letter | Master | History | **Age By Invoice Date** | Exit | Help

Field	Description
(Scroll)	Enter a character (number or letter) or combination of characters to advance the list to invoice number or PO or schedule number beginning with that character or combination of characters.
(NOA Status)	The second field indicates Notice of Assignment status for the debtor:

Field	Description
	• S = sent • W = waived • R = received That these characters are configurable at the system-level via System Preference (Terminology folder).
(Recourse days)	The third field on the window displays the client's default recourse days, if any.
(NPTF Status)	Displays NPTF if the last check received from this debtor was paid to the order of the client or third party (i.e., not payable to lender). This field only appears if the Show NPTF if last check not payable to lender option is selected on the Options tab of the Debtor Aging screen. Note that), you can float the mouse-pointer over the NPTF indicator to pop up an information box that displays the check number, date, amount and reason. The NPTF status displays for every client that has a relationship with the debtor by default. You can limit the display of the Not Payable to Lender (NPTF) indicator on the Aging tab of the Debtor Aging screen to the relationship and not show the indicator for any other clients with which the debtor has relationships. To utilize this option, set System Preference Fields/screen behavior, Screens, Client/debtor relationship, Show NPTF is about specific client only to True to indicate that the NPTF indicator is displayed for the specific client/debtor relationship
(Original Required)	This window displays if the Original Invoice Required box is checked on the Identity panel of the Debtor Information screen. If blank, no window shown.
(Age to begin Collections)	This window displays the number of days to begin collections which is set on the collections panels of the Debtor Information screen. If blank, no window in shown.
(Purchase Status)	Select the purchase status to which to limit the display from the drop-down list.

Field	Description
	• Purchased: Displays all invoices purchased for the selected client/debtor relationship. • Purchased/pending: Displays invoices purchased for the selected client/debtor relationship, including those that are still pending • Purchase/denied: Displays invoices that were purchased for the selected client/debtor relationship, including those that were denied. • Funded: Displays funded invoices only. • Non funded: Displays invoices that are not funded only. • Held: Displays invoices in held status only. • Denied: Displays invoices that have been denied only.
(Payment Status)	Select the payment status to which to limit the display from the drop-down list. • Unpaid only: Displays all unpaid invoices purchased from the selected client. • Unpaid & paid this month: Displays all unpaid invoices purchased from the selected client, and those paid within the current month. • Past due only: Displays all invoices purchased from the selected client that are currently past due. • Everything on file: Displays all invoices regardless of their purchase status.
(Grid)	Displays the invoices for the client/debtor relationship that meet the selection criteria. The columns in the grid are selected on the Options tab. You can also click on any column heading in the grid to sort the information by that column in ascending order. Click on the same heading a second time to reverse the order. Hover the mouse pointer over the Invoice# column to display a pop-up information box, containing basic invoice information and last collection note information for the invoice.
Invoice	Click this button to display the Invoice information screen for the invoice selected in the grid.
Action	Click this button to initiate the action selected in the adjacent list for all selected

Field	Description
	invoices.
(Action List)	The possible action list options are listed below. Note that not all of these options appear for each invoice depending on licensing (in the case of Images) and invoice details, such as presence or absence of a dispute.

Field	Description
	• Image: Click this button to display the Invoice Image screen, which displays the image attached to the invoice, if applicable. This option allows you to email images from multiple invoices in one email from the Invoice Image screen. • Collection Note: Click this button to display the Collection Note screen, from which you can write a collection note for the selected invoice or group of selected invoices. • Verification Note: Click this button to display the Verification Note screen, from which you can write a verification note for the selected invoice or group of selected invoices. • Set/Clear Dispute: Select this option to open the Set Dispute for Multiple Invoices screen to set or clear dispute codes on the selected invoices. Note that invoices previously flagged as being in dispute have an X in the grid's "D" column (Dispute). To view this column, ensure the Dispute option is moved to the Selected column on the Options tab. Note that invoices previously flagged as being in dispute have an X in the grid's "D" column (Dispute). To view this column, ensure the Dispute option is moved to the Selected column on the Options tab. To view dispute details, and to remove a dispute flag, open Invoice Information window, (accessed by clicking the Detail button). Select the Dispute History Tab to view the dispute details, and click the Clear button located under the Explanation drop-down list to remove the dispute code. Once the changes are updated, the Debtor Aging window's Dispute column no longer shows the X for that particular invoice. • Change debtor: Select this option to open the Transfer Invoices to a Different Debtor screen to transfer the invoice records to a different debtor for the client. Note that the System Preferences for the Invoice Information screen that control changing debtors on no-buy debtors is also honored on the Debtor Aging screen. Set System Preferences Fields/screen behavior, Screens, Invoice information, Allow change from no-buy debtor and Allow change to no-buy debtor as desired to allow or disallow changing to or from no-buy debtors. Also, set Fields/screen behavior, Screens, Transfer invoices to different debtor, Allow transfer to all clients to True to allow transferring to any debtor from the Debtor Aging screen. If this preference is set to False, the system restricts transfers on the Debtor Aging screen to debtors that also have a relationship with the same client.

Field	Description
Total Balance	Displays the debtor's total outstanding balance for the selected client.
Balance Shown	Displays the balance of the invoices currently shown in the grid, based on the selection fields.

System Preferences

The following system preferences for this function are located in the Administration module, System Preferences, **Fields/screen behavior, Screen, Client/debtor relationship** folder.

Preference	Description
Allow setting dispute for multiple invoices	Set to True to enable the Set/Clear Dispute option action list of the Aging tab. Note that the Use dispute codes instead of explanation preference must also be set to True .
Do not show balance shown on aging tab	Set to True to hide the Total Balance and Balance Shown fields.
Use last note for action and follow up date	Set to True to set the collection date column to the date of the last note of any kind saved for the invoice. Set to False to display a date in the collection date column only if a collection note is saved for the invoice - not for any other note type.
Warn if no invoices selected	Set to True to produce a warning message when no invoices have been selected when you click attempt to post a collection note or write a letter.

The following system preferences for this function are located in the Administration module, System Preferences, **Fields/screen behavior, Collection Queue** folder.

Preference	Description
Default client age to begin collection	Enter the age to begin collections if the field on the Client Information > Collections panel is blank. If this field is also blank or 0, system will default to 30 days unless working with "past due only" in which the default is 1 day.
Generate by debtor instead of client	Select True to have the collection queue generated by debtor selection rather than client selection.
Handle client age to begin collections	Select how to handle the Client Days to Begin Collection Field, ie. Ignore, Drop by Invoice Date, Drop by Purchase Date.

The following system preferences for this function are located in the Administration module, System Preferences, **Fields/screen behavior, Miscellaneous** folder.

Preference	Description
Use dispute codes instead of explanation	Set to True to enable the Set/Clear Dispute option action list of the Aging tab. Note that the Allow setting dispute for multiple invoices preference must also be set to True .

Debtor Aging - Credit/No Buy Tab

Use the Debtor Aging screen Credit/No Buy tab to view or establish additional credit rules for the selected client-debtor relationship, and to override financial rules for both the debtor and the client.

The screenshot shows a software window titled "Customer Aging for ABC Garage Doors on AnyCo Communications, Inc. (ANYCO)". The "Credit / No Buy" tab is selected. The window contains several input fields and buttons. On the left, there are fields for "Credit w/o override" (set to 50,000.00), "Researched" (August 16, 2005), "Expires", "Research date", "Credit override", "Expires in months", "Set by" (JEANNE), "Payment Service" (None), and "Max invoice amount". On the right, there are fields for "W/O override", "By" (a dropdown), "Amount", "Expires", a checkbox for "No insurance", "Transfer client" (a dropdown), a checkbox for "Never transfer", "Customer no buy", and "Relationship no buy" (a dropdown set to "no buy test"). Buttons for "Cancel", "Audit", and "Create E-Print Rules" are on the right. At the bottom, there are buttons for "Customer", "Notes", "Statement", "Preview" (a dropdown), "Letter", "Master", "History", "Exit", and "Help".

Field	Description
Credit without override	This field displays the lower of the client or debtor's single client credit limit as established on the Client Information and Debtor Information screens. The adjacent field indicates whether the amount displayed is client-related (Client), or debtor-related (Debtor).
Researched	Displays the date on which the above-mentioned credit was researched. This date is set in the Credit Information panel of the Debtor Information screen.
Expires	Displays the credit expiration date for the credit limit. This date is calculated from the Research date by applying the Expires in months entered on the Credit Information panel of the Debtor Information screen.
Research Date	Enter the research date for the client/debtor relationship that overrides the Research Date set for the debtor on the Credit Information tab of the Debtor Information screen.

Field	Description
Credit override	Enter the debtor's credit limit override amount for this particular client. This credit limit applies to invoices purchased from the selected client only, and overrides any credit limit previously established in the Debtor Information screen
Or %	Set the percentage of the client balance to be used as the relationship credit limit. This field only appears if System Preference Field/screen behavior, Screens, Client/debtor relationship, Allow credit limit percentage is set to True .
Expires in months	Enter the number of months in which the credit check needs to be performed again. The adjacent field displays the date calculated from the Research date and Expires in months fields.
Set by	Displays the username of the user who set the credit override.
Payment Service	Select the third-party payment service associated with this client/debtor relationship. Payment services are defined in the Payment Services table in Fact-orSoft.
None	Select this option if no third-party payment service is used
Max invoice amount	Enter the highest permissible invoice amount for this client/debtor relationship.
W/O override	Displays the insurance carrier for this client/debtor relationship.
By	If defining an insurance override, select the insurance carrier underwriting the override from the list.
Amount	Enter the amount insured in the insurance override in this field.
Expires	Enter the insurance override expiration date in this field.
No insurance	Select this option if no override insurance is used.
Transfer client	If this debtor uses the transfer functionality to exchange information with another client/debtor, select the Transfer client from the drop-down list. Transfer clients are defined in the Data Transfer Table in Tables. The Transfer client field and Never transfer option can be excluded from the Credit / No Buy tab by System Preference Fields/screen behavior, Screens, Client/debtor relationship, Do not show transfer client override information to True to exclude these fields from the tab.
Debtor no buy	This field contains any Warning message saved for the debtor on the Debtor

Field	Description
	Information screen upper fields.
Relationship no buy	Select a no buy code to set for the client/debtor relationship, if required. Use the adjacent field to enter descriptive no buy reason information.
Create E-Pmt Rules	Opens the Override Electronic Payment Rules for Relationship screen to create relationship-level override of the default electronic payment rules. When the payment is executed the rules and overrides are applied in the following hierarchy: relationship, debtor, client, table. For example, if there are overrides set up for client fees (but not debtor fees) at the relationship level, debtor fee override at the debtor level, and client override at the client level, then the client level override from the relationship level and the debtor fee override from the debtor level are used. If there is no relationship level override, a debtor fee override (but no client fee) override at the debtor level, and no client override, the debtor fee from the debtor override and the client fee set up in the table are used.

System Preferences

The following system preferences for this function are located in the Administration module, System Preferences, **Data Entry Behavior**, **Purchase Approval** folder.

Preference	Description
Client/Debtor No-Buy is only a warning	Set to True to treat the relationship no buy message as a simple warning. Set to False to prohibit further purchases from any clients dealing with this debtor.

Debtor Aging - NOA/Rules Tab

Use the NOA Rules tab to record additional information about the selected client/debtor relationship, and to allow override, for the client/debtor relationship only, the financial rules for both the debtor and the client. You can also set the NOA sent and received date and charge fees that will only affect that client/debtor relationship.

Field	Description
NOA Sent	This field is used to set and display the date on which a Notice of Assignment was sent to the debtor for this relationship.
Received	This field is used to set and display the date on which a Notice of Assignment was received from the debtor for this relationship.
Waived	This field is used to set and display the date on which a Notice of Assignment waived for the debtor for this relationship.
Client vendor #	Enter the debtor identification number for the client. The Client Vendor # appears on any debtor-related statements for easy reference. This field is optional.
Client ref #	Enter the number by which the client identifies the debtor. The Client Reference number displays on any client-related statements for easy reference. This field can be manually entered by the financial institution. In addition, If the system preference Debtor Rules/Defaults, Rules, Automatically assign client reference numbers when blank is set to True, the system automatically assigns the number.
No auto-matic C/B	Select this option to indicate that outstanding balances cannot be automatically charged back upon purchase.
No state-ment	Select this option to indicate that the debtor is not to receive periodic statements. This option initiates the normal bypass functionality, in which No Statement relationships are bypassed when multiple statements are produced from the Reports module. Also, a verification message is displayed when the user attempts to run an individual statement for a relationship that has been flagged as No Statement. The message is displayed from any applicable statement in the Report module or when attempting to generate statements directly from the Debtor Aging screen.

Field	Description
Collection notes are private	Select this option to indicate that collection notes will not be visible to clients who manage their accounts online using ClientWeb.
Last check	This field displays the amount and date received of the last check posted for this debtor. You can click on the Last check field to view the Collection Report generated upon this payment. This field displays the last posted check date along with the last pending check if the most recent check is pending.
Recourse days	Enter the number of days from the invoice or due date that the invoices for this relationship become eligible for recourse. The recourse days set here overrides the recourse days set up in the Client Terms selected for the client. The date from which the days are measured is determined by system preference (Data entry behavior, General, Base recourse on invoice date. True = invoice date, False = days past due.). <i>Warning: This recourse rule applies to present and future invoices sold to the selected debtor only, and overrides any recourse rule previously established in the client's Purchase Terms.</i>
No recourse	Select this option to indicate that all present and future invoices for this relationship are purchased on a non-recourse basis.
Ineligible days	Enter the number of days from the invoice or due date that the invoices for this relationship become ineligible. The date from which the days are measured is determined by system preference (Client rules/defaults, Ineligibility/summary calculation, Ineligible days is days past due. True = days past due, False = invoice date). <i>Warning: This ineligibility limit applies to invoices sold to the selected debtor only, and overrides any ineligibility rule previously established in the client's Ineligibility Terms.</i>
Not eligible	Select this option to indicate that no invoices for this relationship are eligible for purchase.
Over limit is ineligible	Select this option to indicate that purchases for this client-debtor relationship are ineligible if the debtor's credit limit is exceeded.
Finance charge	Enter the finance charge applied to the debtor's account for the client.
Days due	If the client's invoices are based on due date aging enter the number of days after which the invoices for this particular debtor are past due. The aging style is determined by system preference (Field/screen behavior, Miscellaneous, On screen aging is calculated by. Options are Due date, Invoice date and Purchase date.).

Field	Description
	Select FF or EOM from the adjacent drop-down list to determine whether the invoices are due from the first of the month (FF), or the end of the month (EOM).
Estimated monthly sales	Enter the dollar amount of estimated monthly sales for this relationship, if applicable.
Extra fee rate (%)	Enter the percentage rate of an extra fee to be charged to this relationship in this field, if applicable.
Concentration limit override	Enter the percentage rate of the client's total A/R over which the debtor's invoice(s) become ineligible. This limit is set to create a relationship level override to the limit set in the Ineligibility panel of the Client Information screen.
Treat relationship as very large	Select this option to turn off automatic refresh of the Aging grid. This may be desirable for very large relationships to prevent undesirable wait times while the list loads. If this option is selected, the list is refreshed manually by clicking the Refresh button.
Take at	For the Extra fee rate, select whether the fee is taken at Purchase or Collection.
Early payment discount	Enter the percentage rate of a discount to be applied for early payment for this relationship.
Days for discount	Enter the number of days from the due date before which the early payment discount applies.
Tax code	Select the state code for the client for state tax to be applied to services, if applicable.
Anticipated volume rebate	Enter the anticipated volume rebate percentage rate for the client/debtor relationship.
Estimated dilution	Enter the expected dilution percentage for the client/debtor relationship and overrides the Client Information > Purchase Terms panel > Expected Dilution. The dilution rate is the expected chargeback rate, based on previous short pays. To reduce Purchase Fee and Advance Amount by anticipated dilution, select the Reduce Fee Basis by Anticipated Dilution option on the Purchase Fee panel of the Client Terms selected for this client. NOTE

Field	Description
	The reduction will not apply to Collection Fees or any other fees outside of the Purchase Fee and Advance Amount.

Debtor Aging - Analysis Tab

The Analysis tab displays the purchase and payment trend for the selected client/debtor relationship. The right side of the window displays the client's current and past due aging balances compared to balances of all clients and all Master clients.

Aging Credit / No Buy NDA / Rules Analysis Misc. Data Payments Options																												
Total checks posted: 40	Since March 1, 2010																											
Not paid to lender: 0	Trend																											
Total invoices purchased: 100	Invoices posted before March 1, 2010 are ignored																											
Average: 1,076.21	Chargebacks on paid purchased positive invoices (341.50) plus included deductions (425.00) divided by the total of the paid positive invoices (77,890.60)																											
Total paid to zero: 75	Derived by dividing the sum of the age of each paid invoice times the invoice amount, by the total amount of all paid invoices																											
% Dilution: 0.98																												
Weighted days to pay: 35.82																												
	<table border="1"> <thead> <tr> <th></th> <th>This Client</th> <th>All Clients</th> </tr> </thead> <tbody> <tr> <td>1-30 day balance:</td> <td>5,574.50</td> <td>5,574.50</td> </tr> <tr> <td>31-45 day balance:</td> <td>21,728.65</td> <td>21,728.65</td> </tr> <tr> <td>46-60 day balance:</td> <td>2,134.50</td> <td>2,134.50</td> </tr> <tr> <td>61-90 day balance:</td> <td>293.00</td> <td>293.00</td> </tr> <tr> <td>91-Up day balance:</td> <td></td> <td></td> </tr> <tr> <td>Total:</td> <td>29,730.65</td> <td>29,730.65</td> </tr> <tr> <td>3 month high balance:</td> <td>29,730.65</td> <td>29,730.65</td> </tr> <tr> <td>6 month high balance:</td> <td>29,730.65</td> <td>29,730.65</td> </tr> </tbody> </table>		This Client	All Clients	1-30 day balance:	5,574.50	5,574.50	31-45 day balance:	21,728.65	21,728.65	46-60 day balance:	2,134.50	2,134.50	61-90 day balance:	293.00	293.00	91-Up day balance:			Total:	29,730.65	29,730.65	3 month high balance:	29,730.65	29,730.65	6 month high balance:	29,730.65	29,730.65
	This Client	All Clients																										
1-30 day balance:	5,574.50	5,574.50																										
31-45 day balance:	21,728.65	21,728.65																										
46-60 day balance:	2,134.50	2,134.50																										
61-90 day balance:	293.00	293.00																										
91-Up day balance:																												
Total:	29,730.65	29,730.65																										
3 month high balance:	29,730.65	29,730.65																										
6 month high balance:	29,730.65	29,730.65																										

Field	Description
Total checks posted	Displays the number of checks posted for the client/debtor relationship. An adjacent message to indicate that the data is calculated from a specified date is displayed when System Preference Fields/screen behavior, Screens, Client/debtor relationship, Analysis tab ignore data before is set to the beginning date for data to be analyzed.
Not paid to lender	Displays the amount of checks for the client/debtor relationship that were not paid to the lender.
Total invoices purchased	Displays the total number of all invoices purchased to date for the client/debtor relationship. An adjacent message to indicate that the data is calculated from a specified date is displayed when System Preference Fields/screen behavior, Screens, Client/debtor relationship, Analysis tab ignore data before is set to the beginning date for data to be analyzed.
Average	Displays the average invoice amount.
Total paid to zero	Displays the number of invoices paid in full for the client/debtor relationship to

Field	Description
	date.
% Dilution	Displays the dilution rate of invoices paid off for the client/debtor relationship to date. The dilution calculation is explained in an adjacent field. This field can be hidden by System Preference (Fields/screen behavior, Screens, Client/debtor aging, Do not show % dilution on analysis tab).
Weighted days to pay	Displays the average number of days in which invoices are paid for the client/debtor relationship. The average weighted days calculation is explained in an adjacent field.
Trend	Opens the Debtor History/Trend window for the Client/debtor relationship.

Debtor Aging – Misc. Data Tab

The Misc. Data tab of the Client/Debtor Aging screen allows you to add miscellaneous data elements to the debtor record and define values for the data elements that are specific to the client/debtor relationship. Miscellaneous data elements are defined on the Miscellaneous Data Elements Table.

The data elements displayed in the grid are those that are defined in the tables for the Client/Debtor aging screen. Select a data element from the grid and click the **Modify** button to open the Set element for a client screen. you can then create a value for the element specific to the client/debtor relationship.

Element	Value
Aging Data Element	TEST VALUE
Miscellaneous Information	---

Debtor Aging – Alias Tab

The Alias tab allows you to define additional Client Reference Numbers that a debtor may be known by for other clients.

NOTE

This tab is only available if the system preference **Fields/screen behavior, Screens, Client/debtor aging, Allow client ref # aliases** is set to True.

To add a new Client Reference # Alias, enter the **Client Ref #** used for the debtor and enter a **Description**. Click the **Add** button. The alias is added to the grid.

To delete a Client Reference # Alias, select the Alias in the grid, then click the **Delete** button.

Debtor Aging - Credit Requests Tab

The Credit Request tab displays credit requests that were created for the client/debtor relationship from the Manage Credit Requests screen. This function is used to track credit requests that were created to clear against specific invoices, such as SOAs.

Request#	Type	Requested	Order	Available	Ships	Expires	Cancelled / By
14128	Approved	2/28/2020	30,000.00	29,400.00	3/12/2021	4/11/2021	
14210	Approved	3/9/2021	2,000.00	0.00	3/12/2021	9/12/2021	

NOTE

This tab is only available if the system preference **Data entry behavior, At risk logic, Calculate invoice at-risk amount** is set to **True**.

When this system preference is true, additional credit-related optional columns are also available

from the Client Summary Aging screen:

- Credit Limit
- SOA Available
- SOA Used
- Unshipped approvals
- Client risk
- Factor risk
- Availability
- Credit Exposure

Field	Description
Also Show Expired Requests	Select this option to display credit requests for the client/debtor relationship that have expired.
(Grid)	Displays each credit request for the client/debtor relationship as a line item with the following information:

Field	Description
	- Request #: the credit request number generated by FactorSoft for the request Type: the type of credit request, such as W/I Line, or SOA, which is selected on the Approve/Deny Request screen when the request is worked. - Requested: the credit request date. - Order: The credit request amount. - Available: The unused portion of the credit request amount. - Ships: The ship date; entered on the Approve/Deny Request screen when the request is worked. - Expires: the expiration date of the credit request; entered on the Approve/Deny Request screen when the request is worked. - Cancelled/By: the canceled date and user-id that canceled the request.
Cancel highlighted unshipped approval	Select a credit request and click this button to cancel the credit request. The amount of the credit request is removed from availability for the client/debtor relationship.
Re-Risk	Click this button to force the system to run the re-risk calculation. Click here for more information on how FactorSoft re-risks invoices.
Total Available	Displays the dollar amount available from credit requests for the client/debtor relationships.
View	Click this button to open the Invoice Covered by Credit Request screen, which displays a grid list of the invoices covered by the credit request. Invoices are associated to the credit request by PO#.
Refresh	Click this button to update the data displayed on the screen.

Debtor Aging - Documents Tab

The Documents tab of the Debtor Aging screen is used to attach and view any documents related to the client/debtor relationship. The grid displays each stored debtor document by Description, Date, and File Name within document category.

Aging	Credit / No Buy	NOA / Rules	Confirmation	Analysis	Misc. Data	Alias	Credit Requests	Documents	Address	Payments	Overrides	Options

Category..	Description.. »	Date	File Name..
GENERAL	Sample File	10/5/2017	Sample Email.docx
NOA			

View
New
Delete

Modify
Cancel
Audit

NOA Document: Sample File, Sample Email.docx, October 5, 2017 1:36 PM

Field	Description
Category	Lists the categories defined in the Document Category Maintenance table for debtor use. Selecting a category displays the documents that have been added under that category for the relationship.
(Grid)	Displays each document attached for the Client/Debtor relationship. The data listed for each document is the Description entered on the Attach Document to Relationship screen, the Date that the document was attached (computer processing date), and the File name of the attached document.
View	Click this button to display the contents of the selected document in its native application (for instance, Microsoft Word based documents are opened in Word).
New	Click this button to open the Attach Document to Relationship screen, which is used to attach a document to the client/debtor relationship.
Delete	Select a document from the grid and click this button to permanently delete the document from the client/debtor relationship.

Debtor Aging - Notices Tab

The Notices tab is used to send Notices of Assignment (NOA) documents for the client/debtor relationship.

Note that Registered Email is a separately licensed feature of FactorSoft that allows you to send email via RPost Registered Email from the Notices tab.

Aging	Credit / No Buy	NOA / Rules	Confirmation	Analysis	Misc. Data	Alias	Credit Requests	Documents	Notices	Address	Payments	Options

Requested	Type	Template	Method	Sent	Status
6/6/2011 3:54:48 PM	Ack		Reg Email	6/6/2011 3:55:30 PM	Complete
6/6/2011 3:06:52 PM	Sent		Reg Email	6/6/2011 3:07:36 PM	Complete

Field	Description
(Grid)	Displays each notice sent or waived for the client/debtor relationship. The data listed for each document is: • Requested: displays the time and date that the notice was requested to be sent. The date/time is based on the computers processing date • Type: displays the type of line-item entry. Sent indicates an a notice sent by any method. Ack indicates an acknowledgment received and is applicable to RPost/Registered Email only • Template: Displays the template name attached for the notice • Method: Indicates the selected send method - Print, Email, History, Fax, Reg Email • Sent: displays the time and date that the notice was processed by the Engine to email, print, or Fax the notice. The date/time is based on the Engine server computers' processing date. • Status: Displays the status of the request or notice
Waive	Click this button to add a Waived entry for the client/debtor relationship. The intent of this option is to annotate that the NOA is waived for this client/debtor relationship.
Send	Click this button to send a new notice via email, fax, or print for the client/debtor relationship. This button opens the Send Notice to Client/Debtor screen, which contains all of the fields required to submit a notice to the Engine to be sent.
View/Update	Select a line item and click this button to open the View Note Sent to Client Debtor screen, which displays details of the request. If the Registered Email feature is enabled, this screen also allows submitting a request for authentication of the email through RPost.

System Preferences

The following system preferences for this function are located in the Administration module, System Preferences, **Fields/screen behavior, Screens, Client/debtor aging** folder.

Preference	Description
Allow notices	This preference enables the Notices tab on the Debtor Aging screen.
Default subject on notices	Use this preference to set a default title for emails sent using the Notices tab.

Debtor Aging - Address Tab

The Address tab of the Debtor Aging screen is used to add address information (including phone number and email address) specific to the client/debtor relationship.

The screenshot shows the 'Address' tab of the Debtor Aging screen. The form contains the following fields and values:

- Address: 121 AABSCO Blvd
- City: AABSCOville
- State: MD
- Zip: 12121
- Country: (empty)
- Phone: 205-555-1127
- Fax: 205-555-1128
- Email: abby@AABSCO.us

Buttons for 'Cancel' and 'Audit' are located on the right side of the form.

Field	Description
Address	There are two address lines provided to add a street address specific to the client/debtor relationship.
City	This line provide field for the City, State, and Zip/Postal Code components of the address specific to the client/debtor relationship.
Country	Enter the country of the address specific to the client/debtor relationship.
Phone	Enter a phone number specific to the client/debtor relationship.
Fax	Enter a fax phone number specific to the client/debtor relationship.
Email	Enter an email address specific to the client/debtor relationship. 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.,

Field	Description
	.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
Modify	Click this button to create or update the Address information for the client/debtor.
Cancel	Click this button prior to clicking Modify to disregard changes made, but not yet updated.
Audit	Click this button to display the Client/Debtor Audit History screen, which displays audit history for the Client Debtor Address.

System Preferences

The following system preferences for this screen is located in the Administration module, System Preferences, **Reports, Debtor letter** folder.

Preference	Description
Use relationship address for debtor	Set to True to use the alternate relationship address entered on the Address tab of the Debtor Aging screen on debtor letters and statements.
Excel spreadsheets contain how many columns	Set the desired number of aging columns for the Excel spreadsheet reports: • 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-

Preference	Description
	tings\Temp folder for the Windows user-name logged into the computer.
Hide due date	Set to True to exclude the Due Date column from the report. This is only applicable when the List invoices by debtor/client option is selected for Level of detail .
Select based on which date	Set to determine the date to which the As of date compares for data selection. • Invoice date • Purchase date
Show invoice type	Set to True to print the invoice type code before the invoice number in the Inv# column. This is only applicable when the List invoices by debtor/client option is selected for Level of detail .
Sort to at-risk balance means	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: • Balance, high to low • Lender-risk, high to low

Debtor Aging Overrides Tab

The Overrides tab of the Debtor Aging screen is used to define override client terms at the client/debtor relationship level, which override the Client Terms selected for the client or alternate terms selected for a batch for invoices for the client/debtor relationship. Set System Preference **Fields/screen behavior, Screens, Client Aging**, Allow invoice based terms overrides to **True** to enable this tab.

TIP

The client in the relationship must have invoice-based client terms assigned in order to use the client/debtor relationship level terms override.

The screenshot shows the 'Debtor Aging for Walmart IL on Override Terms Client (OVERRIDE)' window. The 'Overrides' tab is selected in the top navigation bar. Below the navigation bar, the section 'Advance Rates to be Taken at Purchase:' contains three input fields: 'Fee Escrow Rate (%)' with a value of 2, 'Reserve Escrow Rate (%)' with a value of 0, and 'Calculated Advance Rate (%)' with a value of 98.0000.

Field	Description
Fee Escrow Rate (%)	Enter the invoice percentage rate charged for this relationship-level override. Will populate a 0 if Reserve Escrow is set. Will be blank if no Override term is set.
Reserve Escrow Rate (%)	Enter the invoice percentage rate to be held in reserve for this relationship-level override. Will populate a 0 if Fee Escrow is set. Will be blank if no Override term is set.
Calculated Advance Rate (%)	Displays the percentage of the invoice amount advanced for invoices for this relationship-level override, which is 100 percent minus the Reserve Escrow Rate (%) and Fee Escrow Rate (%) rates.
Other Override Fees (Beta)	Select the Client Terms that will override certain term type definitions for the relationship except the Purchase Fees, which are defined using the Fee Rate (%) and Reserve Rate (%) fields above. Note that the Terms selected must be an active invoice-based terms previously defined in Client Terms (refer to the <i>Defining Client Terms</i> chapter of the FactorSoft Administrator's Guide for details).

Debtor Aging - Payments Tab

This tab displays all collections paid for the client/debtor relationship as-of a given date.

Date	Check #	NPTF	Amount
4/19/2011	17514	No	2000.00
4/30/2011	0089787	No	15000.00
4/30/2011	324476	No	15000.00
4/30/2011	332332	No	1000.00
4/30/2011	6976578	No	100.00

Show payments posted since:

Field	Description
(Grid)	Displays payments for the client/debtor relationship as line-items with the following data:

Field	Description
	• Date: the payment date • Check#: the check or transaction reference number • NPTF: the Not Payable To Lender Indicator – Yes or No • Amount: the payment amount
Show payments posted since	Enter the beginning date for payment records to be displayed on the Payments tab.
Refresh	Click this button to reload the grid with payment records.
Collection Report	Select a payment record and click this button to generate Collection Report for the payment.

System Preferences

The following system preferences for this function are located in the Administration module, System Preferences, **Fields/screen behavior, Screen, Client/debtor aging** folder.

Preference	Description
Show payments tab	Set to True to enable the Payments tab of the Debtor Aging screen.

Debtor Aging - Options Tab

This tab allows you to customize the headers of the Aging Tab's display grid according to your business needs. It also controls certain display options on the NOA & Rules tab.

Field	Description
Field Selection /	Use these two columns to define the data columns to be displayed in the Aging

Field	Description
sequence:	tab data grid. The Selected column contains the columns that are currently selected for display, while the Available column contains available data columns not selected. You can move columns from one list to the other by selecting and clicking the horizontal arrows between the columns, or by double-clicking the column name in either list. You can change the order of display in the Selected column by selecting a column name and clicking the up or down arrow to the right of the column to move the field to the desired position.

Field	Description
Double Click Action	Select the action to take when an invoice line-item is double-clicked: • View Debtor Info: Select this option to open the Debtor Information window when double clicking an invoice. • View Invoice Info: Select this option to open the Invoice Information window when double clicking an invoice. • View Debtor Notes: Select this option to open the Debtor Notes window when double clicking an invoice. • Print Debtor Statement: Select this option to generate a debtor statement when double clicking an invoice.
New relationship tab	Select the tab to be displayed upon opening the Debtor Aging window for a new debtor relationship: • Credit/No Buy • NOA/Rules
Statement age by	Select the type of aging to display on the statement: • Invoice date • Purchase date • Due date
Statement invoices were	Select the text to include to indicate the client from which the invoices were purchased to be included on the debtor statement: • Purchased from: text reads "Invoices Purchased From: <client>" • Issued by: text reads "Invoices Issued By: <client>" • Leave blank: do not include text on statement
Primary tab	Select the tab on the Debtor Aging screen that will be in focus upon opening the screen.
Last check date is posting date instead of check date	Select this option to display the date on which the last debtor check was posted on the NOA/Rules tab. If this option is not selected, the check date is displayed on the NOA/Rules tab.
Show short/over paid	Select this option to show the line-items for invoices with over or short payment

Field	Description
items in red on white background	discrepancies in red on the Aging tab (recommended).
Show late promises & call backs in red	Select this option to show the line-items for invoices with promise discrepancies in red on the Aging tab
Show NPTF if last check not payable to lender	Select this option to display a NPTF (not payable to lender) column and indicate that the last check received from this debtor was paid to the order of the client or third party.
Do not refresh grid on refocus	Select this option to maintain invoice selection on the Aging tab's grid after pressing any of the action buttons. If this option is not selected, any invoices selected on the Aging tab's grid using the CTRL or Shift function will lose their highlight after clicking any of the invoice-related action buttons, such as Detail, Image or Set Dispute.

Brokers

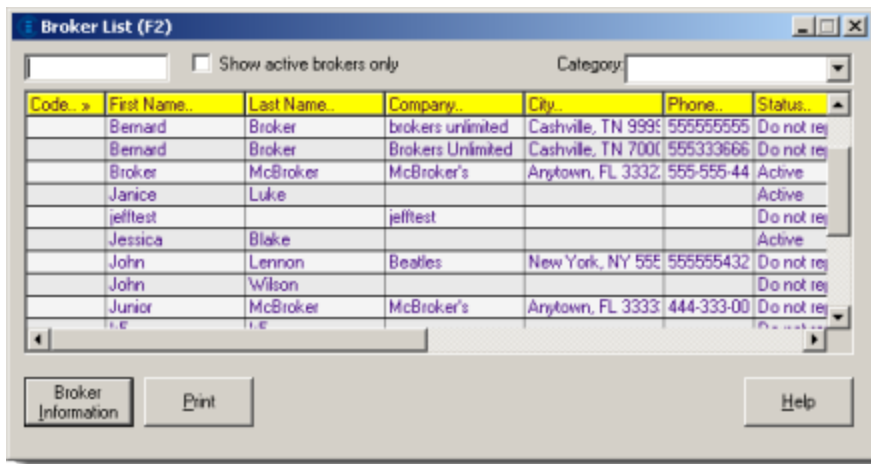
In FactorSoft, brokers are defined as persons acting as the lender's agent to assist in the development of new business (as in negotiating contracts, purchases, or sales) in return for a fee or commission. Generally, commissions are paid to brokers based on the performance of clients associated with the broker.

Broker List (F2)

The Broker List screen displays all brokers and associated details for each broker, such as the broker's name, address, phone number, status and so on.

TIP

The Broker List (F2) screen is accessed by selecting Office → Broker List or by pressing the F2 key on the FactorSoft Desktop.



To modify information for a broker, double click the corresponding line. Information for the broker displays on the Broker Information screen and can be modified as needed.

To add a new broker to the list displayed on the Broker List (F2) screen, select File → Add New Broker on the FactorSoft Desktop.

For more information on the Broker Information screen and the Add New Broker screen, refer to " Add New Broker/Broker Information" on the next page.

Field	Description
(Scroll)	Enter a character (number or letter) or combination of characters to advance the list to the broker name beginning with that character or combination of characters.
Show active brokers only	Select this option to exclude brokers with a Status other than Active set in the Broker Information screen from the Broker List.
Category	Select the broker category to which to limit the display of brokers in the grid. Broker categories are defined in the Broker Category Table.
(Grid)	Displays the brokers with the following data. Click a header title to sort the list by that column. Double-click a line-item to open the Broker Information screen for that broker.

Field	Description
	• Code: the broker code • First Name: the broker first name • Last Name: the broker last name • Company: the company name for the broker • City: city, state, and ZIP/Postal Code for the broker address • Phone: the primary phone number for the broker • Status: Status code selected for broker on Broker Information
Broker Information	Select a broker from the list and click this button to display the Broker Information screen for the broker.
Print	Click this button to generate the Broker List Report, which contains the information listed in the Broker List grid. The report is generated in a FactorSoft Report Viewer preview screen, which can be printed to a local or network printer or exported in a variety of formats.

Add New Broker/Broker Information

The Broker Information/Add New Broker screen is used to add new brokers and related details to the system, and to view or modify information about existing brokers.

NOTE

The name of this screen varies based on how the screen was accessed. If this screen was accessed by double clicking a broker on the Broker List (F2) screen, this screen displays as the Broker Information screen. If this screen was accessed by selecting the Add New Broker option in the File menu on the FactorSoft Desktop, this screen displays as the Add New Broker screen.

To add a new broker, enter information in the related fields, such as the broker name, company name, address, phone number, and so on, and click the **Create** button. After clicking this button, the screen closes and the broker is added.

To modify information for an existing broker, update the entries as necessary and click the **Update** button. The window closes and the broker details are saved.

Use the fields on this screen to enter or modify basic information, such as the broker's name, optional code, physical and email address, phone, fax, social security number (SSN), and tax number.

Field	Description
Code	Enter the optional code that uniquely identifies the broker. The rules for entry of this field are controlled through System Preference Field-s/Screen Behavior, Codes, Broker Code. Options are Required,Optional, and

Field	Description
	Never allowed. Additionally, you can define whether or not the code must be unique. Set System Preference Fields/screen behavior, Screens, Broker information, Allow duplicate broker codes to the appropriate option, as defined below: • Do not allow duplicates • Allow duplicates, requires user confirmation • Allow duplicates, no warning will be issued
Status	Select the broker's status: • Active • Do Not Assign • Do Not Report
Name, First/Last	The first and last name of the broker.
Company	The company or agency name associated with this broker.
Address	The first and second lines of the broker's mailing address.
City	The city, state and ZIP Code components of the broker's mailing address.
Country	The country component of the broker's mailing address.
Email	The broker's email address. 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:

Field	Description
	• 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
Currency	The default currency to use for the broker.
Category	Select the broker category to which the broker is assigned. Broker categories are defined in the Broker Category Table.
Phone	The primary and secondary telephone numbers for the broker.
Fax	The FAX phone number for the broker.
SS#	The broker's Social Security Number.
Tax #	The Federal Tax ID for the broker, company, or agency.
Expires	Enter the broker's Tax ID expiration date.
Create or Update	Click to complete the task and exit.
Cancel	Click to exit without saving changes to the Add Broker/Broker Information screen.
Apply	Click to update your entries without exiting.
Audit	Click this button to open the Audit History screen, which provides a record of changes made to a broker record.
Create or Update	Click to complete the task and close the screen.
Delete	Click to delete the displayed broker and close the screen. This button is only available on the Broker Information screen.

Clients Tab

The Clients tab includes information for each client for which a relationship between the broker and a client exists. Information such as the name and phone number of the client display.

Clients
Instructions
Standard Commission Rate
Contacts
Web Access

Name	Phone
Baggett Override Transportation (BAGGETT)	
Bobby's Transportation Company (BOBBY)	(205)555-5555

Information
Aging
Transactions

To review client information on the Client Information screen, highlight the client in the grid and click the **Information** button. In addition, highlight a client and click the Aging button or the Transactions button to display the Summary Aging window or the Transactions window respectively, where aging information and transaction information for the client can be reviewed.

Field	Description
Name	Displays the name of the client associated with the broker.
Phone	Displays the phone number of the client associated with the broker.
Information button	Click to view the selected client's Client Information window.
Aging button	Click to view the selected client's Aging window.
Transactions button	Click to view the selected client's Transactions window.

Instructions Tab

The Instructions tab is used to add any notes or instructions related to the broker.

Clients
Instructions
Standard Commission Rate
Contacts
Web Access

Mike doesn't work Monday's

Standard Commission Rate Tab

The Standard Commission Rate tab is used to define or modify the commission rates for the broker. When defining commission rates on this tab, you can specify the number of months through which the rate applies and the calculation method for the commissions.

Clients
Instructions
Standard Commission Rate
Contacts
Web Access

Payment on 1st Buy:

New
Cng
Del

Thru Month	Rate
12	10.00

Commissions based on:

Earnings

☐ Exclude earnings from client fee statement
☐ Exclude earnings from due day increases
☐ Exclude earnings from extra debtor fees
☐ Purchase fees are taken when paid

Field	Description
Payment on 1st Buy	Enter the dollar amount of the payment the broker is to receive upon a first purchase.
(Commission rate table)	This table is used to create the standard commission rate structure for a broker:

Field	Description
	• New: Click to display the Create New Rate window that is used to add a month/rate category to the commission rate for the broker or client/broker relationship. • Cng: Click to display the Update Existing Rate window that is used to edit an existing month/rate category for the broker or client/broker relationship. • Del: Click this button to delete an existing month/rate category for the broker or client/broker relationship. • Grid: Displays the commission rates that have been set up for specified time periods. • Thru Month: Displays the number of months through which the rate applies the broker commission. • Rate: Displays the rate used to calculate the commission for each time period entry.
Commission based on	This option defines the broker's commission calculation method:

Field	Description
	• Select Earnings to base commission on fees earned. • Select Earnings less cost of funds to base the commission on fees earned minus a percentage of the average daily balance. For more information on cost of funds, see the Broker Commission Report. • Select Earnings excluding chargebacks to base the commission on earnings that do not include chargeback fees. • Select Earnings and fee escrow to base the commission on initial earnings and collection fees. • Select Earnings excluding purchase fees to base commission on fees earned minus any purchase fees applied. • Select Earnings from collections only to base commission on percentage of collections. • Select Earnings from collections, first tier only to base commission on percentage of collections that occur within the first rate tier. • Select Earnings from purchases only to base commission on percentage of purchases • Select Payments applied to base the commission on collections received from the client's debtors. • Select Invoices purchased to base the commission on invoices purchased per statement period.
Exclude Earnings from Client Fee Statement	Select this option to exclude earnings incurred on Net Funds Employed when calculating a broker's commission. As a result, earnings posted on the New Client Fee Statement will be excluded from the broker commission statement.
Exclude earnings from due day increases	Select this option to exclude earnings incurred from due day increases when calculating a broker's commission.
Exclude earnings from extra debtor fees	Select this option to exclude earnings incurred from extra debtor fees when calculating a broker's commission.
Purchase fees are taken when paid	Select this option to include earnings based on paid invoices only. The commission is not calculated until the invoice is paid in full.

Field	Description
	Non-funded invoices and invoices that are either written off (W/O) or charged back (C/B) are not included in the calculation. The calculation includes only the purchase fees and the fees earned from the Collection Fee Table in Client Terms.

Contacts Tab

The Contacts tab is used to create new broker contacts, and to view or delete existing contacts.

First Name.. »	Last Name..	Phone	Extension
Mike	Wilson	(713)555-0141	2242

New Delete View

Click the **New** button to access the Add New Broker Contact window, where information for a new contact can be entered. To modify the information for an existing contact, highlight a contact in the grid and click the **View** button. The View/Update Existing Broker Contact window displays, where information can be modified as needed.

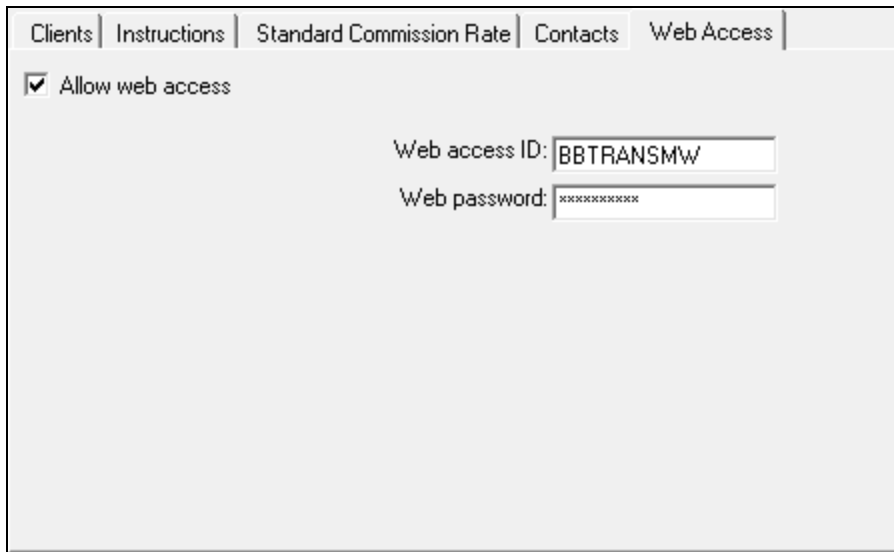
Fields	Description
First Name	Displays the first name of the broker contact.
Last Name	Displays the last name of the broker contact.
Phone	Displays the phone number for the broker contact.
Extension	Displays the phone extension for the broker contact.

Web Access Tab

The Web Access tab is used to allow the broker to view client accounts online using ClientWeb.

CAUTION

When this access is activated, the broker can view all processes viewable by the client. Information is not specific to broker commission only.



The screenshot shows a software interface with a tabbed menu at the top: 'Clients', 'Instructions', 'Standard Commission Rate', 'Contacts', and 'Web Access'. The 'Web Access' tab is selected. Below the tabs, there is a checkbox labeled 'Allow web access' which is checked. Below this checkbox are two input fields. The first is labeled 'Web access ID:' and contains the text 'BBTRANSMW'. The second is labeled 'Web password:' and contains a series of asterisks 'XXXXXXXX'.

To allow web access for the broker, select the **Allow web access** check box and enter a web access ID and password in the associated fields.

Fields	Description
Allow web access	Select to provide the broker access to ClientWeb.
Web Access ID	Enter the user name used to access ClientWeb for this broker.
Web Password	Enter the password used to access ClientWeb for this broker.

System Preferences

The following system preferences for this function are found in the Administration module, System Preferences, **Reports, Broker commission reports** folder.

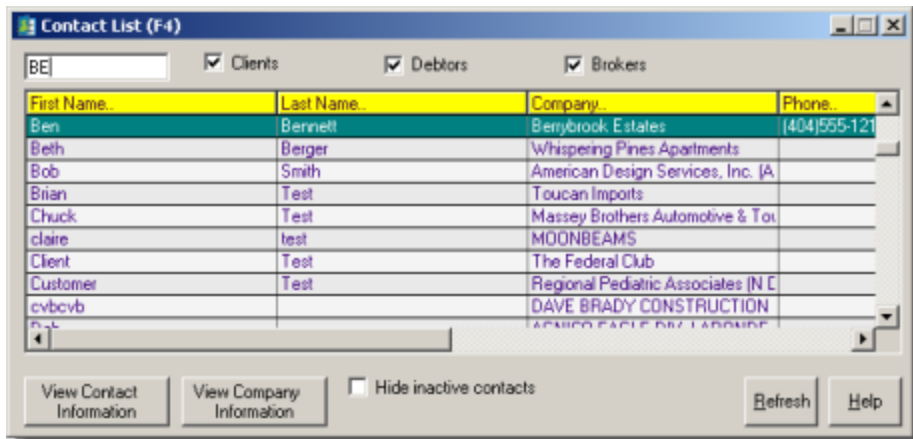
Preference	Description
Earnings do not include additional fees	FactorSoft can exclude any additional fee earnings from the client's total earnings when calculating a broker's commission based on any of the earning types mentioned above. Setting this preference to True will cause any earnings posted to the client's Additional Fee Account to be excluded from the total earnings amount. Note that the client's Additional Fee Account and Earned Fee

Preference	Description
	Account cannot be identical for this condition to apply. For more information on setting up a client's Additional Fee and Earned Fee accounts using FactorSoft's G/L Account Groups Table, click here. For information on defining a client's additional fees using the Client Term window's Additional Fee Panel, click here.

Contact List (F4)

The Contact List displays all contacts currently available in your database.

Note that the Contacts Internal Keys must be recalculated once for each upgrade to a new version of FactorSoft to prevent inaccurate sorting of the Contact List. In the Administrative module, select System, Database maintenance, Recalculate redundant data, and select **Internal Keys** from the Recalculate Redundant Data screen. On the Recalculate internal keys screen, select **Contacts** only and click **Ok**.



Field	Description
(Scroll)	Enter a character (number or letter) or combination of characters to advance the list to the contact name beginning with that character or combination of characters.
Clients	Select this option to display client contacts created from the Contacts panel of the Client Information screen.
Debtors	Select this option to display customer/debtor contacts created from the Contacts panel of the Customer/Debtor Information screen.
Brokers	Select this option to display broker contacts created from the Contacts tab of

Field	Description
	the Broker Information screen.
(Grid)	List the client, debtor, and/or broker contacts with the following data. Double-click an entry to see the Client, Debtor, or Broker Information screen for the selected contact. • First Name • Last Name • Company • Phone
View Contact Information	Select a contact and click this button to display the View/Update Existing Contact screen.
View Company Information	Select a contact and click this button to display the Client, Debtor, or Broker Information screen for the selected contact.
Hide inactive contacts	Select this options to remove contacts on which the Inactivate option has been selected from the list.

Add New Contact/Contact Information

The Contact Information screen is used to create a new business contact for the client or customer/debtor, or to view or modify an existing one. This screen can be accessed from the New or View buttons on the Contacts Panel of the Client Information or Debtor Information screen.

 Add New Client Contact
 ✕

Company: Amanda Test Client

First, Last Name:

Title:

Address:

City, State, Zip:

Country:

Email:

Ownership %:

Comments:

 Phone:

Extension:

Fax:

 Cell:

☐ Authority
 ☐ Cng Rept
 ☐ Attention
 ☐ Guarantor
 ☐ Notices
 ☐ Inactivate
 ☐ Web Access
 ☐ Web Admin

Create

Audit

Cancel

Apply

Help

Field	Description
First, Last Name	The contacts first and last names (separate fields).
Title	The business title of the contact.
Address	The first two lines of the street address for the contact.
City, State, Zip	The city, state, and Zip Code/Postal Code components for the contact address (separate fields).
Country	The country component for the contact address.
Email	The email address for the contact. 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.

Field	Description
	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
Ownership %	The percentage of ownership in the client business that the contact has, if applicable.
Phone	The contact's primary phone number. If you have FactorSoft Auto Dialer enabled, you can call the contact by clicking on the phone icons next to the debtor's primary or secondary phone numbers.
Extension	The contact's primary phone number extension.
Fax	The contact's fax phone number.
Cell	The contact's mobile phone number.
Authority	Select this option to indicate that the contact has authority within the client organization; for example to sign off or verify invoices.
Attention	Select this option to include the contact's fax or email address when sending notices, reports, or statements. To address several contacts within the organization, check each contact's Attention box. Depending on the main contact's report preferences, FactorSoft automatically includes the contacts' email addresses or fax numbers when generating outgoing reports.
Notices	Select this option to indicate that the contact is the recipient of notices of assignment for the organization.
Cng Rept	Select this option to send the Client Change Report to selected client contacts when the report is generated. When the report is generated, it is transmitted to the client contact. If there is not data for a client, a message indicating that no data was generated is transmitted to the client. Transmittal occurs as follows: send via email if there is an

Field	Description
	email address on the contact record. If there is no email, send via fax if there is a fax number.
Guarantor	Select this option to indicate that the contact is the guarantor of the customer/debtor organization.
Inactivate	Select this option to indicate that the contact is no longer active for the customer/debtor.
Web Access	Select this option to indicate that the contact should have access to the Web Portal.
Web Admin	Select this option to indicate that the contact should have Admin access to the Web Portal.
Inv Delivery	Select this option to email Invoice Delivery packages for the debtor to the contact. Note that this option only appears for debtor contacts.
Comments	Enter additional contact related information as required.
Create/Update/Verify	This button is used to complete add, update, and delete actions on the Customer/Debtor Contact screen. • Create: Complete the addition of a new entry. • Modify: Complete an update to an existing entry. • Verify: Confirm and complete the deletion of an existing entry.
Audit	Click this button to open the Contact Audit History screen, which provides a record of changes made to a contact record. Note that the audit is specific to the contact and can be accessed only from the Add New or View/Edit Existing Contact screens. The Audit function from the Client Information and Debtor Information screens does not contain the contact audit items.
Cancel	Click this button to close this screen.
Apply	Click this button to save the screen without closing.
Phone Log	Click this button to access the call log. This option only applies if the FactorSoft Auto Dialer is enabled.

Security Roles

To view and update the Contacts form, the following Security Role needs to be set to **YES**, **Security Roles > Contacts > Access**:

- Add new contacts
- Delete contacts
- Contacts information (update)
- Contacts information (view)
- Allow Users to Update Web Access
- Allow Users to Update Web Admin
- Contact List

Client and Debtor Notes

The *Notes* screen is used to create client and debtor notes, set ticklers for future actions, and view existing notes in chronological order.

Notes can be created for either clients or customer/debtors. The screens are very similar, however some of the detail items are different:

- To create or view client notes, click the **Notes** button on the *Client Information* screen.
- To create or view debtor notes, click the **Notes** button on the *Debtor Information* screen.

Client Notes Screen

Category	Debtor	Remind	Date
UCC	QUIN	QUIN	February 21, 2007

Notes posted to selection: ☐ Show audit notes

Date	User	Text
2/14/2007 10:46 AM	QUIN	please call client contact at Anyco

February 2007

S M T W T F S

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28

Aging Info New Update Exit Print Help

Debtor Notes Screen

Upper Fields

Field	Description
Category	Select the note category to display in the Notes Posted to Selection Tab. If a category appears in red type there are existing notes for that category.
(Client/Debtor grid)	For client notes, this grid displays the debtors that have a relationship with the client that have outstanding notes in the selected category. For debtor notes, this grid displays the clients that have a relationship with the debtor that have outstanding notes in the selected category. The grid also displays the user set to be reminded for the note, and the remind-on date.
Select debtor only	Select this option on the Client Notes to only view notes for the current relationship.
Select client only	Select this option on the Debtor Notes to only view notes for the current relationship.
Reminder	Select the type of reminder to view or create. Select None if no tickler is to be created. Select Tickler to indicate that a tickler is to be recorded. The following additional fields are displayed:

Field	Description
	• Remind: Select the user to receive the Tickler reminder • Priority: Select Regular if the note is not critical or Critical to indicate a high priority item.
Show audit notes	Select this option to view system generated tickler details, such as when a tickler was set, cleared, or changed.

Notes Posted to Selection Tab

This tab displays existing notes for the client or debtor.

Field	Description
Date	Displays the date and time on which the note was recorded.
User	Displays the user name of the user that recorded the note.
Text	Displays the note text.

Client/Debtor Information Tab

This tab displays client or debtor information recorded on the Client or Debtor Information screen, and the client or debtor contacts in the adjacent grid.

Control Buttons

Field	Description
Collection Notes	For debtor notes, click this button to display the Collection Notes screen for the debtor.
Aging	For Client Notes, displays the Summary Aging screen. For Debtor Notes, displays the Debtor Information screen.
Info	For Client Notes, displays the client Information screen. For Debtor Notes, displays the Debtor Information screen.
New	Displays the New Note screen, which allows the user to create a new note for the client or debtor.
Update	Click this button to save changes to existing notes.

Field	Description
Exit/Cancel	Click this button to close the screen or abandon any changes made to the note.
Print	Click this button to display the Print Notes report screen that allows the user to select print criteria for the notes to be printed.

Adding a New Note

To add a new client or customer/debtor note, access the Notes screen from the Client or Customer/Debtor Information screen and click the Notes button. The New Notes screen appears as shown next:

1. Select the **Client** or **Debtor** for which to record the note.

If the note is a Client note, the **Client** field is automatically filled with the client from the *Client Information* screen. The **Customer/Debtor** field is available, so that you can select a specific debtor for a client/debtor relationship to which to apply the note.

If the note is a Customer/Debtor note (as in the illustration below), the **Customer/Debtor** field is automatically filled with the debtor from the Customer/Debtor Information screen. The **Client** field is available, so that you can select a specific client for a client/debtor relationship to which to apply the note.

The screenshot shows a window titled "New Note for ABC Garage Doors (5215) on Bar None Cookie Company (BARNONE)". It contains several fields: "Client" (Bar None Cookie Company (BARNONE)), "Debtor" (ABC Garage Doors), "Category" (GENERAL), and "Reminder" (None). A dropdown menu for "Reminder" is open, showing "None" and "Tickler" options. Red arrows with numbers 1 through 4 point to these fields: 1 points to Client, 2 points to Debtor, 3 points to Category, and 4 points to the Reminder dropdown menu.

2. Select the **Category** for the note.

The values in this list are defined in the Notes Category Table in the Tables module.

3. Enter the note text.

4. Select the **Reminder** option.

Reminder options are **None** or **Tickler**.

If **None** is selected, no further entries are required to complete the Note. Proceed to Step 8.

If the **Tickler** option is selected in Reminder, additional fields and a calendar tool appear to enter the follow-up details, as shown next:

The screenshot shows the same "New Note" window, but now with "Reminder" set to "Tickler". This has revealed additional fields: "Remind" (STEVE) and "Priority" (Regular). A calendar for May 2011 is displayed, with the 18th highlighted. Red arrows with numbers 5 through 8 point to these elements: 5 points to the Remind field, 6 points to the Priority dropdown, 7 points to the calendar, and 8 points to the "Create" button.

5. Select the FactorSoft user to receive the note as a tickler from the **Remind** field.

6. Select the **Priority** level.

Select **Regular** if the note is not critical or **Critical** to indicate a high priority item.

7. Using the Calendar tool, select the date on which the **Reminder** user will receive the tickler on login.

8. Click the **Create** button to save the new note.

Client Participation

The Client Participation functionality allows you to set up Participants that have a financial share in transactions for the client for the purpose of sharing the risk and revenue.

Participants are set up in the Participant List and then assigned to a client on the **Participation** panel of the *Client Information* screen. The financial sharing of the participant is enabled by setting up participation accounts in the Accounts Table, and then assigning the accounts to a G/L group.

Setting Up a Participant Account

Participant accounts must be set up to manage the flow of money due to and from the Participant. To set up the participation accounts, open the Tables module from the File menu of FactorSoft:

1. On the Tables module, select Accounts from the Accounting menu. The Accounts screen is displayed.
2. Create participation accounts:

The screenshot shows the 'Account Table' window. At the top, there is a table with columns 'Account #' and 'Description'. The table lists several accounts: 1020 (Participation Receivable), 1025 (Participation Required), 1030 (Loans Receivable), 1040 (PO Advances), 1060 ((Less) Bad Debt reserve), 1095 (Notes Receivable), and 1100 (FS Advances). To the right of the table are buttons for 'New', 'Delete', 'Change', and 'Help'. Below the table, there are tabs for 'Standard', 'Accounting report', 'Cash/wire Account', 'Hold account', 'Variations', and 'Balance forward'. The 'Standard' tab is selected, showing fields for 'Account #', 'Description', 'Currency', 'Office', 'Cost center', 'Taxable', and 'Default amount'. There are also checkboxes for 'Allow on purchases / reserve release', 'Allow on collections', 'Allow on loans', 'Allow on wash hold', and 'Earning account'.

- Click the **New** button.
 - Complete the account details on the **Standard** tab.
 - Click the **Save** button to save the Account definition.
3. Select **G/L Account Groups** from the **Account** menu and set the Participation accounts for the G/L account group:

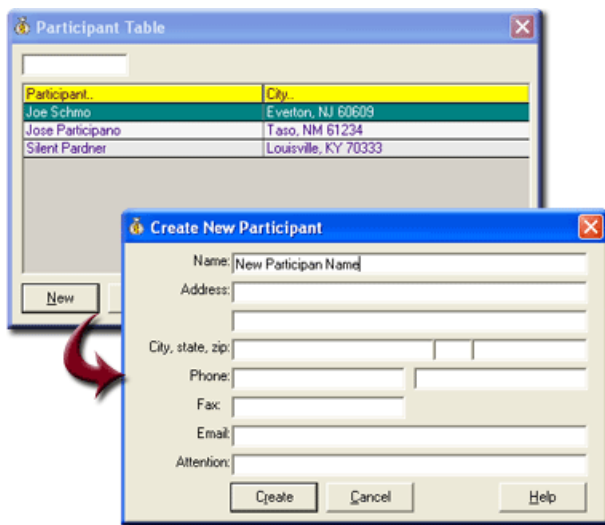
The screenshot shows the 'G/L Account Groups' window. At the top, there is a dropdown menu for 'G/L group' set to 'STANDARD'. To the right of the dropdown are buttons for 'New', 'Copy', 'Rename', and 'Delete'. Below the dropdown, there are tabs for 'General Accounts', 'Reserve Accounts', 'Fee Accounts', 'Participation', and 'Miscellaneous Accounts'. The 'Participation' tab is selected, showing fields for 'A/R offset by participation' and 'Due from participant', both with dropdown menus. At the bottom of the window are buttons for 'Help' and 'Exit'.

- Select the **G/L group**.
- Select the **Participation** tab and set the participation accounts:

Field	Description
A/R offset by participation	Select the account to use as the A/R offset account to be credited for the participant's percentage. This account is credited with the participant's percentage when an invoice is funded.
Due from participant	Select the account from which participant cash is taken. This account is debited at the time of the purchase, when FactorSoft draws money for the participation percentage that is assisting with the funding. At payment of the invoice (collection), the funds used as the participant funds are credited back to this account

Creating New Participants

Create new participants using the *Participant Table* screen, which is accessed from the **Participant List** option on the **Office** menu.



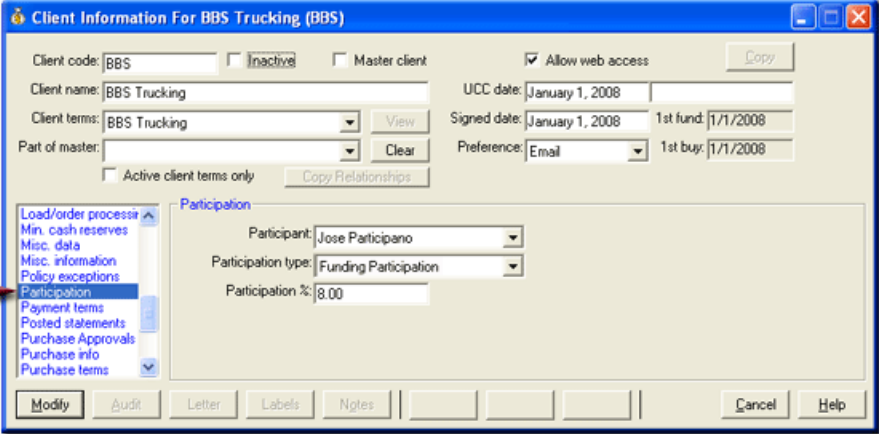
To create the new participant:

1. Enter a **Name** for the new participant.
2. Complete the relevant contact information.
3. Click **Create**. The new participant is saved to the Participant Table grid.

Assigning a Participant to a Client

Once defined, the participant can be assigned to one or more clients. Open the Client List (F3) screen, select the client, and select Client Information from the selection list.

On the *Client Information* screen:



1. Select **Participation** in the panel selection list.
2. On the Participation panel, select the **Participant** name.
3. Set the **Participation type** (None or Funding Participation).
4. Set the **Participation %**.
5. Click the **Modify** button to save the Participation panel changes.

Reporting on Participation

The Participation Report lists funds owed to each participant and the amount each participant owes the lender. To open the report, in the Reports module, on the **Participation** menu, select **Participation Report**.

Client..	Batch#	Posted	Invoices Purchased	Fee Escrow	Reserve Escrow	Fee Earned	Reserve Held	Funds Advanced	Participant..	Participation Amount
Additional / Late Fee Medical										
	101	6/28/2005	(1,000.00)		200.00	(7.50)		(807.50)	Jose Participano	(400.00)
	113	7/27/2005	(100.00)					(100.00)	Jose Participano	(50.00)
	115	8/16/2005	(2,500.00)					(2,500.00)	Jose Participano	(1,500.00)
	116	8/16/2005	(12,100.00)		400.00	(24.28)		(11,704.28)	Jose Participano	(5,040.00)
	117	2/1/2006	(300.00)					(300.00)	Jose Participano	(100.00)
	140	6/28/2005	10,000.00		(2,000.00)			8,000.00	Jose Participano	4,000.00
	150	6/28/2005	1,500.00		(300.00)			1,200.00	Jose Participano	750.00
	152	6/28/2005	1,000.00		(200.00)			800.00	Jose Participano	400.00
	153	7/25/2005	100.00		(20.00)			80.00	Jose Participano	40.00
	154	7/25/2005	100.00		(20.00)			80.00	Jose Participano	40.00
	155	7/25/2005	100.00		(20.00)			80.00	Jose Participano	40.00
	156	7/25/2005	100.00		(20.00)			80.00	Jose Participano	40.00
	157	7/25/2005	100.00		(20.00)			80.00	Jose Participano	40.00
	158	7/25/2005	1,000.00			(30.00)	(100.00)	870.00	Jose Participano	600.00
	159	7/25/2005	100.00			(3.00)	(10.00)	87.00	Jose Participano	60.00
	161	7/25/2005	100.00			(3.00)	(10.00)	87.00	Jose Participano	60.00
	163	7/25/2005	500.00			(15.00)	(50.00)	435.00	Jose Participano	300.00
	166	7/25/2005	50.00			(1.50)	(5.00)	43.50	Jose Participano	30.00
	170	7/27/2005	100.00			(3.00)	(10.00)	87.00	Jose Participano	60.00
	171	8/1/2005	100.00			(3.00)	(10.00)	87.00	Jose Participano	60.00
	172	8/2/2005	2,500.00			(75.00)	(250.00)	2,175.00	Jose Participano	1,500.00
	188	8/16/2005	10,000.00			(300.00)	(1,000.00)	8,700.00	Jose Participano	5,000.00
	189	8/16/2005	100.00			(3.00)	(10.00)	87.00	Jose Participano	60.00
	190	8/23/2005	400.00			(12.00)	(40.00)	348.00	Jose Participano	240.00
	192	1/1/2008	1,000.00			(30.00)	(100.00)	870.00	Jose Participano	600.00
	194	11/28/2008	12,000.00			(360.00)	(1,200.00)	10,440.00	Jose Participano	7,200.00
			25,050.00			(2,000.00)	(870.28)	19,384.74		14,790.00
			25,050.00			(2,000.00)	(870.28)	19,384.74		14,790.00

Invoice Purchasing

In FactorSoft, invoice purchasing consists of the following steps:

1. Create a purchase batch. Batches can be created by:
 - manually entering the invoices one by one on the purchase entry screen – this is the method described in this guide.
 - importing from a file using the Purchase Import Facility.
 - capturing images using optical character recognition technology using the Intelligent Data Collection module (the IDC).
2. Verify and/or Approve the newly created purchase batch on the Manage Pending Purchases Screen. These steps are configured as optional, required, or not used based on your business requirements.
3. Purchase the purchase batch on the Manage Pending Purchases screen.

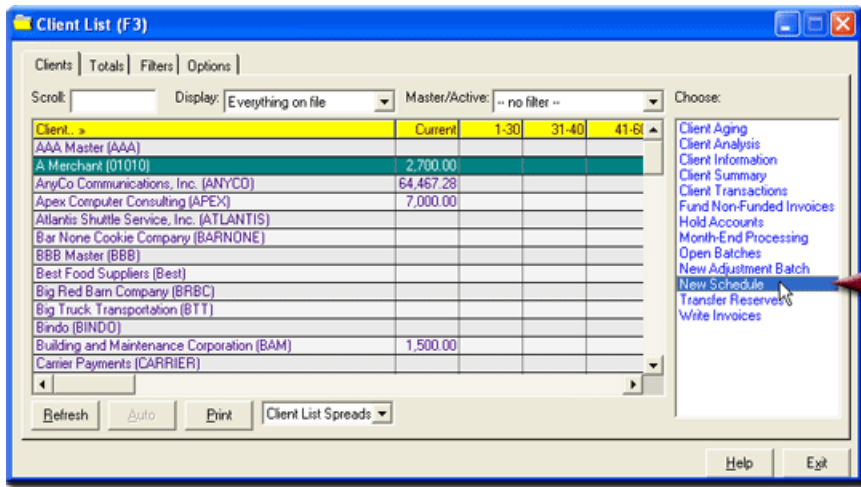
Purchase Entry

The FactorSoft Purchase Batch Screen is used to record the details of invoices that you are purchasing from clients. This screen also provides tools to track balances, notes, warnings, and credit limit issues throughout the data entry process.

To access the Purchase Batch screen, select the client on the Client List screen and click New Purchase in the selection list, as shown next:

NOTE

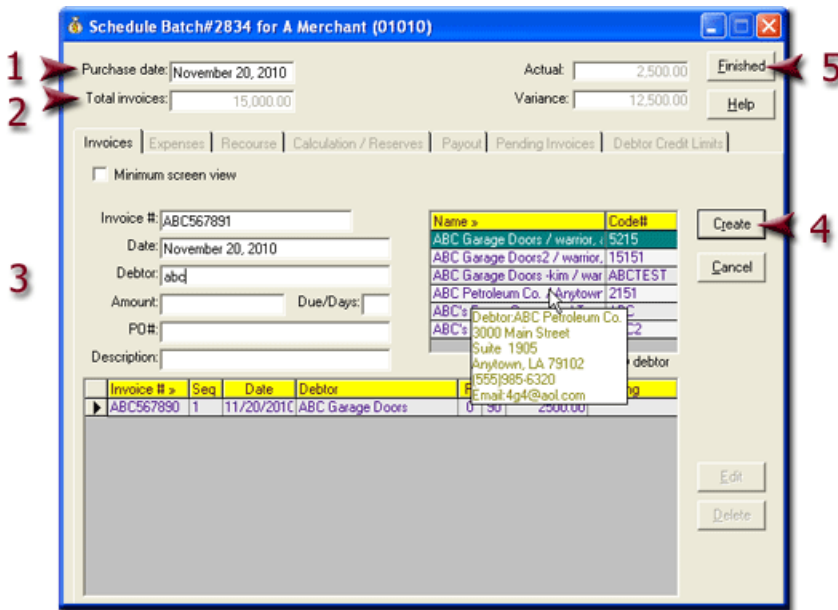
The name used to describe a purchase batch is configurable using the Terminology, Purchase new invoices on a System Preference, and all references to the screen within FactorSoft will reflect the entered name. In the examples, "Schedule" is the new invoice name, and therefore the selection list title is "New Schedule" and the screen title is "Schedule Batch".



The Purchase Batch screen opens, as shown next.

NOTE

The fields and tabs displayed on the Purchase Batch screen vary depending on the configuration of FactorSoft. For example, if Purchase Order Financing is enabled, the PO# field is a drop-down list instead of a data entry field. System Preferences can also enable additional fields and functions on this screen not present in the base screen displayed following. For more information on displaying or removing these fields, please refer to the online help for the Purchase Batch screen.



To enter a purchase batch:

1. Enter the **Purchase Date**.

The purchase date displays the FactorSoft current processing date by default. You can edit this date to record the purchase on a different purchase date. The purchase date is the day on which fee accrual and aging begin.

2. Enter the total dollar amount for the purchase in **Total Invoices**.

This is the sum of all invoices to be purchased in the batch. The Variance field will display the same dollar total when you tab off of the Total Invoices field.

NOTE

If you are not advancing on the invoice at purchase, the selected invoices will not be funded on purchase.

3. Enter the invoice details on the Invoices tab.

NOTE

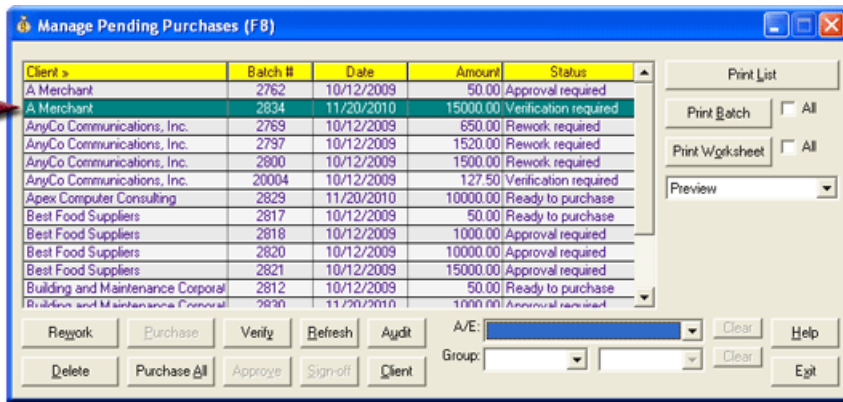
Notice that you can type in a partial Customer/Debtor name and display all matches in a list to the right of the data entry fields. You can then hover over any of the names to display a pop-up of customer/debtor information and double-click a line-item to select that customer/debtor.

4. Click **Create**.

The invoice is added as a line-item in the lower grid and the invoice total is deducted from the **Variance** field and added to the **Actual** field in the upper fields.

5. When all invoices have been entered and the **Variance** is zeroed out, click **Finished** to save the batch.

The purchase batch is processed and appears as an entry in the Manage Pending Purchases screen, as shown next:



System Preferences

The following system preferences for this function are found in the Administration module, System Preferences, **Data Entry Behavior, Purchase Entry, Data Elements** folder.

Preference	Description
Accept early pay discount information	Set to True to display the Early rate and Early days fields on the Invoice tab of the Schedule Batch.
Accept language on new debtor	Set to True to enable the language field in the new debtor field-set on the Invoices tab of the Schedule Batch screen.
Allow Minimum Screen View	Set to True to enable the Minimum screen view option on the Invoices tab of the Schedule Batch screen.
Show recourse and due days in invoice grid	Set to True to display columns for recourse days (R) and due days (Du) in the invoice grid on the Invoices tab of the Schedule Batch screen.

The following system preferences for this function are found in the Administration module, System Preferences, **Data Entry Behavior, Purchase Entry, Field/edits actions** folder.

Preference	Description
Show recourse on purchase	Set to True to show the recourse field next to the invoice number on the Schedule Batch screen. If you purchase invoices on a non-recourse basis only, you may want to turn off this field. If this is the case, set this preference to False .
Blank term code is last invoice	Set to True to allow a new Invoice to use the last Term Code that was chosen on the previous Invoice entered on that batch.

The following system preferences for this function are found in the Administration module, System Preferences, **Terminology** folder.

Preference	Description
Extra searchable field on invoice is	Select the field label to be displayed for the field below the Invoice field. Options are PO# for purchase order number or Ref to indicate the number is a reference number other than a PO#.

Verify Invoices

This screen is opened from the Manage Pending Purchases window when you select line item with a **Status** of **Verification required** and click the **Verify** button. Use the Verify Invoices screen to track your actions and results when contacting a debtor to verify the validity of one or several invoices.

Lenders typically verify invoices by checking supporting documentation (such as bills of lading), by calling the debtor, or by sending verification letters in which the debtor is asked to confirm the validity and open balance of invoices prior to purchase.

If you only need to verify invoices purchased from specific clients, you can define this at the client level. From the Client Information screen, select the Verification panel and check the **Pre-purchase verification required** option. You can also set the amount over which new invoices must be verified for the client on the Verification panel.

1. To verify invoices, select the batch from the Manage Pending Purchases screen as shown in the previous illustration, and click the **Verify** button.

The Verify Invoices screen opens, as shown:

The Verify Invoices tab displays the customer/debtors that have invoices in the batch, the number of invoices, the total amount and PO#.

2. Select the customer/debtor in the Debtor/Invoice Summary tab for which you want to verify invoices.

The invoices for that customer/debtor appear in the invoices grid, and the customer/debtor information, including address, phone, and email contact information, appear in the text box to the right of the invoice grid.

3. Select the invoices for which you want to record verification contact results in the invoices grid.

To select nonadjacent invoices in the grid, click the invoice record selector, and then hold down the CTRL key and click each additional invoice.

To select adjacent invoices in the grid, click the first invoice record selector in the sequence, and then hold down the SHIFT key and click the last invoice record selector.

TIP

Selected invoices appear in blue in the

grid.

4. Use the fields below the invoice grid to record verification contact details, as described below:

Field	Description
Debtor Invoice Summary grid	Select a debtor name in the grid to view invoice(s) requiring verification. You can then select one or more invoices and verify them in bulk by using the drop-down lists at the bottom of the screen.
Verification Instructions Tab	Displays any verification instructions as defined on the Verification panel of the Client Information screen.
(Invoice grid)	When you select the debtor in the Debtor Invoice Summary grid, the invoices for that debtor in the batch selected from the Manage Pending Purchases screen appear in this list. Note that the verification/approval process updates the Approval Status (A-Status in this grid) to Pending when the Verification Status for an invoice is changed from a Held or Denied status to an "ok-to-approve" status To select nonadjacent invoices in the grid, click the invoice record selector, and then hold down the CTRL key and click each additional invoice. To select adjacent invoices in the grid, click the first invoice record selector in the sequence, and then hold down the SHIFT key and click the last invoice record selector. Selected invoices are highlighted in blue in the grid.
(Debtor Information)	Displays debtor demographic, identity, and credit limit information for the selected debtor.
Spoke to	Select the debtor contact who provided the verification information. This list contains the contacts created for the debtor on the Contacts panel of the Debtor Information screen. Click New to display the Add New Contact screen, on which you can enter a new contact for the debtor. Click View to display the View/Update Existing Debtor Contact screen, on which you can update an existing contact's information.

Field	Description
Response	Select the applicable response on the verification inquiry. This list contains the Verification Messages defined in the Verification/Collection Messages Table.
Method	Select the contact method. This list contains the methods defined in the Contact Methods table.
Note	Enter free-form verification notes in this text box. This information, along with your Response and Method options, is available for review by double-clicking a verification note on the Verification and Collection tab of the Invoice Information screen.
(follow-up options)	Select the appropriate follow-up option: • No Date: Select this option if no follow-up action is required or agreed to. • Call back: Select this option to indicate that a planned call back to the debtor by a certain date. Use the calendar to record the future callback date. • Will Pay: Select this option to indicate that the debtor committed to pay by a certain date. Use the calendar to record the future pay date.
Private	Select this option to prevent notes entered on this screen for being visible on ClientWeb. You can also hide notes marked private in the Collection Notes Report by selecting Hide private notes.
Tickler?	Select this option to display a Tickler message upon login of the payment or call back dates on the day(s) the respective actions are due.
Aging	Click this button to display the Debtor Aging screen for the selected client/debtor relationship.
Info	Click this button to display the Debtor Information screen for the selected debtor.
Letter	Click this button to display the Create Verification Word Document screen, from which you can generate letters by merging client or debtor data into existing Microsoft Word templates.
Image	Click this button to display the Invoice Image screen, which displays

Field	Description
	the image attached to the invoice, if applicable.
Invoice	Click this button to display the Invoice information screen for the selected invoice.
OK	Click this button to accept the changes made on the screen.
Cancel	Click this button to close the screen without saving.
Finished	Click this button to complete the verification on the selected invoice (s) and close the screen.

- Click **OK** to save the contact details for the invoices.

The Verification Status and Comment in the Debtor/Invoice Summary tab are updated to reflect the verification details selected, as shown below. The status and the action FactorSoft takes on the invoice at purchase are determined by the settings for the Response selected in the Verification/Collection Messages Table.



- Repeat steps 2 through 5 for each of the customer/debtors that require verification.
- When all verification has been completed for the batch, click **Finished** to update the batch and close the Verify Invoices screen.

System Preferences

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

Preference	Description
Do not lightup note field	Set to True to not highlight the Note field when the user clicks in this field.
Spoke To/Method are not required	Set to False to make the Spoke to and Method fields a requirement for completing verification. Set to True to allow verification without these fields completed.

Preference	Description
Use verification function	Set to True to require invoice verification in the purchase process.
Verification should combine batches	Set to False to show only debtors with invoices in the selected batch in the Verify invoices screen. Set to True to show all debtors with invoices requiring verification for the client in the Verify Invoices window, regardless of the batch selected.

Invoice Information

The Invoice Information screen displays all invoice details for an existing invoice. This screen can be accessed from the Invoice Search screen for a selected invoice, or from a variety of other screens that display invoices as line-items (such as Debtor Aging).

Upper Fields

The upper screen contains basic invoice information, such as client and debtor names, applicable terms, the invoice purchase date, and the current balance for the invoice.

Field	Description
Client	Displays the client name and client code.
Debtor	Displays the customer/debtor name.
Description	Displays the invoice description, which is entered in the Description field on the Invoice tab of the Schedule batch screen.
Terms	Displays the Client Terms to be applied to the purchase. Click the adjacent View button to open the Client Terms screen for the terms.
Days/due	Displays the due days set for the client on the Purchase Terms panel of the Client Information screen. If this is not set, the default is 30 days.
NOA	Displays the Notice of Assignment status for the client: • R: Received • S: Sent • W: Waived
Recourse	Displays the number of days after which invoices for this client become avail-

Field	Description
	able for recourse. Recourse days are set on the Purchase Terms panel of the Client Information screen.
Explanation	Displays the dispute code set in the Dispute field of the Invoice tab of the Schedule Batch screen. Select another code or click Clear to override the explanation.
Invoice #	Displays the invoice number.
PO#	Displays the invoice reference or purchase order number as entered in the Ref or PO# field located on the Invoice tab of the Schedule Batch screen.
Dated	Displays the invoice date.
Purchased	Displays the invoice purchase date.
Balance	Displays the current outstanding balance for the invoice.
Fee stop date	Enter the date on which fee accrual (taken at collection) is to end. FactorSoft will stop accruing fees prior to collection if this date is earlier than the actual payment date.
Close date	Displays the invoice close date.
Repurchase	Displays the date the invoice was repurchased. This field only displays if the Insurance Policy Center module is enabled.
Debtor confirmation required	Select this option to indicate that confirmation with the debtor is required for purchase.
No support doc supplied	Select this option to indicate that no supporting documentation is available for this invoice.
Not used for credit scoring	Select this option to indicate that this invoice is not included for consideration in credit scoring for the client. If this option is selected, the invoice is excluded for the purposes of calculating the days to pay and the average days to pay in the debtor scoring functionality; however, the invoice is not excluded from reports and screens not related to the debtor scoring functionality.

Functional Buttons

The right area of the screen contains a series of functional buttons, designed to perform client-related tasks.

Button	Description
Exit	Click this button to close the screen.
Refresh	Click this button to display updated information of the Invoice Information screen.
Update	Click this button to save changes to the invoice entered on the Invoice Information screen.
Cancel	Click this to cancel changes made to the invoice on the Invoice Information screen since the last Update .
Print	Click this button to print the Invoice Information report for the selected invoice.
Image	Click this button to open the Invoice Image screen, which displays any invoice images assigned to the invoice.

Tabs

The tabs at the bottom of the screen display the bulk of the data associated with the invoice. Click the links below to display help topics for each tab:

- [Activity](#)
- [Escrow](#)
- [Changes & Audit](#)
- [Installments](#)
- [Dispute History](#)
- [Shipping](#)
- [Verification/Collection](#)
- [Credit Approval](#)
- [Accrued Fee](#)
- [Carrier](#)
- [Tax & Freight](#)
- [Documents](#)

System Preferences

The following system preferences for this function are found in the Administration module, System Preferences, **Client rule/defaults, Defaults, Data entry** folder.

Preference	Description
Client days/due (zero for none)	Enter the default days due for invoices if non is entered during data entry on the Schedule batch screen. If this preference is not completed, the default value is zero.

The following system preferences for this function are found in the Administration module, System Preferences, **Terminology** folder.

Preference	Description
Extra searchable field on an invoice is	Select the label to be displayed on the purchase order/reference number field on the Invoice Information (as well as the Schedule Batch screen): • PO# • Ref
NOA received character is	Enter the character that indicates NOA received to be displayed in the NOA field of the Invoice Detail screen.
NOA sent character is	Enter the character that indicates NOA sent to be displayed in the NOA field of the Invoice Detail screen.

Activity Tab

The Activity tab of the Loan Backed Borrowing Base /Invoice Information screen displays loan/financial invoice activity in a grid format, with each line-item representing a transaction. Double-click an item in the grid to preview the batch report associated with the loan/invoice.

Activity	Property	Dispute history	Loan	Bank Entered Data	REO / Foreclosure	Calculated	Notes	Documents
Date	Type	Status	Batch #	Amount	Fee Escrow	Rsv Escrow	Fee Earned	Rsv Held
10/16/2019	BUY		128	303500.00	0.00	0.00	0.00	

Double click on item to preview batch report

Note that the grid columns can be shown or hidden by setting the Fields options on the Invoice Information Screen tab of the User Preferences screen

The grid displays the following data for the loan/invoice activity (note that in some cases, including payments, a line-item may be present for a pending item, but some columns are not updated until the activity is processed):

Field	Description
Date	The processed date for the invoice activity.
Type	The transaction type. If accompanied by an asterisk, this indicates that there is a note attached to the loan/invoice. You can float the cursor over the field to display the note in a pop-up message.
Status	The status of the transaction.
Batch #	The batch number under which the transaction was processed.
Amount	The transaction dollar amount.
Check #	Displays the check number associated with a payment.
Fee Escrow	Dollar amount of transaction escrowed for fees.
Reserve Escrow	Dollar amount of transaction escrowed for reserves.
Fee Earned	The amount of fees earned on the processed transaction.
Reserve Held	Dollar amount of transaction held for reserves.

System Preferences

The following system preferences for this function are found in the Administration module, System Preferences, **Fields/screen behavior**, **Screens**, **Check search** folder.

Preference	Description
Label returned checks as	Enter the determine the returned check type displayed in the Check# column on the Activity tab of the Invoice Information screen. If this preference is not set, the type is NSF by default.

Accrued Fee Tab – Invoice Information

The Accrued Fee tab displays fee-related details for the invoice:

(Fee period)	The time period during which the fee was accrued.
Grid	Displays each accrued fee as a line item with the following details:

(Fee period)	The time period during which the fee was accrued.
	- Description: the fee type, including additional fee, non-funded fee, escrow fee, fee from table, etc. - Rate: the percentage rate of the fee - Amount: the fee amount accrued since purchase

System Preferences

The following system preferences for this function are found in the Administration module, System Preferences, Reports, Invoice Information folder.

Preference	Description
Hide accrued fee information	Set to True to hide the Accrued Fee tab on the Invoice Information screen.

Escrow Tab – Invoice Information

The Escrow tab of the Invoice Information screen displays financial invoice details, such as a break down of escrowed fees and reserves.

Field	Description
Original escrow	Displays the fee amount and/or reserve amount escrowed at purchase.
- Already returned	Displays the fee amount and the reserve amount that have been returned to the client.
= Escrow balance	The fee and reserve balances, which are the remainder of Original escrow minus Already returned .
Fee/advance basis	Displays the percentage amount advanced to the client (%), based on the actual invoice balance (\$).
Take no additional fees	Select this option to indicate that no additional fees are to be charged on this invoice. Leave the box unchecked to keep charging additional fees.
Override total maximum fee earned	Enter the override amount by which the maximum earned fee amount, which is calculated at collection, can be exceeded.

Field	Description
Override total maximum reserves held	Enter the override amount by which the maximum held reserve balance can be exceeded. Note that the highest permissible held reserve balance for the client is defined on Payment Terms panel of the Client Information screen.

Change/Audit Tab - Invoice Information

The Change/Audit tab is used to change specific invoice details, as detailed below

Fields	Description
Invoice # to	Enter the new invoice number for the invoice. Click the Go button to execute the change.
Debtor to	Enter the new debtor name for the invoice. Matching debtor names appear in the adjacent list box. You can select the desired debtor name from the list. Click the Go button to execute the change. If the change creates a new client/debtor relationship, a warning is displayed and must be acknowledged before the invoice can be updated. To control selection of No Buy debtors on the Change/audit tab of the Invoice Information screen. Set System Preference Fields/screen behavior, Screens, Invoice information, Allow change from no-buy debtor to the desired level: • Allowed, no restriction • Do not allow • Allow after warning Set System Preference Fields/screen behavior, Screens, Invoice information, Debtor change must have a relationship with same client to True to limit transfers on the Change/audit tab of the Invoice Information screen to debtors that also have a relationship with the same client. Set to False to allow transferring to any debtor from the Change/audit tab of the Invoice Information screen.
Invoice date to	Enter the new invoice date for the invoice. Click the Go button to execute the change.
Amount to	Enter the new invoice amount for the invoice. Click the Go button to execute the change. The amount can be changed only before a created (vs. imported) or load processor invoice is purchased.
Days/due	Enter the new days due for the invoice. Click the Go button to execute the change.

Fields	Description
Explanation	Enter the new the dispute code for the invoice. Click Go to execute the change.
ReCalc	Click this button to update the data on the invoice.
Audit	Click this button to open the Invoice Audit History screen for the invoice, which lists all changes made to the invoice.
Change to lender/client risk	Click this button to manually re-risk the invoice to the lender (if the invoice is at client-risk) or the client (if the invoice is at lender-risk). Note that when an invoice is manually re-risked from factor-risk to client-risk, any SOA approval amount is credited back to the SOA.

Credit Approval Tab - Invoice Information

The Credit Approval tab displays credit approvals recorded for the invoice.

Field	Description
Date	Displays the date of the credit approval.
Batch#	Displays the purchase batch number to which the credit approval applies.
Amount	Displays the dollar amount of the credit approval.
Description	The credit approval description.

Dispute History Tab

This tab displays dispute items set for the loan/debtor invoice. Disputes are set in the Debtor Aging screen by selecting an invoice or invoices and clicking the Set Dispute button. For each line-item, the following data is displayed:

Activity	Property	Dispute history	Loan	Bank Entered Data	REO / Foreclosure	Calculated	Notes	Documents
Description	Disputed?	Assigned	By	Canceled	By	Pending..		

Field	Description
Description	The dispute code assigned to the loan/invoice. Dispute codes are defined in the Dispute/Ineligibility/No Buy Code table.
Disputed	Indicates whether the loan/invoice is in dispute as a result of the entry.
Assigned	Displays the date the dispute code was set on the loan/invoice.
By	Displays the User ID that set the dispute.
Canceled	Indicates whether the dispute on the loan/invoice has been canceled.
By	Displays the User ID that canceled the dispute.

Installment Tab – Invoice Information

This tab is used to enter installment payment information for the invoice. This tab only appears if the **Allow installments** option is selected on the Payment Terms panel of the *Client Information* screen, indicating that the customer/debtors for this client are authorized to pay invoices in multiple installments.

Field	Description
Payment Amount	Enter the payment amount for each installment payment.
Number of Payments	Enter the number of installment payments required to pay the invoice at the specified Payment Amount.
(Notes)	Enter description or notes required for the installment payment arrangement.

System Preferences

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

Preference	Description
Allow installment arrangements	Set to True to display the Allow installments option on the Payment Terms panel of the <i>Client Information</i> screen and allow installment payments on invoices.

Shipping Tab – Invoice Information

The Shipping tab is used to add or modify invoice shipping details.

Field	Description
Shipped	Select the shipping method for the goods related to the invoice. Shipping methods are defined in the Ship Type table.
Tracker #	Enter the tracking number for the goods related to the invoice.
Delivery Status	Displays the text of the shipper's delivery verification messages. This field only appears if Delivery Verification is enabled.

Verification/Collection Tab - Invoice Information

Use the Verification/Collection tab to view any verification and collection messages pertaining to the invoice. Users may also add Notes through the Verification/Collection Tab as detailed below.

Invoice#2320-1 ON Invoice Delivery (INVDELIVERY)

Client: Invoice Delivery (INVDELIVERY) View

Debtor: Walmart IL View

Description:

Terms: 90% Adv; 1% every 10 days View

Days/duel: 30 NOA: R Recourse: --

Explanation:

Clear

At client risk

Invoice#: 2320-1

PO#:

Dated: December 24, 2019

Purchased: December 24, 2019

Balance: 1,000.00

Fee stop date:

Close date:

Repurchase:

Exit

Refresh

Update

Cancel

Help

Print

No Images

Not used for credit scoring

Original invoice received

Activity | Escrow | Change/audit | Dispute history | Shipping | Verification / Collection | Accrued fee | Tax & Freight | Documents | Inv Delivery

Date	Type	Spoke to	Response	Action	When	By
2/6/2020 9:29 AM	COL	Bookkeeper	Delivery confirmation & Acknowledge	--		GENA
2/6/2020 9:22 AM	COL	Gena P0nd	test add/modifit note	C/B	2/13/2020	GENA
2/4/2020 9:10 AM	COL	Gena P0nd	test add/modifit note	C/B	2/28/2020	GENA
2/3/2020 5:21 PM	COL	Gena P0nd	Delivery confirmation & Acknowledge	--		GENA

Add/Modify Notes

Double-click a line-item in the grid to display the Collection Note or Verification screen.

Field	Description
Date	Displays the date on which the note was recorded.
Type	Indicates whether the note is a collection or verification note. - COL: collection note - VER: verification note

Field	Description
Spoke to	Display the name of the customer/debtor contact that the user spoke to on the call.
Response	Displays the verification or collection message recorded in response to the call. These messages are defined in the Verification/Collection Messages table.
Action	Displays the action recorded on the call: - W/P: Will Pay - C/B: Call Back
When	Displays the date recorded on which the Action is promised.
By	Displays the FactorSoft user-id that recorded the collection or verification note.

Click “Add/Modify Notes” – the Collection Notes Screen is displayed:

Collection notes for 2320-1

Only list/print notes starting on:

☐ Show As Master User: Source:

Client:

Date	User	Spoke To	Method	Promise	Text
2/6/2020 09:29 AM	GENA	Bookkeeper	Email		Client: Invoice Delivery (INVDELIVERY) Response: Delivery confirmation & Acknowledge test adding collection note original functionality - modify at aging
2/6/2020 09:22 AM	GENA	Gena P0nd	Phone	C/B 2/13/2020	Client: Invoice Delivery (INVDELIVERY) Response: test add/modifi note Testing add new note and confirm response & method dropdown populates when doing so
2/4/2020 09:10 AM	GENA	Gena P0nd	Email	C/B 2/28/2020	Client: Invoice Delivery (INVDELIVERY) Response: test add/modifi note Testing adding note from invoice information screen
2/3/2020 05:21 PM	GENA	Gena P0nd	Fax		Client: Invoice Delivery (INVDELIVERY) Response: Delivery confirmation & Acknowledge test of Jamie's encryption system, this is only a test. If this had been a true emergency, you would have been

Invoices:

Contact: Note Type:

Response:

Method:

Note:

☐ Private

February 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Use the fields to record notes, as described below:

Preference	Description
Only list notes/print notes starting on	Enter the starting date for notes to be displayed in the grid. - Click the Load button to refresh the display grid based on the beginning date entered in this field. - Click the Clear button to clear the date entered in this field and display all notes for the selected debtor.
Print	Click the Print button to print a preview of the Collection Note List to your desktop.
User	Select the user-id to limit the display of notes in the grid to those entered by the selected user.
Source	Select the note type to which to limit the notes displayed in the grid: - All Notes - Pre-purchase verification - Collections - Letters - Post-purchase verification - Web debtor verification - Delivery services - E-payments - Gallium interface
Client	Select the client to which to limit the display of notes in the grid.
(Grid)	Displays the collection notes entered via the Collection/Verification Detail screen for the debtor. The data columns displayed are:

Preference	Description
	• Date: the computer's processing date on which the note was entered. • User: the used-id of the user that entered the note. • Promise: displays the "will pay" or "call back" promise recorded on the Collection/Verification Detail screen, if applicable. • Text: displays the text of the collection/verification note.
Invoices	Displays the invoice numbers for which the note was created.
Method	Displays the Method selected on the Collection/Verification Detail screen for the call for which the note was entered.
Aging	Opens the Debtor Aging screen for the client/debtor relationship.
Notes	Open the Debtor Notes screen for the debtor.
Info	Opens the Debtor Information screen for the debtor.
Add	Adds New Note
Modify	Modify Existing Note
Delete	Delete Existing Note
Audit	Click to show any changes made to an existing note except for Delete
Contact	Select the debtor contact who provided the information. This list contains the contacts created for the debtor on the Contacts panel of the Debtor Information screen. Click New to display the Add New Contact screen, on which you can enter a new contact for the debtor. Click View to display the View/Update Existing Debtor Contact screen, on which you can update an existing contact's information.
Response	Select the applicable response on the verification inquiry. This list contains the Verification Messages defined in the Verification/Collection Messages Table.
Note	Enter free-form notes in this text box. This information, along with your Response and Method options, is available for review by double-clicking a verification note on the Verification/Collection tab of the Invoice Inform-

Preference	Description
	ation screen.
drop-down	drop-down to select W/P = Will Pay C/B = Call Back
Calendar	Select Date

Once the Note is saved, it is reflected on the **Invoice Information > Verification/Collection Tab** and also displays on the **Collection Queue > Collection Detail > Collection Notes Screen**.

Invoice#TESTVERIFY ON Images (IMAGES)

Client: Images (IMAGES) View Invoice#: TESTVERIFY Exit

Debtor: Walmart IL View PO#: Refresh

Description: Dated: August 2, 2019 Update

Terms: 90% Adv; 1% every 10 days View Purchased: August 2, 2019 Cancel

Days/due: 30 NOA: Recourse: -- Balance: 1,000.00 Help

Explanation: Clear Fee stop date: Print

Close date: No Images

Repurchase:

☐ Not used for credit scoring

☐ Original invoice received

Activity | Escrow | Change/audit | Dispute history | Shipping | Verification / Collection | Credit Approval | Accrued fee | Tax & Freight | Documents

Date	Type	Spoke to	Response	Action	When	By..
11/4/2019 10:27 AM	VER	Bookkeeper	OK to buy	--	--	GENA

Carrier Tab - Invoice Information

The Carrier Tab of the Invoice Information screen displays carrier payment information for the invoice. This tab only appears if the Carrier Payments module is activated and a carrier payment has been taken against the selected invoice.

Field	Description
Carrier	Displays the carrier name to whom the carrier advance was paid.

Field	Description
Terms	Displays the carrier terms applied to the carrier payment.
Doc#	Displays the document number entered in the Doc# field for Carrier Payments on the Purchase/Schedule Batch screen.
Gross	Displays the dollar amount of the carrier payment on the invoice. This is the gross amount of the payment before fees are assessed and previous payments deducted.
Previous	Displays the previous payment amount subtracted from the carrier payment.
Fee	Displays the service fee associated with the carrier payment.
Net	Displays the net carrier payment amount, which is Gross minus Fees and Previous payments.
Note	Displays notes recorded in association with the carrier payment.
Paid	Displays the date, bank account, and transaction number of the payment transaction that disbursed the carrier payment.
Modify	Click this button to display the Modify Carrier Payment Information

Documents Tab

The Documents tab is used to attach and view any documents related to the loan/invoice. The grid displays each stored document by Description, Date, and File Name within document category.

Field	Description
Category	Lists the categories defined in the Document Category Maintenance table for Invoice use. Selecting a category displays the documents that have been added under that category for the loan/invoice.
(Grid)	Displays each document attached for the loan/invoice . The data listed for each document is the Description entered on the Attach Document to Invoice screen, the Date that the document was attached (computer processing date),

Field	Description
	and the File name of the attached document.
View	Click this button to display the contents of the selected document in its native application (for instance, Microsoft Word based documents are opened in Word).
New	Click this button to open the Attach Document to Invoice screen, which is used to attach a document to the loan/invoice.
Delete	Select a document from the grid and click this button to permanently delete the document from the loan/invoice.

Tax & Freight – Invoice Information

Amounts recorded in the Extra Amount fields in the Purchase/Schedule Batch screen are displayed on this tab. This tab is only available if System Preference **Data entry behavior, Purchase entry, Data elements, Accept extra amount** fields to **True**.

Field	Description
PST/State tax	Displays the Canadian Provincial Sales Tax amount or the State tax amount.
GST/Federal tax amount	Displays the Canadian Goods and Services Tax amount or the Federal tax amount.
Freight	Displays the freight charge amount.

Approve Purchase – New Invoices Tab

Use this tab to approve, deny, hold, or keep in pending status any new invoices recently entered.

Once invoices are verified with the customer/debtor, they can be approved in FactorSoft by an authorized account executive. The account executive (or AE) examines the purchase batch for accuracy, and then has the option to approve, hold, or deny each invoice for purchase using the FactorSoft Approval Screen.

The Approval screen is accessed from the Manage Pending Purchases screen by selecting the desired batch and clicking the **Approve** button.

Manage Pending Purchases (F8)

Client >	Office	Batch #	Date	Amount	Status
ABC Trucking LLC	OFFICE 1	3082	4/15/2013	12000.00	Approval required
AnyCo Communications, Inc.	OFFICE 2	3177	4/15/2013	0.00	Scanned/ready to post
Apex Computer Consulting		3178	4/15/2013	0.00	Scanned/ready to post
Big System Inc		3179	4/15/2013	0.00	Scanned/ready to post
Cargo USA		3149	4/10/2013	1000.00	In-use (DANIELLE)

☐ All
 ☐ All

☐ Purchase for later date

Office:
 A/E:
 Group:

5 batches for \$13,000.00

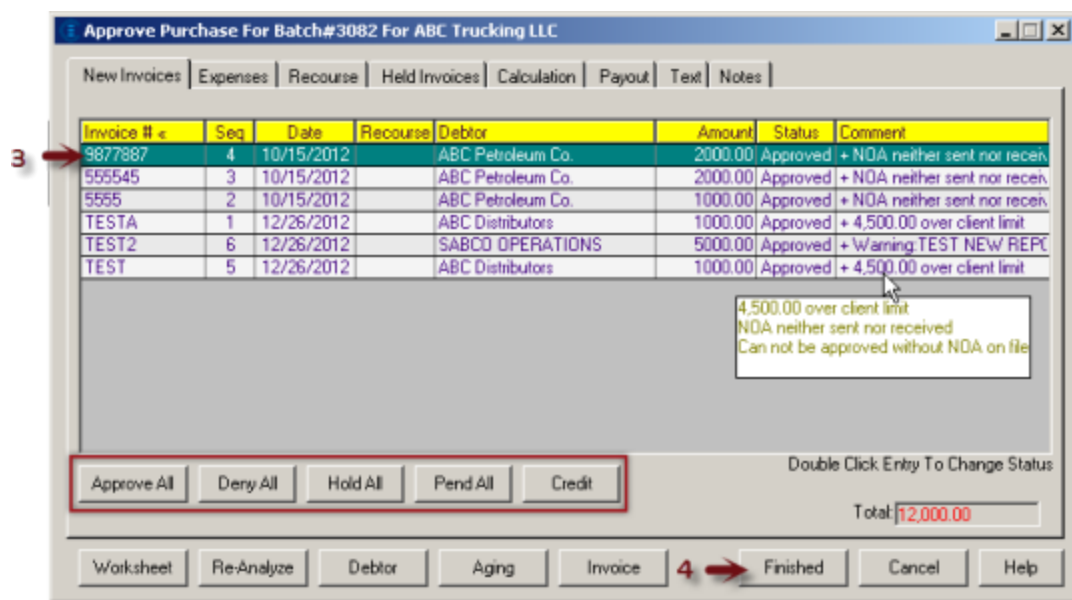
1. Select the batch to be approved from the Manage Pending Purchase screen grid.
2. Click the **Approve** button.

The Approve Purchase for Batch screen opens. This screen provides the account executive with information to aid in the decision to approve, hold, or deny invoices for purchase. Once approved, a batch is ready for purchase and no longer considered pending.

NOTE

The Approve Purchase for Batch screen consists of a series of tabs that are used to approve new invoices, charge any applicable expenses, define eligible recourse items, include previously held invoices into the current batch, view calculations affecting the client's cash reserves, determine payout accounts, and write any information you want to include on the purchase report. See the FactorSoft online help file for specific information on each of these tabs.

The New Invoices tab is illustrated next.



This tab displays all invoices in the batch with the following information for each invoice:

Field	Description
Grid	Lists all newly entered invoices in the batch. The list can be sorted by any of the columns by clicking or double-clicking on the column heading.

Field	Description
	• Invoice #: the invoice number entered or imported for the invoice. • Seq: the sequence number that indicates the order in which the invoices were entered on the Purchase Entry Screen • Date: the purchase date • Recourse: number of recourse days, if any, applicable to the invoice • Debtor: the debtor name • Amount: the invoice amount • Status: the current purchase status • Comment: displays any problems detected during the data entry process, such as credit limit warnings or no-buy messages. It also displays general purchase information, such as verification messages and verification methods. A (+) sign in front of the message indicates that the comment is multiple lines long. Hover over the message with your mouse to view it.
Approve All	Click to approve for purchase all invoices listed in the grid. Double-click each invoice separately in order to cycle through the statuses from Held to Pending to Denied.
Deny All	Click to deny for purchase all invoices listed in the grid. Double-click each invoice separately in order to cycle through the statuses from Held to Pending to Denied. <i>Warning: Use this function only if you are certain that you will never purchase the selected invoice(s). Once denied, an invoice is permanently ineligible for purchase.</i>
Hold All	Click to put all invoices listed in the grid on hold for later purchase. Double-click each invoice separately in order to cycle through the statuses from Held to Pending to Denied.
Pend All	Click to keep all invoices listed in the grid as pending, indicating that you are not making any purchase-related decision at this point.

Field	Description
	Double-click each invoice separately in order to cycle through the statuses from Held to Pending to Denied.
Credit	Click this button to open the Add New Credit Request screen. The associated client and debtor are pre-filled for the request, and the Comments contain "From approval" and the total of invoices to be approved for the client/debtor relationship.
Image	Click this button to display the Invoice Image screen, which displays the image attached to the invoice, if applicable.
Total	The total dollar amount of approved invoices.

- To change the approval status of an invoice, double-click the invoice line-item in the grid of the New Invoices Tab.

NOTE

Alternately, you can use one of the buttons at the bottom of the grid to choose a status to apply to all invoices: Approve All, Deny All, Hold All, or Pend All. The Total field at the bottom right of the tab displays the dollar amount of approved invoices.

- When all invoices have had approval decisions recorded, click **Finish** to update the batch and close the Approve Purchase screen.

NOTE

The Purchase Approval Worksheet can be printed from this screen via the Worksheet button. This worksheet is ideal to review purchase batches prior to approval. It lists invoices contained in the current batch by number, date, debtor, and P.O. number. It also displays any invoices held from previous purchases, as well as expenses and recourse items charged against the current batch. A comment column displays any invoice-related messages.

Tabs

The bulk of the features on the Approve Purchase screen that are used to view and record invoice approval details are contained on the tabs of the screen. Click the links below to display help topics for each tab:

- [Expenses](#)
- [Recourse](#)
- [Held Invoices](#)
- [Calculation](#)
- [Payout](#)
- [Text](#)
- [Notes](#)

System Preferences

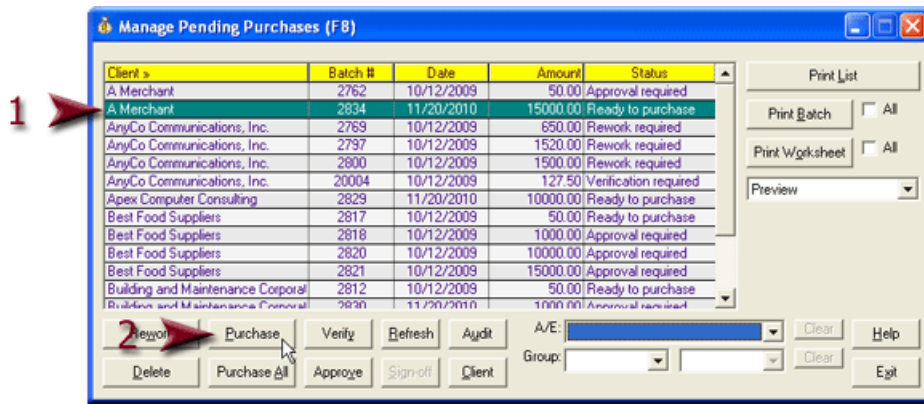
The following system preference for this function is located in the Administration module, System Preferences, **Data entry behavior, Purchase approval** folder.

Preference	Description
Action if client over credit limit at purchase approval	Select the option that determines the action to take if the client is over their credit limit when the invoice batch is approved on the Approve Invoices screen: • Nothing: allow purchase approval for clients over credit limit with no warning • Warning: allow purchase approval after warning for clients over credit limit • Set as still requiring approval (may be overridden by user): batch is set as approval required, but allow override by user with adequate security permissions. (Security Role Data Entry, Purchase approval, Override batch over credit limit condition)
Do not edit for duplicate purchase order	Set to True to prevent the duplicate PO# message from appearing in the Comments column
Purchase approval user limit rule	Select the option that determines how purchase approval limits are applied:

Preference	Description
	- Controls batch purchase only: users without adequate approval limits are not able to purchase the batch – the batch status appears as "not authorized" on the Pending Purchase (F8) screen. - If batch total over purchase limit, cannot view, work, or purchase batch: users without adequate approval limits cannot access the Approve Purchase screen approval on the batch– the batch status appears as "not authorized" on the Pending Purchase (F8) screen. - If batch total over purchase limit, cannot approve invoices or purchase batch: users without adequate approval limits can access the Approve Purchase screen but cannot approve any invoices– the comment appears as "Invoice over user limit" on the Approve Purchase screen. - Cannot approve any individual invoice over the purchase limit, and cannot approve any invoice that exceeds the approval limit: users without adequate approval limits cannot approve any invoice that exceeds the approval limit – the Comment "Invoice over user limit" appears for applicable invoices on the Approve Purchase screen. - Cannot approve any invoices for any debtor over the limit in the batch and cannot purchase the batch: user without adequate approval limits cannot approve any invoices where the debtor exceeds the approval limit – the Comment "Invoice over user limit" appears for applicable invoices on the Approve Purchase screen.
Purchase Approval Required	Determines when/if Purchase Approval is required: Always Required Never Required Required except on A/R Finance Terms Note: If Administration module, System Preferences, Client rules/defaults, Rules, Require manager approval before using is set to True, then the Client will need to be approved before Invoices can be purchased.
Show plus sign to indicate multi-line comments	Set to True to allow the (+) sign and hover to view full comment functionality in the Comments column.

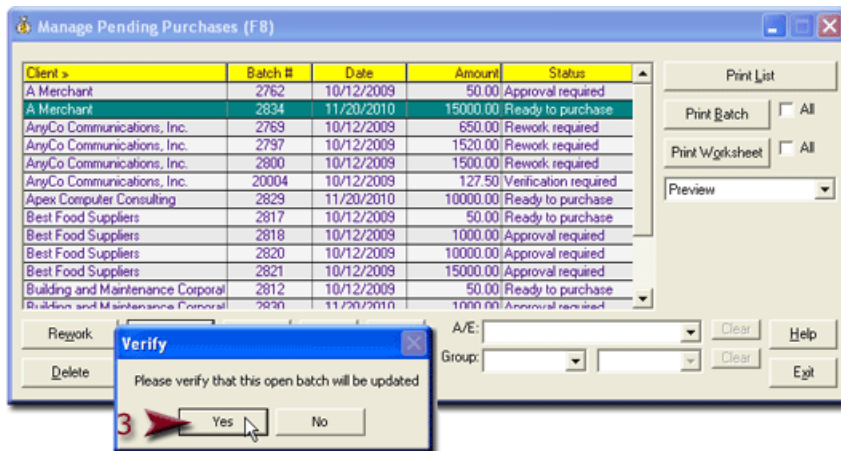
Purchase Invoices

After the invoices are verified and/or approved, the batch is ready for purchase. To purchase the batch:



1. Select the batch to be purchased from the Manage Pending Purchase screen grid.
2. Click the **Purchase** button.

A confirmation message is displayed, as shown below:



3. Click **Yes** to purchase the batch.

FactorSoft processes the purchase and funds the invoices by crediting and debiting the client's respective accounts, such as its Accounts Receivable and expense accounts. The Purchase Batch Report, which you can use for daily balancing, is automatically produced.

Client Contracts

Client Contracts is a feature that binds invoices to a contract at purchase and prevents purchase of the batch when the contract has expired or reached its dollar limit.

System Preferences

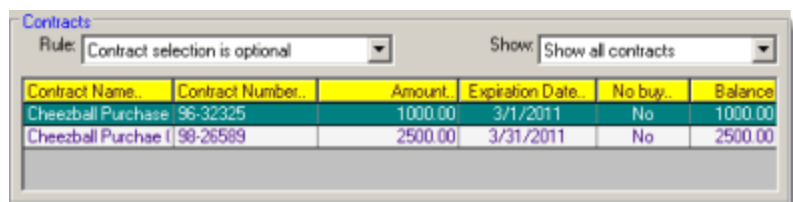
The contracts functionality is enabled by System Preference. Set the following System Preferences in the **Client rules/defaults, Rules**, Contracts folder to the desired settings.

Preference	Description
Calculate balance on master method	Select the option to determine whether to subtract the member contract amount or the invoices purchased against the member contacts from the master contract. • Subtract the contract amount of all sub-contracts • Subtract the usage only from all sub-contracts
Enable contract functionality	Select the option to determine whether the Client Contracts functionality is used in FactorSoft, and is so if contracts are required. The options are: • Contract functionality is not used: If this setting is selected, the contract functionality is unavailable and the Contract panel is not available from the Client Information screen. • Contract functionality is required for every client: Select this option to indicate that contracts are required for all clients. The Contract panel is available from the Client Information screen and the Rule is set to Contract selection is required by default, and cannot be changed. • Contract functionality is optional for every client: Select this option to indicate that contracts can be created for client purchases, but are not required. The Contract panel is available from the Client Information screen and the Rule is set to Contract selection is optional by default, and cannot be changed. • Contract functionality is determined by client: Select this option to indicate that the contract rule is determined individually for each client on the Contracts panel of the Client Information screen. Select the desired option for each client in the Rulefield, which will be set to Functionality is not used by default.
Debtor is a required field	Set to True to require a debtor to be selected on the Debtor Information tab of the Contract screen when creating a new contract.

Client Information – Contracts Panel

When the Contract functionality is enabled, the Contracts panel appears on the Client Information screen, as shown in the following illustration. The contract panel is used to add, edit, and delete contracts. When the user clicks the **New** button to add a new contract, or selects an existing line item and clicks the **View** button to edit an existing contract for the client, the Contract screen opens, as shown in the following illustration. The Contract screen is used to add or edit all contract details.

Note that access and update rights to the Contracts functions can be limited by Security Role.



Contract Name..	Contract Number..	Amount..	Expiration Date..	No buy..	Balance
Cheezball Purchase	96-32325	1000.00	3/1/2011	No	1000.00
Cheezball Purchase	96-26589	2500.00	3/31/2011	No	2500.00

Field	Description
Rule	This field is not available if System Preference Client rules/defaults, Rules, Enable contracts functionality is set to Contract functionality is not used. The options are: • Functionality is not used: select this option to turn off the contract functionality for the client. • Contract selection is required: select this option to indicate that contracts are required for all clients. This is the default setting when System Preference Client rules/defaults, Rules, Enable contracts functionality is set to Contract functionality is required for every client. • Contract selection is optional: select this option to indicate that contracts can be created for client purchases, but are not required. This is the default setting when System Preference Client rules/defaults, Rules, Enable contracts functionality is set to Contract functionality is optional for every client.
Show	Select the contract line items to be displayed in the grid. • Show all contracts • Show open contracts only • Show closed contracts only
Grid	Displays any client contracts that have been defined for the client.

Field	Description
	- Contract Name : the name of the client contract - Contract Number: the contract number for the client contract. Amount: the maximum dollar amount for the contract - Expiration Date: the ending date of the contract - No buy: contract No buy indicator Balance: the unused balance of the contract

Contracts Dialog

The contract panel, which is accessed from the Contracts panel of the Client Information screen, is used to add, edit, and delete client contracts. When the user clicks the **New** button on the Contracts panel of the Client Information screen to add a new contract, or selects an existing line item and clicks the **View** button to edit an existing contract for the client, the Contract screen opens. The Contract screen is used to add or edit all contract details.

Note that access and update rights to the Contracts functions can be limited by Security Role.

Control Buttons

Field	Description
Create/Modify/	This button is used to complete add, update, and delete actions on the Con-

Field	Description
Verify	tract screen. • Create: Complete the addition of a new record . • Modify: Complete an update to an existing record. • Verify: Confirm and complete the deletion of an existing record.
Cancel	Click this button to close the screen without saving changes.

Contract Information Tab

Use the Contract Information tab to enter contract identification, date and amount information.

Field	Description
Client	Displays the client name and number.
Contract Number	Enter the contract number for the client contract. This is a maximum 34 character plain text field.
Master Contract?	Select this option to indicate that this is a master contract. The Master Contract field will become ineligible, and the Member Contracts tab appears when the contract is saved.
Master Contract	Select the master contract to which this contract is a member. This field lists all contract numbers for the client that have the Master Contract? option selected.
Contract Name	Enter the name of the client contract. This is a maximum 100 character plain text field.
Type	Select the contract type to be assigned to the contract. Contract types are defined in the Contract Type Table of the Tables module.
Contract Date	Enter the beginning date of the contract.
Contract Amt	Enter the maximum dollar amount for the contract. The contract amount is applied as follows:

Field	Description
	- If a contract is assigned to an invoice on the New Purchase/Schedule screen, and the Contract Amt is exceeded by the cumulative invoice amount, a warning message is displayed when the user clicks the Finished button. - If a contract is assigned to an invoice in the batch, and the Contract Amt is exceeded by the cumulative invoice amount, a warning message is displayed when the user clicks the Purchase button on the Manage Pending Purchases (F8) screen and the batch cannot be purchased.
Expiration Date	Enter the ending date of the contract. The expiration date is applied as follows: - If a contract is assigned to an invoice on the New Purchase/Schedule screen, and the purchase date is greater than or equal to the Expiration Date, a warning message is displayed when the user clicks the Finished button. - If a contract is assigned to an invoice in the batch, and the purchase date is greater than or equal to the Expiration Date, a warning message is displayed when the user clicks the Purchase button on the Manage Pending Purchases (F8) screen and the batch cannot be purchased.
Status	Select the contract status: Open or Closed. The No Buy option must be set before a contract can be set to Closed, so that if the user attempts to purchase an invoice against that contract, a warning is displayed and the batch cannot be purchased.
No buy?	Select this option to mark the contract as no-buy status. No-buy status is applied as follows: - If a contract is assigned to an invoice on the New Purchase/Schedule screen, and the contract is set as No buy, a warning message is displayed when the user clicks the Finished button. - If a contract is assigned to an invoice in the batch, and the contract is set as No buy, a warning message is displayed when the user clicks the Purchase button on the Manage Pending Purchases (F8) screen and the batch cannot be purchased.
Assignment Sent	
Received	

Field	Description
Create/Modify/Verify	This button is used to complete add, update, and delete actions on the Contract screen. • Create: Complete the addition of a new record to the table. • Modify: Complete an update to an existing table entry. • Verify: Confirm and complete the deletion of an existing table entry.
Cancel	Click this button to close the screen without saving changes.

Debtor Information Tab

Use the Debtor Information tab to select a debtor to which the contract is limited. If a contract with a debtor limitation is selected in data entry for an invoice on the Purchase/Schedule Batch screen, FactorSoft automatically fills the debtor field with the debtor information selected here.

Note that contacts selected on a contract cannot be deleted from the debtor.

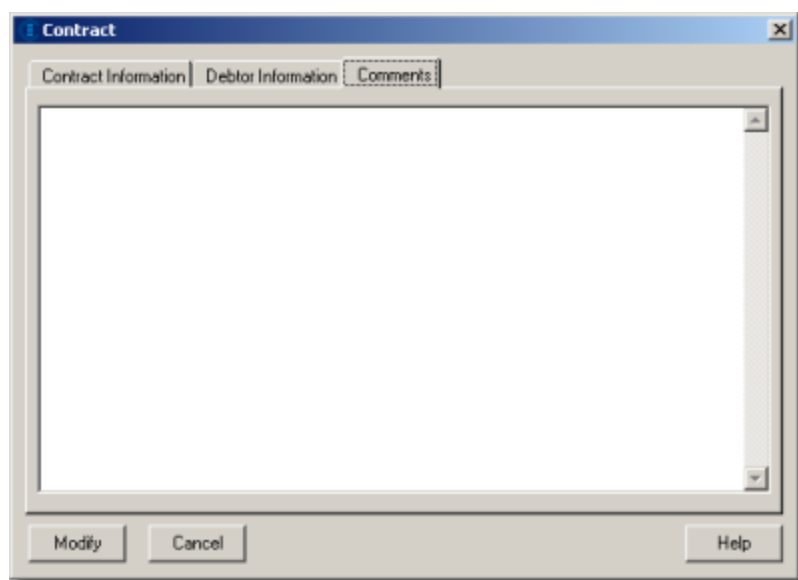
The screenshot shows a software window titled "Contract" with three tabs: "Contract Information", "Debtor Information", and "Comments". The "Debtor Information" tab is active. It contains several dropdown menus: "Debtor" (selected: BIG TRUCKS INC), "Contracting Officer" (selected: James, Broker), "Payment Officer" (selected: Aislynn (A/P)), and "Administration" (selected: Aislynn (A/P)). Below the "Administration" dropdown, a list of available contacts is displayed: Aislynn (A/P), Gidget (Dispatch), James, Broker, Laura Johnson (A/P), Carrier AP, and Johnson, Laura. At the bottom of the window are three buttons: "Modify", "Cancel", and "Help".

Field	Description
Debtor	Select the debtor to which this contract is limited. The list displays debtors with which the client has an existing relationship in FactorSoft.
Contracting Officer	Select the contact identified as the contracting officer for the debtor. This field lists the contacts recorded for the debtor in FactorSoft on the Contact panel of the Debtor Information screen.

Field	Description
Payment Office	Select the contact identified as the payment officer for the debtor. This field lists the contacts recorded for the debtor in FactorSoft on the Contact panel of the Debtor Information screen.
Administration	Select the contact identified as the administrative officer for the debtor. This field lists the contacts recorded for the debtor in FactorSoft on the Contact panel of the Debtor Information screen.

Comments Tab

Use this tab to enter any comments pertinent to the contract as free-form text. This would typically be used to record reason text for no-buy or contract closure.



Member Contracts Tab

The Member Contracts tab only appears for contracts that has the Master Contract? option selected, and displays member contracts that have this master contract selected in the Master Contract field.

The screenshot shows a window titled "Contract" with a tabbed interface. The "Member Contracts" tab is selected, displaying a table with the following data:

Contract Name..	Contract Number..	Amount	Expiration Date	No buy	Balance
96-45696	96-45696	500.00	3/31/2011	No	500.00

At the bottom of the window are three buttons: "Modify", "Cancel", and "Help".

Assigning a Contract to an Invoice

When contracts are entered for a client, they can be assigned to an invoice by selecting the contract from the Contract list on the Invoices tab of the Purchase/Schedule Batch screen for that client, as shown in the following illustration. The Contract field is not required for each invoice, but based on System Preference Contract functionality is required for every client, each client may be required to have a contract. An invoice can only have one contract assigned to it, but multiple contracts can be assigned to different invoices within a batch.

Note that override approval rights for no-buy, expired and over limit contracts can be limited by Security Role.

If a debtor is selected for the contract in the Debtor Information tab of the Contract screen for a client contract, the **Debtor** field is automatically filled when the user selects the Contract on the Schedule Batch screen.

Non-factored Invoice Payments

The Post Payments (F6) allows payment on a non-factored invoice to be applied to a client contract. If a payment for a non-factored invoice (i.e., an invoice number not already purchased for the client) is entered on a client on which contract selection is required, and the client has active contracts, a Non-factored Cash Contract screen appears upon clicking the **Create** button to allow an active contract to be selected, as shown in the following illustration. When the Contract Number is selected and the Ok button is clicked, the user can finish the payment, which reduces the selected contract's available amount by the payment total. Contracts are sorted alphabetically, and entering characters or numbers in the Contract Number field will scroll the list to contracts beginning with the entered characters.

See the Posting Payments chapter of the FactorSoft Users Guide for details about the Post Payments (F6) screen.

Client Contracts Report

A Client Contracts Report is available from the Client menu of the FactorSoft Reports module. You can produce a Contract Detail Report that lists open contracts by debtor within client, or an Activity format that lists contracts with purchase activity within a given date range by client. Refer to the FactorSoft Reports Guide for details.

CPT Codes for Invoice Purchase

The CPT Code functionality of FactorSoft allows for associating CPT (Current Procedure Terminology) codes with invoices in the invoice purchase process. CPT codes are a standard set of codes that describe medical, surgical, and diagnostic services. CPT code sets can be viewed and edited on the [CPT Code Table](#) screen, which is accessed from the Data Entry menu of the Tables module (see the FactorSoft Administrators Guide for details). CPT codes can be imported into FactorSoft using the Load from Excel function on the CPT Code Table screen.

The CPT Code functionality is enabled by System Preference. Set System Preference Data/entry behavior, **Purchase entry, Data elements**, CPT requirement rule to enable this feature:

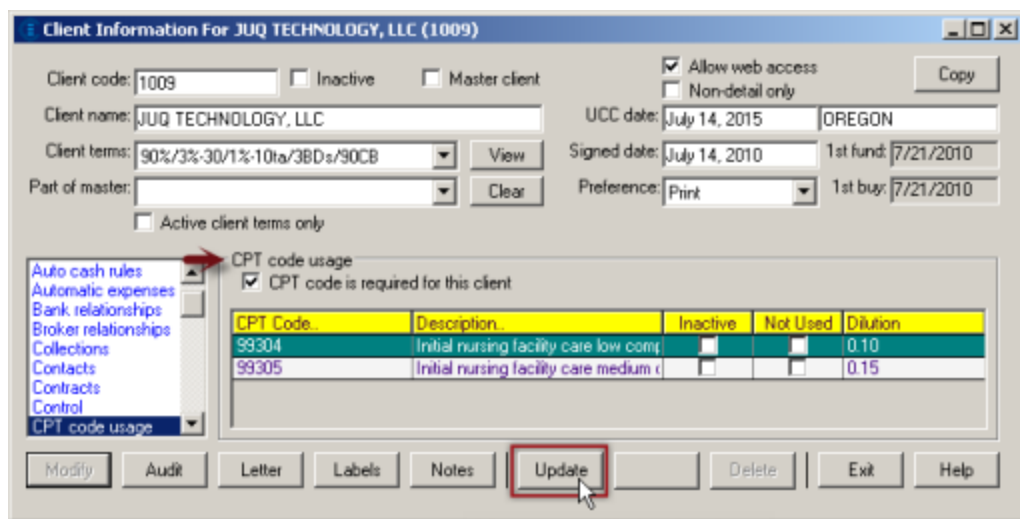
Preference	Description
The CPT code is never required	The CPT Code function is unavailable.
The CPT code is	An authorized CPT code is required on each invoice for all clients.

Preference	Description
required on all clients	
The CPT code is determined by client	An authorized CPT code is required on each invoice for clients that have the CPT code is required for this client option set in the CPT code usage panel of the Client Information screen.

Authorizing CPT Codes for a Client

CPT Codes that are authorized for a client are selected on the CPT Code Usage panel of the Client Information screen.

1. Click the **Update** button .



Client code: 1009 ☐ Inactive ☐ Master client ☒ Allow web access ☐ Non-detail only

Client name: JUQ TECHNOLOGY, LLC UCC date: July 14, 2015 OREGON

Client terms: 90%/3%-30/1%-10ta/3BDs/90CB Signed date: July 14, 2010 1st fund: 7/21/2010

Part of master: Preference: Print 1st buy: 7/21/2010

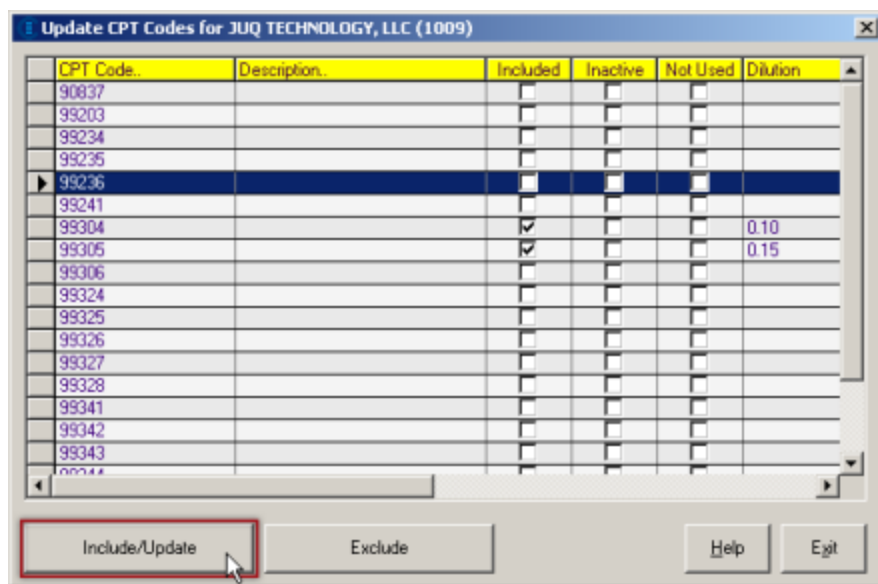
☐ Active client terms only

Auto cash rules
Automatic expenses
Bank relationships
Broker relationships
Collections
Contracts
Contracts
Control
CPT code usage

CPT code usage
☒ CPT code is required for this client

CPT Code..	Description..	Inactive	Not Used	Dilution
99304	Initial nursing facility care low comp	☐	☐	0.10
99305	Initial nursing facility care medium c	☐	☐	0.15

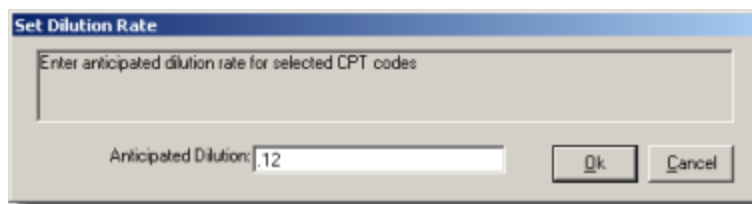
The Update CPT Codes screen opens.



CPT Code..	Description..	Included	Inactive	Not Used	Dilution
90837		☐	☐	☐	
99203		☐	☐	☐	
99234		☐	☐	☐	
99235		☐	☐	☐	
99236		☐	☐	☐	
99241		☐	☐	☐	
99304		☒	☐	☐	0.10
99305		☒	☐	☐	0.15
99306		☐	☐	☐	
99324		☐	☐	☐	
99325		☐	☐	☐	
99326		☐	☐	☐	
99327		☐	☐	☐	
99328		☐	☐	☐	
99341		☐	☐	☐	
99342		☐	☐	☐	
99343		☐	☐	☐	

2. Select the CPT Code line-item to be authorized for the client.
3. Click the Include/Update button.

The Set Dilution Rate screen opens.



Set Dilution Rate

Enter anticipated dilution rate for selected CPT codes

Anticipated Dilution: .12

Ok Cancel

4. Set the **Anticipated Dilution** rate, which is multiplied by the invoice amount to determine the amount to advance on the invoice.

The Anticipated Dilution rate here will override the Debtor Aging > NOA Rules Tab > Estimated Dilution and the Client Information > Purchase Terms panel > Expected Dilution.

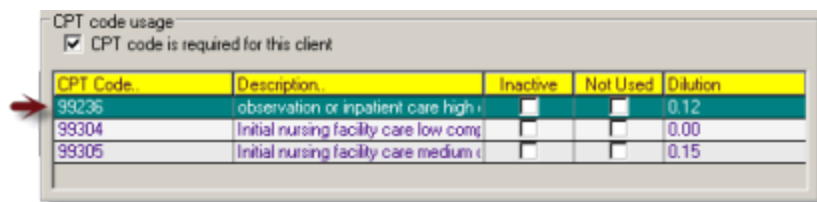
To reduce **Purchase Fee** and **Advance Amount** by anticipated dilution, select the **Reduce Fee Basis by Anticipated Dilution** option on the Purchase Fee panel of the Client Terms selected for this client.

NOTE

The reduction will not apply to Collection Fees or any other fees outside of the Purchase Fee and Advance Amount.

5. Click Ok.

The CPT code is added as a line-item on the CPT Code Usage panel of the Client Information screen for the client.



CPT code usage

☒ CPT code is required for this client

CPT Code	Description	Inactive	Not Used	Dilution
99236	observation or inpatient care high	☐	☐	0.12
99304	Initial nursing facility care low com	☐	☐	0.00
99305	Initial nursing facility care medium c	☐	☐	0.15

Purchasing Invoices with CPT Codes

Invoices can be manually purchased with CPT codes or Invoices can be imported with CPT codes using the Purchase Import Facility. Warnings are produced for any invalid CPT codes when the file is processed from the Purchase Import Facility screen, and requires that a valid CPT code be selected for the invoice on the Purchase/Schedule Batch screen. Additional field codes have been created to import CPT specific data:

- Patient Name – this element, should it exist, updates the Description field in the import record
- Date of service – this element, should it exist, updates the Purchase Order Number field in the import record
- CPT Code – this is a new element added to import the CPT code associate with the invoice

The CPT codes authorized for the client can also be selected from the CPT code field of the Schedule Batch screen, as shown in the following illustration. If the CPT code functionality is enabled for the client, a CPT code must be selected for each invoice in the batch.

A System Preference allows CPT codes attached to an invoice to be considered for duplicate invoice warning. Set System Preference **Data entry behavior, Purchase entry**, Field edits/actions, Dup invoice is invoice number, purchase order and CPT code to **True** to consider the CPT code for duplicate invoice logic. When this preference is set, invoices with the same invoice number and purchase order number, but different CPT codes, will not result in a duplicate invoice warning in the Warning column on the Invoices tab of the Purchase/Schedule Batch screen. If the invoices have the same invoice number, purchase order number, and CPT code, the warning message "Duplicate Invoice #, PO#, and CPT code" appears when the cursor hovers over the Warning column Dup in batch message

Searching by CPT Code

You can search for invoices by CPT code from the Invoice Search screen. The CPT code associated with a purchased invoice is visible on the Escrow tab of the Invoice Information screen.

Invoice Search

Invoice #: Partial match
 PO #: ☒ Include Paid Items
 Description: Amount:
 Tracking #: CPT: 90837 Carrier doc #: 1
 Client:

Invoice #	Client	Debtor	Date	Sch#	S-	Amount	Balance
665566	DEQ COMPANIES INC.	BARMEN LIFESTYLES	3/1/2011	132		100.00	0.00

Invoice#665566 ON DEQ COMPANIES INC. (1008)

Client: DEQ COMPANIES INC. (1008)
 Debtor: BARMEN LIFESTYLES
 Description: JOHN DOE
 Terms: 90%/3%-30/1%-10a/360s/7508
 N/A: ☐ Recourse: ☒ In Dispute
 Explanation:
 At factor risk:

Invoice#: 665566
 PO#: 2/25/2011
 Dated: March 1, 2011
 Purchased: March 1, 2011
 Balance: 100.00
 Fee stop date:
 Close date:

☐ No support docs supplied
☐ Not used for credit scoring
☐ Original invoice received

Activity | Escrow | Change/audit | Shipping | Verification / Collection | Credit Approval | Accrued fee | Tax & Freight | Documents

	Fee	Reserves	Fee/advance basis:	
Originally escrow:	0.00	10.00	%: 99.9000	☐ Take no additional fees
- Already returned:	0.00	0.00	\$: 99.90	Override total maximum fee earned:
= Escrow balance:	0.00	10.00	CPT: 90837	Override total maximum reserves held:

You can search for invoices in the Post Payments (F6) screen by CPT code, and the CPT code can be displayed in the invoice line-item on the Check/Invoice Information tab (this option is enabled on the Miscellaneous Screens tab of the User Preferences screen).

Post Payments (F6)

Post date: March 1, 2011 Source: Clear Batch: New Exit Help

Enter a check Checks already entered

Debtor/Client Selection

Select by: CPT code

90837

Exact only Include paid items

Invoice #	PO #	Debtor	Client	Date	Buy #	Amount	Balance
665566		BARMEN LIFESTYLES	DEQ COMPANIES INC.	3/1/2011	132	100.00	100.00

Post Payments (F6)

Post date: March 1, 2011 Source: Clear Batch: New Exit Help

Enter a check Checks already entered

Check / Invoice Information

Debtor: BARMEN LIFESTYLES 22843 COLTRANCE BLVD SUN VALLEY, CA 91732 Aging Split

Client: DEQ COMPANIES INC. (1008) 24016 Forest Glen Way Becker, MN 55308 Only

Check #: NPTF: Check date: March 1, 2011

Payer: BARMEN LIFESTYLES Check amount: Actual: 0.00

Bank #: branch: Variance: NONE

Invoice #: 665566 Write-off/charge back: Explanation:

Invoice #	Date	Amount	Purchased	Batch #	Balance	PO #	CPT Code
665566	3/1/2011	100.00	3/1/2011	132	100.00	2/25/2011	90837

Also Show Paid Invoices Double-click to select

Debtor View other posted Check complete (F10) Cancel check Post selected Cancel

Reports

The CPT code is displayed on the Purchase and Collection Reports (set System Preferences Reports, Collection report, Crystal report module name to COLDOCXY and Reports, Purchase report, Crystal report module name to PURDOCXY).

Originals Required

FactorSoft has the capabilities to enable monitoring of original paperwork requirements for clients, debtors, and/or relationships. Individual entities are marked as requiring original paperwork as described below:

Entity	Where configured
Client	Set the Original invoice required option on the Purchase Info panel of the Client Information screen.
Debtor	Set the Original invoice required option on the Identity panel of the Debtor

Entity	Where configured
	Information screen.
Client/Debtor Relationship	Set the Original invoice required option on the NOA / Rules tab of the Debtor Aging screen.

When purchasing invoices with images in the Purchase/Schedule Batch screen, the user clicks the **Original** option on the Invoice Image screen to indicate that the attached image is the original for that invoice. When all invoices in a batch have an image attached with the Original flag updated, the originals received indicator on the Purchase/Schedule Batch screen is automatically updated.

Schedule Batch#112 for JHQ TECHNOLOGY, LLC (1009)

Purchase date: March 1, 2011 ☐ These invoices will not be funded on purchase
Total invoices: 100.00 ☐ Supporting documentation will be supplied later

Actual: 100.00 Finished
Variance: 0.00 Help

Invoices | Expenses | Recourse | Calculation / Reserves | Payout | Pending Invoices | Debtor Credit Limits

Invoice: 1-ORIG 90
Date: March 1, 2011
Debtor: HEEGLE
Amount: 100.00
PO#:
Description:
CPT code: 99304 - Initial nursing facility care low complexity
Dilution %:
Modify
Cancel

Invoice #	Seq	Date	Debtor
1-ORIG	1	3/1/2011	HEEGLE

Invoice Image

Forward
Back
Flip
Rotate
Unassign
Delete
Invoice
☒ Original
Print One
Print All
Print Flagged
Print

☒ On Top ☐ Flagged ASSIGNED 1 1
Scale HEEGLE 1-ORIG 3.0019

Once images have been received and attached to the invoice, the original invoice received status for the invoice can be viewed on the Invoice Information screen, the Invoices screen (accessed from the Transactions screen by clicking View for a purchase batch), or from the Aging tab of the Debtor Aging screen.

An associated report, the Originals Received Report in the Client Menu of the Reports module, lists the invoices on which originals were required for a given period.

Invoice Delivery

An option on the Purchase Information tab of the Client Information screen enables cover pages and invoice and supporting document images to be delivered to the debtor at invoice purchase.

SEPARATELY LICENSED ADD-ON MODULE

This feature is only available as a separately licensed upgrade.

For more information, contact your Jack Henry™ representative at lendinginfo@jackhenry.com

To use this function you must first set the following system preferences:

- **Reports, Purchase report, Print cover pages for purchases**
- **Reports, Purchase report, Cover pages are for invoices with images only**
- **Reports, Purchase report, Cover page Crystal Report module** (set to the name of your customized cover page to be included with the supporting invoices).

NOTE

The Engine must be enabled to take advantage of this functionality.

The invoice delivery items to be delivered can be set for each individual debtor . On the Collections tab of the Debtor Information screen, select the option to indicate that the invoice delivery items to be delivered:

- Delivery cover page & images
- Deliver nothing
- Deliver images only
- Deliver cover page only

System Preference Debtor rules/defaults, Defaults, Invoice delivery rule allows selecting one of these options as the default for new debtors. When a new debtor is created, the invoice delivery option for the debtor is set to the selected option by default.

System Preferences

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

Preference	Description
Purge days for attach-	Set to the number of days after which to purge attachment files. Attachment

Preference	Description
ment files to be deleted from the messaging folder	files with file dates older than the current processing date less the number of days set in the preference are automatically deleted from the messaging folder.

The following system preferences for this function are found in the Administration module, System Preferences, **Reports, Purchase Report, Image Delivery** folder.

Preference	Description
Instructs the engine to send one email per invoice	Set to True to send one email per invoice to the debtor with an attachment that includes the cover page, assigned images (Invoices and Supporting documents) and any written invoices.
Instructs the engine to ignore supporting documents as attachments	Set to True to send one email for all invoices in a particular batch with an attachment that includes the cover page, assigned images (Invoices Only) and any written invoices.
Instructs the engine to limit the size (Kb) of each email	Set to the maximum attachment file size in kilobytes. If the attachment does not exceed the maximum size, send one email to the debtor for all invoices in a particular batch with an attachment that includes the cover page, assigned images (Invoices and Supporting documents) and any written invoices. If the attachment exceeds the maximum size defined in this system preference, send multiple emails to the debtor. The first email will have a subject of "Invoice and backup - Invoices 1 of 4," and include the cover page, assigned images, and written invoices. Additional emails will have a subject of "Invoice and backup - Invoices 2 of 4," "Invoice and backup - Invoices 3 of 4," and so on, and each include an attachment file of assigned images until the delivery is complete.

Shipping Logistic Information

The capability to enter additional Shipping Logistic Information data elements on the New Purchase/Schedule Batch screen at invoice data entry exists in FactorSoft. This feature is enabled by setting System Preference **Data entry behavior, Purchase entry, Data elements**, Allow gross details to **True**, and is enabled for individual clients by selecting the Accept addl shipping info option on the Purchase info panel of the Client Information screen. When this option is selected, additional fields appear on the Purchase/Schedule screen for the user to enter shipping logistic data.

Schedule Batch#106 for DEGREE LOGISTICS LLC (1012)

Purchase date: ☐ These invoices will not be funded on purchase.

Total invoices: ☐ Supporting documentation will be supplied later.

Actual: Finished

Variance: Help

Invoices | Expenses | Recourse | Calculation / Reserves | Payout | Pending Invoices | Debtor Credit Limits

Invoice: 75

Date:

Debtor:

Amount:

PO#:

Description:

Shipping Logistics Information

Ship Date:

Zip, Picked Up:

Zip, Delivered:

☐ Mode:

Gross Amount:

Extra Stops:

Create

Cancel

Field	Description
Ship Date	The shipping date for the invoiced merchandise.
Zip, Picked up	The ZIP/Postal Code in which the invoiced merchandise was shipped.
Zip, Delivered	The ZIP/Postal Code to which the invoiced merchandise was or is to be shipped.
Mode	The shipment mode. Shipment modes are defined in the Shipment Mode Table, which is unique to this functionality. For more information, refer to the FactorSoft Administrators Guide.
Gross Amount	The gross dollar value of the invoice merchandise in the shipment.
Extra Stops	The number of extra stops in the shipment.

The shipping logistics fields captured at data entry can be viewed later on the Logistics tab of the Invoice Information screen.

Write Invoices

Write Invoices allows you to create the invoice for your client in the event that the client is unable to provide their own invoice for funding. The client can submit all supporting documentation (such as rate confirmation sheets, tickets, purchase orders, etc.) and the lender then creates the invoice using the Write Invoice feature of FactorSoft.

Features of Write Invoices include:

- Customized Invoice Template: can include the lender's logo, Notice of Assignment language, and payment instructions
- Capability to automatically write the invoices upon purchase
- Written invoices include an image of written invoices that can be accessed from the Invoice Information screen and ClientWeb
- Capability to deliver the invoice and supporting documentation to the client's customer via Invoice Delivery with invoice images

Write Invoices Setup

This section shows you how to set up Write Invoices in FactorSoft. The setup requirements are:

- System Preferences Setup
- Client Information Setup

System Preferences

Set the following options in **Data entry behavior**, Write invoices folder.

Field	Description
Allow automatic invoice writing	Set to True to have FactorSoft automatically write the Invoices for a client upon purchase. The invoices are created based on the data entered in the Invoice Entry screen. If set to False , the lender creates the invoices through the Write Invoices screen prior to creating the purchase batch.
Allow logistic fields	Set to True to activate logistic fields (Origin, Destination, Ship/Delivery Date and Truck/Trailer#) in the Write New Invoice screen. If set to False , the logistic fields will not appear in the Write New Invoice screen.
Append client number to the front of created invoice numbers	Set to True to append the client code recorded in the Client code field of the Add New Client / Client Information screen to the beginning of transaction numbers in the following format: XXX-999, where "XXX" is the client code and "999" is the sequential invoice number. If set to False, the client number will not appear on the front of each new Invoice number. This preference is only relevant if System Preference Data entry behavior, Write invoices, Automatically number new invoices is set to True.
Assignment text	Select the Statement Text Table entry name that contains the text to be included on printed invoices as assignment text. The assignment text is set up in Statements & Letters, Statement Texts in the Tables module.
Automatically number new invoices	Set to True to automatically number the invoices in numeric order. The lender can specify the starting invoice number in the Next client invoice # field on the Write Invoices panel of the Client Information screen. If set to False , the lender assigns the invoice number in the Write New Invoice screen.
Call purchase order number load number	Set to True to display the field label Load# on the Write New Invoice screen. If set to False , the field will be labeled Purchase Order#.
Force 24 bit color during invoice generation	Set to TRUE to use color in written invoices. Set to FALSE to have invoices appear in grayscale.
Ignore debtor warnings	Set to True to not display the Debtor Information Warning message when writing a new invoice. If set to False , the content of the Warning field set in the upper fields of the Debtor Information screen are displayed.

Field	Description
Invoice Crystal Report module name	Enter the Crystal Report module name to be used for invoices written in the Write Invoices module. If left blank, the system uses the default Crystal Report module name. Specify the name of the customized invoice template the lender will use for the Write Invoices function here. Please note that FactorSoft has the ability to specify a Crystal Report module name at the Office level in the event the lender needs a separate Invoice for each Office. To specify a Crystal Report module name at the Office level, set the appropriate name in the Override module for write invoices field of the Office Maintenance table, accessed from the Client & Debtor, Offices menu of the Tables module.
Payment Text	Choose the appropriate payment text to be included on the written Invoice. The payment text is set up in the Statement Texts table, which is accessed in the Statements & Letters menu of the Tables module.
Special instructions text	Select the option that indicates how the lender assesses tax on the written Invoice. The choices are: • Tax code is a required field • Tax code is not used • Tax code is an optional field If the lender chooses to assess a tax on the written Invoice, the tax code is set up in Fee Calculations > Sales Tax Rates table, which is accessed from the Fee Calculations menu of the FactorSoft
Use write invoices function	Set to True to enable the ability for the lender to write Invoices from the Client List. If set to False , the lender will not have the Write Invoices option on the Client List.

Client Information Set Up

Write Invoices is enabled at the system level, but if you choose to have FactorSoft automatically write invoices at purchase, this is enabled at the client level. To enable Auto Write Invoices for a client, select Automatically write all invoices on the Write invoices panel of the Client Information screen, as shown below.

Invoice Terms

The Invoice Terms screen is accessed by clicking the Invoice Terms button on the Write invoices tab of the Client Information screen. This screen is used to override the default terms for written invoices (configured on the Wrote invoices tab of the Client Information screen) by specific debtors.

Field	Description
Client	Displays the client name.
Default Terms	Displays the default invoice terms set for the client.

Field	Description
(Grid)	Displays each invoice terms defined for debtors of this client as a line-item.
New	Click this button to clear the data entry fields to create a new invoice terms entry.
Delete	Select an invoice terms line-item and click this button to delete the invoice terms from the grid.
Debtor	Select the debtor to which the terms apply. When you begin typing the debtor name in this field, matching debtors appear in the box to the right of the field. Double-click the desired debtor name to select that debtor.
Invoice Terms	Enter the description for the invoice terms.
Create/Modify/Delete	This button is used to complete add, update, and delete actions on the Invoice Terms screen. • Create: Complete the addition of a new entry. • Modify: Complete an update to an existing entry. • Verify: Confirm and complete the deletion of an existing entry.

Invoice Items

The Invoice Items screen is accessed by clicking the Invoice Items button on the Write Invoices tab of the Client Information screen and is used to set Invoice Items Codes to be used when writing invoices for this client. This screen displays the invoice items defined in the Write Invoices screen on invoices for this client. This screen can also be used to modify invoice items and set an invoice item as default to use that Product Code and Description as the default values for new invoices created from Write Invoices screen.

To set up the invoice item or items, click New, enter the appropriate Code, Description and Unit Price, and then click Create. Multiple codes can be configured, if needed.

Code	Description	Price	Taxable?	Default?
CODE1	Test Code 1	100.0000	Yes	Yes
CODE2	Test Code 2	15.0000	Yes	No

Product Code:

Description:

Unit Price:

☒ Taxable?

☒ Default?

Buttons: New, Delete, Help, Cancel

Field	Description
(Grid)	Displays each invoice item defined for client invoices as a line-item.
Product Code	Enter the item code used to identify invoice items.
Description	Enter the item description for the invoice item.
Unit Price	Enter the Unit Price for the invoice item.
Taxable?	Select this option to indicate that the invoice items are subject to taxes.
Default?	Select this option for the selected invoice item to use the Product Code and Description as the default values for new invoices created from Write Invoices screen.
New	Click this button to clear the data entry fields to create a new invoice item.
Delete	Select an invoice item and click this button to delete the invoice item from the grid.
Create/Update/Verify	This button is used to complete add, update, and delete actions on the Invoice Item screen. • Create: Complete the addition of a new entry. • Modify: Complete an update to an existing entry. • Verify: Confirm and complete the deletion of an existing entry.

How It Works

The Write Invoices module can be used one of two ways:

1. write the invoice prior to creating the purchase schedule
2. allow FactorSoft to write the invoice upon purchase

You can choose to have the written invoice and all assigned images delivered to the client's customer via Invoice Delivery.

NOTE

Please refer to the Invoice Delivery User Guide for information about activating the Invoice Delivery AddOn module.

Write Prior to Purchase

To write the Invoices prior to purchase:

1. Select Write Invoices from the Functions list of the Client List.

The Invoices for Client screen appears.

2. Click **New** to open the Write New Invoice for Client screen.
3. Complete the Write New Invoice screen, as described below:

Write New Invoice for COMMERCIAL LAWN CARE

Invoice/Load#: 00001 Purchase Order#:
 Date: March 1, 2011
 Debtor: BANG WING
 Tax Code:
 Terms:
 Quantity: 1.0000
 Code:
 Description: Widget
 Unit Price: 175.0000
 Amount: 175.00
☐ Taxable
 Sub-Total: 0.00
 + Sales Tax: 0.00
 = Total: 0.00

Qty	Prod #	Description	Price	Amount	Sales Tax

 Create Cancel
 Help Write ☐ Print When Finished Edit Delete

Write New/Modify Existing Invoices

This screen is accessed from the Invoices list screen from the New or Modify buttons, and is used to enter new invoices to be written for a client, or to modify a previously entered invoice.

Field	Description
Invoice #	Enter the invoice number.
Date	Enter the invoice date.
Debtor	Enter the debtor name for the customer/debtor to which the invoice is addressed. Matching debtor names appear in the adjacent list box. You can double-click to select the debtor from the list. You can also click the Insert key to create a new debtor record. The debtor entry fields open in the lower portion of the screen. See New Debtor fields below for details.
Tax Code	Select the applicable state code for taxation purposes. A System Preference determines whether the Tax Code is a required field to create invoices from the Write Invoices screen. Set System Preference Data entry behavior, Write invoices, Tax code logic to the desired setting: • Tax code is a required field • Tax code is not used • Tax code is an optional field
Terms	Enter the terms for the invoice.
Purchase Order #	Enter the purchase order number associated with the invoice. This field can optionally be labeled Load#. To change the label, set System Preference Data entry behavior, Write invoices, Call purchase order number load number to True.
(Transit Logistical Data)	Enter the transit logistical data for the invoice. These fields only appear if System Preference Data entry behavior, Write invoices, Allow logistic fields is set to True. The transit logistical data fields include:

Field	Description
	• Origin • Destination • Ship/Delivery Date • Truck/Trailer#
Quantity	Enter the item quantity.
Code	Select the item code. Codes are established on the Invoice Items screen, which is accessed from the Write Invoice panel on the Client Information screen for the client.
Description	Displays the item description for the invoice item. This field can be edited, if required.
Unit Price	Displays the Unit Price for the invoice item. This field can be edited, if required.
Amount	This field displays the invoice item total amount, which is the unit price times the quantity.
Taxable	Select this option if the invoice items are subject to taxes.
Create	Click this button to add the invoice to the grid to be written.
Cancel	Click this button to close the screen without saving.
Grid	Displays each invoice entered to be written for the client as a line-item with the following columns: • Qty: item quantity • Prod#: the product code • Description: the invoice item description • Price: the invoice item unit price • Amount: the invoice item total amount • Sales Tax: the sales tax amount for the item
Write	Click this button to write the invoice with the defined invoice items.
Print When Finished	Select this option to print the invoice to the default printer when the invoice is

Field	Description
	written.
Edit	Select an invoice item from the grid and click this button to display the details for the item in the data entry fields, and updated the invoice item.
Delete	Select an invoice item from the grid and click this button to delete the invoice item from the invoice.

New Debtor Fields

These fields are displayed when the user presses the Insert key with the cursor in the **Debtor** field, and are used to create a new debtor.

Field	Description
Name	Enter the customer/debtor name. This name is used to identify the customer/debtor throughout FactorSoft..
Address	Enter the street address (two lines available) for the customer/debtor.
City, State, ZIP	Enter the city, state, and ZIP Code or postal code components of the customer/debtor address in their respective fields.
Country	Select the country for the customer/debtor address from the list. The country name is displayed in the adjacent field.
Phone	Enter the primary and secondary contact phone numbers for the customer/debtor.
Email	Enter the email address for the customer/debtor.
M/C#	Enter the debtor's Motor Carrier number, if required.
Fax	Enter the fax phone numbers for the customer/debtor.
Code	If your accounting applications refer to a debtor by code or number, enter its numeric or alpha designation here to enable interface with the program. You can also use debtor codes when dealing with duplicate debtor names. This allows you to differentiate debtors using identical names within the Debtor List.
Ref#	Enter the number by which the client identifies the debtor.
Preference	Set this field to the default method for distributing reports and statements for the debtor.

Field	Description
Language	Select the language spoken by the debtor from the drop-down list. Language codes are defined in the Language Table.

1. Click **Create** to save the invoice and store the item record in the grid.

The item record is written to the grid and the Sub-Total, Sales Tax, and Total fields are updated based on the data entered.

Write New Invoice for COMMERCIAL LAWN CARE

Invoice/Load#: 00001 Purchase Order#:

Date: March 1, 2011

Debtor: BANG WING

Tax Code:

Terms:

Quantity:

Code:

Description:

Unit Price:

Amount:

☐ Taxable

Sub-Total: 175.00

+ Sales Tax: 0.00

= Total: 175.00

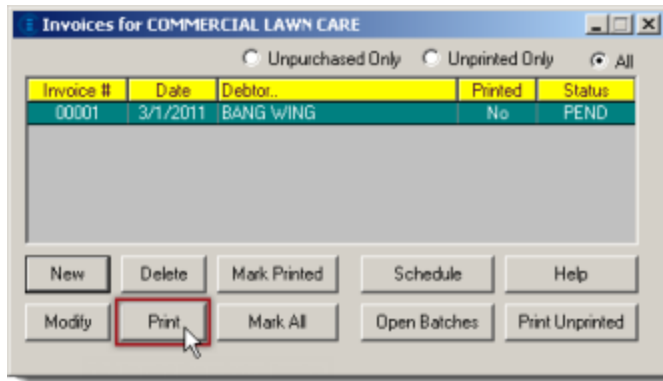
Qty	Prod #	Description	Price	Amount	Sales Tax
1.0000		Widget	175.0000	175.00	0.00

Help Write ☒ Print When Finished Edit Delete

2. If there are further item records to be added to the invoice, complete the Quantity, Code, **Description**, and Unit Price fields and click **Create** to add the additional record for each item.
3. When all items records are added, click Write to write the invoice.

The user has the following option to prints the invoice:

- Print the invoice immediately using the Print When Finished button on the Write New Invoice screen.
- Save the invoice and print from the Invoices for Client screen, as shown below.



Include Written Invoice on New Purchase Batch

To include a written invoice on a new purchase batch, open the Pending Invoices tab of the Purchase/Schedule Batch screen to view written invoices available to be included in the batch:

You can configure FactorSoft to display a message if there are available pending invoices that can be brought into the batch. Set System Preferences **Data entry behavior**, Purchase entry, Field edits/actions, Show warning if available loads or written invoices to **True** to alert the user.

1. Under Pending is, select Invoices Written in FactorSoft.
2. Double-click the invoice or invoices to be included in the batch, or click Select All to select all available written invoices.

The Available status for the invoices must be Yes to select the invoice for purchase. Once selected, the Available status column for the invoice changes to No.

System Preferences

The following system preferences for this report are found in the Administration module, System Preferences, **Data entry behavior**, **Write invoices** folder.

Preference	Description
Assignment text	Select the Statement Text Table entry name to be included on printed invoices as assignment notes. Note that a custom Crystal Reports module is required to display this text.
Payment text	Select the Statement Text Table entry name to be included on printed invoices as payment notes. Note that a custom Crystal Reports module is required to display this text.
Special instructions	Select the Statement Text Table entry name to be included on printed invoices

Preference	Description
text	as special instruction notes. Note that a custom Crystal Reports module is required to display this text.

Write Invoices Upon Purchase

If you choose to have FactorSoft automatically write the invoices upon purchase, create a new purchase batch as normal (i.e. manually enter the invoices, import via the Purchase Import Facility, etc). Once the purchase batch is processed, the system automatically writes the invoices, which appear in the grid of the Invoices for Client screen. You choose **Print** on the Invoices for Client screen to print the invoices, or if the Invoice Delivery AddOn module is activated, the written invoices are sent to the client's customer along with the assigned Images and Notice of Assignment document.

SEPARATELY LICENSED ADD-ON MODULE

This feature is only available as a separately licensed upgrade.

For more information, contact your Jack Henry™ representative at lendinginfo@jackhenry.com

Invoice Imaging

This section of the Invoice Purchasing chapter describes the routine steps in scanning (or filing) invoices and assigning those images to invoices within a purchase batch.

Using the Imaging module, you can either scan or file images to a new open batch and then enter the invoice details in the batch in a later step, or you can scan or file the images to a preexisting purchase batch and assign the images to invoices in rework. Each method is described in detail in this section.

Create New Batch

The Create New Batch screen is accessed from the **Create New Open Batch** button on the Invoice Scanner Control screen, and is used to open a new image batch for a selected client. The batch number is assigned to the new batch by the system, and is the next sequential number from the most recently opened image batch. Once the batch is created, you can select it from the Invoice Scanner Control grid and scan or file images into the batch.

Scanning or Filing to a New Open Batch

To capture images to a new, open batch and then enter the invoice details:

1. On the Invoice Scanner Control screen, click the Create New Open Batch button:

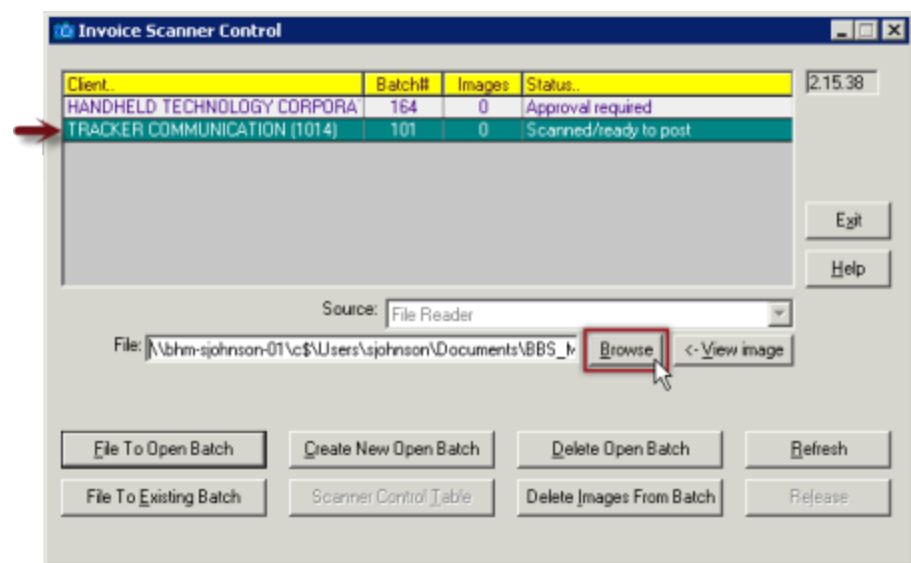
The Create New Batch screen opens.

2. Complete the Create New Batch screen, as described below:

Field	Description
Select by	Select the search option by which clients are displayed in the results pane. You can search by: • Client name • Client number • Motor carrier number
Client	Enter a character (number or letter) or combination of characters to display client names beginning with that character or combination of characters. The data to which the characters entered in this field are matched depends on the setting of the Select by option.
(Client list)	Displays clients who match the text entered in the Client field.
Date	Enter the effective date for the batch. This field displays the FactorSoft current processing date by default.
Table	Select the Scanner Control Table to use. This is only valid if scanning images directly on a physical scanner.
Create	Click this button to create the batch for the selected client.
Cancel	Click this button to closed the screen without saving.

3. Click the **Create** button.

A line item for the new open batch is added for the client on the Invoice Scanner Control screen with a **Status** of **Scanned/ready to post**:



4. Select the new open batch line-item.
5. To file images already scanned to a folder location, click the **Browse** button.

TIP

If scanning images directly, skip Steps 5 and 6. Place the batch of invoices to be scanned in the scanner.

A Windows file browser screen appears. Use the screen to browse to the desired folder and select the first image to be added to the batch.

6. Click the **Open** button.

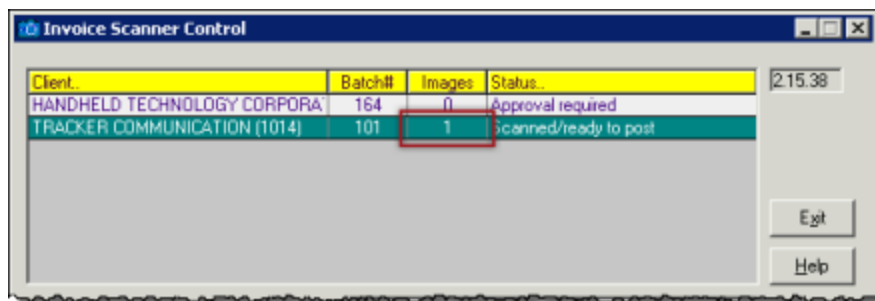
The file path and name are displayed in the **File** field.

7. Click the **Scan/File to Open Batch** button.

NOTE

If scanning, the Invoice Image screen appears as the images are being scanned.

When the file/scan is complete, the Images column displays either "1" for the filed image or the number of scanned images if scanning.



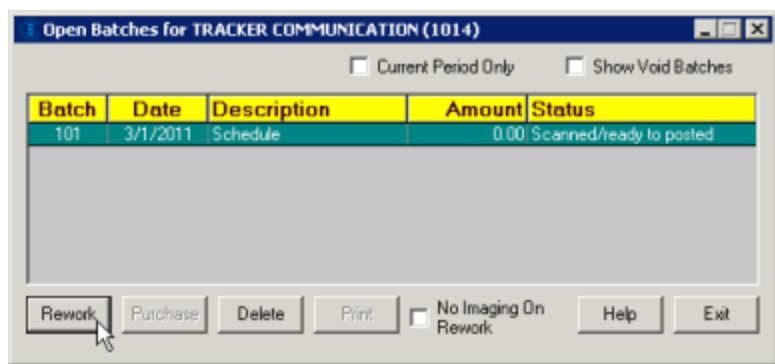
8. If filing images from disk, repeat steps 5 through 7 for each image to be filed to the batch.

Enter Invoice Detail for Images

To complete the image batch, from the Client List (F3):

1. Select the client from the Client List grid.
2. Click **Open Batches**.

The Open Batches screen opens.



3. Select the batch line-item, if required.
4. Click **Rework**.

TIP

Be sure to leave the **No Imaging on Rework** option unchecked.

The Purchase/Schedule Batch and Invoice Image screens open with the first image in the batch displayed.

5. Enter the **Total invoices** amount in the purchase header information at the top of the screen.
6. Tab to the **Invoice #** field on the Invoices tab and enter the details for the invoice displayed in the Invoice Image screen.

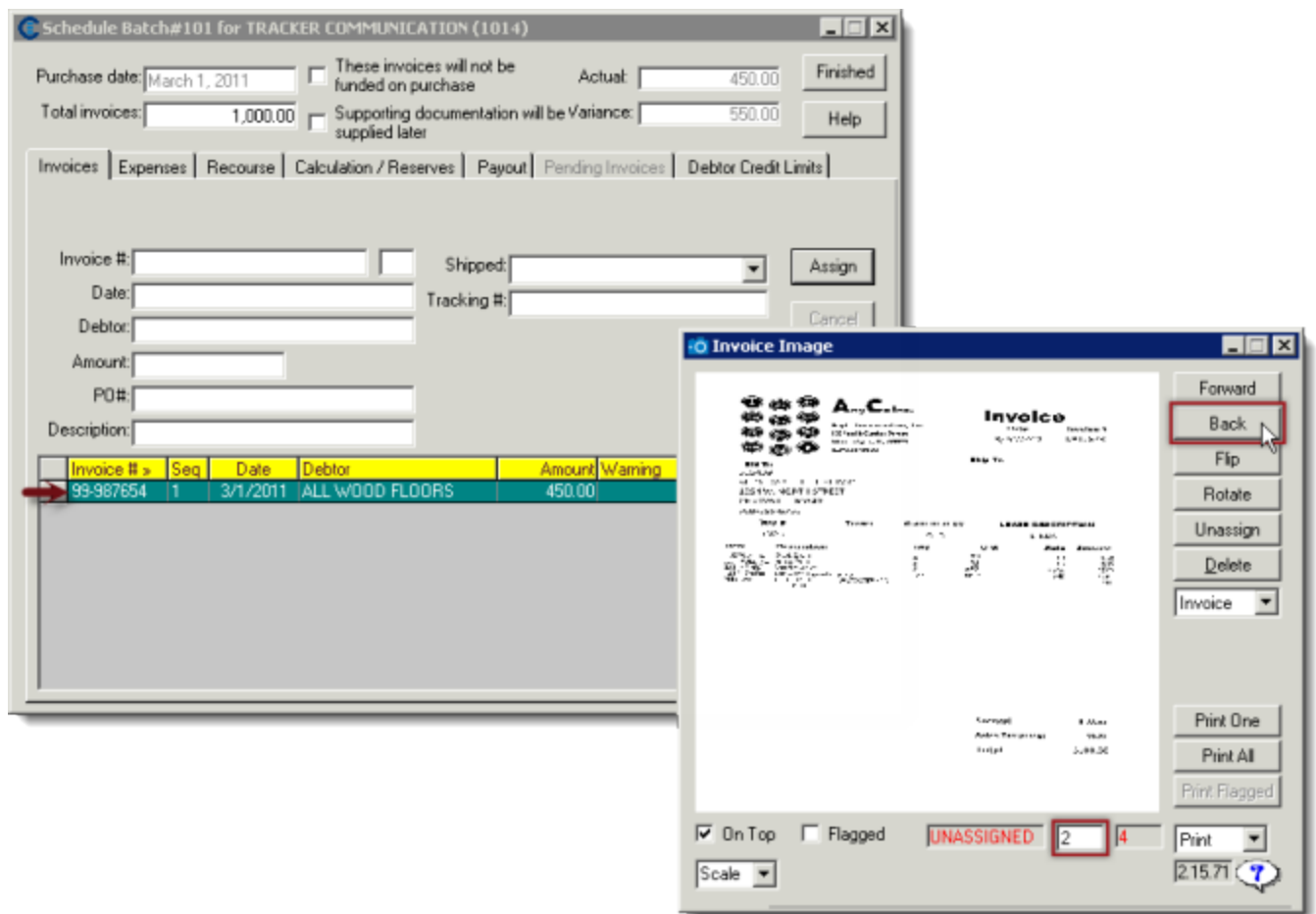
TIP

Please refer to FactorSoft online help for the Schedule Batch screen for details about the data entry fields and controls.

The screenshot displays two overlapping windows from the FactorSoft software. The background window is titled "Schedule Batch#101 for TRACKER COMMUNICATION (1014)". It features a "Purchase date" field set to "March 1, 2011", an "Actual" field set to "0.00", and a "Total invoices" field set to "1,000.00". A "Create" button is highlighted with a red box. The foreground window is titled "Invoice Image" and shows a preview of an invoice from "A MERCHANT". The invoice includes a logo of a ship and the text "A MERCHANT". The "Invoice Image" window has a "Print" button and a "Scale" dropdown menu. The "Schedule Batch" window also has a "Create" button highlighted with a red box.

7. Click the **Create** button to save the invoice in the batch.

The invoice is saved as a line-item in the lower grid and the Invoice Image screen advances to the next image.

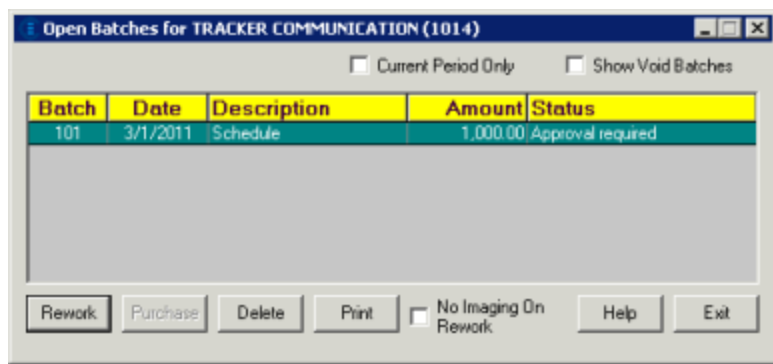


The image that was displayed at the time the **Create** button was clicked is automatically assigned to the invoice that was created. To see this, you can click the **Back** button on the Invoice Image screen. Note the assigned status, debtor name, and invoice number fields on the lower half of the Invoice Image screen. These indicate that the image is assigned to the invoice.



8. Complete steps 6 and 7 for each image to create an invoice and assign the image to that invoice.
9. When all images/invoices for the batch have been entered, click **Finished** on the Purchase/Schedule Batch screen.

The batch is saved and the batch status reflects the next step in your organization's purchase process, as determined by the business rules you have set up in FactorSoft.



Scan to Existing Batch

The Scan to Existing Batch screen is used to scan or file images to a batch of invoices already entered into FactorSoft.

Scanning or Filing to a Closed, Existing Batch

To capture images to a closed, purchased batch of invoices:

1. To file images to a closed, purchased batch of invoices, click the **Browse** button.

TIP

If scanning images directly, skip Steps 1 and 2. Place the batch of invoices to be scanned in the scanner.

A Windows file browser screen appears. Use the screen to browse to the desired folder and select the first image to be added to the batch.

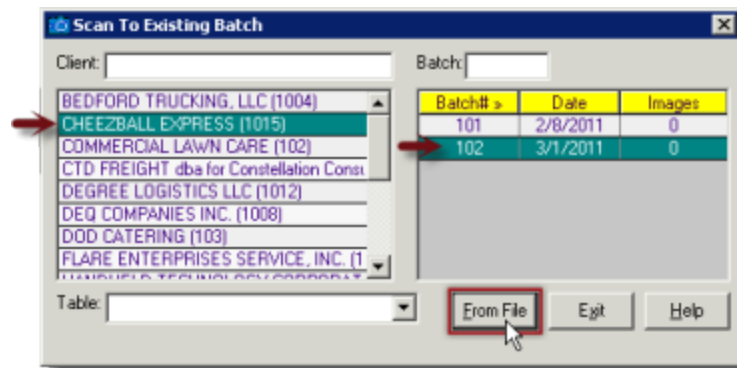
2. Click the **Open** button.

The file path and name are displayed in the File field.

3. Click the **Scan/File To Existing Batch** button.

The Scan To Existing Batch screen opens.

4. Complete the Scan to Existing Batch screen, as described below:



Field	Description
Client	Enter a character (number or letter) or combination of characters to advance the list to the client name beginning with that character or combination of characters.
Batch	Enter a batch number to advance the batch list to that number or its closest match.
(Batch List)	Displays all closed (i.e., purchased) purchase batches for the selected client with the following data columns:

Field	Description
	• Batch#: the batch number of the open purchase batch • Date: the date on which the batch was opened • Images: the number of images scanned or filed to the batch
Table	Select the Scanner Control Table to use. This is only valid if scanning images directly on a physical scanner.
Scan/From File	If using a physical scanner, load the invoice(s) and click this button to scan them to the selected batch. If filing images from a local or network folder, select the folder on the Invoice Scanner control screen prior to opening the Scan to Existing Batch screen, select a Client and Batch, and then click this button to file the image to the batch.
Exit	Click this button to close the screen.

5. Click the **Scan** or **From File** button to scan or file the images to the client's batch.

NOTE

If scanning, the Invoice Image screen appears as the images are being scanned.

6. If filing images from disk, repeat steps 3 through 5 for each image to be filed to the batch.

Posted Batches with Unassigned Images

This option opens the Posted Batches with Unassigned Images screen, which is used to link unassigned images to invoices in an updated purchase batch.

The Imaging module must be installed in order to scan checks and invoices.

Assigning Images to a Batch

Once the images have been scanned or filed to the purchased batch, assign the images to a batch, as described in this section.

1. Select the batch from the Posted Batches with Unassigned Images grid.

Client >	Batch #	Date	In-Use	Unassigned Images
Images	1061	6/21/2019		3
Invoice Delivery	1024	4/15/2019		2
Invoice Delivery	1360	2/11/2019		6
Lien Monitoring	1051	6/21/2019		4
Load Processor	1357	2/11/2019		1
Override Client	1286	1/19/2019		1

Buttons: Process, Delete, Refresh, A/E: [dropdown], Clear, Office: [dropdown], Clear, Exit, Help.

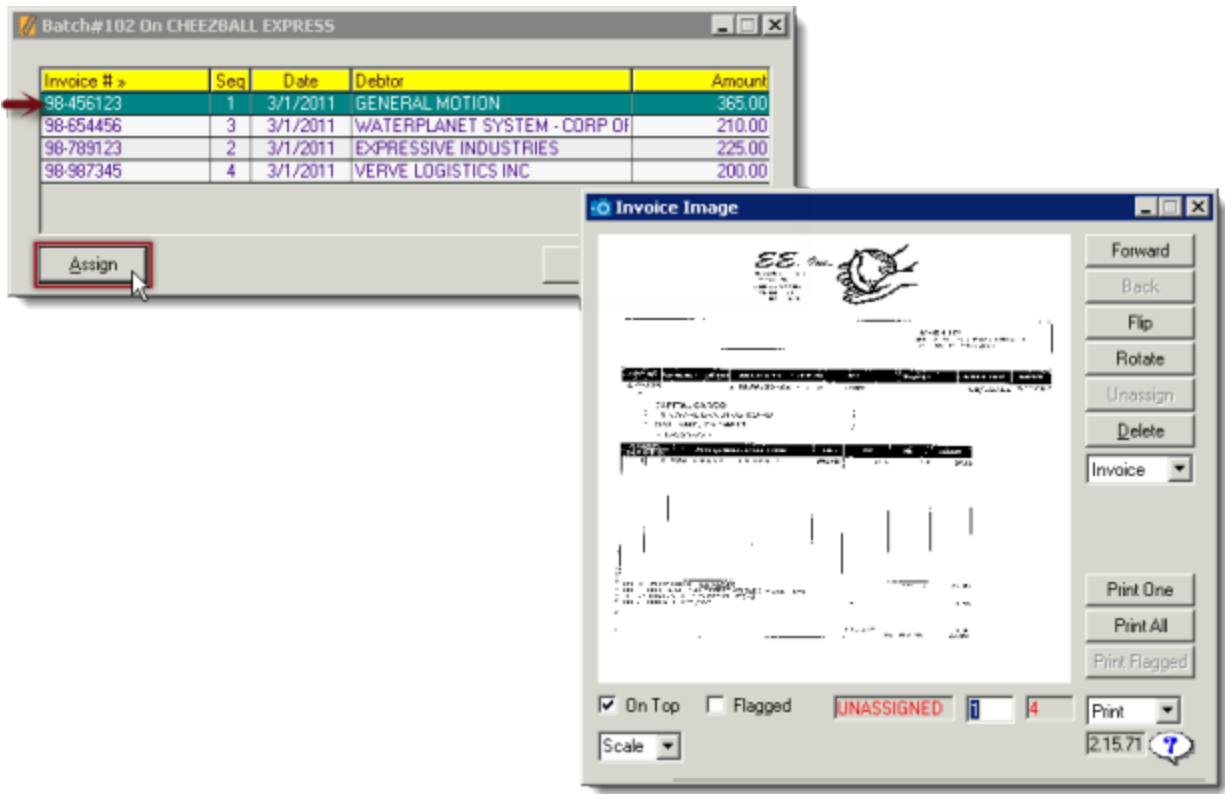
Field	Description
(Grid)	Displays purchase batches with images that have not been assigned to invoice(s). • Client: client name - this is a sortable column • Batch #: purchase batch number • Date: purchase date - this is a sortable column • In-Use: displays user name of user currently processing the batch • Unassigned: number of unattached images
Process	Click this button to assign the unassigned image(s) selected in the grid to their respective batch.
A/E	Select the account executive to which to limit the display of batches with unassigned images. Click Clear to remove the selection and display batches with unassigned images for all Account Executives.
Office	Select the office to which to limit display of batches with unassigned images. Click Clear to remove the selection and display batches with unassigned images for all offices.
Delete	Select a batch and click to delete the image batch selected in the grid.
Refresh	Click to refresh the grid with any unassigned image batches imported since the grid was last loaded.
Exit	Click this button to close the screen.

2. Click **Process**.

The Batch# and Invoice Image screens are opened, and are used together to assign images to the invoices for the batch.

Assign Batch Images

The Batch screen is opened along with the Invoice Image screen when a line item is selected from the Post Batches with Unassigned Images screen, and the **Process** button is clicked. This screen is used to assign the image displayed on the Invoice Image screen to the invoice selected in the grid.

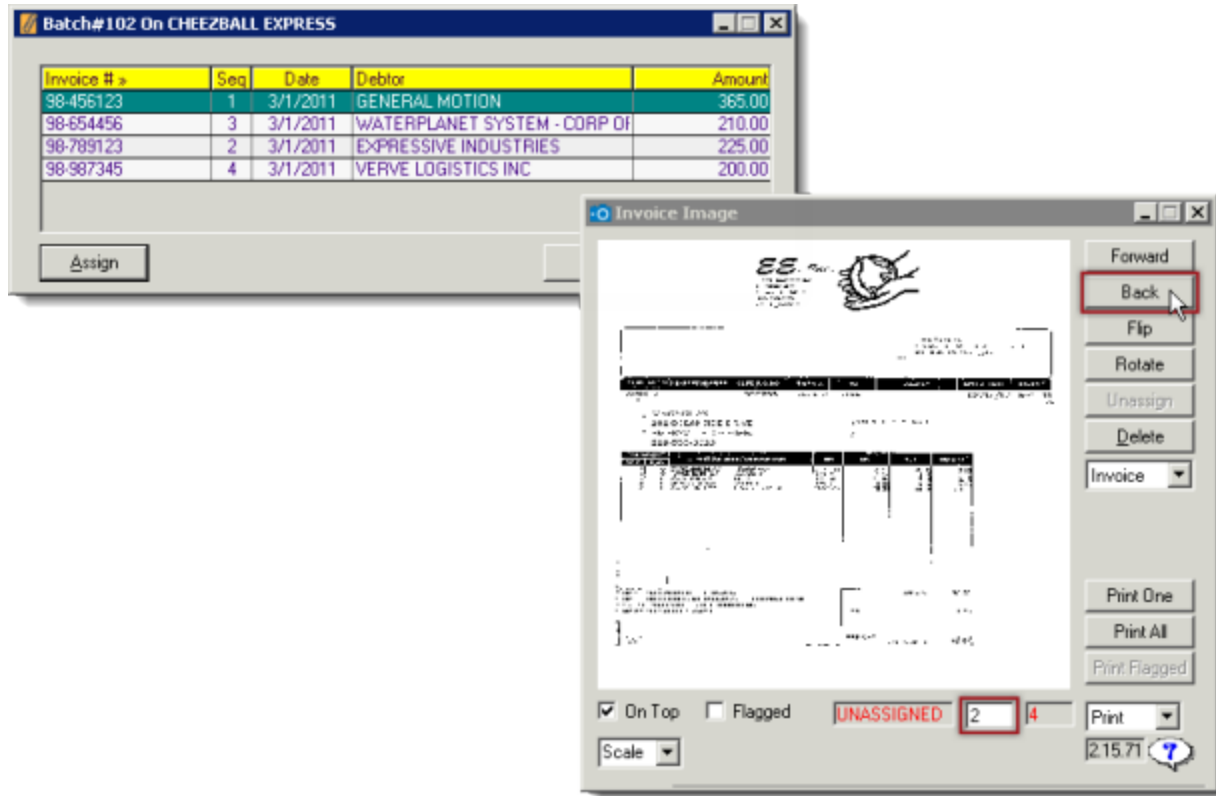


Field	Description
Grid	Lists each invoice in the batch selected from the Posted Batches with Unassigned Images screen as a line-item with the following information:

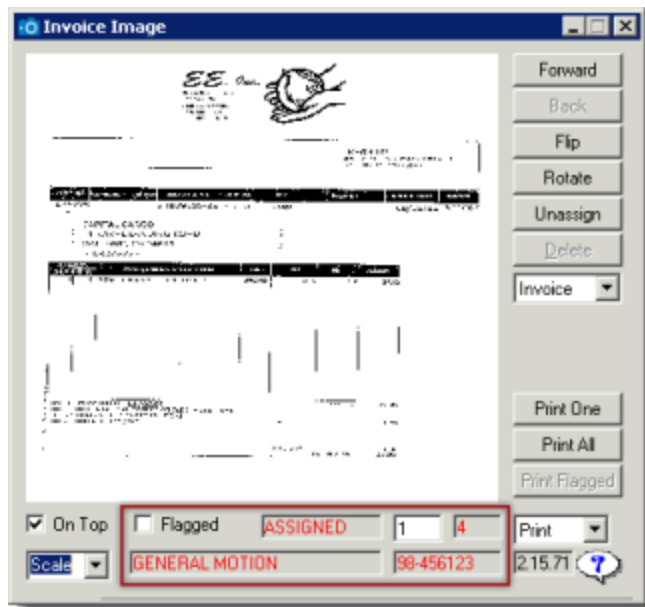
Field	Description
	• Invoice # : the invoice number • Seq: the sequential position of the invoice in the batch • Date: the invoice date • Debtor: the debtor name of the customer to which the invoice was billed • Amount: the invoice amount
Assign	Click this button to assign the image currently displayed on the Invoice Image screen to the selected invoice.
Exit	Click this button to close the screen.

1. Select the line-item in the grid that represents the invoice to which the image will be assigned.
2. Click **Assign**.

The Invoice Image screen advances to the next image.



The image that was displayed at the time the **Create** button was clicked is automatically assigned to the invoice that was created. To see this, you can click the **Back** button on the Invoice Image screen. Note the assigned status, debtor name, and invoice number fields on the lower half of the Invoice Image screen. This indicates that the image is assigned to the invoice.



3. Complete steps 3 and 4 for each image to create an invoice and assign the image to that invoice.

Invoice Image Screen

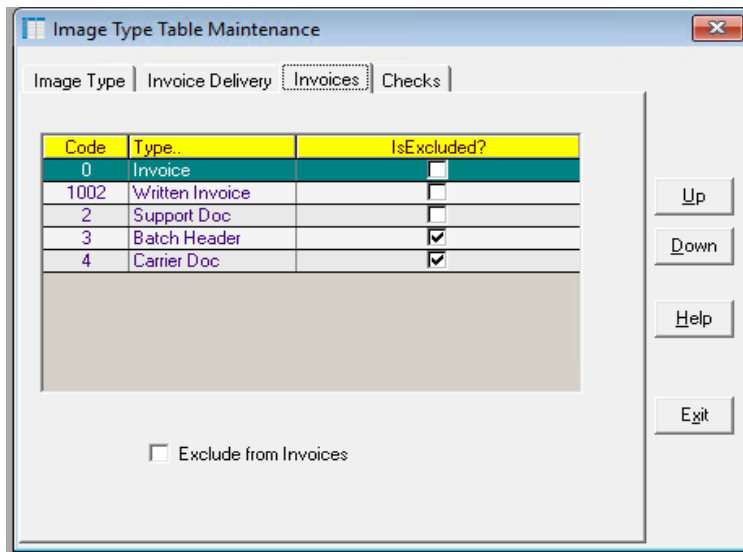
The Invoice Image screen displays document images captured into a new or existing batch from the Invoice Scanner Control screen. The Invoice Image screen is used to assign batches of images or individual images to the invoices in the purchase batch.

Check and Invoice Image Screen

The Check and Invoice Image screens display the document images for new or existing batches from the Scanner Control module. As well as assigning images to purchases or payments, as described in previous sections, this screen is used to print and email images in FactorSoft.

There are various screens in FactorSoft where you will find the **Image** button to display an associated invoice or check image (Invoice Information, Transactions, Debtor Aging, Approve Purchases, Manage Held Account Activity, and Verify Invoices).

To customize the order of the images, go to the Invoice Delivery, Invoices or Checks tab of the Image Type Table Maintenance screen located at **Tables > Data Entry > Image Type Table**. Use **Up** and **Down** to arrange Image Types or check the "**Exclude from...**" box then select **Modify** to save changes to the table and omit from attachments when emailing directly from the Invoice or Check Images screen. The order of images will be reflected when viewing, printing or emailing.



Upon creation/setup of a new database, the **Image Types Table > Image Type** tab will automatically populate with the following Default Codes and Images Types:

- 0=Invoice
- 1=Check
- 2=Support.

Users have the capability to create and establish additional Codes and Image Types as needed on the Image Type tab. Once created, the new image type will appear on the other tabs.

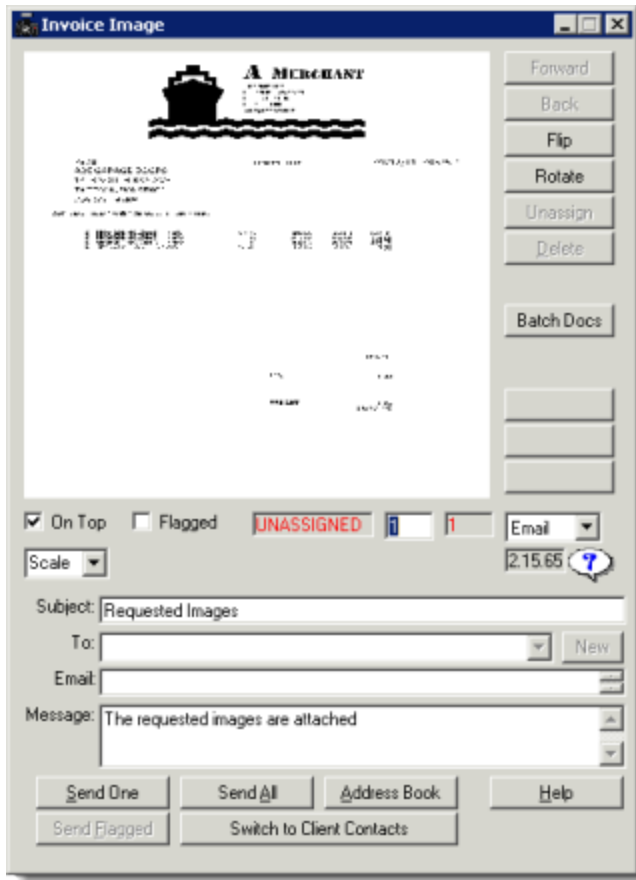
NOTE

Default Image Types can not be deleted and any additional Image Types can not be deleted if they are associated with an image.

CAUTION

When a new Image Type is created in the **Tables > Data Entry > Image Type Table > Image Type** Tab, the image type will automatically populate to the Invoice Delivery, Invoices, and Checks Tab and be set as Excluded. Default Image Types can not be deleted and additional Image Types can not be deleted if they are associated with an image.

Images can be printed, faxed or emailed. Using the **Flagged** option, you can select the images to be printed or emailed from the batch. When emailing multiple images, FactorSoft compresses the images into a single attachment.



Field	Description
(Image)	Displays the scanned document image. By default, the full image is displayed on the screen at whatever scale allows it to fit. You can use the Scale selection to display the image at a higher scale, in which case vertical and horizontal scroll bars appear to allow you to navigate around the image and view its details.
Forward	Click this button to display the next image in the batch on the Image screen.
Back	Click this button to display the previous image in the batch on the Image screen.
Flip	Click this button to rotate the image 180 degrees. This is for display only and does not save the orientation change to the actual image file.
Rotate	Click this button to rotate the image clockwise 90 degrees. This is for display only and does not save the orientation change to the actual image file.
Unassign	This button is used to unassign the currently displayed image from the debt-or/invoice indicated. The image can then be assigned to a different invoice by

Field	Description
	selecting the desired invoice on the purchase or payment processing screen and clicking the Assign button. Once assigned, the Assignment Indicator displays ASSIGNED , and the debtor and invoice number for the invoice or check are also displayed.
Delete	Click this button to delete the currently displayed image from the image batch. <i>Caution: Use this function carefully, as this can not be undone.</i>
(Document Type)	Indicates the type of document the image represents. The type can be changed by selecting a new value from the list, and then advancing to the next or previous image in the image using the Back or Next buttons.
Print One	Click this button to print the currently displayed image.
Print All	Click this button to print the entire image batch.
Print Flagged	Click this button to print all images in the batch that have the Flagged option selected.
On Top	Select this option to indicate that the Invoice Image screen appears on top of all other screens on the desktop.
Flagged	Select this option to mark the current image as flagged. All flagged images will be included when the Print Flagged button is clicked.
(Assigned Indicator)	Displays UNASSIGNED for images that are not assigned to an invoice, or ASSIGNED for images that have been assigned to an invoice.
(Image #)	Displays the sequential image number of the currently displayed image.
(Image Count)	Displays the total number of images in the image batch.
(Output)	Select one of the following print output options from the drop-down list: • Print: print the images. • Fax: fax the images directly to the selected client. When this option is selected, FAX-specific fields appear to enter the Subject, To, Fax address, and Message. • Email: email the images directly. When this option is selected, email-specific fields appear, as detailed below.
(Scale)	Select the zoom setting for the image display. You can also type in a per-

Field	Description
	centage from 15 to 100 percent to display the image at that scale.
(Assigned Debtor)	Displays the debtor associated with the invoice to which the image is assigned.
(Assigned Invoice)	Displays the invoice number of the invoice to which the image is assigned.
(Version)	Displays the FactorSoft version number.
Email fields	
Subject	Enter a subject description in this field to appear in the subject line of the email.
To	Select the debtor or client contact to which to deliver the image email.
New	Click this button to open the New Debtor or Client Contact screen to create a new contact to which to deliver the image email.
Email	Select the email address for the debtor or client contact selected in the To list to which the email is to be sent. The email address recorded on the Address panel of the Debtor Information or Client Information screen is listed here when no email address is recorded for the contact selected in the To list. Alternately, an email address can be manually entered in this field.
Message	Enter a subject description in this field to appear in the subject line of the email.
Send One	Click this button to email only the displayed image.
Send All	Click this button to email all the images in the batch. Note: Image Types marked Excluded in the Image Type Table, will not be included in the attachment.
Address Book	Click this button to open the default email address book on your computer.
Switch to Client Contacts	Click this button to toggle the contacts available in the To field. To select client contacts, click the Switch to Client Contacts button, and then select the desired contact name from the To field. Note that the button label changes to Switch to Debtor Contacts.

System Preferences

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

Preference	Description
Combine images into single attachment	Set to True to email all images in a batch as a single attachment. If this option is set to False , each image is attached as a separate file.
Do not remember last subject/text	Set to True to remove any text entered in the Subject or Message field when the user closes the Imaging screen. Set to False to not remove text entered in the subject line or message field; the next time the user opens the Imaging screen the same text appears in the Subject and Message fields.
Unassign not allowed when viewing	Set to True to allow images to be unassigned only during the input process, not from the Invoice Image screen.

The following system preferences for this function are located in the Administration module, System Preferences, **Field/screen behavior, Screens, Invoice information** folder.

Preference	Description
Keep image open when leaving screen	When set to False the Invoice Image screen closes when another screen is selected, even if the On Top option is selected. When set to True , the Invoice Image screen will remain open when another screen is opened, and close only when manually closed, or when the Invoice Information screen is closed.

Checks and Wires

There are two screens in FactorSoft that are used in the check and/or wire writing process. Which screen is used is primarily determined by whether you employ FactorSoft's native check writing capabilities, or whether you use another resource to print checks:

- The *Write Check* screen is used to print checks and wire forms directly from FactorSoft.
- The *Journals, Checks, and Wires (F9)* screen is used to view all journal, check and wire entries created to date, and can also be used update check and wire details if a separate check writing program is used to write the physical checks and wire forms. In this event, the checks and wires are balancing journal entries that are produced for upload to your accounting system, and not to produce the actual check or wire.

Writing Checks

The *Write Checks* screen is used to print checks and outgoing wire forms and to complete the purchase of invoices to print checks and outgoing wire forms and to complete the purchase of invoices and/or any miscellaneous disbursements. The grid lists the payment information for all updated purchases or transactions that involve check or wire payments for the selected account.

To write checks or wire forms for any FactorSoft transactions that require them, use the *Write Checks* screen:

NOTE

FactorSoft can be configured to create a check or wire transfer file in a variety of formats. See the Admin Guide for more information about setting up check and wire formats.

1. Select **Write Checks** in the FactorSoft Office menu. The *Write Checks* screen opens:

Payee	Type	Description	Amount	Hold
CHIMES NJ LIMITED LIABILITY CO/CANAD	RsvRel	Reserve Release	5000.00	Yes
RM Client	FUND	test	15000.50	No
Amanda Test Client	RsvRel	request for disbursement	1500.00	Yes
Amanda Test Client	RsvRel	Please send me some money	500.00	Yes
Amanda Test Client	LOAN	Test Funding Instructions	222.00	No
Amanda Test Client	LOAN	Test Funding Instructions	222.00	No
Amanda Test Client	RsvRel	please pay me	223.00	Yes
Amanda Test Client	RsvRel	Test Funding Instructions	222.00	Yes
Amanda Test Client	RsvRel	Test Funding Instructions	222.00	Yes
Amanda Test Client	LOAN	Test Funding Instructions	555.00	No
Amanda Test Client	LOAN	Test Funding Instructions	200.00	No
Amanda Test Client	RsvRel	Test Funding Instructions	200.00	Yes
Amanda Test Client	LOAN	Test Funding Instructions	100.00	No
Amanda Test Client	RsvRel	Test Funding Instructions	100.00	Yes
RM Client	LOAN	Test Funding Instructions	1000.00	No

Cash Account: 105000 - Factoring Cash
 Check Date: July 9, 2021
 First Check Number: 19

Double-Click Entry to Toggle Hold Status

Ok Hold All Unhold All
Exit Help

2. Select the **Cash Account** from which to disburse funds. The grid is updated with the disbursements pending for the Cash Account.
3. Complete the check detail fields, as described below:

Field	Description
(Grid)	Lists the pending checks or wires for purchases or other transactions with the following data. Double-click on a line-item to toggle that items hold status. • Payee: payable-to name • Type: transaction type • Description: transaction description • Amount: check amount • Hold: hold status - No = available to generate check or wire, Yes = held for a later release The Hold column can be hidden to remove the capability of holding checks on this screen. To hide the Hold column, set System Preference Fields/screen behavior, Screens, Write checks, Remove ability to hold checks to True.
Cash Account	Select the cash account from which to disburse funds.
Check Date	Enter the check date that appears on the printed check or wire form.

Field	Description
	The current FactorSoft processing date is displayed by default. If you want to change the check date, enter the new date in this field.
First Check Number	Enter the first check number that appears on the check, or the first wire number you want to display on the outgoing wire transfer form. Subsequent checks will be assigned the next sequential number by default. You can over-type the value in this field to replace the number displayed, if required.
OK	Click this button to generate all disbursements displayed that are not in held status. FactorSoft gives you the option to preview wire forms (instead of printing them) when clicking this button. To activate this function, select the applicable wire account on the Account Table, and select the Preview instead of printing option box on the Cash & Wire Account tab of the Account Table. You can then use the print and send functions of the Pre-view screen as required.
Hold All	Click this button to change the held status of all disbursements displayed to Yes .
Unhold All	Click this button to change the held status of all disbursements displayed to No .
Exit	Click this button to close the screen.

4. Insert your check(s) or wire forms into the printer.
5. Click **OK** to generate all disbursements displayed that are not in held status.
6. Repeat these steps for each cash account.

NOTE

To successfully process check and wire transactions, the external printer and/or output path folder location must be accessible by the system.

System Preferences

The following system preferences for this function are located in the Administration module, System Preferences, **Fields/screen behavior**, **Screens**, Write checks folder.

Preference	Description
Office restriction applies to write checks	Set to True to limit display of checks and wires to the clients set to the same office as the user.
Suppress successful messages	Set to True to prevent the messages displayed for successful wire file creation from appearing on the FactorSoft Desktop.

Check and Wire Interfaces Overview

Check and Wire Interfaces are used to generate payment files in various formats from the *Write Checks* screen. These files are written to a file location of your choice, as specified in the System Preferences, to be transmitted via external means to the receiving institution.



Each of the available options has unique set up requirements and output file formats. The general set-up guidelines are explained below. The System Preferences and file format specifics of each interface are detailed in the Export Guide.

Accounting Journals, Checks and Wires Screen

The *Accounting Journals, Checks and Wires* screen is accessed from the **Check Register (F9)** option in the **Office** menu. This screen enables you to view any journal entry recorded to date, such as reserve releases, cash postings, or miscellaneous checks. This screen is also used to record, view, or modify third-party checks, and update, view, or modify check details in FactorSoft for checks that are written outside of FactorSoft's check-writing functionality.

The functions of this screen include the following:

- Lists journals, checks and wires for specific criteria
- Modify selected unpaid journals, checks, and wires
- Create new check or journal entries

Listing Journals, Checks, and Wires

The *Accounting Journals, Checks and Wires* screen provides several tools for narrowing the display of journal entries so that you can more quickly locate a specific entry. To use these tools:

1. Select **Check Register F9** in the FactorSoft **Office** menu. The *Accounting Journals, Checks and Wires* screen opens, as shown next:

2. Complete the upper selection criteria fields to narrow or expand the items to be displayed, as described in the following table

Field	Description
Journals (zero checks)	Select this option to include journal entries such as zero checks and miscellaneous checks in the grid.
Void entries	Select this option to display voided journal entries in the grid.
Paid	Select this option to display paid check disbursements in the grid.
Unpaid	Select this option to display unpaid check disbursements in the grid.
Available	Lists all disbursement types currently available. Click an item to move it into the Selected field. In addition to the default type Check, The disbursement types available in this list are accounts set in up in the Accounts Table that are identified as Cash accounts and have a Wire pay-by code specified on the Cash/wire tab.
Selected	List the disbursement types to be displayed in the grid.
Date-From	Enter the beginning date of the date range to which to limit the display of journal

Field	Description
	entries. Click MTD to enter the current beginning date of the month to date period in Date-From and current processing date in the Thru. Click Today to enter the current processing date in Date-From and in the Thru. Click L-Mo to enter the previous beginning date of the month to date period in Date-From 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 display of journal entries.
Cash account	Select the cash account to which to limit the display of journal entries. Leave the field blank to display journal entries for all cash accounts. Click Clear to remove the selection.
Client	Select the client to which to limit the display of journal entries. Leave this field blank to display entries for all clients. Click Clear to remove the selection. drop-down to select the client. For Client Search Window, available when System Preference > Fields/Screen Behavior > Miscellaneous > Use Client Search instead of dropdowns 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 or Clear to clear the field. TIP Choosing Contains will allow users to search by Client Code.
Office	Select the office to which to limit the display of journal entries. Leave this field blank to display all offices.
Check#	Enter the check number or partial check number for which to search.

Field	Description
	Select the option in the adjacent list to specify how to match check numbers: • Exact Only: return results that are an exact match to the search criteria only • Partial: return results for checks that begin with the search criteria (i.e., you could enter "A" to search all check numbers starting with "A") • Embedded: return results for checks that have the search criteria in any part of the check number (i.e., you could enter "345" to match check numbers "345678", "123456", and "978345")
Amount	Enter the check amount for which to search.
Open/Deferred Only	Select this option to display only deferred earnings items that are not yet paid.
Load	Click this button to display the selected journal entries in the grid.
(Grid)	Displays each journal entry as a line-item with the following data. Double-click a line-item to display the View/Update Journal screen for that journal entry. • Date: paid-on date • Client #: client number • Payee: payable-to name • Amount: journal amount • Type: transaction type • Pay By: payment method • Check/Transaction #: check or transaction number
View	Select a journal entry and click this button to display the View/Update Journal screen for that journal entry
Print	Click this button to print the journal report selected in Format.
Format	Select the report format to print:

Field	Description
	• Summary: print the Summary Check Register report, which display a single line entry for each journal entry in the grid. • Detail: print the Detail Check Register report, which displays each journal entry from the grid with account detail.
Sort by	Select the sort option to determine the order in which the selected report is printed. • Check # • Payor • Check type
With recap	Select this option to print the Check Register Recap report, which displays each account with activity as a single line entry, along with the selected Summary or Detail report.
Items not posted against clients	Select this option to filter results by entries not associated with a 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.
New	Click this button to display the Enter New Check screen, which is used to manually create a new journal entry.
Exit	Click this button to close the screen.

3. Select the **Cash Account** to which to limit the display of journal entries. Leave the field blank to display journal entries for all cash accounts.
4. Select the **Client** to which to limit the display of journal entries. Leave this field blank to display entries for all clients.

5. Select the **Office** to which to limit the display of journal entries. Leave this field blank to display all offices.
6. Click **Load** to display the selected journal entries in the grid.

Modify Unpaid Journals, Checks, and Wires

To modify an unpaid check:

1. Enter the selection criteria to narrow the grid results, as described previously.
2. Open the Journals, Checks & Wires Screen (F9) and select the transaction for which you need to update the check or wire number.

Accounting Journals, Checks and Wires (F9)

☒ Journals (zero checks)
☒ Void entries

☒ Paid
☒ Unpaid

Available: ☐ Check
 Selected: ☐ WIRE/WELLS
☐ ACH
☐ ACH/WELLS
☐ COMCHECK
☐ WIRE

Date From: June 1, 2022
Thru: June 24, 2022

Clear MTD Today L-MD

Cash account: 105000 - Factoring Cash

Client: Amanda Test Client (AGC)

Office:

Check #: Partial

Amount:

Open/Deferred Only ☐ Load

Date	Client	Payee	Amount	Type	Pay By	Check/Transaction #
6/1/2022	AGC	Amanda Test Client	0.00	PMTS	---	2013097
6/1/2022	AGC	Amanda Test Client	0.00	PMTS	---	2013099
6/1/2022	AGC	Amanda Test Client	0.00	PMTS	---	2013102
6/1/2022	AGC	Amanda Test Client	0.00	PMTS	---	2013103
6/7/2022	AGC	ALG Coalson	0.00	BUY	---	2013108
6/7/2022	AGC	ALG Coalson	0.00	BUY	---	2013109
6/14/2022	AGC	ALG Coalson	0.00	BUY	---	2013117
6/15/2022	AGC	Amanda Test Client	0.00	PayRef	---	2013121
6/15/2022	AGC	ALG Coalson	0.00	BUY	---	2013122
6/15/2022	AGC	ALG Coalson	0.00	BUY	---	2013123
6/15/2022	AGC	ALG Coalson	0.00	VOID	---	2013128
6/21/2022	AGC	ALG Coalson	0.00	BUY	---	2013132

View Print Format: Detail ☒ With recap Preview ☐ Items not posted agent clients

New Sort by: Check# Help Exit

3. Click **View** at the bottom. The View/Update Unpaid Journal screen opens:

View/Update Journal#Z013097

Post Against:

Payee: Amanda Test Client

Address:

City:

Country:

Amount: 0.00 Entered by: ACQALSON

Description: Payment Report#197

History #:

Fill In Pay By: CHECK

Cash Account: 105000 - Factoring Cash

Office: STAR FUNDING

Paid On: June 1, 2022

Check/Trans #: 2013097

Letter of Credit:

Created 6/1/2022 8:16am

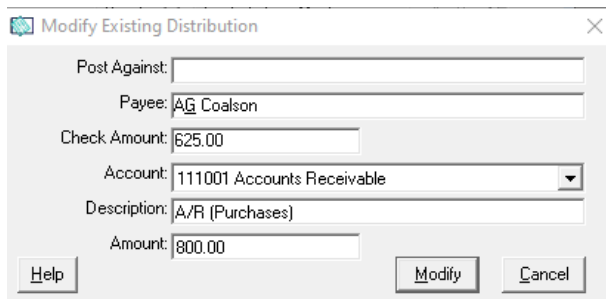
Account	Description	Amount
105000	Cash Received	1,500.00
111001	Accounts Receivable	(1,500.00)
261010	Reserve Escrow	300.00
301000	Fee Earned	(15.00)
261000	Cash Reserves	(210.00)

No Docs

Help Exit Delete Void Vendor ☐ Exclude from Min Comm Audit

4. Modify the check or journal as required:

- When you update any of the available upper fields, the Modify button at the bottom of the screen becomes available to save your changes.
- When you select a Distribution and click Modify to the right of the grid, the Modify Existing Distribution screen appears. Make the required updates to any of the available fields and click Modify to close the screen and save the change to the distribution, and then click the Modify button at the bottom of the View/Update Unpaid Journal screen to save your changes.



NOTE

The distribution total must balance to the check/journal amount to save the check-/journal.

System Preferences

The following system preferences for this function are found in the Administration module, System Preferences, **Field/screen behavior**, **Screens**, Accounting journals folder.

Preference	Description
Maximum age in days of checks to be shown	Set to the number of maximum age in number of days for journal entries to be shown in the grid. If you do not wish to limit the display by journal age, enter zero in this preference.
Use pay by selection on journals and voids	Set to True to enable the capability to apply the Available and Selected pay-by filters on the Accounting Journals, Checks, and Wires screen to journals and voided entries as well as paid and unpaid check/wire items.

Enter a New Check or Journal Entry

This screen is accessed from the **New** button on the *Accounting Journals, Checks and Wires (F9)* screen. The Enter New Check and View/Update Journal screen is typically used to manually enter checks or wires when you do not use the FactorSoft check writing functionality. The prepayment fields completed here are

used only to record data for a payment made outside FactorSoft. When payment is made outside FactorSoft, the result will be a miscellaneous check or journal entry, not a check, and the payment will not be exported to your accounting system.

Other functions for this screen include:

- record, view, or modify party checks
- update, modify, or view check details if you do not use FactorSoft's check writing functionality
- create, modify, or view credit and debit journal entries when moving monies from one account to another

NOTE

This screen can also be used as an alternative to the *Write Check* screen for creating funding checks for purchases, and as an alternative to the *Client Summary/Reserve Release* screen for reserve release distributions.

Accounting Journals, Checks and Wires (F9)

☒ Journals (zero checks)
☒ Void entries

☒ Paid
☒ Unpaid

Available: Check WIRE-WELLS
Selected: ADH, ADH-WELLS, COMCHECK, WIRE

Date-From:
Thru:

Clear MTD Today L-MO

Cash account: 105000 - Factoring Cash

Client:

Office:

Check #: Partial

Amount:

☐ Open/Deferred Only

Date	Client #	Payee	Amount	Type	Pay By	Check/Transaction #

Format: ☒ With recap

Sort by: ☐ Items not posted against clients

1. Select Check Register F9 in the FactorSoft Office menu and click the **New** button. The Enter New Check screen opens, as shown next.

2. From the **Post Against** list, select the client for whom to record the payment.
3. Click **Fill In** to complete the **Payee** name and **Address** fields with the address information for the client selected in **Post Against**.

If the Payee is not the same as the Post Against client, manually complete the Payee name and Address fields with the payee information.

4. Enter the check **Amount** and **Description**.
5. Complete the prepayment fields, as described below:

Field	Description
Post Against	drop-down to select the client. For Client Search Window, available when System Preference > Fields/Screen Behavior > Miscellaneous > Use Client Search instead of dropdowns 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 or Clear to clear the field.

Field	Description
	TIP Choosing Contains will allow users to search by Client Code.
Payee	Enter the name to which the check is paid. If the client name selected in the Post Against field and the payee name are identical, click Fill In to populate the payee and address fields automatically. If the check is for a debtor or any other third party, enter the payee's name and address in the Address and City fields provided.
Address	Lines one and two of the payee address
City	The city, state, and ZIP/Postal Code components of the payee address.
Country	The county component of the payee address.
Amount	Enter the dollar amount of the check or journal entry.
Description	Enter any applicable transaction details. This information will be particularly useful when following an audit trail. Maximum of 120 characters
Pay By	Select the payment method for the check or journal entry.
Cash Account	Select the cash account to be credited for the transaction.
Office	Select the office to which the transaction pertains, if required.
Paid On	Enter the date on which the disbursement occurred. This is the date on which the check was printed, or the wire was sent.
Check- /Trans#	Enter the check number or other disbursement transaction number.
Distribution	This grid displays the accounts affected by the disbursement.
Docs/No Doc	Click this button to open the Associated Documents screen. If the transaction formerly had a document attached, the button label is Doc, whereas if no document was attached to the original transaction, the label is No Doc, as shown in the illustration below. In either case, clicking the button opens the Associated Documents screen, which lists documents currently associated to the transaction, and allows additional documents to be associated to the transaction.

Field	Description
New	Click this button to open the Add New Distribution screen to create a new distribution line item.
Delete	Click this button to open the Delete Distribution screen to delete a distribution line item.
Modify	Click this button to open the Modify Existing Distribution screen to update the distribution line item.
Create	Click this button to save a new check entry. If you are using the Add New Distribution Screen to move monies from a client's reserve account, the Check Register Screen will display the transaction as a miscellaneous charge against the reserve account. To ensure users are aware of that fact, the following system preferences can be set. Set System Preference Fields & Screen Behavior, Screens, Accounting Journals folder, Warn if no client on new journal to True. FactorSoft will display a warning message when clicking Create.
Cancel/Exit	Click this button to close the screen without saving.
Delete	Click this button to delete a voided check. Note that this button is unavailable except when viewing a voided check.
Void	Click this button to void the check or transaction displayed on the screen. Note that this button is unavailable except when viewing a live check or transaction.
Exclude from Min Comm	Check this box to exclude this payment from Minimum Commission total fee calculation. The following security role must be set to view and use the check box: Security Roles > Check register/writer > Minimum Commission > View the Minimum Commission Exclude Checkbox (Yes/No) and Update the Minimum Commission Exclude Checkbox (Yes/No)
Cleared	Click this button to open the Items cleared screen, which displays the invoice items cleared as a result of a transfer. This button is only available for a transfer transaction executed from the Manage Hold Account screen as Wash items against each other .
Vendor	Click this button to open the Select Vendor screen, from which you can select a pre-defined vendor to generate business related expense checks, such as IRS Tax checks.

Field	Description
Audit	Click this button to display the Audit History for the check or wire.

Add New Deduction & Distribution

Use FactorSoft's Add New Deduction & Distribution Screen to create a new distribution for the disbursement entered on the Enter New Check Screen, or to create a new deduction for the reserve disbursement created on the Client Summary screen's Release Tab. This screen is also used to add deferral information for deferred earnings transactions added for a client using the Release tab of the Client Summary/Reserve Release screen.

1. Click **New** to open the Add New Distribution screen.

The Post Against, Payee, and Check Amount are inherited from the Enter New Check screen.

2. Complete the distribution fields, as described next:

Field	Description
Post Against	Displays the client for which you created the check, wire, or transfer on the Enter New Check or Client Summary/Reserve Release screen.
Payee	Displays the payee name to whom the check, wire, or transfer you created on the Enter New Check or Client Summary/Reserve Release screen is destined.
Release Amount	Displays the check, wire, or transfer amount you entered on the Enter New Check screen or Client Summary Release Tab.
Account	Select the applicable distribution account from the list. The accounts are defined in the FactorSoft Accounts table.
Description	Enter any applicable distribution details. You can use this information for audit trail purposes.
Amount	Enter the distribution amount. Note that the check, wire or transfer amount entered on the Check Register screen must equal the sum of all distributions entered for the check.
Move to Account	Select the account to which the deferred earnings are moved from the deferred earnings account.
Frequency	Select the frequency with which the deferred earnings are moved to the Move to Account.

Field	Description
	- Manual: deferral repayment is posted manually by the user. - Weekly: deferral repayment is performed by the Engine weekly on the day selected in Day of the Week for the number of weeks selected in Number of Payments. - Monthly: deferral repayment is performed by the Engine monthly on the day entered in Day of the Month for the number of weeks selected in Number of Payments. This field only appears when this screen is accessed from the Release tab of the Client Summary/Reserve Release screen.
Number of Payments	Enter the number of weekly or monthly payments by which to divide the Amount of the deduction to determine the amount of each repayment of the deferral. This field only appears when this screen is accessed from the Release tab of the Client Summary/Reserve Release screen.
Day of the Week	If the Frequency is Weekly, select the day of the week on which the Engine is to perform the deferral repayment. This field only appears when this screen is accessed from the Release tab of the Client Summary/Reserve Release screen.
Day of the Month	If the Frequency is Monthly, enter the day of the month on which the Engine is to perform the deferral repayment. This field only appears when this screen is accessed from the Release tab of the Client Summary/Reserve Release screen.
Amount	Displays the repayment amount, which is the Amount divided by the Number of Payments. This field only appears when this screen is accessed from the Release tab of the Client Summary/Reserve Release screen.
Create	Click this button to save the deduction or distribution as a line-item on the New Check or Client Summary/Reserve Release screen.
Cancel	Click this button to close the screen without saving.

3. Click **Create** to create the distribution.

The check is added as a line-item in the grid of the Accounting Journals, Checks and Wires screen with a type of **C-MISC**, which stands for a miscellaneous client check, as shown next:

The screenshot shows the 'Accounting Journals, Checks and Wires (F9)' window. At the top, there are checkboxes for 'Journals (zero checks)' and 'Void entries', and 'Paid' and 'Unpaid'. Below these are fields for 'Cash account' (110 - Cash), 'Client' (AnyCo Communications, Inc. (ANYCO)), and 'Office'. A date range is set from November 20, 2010. The main grid displays the following data:

Date	Client #	Payee >	Amount	Type	Pay By	Check/Transaction #
11/20/2010	ANYCO	AnyCo Communications, Inc.	0.00	BUY	---	
11/20/2010	ANYCO	AnyCo Communications, Inc.	0.00	ADJ	---	
11/20/2010	ANYCO	AnyCo Communications, Inc.	1500.00	C-MISC		CHECK 11211234

At the bottom, there are buttons for 'View', 'Print', 'Format' (Summary), 'Sort by' (Payor), 'With recap', 'Preview', 'Help', 'New', and 'Exit'.

System Preferences

The following system preferences for this function are located in the Administration module, System Preferences, **Client rules & Defaults, Ineligibility/summary calculation, Release tab** folder.

Preference	Description
Warn if no client on new journal	Set to True to ensure users are aware that monies are moved from a client's reserve account and that the Check Register window displays the transaction as a miscellaneous charge against the reserve account. ,

Credit Requests

FactorSoft tracks credit ratings at the client level and at the individual debtor level to provide you with decision making tools to approve or deny credit requests.

All of the credit request management functions are accessed from the Manage Credit Requests screen, which is opened from the FactorSoft Office menu. The Manage Credit Requests screen is used to:

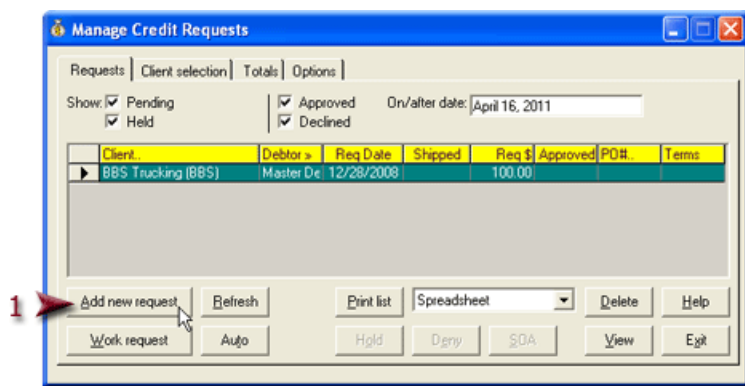
- add new credit requests
- view existing credit requests
- approve, deny or hold credit requests

Adding a New Credit Request

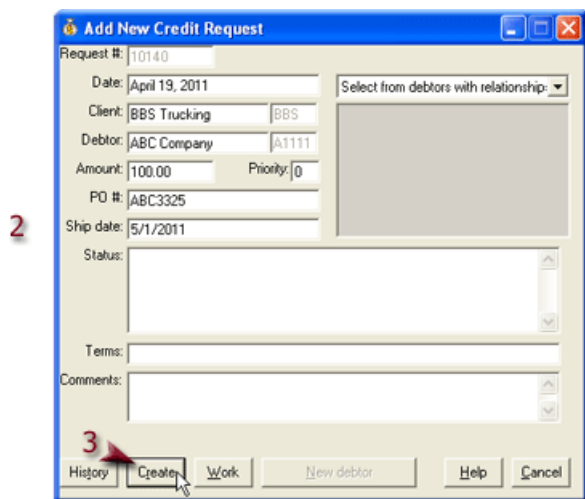
The Add New Credit Request Screen is accessed from the Manage Credit Request screen and is used to enter new credit request details on behalf of the client.

To add a new credit request from the Manage Credit Requests screen, follow these steps:

1. Click the Add New Request button.



The Add New Credit Request screen appears, as shown next:



2. Complete the credit request data, as described next:

Field	Description
Request #	Displays the system-generated number assigned to this request.
Priority	Select a priority number (e.g. 1 is highest) to indicate the importance of the request.
Date	Displays the current FactorSoft processing date.
Client	Enter the client for which to create the credit request. Enter a character or combination of characters to display matching client names in the adjacent list box. You can then double-click the desired name to select the client.

Field	Description
Debtor	Enter the customer/debtor for which to create the credit request. Enter a character or combination of characters to display matching debtor names in the adjacent list box. You can then double-click the desired name to select the debtor.
(Select from)	Select the filter to limit the debtors to be displayed in the list box: • Select from all debtors • Select from debtors with relationships • Select by motor carrier number (enter the motor carrier number in the Debtor field)
Amount	Enter the credit request amount.
PO #	Enter the purchase order number to which this credit request applies.
Ship date	Enter the date on which the client expects to fulfill the purchase order.
Status	Enter order status notes in this area.
Terms	Enter the invoice sales terms.
Comments	Enter comments specific to the credit request to appear on the Approve or Deny Credit Request screen.
History	Click this button to open the Credit Export History screen.
Create	Click this button to create the credit request.
Work	Click this button to create the credit request and immediately display the Approve/Deny Credit Request screen.
New Debtor	Click this button while in the Debtor field to open the Enter Data for New Debtor screen. Use this function if requesting credit for a customer/debtor not yet recorded in FactorSoft to create the Debtor Information record.
Cancel	Click this screen to cancel the creation of the credit request and close the screen.

3. Click **Create** to save the credit request.

System Preferences

The following system preferences for this function are found in the Administration module, System Preferences, **Fields/screen behavior, Screens, Credit request add/update** folder.

Preference	Description
Purchase order is required	Set to True to make the PO# field mandatory. Set to False to make the PO# field optional.
Ship date is required	Set to True to make the Ship date field mandatory. Set to False to make the Ship date field optional.

Approve or Deny Credit Requests

The Approve/Deny Credit Requests screen is accessed by clicking the **Work request** button from the Add New Credit Request screen and is used to approve, decline, or hold a client's credit request .

For total exposure and risk analysis purposes, the top right of the screen lists the client's current and past due balances, as well as the current and past due balances of all remaining clients.

Working credit requests refers to making approval decisions on the requests in the credit request queue that have been recorded in FactorSoft from the Add New Credit Request screen, or imported from ClientWeb and/or Web Portal.

The Approve/Deny Credit Requests screen is accessed by clicking the Work request button from the Add New Credit Request screen and is used to approve, decline, or hold a client's credit request.

To work the credit requests queue:

1. On the Manage Credit Requests screen, select the credit request to work from the grid:

Manage Credit Requests

Requests | Client selection | Totals | Options

Show: ☒ Pending ☐ Held ☐ Approved ☐ Declined On/after date: April 18, 2021

Client	Customer	Req#	Req Date	Status
RM Enterprise (RM1234)	RHM Bakery1 (112111)	14284	4/9/2021	Pend
CLIENT - FACTORING ONLY #5 (11913)	A1 BEAUTY #1 (A1BEA532160)	14283	4/6/2021	Pend
CLIENT - FACTORING ONLY #3 (11456/02)	--- New Customer Relationship ---	14282	4/2/2021	Pend
CLIENT - FACTORING ONLY #3 (11456/02)	Kim Pools and Spa (2222)	14281	4/2/2021	Pend
CLIENT - FACTORING ONLY #3 (11456/02)	--- New Customer Relationship ---	14280	4/2/2021	Pend
CLIENT - FACTORING ONLY #3 (11456/02)	--- New Customer Relationship ---	14279	4/2/2021	Pend
CLIENT - FACTORING ONLY #3 (11456/02)	--- New Customer Relationship ---	14278	4/2/2021	Pend
TOUCH & GO INC (11385)	Touch1 (1778)	14277	4/2/2021	Pend
CLIENT - FACTORING ONLY #3 (11456/02)	Kim Pools and Spa (2222)	14276	4/2/2021	Pend
CLIENT - FACTORING ONLY #3 (11456/02)	--- New Customer Relationship ---	14275	4/2/2021	Pend
CLIENT - FACTORING ONLY #3 (11456/02)	Kim Pools and Spa (2222)	14274	4/2/2021	Pend
CLIENT - FACTORING ONLY #3 (11456/02)	--- New Customer Relationship ---	14273	4/2/2021	Pend
CLIENT - FACTORING ONLY #3 (11456/02)	Kim Pools and Spa (2222)	14271	4/2/2021	Pend
CLIENT - FACTORING ONLY #3 (11456/02)	Kim Pools and Spa (2222)	14270	4/2/2021	Pend
CLIENT - FACTORING ONLY #3 (11456/02)	Kim Pools and Spa (2222)	14269	4/2/2021	Pend
CLIENT - FACTORING ONLY #3 (11456/02)	Kim Pools and Spa (2222)	14267	3/30/2021	Pend
CLIENT - HYBRID (11539/02)	--- New Customer Relationship ---	14265	3/29/2021	Pend
Amanda Test Client (AGC)	Amanda Debt -from CW (AGCDEBCW)	14264	3/29/2021	Pend

Add new request Refresh Print list Report Delete Help

Work request Auto Hold Deny SOA View Exit

2. Click the **Work request** button.

The Approve/Deny Credit Request screen opens, as shown next.

For total exposure and risk analysis purposes, the top right of the screen lists the client's current and past due balances, as well as the current and past due balances of all remaining clients.

The upper left portion of the screen displays the following data for the selected credit request:

Credit Request Data

Field	Description
Request	Displays the system-generated credit request number, the date on which it was created, and the user-id of the user that entered the credit request.
Client	Displays the client name associated with the client/debtor relationship for which the credit request was added.
Debtor	Displays the debtor for which the credit request was added.
(Debtor Credit Score)	Displays the debtor credit score recorded on the Credit Score panel of the Debtor Information screen.
Debtor (button)	Opens the Debtor Information screen for the selected debtor.

Field	Description
Master	If the client selected in the credit request is a master client, this button is available and displays the Debtor Information for Master Debtor screen.
Aging	Opens the Debtor Aging screen for the debtor.
Trend	Opens the Debtor History/Trend screen for the debtor.
PO#	Displays the Purchase Order (PO#) number entered on the Add New Credit Request screen, if applicable.
Ship date	Displays the Ship Date entered on the Add New Credit Request screen, if applicable.
Established	The date the debtor was added to the system.
Terms	Displays the Terms entered on the Add New Credit Request screen, if applicable.
Comments	Displays the Comments entered on the Add New Credit Request screen, if applicable.
House line	The total amount the client can advance to this debtor. Not used for comparison to other limits.
Expires	The date that the house line expires.
Clients/All Clients	This area displays a snapshot of various Credit Request items to allow you to compare the selected client to your entire client portfolio: This information is provided for total exposure and risk analysis purposes.

Field	Description
	• Current: the current outstanding balance • Past Due: the past due balance • Total balance: the total outstanding balance • 3 month high balance: the highest outstanding balance over the previous three months. • 6 month high balance: the highest outstanding balance over the previous three months. • Unshipped approvals: the dollar amount of approved credit requests that have not exceeded the ship date • Unused SOA: the dollar amount of SOA's not yet advanced • Available credit: the total dollar amount of credit line available • Client risk: the dollar amount advanced at client risk (above the credit line) • Current credit limit: the dollar amount of the total credit line • Expires: date that the credit line expires.

Credit Decision Fields

3. Complete the credit decision fields for the credit request as required for the credit decision.

Field	Description
Action	Select the action code for the credit request decision:

Field	Description
	• Approve: approve the credit request. • W/I Line: the credit request is within the House Line you have established for the customer and reduces eligibility by the amount of the request. • SOA: Single order approval to extend credit above the established credit (house) line. This approval temporarily increases eligibility by the amount of the request. The extension is one time only – once advanced it is not renewed. • Decline: decline the credit request. • Hold: keeps the request in Pending status.
Source	Select the credit approval source from the list. These codes are defined in the Credit Approval Source table.
Requested	Displays the amount of the credit request entered on the Add New Credit Request screen.
Approved	Enter the approved amount in this field. This can be a portion of the Requested amount.
New limit will be	Displays the client's new credit limit after request is approved. This amount can be edited by clicking in the field.
Expires in months	Displays the number of months until the credit request expires established for the client. The adjacent field displays the date on which the credit limit expires.
(Dispute & Ineligibility)	Select a dispute code from the drop-down list to indicate that a potential problem exists with the debtor's purchase order, if required.
(Comments)	Enter any additional request-related comments for future reference.
Send decision ticket to client	Select this option to generate a credit request management report for the client upon approval or denial of the credit request. The report is generated based on the client's print preference. The capability to send credit decision tickets to a selected contact and by a selected output method can be enabled by setting System Preference Fields/screen behavior, Screens, Credit request approval, Use new decision ticket functionality to True. The Print Decision Ticket screen opens to allow you to select the contact and output method.

Field	Description
	If this System Preference is set to False , decision tickets are created for the default address and in the output method specified for the client preference, as set in Client Information.

- Click **OK** to save the credit decision.

The credit request decision is recorded for the request, and can be accessed from the View button of the Manage Credit Request screen, as shown next:

System Preference Settings

The following system preferences for this function are located in the Administration module, System Preferences, **Field/screen behavior, Screens, Credit request approval** folder.

Preference	Description
Allow override where house line exceeded	Set to True to offer the user an opportunity to approve when the house line is exceeded. This preference is set to False by default.
Allow override where house line expired	Set to True to offer the user an opportunity to approve when the house line is expired. This preference is set to False by default.
Allow override when insufficient availability	Set to True to offer the user an opportunity to approve a within line approval when there is insufficient availability for the request. This preference is set to False by default.
Allow within line	Set to True to allow within line (W/I) approvals of credit request for a debtor

Preference	Description
approvals for new relationships	when the debtor has no prior relationship with the client. Completing the credit request on the Approve/Deny Credit Request screen with an Action of W/I Line will automatically create the client/debtor relationship.
New limit is always old limit plus approval	Set this preference to determine whether credit requests approved on the Work Credit Request screen add on to the existing credit limit, or establishes a new limit at the amount of the approved credit request. Set this preference to True to add the request to the current limit, False to reset the limit to the request amount.

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

Preference	Description
Messaging folder	Enter the fully qualified path to the folder in which the attachment files are written. Note that the Engine requires full rights to this folder.

Print Decision Ticket

If System Preference **Fields/screen behavior, Screens, Credit request approval, Use new decision ticket functionality** is set to **True**, when the credit decision is saved on the Approve/Deny Credit Request screen, the Print Decision Ticket for the request opens, as shown in the following illustration. Complete the screen and click **Print/Send** to save the credit request and send the decision ticket.

Field	Description
Client	Displays the client name and number for the credit request.
Debtor	Displays the debtor name and code for the credit request.
Send to	Select the option to determine whether the decision ticket is sent by the client

Field	Description
	preference method or another output method: • Client default address and method • Specific contact
Contact	If Specific contact is selected in Send to, select the contact to which to send the decision ticket.
Method	If Specific contact is selected in Send to, select the output method by which to send the decision ticket. • Print • Email • Fax
New	If Specific contact is selected in Send to, click this button to open the Add New Contact screen to add a new contact for the client.
Update	If Specific contact is selected in Send to, click this button to open the View/Update Existing Contact screen to update the selected client contact record.
Print/Send	Click this button to generate the decision ticket based on the selected attributes.
Cancel	Click this button to close the Print Decision Ticket screen and print the decision ticket for the default address and in the output method specified for the client preference.

System Preferences

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

Preference	Description
Messaging folder	Enter the fully qualified path to the folder in which the attachment files are written. Note that the Engine requires full rights to this folder.

Credit Position Reports

FactorSoft provides credit reports to provide comprehensive information about your credit position. These reports are available from the Credit menu of the FactorSoft Reports module, and include:

Report	Description
Credit Decision Report	Prints a record of all decisions made on the Approve or Deny Credit Requests screen.
Credit Override Report	Prints 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.
Expiring Credit Lines Report	Prints a snapshot of credit lines that expire within a specified number of days.
Customer/Debtor Availability Report	Prints a list of debtor credit information, such as the credit limit, expiration, amount past due, amount available, and whether there is client risk.

Posting Payments

FactorSoft processes payments received in a three step process:

1. Apply received checks to open invoices on the Post Payment Screen
2. Generate a Posting Payments Report to balance (and revise, if necessary) all applied payments
3. Process the payments to invoices using the Manage Posted Payments (F7) screen

NOTE

Checks can be manually entered into FactorSoft or imported from an image or non-image file using the FactorSoft Payment Importer. For the purposes of this document, the manual process is illustrated.

Additionally, you can apply payments in one of the following ways:

- Full Payments
- Partial/Short Payments
- Over Payment
- Split Payments
- Skipped Payments

The procedures for each of these are detailed in the following sub-sections.

Post Payments (F6)

The Post Payments screen is used to apply checks received from account debtors to the client account. Unlike the Payment Cash Report screen, the Post Payments screen lets you post incoming payments without having to sort checks by client. Using the Post Payments screen, you apply each check to its respective invoice and then FactorSoft generates separate payment batches for each client.

Payment batches can be updated collectively on the Manage Posted Payments (F7) screen, or for each client individually from the Open Batches screen.

Posting Full Payments

Posting a full payment means that the entire check amount will be applied to a single invoice, which is paid-in-full by this payment. To post a full payment, open the Post Payments screen, which is designed to

allow you to post payments without having to sort checks by client – you apply each check to its respective invoice and then FactorSoft generates separate payment batches for each client:

1. Select Post Payments (F6) in the FactorSoft Office menu.

The *Post Payments (F6)* screen opens, as shown below.

2. Complete the upper fields:

Field	Description
Post Date	The posting date for the payment. Displays the current FactorSoft processing date. Select the field and press Del on your keyboard to delete the entry and enter an override date, if required.
Source	Select the method by which you received the check. The selections in this list are defined in the Check Sources table. Click the Clear button to remove the selection. Source can be required by System Preference. If not, a Source selection is optional.
Batch	Select the payment batch number in which to create the check-/payment entry. To start a new payment batch, click the New button. FactorSoft opens the next available sequential batch number.
Exit	Click this button to close the screen.

NOTE

The check batch function is strongly recommended when handling large numbers of incoming checks (and is mandatory when using the Imaging module). The check batch function lets you create specific check batch numbers to allow your data entry operators to post checks simultaneously. This functionality can be required by setting System Preference **Data entry behavior, Cash Posting, Batch control, Use Batch Control** to **True**.

In addition, all checks per batch must have the same source and posting date, and data entry operators can continue to post checks into the check batch until it is closed on the Manage Payment Batches screen. The user can then update the payments on the Manage Posted Payments (F7) screen by check batches, instead of updating every check individually. In addition, cash posting reports can be generated by batch numbers, and balanced accordingly.

Enter a check tab

The content of the Enter a Check tab varies depending on the operation being performed. Each of the formats for the tab is described in the following subsections:

Debtor/Client Selection

Used to associate incoming checks to an unpaid invoice.

3. In the Enter a Check tab, select the Invoice number from the Select by list.

NOTE

In this example, Invoice number is selected as the search type. There are a variety of search types available, and the detail fields for entering the search criteria vary depending on the search type selected. See the FactorSoft Online Help File for specific details.

4. Enter the invoice number value for which to search in the search value field.

You can enter either full or partial values. Invoices with invoice numbers matching the characters entered are displayed in the grid below the field.

5. Highlight the invoice line-item that the check is paying.
6. Click the **Select** button.

The Enter a Check tab is displayed with the details of the customer/debtor associated with the selected invoice displayed in the Check/Invoice Information fields, as shown next:

Post Payments (F6)

Post date: December 26, 2019 Source: ACH Clear Batch: 1127 New Exit Help

Enter a check | Checks already entered

Check / Invoice Information

Debtor: Walmart IL (WALMARTIL) 107 Test Lane Chicago, IL 55555 Aging Split Client: Invoice Delivery (INVDelivery) Only

Check #: NPTF: Check date: December 26, 2019

Payor: Walmart IL Check amount: Actual: 0.00

Bank #: branch: Variance: =NONE=

Invoice#: Write-off/charge back:

Amount: PO#:

Invoice#	Date	Amount	Purchased	Batch #	Balance	PO #	Description
102319-jpg111	12/11/2019	0.00	12/11/2019	112	-952.55		NON-FACTORED
102319-jpg111	8/2/2019	952.55	8/2/2019	1259	952.55		
102319-jpg2	8/2/2019	952.55	8/2/2019	1262	952.55		
112619-3	11/19/2019	1000.00	11/19/2019	1330	1000.00		
112619-4	11/19/2019	1000.00	11/19/2019	1330	1000.00		
112719-IMAGE1	11/19/2019	1000.00	11/19/2019	1347	1000.00		
112719-IMAGE2	11/19/2019	1000.00	11/19/2019	1347	1000.00		
112719-NONFUNC	11/19/2019	1000.00	11/19/2019	1345	1000.00		
1234	12/12/2019	1000.00	12/25/2019	1462	1000.00		
1720-CP	12/13/2019	1000.00	12/13/2019	1422	1000.00		

☐ Also Show Paid Invoices Double-click to select

Debtor View other posted Check complete (F10) Cancel check Post selected Cancel

7. Complete the Check/Invoice Information fields with the check details, as described below:

Field	Description
Select By	Select the invoice data by which you want to associate the check to the invoice. The search fields and result grid presented vary depending on the selection chosen: • Invoice number: locate the invoice by its invoice number • Purchase order number: locate the invoice by its purchase order number • Debtor name: locate the invoice by the debtor name or alternate name – begin typing the debtor name in the field to locate both the debtor and its respective client(s) in the list boxes • Debtor number: locate the invoice by the debtor number • Description: locate the invoice by the invoice description entered on the Invoice tab of the Purchase Screen. • Client reference number: locate the invoice by the client reference number (the number by which the client identifies the debtor) • Vendor number: locate the invoice by the vendor number (the number by which the debtor refers to your client) • Shipper tracking number: locate the invoice by the shipper tracking number • Contract number: locate the invoice by the client contract number
Show all clients	Select this option to display all existing clients in the client list. This option is only displayed if Debtor name, Debtor number, Client reference number, or Vendor number is selected as the Select by option.
(Debtor)	Enter the debtor name, number, vendor number, or client reference number for which to search. Results matching the characters entered are displayed in the list box below the field, and all of the clients with which the customers/debtors listed in the box have relationships. This option is only displayed if Debtor name, Debtor number, Client reference number, or Vendor number is selected as the Select by option.
Embedded	Select this option and enter text in the adjacent field to search the name search string in any position in the debtor name field. If this option is not

Field	Description
	selected, the program looks for a match for the name string starting at the first position.
Client	Enter the client name for the client/debtor relationship for which to enter a check. Results matching the characters entered are displayed in the list box below the field. This option is only displayed if Invoice number, Purchase order number, Description , or Vendor number is selected as the Select by option.
(Value)	Enter the value for which to search. Results matching the characters entered are displayed in the grid below the field. This option is only displayed if Invoice number, Purchase order number, Description , or Shipper tracking number is selected as the Select by option.
Exact only	Select this option to display only exact matches to the search value entered. This option is only displayed if Invoice number, Purchase order number, Description , or Shipper tracking number is selected as the Select by option.
Include paid items	Select this option to display paid invoices along with unpaid invoices in the results grid.
New	Click this button to display the Create New Debtor tab. You can use this tab to create a new Debtor record in the <i>Post Payment</i> screen.
Clear	Click this button to clear the search results and criteria fields.
Select	Select a debtor/client relationship or invoice and click this button to display the Check/Invoice Information tab for the selected record.

Check/Invoice Information

Used to enter the check information and match its amount to that of its corresponding invoice.

Field	Description
Debtor	Displays the name and address of the customer/debtor associated with the selected invoice.
Aging	Click this button to display the Customer/Debtor Aging screen for the cli-

Field	Description
	ent/debtor relationship associated with the selected invoice.
Split	After posting a portion of the check against a customer/debtor, click this button to display the Enter a Check tab, on which you can select another invoice to post against for this check.
Client	Displays the name and address of the client associated with the selected invoice.
Only	Select this option to list debtor invoices for the selected client only. Clear this option to list all debtor invoices regardless of the client.
Check #	Enter the check number of the check to be posted against the invoice(s).
(NPTF)	Select one of these options to flag the payment based on the associated code. The list displays the default option (Not payable to lender) and any codes defined in the Dispute/Ineligibility/No buy Code table with a Can be used type of For not payable to lender. This option is only present on the Post Payments screen if System Preference Data entry behavior, Cash posting, Not payable to lender, Show 'not payable to lender' check box is set to True.
Check date	Enter the check date of the check to be posted against the invoice(s).
Payor	Enter the payor of the check to be posted against the invoice(s). This field displays the customer/debtor by default, but can be edited if the check is received from a payor other than the debtor.
Check amount	Enter the full amount of the check.
Actual	Displays the check amount entered.
Bank #/branch	Enter the routing and transit number and account number on which the check is drawn in these fields.
Batch/Seq	Enter the check image batch number and sequence number, which are recorded for user-defined purposes. These fields only appear if System Preference Data entry behavior, Cash posting, Field edits/actions, Show image batch and sequence fields is set to True.
Variance	Displays the difference between the total check amount and the amount applied to invoices.

Field	Description
Invoice#	Enter the invoice number to which the check (or a portion thereof) will be applied.
Amount	Enter the payment amount for the invoice.
PO#	Enter the PO number to which the check (or a portion thereof) will be applied. This field only appears if System Preferences > Data entry behavior, Cash posting, Field edits/actions, Allow search by PO Number is set to True and Terminology is set to PO#. See System Preference details below.
Write-off/chargeback	If the Amount is more or less than the outstanding amount of the invoice, select the applicable Write off, chargeback, or Hold Account code from the Write-Off/Charge-Back list. FactorSoft automatically displays the variance in the adjacent field. You can edit this amount if a different adjustment amount is required. Note: This field is intended for single invoices and requires you to click Create before clicking Check Complete.
Explanation	Select the code that describes the reason for write-off or chargeback, and enter a further description in the adjacent field if necessary. Note: This field is intended for single invoices and requires you to click Create before clicking Check Complete.
(Invoice Grid)	Displays the invoices for the client/debtor relationship, or for the invoices matching criteria entered on the Debtor/Client Selection tab, if applicable.

Field	Description
	• Invoice#: the invoice number of the invoice • Date: the invoice date • Amount: the outstanding balance on the invoice • Purchased: the invoice purchase date • Batch #: the purchase batch number in which the invoice was purchased • Balance: the outstanding balance on the invoice • Client: the client from which the invoice was purchased • PO#: The PO number on the invoice - To show this column set it User Preferences > Miscellaneous Screens > Cash Posting Section: drop-down Invoice Grid: Show Po#/Ref & Description or Show Po#/Ref & CPT Code.
Also Show Paid Invoices	Select this option to display paid invoices along with unpaid invoices in the results grid.
(Running Total)	Displays the sum of all selected invoices to which to post the check.
Debtor	Displays the Create New Debtor tab, on which you can edit the debtor information for the customer/debtor associated with the invoice.
View other posted	Click this button to display any invoices against which this check has already been posted in the grid. Note: The Adjustment Type Report is available when accessing this screen. See system preferences below to add access to this report.
Check complete	Click to post the check for the selected invoice(s). The check will appear in the Manage Posted Payments screen to be processed.
Cancel check	Click this button to exit the Enter a Check tab without posting the check data entered.
Post selected	Click this button to apply the payment to one or more invoices selected within the grid. This button is inactive until one or more invoices are selected in the grid. Selected invoices are highlighted in blue in the grid.
Create	Click this button to save the check information you just entered, and to proceed

Field	Description
	with the check posting process. Note: When applying Write-off/chargebacks , you must click Create before clicking Check Complete .
Cancel	Click this button to cancel the check information you just entered, and to proceed with the check posting process.

- Click the **Create** button to create the check.

The **Check Complete** button becomes available and the **Variance** field displays **None**.

- Click **Check Complete**.

The check remains pending and available for revision until it is updated.

TIP

You can view the check entry on the Checks Already Entered tab. You can select a check and click Edit to display the check on the Enter a Check tab to modify the check prior to updating.

Create New Debtor

When you select a client on the Debtor/Client Selection panel of the Enter a Check tab and click the New button, this panel is used to create a new Customer/Debtor record from within the Post Payment screen. If a client/debtor relationship is selected on the Check/Invoice Information panel, and the Debtor button is clicked, this panel appears with the debtor's information and can be used to update any of the displayed fields.

Field	Description
Client	Displays the client name and address for the selected client.
Name	Enter the customer/debtor name.
Address	Enter lines one and two of the street address for the debtor.
City	Enter the city and state of the debtor address.
Postal Code	Enter the ZIP Code or postal code of the debtor address.
Phone	Enter the primary and secondary phone numbers for the debtor.
Fax	Enter the fax phone number for the debtor.

Field	Description
Note	Enter free-form descriptive text for the debtor.
Cancel	Click this button to return to the Debtor/Client Selection or Check/Invoice Information panel without saving the debtor record.
Create/Modify	Click this button to save the new debtor or save changes to an existing debtor.

Invoices Already Chosen

This panel is displayed when you select a check from the Checks Already Entered tab and click the Edit button. You can use this tab to add additional invoices for a check, edit the Check/Invoice Information for an existing entry, or delete an invoice entry from an existing check.

Field	Description
Debtor	Displays the customer/debtor name for the check selected from the Checks Already Entered tab.
Client	Displays the client name for the check selected from the Checks Already Entered tab.
Check #	Displays the check number of the check selected from the Checks Already Entered tab.
Amount	Displays the full amount of the check selected from the Checks Already Entered tab.
Actual	Displays the check amount applied to invoices for the check selected from the Checks Already Entered tab.
(Grid)	Displays the invoices to which payments have been entered for the check selected from the Checks Already Entered tab.

Field	Description
	• Seq: sequential number used exclusively by FactorSoft • Invoice#: the invoice number of the invoice • Date: the invoice date • Amount: the outstanding balance on the invoice • Purchased: the invoice purchase date • Batch #: the purchase batch number in which the invoice was purchased • Balance: the outstanding balance on the invoice • Payment: the payment amount entered for the invoice • Adjustments: the amount of any adjustments entered for the payment transaction • Problem: displays any issues with the payment transactions, such as OVERAGE or SHORT.
Debtor	Click this button to display the Create New Debtor panel for the customer/debtor.
Post New Invoice	Click this button to display the Check/Invoice Information panel to enter a new payment entry.
Check Complete	Click to post the check for the selected invoice(s). The check will appear in the Manage Posted Payments screen to be processed.
Cancel Check	Click this button to exit the Enter a Check tab without posting the check data entered.
Edit	Select an invoice line-item and click this button to display the Check/Invoice Information panel and modify the payment entry for the invoice.
Delete	Select an invoice line-item and click this button to delete the payment entry for the invoice.

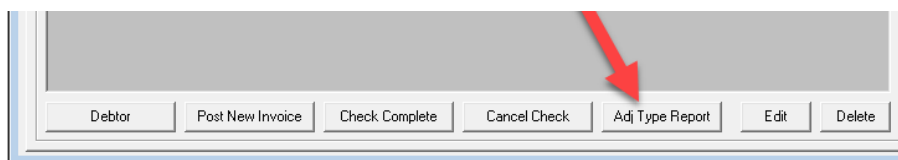
Checks already entered tab

Select this tab anytime during the posting process to view checks that have previously been entered in the selected batch.

Field	Description
Grid	Displays each check previously entered for the selected batch as a line-item with the following data: • Seq: sequential number used exclusively by FactorSoft • Client: displays the client name for which the check was entered • Debtor: displays the debtor name for which the check payment was entered • Check #: displays the check number • Post Date: displays the posting date for the check payment transaction • Source: displays the Check Source method recorded for the check • Amount: displays the full amount of the check • Adjustments: displays the amount of adjustments for the check line-item
Edit	Select a check line-item and click this button to display the Invoices Already Chosen panel of the Enter a Check tab for the selected check.
Delete	Click this button to delete the selected check payment.

Adjustment Type Report

The Adjustment Type Report displays all Invoices that are included on the current check upon which the user is working. These invoices are also displayed on the View Other Posted screen. To print this report click the **Adj Type Report** button on the View Other Posted screen.



[View Adjustment Type Report Details](#)

System Preferences

The following system preferences for this function are found in the Administration module, **System Preferences, Data entry behavior, Cash Posting, Batch control** folder.

Field	Description
Source is a required field	Set to True to require a check source for check entry.
Use Batch Control	Set to True to display the Batch list on the Post Payments screen. The check batch function is strongly recommended when handling large numbers of incoming checks (and is mandatory when using the Imaging module). The check batch function lets you create specific check batch numbers to allow your data entry operators to post checks simultaneously. All checks per batch must have the same source and posting date, and that data entry operators can continue to post checks into the check batch until it is closed on the Manage Payment Batches screen. The user can then update the payments on the Manage Posted Payments (F7) screen by check batches, instead of updating every check individually. In addition, cash posting reports can be generated by batch numbers, and balanced accordingly.

The following system preferences for this function are found in the Administration module, **System Preferences, Data entry behavior, Cash Posting, field edits/actions** folder.

Field	Description
Explanation required with any activity	Set to True to display a warning message if the user attempts to save a short-paid or overpaid check without selecting an Explanation.
Allow search by PO Number	Set to True to show PO# search field.
Show the Adjustment Type Report	Set to True to show the Adj Type Report button accessible from the View Other Posted screen.
Do not warn when batch contains duplicate check number	Set to True to bypass duplicate check warning message.

Set the following terminology for the PO# Search field in the Administration module, **System Preferences, Terminology** folder.

Field	Description
Extra searchable field on an invoice is set to	If set to "Ref", the label of the field on the Cash Posting screen will read "Reference". If set to PO#, the label the field on the Cash Posting screen will read "PO #".

Set the following performance parameter for grid loading in the Administration module, **System Preferences, Identification/system constants, Performance** folder.

Field	Description
Filter checking count	If not zero, then this number will limit the results of the search. <i>Example: If set to 100 and your search yields more than 100 results, the grid will load the first 100.</i>

Posting Short Payments

You can post partial payments on FactorSoft's Post Payments Screen, and leave the resulting shortage on the books. You can also write-off or chargeback the shortage. To post partial payments:

1. Follow the procedure for posting payments described in Posting Full Payments through step 7, except:
 - In the invoice **Amount** field, overwrite the full invoice amount with the partial payment amount of the check.
 - Tab out of the **Amount** field.

The message “SHORTAGE” appears, as shown in the illustration.

Post Payments (F6)

Post date: November 20, 2010 Source: Clear Batch: 1254 New Exit Help

Enter a check Checks already entered

Check / Invoice Information

Debtor: ABC Garage Doors (5215) Aging Client: A Merchant (01010)
1235 lee st Split
Ivanior. al 35180

Check #: ABC124 Check date: November 20, 2010
Payor: ABC Garage Doors Check amount: 6,500.00 Actual: 0.00
Bank #: Variance: 6,500.00
branch:

Invoice#: ABC567891 No discount
Amount: 6,500.00 SHORTAGE

Write-off/charge back: C/B
Explanation: PAYOUT
DISC
EXCHANGE
W/O
HOLD

Invoice#	Date	Amount	Purchased	Batch #	Balance
ABC567891	11/20/2010	8000.00	11/20/2010	2834	

Also Show Paid Invoices Double-click to select

Debtor View other posted Check complete (F10) Cancel check Post selected Create Cancel

2. If you want to write off or chargeback the shortage, select a **Write off/chargeback** reason.

The difference between the check and invoice amount is displayed in the adjacent field.

NOTE

If you want to leave the shortage on the books, skip steps 2 and 3.

Post Payments (F6)

Post date: November 20, 2010 Source: Clear Batch: 1254 New Exit Help

Enter a check | Checks already entered

Check / Invoice Information

Debtor: ABC Garage Doors (5215) 1235 lee st wvamor, al 35180 Aging Split Client: A Merchant (01010) Only

Check #: ABC124 Check date: November 20, 2010

Payor: ABC Garage Doors Check amount: 6,500.00 Actual: 0.00

Bank #: branch: Variance: 6,500.00

Invoice #: ABC567891 No discount Amount: 6,500.00

Write-off / charge back: C/B 1,500.00 Explanation: Shortpay

Invoice#	Date	Amount	Purchased	Batch #	Balance	Client
ABC567891	11/20/2010	8000.00	11/20/2010	2834	8000.00	A Merchant (01010)

Also Show Paid Invoices Double-click to select

Debtor View other posted Check complete (F10) Cancel check Post selected Create Cancel

3. Select an **Explanation**.

4. Click **Create**.

The **Check Complete** button becomes available and the Variance field displays **None**.

5. Click **Check Complete**.

The check remains pending and available for revision until it is updated.

NOTE

You can view the check entry on the Checks Already Entered tab. You can select a check and click **Edit** to display the check on the Enter a Check tab to modify the check prior to updating.

To apply the payment to the client account, **Process** the check in the Update Posted Payments (F7) screen, which is accessed from the Office menu in FactorSoft.

Results

If you elected to leave the shortage on the books, the shortage amount is reflected in red in the Balance column on the Debtor Aging screen for the client/debtor relationship, as shown below:

Debtor Aging for ABC Garage Doors on A Merchant (01010)

Aging Credit / No Buy NOA / Rules Analysis Misc. Data Alias Notices Options

R 90 Purchased Everything on file

Invoice #	Date	Due Date	Sch	Amount	Balance	Due	Current	R	1-30	31-60
ABC567890	11/20/2010	2/18/2011	2834	2,500.00	0.00	-89	0.00	90		
ABC567891	11/20/2010	2/18/2011	2834	8,000.00	1,500.00	-89	1,500.00	90		

If the amount is adjusted using the Write off/chargeback feature, this is reflected in the payment report, and the adjustment is applied against cash reserves, as shown next:

BaysideBiz Client: A Merchant (01010)							Payment Report#109 Date Posted: 11/20/2010				
Payor/Check#	Invoice#	Invoice Date	Purchased	Sch#	Invoice Amount	Days	Check Amount	Payment Amount	Source	Adjust Type	Adjust Amount
ABC Garage Doors (5215) ABC124							6,500.00				
	ABC567891	11/20/2010	11/20/2010	2834	8,000.00	1		6,500.00			
	ABC567891	11/20/2010	11/20/2010	2834	8,000.00	1				C/R	1,500.00
								6,500.00	1,500.00		
Total Amount Collected											14,500.00
Applied to A/P											(16,000.00)
Additional Cash Payment Used											1,500.00
Amount Owed Pmt To Cash											0.00

Posting Over Payments

You can also post over payments on FactorSoft's Post Payments Screen and leave the resulting overage on the books in a similar fashion to posting partial payments. You can also post the overage to a hold account as unidentified cash.

To post over payments:

1. Follow the procedure for posting payments described in Posting Full Payments through step 7, except:
 - In the invoice **Amount** field, overwrite the full invoice amount with the overpayment amount of the check.
 - Tab out of the **Amount** field.

The message "OVERAGE" appears, as shown in the illustration.

The screenshot shows the 'Post Payments (F6)' window. The 'Post date' is November 20, 2010. The 'Batch' is 1254. The 'Check / Invoice Information' section shows the following details:

- Debtor: ABC Garage Doors (5215)
- Client: A Merchant (01010)
- Check #: ABC125
- Check date: November 20, 2010
- Payor: ABC Garage Doors
- Check amount: 3,500.00
- Actual: 3,500.00
- Bank #: 191191191
- Branch: Downtown
- Variance: =NONE=
- Invoice #: ABC567890
- Amount: 3,500.00

A red 'OVERAGE' message is displayed next to the 'Amount' field. A dropdown menu for 'Write-off/charge back' is open, showing options: C/B, PAYOUT, DISC, EXCHANGE, W/O, and HOLD. Red arrows point to the 'Amount' field (1) and the dropdown menu (2).

2. If you want to apply the overage as unidentified cash to a hold account, select the hold account from the **Write off/chargeback** reason list.

The overage is displayed in the adjacent field as a negative amount.

NOTE

If you want to leave the overage on the books, skip steps 2 and 3.

3. Select an **Explanation**.

4. Click **Create**.

The **Check Complete** button becomes available and the **Variance** field displays **None**.

5. Click **Check Complete**.

The check remains pending and available for revision until it is updated.

NOTE

You can view the check entry on the Checks Already Entered tab. You can select a check and click Edit to display the check on the Enter a Check tab to modify the check prior to updating.

To apply the payment to the client account, Process the check in the Update Posted Payments (F7) screen, which is accessed from the Office menu in FactorSoft.

Results

If you elected to leave the shortage on the books, the overage amount is reflected as a negative amount (indicating a credit) in red in the Balance column on the Debtor Aging screen for the client/debtor relationship, as shown below:

Invoice #	Date	Due Date	Sch	Amount	Balance	Due	Current	R	1-30	31-60
ABC567890	11/20/2010	2/18/2011	2834	2,500.00	-1,000.00	-89	-1,000.00	90		
ABC567891	11/20/2010	2/18/2011	2834	8,000.00	0.00	-89	0.00	90		

If the amount is adjusted using the **Write off/chargeback** feature, this is reflected in the payment report, and the adjustment is applied against another account (in this case, the hold account), as shown next:

BaysideBiz Client: A Merchant (01010)		Payment Report#109 Date Posted: 11/20/2010									
Payment/Check#	Invoice#	Invoice Date	Purchased	Sub#	Invoice Amount	Days	Check Amount	Payment Amount	Source	Adjust Type	Adjust Amount
ABC Garage Doors (5215) ABC125	ABC567890	11/20/2010	11/20/2010	2834	2,500.00	1	2,500.00	3,500.00			
	ABC567890	11/20/2010	11/20/2010	2834	2,500.00	1				HOLD	-1,000.00
								3,500.00	-1,000.00		
Total Amount Collected											14,500.00
Applied to A/P											(13,500.00)
Other Other Than Accounts											(1,000.00)
Amounts Paid To Client											0.00

Update Posted Payments

The Update Posted Payments (F7) screen is used to process and apply the payments entered and posted on the Post Payments (F6) screen to be applied to the clients' accounts receivable. All posted payments should be in balance before processing the payment on this screen.

1. Select Manage Posted Payments F7 from the FactorSoft Office menu.

The Update Posted Payments screen is opened.

2. Select filters to limit the payments displayed:

Field	Description
Source	Select the check source to which to limit the display of payment batches. The selections in this list are defined in the Check Sources table.

Field	Description
Check Batch	Select the payment batch number to which to limit the display of payment batches.
Include Waiting Release	Select this option to display payment batches that are in "Waiting Release" status. When a detailed EDI payment file is imported, it creates batches with a "Waiting Release" status. When the date for release of the funds arrives, the batches are automatically posted. This option is a filter used to sort the contents of the list; it has no transactional purpose.
(Grid)	Displays any pending payment batches that match the selection criteria.
Process	Select a batch line-item from the grid and click this button to process the selected batch.
Process All	Click this button to process all batches in Pending/ready to update status.
Print Batch	Click this button to print the Pending Payment Cash Report for a selected batch.
All	Select this option to indicate that the Print Batch button will print all batches displayed. If the Preview option is selected, each batch is displayed in succession.
Preview	Select this option to preview the report on the computer screen. When in preview mode, FactorSoft displays only one report at a time to avoid data overload. Close each generated report to view the next one.
Print	Select this option to print the report on the selected printer.
Recalc	Click this button to manually recalculate the payment batch.
Refresh	Click this button to update the data grid with current data.
Exit	Click this button to close the screen.

3. Click **Process** to apply payments to the client account receivables.

A confirmation message appears – click **Yes** to proceed with the update.

System Preferences

The following system preferences for this function are found in the Administration module, System Preferences, **Data entry behavior, Cash Posting, Batch control** folder.

Preference	Description
Do not allow pro-	Set to True to turn off single batch update. If set to True , the Process button is

Preference	Description
Processing just one batch	not available on the update Posted Payments screen.
Process all requires check batch	Select True to prohibit the update of all batches if they do not use the check batch function. To enable batch update without the regard for the use of check batches, set this preference to False .
Show user in update posted payments grid	Set to True to display the FactorSoft user name of the user that posted the payment for each line-item in the Manage Posted Payments grid.

Split Check Postings

FactorSoft provides the capability to split a single check across multiple client invoices for a single debtor, and/or to split a check and post it against several debtor invoices for the same client. These functions are controlled by the following System Preferences in the **Data entry behavior, Cash posting, Batch control** folder:

Preference	Description
Do not allow split client posting	When set to False, this preference enables the Client information box on the Enter a check tab of the Post Payments (F6) screen, and when the user unchecks the Only option adjacent to the Client information box, the box becomes a scrolling client select list. When this preference is set to True, the Client information box on the Enter a check tab of the Post Payments (F6) screen displays the client information for the selected client only and cannot be changed. Jack Henry™ recommends that you <u>always</u> set this preference to True.
Do not allow split debtor posting	When set to False, this preference enables the Split button on the Enter a check tab of the Post Payments (F6) screen. The Split button allows you to split a check to multiple clients or multiple debtors, as described in the following sections of the Posting Payments chapter of the FactorSoft Users Guide. If you wish to enable split check posting, set this preference to False. If you wish to turn off split check posting, set this preference to True.

NOTE

If you wish to enable split check posting, Jack Henry™ recommends that you set System Preference

Data entry behavior, Cash posting, Batch control, Do not allow split client posting to **True** and Do not allow split debtor posting to **False**.

Split Client Posting

To split a check from a single debtor check across multiple clients' invoices:

- Follow the procedure for posting payments described in Posting Full Payments through step 7, except:
 - In the invoice **Amount** field, enter the invoice amount with the partial amount of the check applicable to the current client invoice (note in the illustration below the difference between the full check amount of \$50 and the invoice check amount of \$20).
 - Tab out of the **Amount** field.

Post Payments (F6)

Post date: November 20, 2010 Source: Clear Batch: New Exit Help

Enter a check | Checks already entered |

Check / Invoice Information

Debtor: ABC Garage Doors (5215) Aging Split Client: AnyCo Communications, Inc. (ANYCO)
 1235 lee st P.O. Box 101
 Iwarrior, al 35180 Suite 22

Check #: 321654 Check date: November 20, 2010
 Payor: ABC Garage Doors Check amount: 50.00 Actual: 0.00
 Bank #: 191191191 Downtown Variance: 50.00

Invoice#: 10000 No discount Write-off/charge back:
 Amount: 20.00 Explanation:

Invoice#	Date	Amount	Purchased	Batch #	Balance	Client
10000	10/12/2009	20.00	10/12/2009	2760	20.00	AnyCo Communications, Inc. (ANYCO)

☐ Also Show Paid Invoices Double-click to select

Debtor View other posted Check complete (F10) Cancel check Post selected **Create** Cancel

- Click **Create**.

The **Variance** field displays the remaining amount of the total check amount. Also note that the next invoice for the client/debtor relationship is displayed in the invoices grid.

Post Payments (F6)

Post date: November 20, 2010 Source: Clear Batch: New Exit Help

Enter a check | Checks already entered |

Check / Invoice Information

Debtor: ABC Garage Doors (5215) Aging Split Client: AnyCo Communications, Inc. (ANYCO)
 1235 lee st P.O. Box 101
 Iwarrior, al 35180 Suite 22

Check #: 321654 Check date: November 20, 2010
 Payor: ABC Garage Doors Check amount: 50.00 Actual: 20.00
 Bank #: 191191191 Downtown Variance: 30.00

Invoice#: 10002 Write-off/charge back:
 Amount: 20.00 Explanation:

Invoice#	Date	Amount	Purchased	Batch #	Balance	Client
10002	10/12/2009	20.00	10/12/2009	2760	20.00	AnyCo Communications, Inc. (ANYCO)

☐ Also Show Paid Invoices Double-click to select

Debtor View other posted Check complete (F10) Cancel check Post selected Create Cancel

- Click the **Split** button next to the customer/debtor information text box.

The Enter a Check tab Debtor/Client Selection panel is displayed – select **Debtor name** from the **Select by** list and then select the debtor from the list, as illustrated next:

Post Payments (F6)

Post date: November 20, 2010 Source: Clear Batch: New Exit Help

Enter a check | Checks already entered |

Debtor/Client Selection

Select by: Debtor name

Client: ABC

ABC Garage Doors	5215	A Merchant	01010
ABC Garage Doors2	15151	AnyCo Communications, Inc.	ANYCO
ABC Garage Doors -kim	ABCTEST	Apex Computer Consulting	APEX
ABC Petroleum Co.	2151	Atlantis Shuttle Service, Inc.	ATLANTIS
ABC's Fence Company	ABC	Bar None Cookie Company	BARNONE
ABC's Fence Company 2	ABC2	Best Food Suppliers	Best
		Big Red Barn Company	BRBC
		Bindo	BINDO
		Building and Maintenance Corporation	BAM
		Carrier Payments	CARRIER
		Central Services, Inc.7	999
		Demo	DEMO
		HR Plastic Inc	HRP234

New Clear Select

- Highlight the new client for which to display invoices in the Client list.
- Click **Select**.

The Enter a check tab displays the selected client/debtor invoice data, as shown next:

Post Payments (F6)

Post date: November 20, 2010 Source: Clear Batch: 1255 New Exit Help

Enter a check | Checks already entered |

Check / Invoice Information

Debtor: ABC Garage Doors (5215) Aging Split Client: A Merchant (01010) Only

Check #: 321654 Check date: November 20, 2010

Payor: ABC Garage Doors Check amount: 50.00 Actual: 20.00

Bank #: 191191191 branch: Downtown Variance: 30.00

Invoice#: 20000 No discount Write-off/charge back: Explanation:

Amount: 30.00

Invoice#	Date	Amount	Purchased	Batch #	Balance	Client
20000	11/20/2010	30.00	11/20/2010	2836	30.00	A Merchant (01010)

Also Show Paid Invoices Double-click to select

Debtor View other posted Check complete (F10) Cancel check Post select Create Cancel

- Select the invoice from the grid and enter the partial amount of the check applicable to this client for the current debtor in the invoice **Amount** field.

7. Tab out of the **Amount** field.
8. Click **Create**.
9. Repeat the above steps until you have posted the full check amount to the client invoices to be paid by the debtor payment.

The **Check Complete** button becomes available and the **Variance** field displays **None**.

10. Click **Check Complete**.

The check remains pending and available for revision until it is updated.

NOTE

You can view the check entry on the Checks Already Entered tab. You can select a check and click Edit to display the check on the Enter a Check tab to modify the check prior to updating.

To apply the payment to the client account, Process the check in the Update Posted Payments (F7) screen, which is accessed from the Office menu in FactorSoft.

Split Debtor Posting

To split a check among several debtor invoices for a single client:

1. Follow the procedure for posting payments described in Posting Full Payments through step 7, except:
 - In the invoice Amount field, enter the invoice amount with the partial amount of the check applicable to the current client invoice (note in the illustration below the difference between the full check amount of \$450 and the invoice check amount of \$250).
 - Tab out of the Amount field.

Post Payments (F6)

Post date: November 20, 2010 Source: Clear Batch: 1256 New Exit Help

Enter a check Checks already entered

Check / Invoice Information

Debtor: ABC Garage Doors (5215) Aging Split Client: AnyCo Communications, Inc. (ANYCO) P.O. Box 101 Suite 22

Check #: 457896 Check date: November 20, 2010

Payor: ABC Garage Doors Check amount: 450.00 Actual: 0.00

Bank #: 191191191 branch: Downtown Variance: 250.00

Invoice #: 102010 No discount Write-off/charge back: Explanation:

Amount: 250.00

Invoice #	Date	Amount	Purchased	Batch #	Balance	Client
102010	10/12/2009	250.00	10/12/2009	2796	250.00	AnyCo Communications, Inc. (ANYCO)

Also Show Paid Invoices Double-click to select

Debtor View other posted Check complete (F10) Cancel check Post selected Create Cancel

2. Click **Create**.

The Variance field displays the remaining amount of the total check amount. If there are open invoices remaining for the client/debtor relationship, the next invoice is displayed in the invoices grid.

Post Payments (F6)

Post date: November 20, 2010 Source: Clear Batch: 1256 New Exit Help

Enter a check | Checks already entered |

Check / Invoice Information

Debtor: ABC Garage Doors (5215) Aging Split Client: AnyCo Communications, Inc. (ANYCO)
 1235 lee st P.O. Box 101
 wamior, al 35180 Only Suite 22

Check #: 457896 Check date: November 20, 2010

Payor: ABC Garage Doors Check amount: 450.00 Actual: 250.00
 Bank #: 191191191 branch: Downtown Variance: 200.00

Invoice#: Write-off/ charge back: Explanation:

Invoice #	Date	Amount	Purchased	Batch #	Balance	Client
10000	10/12/2009	20.00	10/12/2009	2760	20.00	AnyCo Communications, Inc. (AN
10005	10/12/2009	20.00	10/12/2009	2760	20.00	AnyCo Communications, Inc. (AN
10005	10/12/2009	10.00	10/12/2009	2760	10.00	AnyCo Communications, Inc. (AN

Also Show Paid Invoices Double-click to select

Debtor View other posted Check complete (F10) Cancel check Post selected Cancel

- Click the **Split** button next to the customer/debtor information text box.

The Enter a Check tab's Debtor/Client Selection panel is displayed – select the **Debtor name** from the **Select by** list, as illustrated next:

Post Payments (F6)

Post date: November 20, 2010 Source: Clear Batch: 1256 New Exit Help

Enter a check | Checks already entered |

Debtor/Client Selection

Select by: Debtor name Show all clients

BAY

Client:

Bay Electric		A Merchant	01010
BAY PLACE APARTMENTS		AnyCo Communications, Inc.	ANYCO
Bay Side	Debtor Bay Electric	Apex Computer Consulting	APEX
Bayview Condo Association	BAY10	Best Food Suppliers	Best
Bayview School		Building and Maintenance Corporation	BAM
		Carrier Payments	CARRIER
		Central Services, Inc.7	999
		Demo	DEMO
		Freight Lines, Inc.	FLI
		In Demand Mechanics	IDM
		Kim Test	KIMTEST
		Superstar Cleaning Service	521

New Clear Select

- Highlight the new debtor for which to display invoices in the Debtor list.
- Click **Select**.

The Enter a check tab displays the selected client/debtor invoice data, as shown next:

Invoice#	Date	Amount	Purchased	Batch #	Balance	Client
2301000022	10/12/2009	200.00	10/12/2009	2782	200.00	AnyCo Communications, Inc. (ANYCO)

6. Select the invoice from the grid and enter the partial amount of the check applicable to this client for the current debtor in the invoice **Amount** field.
7. Tab out of the **Amount** field.
8. Click **Create**.
9. Repeat the above steps until you have posted the full check amount to the debtor invoices for the client.

The **Check Complete** button becomes available and the Variance field displays **None**.

10. Click **Check Complete**.

The check remains pending and available for revision until it is updated.

NOTE

You can view the check entry on the Checks Already Entered tab. You can select a check and click Edit to display the check on the Enter a Check tab to modify the check prior to updating.

To apply the payment to the client account, Process the check in the Update Posted Payments (F7) screen, which is accessed from the Office menu in FactorSoft.

Skipped Payments

FactorSoft indicates invoices that were skipped when payments were applied to a payment batch. Note that you must be using payment batches for this functionality to be utilized. When payments are applied to the batch, any invoices that fell between paid and unpaid invoices (or if the first invoice in the batch

was not paid, but subsequent invoices were) the invoice will be flagged as “skipped” on the Invoice Information screen, as shown in the following illustration.

Invoice 7798456 on DEQ COMPANIES INC. (1008)

Client: DEQ COMPANIES INC. (1008) View Invoice#: 7798456 Exit

Debtor: BARMEN LIFESTYLES View PO#: Refresh

Description: Dated: March 1, 2012 Update

Terms: 90%/3%-30/-1%-10a/380s/75CB View Purchased: March 1, 2012 Cancel

NDA: Recourse: 75 In Dispute Balance: 250.00 Help

Explanation: Fee stop date: Print

Close date: Image

☐ No support docs supplied
☐ Not used for credit scoring

Invoice was skipped on October 15, 2013

Activity	Escrow	Change/audit	Shipping	Verification / Collection	Credit approval	Accrued fee	Tax & Freight	Documents
Date	Type	Status	Batch #	Amount	Fee Escrow	Rev Escrow	Fee Earned	Rev Held
3/1/2012	BUY		130	250.00	0.00	25.00	0.00	

Double click on item to preview batch report

An option on the Classic Client Aging report allows you to include an indicator for skipped payments. Set the **Show Skipped Payments** option on the Parameters tab. Skipped invoices will have an “S” to indicate that they have been skipped in cash posting, as shown below.

Upland Factors, LLC
DEQ COMPANIES INC.(1008)

Debtor: BARMEN LIFESTYLES Invoice# 7798456 Invoice Date 3/1/2012

S

Classic Client Aging

Report Template: New

Parameters Destination Scheduling Templates History

Client: DEQ COMPANIES INC. (1008)

A/E:

Office:

Client Group: Value:

As Of Date: Specific Date

Level: Invoice Select: Unpaid only

Calc Age By: Invoice date Show: Invoice date

Display Age By: Months (August, July, June)

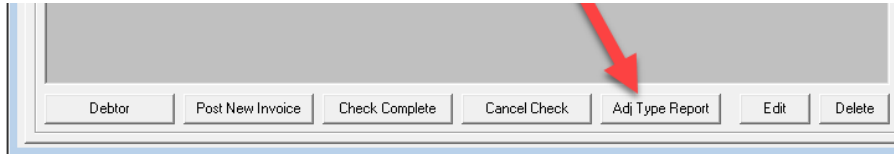
Funded: Funded and non-funded

☐ Show Debtor Address
☐ Show Debtor Phone Numbers
☐ Show Grand Total
☐ Convert to Native Currency
☒ Show Skipped Payments

Print/Local View/Local Print/Engine Save Exit Help

Adjustment Type Report

The Adjustment Type Report is used to display the pending cash applications on a check batch in the Cash Posting (F6) screen. It will display any adjustment information relevant to the Invoices. The Adjustment Type Report is only accessible from the Cash Posting (F6) screen and specifically the View Other Posted screen.



Report Sample

TEST

Check Amount: 203,327.46

Preliminary Adjustment Type Report #100844

Date: March 3, 2020

User: ACOALSON

Client/Customer/Check#	Seq#	Invoice#	Invoice Amount	Invoice Date	Invoice Terms	Payment Amount	Adjust Type	Adjust Amount
AC APPAREL COMPANY WAL-MART STORES,INC. TEST								
Adj Type Recap			C/B	1,665.66				
			HOLD	1,136.74				
			DISC	623.75				
Chargebacks								
	7	377843	5,264.56	10/16/2018	117 - 2%-60 NET 60	5,000.00	C/B	264.56
	8	377894	34,759.12	10/17/2018	117 - 2%-60 NET 60	34,000.00	C/B	759.12
	9	377901	3,332.00	10/17/2018	117 - 2%-60 NET 60	3,000.00	C/B	332.00
	10	377905	36,309.98	10/17/2018	117 - 2%-60 NET 60	36,000.00	C/B	309.98
			79,665.66			78,000.00		1,665.66
Unapplied Cash								
	11	377911	20,005.72	10/18/2018	117 - 2%-60 NET 60	20,000.00	HOLD	5.72
	12	377912	43,495.82	10/19/2018	117 - 2%-60 NET 60	43,000.00	HOLD	495.82
	13	377913	29,635.20	10/19/2018	117 - 2%-60 NET 60	29,000.00	HOLD	635.20
			93,136.74			92,000.00		1,136.74
Discounts								
	1	377835	6,730.64	10/16/2018	117 - 2%-60 NET 60	6,596.03	DISC	134.61
	2	377837	4,731.44	10/16/2018	117 - 2%-60 NET 60	4,636.81	DISC	94.63
	3	377839	4,065.04	10/16/2018	117 - 2%-60 NET 60	3,983.74	DISC	81.30
	4	377840	2,332.40	10/16/2018	117 - 2%-60 NET 60	2,285.75	DISC	46.65
	5	377841	4,264.96	10/16/2018	117 - 2%-60 NET 60	4,179.66	DISC	85.30

Printed: March 3, 2020, 1:43 PM ("AdjType")

Page 1 of 4

Report Details

Column	Description
Check Amount	Displays the value of the Check Amount entered on the Cash Posting

Column	Description
	screen
Preliminary Adjustment Type Report	Displays the value of the Batch # assigned to this pending batch
Date	Displays the post date of the pending batch
User	Displays the user who entered the pending batch
Client/Customer/Check#	Displays the Client Name, Customer Name and Check # entered on the Cash Posting screen
Seq#	Displays the sequence the Invoice was paid on the Cash Posting screen.
Invoice#	Displays the Invoice number
Invoice Amount	Displays the Invoice amount
Invoice Date	Displays the Invoice date
Invoice Terms	Displays the Invoice Terms assigned to the Invoice at the time of purchase entry
Payment Amount	Displays the Payment amount entered on the Cash Posting screen
Adjust Type	Displays the Adjustment code assigned on the Cash Posting screen
Adjust Amount	Displays the Adjustment amount assigned on the Cash Posting screen
Adj Type Recap	Displays a recap of the Adjustment types and amounts per Client/Customer.

System Preference

The following system preferences to show the Adjustment Type Report button on the Cash Posting (F6) screen is found in the Administration module, **System Preferences, Data entry behavior, Cash Posting, field edits/actions** folder.

Field	Description
Show the Adjustment Type Report	Set to True to show the Adj Type Report button accessible from the View Other Posted screen.

Check Imaging

This section of the Posting Payments chapter describes the routine steps in scanning (or filing) checks and assigning those images to payment batches.

Check Scanner Control

The Check Scanner Control screen is used to scan check images to a local or network drive. This option is only available if the FactorSoft Check Imaging module is activated. The images are then attached to invoices in a payment batch using the Post Payments (F6) screen.

Scan or File Check Images

There are two methods you can use to scan or file images to a batch:

- Open a new batch and scan or file images to the new batch, then post payments to the batch and process to assign images.
- Create a payment batch and post payments to the invoices in the batch, then scan or file images to the batch and process the batch to assign images.

The steps for scanning or filing check images to a batch are nearly the same whether you are creating a new batch or selecting an existing batch, the only difference is whether the new batch is created on the Check Scanner Control screen or on the Post Payments (F6) screen, and whether images are scanned or filed to the batch before or after cash posting occurs.

NOTE

You must use payment batches to utilize check imaging as described in this section. See the Posting Payments chapter in the FactorSoft Users Guide for more details.

To scan or file images to a new, open batch and then post payments:

1. On the Check Scanner Control screen, click the New Batch button.

A new line-item is added to the grid with "0" Images and a **Status** of **Open**.

NOTE

Proceed with scanning or filing images, as detailed in "To scan or file images to an existing payment batch" below, selecting the newly created batch instead of an existing payment batch.

2. Post payments to the batch using the Post Payments (F6) screen.
3. Assign check images to the payment batch.

To scan or file images to an existing payment batch:



1. On the Check Scanner Control screen, select the line-item for the **Batch#** that contains the posted payments.
2. Click **Scan/File to Open Batch**.

The Check Scanner Control screen opens:

Batch#	Images	Status..
1075	0	Open
1079	0	Open
1106	0	Open
1109	0	Open
1110	0	Open
1111	0	Open

4.02.521

Source: File Reader

File: \\c:\ms-gpond\c\$\Users\gpond\Desktop\ Browse <- View image

File To Open Batch New Batch Delete Open Batch Refresh

File To Existing Batch Scanner Control Table Delete Images From Batch Release

Exit Help

Field	Description
(Grid)	Displays each open check image batch as a line-item with the following information: • Batch #: the check batch number • Images: the number of images scanned or filed to the batch • Status: indicates if the batch is currently in use
Source	Select the scanner to use to capture the images. If the local machine is

Field	Description
	not connected to a scanner, this field is unavailable and set to File Reader by default.
File	Enter the path and file name of the image file to be filed to an open batch in this field. Click the Browse button to open a browser screen to navigate to the image file location and automatically display the path. File, Browse and View image are only available when the Source is set to File Reader. These fields are not available when a scanner is selected.
View image	Click this button to display the image selected in the File field.
Scan / File To Open Batch	When scanning images on a physical scanner, click this button to initiate scanning of a batch of images to the selected payment batch. Each image scanned for the batch increments the Images count. When filing images to a batch, click this button to attach the image displayed in the File field to the selected open image batch. Each image must be individually attached to the batch, and the Images count is incremented by one for each image filed.
New Batch	Click this button to open a new open check batch. A new line-item with the next available batch number is displayed in the grid.
Delete Open Batch	Select an open batch and click this button to permanently delete the batch. This option can be limited by Security Role.
Refresh	Click this button to refresh the grid with any images scanned since the grid was last loaded.
File to Existing Batch	Click this button to Scan/File images to a previously posted batch. This option can be limited by Security Role.
Scanner Control Table	Click this button to open the Scanner Control Table screen. This screen contains scanner image capture settings.
Delete Images From Batch	Select an open batch and click this button to delete all images for the batch without deleting the batch line-item. This option can be limited by Security Role.

Field	Description
Release	Click this button to release a captured batch to the Engine for Intelligent Data Collection.

3. Select the new open batch line-item.
4. To file images already scanned to a folder location, click the **Browse** button.

NOTE

If scanning images directly, skip Steps 4 and 5. Place the batch of checks to be scanned in the scanner.

A Windows file browser screen appears. Use the screen to browse to the desired folder and select the first image to be added to the batch.

5. Click the **Open** button.

The file path and name is displayed in the **File** field.

6. Click the **Scan/File to Open Batch** button.

NOTE

If scanning, the Invoice Image screen appears as the images are being scanned.

When the file/scan is complete, the Images column displays either "1" for the filed image or the number of scanned images if scanning.

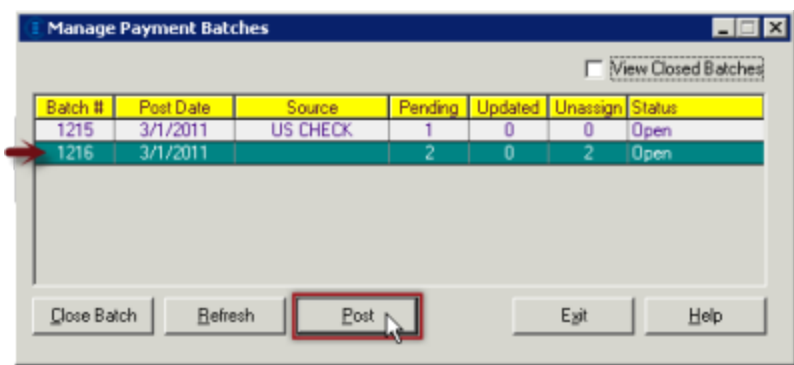


7. If filing images from disk, repeat steps 4 through 6 for each image to be filed to the batch.
8. When all the images for the batch have been scanned or filed, click the **Exit** button to close the Check Scanner Control screen.

Assign Check Images to Invoices

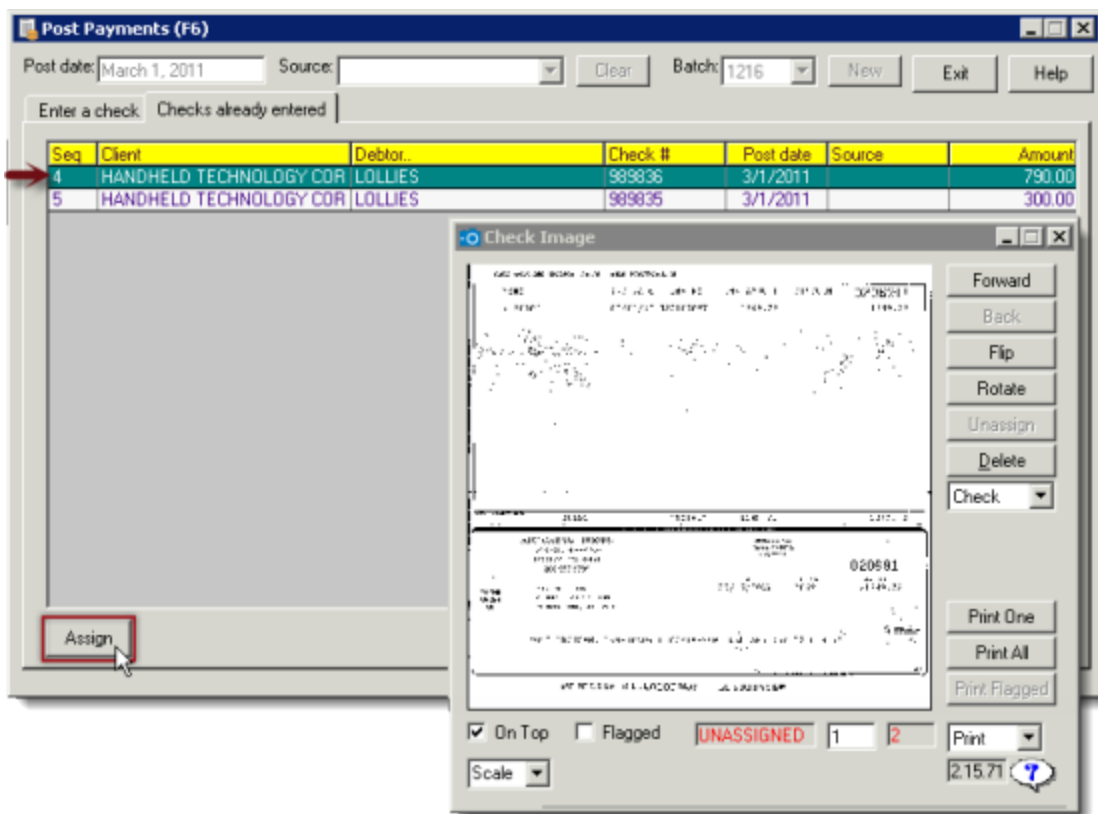
To attach the scanned or filed images to specific invoices in the batch:

1. Open the Manage Payment Batches screen from the Office Menu.



2. Select the payment image batch from the grid.
3. Click Post.

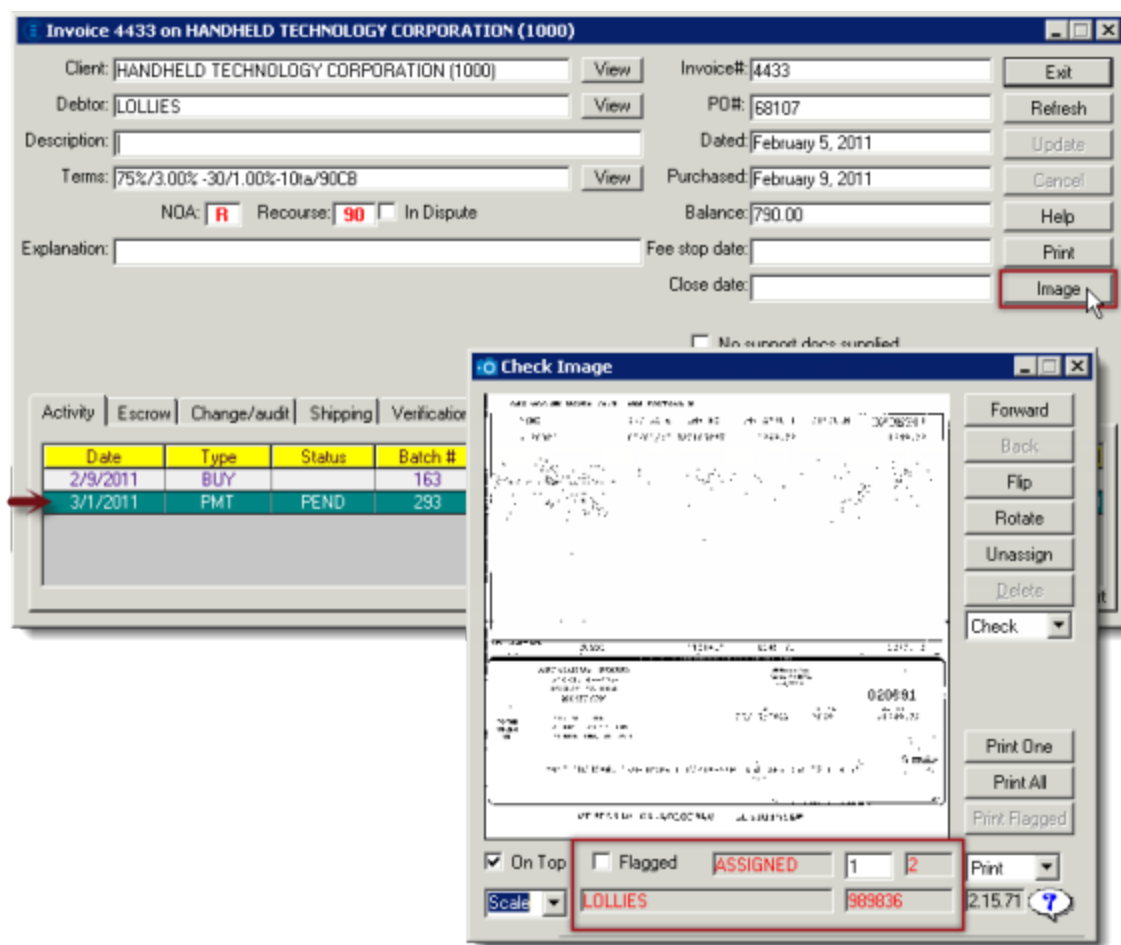
The Post Payments and Check Image screens for the batch open.



4. Select the check to which the first image is to be attached from the **Checks already entered** tab.
5. Click **Assign**.

The image is assigned to the check/invoice and the Check Image screen advances to the next image. To see the assignment information for the assigned image, you can click the **Back** button on the Check Image screen. Note the assigned status, debtor name, and check number fields on the lower half of the Check Image screen. This indicates that the image is assigned to the invoice.

You can also access the Invoice Information screen for the invoice, select the payment activity, and then click the **Image** button to see the same Check Image screen:



System Preference Settings

The following system preferences are found in the Administration module, System Preferences, **Data entry behavior**, **Scanner control** folder.

Preference	Description
Allow multiple file selection	Set to True to enable the capability to simultaneously select multiple image files to be added to an open batch.

Scan to Posted Check Batch

There are two ways to add/edit images to posted check batches in FactorSoft:

1. File to Existing Batch from **Check Scanner Control** screen.
2. Attach Images to Posted Check Batches from **File > Input Functions**.

Filing to an Existing Posted Check Batch

To capture images to a posted check batch:

1. Click the **File To Existing Batch** button from the **Check Scanner Control** screen.

The Scan To Existing Batch screen opens.

2. Complete the Scan to Existing Batch screen, as described below:

Field	Description
Client	Enter a character (number or letter) or combination of characters to advance the list to the client name beginning with that character or combination of characters.
Batch	Enter a batch number to advance the batch list to that number or its closest match.
(Batch List)	Displays all posted check batches for the selected client with the following data columns: • Batch#: the batch number of the open check batch • Date: the date on which the batch was opened • Images: the number of images scanned or filed to the batch
Table	Select the Scanner Control Table to use. This is only valid if scanning images directly on a physical scanner.
From File	If using a physical scanner, load the check(s) and click this button to scan them to the selected batch. If filing images from a local or network folder, select the folder on the Check Scanner Control screen prior to opening the Scan to Existing Batch

Field	Description
	screen, select a Client and Batch, and then click this button to file the image to the batch.
Exit	Click this button to close the screen.

- Click the **Scan** or **From File** button to scan or file the images to the client's batch.

NOTE

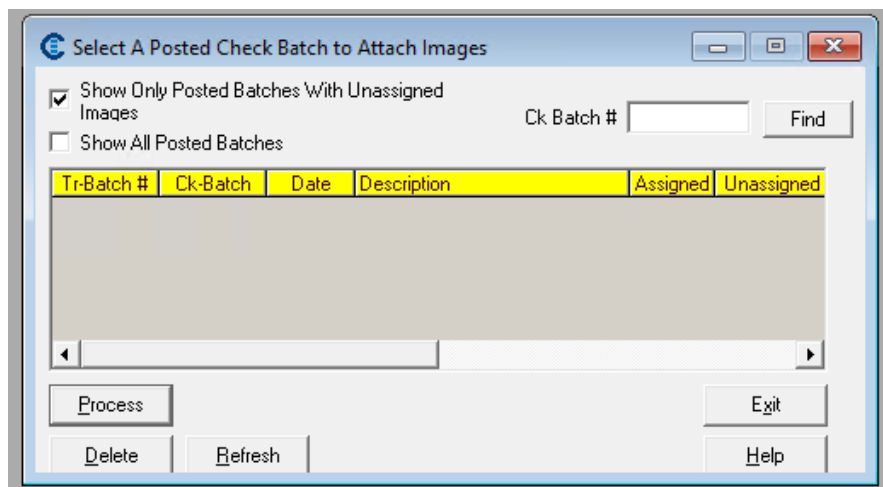
If scanning, the Check Image screen appears as the images are being scanned.

- If filing images from disk, repeat step 2 through 3 for each image to be filed to the batch.

Attach Images to Posted Check Batches

To add images to Posted Check Batches:

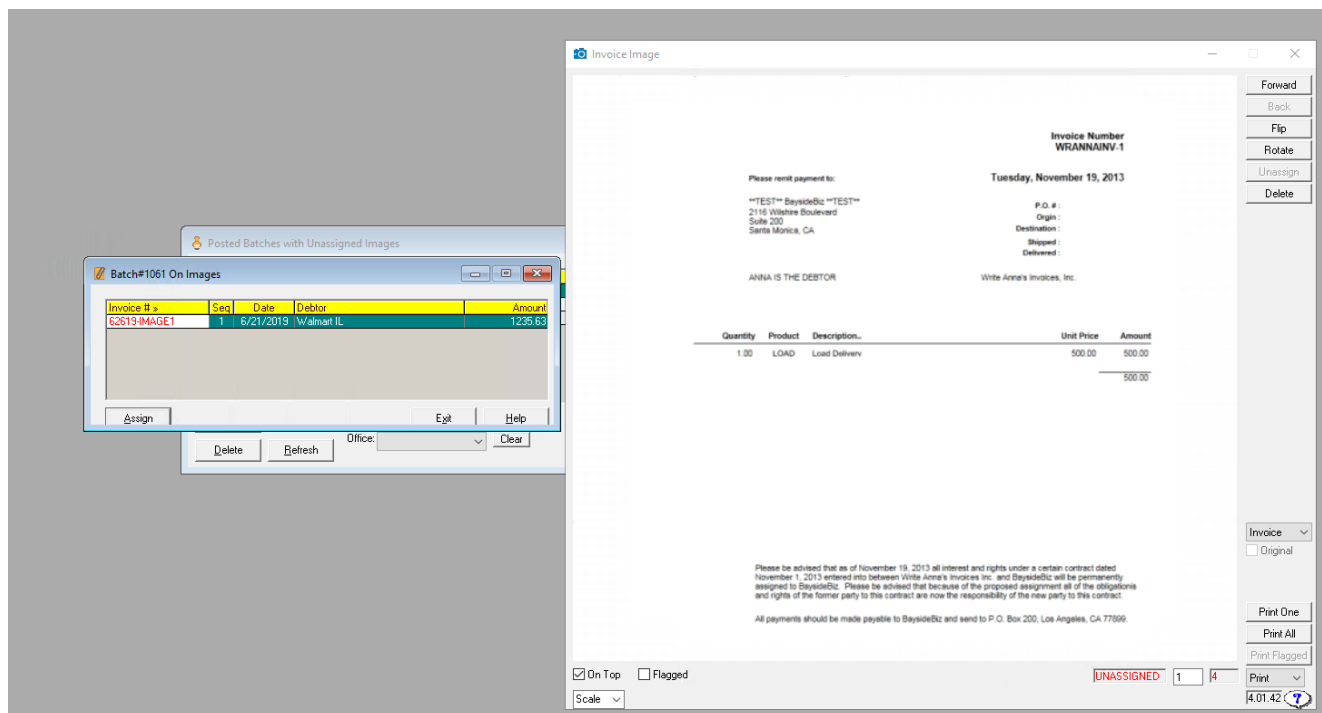
1. From fsMain, click **File > Input Functions > Attach Images to Posted Check Batches**



2. Complete the Attach Images to Posted Check Batches screen as described below:

Field	Description
Show Only Posted Batches with Unassigned Images	When checked, grid populates with check batches that have unassigned images.
Show all Posted Batches	When checked, grid populates with all check batches that have assigned/unassigned images.
Ck Batch #	Enter a specific Check Batch Number.
Find	Click to find the indicated Check Batch Number.
Process	Process Check Batch to Assign, Unassigned or Delete images. This option can be limited by Security Role.
Delete	Delete unassigned images from a Check Batch. This option can be limited by Security Role.
Refresh	Refreshes the grid.
Exit	Click this button to close the screen.

3. Once you have selected the appropriate posted check batch, click **Process** and the Batch launches reflecting all posted checks in the grid and allows you to assign the image to the appropriate Posted Check.



4. Additionally, if you choose to unassign an image from a Posted Check, that check batch will appear in the **Posted Check Batches with Unassigned Images** screen again allowing you to Process the batch again, reassign the image to the correct check, or delete the image from the batch completely.

NOTE

Maximum age in days of batches to be shown from System Preferences will affect the data shown on the **Posted Check Batches with Unassigned Images** screen.

System Preferences

The following system preferences are found in the Administration module, System Preferences, **Field/Screen Behavior, Screens , Posted Check Batches with Unassigned Images** folder.

Preference	Description
Maximum age in days of batches to be shown	Sets the max number days that Check Batches will show in the grid on the Posted Check Batches Screen.
Refresh screen on request only	If True, Posted Check Batches Screen will only refresh when user clicks the refresh button.

Invoice Image Screen

The Invoice Image screen displays document images captured into a new or existing batch from the Invoice Scanner Control screen. The Invoice Image screen is used to assign batches of images or individual images to the invoices in the purchase batch.

Check and Invoice Image Screen

The Check and Invoice Image screens display the document images for new or existing batches from the Scanner Control module. As well as assigning images to purchases or payments, as described in previous sections, this screen is used to print and email images in FactorSoft.

There are various screens in FactorSoft where you will find the **Image** button to display an associated invoice or check image (Invoice Information, Transactions, Debtor Aging, Approve Purchases, Manage Held Account Activity, and Verify Invoices).

To customize the order of the images, go to the Invoice Delivery, Invoices or Checks tab of the Image Type Table Maintenance screen located at **Tables > Data Entry > Image Type Table**. Use **Up** and **Down** to arrange Image Types or check the "**Exclude from...**" box then select **Modify** to save changes to the table and omit from attachments when emailing directly from the Invoice or Check Images screen. The order of images will be reflected when viewing, printing or emailing.

Code	Type	IsExcluded?
0	Invoice	☐
1002	Written Invoice	☐
2	Support Doc	☐
3	Batch Header	☒
4	Carrier Doc	☒

☐ Exclude from Invoices

Upon creation/setup of a new database, the **Image Types Table > Image Type** tab will automatically populate with the following Default Codes and Images Types:

- 0=Invoice
- 1=Check
- 2=Support.

Users have the capability to create and establish additional Codes and Image Types as needed on the Image Type tab. Once created, the new image type will appear on the other tabs.

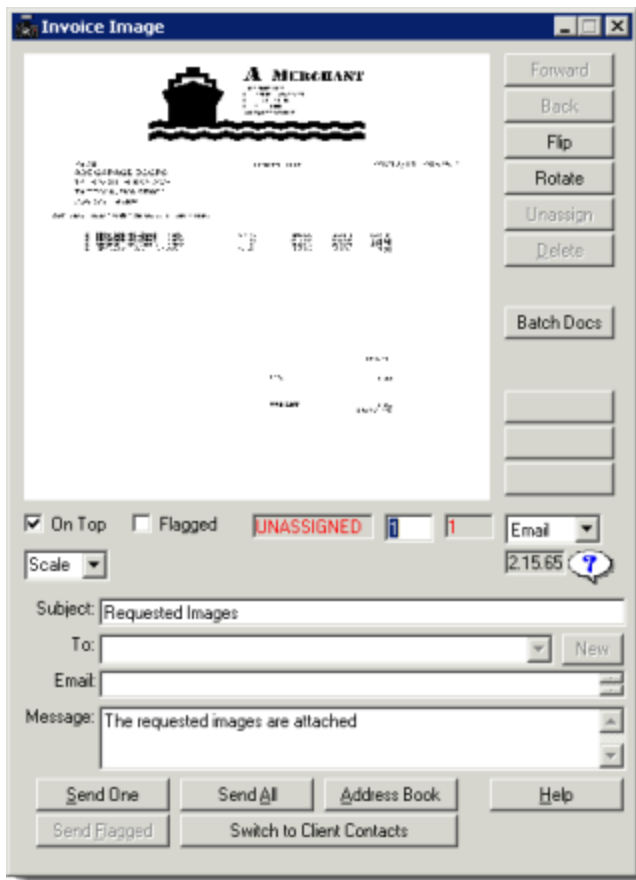
NOTE

Default Image Types can not be deleted and any additional Image Types can not be deleted if they are associated with an image.

CAUTION

When a new Image Type is created in the **Tables > Data Entry > Image Type Table > Image Type** Tab, the image type will automatically populate to the Invoice Delivery, Invoices, and Checks Tab and be set as Excluded. Default Image Types can not be deleted and additional Image Types can not be deleted if they are associated with an image.

Images can be printed, faxed or emailed. Using the **Flagged** option, you can select the images to be printed or emailed from the batch. When emailing multiple images, FactorSoft compresses the images into a single attachment.



Field	Description
(Image)	Displays the scanned document image. By default, the full image is displayed on the screen at whatever scale allows it to fit. You can use the Scale selection to display the image at a higher scale, in which case vertical and horizontal scroll bars appear to allow you to navigate around the image and view its details.
Forward	Click this button to display the next image in the batch on the Image screen.
Back	Click this button to display the previous image in the batch on the Image screen.
Flip	Click this button to rotate the image 180 degrees. This is for display only and does not save the orientation change to the actual image file.
Rotate	Click this button to rotate the image clockwise 90 degrees. This is for display only and does not save the orientation change to the actual image file.
Unassign	This button is used to unassign the currently displayed image from the debt-or/invoice indicated. The image can then be assigned to a different invoice by

Field	Description
	selecting the desired invoice on the purchase or payment processing screen and clicking the Assign button. Once assigned, the Assignment Indicator displays ASSIGNED , and the debtor and invoice number for the invoice or check are also displayed.
Delete	Click this button to delete the currently displayed image from the image batch. <i>Caution: Use this function carefully, as this can not be undone.</i>
(Document Type)	Indicates the type of document the image represents. The type can be changed by selecting a new value from the list, and then advancing to the next or previous image in the image using the Back or Next buttons.
Print One	Click this button to print the currently displayed image.
Print All	Click this button to print the entire image batch.
Print Flagged	Click this button to print all images in the batch that have the Flagged option selected.
On Top	Select this option to indicate that the Invoice Image screen appears on top of all other screens on the desktop.
Flagged	Select this option to mark the current image as flagged. All flagged images will be included when the Print Flagged button is clicked.
(Assigned Indicator)	Displays UNASSIGNED for images that are not assigned to an invoice, or ASSIGNED for images that have been assigned to an invoice.
(Image #)	Displays the sequential image number of the currently displayed image.
(Image Count)	Displays the total number of images in the image batch.
(Output)	Select one of the following print output options from the drop-down list: • Print: print the images. • Fax: fax the images directly to the selected client. When this option is selected, FAX-specific fields appear to enter the Subject, To, Fax address, and Message. • Email: email the images directly. When this option is selected, email-specific fields appear, as detailed below.
(Scale)	Select the zoom setting for the image display. You can also type in a per-

Field	Description
	centage from 15 to 100 percent to display the image at that scale.
(Assigned Debtor)	Displays the debtor associated with the invoice to which the image is assigned.
(Assigned Invoice)	Displays the invoice number of the invoice to which the image is assigned.
(Version)	Displays the FactorSoft version number.
Email fields	
Subject	Enter a subject description in this field to appear in the subject line of the email.
To	Select the debtor or client contact to which to deliver the image email.
New	Click this button to open the New Debtor or Client Contact screen to create a new contact to which to deliver the image email.
Email	Select the email address for the debtor or client contact selected in the To list to which the email is to be sent. The email address recorded on the Address panel of the Debtor Information or Client Information screen is listed here when no email address is recorded for the contact selected in the To list. Alternately, an email address can be manually entered in this field.
Message	Enter a subject description in this field to appear in the subject line of the email.
Send One	Click this button to email only the displayed image.
Send All	Click this button to email all the images in the batch. Note: Image Types marked Excluded in the Image Type Table, will not be included in the attachment.
Address Book	Click this button to open the default email address book on your computer.
Switch to Client Contacts	Click this button to toggle the contacts available in the To field. To select client contacts, click the Switch to Client Contacts button, and then select the desired contact name from the To field. Note that the button label changes to Switch to Debtor Contacts.

System Preferences

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

Preference	Description
Combine images into single attachment	Set to True to email all images in a batch as a single attachment. If this option is set to False , each image is attached as a separate file.
Do not remember last subject/text	Set to True to remove any text entered in the Subject or Message field when the user closes the Imaging screen. Set to False to not remove text entered in the subject line or message field; the next time the user opens the Imaging screen the same text appears in the Subject and Message fields.
Unassign not allowed when viewing	Set to True to allow images to be unassigned only during the input process, not from the Invoice Image screen.

The following system preferences for this function are located in the Administration module, System Preferences, **Field/screen behavior, Screens, Invoice information** folder.

Preference	Description
Keep image open when leaving screen	When set to False the Invoice Image screen closes when another screen is selected, even if the On Top option is selected. When set to True , the Invoice Image screen will remain open when another screen is opened, and close only when manually closed, or when the Invoice Information screen is closed.

Manage Hold Account Activity

The Manage Hold Account option allows you to manage held items for a client. Held items are typically payments or partial payments that were not identified to an invoice on the Post Payments screen, and were therefore applied to a hold account to be settled later. To settle an item, you select an action, enter applicable data, and process the action from this screen. You can transfer held items to cash reserves or a G/L account, disburse held funds to a client or third party, and wash items off the journal.

Settling Hold Account Items

To settle a hold account item:

1. Access the Manage Held Account screen by selecting Hold Accounts in the Choose list of the Client List (F3) screen.

The Manage Hold Account screen opens:

The screenshot shows the 'Manage Hold Account' window. Red arrows with numbers point to specific elements:

- 2** points to the 'Hold Account' dropdown menu, which is currently set to 'HOLD - HOLD'.
- 3** points to the first row of the data grid, which is highlighted in blue. The row contains: Post Date: 12/28/2008, Batch#: 0, Invoice#: 2000204, Type: C-Misc, Paid to/by: Additional / Late Fee Medk, and Amount: -900.00.
- 4** points to the 'Action' dropdown menu, which is set to 'Transfer funds to cash reserves'.
- 5** points to the 'City' text input field.
- 6** points to the 'Process' button at the bottom left of the window.

 Other visible fields include 'Client' (Additional / Late Fee Medical), 'Payee', 'Address', 'City', 'Description', 'Reason', 'Account', 'Pay By' (CHECK), 'Cash Account', 'Paid On', 'Check/Trans #', and 'Total Listed' (-900.00). Buttons for 'Refresh', 'Image', 'Help', and 'Exit' are also present at the bottom.

2. In **Hold Account**, select the account from which to display hold account items for the client.
3. In the grid, select the hold account item or items to settle.
4. Select the settlement action from the **Action** list.

The available actions are detailed in the table below.

5. Complete the screen fields as required for the settlement action, as described below:

Field	Description
Client	Displays the client name of the selected client.
Hold Account	Select the hold account for the client.
(Grid)	Displays the posted items available to process in the hold account for the client. You can select an individual item to process by clicking the select button to the left of the line item, or multiple items using the shift or control keys while clicking the desired items. Selected items appear highlighted in blue.

Field	Description
	• Post Date: the posting date of the collection transaction that created the held item • Batch #: the payment batch number in which the held item was created • Invoice #: the invoice number entered to identify the held item – typically a generic account number or name • Check #: the check number of the payment from which the held item was taken • Type: the type of posting • Paid to/by: customer/debtor name from which the payment was received • Amount: the amount for the item applied to the hold account. Click this heading to sort the grid in amount order.
Action	Select the action to perform on the selected item or items: • Transfer funds to cash reserves: transfer funds for the selected items to the cash reserves. • Transfer funds to G/L account: transfer funds for the selected items in the grid to a G/L account. Select an account from the Account field. • Write check to client: disburse funds for the selected items to the selected client by check. • Write check to other than client: disburse funds by check to a Payee other than the client. Enter the Payee, Address, and City, state and zip fields. • Wash items against each other: wash two or more selected items against each other.
Payee	Enter the payee name to whom the disbursement is being made. This field is only available if the Action is set to Write check to other than client.
Address	Enter the first two lines of the payee address. This field is only available if

Field	Description
	the Action is set to Write check to other than client.
City	Enter the city, state and ZIP/postal Code components of the payee address. This field is only available if the Action is set to Write check to other than client .
Description	Enter the transaction description.
Reason	Select a reason code for hold account activity. The reason codes listed in this field are configured in the Dispute/Ineligibility/No Buy Code Table with the Can be used option set to For wash hold account. The Reason field can be configured as required to save hold account activity. To make the reason required, set System Preference Fields/screen behavior, Screens, Hold accounts, Reason required to True.
Account	Select the G/L account to which to transfer hold account funds. This field is only available if the Action is set to Transfer funds to G/L account .
Pay By	Select the payment method for the disbursement. Payment methods are defined in the Payment Method table. This field is only available if the Action is set to Write check to client or Write check to other than client.
Cash Account	Select the Cash Account to which funds are transferred for disbursement by check. This field is only available if the Action is set to Write check to client or Write check to other than client.
Paid On	Enter check date. This field is only available if the Action is set to Write check to client or Write check to other than client.
Check/Trans #	Enter the disbursement identification number. This field is only available if the Action is set to Write check to client or Write check to other than client.
Process	Click this button to process the selected transaction for the hold account.
Refresh	Click this button to update the items in the Manage Hold Account grid.
Image	Click this button to open the Check Image screen for entries with a Type of Post and with a check image attached.
Docs	Select a line item from the grid and click this button to open the Asso-

Field	Description
	ciated Documents screen, from which you can select and attach documents to the hold account transaction. Note that is documents are attached, the number of documents is displayed parenthetically on the button.
Total Listed	Displays the dollar amount of the sum of all line items for the selected client and hold account.
Exit	Click this button to close the screen.

- Click the **Process** button to process the settlement action.

New Adjustment Batch

Adjustment batches are used to make any necessary revisions to your client's portfolio. Adjustment batches are created from the New Adjustment Batch screen, which is accessed by selecting New Adjustment Batch from the Client Information screen for the selected client.

You can either create an adjustment transaction from the Data Entry tab, or select an invoice or invoices from the Selection tab, specify the adjustment type, and post the adjustment on the invoice. You can also select multiple invoices in the Selection tab and then return to the Data Entry tab prior to posting to edit individual entries from the grid.

Once an adjustment batch has been saved on the New Adjustment Batch screen, it is processed on the Manage Posted Adjustment screen to finalize the transactions.

Field	Description
Post Date	Displays the current FactorSoft processing date. Depending on the setting of System Preference Data entry behavior , Adjustments, Post date must be current date, you may be able to manually alter the date to create adjustments with a different transaction date.
Finished	Click this button to save the adjustment batch and exit the screen.

Data Entry Tab

Use the data entry tab to perform a variety of adjustments, such as chargebacks, write-offs, and client-extended debtor discounts.

Creating an Adjustment Batch from the Data Entry Tab

To create an adjustment batch from the Data Entry tab:

1. Select **New Adjustment Batch** from the Client Information screen for the selected client.

The New Adjustment Batch screen opens:

NOTE

The next sequential adjustment batch number is automatically selected, as displayed in the title bar of the screen.

Adjustments Batch#101 for Amanda Test Client

Post Date: February 28, 2020

Finished Help

Data Entry Selection Summary

Invoice #: AGCTEST Create

Type: C/B W/O Cancel

Amount: 50,000.00 -1.00

Reason: Change of discount terms

Description: THIS IS TEST ADJUSTMENT DESCRIPTION

Customer: Amanda Test Debtor

Purchased: February 28, 2020 Batch #: 101

Balance: 100,000.00 Original Amount: 100,000.00

Problem: No discount

Invoice #	Customer.	Type	Amount	Type	Amount	Problem

Edit Delete

2. If posting the batch for a date other than the current FactorSoft processing date, enter the transaction posting date in the **Post Date** field.

NOTE

This functionality may be unavailable based on the setting or System Preference Data entry behavior, Adjustments, Post date must be current date.

3. Enter the adjustment details, as described below:

Field	Description
Invoice #	Enter the invoice number of the invoice to which the adjustment is to be applied. The invoice number must match to an invoice number previously processed in a purchase batch.
Create	Click this button to create an adjustment entry to be posted in the adjustment batch. Each invoice entered is listed in the grid at the bottom of the screen.
Cancel	Click this button to clear the currently displayed, but unsaved, data on the Data Entry tab. You must enter an invoice number for an invoice that has been previously processed.
Type	Select the adjustment type for the invoice:

Field	Description
	• C/B: chargeback. Charge a specific amount back to the client's reserve account. • W/O: Write Off. Write off an entire or partial invoice amount due as uncollectible. The Write off account must be set up in the G/L Account Groups table in order to appear for selection in this list. • DISC: Discount. Post a short-payment attributable to a client-extended debtor discount. The Discount account must be set up in the G/L Account Groups table in order to appear in this list for selection. • MSRV: Miscellaneous Reserves. Post the adjustment amount to the client's miscellaneous reserves account. Note that the Miscellaneous Reserves account must previously be set up in the G/L Accounts Groups table in order to appear in this list for selection. • CRSV: Client Reserves. Post the adjustment amount to the client's cash reserves without charging the client any fees. • ADJ: Adjustment. to transfer a specific dollar amount from one invoice to another. To do so, enter a negative adjustment amount in the Amount field and click Create. Then repeat the adjustment for the invoice to which you want to add the amount. Enter the duplicate positive amount in the Amount field and click Create. • JRNL: Journal. Post the adjustment amount to the client's cash reserves without charging the client any fees.
Amount	Displays the negative opposite of the original invoice amount corresponding for the entered invoice number. You can enter a different adjustment amount, if required. Note that the adjustment amount should be negative unless you want to increase the actual invoice balance.
Reason	Select the dispute code for the adjustment, if applicable. The dispute codes must previously be set up in the Dispute Code table. The selected adjustment reason is displayed on the Adjustment Report. Set System Preference Data entry behavior, Adjustments, Explanation required on all entries to True to require that the Reason field be completed for any chargeback activity on the Adjustment Batch screen. If the user attempts to save the batch without selecting a Reason, a warning

Field	Description
	message is displayed, and the user must select a reason before the batch can be saved. Note that if an adjustment reason was previously assigned to the invoice, the Reason field displays that reason code, and does not allow another reason to be set. Note also that both the double-click/toggle adjustment type functionality and the C/B All functionality on the Selection tab are unavailable when this System Preference is set to True.
Description	Enter a detailed adjustment explanation.
Debtor	Displays the debtor name for the debtor associated with the selected invoice.
Purchased	Displays the purchase date for the selected invoice.
Batch#	Displays the purchase batch number in which the selected invoice was processed.
Balance	Displays the current outstanding balance of the selected invoice.
Original Amount	Displays the original invoice amount for the selected invoice.
Problem	Displays any warning messages associated with the selected invoice.
(Grid)	Each invoice on which an adjustment has been created is listed in the grid as a line-item.
Edit	Select an adjustment line item in the grid and click this button to display the data for the adjustment in the Data Entry tab. You can edit the data and click Modify to alter any of the data entry fields for the adjustment.
Delete	Select an adjustment line item in the grid and click this button to remove the adjustment line-item.

- Click the **Create** button to create the adjustment entry to be posted in the adjustment batch.

Each invoice entered is listed in the grid at the bottom of the screen, as shown next:

Adjustments Batch#101 for Amanda Test Client

Post Date: February 28, 2020

Finished Help

Data Entry | Selection | Summary

Invoice #: Customer:

Type: Purchased: Batch #:

Amount: Balance: Original Amount:

Reason: Problem:

Description:

Invoice #	Customer..	Type	Amount	Type	Amount	Problem
AGCTEST	Amanda Test Debtor	C/B	50000.00	w/O	-1.00	

Edit

Delete

- When all adjustment transactions to be included in the batch are entered, click **Finished** to update the posted batch.

The batch is processed using the Manage Posted Adjustments screen.

Selection tab

The selection tab displays all currently open invoices. Select an invoice or invoices from this tab, and then specify the adjustment type, and post the adjustment to the invoice.

NOTE

If modifications are made to the Batch on the Data Entry tab or the results on the Selection tab, the data between the two tabs may not match.

Creating an Adjustment from the Selection Tab

The Selection tab is used to select an invoice or invoices for the adjustment batch, and then specify the adjustment type and post the adjustment to the invoice(s).

To create an adjustment batch from the Selection tab:

1. Select **New Adjustment Batch** from the Client Information screen for the selected client.

The New Adjustment Batch screen opens:

2. If posting the batch for a date other than the current FactorSoft processing date, enter the transaction posting date in the Post Date field.

NOTE

This functionality may be unavailable based on the setting or System Preference, Data entry behavior, Adjustments, Post date must be current date.

3. Select the invoices to display in the selection grid from the **Customer/Debtor Name, Age of the Invoice, Show All Unpaid Invoices, Over Age Invoices, Invoices Paid Short, Invoices Paid Over, and Invoice in Dispute** options at the bottom of the tab, as described in the table below.

TIP

You can select any combination of these options to show or exclude invoices from the grid.

4. Select the first invoice or invoices to be included in the batch from the Selection tab grid.

Note that selected invoices are highlighted in blue.

TIP

You can select multiple invoices in one of several ways. To select multiple non-contiguous

invoices, hold the Ctrl key and click the selection box for each invoice to be selected. To select a contiguous series of invoices, click the selection box for the first invoice to be selected, and then press the Shift button and click the selection box of the last invoice to be selected.

5. Select the adjustment details in the Use record selection fields as described below:

Field	Description
Type	Select the adjustment type for the invoice: • C/B: chargeback. Charge a specific amount back to the client's reserve account. • W/O: Write Off. Write off an entire or partial invoice amount due as uncollectible. The Write off account must be set up in the G/L Account Groups table in order to appear for selection in this list. • DISC: Discount. Post a short-payment attributable to a client-extended debtor discount. The Discount account must be set up in the G/L Account Groups table in order to appear in this list for selection. • MSRV: Miscellaneous Reserves. Post the adjustment amount to the client's miscellaneous reserves account. Note that the Miscellaneous Reserves account must previously be set up in the G/L Accounts Groups table in order to appear in this list for selection. • CRSV: Client Reserves. Post the adjustment amount to the client's cash reserves without charging the client any fees. • ADJ: Adjustment. to transfer a specific dollar amount from one invoice to another. To do so, enter a negative adjustment amount in the Amount field and click Create. Then repeat the adjustment for the invoice to which you want to add the amount. Enter the duplicate positive amount in the Amount field and click Create. • JRNL: Journal. Post the adjustment amount to the client's cash reserves without charging the client any fees.
Reason	Select the dispute code for the adjustment, if applicable. The dispute codes must previously be set up in the Dispute Code table. The selected adjustment reason is displayed on the Adjustment Report.
Post	Click this button to post the invoice adjustment that have a Type spe-

Field	Description
	cified.
Cancel	Select Cancel to cancel the loading of the grid.
Load	Select Load after making filter selections to Load the grid.
(Grid)	Displays all open invoices with the following data. Each column heading (with the exception of Age) can be clicked to sort the list by that column. • Invoice #: the invoice number • Debtor: debtor name • Invoice Date: invoice date • Age: invoice age • Invoice: original invoice amount • Balance: outstanding balance • Type: adjustment type • Amount: adjustment amount
Customer/Debtor	Enter the Customer/Debtor name to filter results.
Age greater than?	Enter the Number of Aging Days to filter results.
Show All Unpaid Invoices	Select this option to display all open invoices for the client's debtors.
Over Age Invoices	Select this option to exclude invoices that are not past due from the grid.
Invoices Paid Short	Select this option to display only invoices that have been partially paid.
Invoices Paid Over	Select this option to display only invoices that have been overpaid (including non-factored invoices).
Invoice in Dispute	Select this option to display only invoices that are in dispute.
C/B all	Click this button to enter C/B (chargeback) as the adjustment type for all open invoices listed in the Adjustment Batch Selection tab.
Select	Select an invoice line-item and click this button to display the invoice on the Data Entry tab.

To chargeback all displayed invoices, click the **C/B all** button.

- Click **Post** to post the invoice(s).

Note that the adjustment type is displayed in the **Type** field.

TIP

You can also double-click line items in the grid to set the adjustment type. Each double click advances to the next type.

Invoice #	Customer	Invoice Date	Age	Invoice	Balance	Type	Amount	Type
AGCTest	Amanda Test Debtor	2/12/2020	17	100000.00	100000.00	---	\$0.00	---
AGCTEST1	Amanda Test Debtor	2/21/2020	8	1500.00	1500.00	C/B	(\$1,500.00)	W/O

- When all invoices to be included in the batch are posted, click **Finished** to update the posted batch.

The batch is processed using the Manage Posted Adjustments screen, as described in the next section.

Summary Tab

The summary tab lets you view all adjustments entered for the current FactorSoft processing date. Each row represents one of the Adjustment Types (as labeled) and itemized by adjustment amounts, escrow amounts, fees, amounts charged to the client's reserves, amounts charged to the client's miscellaneous reserves, amounts that have not been recovered, and totals for each item category.

Adjustments Batch#101 for Amanda Test Client

Post Date: February 28, 2020

Finished Help

Data Entry Selection Summary

	Adjustment Amount	Escrow Returned	Fees	Charged To Reserves	Misc Reserves	Not Recovered
Chargebacks:	-1,500.00			1,500.00		
Write-offs:						
Discounts:						
Misc. Reserves:						
Client Reserves:						
Adjustments:						
Journals:						
Total:	-1,500.00			1,500.00		

Client Risk: 100.0000% Factor Risk: %

System Preferences

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

Preference	Description
Chargeback earn fees	Set to True to calculate fees on chargebacks.
Treat full chargeback as recourse	Set to True to treat an invoice that has its full amount charged back as recourse.
Security limit applies to	Select the option that determines how the user chargeback limits are applied when the user attempts to process an adjustment batch: - Limit applies to entire batch: allow users to process an adjustment batch when all invoices cumulatively in the batch are within the users limits. - Limit applies to each individual invoice: allow users to process an adjustment batch when each invoice in the batch is within the users limits.

The following system preferences for this function are found in the Administration module, System Preferences, **Data entry behavior**, Cash posting, Field edits/actions folder.

Preference	Description
Discounts are not write offs	Set to True to calculate fees on chargebacks.

The following system preferences for this function are found in the Administration module, System Preferences, Reports, Adjustment reports folder.

Preference	Description
Show explanation on report	Set to True to display the description entered on the Adjustment Batch screen on the Adjustment report.

Manage Posted Adjustments

The Manage Posted Adjustments screen is used to finalize the adjustments initiated on the Adjustment Batch screen and to update the client's aging.

To create an adjustment batch from the Selection tab:

1. Select **Manage Posted Adjustments** from the FactorSoft Office menu.

The Manage Posted Adjustments screen opens:

Client	Batch #	Date	A/R Amount	Status
CLIENT - FACTORING ONLY #5	285	4/13/2021	0.00	Date not current
CLIENT - FACTORING ONLY #5	286	1/7/2020	0.00	In-use
CLIENT - FACTORING ONLY #5	329	2/28/2020	-1908.48	Date not current
RM Client	111	8/3/2021	0.00	Date not current
Sabs Enterprise	101	2/28/2020	0.00	In-use (SVANEKAR)
Sabs Enterprise	109	4/1/2021	0.00	Date not current
Sabs Enterprise	119	7/21/2021	-1500.00	Date not current
Sabs Enterprise	120	7/21/2021	-1500.00	Pending/problems

The grid displays each pending adjustment batch as a line-item.

2. Select the adjustment line-item to be processed.
3. Click Process to process the adjustment batch.

TIP

You can press the Process All button to process all adjustment batches in the grid that have a Status of Pending/Ready to Update.

Field	Description
Only show batches within relevant limits	Select this option to limit the display of adjustment batches to those within the user's chargeback or write off limits. This functionality is controlled by System Preference Data entry behavior, Adjustments, Enforce security limit at process only. Set the System Preference to True to allow the user to chargeback individual invoices up to their limit, as opposed to applying the limit to the entire batch.
(Grid)	The grid displays each pending adjustment batch as a line-item with the following data:

Field	Description
	• Client: Displays the client name for each adjustment batch. • Batch#: Displays the adjustment batch number. • Date: Displays the posting date for the adjustment batch. • A/R Amount: Displays the total adjustment batch amount. • Status: The status code Pending/Problems indicates that the adjustment batch requires revisions before final update. A Pending/Ready to Update status indicates that the adjustment batch is ready to be finalized.
Rework	Select an adjustment batch from the grid and click this button to display the Adjustment Batch screen for the batch.
Process	Select an adjustment batch from the grid and click this button to process and update the batch.
Delete	Select an adjustment batch from the grid and click this button to delete the batch.
Process All	Click this button to process and update all batches displayed in the grid.
A/E	Select an account executive from the list to display adjustment batches entered for that account executive only.
Print List	Click this button to generate a detailed list of all pending adjustments by client. The data listed reflects the information displayed in the grid, as well as the adjustment type.
Print Batch	Click to this button to generate a Pending Adjustment Report for the selected client. The report lists the client's debtors, invoice numbers, invoice date and age, purchase batch numbers, invoice amounts, adjustment types, and adjustment amounts. It also includes financial details such as escrow, fee, reserve and write-off amounts.
All	Select this option to print the Pending Adjustment Report for all batches displayed in the grid.
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. a. Verify/Edit the fields, Name (Client Name) and To (Fax number from Client Information screen), and click Send. • Email to email the report directly to the selected client. a. Verify/Edit the fields, Subject (Adjustment Batch # as email subject), To(email addresses from contacts marked Attn in Client Information > Contacts panel and Text(free-form text for email body), and click Send.
Exit	Click this button to close the screen.

System Preferences

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

Preference	Description
Post date must be current date	Set to True to force adjustments to be processed on the current date by requesting users to rework the batch If the adjustment batch is not dated the current date.

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

Preference	Description
Do not wait on pre-view printing	Set to False to close each generated report to view the next one when in pre-view mode. FactorSoft displays only one report at a time to avoid data overload. If set to True, the report building process skips pauses between report buildups. This is inadvisable because the computer may freeze from the data load.

The following system preferences for this function are found in the Administration module, System Preferences, Identification/system constants, CLMS Reporting services, Transaction reports folder.

Preference	Description
Transaction reports use SQL reporting services where ready	Set to True to use the SQL Reporting in output section on this screen. Set to False to use the Crystal Reporting in output section on this screen.

Collections

FactorSoft's automated collections tools are designed to track and manage your Accounts Receivable portfolio. This section of the FactorSoft Training Guide describes the A/R monitoring tools and the collection monitoring and updating tools in FactorSoft, including:

- Debtor Aging
- Collection Notes
- Collection Queues
- Collection Detail

Debtor Aging

The Debtor Aging screen, which is accessed from the Summary Aging screen for a client, lists all processed batches and open invoices for the selected client/debtor relationship.

The information below highlights some of the portfolio management and collections features of this screen. For complete details, consult the FactorSoft Help file.

Invoice #	Date	Due Date	Sch	Amount	Balance	Due	Current	R	1-30	31-40
CARRIERINV2	12/12/2006	1/11/2007	2684	1,000.00	1,000.00	1410	1,000.00	95		
NEWINV2	12/12/2006	1/11/2007	2684	1,000.00	250.00	1410	250.00	95		
1022KJM	10/12/2009	11/11/2009	2771	2,500.00	2,500.00	375	2,500.00	95		
2010KJM	10/12/2009	11/11/2009	2771	5,000.00	5,000.00	375	5,000.00	95		
3456	10/12/2009	11/11/2009	2765	2,570.00	2,570.00	375	2,570.00	95		
5555	11/20/2010	12/20/2010	2826	10,000.00	10,000.00	-29		95	10,000.00	
10000	10/12/2009	11/11/2009	2760	20.00	20.00	375	20.00	95		
10002	10/12/2009	11/11/2009	2760	20.00	20.00	375	20.00	95		
10003	10/12/2009	11/11/2009	2760	10.00	10.00	375	10.00	95		
20010	10/12/2009	11/11/2009	2759	250.00	250.00	375	250.00	95		
20010A	10/12/2009	11/11/2009	2767	750.00	750.00	375	750.00	95		
33201	10/12/2009	11/11/2009	2799	500.00	500.00	375	500.00	95		
50102	10/12/2009	11/11/2009	2737	200.00	200.00	375	200.00	95		
63201	10/12/2009	11/11/2009	2796	250.00	250.00	375	250.00	95		
65010K	10/12/2009	11/11/2009	2795	1,500.00	1,500.00	375	1,500.00	95		
96521	10/12/2009	11/11/2009	2796	250.00	250.00	375	250.00	95		
102010	10/12/2009	11/11/2009	2796	250.00	250.00	375	250.00	95		

Total Balance: 30,220.00
Balance Shown: 30,220.00

Tab	Description
Aging	This tab allows you to view the selected client's invoices, and displays the purchase order and schedule numbers, amounts, balances, and age, as well as current and past due balance information for each open invoice for the client/debtor relationship.

Tab	Description
Credit / No Buy	This tab allows you to view or establish additional credit rules for the selected client-debtor relationship, and to override financial rules for both the debtor and the client.
NOA / Rules	This tab allows you to record additional information about the selected client/debtor relationship, and to allow override - for the client/debtor relationship only - the financial rules for both the debtor and the client. You can also set the NOA sent and received date and charge fees that will only affect the client/debtor relationship.
Analysis	This tab displays the purchase and payment trend for the selected client/debtor relationship, including the client's current and past due aging balances compared to balances of all clients and all Master clients.

Collection/Verification Notes

The Collection Note and Verification Note screens share the same form. All of the fields and functions of the screen are identical with the exception that the Collection Note screen is used to record notes associated with collection calls, while the verification screen is used to record notes for verification calls. Both screens are accessed from the Debtor Aging screen for a client/debtor relationship.

Click the Collection Notes button on the Debtor Aging screen to open the Collection Note screen for the client/debtor relationship. You can select an invoice or invoices from the Debtor Aging grid and then click the Collection Note button to apply the note to only the selected invoice(s) (selected invoices are highlighted in blue on the Debtor Aging screen).

Tab	Description
Aging	This tab allows you to view the selected client's invoices, and displays the purchase order and schedule numbers, amounts, balances, and age, as well as

Tab	Description
	current and past due balance information for each open invoice for the client/debtor relationship.
Credit / No Buy	This tab allows you to view or establish additional credit rules for the selected client-debtor relationship, and to override financial rules for both the debtor and the client.
NOA / Rules	This tab allows you to record additional information about the selected client/debtor relationship, and to allow override - for the client/debtor relationship only - the financial rules for both the debtor and the client. You can also set the NOA sent and received date and charge fees that will only affect the client/debtor relationship.
Analysis	This tab displays the purchase and payment trend for the selected client/debtor relationship, including the client's current and past due aging balances compared to balances of all clients and all Master clients.

Use the fields below the tabs to record the details of collection correspondences:

Debtor Information Tab

This tab displays debtor demographic information such as name, address telephone and FAX number.

Invoices Selected Tab

This tab displays the invoice(s) selected from the Debtor Aging Screen Aging Tab for which to create a collection or verification note. Only the invoices selected appear on this tab.

Field	Description
(Grid)	Displays the invoices selected for which to create a collection or verification note with the following data: • Invoice #: the invoice number • Date: the invoice date • Amount: the invoice dollar amount • PO#: the purchase order for which the invoice was written, if applicable You can double-click a line-item in this grid to remove the invoice from the note.

Invoice Not Selected Tab

This tab displays the invoice(s) for the debtor not selected to be added to a collection or verification note.

Field	Description
(Grid)	Displays the invoices not selected to be added to a collection or verification note. with the following data: • Invoice #: the invoice number • Date: the invoice date • Amount: the invoice dollar amount • PO#: the purchase order for which the invoice was written, if applicable You can double-click a line-item in this grid to add the invoice to the note. The invoice will subsequently appear on the Invoices Selected tab.

Detail Fields

These fields are used to select and add the detail items for the collection or verification note.

Field	Description
Spoke to	Select the debtor contact that provided the collection or verification information. This list contains the contacts created for the debtor on the Contacts panel of the Debtor Information screen. Click New to display the Add New Contact screen, on which you can enter a new contact for the debtor. Click View to display the View/Update Existing Debtor Contact screen, on which you can update an existing contacts information.
Response	Select the applicable response on the collection or verification inquiry. This list contains the Collection or Verification Messages defined in the Verification/Collection Messages Table.
Method	Select the contact method. This list contains the methods defined in the Contact Methods table.
Note	Enter free-form verification notes in this text box. This information, along with your Response and Method options, is available for review by double-clicking a verification note on the Verification and Collection tab of the Invoice Inform-

Field	Description
	ation screen.
(follow-up options)	Select the appropriate follow-up option: • No Date: Select this option if no follow-up action is required or agreed to. • Call back: Select this option to indicate that a planned call back to the debtor by a certain date. Use the calendar to record the future callback date. • Will Pay: Select this option to indicate that the debtor committed to pay by a certain date. Use the calendar to record the future pay date. The Will Pay and Call Back dates appear on the Aging tab of the Debtor Aging Screen in the Action column.
Private	Select this option to prevent notes entered on this screen from being visible on ClientWeb. You can also hide notes marked private in the Collection Notes Report by selecting Hide private notes .
OK	Click this button to save the collection or verification note.
Cancel	Click this button to close the screen.

System Preferences

The following system preferences for this function are located in the Administration module, System Preferences, **Field/screen behavior, Screens, Collection notes** folder

Preference	Description
Default method to	Select the default contact method for collection and verification notes.

Collection/Verification Queue

The Collection/Verification Queue Control screen lists existing collection and verification queues of one, multiple, or all clients whose invoices are due and/or past due for collection follow-up and for post-purchase verification of invoices. This screen is also used to:

- Create collection/verification queues
- Modify or delete collection/verification queues
- Work collection/verification queues

Each queue defined on the Queue Control can be customized for Collection or Verification workflow—meaning that you can have queues designated for specific clients or groups of clients, offices, or account executives. Queues can also be built with minimum and maximum days, minimum balance requirements, or simply broken up by alpha (clients A-D, E-G, for example).

Description.. »	Type	Built	By..	Details	Total Due	Past Due	Locks
Collection Queue	COL		MOSELEY	0	0.00	0.00	0
Test315	COL		BBSADMIN	13	292060.23	292060.23	0

Field	Description
(Grid)	Displays each defined queue:

Field	Description
	• Description: the descriptive name of the queue. • Type: COL for collection or VER for verification. • Built: Date and time (computer's processing date) that the queue was last built. • By: User-id of the user that built the queue last. Control the By column value in System Preferences > Fields/screen behavior > Screens > Collection queue > By column on control screen is built by user - If set to True, the column displays the user that built the queue. - If set to False, the column displays the user that defined the queue. • Control: displays the number of debtors included in the collection or verification queue • Details: number of debtors included in the collection or verification queue • Total Due: total amount due for invoices included in the collection or verification queue • Past Due: total amount past due for invoices included in the collection or verification queue • Locks: displays the user-id of the user currently working the queue.
Add	Opens the Create New Collection/Verification Queue Request screen, from which you can create a new collection or verification queue.
Modify	Opens the Modify Existing Collection/Verification Queue Request screen, from which you can create a new collection or verification queue.
Build	Adds new invoices into the collection and/or verification queues.
Refresh	Rebuilds the list of queues.
Work	Opens the Work Collection/Verification Queue screen, from which you can work the invoices in the queue.
Exit	Click this button to close the screen.

Create New/Modify Existing Collection/Verification Queue Request

This screen is used to either define new or modify existing collection and verification queues for the Collection/Verification Queue Control Screen. The screen is the same whether accessed by clicking the Add or Modify button – the only difference is the title and the fact that the existing collection criteria will appear when Modify is selected.

Defining Collection or Verification queue requests will depend heavily on how you work collections and verifications. You define the queues to be built based on whatever criteria suits your business needs.

Creating Collection/Verification Queues

Each queue defined on the Queue Control screen can be customized for Collection or Verification work flow—meaning that you can have queues designated for specific clients or groups of clients, offices, or account executives. Queues can also be built with minimum and maximum days, minimum balance requirements, or simply broken up alphabetically (clients A-D, E-G, for example).

The Create New Collection Verification Queue Request screen is used to either define new collection and verification queues for the Collection/Verification Queue Control screen. Defining Collection or Verification queue requests will depend heavily on how you work collections and verifications. You define the queues to be built based on whatever criteria suits your business needs.

To create new collection/verification queues, complete the Create New Collection Verification Queue Request screen as described below and then click Create to save the new queue.

Field	Description
Description	Enter a descriptive name for the queue.
Client	Select the client to which to limit the queue results from the list. Click Clear to

Field	Description
	remove the selection. Leaving this field blank will include all clients in the results.
AE	Select the account executive to which to limit the queue results from the list. Click Clear to remove the selection.
Office	Select the office to which to limit the queue results from the list. Offices are defined in the Office Table. Click Clear to remove the selection.
Client Group	Select the client group to which to limit the queue results from the list. Client Groups are defined in the Client Group Code Table. Click Clear to remove the selection. Click Exclude to filter this Client Group out of the results and include all others. Leave the Exclude option unselected to include only the Client Group in the results. There are two sets of Client Group criteria, so that you can create a primary client group filter, and then further modify the results with a secondary client group filter.
Value	Select the specific client group value to which to limit the queue results from the list. Client Groups are defined in the Client Group Code Table. Click Clear to remove the selection.
Debtor Group	Select the debtor group to which to limit the queue results from the list. Debtor Groups are defined in the Debtor Group Code Table. Click Clear to remove the selection. Click Exclude to filter this Debtor Group out of the results and include all others. Leave the Exclude option unselected to include only the Debtor Group in the results There are two sets of Debtor Group criteria, so that you can create a primary debtor group filter, and then further modify the results with a secondary debtor group filter.
Value	Select the specific debtor group value to which to limit the queue results from the list. Debtor Groups are defined in the Debtor Group Code Table. Click Clear to remove the selection.
Alpha from/thru	Specify alpha groups to divide queues by client name groups, clients A-D, E-G, for example.
Return mail	Select the return mail filter to apply to the collection/verification queue.

Field	Description
	- Ignore return mail indicator: Do not filter by return mail reason. - Exclude all indicated: Exclude from the queue debtors or clients with debtor that have a return mail reason set. - Exclude do not mail: Exclude from the queue debtors or clients with debtor that have a "do not mail" return mail reason set. - Exclude ok to mail: Exclude from the queue debtors or clients with debtor that have an "ok to mail" return mail reason set. - Exclude specific reason: Exclude from the queue debtors or clients with debtor that have the specific return mail reason selected in the adjacent field set. - Only include all indicated: Include in the queue only debtors or clients with debtor that have a return mail reason set. - Only include do not mail: Include in the queue only debtors or clients with debtor that have a "do not mail" return mail reason set. - Only include ok to mail: Include in the queue only debtors or clients with debtor that have an "ok to mail" return mail reason set. - Only include specific reason: Include in the queue only debtors or clients with debtor that have the specific return mail reason selected in the adjacent field set.
(Return Mail Reason)	Select a returned mail reason to which to limit the filtering of the queue. This field is only active if Exclude specific reason or Only include specific reason is selected in the Return Mail list.
Purpose	Select the queue type in this field. - Collections - Verification
Minimum days	Enter the minimum number of aging days that an invoice must have to be included in the queue. The date from which this is calculated is purchase date, but can be set to due date or invoice date by system preference.
Maximum days	Enter the maximum number of days an invoice can have to be included in the queue. The date from which this is calculated is purchase date, but can be set

Field	Description
	to due date or invoice date by system preference.
Minimum balance	Enter the minimum dollar balance an invoice must have to be included in the queue.
Automatically rebuild nightly	Select this option to build this queue through the Engine each night.
Automatically process payments	Select this checkbox to automatically accept and process payments.
Exclude invoices in dispute	Select this option to exclude invoices with a dispute code set from the queue.
Exclude invoices available for recourse	Select this option to exclude invoices available for recourse from the queue.
Exclude invoices for current month	Select this option to exclude invoices purchased in the current month from queue.
Create/Modify	Click this button to save the new queue or to save changes to an existing queue.
Cancel	Click this button to close the screen.

System Preferences

The following system preferences for this function are located in the Administration module, System Preferences, **Field/Screen Behavior, Screens, Collection Queue** folder. This list is not comprehensive.

Preference	Description
By column on control screen is built by user	Set to True to set the By column to the user that last rebuilt the queue. If False , the By column is the user who created the queue.
Default client age to begin collection	The default age to begin collections if the Age to begin collections field on the Client Information screen Collections panel is not completed. If both are blank, defaults to one day for past due only work, or 30 days otherwise.
Exclude unidentified items	Set to True to exclude unidentified items from the queue.
Generate by debtor instead of client	Set to True to generate the queue by debtor selection rather than client selection. Can decrease build time for "debtor-centric" implementations.

Preference	Description
Do not depend on redundancy for balance	Set to True to cause the redundant data in the Collection Queue to be resolved when you Build the queue from the Collection/Verification Queue Control screen. Note that when this preference is set to True the collection queue will take a longer time to build.
Handle client age to begin collection	Determines how the number of days in the Age to begin collections field on the Collections panel of the Client Information screen is used in building the collection queue: • Ignore • Drop invoices younger from invoice date • Drop invoices younger from purchase date
Include inactive clients in build	Set to True to include inactive clients in collection queues. Note that there is no indication on the Work Collection Queue screen that the client is inactive.
Include relationships with negative balances	Set to True to include credit memos for relationships with a negative balance in the Collection Queue.
Minimum Days by	Determines the date from which the Minimum days and Maximum days range filters are calculated. • Due Date • Purchase Date (default) • Invoice Date
Minimum/Maximum days apply to oldest invoice only	Set to True to indicate that only the debtor with the oldest invoice goes into the queue.
Only take invoices between minimum/maximum days	Set to True to select only invoices that fall within the Minimum days and Maximum days range. This field should be set to True if using the Minimum days and Maximum days range when the Minimum/Maximum days apply to oldest invoice only preference is set to False .
Queue double click action	Determines the action taken when you double-click on a queue line item.

Preference	Description
	• Modify existing queue entry • Work queue entry • Build queue entry
Hide credit memos in queue	Set to True to exclude negative invoices (credit memos) from the queue.
Use FactorSoft date instead of computer date	Set to True to use the FactorSoft processing date when building the queues instead of the computer's processing date.

Modify or Delete Collection/Verification Queue

You can modify or delete existing queues by selecting the queue from the Collection/Verification Queue Control screen and then selecting either the **Modify** or **Delete** button, as required.

If you select **Modify**, the Modify Existing Collection Verification Queue Request screen appears. This screen is identical to the Create New Collection Verification Queue Request screen, with the exception that the **Create** button is replaced with a **Modify** button. You can alter any field on the screen and then click **Modify** to save the changes.

If you select **Delete**, the Delete Existing Collection Verification Queue Request screen appears. This screen does not allow any data input. You can either click **Verify** to complete the deletion, or **Cancel** to close the screen without completing the deletion.

Working Collection/Verification Queues

The Work Collection/Verification Queue screen displays debtors with invoices ready to be worked. The grid displays details about the invoices, in columns according to your choices on the options tab.

You can filter the invoices displayed in the grid, and view invoice Details and Aging. Items in the grid can be sorted by clicking on a column header.

The Work Collection Queue screen color codes dates in the grid as follows:

- Black = current
- Red = past
- Magenta = future

Field	Description
Scroll	Enter a character (number or letter) or combination of characters to advance the list to Debtor Names beginning with that character or combination of characters.
Only show debtors with invoices older than ? days	Enter the number of days to limit the view of invoices to those that are older than the specified number of days. Leave this field blank to view all invoices in the queue.
Select	Select the desired option by which to limit the call queue display: • All Debtors With Balances • All Debtors With Invoices Due • Debtors With Call Back Dates • Debtors With Will Pay Dates • Debtors Without Call Back Dates • Debtors Without Will Pay Dates
(Top and Bottom Grids)	If the system preference Sort collections based on master/member debtors is set to Member, the top grid is the Member debtor grid. If the preference is set to Master, the top grid is the Master debtor grid. The grids list the debtors that had invoices that matched the criteria for inclusion in the queue. The data columns included in the top grid are selected from the Options tab. The bottom grid displays the debtor(s) associated with the debtor selected in the top grid. If the top grid is the Master grid, the bottom grid is the Member Debtor Grid. If the selected debtor is a master debtor with member debtors assigned to it, each member debtor with invoices that matched the criteria for inclusion in the queue is listed in the bottom grid.
Detail	Select a debtor from either list and click this button to display the invoices in the queue for that debtor on the Collection Detail screen.
Aging	Select a debtor from either list and click this button to display the Debtor Aging screen for the client/debtor relationship.
Previous note	Click this button to display the Collection Notes screen for the debtor, with any

Field	Description
	previously entered notes displayed.
Group selection to master debtor if applicable	If the system preference Sort collections based on master/member debtors is set to Master , you can select this option to group all member debtors listed in the Member Debtor grid under one entry for the Master Debtor.
Only show client/debtor that match days parameter	Select this option exclude debtors that do not have invoices that meet the Only show debtors with invoices older than ? days parameter.

Options Tab

This tab allows you to customize the headers of the Call Queue tab's upper grid according to your business needs. It also contains several general display options.

1	Description
Field Selection / sequence:	Use the Available and Selected lists to define the data columns to be displayed in the Call Queue tab data grid. The Selected column contains the columns that are currently selected for display, while the Available column contains available data columns not selected. You can move columns from one list to the other by selecting and clicking the horizontal arrows between the columns, or by double-clicking the column name in either list. You can change the order of display in the Selected column by selecting a column name and clicking the up or down arrow to the right of the column to move the field to the desired position.

1	Description
	• Amount of invoices due • Amount of invoices past due • Amount of promises broken • Call back date • Credit rating • Locked by user • No buy description • Number of invoices due • Number of invoices past due • Number of invoices promised • Number of promises broken • Oldest invoice by invoice date • Oldest invoice by post date • Will pay date
Color names with return mail issues	Select this option to display debtors with returned address conditions in a different color from debtors without returned address set. If this is set and the debtor has a return mail reason code set on the Address tab of the Debtor Information screen, the debtor name appears in red print on the Call Queue tab.
Do not show if all invoices have future C/B & W/P dates	Select this option to exclude debtors from the queue if all invoices matching the criteria have call-back (C/B) or will-pay (W/P) dates that are future-dated. For example, if the current date is 7/15/11 and all invoices for a debtor have a C/B date of 7/20/11, if this option is selected, that debtor will not appear in the queue again until 7/20/11. However, if one invoice for the debtor does not have a C/B date attached to it, the debtor remains in the queue.
Filter by time zone information	Select this option to filter the results by time zone.
Move to next row	Select this option to automatically move to the next debtor on the Call Queue

1	Description
when a collection is worked	tab when after a debtor has been worked.
Use green instead of magenta for future dated items	Select this option to shade future dates in the Call Queue grid green instead of magenta.

System Preferences

The following system preferences for this function are located in the Administration module, System Preferences, **Field/Screen Behavior, Screens, Collection Queue** folder. This list is not comprehensive.

Preference	Description
Sort collections based on master/member debtors	Set to True to group member debtors under the master debtor in the upper grid, and display member debtors for the master debtor in the lower grid.

Collection/Verification Notes

The Collection Notes screen is accessed from the Notes button of the Collection/Verification Detail screen or the Verification/Collection Tab on the Invoice Information screen. This screen allows you to create Collection Notes associated with this debtor.

Collection notes for Walmart IL (WALMARTIL)

Only list/print notes starting on:

User: Source:

Client:

Date	User	Spoke To	Method	Promise	Text
2/7/2020 01:42 PM	GAPTEST	Gena POND	Email		Client: Invoice Delivery (INVDelivery) Response: test add/modif note est
2/7/2020 01:42 PM	GAPTEST	Gena POND	Email		Client: Invoice Delivery (INVDelivery) Response: test add/modif note est
2/7/2020 01:42 PM	GAPTEST	Gena POND	Email		Client: Invoice Delivery (INVDelivery) Response: test add/modif note est
2/7/2020 01:42 PM	GAPTEST	Gena POND	Email		Client: Invoice Delivery (INVDelivery) Response: test add/modif note est
2/7/2020 01:42 PM	GAPTEST	Gena POND	Email		Client: Invoice Delivery (INVDelivery) Response: test add/modif note est
2/7/2020 01:42 PM	GAPTEST	Gena POND	Email		Client: Invoice Delivery (INVDelivery) Response: test add/modif note est
2/7/2020 01:42 PM	GAPTEST	Gena POND	Email		Client: Invoice Delivery (INVDelivery) Response: test add/modif note est
2/7/2020 01:42 PM	GAPTEST	Gena POND	Email		Client: Invoice Delivery (INVDelivery) Response: test add/modif note est
2/7/2020 01:42 PM	GAPTEST	Gena POND	Email		Client: Invoice Delivery (INVDelivery) Response: test add/modif note est
2/7/2020 01:42 PM	GAPTEST	Gena POND	Email		Client: Invoice Delivery (INVDelivery) Response: test add/modif note est

Invoices: INVOICEDATTEST: NFPAY: NOESCROW: FEE: RASHONDRIA: RASHONDRIA1: RECURSE: RECURSECB: SEQUENCETEST: TESTFEESCROW: TESTOVER1: TESTRPT: TESTTCECP1: 1720-CP: 2320-1: 2320-MM1: 2420-1: 2420-2: 2520-4: 62119-CPIMAGE1: 62119-ID1: 71919-1: 71919-2: 72319-1: 72319-2: 73019-1: 92519-1: 92519-EXP: 93019-3: 93019-5: 93019-MM: 93019-RECURSE: 102319-jpg111: 102319-jpg1111: 102319-jpg2: 112619-3: 112619-4: 112719-IMAGE1: 112719-IMAGE2: 112719-NONFUNC

Contact: Note Type:

Response:

Method:

Note:

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Preference	Description
Only list notes/- print notes starting on	Enter the starting date for notes to be displayed in the grid. - Click the Load button to refresh the display grid based on the beginning date entered in this field. - Click the Clear button to clear the date entered in this field and display all notes for the selected debtor.
Print	Click the Print button to print a preview of the Collection Note List to your desktop.
User	Select the user-id to limit the display of notes in the grid to those entered by the selected user.
Source	Select the note type to which to limit the notes displayed in the grid:

Preference	Description
	• All Notes • Pre-purchase verification • Collections • Letters • Post-purchase verification • Web debtor verification • Delivery services • E-payments • Gallium interface
Client	Select the client to which to limit the display of notes in the grid.
(Grid)	Displays the collection notes entered via the Collection/Verification Detail screen for the debtor. The data columns displayed are: • Date: the computer's processing date on which the note was entered. • User: the used-id of the user that entered the note. • Promise: displays the "will pay" or "call back" promise recorded on the Collection/Verification Detail screen, if applicable. • Text: displays the text of the collection/verification note.
Invoices	Displays the invoice numbers for which the note was created.
Method	Displays the Method selected on the Collection/Verification Detail screen for the call for which the note was entered.
Aging	Opens the Debtor Aging screen for the client/debtor relationship.
Notes	Open the Debtor Notes screen for the debtor.
Info	Opens the Debtor Information screen for the debtor.
Add	This button will be unavailable via Collection Detail Screen > Prior Call Notes . Adding a Note via Collection Queue > Collection Detail Screen uses different functionality and has permission under user's Security Roles > Collection > Access > Use Collection Functions .

Preference	Description
	Security Roles: 1. Collection > Access > Delete Notes (Enable Delete Button on Collection Notes Screen via Collection Detail and Invoice Information screens) 2. Collection > Access > Update Notes (Enable Modify Button on Collection Notes Screen via Collection Detail and Invoice Information screens) 3. Collection > Access > Add Notes (Enable Add Button on Collection Notes Screen via Invoice Information Screen only)
Modify	Modify Existing Note
Delete	Delete Existing Note
Audit	Click to show any changes made to an existing note except for Delete
Contact	Select the debtor contact who provided the information. This list contains the contacts created for the debtor on the Contacts panel of the Debtor Information screen. Click New to display the Add New Contact screen, on which you can enter a new contact for the debtor. Click View to display the View/Update Existing Debtor Contact screen, on which you can update an existing contact's information.
Response	Select the applicable response on the verification inquiry. This list contains the Verification Messages defined in the Verification/Collection Messages Table.
Note	Enter free-form notes in this text box. This information, along with your Response and Method options, is available for review by double-clicking a verification note on the Verification/Collection tab of the Invoice Information screen.
drop-down	drop-down to select W/P = Will Pay C/B = Call Back
Calendar	Select Date

Click the Audit Button to display the Collection Note Audit History screen as shown below:

Debtor Audit History

Debtor: Walmart IL

Time Stamp	User	Was
Field	Is	
11/6/2019 7:55:32 AM	GENA	Deliver images only
Invoice Delivery		Delivery cover page & images
9/17/2019 3:36:08 PM	CHRIS	
Misc: cwttest6		cwttest6
9/3/2019 8:03:18 AM	GENA	*Email Invoices To: Loaddocs@chrobinson.com; Fax NOA
Instructions		
9/3/2019 8:03:13 AM	GENA	
GroupVal BILLING		EMAIL
9/3/2019 8:01:31 AM	GENA	test test
Instructions		*Email Invoices To: Loaddocs@chrobinson.com; Fax NOA
9/3/2019 8:00:41 AM	GENA	
GroupVal BILLING		EMAIL
7/22/2019 8:27:10 AM	GENA	Delivery cover page & images
Invoice Delivery		Deliver images only
7/8/2019 12:12:16 PM	GENA	Out of Business
No Buy Code		
7/3/2019 8:26:42 AM	GENA	
No Buy Code		Out of Business
7/2/2019 4:52:39 PM	CHRIS	Out of Business
No Buy Code		
7/2/2019 8:13:37 AM	GENA	
No Buy Code		Out of Business
7/1/2019 8:05:58 AM	GENA	Out of Business

Exit Print Refresh Help

Collection/Verification Detail

The Collection/Verification Detail screen displays a list of the debtor's invoices, along with contact information and fields with which you can document the contact made. The buttons at the bottom of the screen allow you to view information about the invoice and debtor and to create a form Letter for the debtor.

Details Tab

Work Collection/Verification Queues

To open a collection queue and work the queue:

1. Select the queue from the Collection/Verification Queue Control screen grid.
2. Click the **Work** button.

The Work Collection Queue screen appears, as shown next.

3. Select the debtor to work from the grid.
4. Click **Detail**.

The Collection Detail screen opens, as shown next.

5. Select the invoice line items to which the collection note applies.

To select nonadjacent invoices in the grid, click the selection box, and then hold down the CTRL key and click each additional invoice.

To select adjacent invoices in the grid, click the first invoice selection box in the sequence, and then hold down the SHIFT key and click the last invoice selection box.

NOTE

Selected invoices appear in blue in the grid.

6. Complete the contact details as described below:

Field	Description
(Grid)	Displays the invoices for the selected debtor that matched the selection criteria to be added to the collection or verification queue. The data columns included in the top grid are selected from the Options tab. Note also that you can hover the mouse pointer over the Invoice# column to display a pop-up information box, containing basic invoice information and last collection note information for the invoice.
Contact	Select the debtor contact person contacted for the collection call. The list is populated from the Contacts tab of the Debtor Information screen for the debtor. If System Preference Fields/screen behavior, Screens, Collection detail, Include member contacts on master debtors screen is set to True, when the Work Collection Queue screen has the Group selection to master debtor if applicable option selected, the Contacts list displays contacts for the master debtor along with the contacts for all member debtors. The master debtor's contacts with an M adjacent to the name, while contacts for member debtors will be identified by the letter C.
New	Click this button to open the Add New Debtor Contact screen, which can be used to add a new contact for the debtor.
View	Click this button to open the View/Update Existing Debtor Contact screen, which can be used to update contact information for the debtor.
Phone icon	If you have the TAPI Dialer module enabled in your installation of FactorSoft, you can click this icon to initiate a call to the selected contact.
Phone log	Click this button to view the Phone Log screen, which lists calls made to this contact using the TAPI Dialer. Note that you must have the TAPI Dialer module installed to use this function.

Field	Description
Response	Select the response to the collection/verification inquiry from the list. This list is populated from the Verification/Collection Messages Table. The adjacent field allows you to record a call-back or will-pay date as additional information to the response. Select the call-back or will-pay date from the calendar that appears when you select the option: • C/B: Call-back • W/P: Will-pay
Method	Select the contact method from the list. This list is populated from the Contact Method Table.
Private	Select this option to prevent the Note from being visible on ClientWeb and visible to FactorSoft users only.
Note	Enter free-form text notes to be included for the collection or verification call.
Save note	Click this button to save the information entered about the collection/verification call as a note that is attached to the selected invoice.
Aging	Click this button to open the debtor Aging screen for the client/debtor relationship.
Letter	Click this button to open the Create Statement Word Document screen to create a standard letter for the debtor from a Word document template.
Statement	Click this button to open the Print Debtor Statement screen, from which you can generate a debtor statement.
Info	Select an invoice line item and click this button to open the Invoice detail screen for the invoice.
Debtor	Click this button to open the Debtor Information screen for the debtor.
Image	Select an invoice and click this button to open the Invoice Image screen, which displays the scanned invoice image, if available.
Set dispute	Select one or more invoices and click this button to open the Set Dispute for Multiple Invoices screen, from which you can select a Dispute code to be assigned to the invoice(s).

Field	Description
E-Pmt	Click this button to open the Electronic Payments screen, on which you can initiate a credit card payment. This button is enabled by setting System Preference Fields/screen behavior, Screens, Collection detail, Allow electronic payments to True .
Age By Note Field	Displays the On Screen Aging Preference. Set at System Preferences > Field/screen behavior > Miscellaneous > On screen aging is calculated by .
Amount Field	Displays the Total Amount of Invoices selected.
Prior call notes	Click this button to open the Collection Notes or Verification Notes screen, which displays all collection/verification notes previously entered for the debtor.
Debtor notes	Click this button to open the Debtor Notes screen, which you can use to create new debtor notes, or view existing ones.

7. Click the **Save note** button to save the collection contact details.

Collection Notes can be printed from the Collection Notes Report, which is accessed from the Notes menu in FactorSoft, and can be viewed online by selecting the **Notes** button on the Debtor Aging screen for the customer/debtor relationship.

Balances Tab

Field	Description
(Grid)	The grid of the Balances Tab displays all outstanding balances for the selected debtor. • Client: the client name and identifier through which the debtors invoice was purchased. • Debtor: the debtor name. • Balance: the current outstanding balance for the client/debtor relationship. • Last Payment: the date and amount of last payment for the client/debtor relationship.

Options Tab

This tab allows you to customize the header of the Details tab's grid according to your business needs. It also contains several general display options.

Field	Description
Field Selection / sequence:	Use the Available and Selected lists to define the data columns to be displayed in the Details tab data grid. The Selected column contains the columns that are currently selected for display, while the Available column contains available data columns not selected. You can move columns from one list to the other by selecting and clicking the horizontal arrows between the columns, or by double-clicking the column name in either list. You can change the order of display in the Selected column by selecting a column name and clicking the up or down arrow to the right of the column to move the field to the desired position.

Field	Description
	• 1-30 day balance: Dollar amount of balance aged 1 – 30 days. • 31-60 day balance: Dollar amount of balance aged 31: 60 days. • 61-90 day balance: Dollar amount of balance aged 61: 90 days. • 91-Up day balance: Dollar amount of balance aged over 90 days. • Aging days (Due): Aging days column calculates the days overdue. • Buy transaction #: Buy column listing the purchase/schedule batch number in which the invoice was purchased. • Client name: Client column that displays the client name associated with the invoice • Collection action: Action column that lists the applicable collection action for each invoice. C/B (call-back) indicates that a call-back action is required; W/P (Will Pay) indicates that the debtor has made a payment promise. • Collection date: Col Date column that lists the applicable date on which the collection action took place. • Current balance: Current column that lists the current balance for each invoice. • Days due (terms): Terms column that displays the default due days from the Client Terms. • Debtor name: Debtor column that displays the debtor name associated with the invoice. • Description: column that lists the invoice description as entered on the Description field of the Purchase window at time of data entry. • Dispute: "D" column that contains an "X" for items in dispute. • Due date: Due Date column that displays the due date for the invoice. • Gallium Status: Gallium provided status codes for Paying Agent Reporting. "Gal" column that contains the Gallium status codes: - APPROVED – approved for payment - BD – Balance due (i.e., partial payment) - NR – No results (invoice not found) - NSFP – Not scheduled for payment (no activity reported) - PAID – Paid in full - REJ – Rejected - UTP – Unable to process (paying agent not available) • Invoice amount: Amount column listing the purchase amount for each invoice.

Field	Description
Only show invoices where	Select the invoice option by which to limit the display on the Detail tab data grid: • Invoice days (Age) • Posted days (P age) • Aging days (Due)
are greater than or equal to	Enter the number of days from the date selected in Only show invoices where to which to limit the display of invoices on the Details tab data grid.
When viewing a master	These options configure the Debtor and Debtor Notes buttons of the Details tab for master clients: • Debtor button refers to: Set to Master to open the Debtor information screen for the master debtor; set Member to open the Debtor Information screen for the member debtor • Debtor notes button refers to: Set to Master to open the Debtor Notes screen for the master debtor; set Member to open the Debtor Notes screen for the member debtor
Show short/over paid balances in red	Select this option to display partial invoice balances in red in the invoice grid of the Details tab on the Collection Detail screen.

No-buy Info Tab

The No-buy Info tab appears when the debtor has a no-buy reason set for any client. The tab show the client on which the no-buy flag was set for the debtor, as well as the content of the no-buy reason text.

System Preferences

The following system preferences for this function are found in the Administration module, System Preferences, **Fields/screen behavior, Screens, Collection detail** folder.

Preference	Description
Show extra warning on return mail	Set to True to display a pop-up warning message when the user accesses a customer/debtor that has a return address reason set in the Address panel of the Customer/Debtor Information screen.

Electronic Payments

The Electronic Payments screen is accessed from the Collection Detail screen and is used to initiate a credit card payment through a third-party credit card processor.

Taking a Credit Card Payment at Collection

The Collection Detail screen can be used to take credit card and ACH payments for specific invoices directly in FactorSoft. When the payment is submitted, the credit card processing services are performed by ePaymentAmerica or Enterprise Payment Solutions (EPS), and a confirmation returned to FactorSoft.

1. Access the Collection/Verification Queue Control screen.

TIP

The Collection Detail screen is accessed by selecting Office → Collection/Verification Queue.

2. Highlight the client collection to work and click the **Work** button.

The Work Collection Queue screen displays.

3. Highlight the debtor for which to accept payment and click the **Detail** button.

The Collection Detail screen displays.

Invoice #	Date	Balance	Amount	P-Age	Col Date	D
10131040905	9/4/2017	1,325.00	1,325.00	31		
10131030905	9/5/2017	350.00	350.00	30		
10114025005	9/9/2017	1,550.00	1,550.00	26		

Contact: James Michaels; (713)555-0108 New View Phone log

Response: Will pay by credit card --

Method: Phone ☐ Private

Note: Paid by ePayment

Aging Letter Save note Statement Prior call notes

Info Debtor Image Set dispute E-Pmt Debtor notes

Details Balances Options Help Exit

NOTE

If an invoice is selected, only that invoice displays on the Electronic Payment screen. If no invoice is selected, all invoices for the customer/debtor display.

4. On the Collection Detail screen, select an invoice or invoices to pay for the customer/debtor.

Multiple invoices can be selected by holding down the SHIFT or the CTRL key.

5. Click the **E-Pmt** button.

NOTE

This button is enabled by setting the system preference **Fields/screen behavior, Screens, Collection detail, Allow electronic payments** to **True**.

The Electronic Payment screen displays.

Included	Invoice#	Date	Balance	Payment	Type	Adjustment	Reason..
☒		1/4/2017	1000.00	1000.00	--	0.00	

6. Complete the Electronic Payment fields to document the contact, invoices selected, and any short or overpayment details, as described below:

Contact and Invoice-level Payment Detail

Use these fields to document the contact, invoices selected, and any short or overpayment details on each invoice.

Field	Description
Contact	Displays the debtor contact person contacted for the collection call. The list is populated from the Contact field of the Collection Detail screen and is for display only.
Method	Select the contact method from the list. If the Method was selected on the Collection Detail screen, the selected Method is displayed, and can be overridden,

Field	Description
	here.
Note	Enter free-form text notes to be included for the collection or verification call. If notes were entered on the Collection Detail screen, the Notes are displayed, and can be overridden, here.
(Invoice Grid)	Displays the invoice or invoices for the debtor available for payment. If an invoice was selected from the Collection Detail screen, only that invoice is displayed. If no invoice was selected, all invoices for the debtor are displayed regardless of client. The following data appears in the grid columns: • Included: All invoices are selected when the screen is opened. Deselect this option to exclude the invoice from the payment • Invoice#: the invoice number of the invoice • Date: the invoice date • Balance: the outstanding balance on the invoice • Payment: the payment amount entered for the invoice • Type: the chargeback or write-off code selected for a short payment • Adjustment: the difference between the Balance and Payment amounts • Reason: the selected dispute/ineligibility code from the Reason list
Client	Displays the client name of the client associated with the debtor invoice.
Invoice#	Displays the invoice number to which the payment (or a portion thereof) will be applied.
Date	Displays the invoice date of the selected invoice.
Debtor	Displays the debtor name of the customer/debtor associated with the selected invoice.
Balance	Displays the outstanding balance on the selected invoice.
Payment	Enter the payment amount for the invoice. When the invoice is selected, the total balance of the invoice is displayed in this field.
Type	Select the code to indicate a chargeback or write-off for short payments.

Field	Description
	• C/B: chargeback • W/O: write-off
Amount	Displays the difference between the Balance and Payment amounts.
Reason	Select the dispute/ineligibility code, if required. Either a Reason or Description is required.
Description	Enter payment description text. Either a Reason or Description is required.
Modify	Click this button to save modifications to the payment information for the selected invoice.
Cancel	Click this button to abort any unsaved changes in the payment information for the selected invoice.

- When payment data for all invoices to be paid has been completed, click the **Selection Complete** button.
- In the **Payment Type** field, enter the payment type to be accepted.

When an entry is made in this field, the associated fees and payment total are automatically calculated and display in the corresponding fields.

NOTE

To make changes before submitting the payment, click the **Return to Viewing** button, modify the entries as needed, and click the **Selection Complete** button again.

Payment-level Detail

Complete these fields to display the total payment amount and submit the payment to the third-party credit card processor.

Field	Description
Selection Complete/Return to Viewing	Click the Selection Complete button to enable the payment detail fields. Click the Return to Viewing button to return to the invoice-level electronic payment fields.
Submit Payment	Click this button to submit the credit card payment to the third-party credit card processor.

Field	Description
Payment Type	Select the Payment Type code that indicates the credit card or eCheck type by which payment will be made. Electronic payment methods are created in the Electronic Payment Default Rules in the Tables module, and consist of a Service (ePayment) and Type (a credit card type or eCheck), as described in detail in Electronic Payment Default Rules in the FactorSoft Administrator's Guide.
Total Charges	Displays the sum of payment amounts for all selected invoices.
Debtor Fees	Displays the sum of all debtor fees for all selected invoices.
Client Fees	Displays the sum of all client fees for all selected invoices.
Payment Total	Displays the total payment amount for all selected invoices and fees.

- Click the **Submit Payment** button to submit the payment to the electronic payment vendor.

If payments are submitted using ePaymentAmerica, the Submit Payment window displays and eSecureCheckout is used. To submit payments using ePaymentAmerica, refer to "Submitting Payments Using ePaymentAmerica" below.

NOTE

ePayment America payments are accepted in USD currency only.

If payments are submitted using EPS integration with FactorSoft, the Submit Payment window displays and the Customer Payment Portal is used. To submit payments using EPS, refer to "Submitting Payments Using EPS Integration" on page 461.

Submitting Payments Using ePaymentAmerica

If electronic payments are accepted using ePaymentAmerica, the Submit Payment window can be used to submit payments using eSecureCheckout.

1. Make entries in the electronic payment detail fields on the Submit Payment window.

Submit Payment

Welcome to eSecureCheckout.

Personal Information

Name on card:
Eddie Usereski

Street:
123 Bayside Street

City: Birmingham State: AL Zip: 35203

Email Address:
euser@baysidebiz.com

Account Information

Card Number:
4111111111111111

Expires: Mo. 02 Yr. 2014 CCV: 123

Reference # 1 Amount 3225.81

Memo:

Submit

ePaymentAmerica
Support Number: Majewski

Field	Description
Personal Information	Enter the name and billing address data: • Name: enter the name exactly as it is on the card. • Street: enter the street address component of the billing address. • City: enter the city component of the billing address. • Zip: enter the ZIP or Postal Code component of the billing address. • Email Address: enter the email address to which the billing receipt will be emailed.

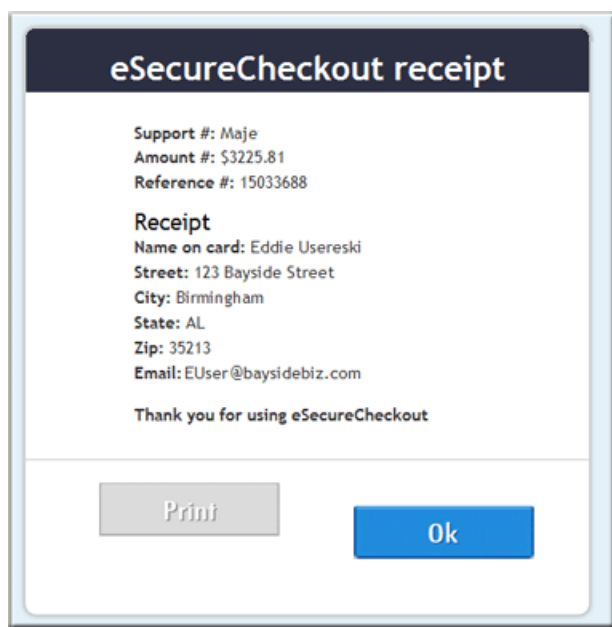
Field	Description
Account Information	Enter the credit card information: • Card Number: enter the credit card number embossed on the card with no spaces. • Expires Mo/Yr: Enter or select the month and year of the expiration
Reference #	Displays the ePaymentAmerica provided transaction reference number.
Amount	Displays the total amount to be billed to the credit card.
Memo	Enter any notes for the transaction.

2. Click the **Submit** button.

The payment information is transmitted to ePaymentAmerica for validation. When the payment has been validated, the following response is received and includes the transaction confirmation number in the **Reference #** field.

NOTE

The invoices paid by the e-payment can be printed on the Collection report. The Collection report can be reprint from the Client Transactions screen or the Check Search screen.



The payment is recorded on the Verification/Collection tab of the Invoice Information screen.

Invoice 10131030905 on STEEL VALLEY TRANSPORT, LLC (1011)

Client: STEEL VALLEY TRANSPORT, LLC (1011)	View	Invoice #: 10131030905	Exit
Debtor: COMMAND FLIGHTS CHARTER SERVICE	View	PO#: 106388	Refresh
Description:		Dated: February 8, 2011	Update
Terms: 90%/3% 1st 60 days, 0.5% per 10 TA (70)	View	Purchased: February 8, 2011	Cancel
NDA: ☒ Recourse: ☒ In Dispute		Balance: 350.00	Help
Explanation:		Fee stop date:	Print
		Close date:	

☐ No support docs supplied
☐ Not used for credit scoring

Activity | Escrow | Change/audit | Shipping | Verification / Collection | Credit approval | Accrued fee | Documents

Date	Type	Spoke to	Response	Action	When	By
8/6/2012	E-Pmt	No contact specified, user was DANIEL	<<< Electronic payment approved >>>			DANIELLE

<<< Electronic payment approved >>>
 Date: 8/6/2012 10:04:14 AM
 Reference: 15590750
 Approval: OK9611
 AVS Match: Z
 Payment: EPMT000054

Notice that the tool-tip pops up an information box that contains information about the electronic payment. Of most significance is the **Reference** number, which is the transaction confirmation number that you would use in contacting ePaymentAmerica concerning the transaction, and the **Payment** number, which is the FactorSoft payment transaction identifier, which can be used in the Check Search screen to access the Collection Report for the payment.

Submitting Payments Using EPS Integration

If electronic payments are accepted using EPS integration with FactorSoft, the Submit Payment window can be used to submit payments with the Customer Payment Portal.

Submit Payment

CUSTOMER PAYMENT PORTAL

Please note! If this is your first visit to the payment portal, click the Create Account link below to get started. When asked to create a username and password, please use the same username and password as your Account Management profile. We are working diligently to integrate both systems and appreciate your patience during this transition!

Payments submitted through this portal are limited and cannot exceed \$25,000. If you have any questions or concerns, please do not hesitate to contact us.

Electronic Banking Department: ebanking@goperformancefinance.com
 Customer Service Department: (855) 432-7720

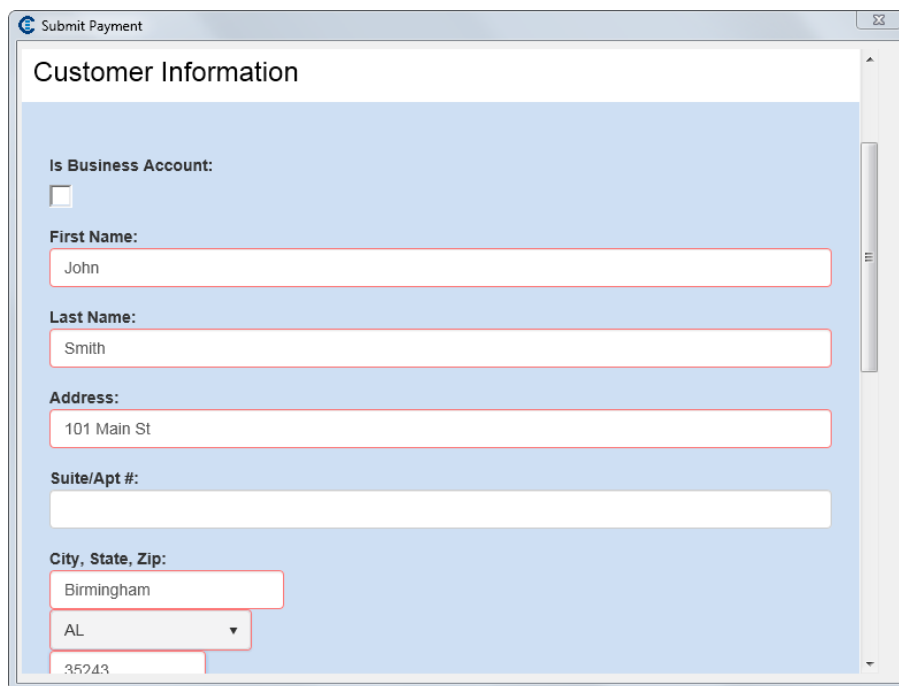
To protect your account from unauthorized access, your session will be closed after a period of inactivity. If your session ends, please log in again.

The Customer Payment Portal is compatible with the two most recent versions of Internet Explorer, Google Chrome and Mozilla Firefox.

PAY NOW ▶

1. Click the **Pay Now** button on the Submit Payment window.

The Customer Information section displays.

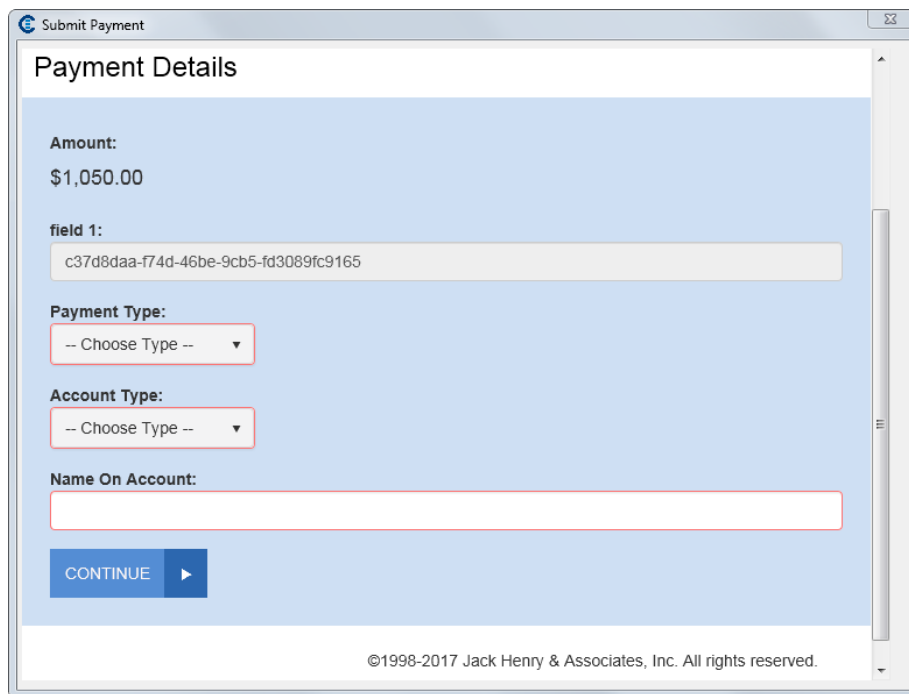


The screenshot shows a web browser window titled "Submit Payment". Inside the window, the "Customer Information" section is displayed. It contains the following fields and labels:

- Is Business Account:** A checkbox that is currently unchecked.
- First Name:** A text input field containing the value "John".
- Last Name:** A text input field containing the value "Smith".
- Address:** A text input field containing the value "101 Main St".
- Suite/Apt #:** An empty text input field.
- City, State, Zip:** This label is associated with three input fields:
 - A text input field containing "Birmingham".
 - A dropdown menu currently showing "AL".
 - A text input field containing "35243".

2. Enter the customer's information in the fields in the Customer Information section and click the **Enter Payment Information** button.

The Payment Details section displays.



Payment Details

Amount:
\$1,050.00

field 1:
c37d8daa-f74d-46be-9cb5-fd3089fc9165

Payment Type:
-- Choose Type --

Account Type:
-- Choose Type --

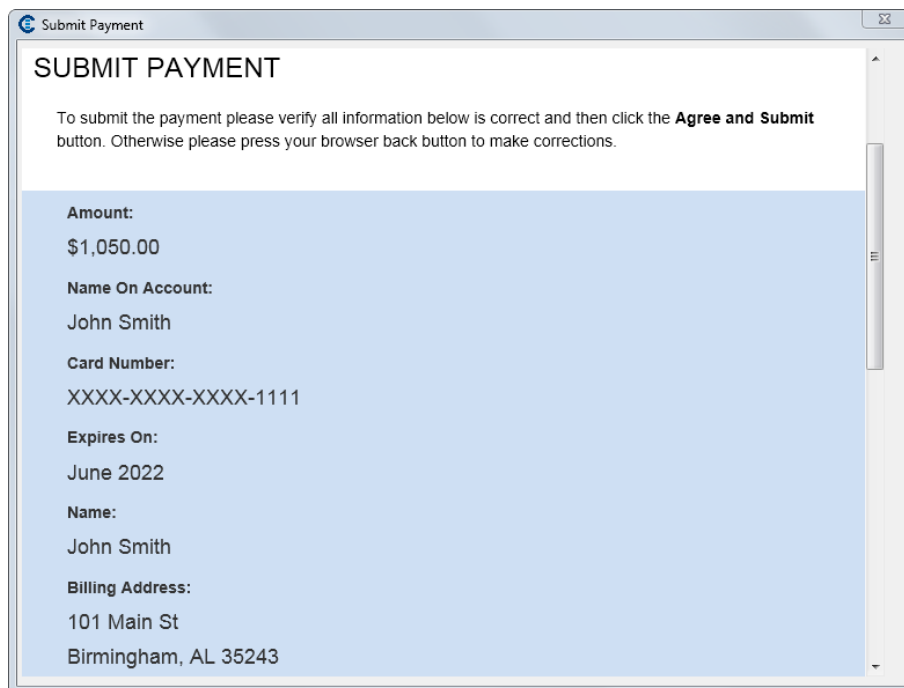
Name On Account:

CONTINUE

©1998-2017 Jack Henry & Associates, Inc. All rights reserved.

3. Enter payment details in the fields in the Payment Details section and click the **Continue** button.

The Submit Payment section displays.



SUBMIT PAYMENT

To submit the payment please verify all information below is correct and then click the **Agree and Submit** button. Otherwise please press your browser back button to make corrections.

Amount:
\$1,050.00

Name On Account:
John Smith

Card Number:
XXXX-XXXX-XXXX-1111

Expires On:
June 2022

Name:
John Smith

Billing Address:
101 Main St
Birmingham, AL 35243

©1998-2017 Jack Henry & Associates, Inc. All rights reserved.

4. Verify the information in the Submit Payment section and click the **Agree and Submit** button.

The payment is submitted and the Transaction Receipt window displays, where the receipt can be saved or printed.

5. Close the Transaction Receipt window.

If the transaction was successful, **ISPE Success** displays.

Resend Electronic Payment Information

This screen is accessed from the View/Update Journal screen for an electronic payment or from the Transactions screen for a an electronic payment, and allows the electronic payment receipt to be resent via email to the paying party or other email address.

Resending the Electronic Payment Receipt

The payment receipt produced when an electronic payment is created can be emailed to the client or other party at any time after the payment is completed.

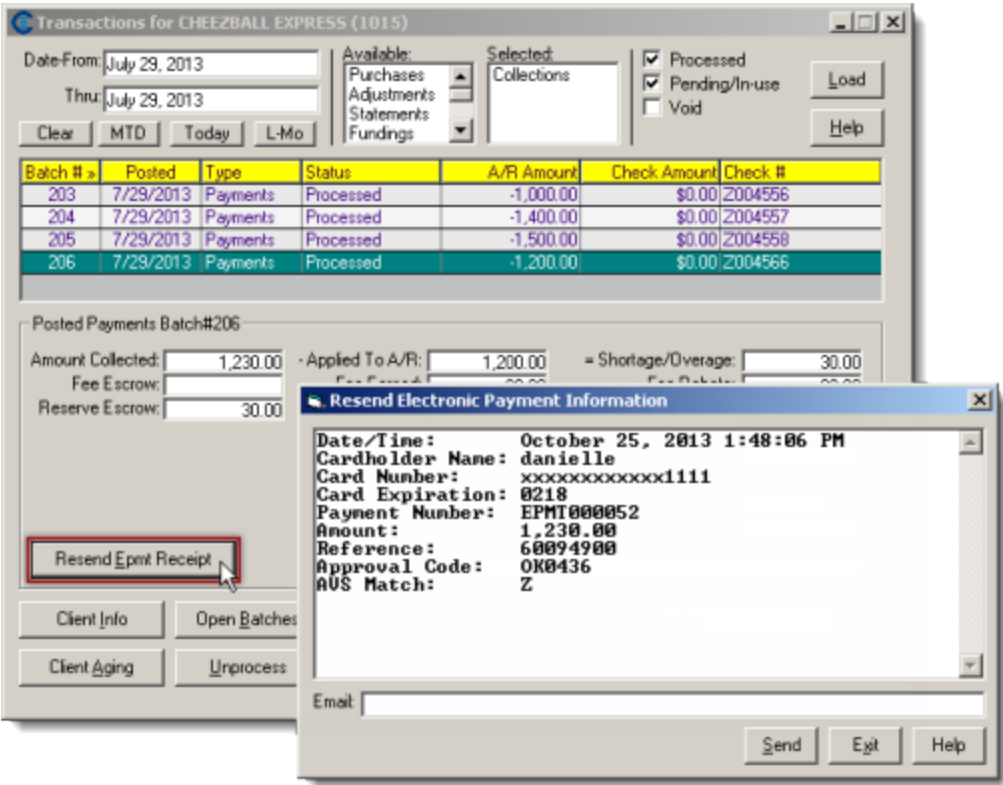
To access and email the electronic payment receipt:

From the Transactions screen:



1. Select Collections to display only payment transactions for the client.
2. Enter Date and status criteria by which to filter the transactions.
3. Click Load.
4. Highlight the line-item for the payment for which you want to resend the payment receipt.
5. Click the Resend Epmt Receipt.

The Resend Electronic Payment Information screen opens.



Field	Description
(Receipt)	This text box displays the payment receipt, with the following data:

Field	Description
	• Date/Time: original date and time of payment • Cardholder Name: the payor name • Card Number: the credit card number • Card Expiration: the credit card expiration date • Payment Number: the ePaymentAmerica payment number. This value can be searched in the Check Search screen and used to access the Collection Report for the payment • Amount: the payment amount • Reference: the ePaymentAmerica provided transaction reference number • Approval Code: the payment approval code from ePaymentAmerica • AVS Match: the Address Verification System (AVS) match code.
Email	Enter the email address to which to resend the receipt.
Send	Click this button to send the receipt to the email address.
Exit	Click this button to close the screen.

6. In the **Email** field, enter the email address to which to deliver the receipt.

7. Click Send.

From the View/Update Journal screen:



1. In the Accounting Journals, Checks and Wires (F9) screen, select Journals, and provide paid/un-paid, disbursement type, date and client criteria to filter the journals list.
2. Click Load.
3. Highlight the line-item for the payment for which you want to resend the payment receipt.
4. Click **View**.

The View/Update Journal screen opens.

5. Click the E-Pmt button.

The E-Pmt Information screen opens.

6. Click Resend Epmt Receipt.

The Resend Electronic Payment Information screen opens.

The screenshot shows three overlapping windows from a financial software application.

View/Update Journal#2004566 (Background Window):

- Post Against: CHEEZBALL EXPRESS (1015)
- Payee: CHEEZBALL EXPRESS
- Address: 1604 Cheezy Street
- City: Dayton OH 45404
- Country:
- Amount: 0.00
- Entered by: ~E-Payment
- Description: Payment Report#206
- Pay By: WIRE
- Cash Account: 1050 - Factoring Cash / Dis
- Office:
- Paid On: July 29, 2013
- Check/Trans #: 2004566
- Created 10/25/2013 1:47pm
- Distribution Table:

Account	Description	Amount
		-1,200.00
		-30.00
		30.00
		5.00
		-10.00
- Buttons: New, Delete, Modify, Audit, E-Pmt, Vendor

E-Pmt Information for 2004566 (Middle Window):

- Date/Time: 10/25/2013 1:48:06 PM
- Reference: 60094900
- Approval: OK0436
- AVS Match: Z
- Payment: EPMT000052
- Buttons: Docs, Help, Resend Epmt Receipt

Resend Electronic Payment Information (Foreground Window):

- Date/Time: October 25, 2013 1:48:06 PM
- Cardholder Name: danielle
- Card Number: xxxxxxxxxxxx1111
- Card Expiration: 0218
- Payment Number: EPMT000052
- Amount: 1,230.00
- Reference: 60094900
- Approval Code: OK0436
- AVS Match: Z
- Email:
- Buttons: Send, Exit, Help

7. In the **Email** field, enter the email address to which to deliver the receipt.
8. Click Send.

Accept Electronic Payment from Client

Client-level Credit Card Payments

The Accept Electronic Payment from Client screen can be used to accept is accessed from the Collections panel of the Client Information screen and is used to initiate a credit card payment through a third-party credit card processor.

To create a client-level payment, from the Collections panel of the Client Information screen for the desired client:

1. Access the Collections panel on the Client Information screen.

TIP

The Collections panel is accessed by selecting a client on the Client List (F3) screen and clicking the *Client Information* link. On the Client Information screen, select the Collections panel.

2. Click the **Accept Epmt** button.

The Accept Electronic Payment from Client screen displays.

Account#	Description..	Amount
4000	Cash Reserves / Client A/F	440.00

Buttons: New, Mod, Delete

Distribution Totals: 440.00

Additional Fee Charged to Client: 5.00

Total to be Submitted: 445.00

Buttons: Submit, Cancel, Help

3. Complete the following fields on the Accept Electronic Payment screen:

Field	Description
Payment Type	Enter the type of payment to be used. Electronic payment methods are created on the Electronic Payment Default Rules screen in the Tables module. For more information on the Electronic Payment Default Rules screen, refer to Electronic Payment Default Rules.
Explanation	Enter descriptive text for the client payment. This field is required.

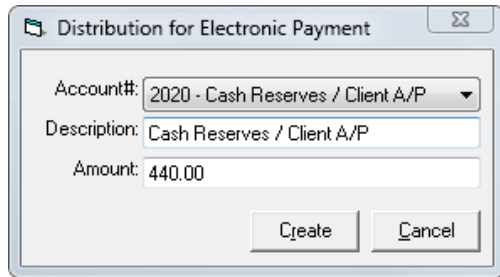
Field	Description
(Grid)	Displays each distribution previously saved for the payment as a line-item with the following data: • Account#: the account to which to post the payment distribution • Description: the account description from the Account Table • Amount: the distribution amount
New	Click this button to open the Distribution Electronic Payment screen to enter a new payment distribution.
Mod	Select an existing payment distribution and click this button to edit the payment distribution.
Delete	Select an existing payment distribution and click this button to delete the payment distribution.
Distribution Totals	Displays the sum of payment amounts for all distribution entries.
Additional Fee Charged to Client	Displays the sum of all client fees for all distribution entries.
Total to be Submitted	Displays the total payment amount for all distributions and fees.
Submit	Click this button to submit the payment to the third-party credit card processor.
Cancel	Click this button to close the screen.

Distribution for Electronic Payment Window

This window displays when the **New** button, below the distribution grid, is clicked and is used to add or edit direct client payment distributions.

- Click the **New** button.

The Distribution for Electronic Payment window displays.



- Complete the following fields on the Distribution Electronic Payment window:

Field	Description
Account#	Enter the account to which to post the payment distribution.
Description	Displays the account description from the Account Table.
Amount	Enter the amount of the payment distribution.
Create	Click this button to save the payment distribution for the electronic payment.
Cancel	Click this button to close the screen.

- Click the **Create** button.

The distribution is saved and displayed on the Accept Electronic Payment screen.

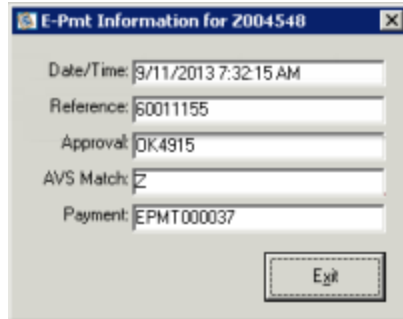
- Repeat steps 4 through 6 for any additional distributions to be added for the payment.
- Click the **Submit** button.

If payments are submitted using ePaymentAmerica, the Submit Payment window displays and eSecureCheckout is used. To submit payments using ePaymentAmerica, refer to "Submitting Payments Using ePaymentAmerica" on page 458.

If payments are submitted using EPS integration with FactorSoft, the Submit Payment window displays and the Customer Payment Portal is used. To submit payments using EPS, refer to "Submitting Payments Using EPS Integration" on page 461.

For client-level payments, once the payment has been confirmed, the transaction details can be viewed on the View/Update Journals screen, accessed from the Accounting Journals, Checks and Wires (F9) screen, or printed from the Trial Balance Report. Click the **Epmt** button on the

View/Update Journal screen to display the E-Pmt Information window, which includes the transaction confirmation number in the **Reference #** field:



E-Pmt Information for 2004548

Date/Time: 9/11/2013 7:32:15 AM

Reference: 60011155

Approval: OK4915

AVS Match: Z

Payment: EPMT000037

Exit

Gallium Paying Agent Reporting Interface

FactorSoft integrates with Gallium Technologies' OnPARR Online Paying Agent Reporting and Rating product to automate the invoice verification process in FactorSoft for debtors with third-party paying agents.

The Gallium Interface is enabled through the Collection/Verification Queue functionality in FactorSoft. You assign debtors to paying agents and those debtors must then be assigned to a collection queue. During update of the queue, the Engine will scan the queue for debtors that have a paying agent, and automatically query Gallium as to the status of the invoices for that debtor. The paying agent information specific to the debtor invoices is then pulled back to FactorSoft through the Engine, where it updates the Collection Detail screen with the appropriate status, and automatically set Call Back and Will Pay days in FactorSoft based on parameters set up in FactorSoft, as well as the collection response to associate with each Gallium rejection reason code.

For more information, see:

- [Gallium Interface set up](#)
- [Using the Gallium Interface](#)
- [Paying Agents List](#)

Gallium Set Up

To set up FactorSoft to use the Gallium Paying Agent Reporting Interface, the required parameters are:

- [System Preferences](#)
- [Gallium Parameters Table](#)
- [Gallium Service Templates](#)
- [Debtor Information Set Up](#)

Gallium System Preferences

Set the options in **Identification/system constants**, **Interface parameters**, **Gallium interface** to activate the Gallium interface options in FactorSoft and set the Gallium credentials for the interface.

System Preferences	Description
Use Gallium interface	Set to True to enable the Gallium interface features in FactorSoft.
FTP User ID	Gallium provided FTP login user-id.
FTP Password	Gallium provided FTP login password.
Web User ID	Gallium provided website login user-id.
Web Password	Gallium provided website login password.

Gallium Parameters

The Gallium Parameters table is used to set up two sets of parameters for the Gallium interface:

- parameters that determine the setting of Call Back and Will Pay days in FactorSoft based on the response from Gallium
- parameters that assign a FactorSoft collection response to each Gallium rejection reason code

Gallium Parameters

Paid Items, Setup W/P as Payment Date Plus Days:

Balance Due Items, Try Again in Days:

Approved Items, Setup C/B and Try Again in Days:

Not Scheduled Items, Setup C/B and Try Again in Days:

No Result Items, Setup C/B and Try Again in Days:

Unable to Process Items, Setup C/B and Try Again in Days:

Rejection Reason	Description	Response	Try Again
REJECTED_ACCESSORIAL	Rejected for Accessorial Reasons	--	--
REJECTED_BALANCE_DUE	Rejected for Balance Issue	--	--
REJECTED_BILLING	Rejected for Billing Issues	--	--
REJECTED_COLLECTIONS	Rejected for Collections	--	--
REJECTED_CUSTOMER	Rejected by Customer	--	--
REJECTED_DOCUMENTS	Rejected for Incorrect Documents	--	--
REJECTED_DUPLICATE	Rejected for Duplicate Invoice	--	--
REJECTED EDI	Rejected for EDI Issues	--	--

Rejection Reason: Update Rejection Reason

Description:

Collection Response:

Try Again in Days:

Save Exit Help

Field	Description
Paid Items, Setup W/P as Payment Date Plus Days	Enter the number of days past the current FactorSoft processing date to set the Will Pay (W/P) date in the collection note for invoices on which Gallium returned a paid status. Zero or no entry indicates that no W/P date will be set for this status.
Balance Due Items, Try Again in Days	Enter the number of days past the current FactorSoft processing date to re-query OnPARR for invoices on which Gallium returned a balance due status. Zero or no entry indicates that FactorSoft will not query again and no C/B date will be set for this status.
Approved items, Setup C/B and Try Again Days	Enter the number of days past the current FactorSoft processing date to set the Call Back (C/B) date in the collection note, and to re-query OnPARR, for invoices on which Gallium returned an APPROVED status. Zero or no entry indicates that FactorSoft will not query again and no C/B date will be set for this status.
Not Scheduled Items, Setup C/B and Try again in Days	Enter the number of days past the current FactorSoft processing date to set the Call Back (C/B) date in the collection note, and to re-query OnPARR, for invoices on which Gallium returned a not scheduled status. Zero or no entry indicates that FactorSoft will not query again and no C/B date will be set for this status.

Field	Description
No Result Items, Setup C/B and Try Again in Days	Enter the number of days past the current FactorSoft processing date to set the Call Back (C/B) date in the collection note, and to re-query OnPARR, for invoices on which Gallium returned a not scheduled status. Zero or no entry indicates that FactorSoft will not query again and no C/B date will be set for this status.
Unable to Process Items, Setup C/B and Try Again in Days	Enter the number of days past the current FactorSoft processing date to set the Call Back (C/B) date in the collection note, and to re-query OnPARR, for invoices on which Gallium returned an unable to process status. Zero or no entry indicates that FactorSoft will not query again and no C/B date will be set for this status.
(Grid)	The grid displays each Gallium normalization codes as a line-item and displays the FactorSoft collection message and try again days set for each rejection reason.
Rejection Reason	Displays the Gallium normalization codes selected from the grid for update. The codes are:

Field	Description
	• APPROVED – Approved by Paying Agent • BALANCE_DUE – Balance Due Because of Partial Payment • MONEY_STACK_AVAILABLE – Paid Due to Money Stack • REJECTED_ACCESSORIAL – Rejected for Accessorial Reasons • REJECTED_BALANCE_DUE – Rejected Balance Due • REJECTED BILLING – Rejected Due to Billing Issues • REJECTED_COLLECTIONS – Rejected Because of Collections • REJECTED_CUSTOMER – Rejected by Customer • REJECTED_DOCUMENTS – Rejected Because of Incorrect Documents • REJECTED_DUPLICATE – Rejected Due to Duplicate Invoice • REJECTED EDI – Rejected Because of EDI Issues • REJECTED_INVOICING – Rejected Because of Invoicing Issues • REJECTED_OTHER – Rejected For Other Reasons • REJECTED_PAYING_AGENT – Rejected by Paying Agent • REJECTED_RATING – Rejected for Rating Reasons
Description	Displays the description of the selected Gallium rejection reason.
Collection Response	Select the FactorSoft collection message to be associated with the Gallium rejection reason. The list is populated with the Collection messages defined in the Verification Messages Table in the Tables module.
Try Again in Days	Enter the number of days past the current FactorSoft processing date to re-query OnPARR for invoices on which Gallium returned this rejection reason. Zero or no entry indicates that FactorSoft will not query again for this reason.
Update Rejection Reason	Click this button to save updates to a rejection reason without closing the screen.

Service Templates

The Gallium interface is executed through the Engine. Templates must be created to upload the debtor information from FactorSoft (the requests for payer agent collections for debtors) and retry failed uploads, download payment data and paying agent information from Gallium, and upload the credentials file.

NOTE

These processes populate the Gallium Paying Agent list on the Call Queues tab of the Debtor Information screen, and must run one time through before you can assign paying agents in this screen.

To create the templates:

1. Select Schedule FactorSoft Task Processor from the System menu of the Administration module.

The Schedule Services screen opens.

2. On the Parameters tab, select the appropriate service for the Service Template being defined:
 - **Gallium Upload** – scans Gallium paying agent queues for information specific to the invoices of debtors with Gallium Paying Agent defined.
 - **Gallium Download** – returns paying agent reporting information specific to debtor invoices.
 - **Gallium Retry** – schedules the second upload for a day to include the lender credentials that have changed since the last run.
 - **Gallium Credentials Check** – schedules upload of the paying agent credential file to validate paying agent credentials prior to querying for invoice statuses
3. In the Service Template field, type a title for the service.

For instance, type **Gallium Download** for the Gallium Download service.
4. Click **Save** to save the template.
5. Open the Templates tab and select the template.
6. Open the Scheduling tab and define the **Repeat interval** for the service.
7. Save the template.

NOTE

For more information about scheduling services and the Schedule Services screen, see the *How to Schedule Services* chapter in the FactorSoft Reports Guide. The FactorSoft Help also contains topics specific to these screens.

Engine Tasks

Engine tasks Gallium Upload, Gallium Download, Gallium Upload Retry, and Gallium Credentials Check Engine tasks must be enabled in the Engine Administration module.

Gallium Debtor Information Setup

Each debtor to be uploaded to Gallium for paying agent reporting must be assigned to a Collection Queue and have a paying agent assigned in the Call Queues panel of the Debtor Information screen. Select the paying agent in the **Gallium Paying Agent** list, as shown below.

Debtor Information For AABSCO

Code: AABSCO Single client credit limit: 0.00 Limit set by: STEVE

Name: AABSCO All client credit limit: 0.00

Attention: Max invoice amount: 15,000.00

Warning:

No buy: Preference: Print

Call Queues

Queue Name:

BBS Trucking

MidSouth Region

Midwest Region

Northeast Region

Post Purchase Verification

Gallium Paying Agent: AJMS

Update Apply Audit Letter Labels Notes Delete Exit Help

NOTE

The Gallium Upload/Download processes in the Engine must run one time through to populate the **Gallium Paying Agent** list before you can assign paying agents in this screen.

Override Relationship Credentials

To override the login credentials entered in System Preferences for a client/debtor relationship, enter the Gallium web user-id and password for the client in the Paying Agent tab of the Debtor Aging screen, as shown below.

Debtor Aging for AABSCO on BBS Trucking (BBS)

Aging Credit / No Buy NOA / Rules Confirmation Analysis Misc. Data Credit Requests Paying Agent Options

Paying Agent: AJMS

Login:

Password:

Audit

Debtor Notes Statement Preview Letter Master History Exit Help

Debtor Aging – Paying Agent Tab

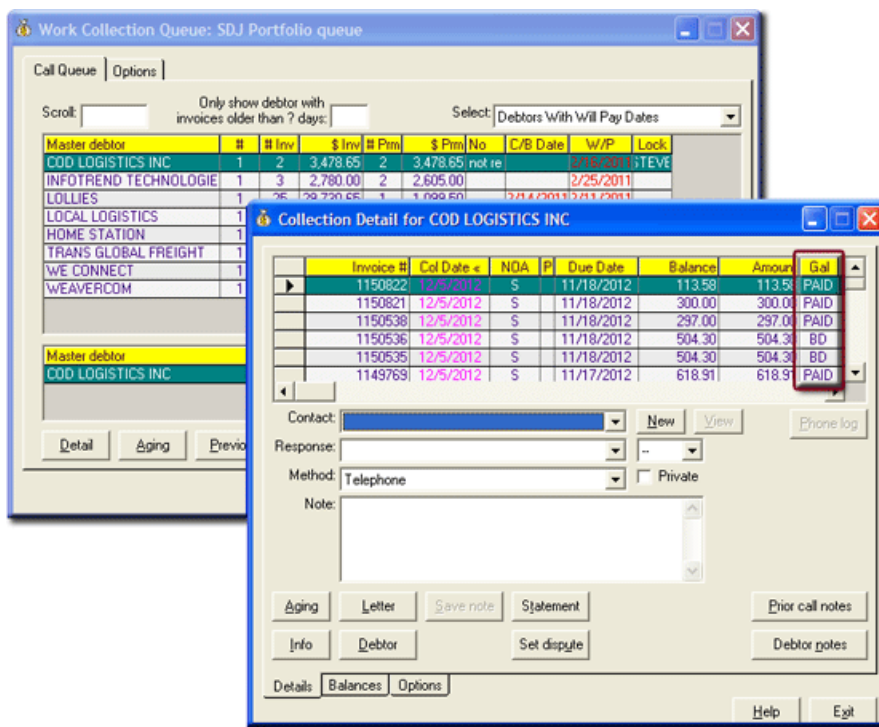
This tab is used to override the Gallium web login credentials entered in System Preferences for a client/debtor relationship. This tab only appears if the Gallium interface is enabled, and the client has open invoices for a debtor that has a **Gallium Paying Agent** assigned in the Call Queues panel of the Debtor Information screen.

Field	Description
Paying Agent	Displays the Gallium Paying Agent selected for the debtor on the Call Queues panel of the Debtor Information screen.
Login	Enter the Gallium web user-id for the client.
Password	Enter the Gallium web password for the client
Carrier	Enter the Carrier.
Flex Field 0	Default value for field is Flex Field 0 and will display if Gallium does not return a field value.
Flex Field 1	Default value for field is Flex Field 1 and will display if Gallium does not return a field value.
Flex Field 2	Default value for field is Flex Field 2 and will display if Gallium does not return a field value.
Flex Field 3	Default value for field is Flex Field 3 and will display if Gallium does not return a field value.
Flex Field 4	Default value for field is Flex Field 4 and will display if Gallium does not return a field value.
Flex Field 5	Default value for field is Flex Field 5 and will display if Gallium does not return a field value.
SCAC	Default value for field is SCAC, Enter the SCAC.
Modify	Click this button to save changes to the Paying Agent tab for the relationship.
Cancel	Click this button to discard changes to the Paying Agent tab that were mad prior to saving.

Field	Description
Audit	Click this button to open the Client/Debtor Audit History screen, which displays a log of all changes and actions taken on the Debtor Aging screen for a particular relationship.

Using the Gallium Interface

The end result of the Gallium interface is a collection note attached to a debtor invoice, detailing the paying agent status on the invoice. Paying Agent statuses can be viewed in the collection queue for the debtor. The paying agent information specific to the debtor invoices is pulled back to FactorSoft through the Engine, where it updates the Collection Detail screen with the appropriate status, as shown below. The parameters set up in Gallium Parameters table determine the setting of Call Back and Will Pay days in the Collection Note.



The Gallium reason codes are:

Code	Description
APPROVED	Approved for payment
BD	Balance due (i.e., partial payment)
NR	No results (invoice not found)

Code	Description
NSFP	Not scheduled for payment (no activity reported)
PAID	Paid in full
REJ	Rejected
UTP	Unable to process (paying agent not available)

Select an invoice from the Collection Detail grid and click the **Info** button to drill down to the Invoice Information screen and see the collection note on the invoice that is based on the Gallium reason code.

Invoice 1009370A on NOSTOP TRANSPORT, INC (1007)

Client: NOSTOP TRANSPORT, INC (1007) View Invoice #: 1009370A Exit

Debtor: CDD LOGISTICS INC View PO #: 15050 Refresh

Description: Terms: 90%/2.5%-30/0.83%-10ta/3BDs/90CB View Dated: November 30, 2010 Update

NDA: S Recourse: 90 In Dispute Purchased: December 20, 2010 Cancel

Explanation: Balance: 113.58 Help

Fee stop date: Print

Close date:

☐ No support docs supplied

☐ Not used for credit scoring

Activity | Escrow | Change/audit | Dispute history | Shipping | Verification / Collection | Accrued fee | Documents

Date	Type	Spoke to	Response	Action	When	By
11/2/2012	GAL	Gallium Checking	PAID IN FULL - Gallium found that the entire balance of \$113.58 has been paid.	W/P	12/5/2012	GALLIUM

Paying agent: Cass

Note that the Response column displays the Gallium normalization code returned from Gallium. See the [Gallium Parameters](#) topic in the Gallium Setup chapter for definitions of the Gallium normalization codes.

Gallium Paying Agents as of 9/28/2022

A3 Freight Payment
A3Freight
AAFES Exchange Online
ADP
Advance Freight Traffic
AFS Analytics
AFS Carriers

AFS Excellence (Logistics)
Anheuser Busch
Apay
AR Traffic Consultants
Argus Solutions
Ariba
Armstrong Transport Group
Armstrong Transport Group (Factoring)
Ascent Global Logistics
Berman Blake
Berman Blake Probill Query
Best Transport
BirdDog FBA
BirdDog FBA Copy
BNSF Logistics
Broussard Logistics
Buchanan Logistics
Caliber Collision
Canadian Tire
Capital Transportation Logistics
Capital Transportation Service
Capital Transportation Solutions
Carroll Fulmer Logistics
Cass
Cass clone

Cass Clone 2
Cass No Trim
Cerasis Inc.
CH Robinson (Navisphere)
Cogistics
Conagra
Conagra 2
Continental Traffic Service Inc.
Coupa
Cowan Logistics
Coyote
CT Global Freight Audit
CT Logistics
CT Logistics Arconic
CT Logistics SID
Data Freight
Distribution Data
DTA
Echo Global
EM6
Envista
Epay Manager
Epes Logistics
Equate Systems
FAK

Ferguson
Franklin Traffic Service
Freight Tec
FreightLOGIK
FSL Group
GE Appliance Supplier Portal
GE Appliance Supplier Portal BOL
GE Supplier Net
Global NFI
GoodYear
Green Mountain Consulting
Hatfield and Associates
Home Depot
Hospira CT Logistics
Hub Group (Vendor Interface)
ICC Logistics
Industrial Transportation Consultants
Integrated Logistics 2000
Integrated Logistics and Assoc
Intelligent Audit
International Paper
Intune Logistics
IPS Worldwide
IPS Worldwide [clone]
ITC Audit

ITS Traffic Systems, Inc.
JB Hunt
John Deere Supply Network
Johnson and Johnson CT Logistics
Kewill Transportation
Keystone Dedicated Logistics
Kimberly Clark
KLS Logistics
Lean Logistics
Leonard's Express
LG Electronics
LogiFlow
Logistic Dynamics
LPS
LPS KeyPayment
Lynnco
Meadowlark
MegaCorp Logistics
MegaCorp Logistics [Quicksearch]
Mercury Gate
Mode transportation
My Tranzact
My Tranzact [clone]
National Traffic Consultants
National Traffic Service, Inc.

NaviTrace
Nexterus Fusion Center
Nokia
Nolan and Cunnings
Nolan and Cunnings (NEW)
Northern Continental Logistics
Nulogx
nVision Global Logistics
Odyssey Logistics and Management - Run
Oildex
Online Freight Services
Overdrive Logistics
Owens Corning
Penske
Penske [clone 2]
Penske [clone]
ReTrans Freight
RockFarm
Ryder Logistics
Ryder Logistics Warehouse
Schlumberger
Sherwin Williams
Simplified Logistics
Software Solutions
Strategiq

Sunset Financial
SunteckTTS
Syncada (Freight Bill Lookup)
Syncada (Invoice Manager)
Syncada (Powertrack)
TABs
Taulia
TBL Services
TCI Traffic Consultants
Tech Logistics
Technical Traffic Consultants (Carrier Inquiry)
Technical Traffic Consultants (EDI Bill Inquiry)
The Logistics Department
TMC - Division of CH Robinson
TMC2 - Division of CH Robinson
TOTALogistix
TOTALogistix [clone]
TPS Logistics
Tradeshift
Traffic Service Bureau
Traffic Systems
Trans International
Transcorr National Logistics
Transplace
Transportation Insight

Transportation Insight Billing
TransportGistics
Trax
Trax2
Trax3
Trax4
Trax5
Trax6
Trinity Logistics
Triumph Pay
Triumph Pay (Non-factor)
TSi Logistics
United Road Logistics
Universal Traffic Service
UTI Transportation Management (Concentrek)
Veraction
Veraction Client Portal
VTM
Williams and Associates
XPO Logistics
Zipline Logistics

Loan Statements for Detail Lending

Additional fee options not available in Client Terms can be configured for FactorSoft for Detail Collaterals through the Bulk Collateral lending Loan Statement and associated Statement Terms definition tools. To utilize these options:

Set System Preference **Facility/Collateral Rules (formerly Asset based lending)**, **Rules**, General, Allow Detail A/R facilities to use statement terms to **True**.

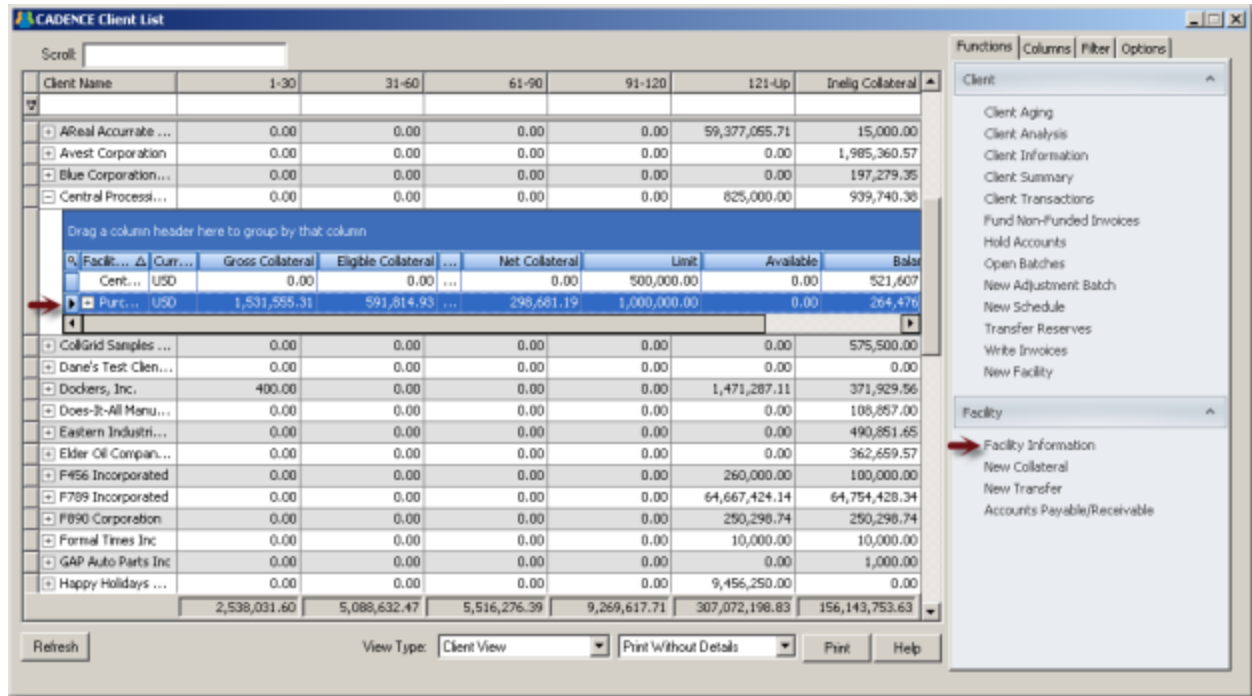
The G/L Account Group to set for the client on the Control panel of the Client information screen must have the applicable accounts set in the ABL Accounts, ABL Fee Accrual, and ABL Revenue tabs. See the Tables chapter in the FactorSoft Administrators Guide for details.

Set the View Type of the FactorSoft Client List must be set to Client View or Facility View to enable access to the Facility Information screen, from which the Statement Terms and Statement . When this System Preference is set, the Statement Terms panel of the Facility Information screen is available to configure fee types, and the Loan Statement screen can be accessed from the Reports module to generate fee billing statements.

Configuring Statement Terms



- From the Client List, select the detail collateral facility:
 - Click the plus sign adjacent to the client name in the Client List to display the facilities within the client.
 - Click on the detail collateral facility to display the Facility selections in the Functions tab.
- Select the **Facility Information** link in the Facility list on the Functions tab.



The Facility Information screen for the detail collateral facility opens.

Facility Information - Purchase Facility\Central Processing Org. - Purchase Facility\Central Processing Org.

Client Name: Central Processing Org.
 Name: Purchase Facility
 Currency: USD ☐ Term Loan
 Acct Group: PURCHASE1 ☐ Bulk Purchase
 Preference: Print ☐ Inactive
 Category:

Facility Summary

Gross Collateral:	1,531,555.31
Eligible Collateral:	591,814.93
Net Collateral:	298,681.19
Current Limit:	1,000,000.00
Available:	0.00
Reserve:	0.00
Balance:	264,453.16
Excess/Deficit:	-264,453.16
Client CAP Space:	213,916.42

Statement Terms

Description	Fee Type	Fee Details	Inactive
Interest - FS	Interest	Prime + 5.0000%	☐
ServiceFEE	Maintenance	1.0000% of average balance	☐
Unused	Unused Line	1.0000% of unused facility ...	☐
Gross CollFee	Maintenance	0.5000% of gross collateral	☐

Address
 Auto Expense
 Auto Transfers
 Collaterals
 Contacts
 Groups
 Ledger
 Limits
 Reserves
Statement Terms
 Accounts Payable/Receivable
 Dependency Rules
 Documents

Save Cancel New View Delete Refresh Audit Print Help

3. Select Statement Terms from the Panel List.

The Statement Terms panel opens, and displays each Statement Terms as a line-item.

Each Statement Terms line-item represents a fee definition created for the facility.

4. Select a terms and click **View** to view details or edit an existing terms, or click **New** to create a new terms.

The Statement Terms Information screen opens. This screen is used to configure the various fee types and financial terms that are applied when the loan statement is run for the facility.

For a complete description of the Facility Information screen, Statement Terms panel, and Statement Terms Information screens, see the Facility Information topic in the Bulk Collaterals chapter of the FactorSoft User's Guide.

Generating the Statement

Once the Statement Terms have been established for the facility, a Loan Statement can be generated to create billing statements that detail the facility balance for the period, as well as the fee details and details the interest and fee charges against the facility for the period.

1. In the Reports module, select **Loan Statement** from the Facility menu.
2. On the Parameters tab, complete any selection parameters to narrow the statement results.
3. To calculate the interest fee for the period selected, ensure that the Preliminary option is cleared.
4. Select the **Output** method and click the **Print** button to generate the statements.

Also note that one or more templates can be created and scheduled to automate periodic generation of Loan Statements. Details concerning the Loan Statement can be found in the FactorSoft Reports Guide.

HJ Simpson Capital		Statement for: 1/1/2015 - 1/21/2015			
Central Processing Org. Purchase Facility					
Date	Begin Balance	Disbursement	Payment	Other	End Balance
01/01/2015	249,429.00				249,429.00
01/02/2015	249,429.00				249,429.00
01/03/2015	249,429.00				249,429.00
01/04/2015	249,429.00				249,429.00
01/05/2015	249,429.00				249,429.00
01/06/2015	249,429.00				249,429.00
01/07/2015	249,429.00				249,429.00
01/08/2015	249,429.00				249,429.00
01/09/2015	249,429.00				249,429.00
01/10/2015	249,429.00				249,429.00
01/11/2015	249,429.00				249,429.00
01/12/2015	249,429.00				249,429.00
01/13/2015	249,429.00				249,429.00
01/14/2015	249,429.00				249,429.00
01/15/2015	249,429.00				249,429.00
01/16/2015	249,429.00				249,429.00
01/17/2015	249,429.00				249,429.00
01/18/2015	249,429.00				249,429.00
01/19/2015	249,429.00				249,429.00
01/20/2015	249,429.00				249,429.00
01/21/2015	249,429.00				249,429.00
21 days @ Interest Rate 10.25000%					249,429.00
TOTALS:		0.00	0.00	0.00	249,429.00
Other charges:					
Service FEE	2,494.29				
Unused	7,505.71				
Gross Coll Fee	3,532.78				
		Average daily balance: 249,429.00			
		Interest charge: 1,491.38			
		Other charges: 13,532.78			
		Total statement charges: 15,024.16			
		Past due balance: 0.00			
		TOTAL DUE: 15,024.16			

Working with Returned Address

The Returned Address feature of FactorSoft allows a debtor's address to be marked as a "returned address", indicating that you have received returned mail for the debtor's address. This feature provides the ability to report debtors with returned addresses, flag debtors with returned addresses in the collection queue and detail, and exclude debtors with returned addresses from debtor statement mailings.

Set Up Returned Address

This section shows you how to set up FactorSoft to allow marking of returned addresses. The setup requirements are:

- System Preferences
- Dispute/Ineligibility/No Buy Code Table

System Preferences

There are two System Preferences associated with this modification in the **Debtor rules/defaults, Edits** folder. Further, there is an additional System Preference in **Fields/screen behavior, Screens, Collection** detail:

Preference	Description
Address validation rule	Determines whether debtor addresses are required or optional when a new debtor is created: • None • Warn if address#1, city, state, or postal are left blank • Error if address#1, city, state, or postal are left blank

Further, there is an additional System Preference in **Fields/screen behavior, Screens, Collection** detail.

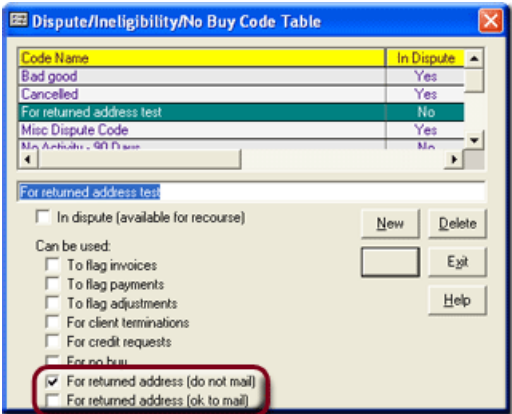
Preference	Description
Automatically clear return address flag rule	Determines how a debtor address marked as returned is handled when the address is subsequently updated in the Debtor Information screen: • None • Clear if any address field (line#1, city, state, postal) changes • Ask if any address field (line#1, city, state, postal) changes

An additional option to display a warning message when the user attempts to access the Collection Detail screen for a customer/debtor that has a return address reason set in the Address panel of the Customer/Debtor Information screen is enabled by System Preference **Fields/screen behavior, Screens, Collection detail, Show extra warning on return mail**:

Preference	Description
Show extra warning on return mail	Set to True to display a pop-up warning message when the user accesses a customer/debtor that has a return address reason set in the Address panel of the Customer/Debtor Information screen.

Dispute/Ineligibility/No Buy Code Table

Return address reason codes are created in the Dispute/Ineligibility/No Buy Code Table in the Tables module. Set up the codes with the desired descriptive name in the Code Name, and then select either of the Can be used codes for return addresses to make these codes available in the Return list on the Address panel of the Debtor Information screen.



Option	Description
For returned address (do not mail)	Use this code to mark the debtor address as bad/returned, and prohibit the mailing of debtor statements to the debtor address.
For returned address (ok to mail)	Use this code to mark the debtor address as bad/returned, but allow the mailing of debtor statements to the debtor address.

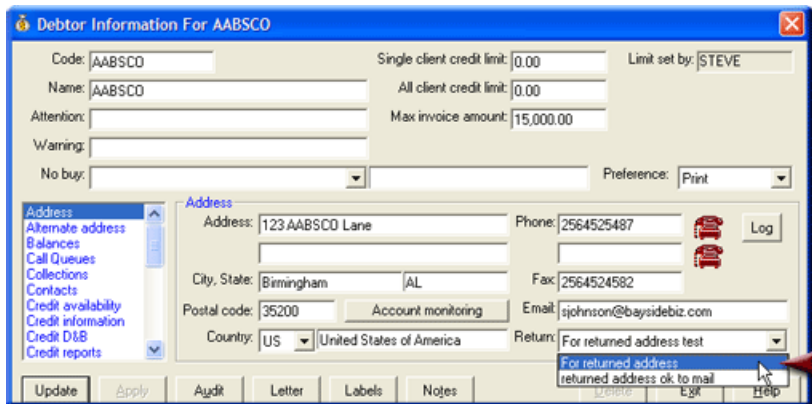
Using Returned Address

This section describes the return address features in FactorSoft.



Marking a Debtor with a Return Address Reason

When the codes are set up, they can be selected in the Address panel of the Debtor Information screen, as shown below:

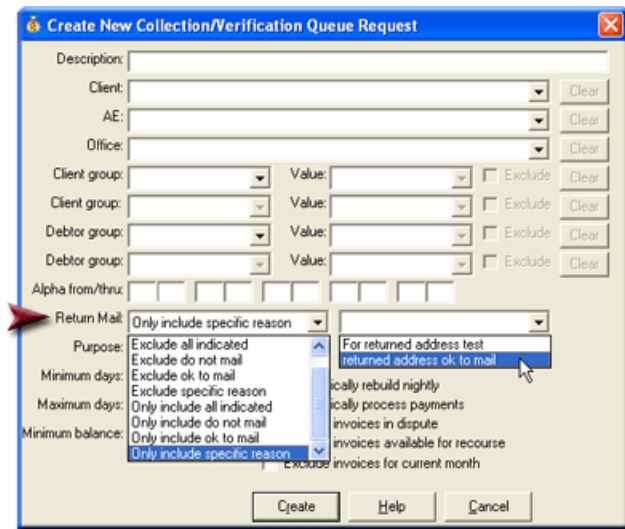


The screenshot shows the 'Debtor Information For AABSCO' window. The 'Return' dropdown menu is open, and the option 'For returned address' is selected. A red arrow points to this selection.

Depending upon the setting of the System Preference **Automatically clear return address flag rule** (described above), you can elect to have the return address setting cleared if the address is updated.

Collections

When you create a new collection/verification queue, you have the capability to filter the collection/verification queue by Return Mail Reason. Set the filter in the Create New Collection/Verification Queue Request as shown in the following illustration:

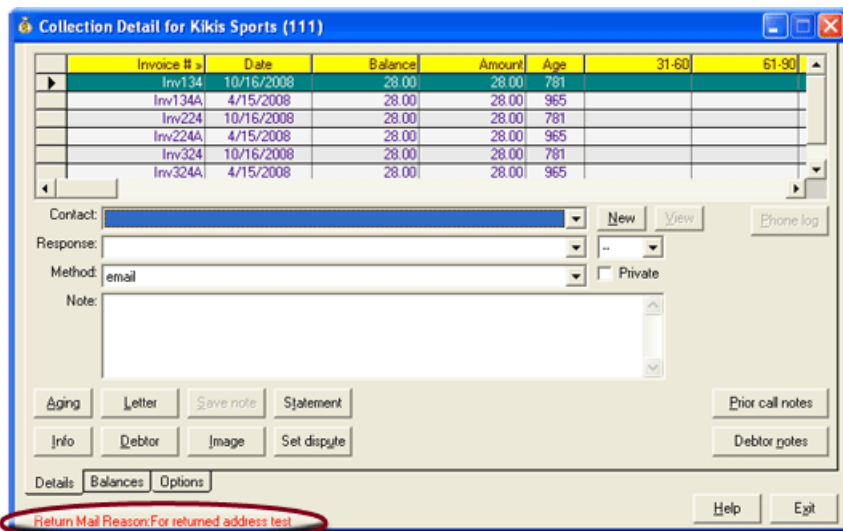
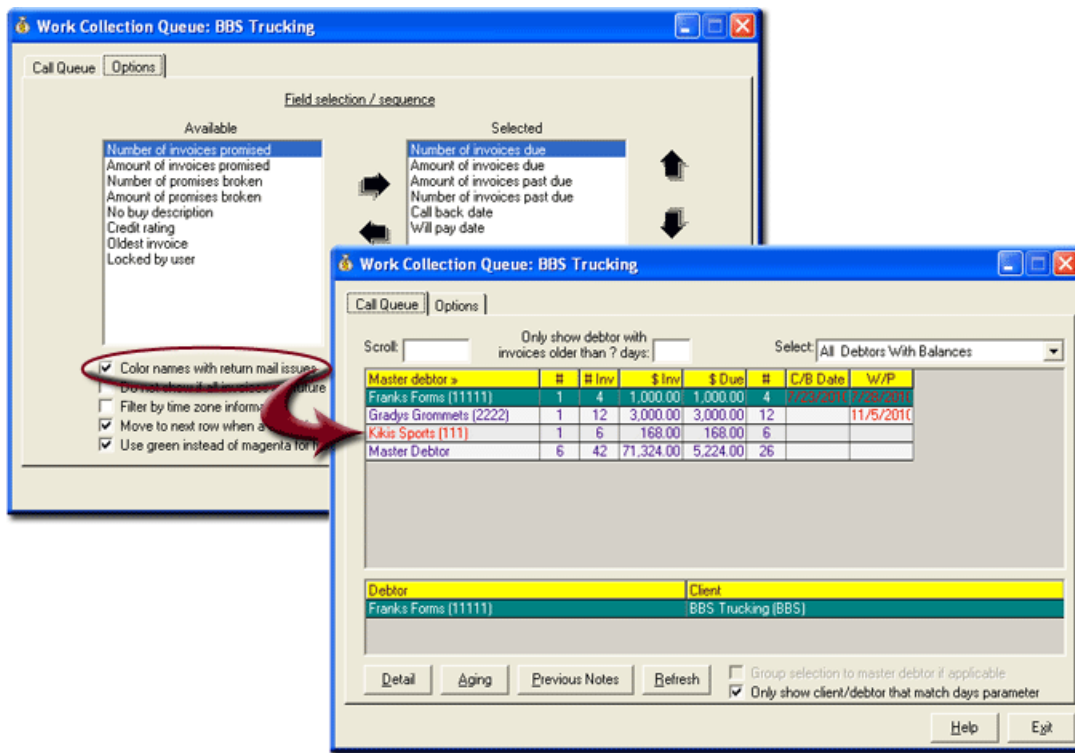


The screenshot shows the 'Create New Collection/Verification Queue Request' window. The 'Return Mail' dropdown menu is open, and the option 'For returned address test' is selected. A red arrow points to this selection.

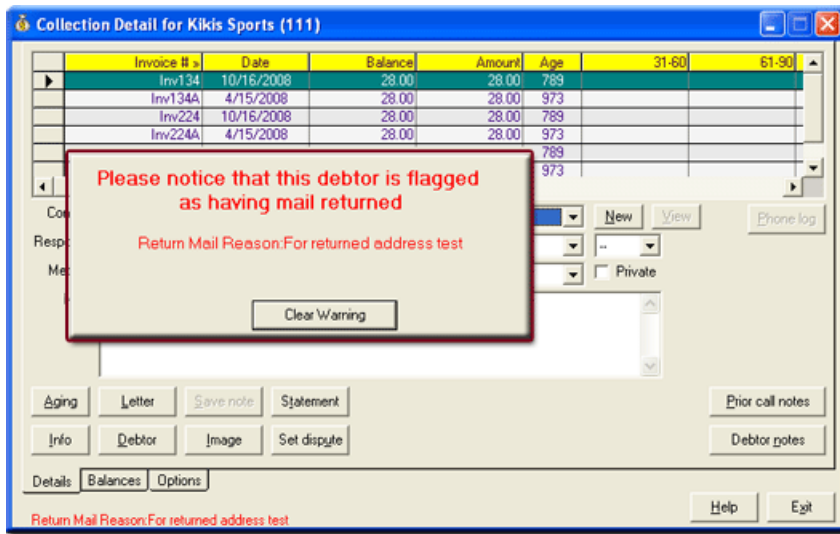
Field	Description
Return Mail	Select the return mail filter to apply to the collection/verification queue.

Field	Description
	• Ignore return mail indicator: Do not filter by return mail reason. • Exclude all indicated: Exclude from the queue debtors or clients with debtor that have a return mail reason set. • Exclude do not mail: Exclude from the queue debtors or clients with debtor that have a "do not mail" return mail reason set. • Exclude ok to mail: Exclude from the queue debtors or clients with debtor that have an "ok to mail" return mail reason set. • Exclude specific reason: Exclude from the queue debtors or clients with debtor that have the specific return mail reason selected in the adjacent field set. • Only include all indicated: Include in the queue only debtors or clients with debtor that have a return mail reason set. • Only include do not mail: Include in the queue only debtors or clients with debtor that have a "do not mail" return mail reason set. • Only include ok to mail: Include in the queue only debtors or clients with debtor that have an "ok to mail" return mail reason set. • Only include specific reason: Include in the queue only debtors or clients with debtor that have the specific return mail reason selected in the adjacent field set.
(Return Mail Reason)	Select a returned mail reason to which to limit the filtering of the queue. This field is only active if Exclude specific reason or Only include specific reason is selected in the Return Mail list.

The Work Collection Queue can be configured to display debtors with returned address conditions in a different color from debtors without returned address set. On the Options tab of the Work Collection Queue screen, select Color names with return mail issues. The debtor name appears in red print on the Call Queue tab, as shown below:



If you elect to employ the extra warning message enabled by System Preference **Fields/screen behavior, Screens, Collection detail, Show extra warning on return mail**, the Collection Detail screen will display the following warning when you attempt to access a customer/debtor that has a return address reason set in the Address panel of the Customer/Debtor Information screen.



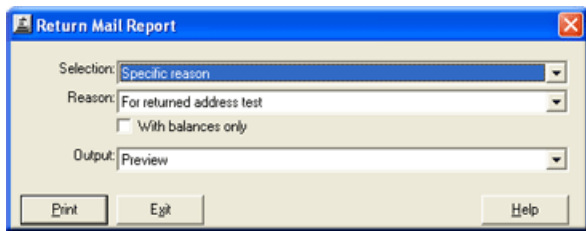
Click the **Clear Warning** button to close the warning message.

Reporting

There are several reporting options associated with the Returned Address feature. Each are described in this section.

Return Mail Report

The Return Mail Report is accessed in Customer/Debtor Menu of the FactorSoft Reports module. This option returns the following screen that is used to select the parameters for the report:



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. • Do not mail: All debtors with a return address set where the return address reason is defined Do not mail. • Specific Reason: Only the specific return address reason selected from the Reason field is included.
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.
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

The report displays all debtors that with Return Address reasons that match the selected criteria, including the address, reason code, last payment date, balance and aging data, as illustrated below:

TEST World of Factoring **TEST**					As Of December 20, 2008			
Return Mail Report					All Reasons Are Listed			
Debtor...	Address...	Reason / Last Payment	Balance	Current	1-15 Days	16-30 Days	31-45 Days	Over 45 Days
AAB SCO	123 AAB SCO Lane Birmingham, AL 35200	For returned address test 11/29/2008	42,700.00	42,500.00				200.00
Kikis Sports (111)	1212 Kiki Comer Kikiville, KS 99999	For returned address test	100.00			94.00		94.00
			42,800.00	42,500.00		94.00		294.00

Customer/Debtor List

An Exclude flagged do not mail option on the Customer/Debtor List report (accessed from the Customer/Debtor menu in the FactorSoft Reports module) allows you to exclude debtors with return address reasons set defined as Do not mail from printing on the report:

Report template: [dropdown]

Parameters | Scheduling | Templates

Client: [Daily Rate Enterprise] [Clear]
 AE: [dropdown] [Clear]
 Office: [dropdown] [Clear]
 Client Group: [dropdown] Value: [dropdown] [Clear]
 Debtor Group: [dropdown] Value: [dropdown] [Clear]

Default Printer: [\\Wiggum\\BHM_Dev_Laser] [Change Default]
 This Report: [\\Wiggum\\BHM_Dev_Laser] [Change Default]

Selections:
 Balance: [All]
 No-buy: [All]
 NOA: [All]
 Sort: [Debtor by name]
 Report Type: [3-up labels]
 Output: [Preview]
 Export file: [text] [Browse]

☐ No Tax ID ☐ Over credit limit ☐ Combine to master debtor
 Minimum total credit limit: [text]
 Days since last purchase: [text] (Blank for all)
☐ Balance is restricted to client selection ☒ Exclude flagged do not mail

Show:
 Debtor Information:
☒ Name Only
☐ Name, Phone
☐ Name, Address
☐ Name, Phone, Address
☐ Debtor Number
☐ Debtor Warning

Actions:
 Specific no buy: [dropdown]
☐ Set to specific no-buy above
☐ Change already existing no-buy
☐ Set NOA sent date

Date Selection:
 [None]
 From: [text]
 Thru: [text]

[Print now] [Save] [Exit] [Help]

Print Debtor Statements

An **Exclude flagged do not mail** option on the Statement Parameters tab of the Print Debtor Statements report (accessed from the Statements menu in the FactorSoft Reports module) allows you to exclude debtors with return address reasons set defined as Do not mail from statement printing and mailing:

Report template: [dropdown]

Client / debtor selection | Statement parameters | Scheduling | Templates

Select: [Unpaid only]
 Select age by: [Purchase date]
 Format: [Standard]
 Sort by: [Invoice number]
 Invoices were: [Purchased from]
 Word template: [text]
 Output: [Export]

☐ Exclude standard text at bottom
☐ Exclude client text at bottom
☐ Exclude "Remit All Payments To"
☐ Exclude negative invoice balances
☒ Exclude flagged do not mail

At Least Days Old: [text]
 Days past due: [text]
 Not older than days: [text]
 Minimum statement amount: [0.00]

Introduction: [text] [Clear]
 Conclusion: [text] [Clear]
 Printer: [\\Wiggum\\BHM_Dev_Laser]
 Output path: [text]

[Print now] [Save] [Exit] [Help]

Client Summary/Reserve Release Screen

The *Client Summary/Reserve Release* screen is used to review client portfolios and release reserves to be automatically disbursed. This screen is accessed by selecting the desired client in the Client List screen and then selecting Client Summary from the Functions tab.

The data on this screen reflects every client transaction and calculation performed for the current fiscal month to date. The window itself displays a variety of tabs, which reveal detailed financial activity, such as beginning and ending A/R balance, ineligible invoices, current and overdue payments, available collateral, etc.

Fields are color-coded as to how up-to-date the information is:

- Fields with white backgrounds indicate that the data is current.
- Fields with yellow backgrounds indicate that the data is accurate as of a certain date, displayed on the Reserves tab. This data may change as the client calc is run.

Field/Button	Description
Client	drop-down to select the client. For Client Search Window, available when System Preference > Fields/Screen Behavior > Miscellaneous > Use Client Search instead of dropdowns 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 or Clear to clear the field. TIP Choosing Contains will allow users to search by Client Code.
Re-Calc	Click this button to update the data on the Client Summary/Reserve Release screen.
Print	Click this button to print the Summary Sheet.
Exit	Click this button to close the screen.

To learn more about the tabs on the Client Summary/Reserve Release screen, click the link for the tab:

- [Funds Employed](#)
- [Collateral](#)
- [Reserves](#)
- [Release](#)
- [Account Balances](#)
- [Instructions & Comments](#)
- [Transfers](#)
- [Maintenance](#)

Client Summary/Reserve Release – Funds Employed Tab

The Funds Employed tab displays a client's total funds employed and detailed portfolio, month-to-date, and aging activity. Consult the FactorSoft help topic for the Client Summary/Reserve screen for a full description of this tab.

Client: Broker Client (BROKER)

Funds Employed	Collateral	Reserves	Release	Instructions / Comment	Transfer	Maintenance
A/R Balance: 2,000.00			Beginning A/R Balance: 1,000.00			
Fee Escrow:			Purchases: 1,000.00			
Reserve Escrow: 400.00			Collections:			
Advanced Balance: 1,600.00			Recourse:			
Cash Reserves: 188.00			Charge backs:			
Factoring NFE: 1,412.00			Give backs:			
P.O./Load Advances:			Write Offs+Suspense:			
Simple Interest Loans:			Ending A/R balance: 2,000.00			
Amortized Loans:						
Held Funds:						
Total Funds Employed: 1,412.00						
+ Accrued Fees: 64.00						
Net Settlement: 1,476.00						
USD						
			1-30 Days: 1,000.00 50%			
			31-60 Days:			
			61-90 Days:			
			91-120 Days:			
			121-150 Days: 1,000.00 50%			
			Over 150 Days:			

Debits: 1,000.00
Credits:
Earnings:
Tax:
A/R Turn:
Funding: 800.00
Alternate C/B breakdown:
Non-factor:
Recovery:
C/B:

Re-Calc Print Help Exit

Field	Description
A/R Balance	Displays the current month-to-date A/R Balance, which is the balance from the beginning of the current fiscal month to the current FactorSoft processing date.

Field	Description
Fee Escrow	Displays the current month-to-date amount of fees escrowed at purchase.
Reserve Escrow	Displays the current month-to-date amount of reserves escrowed at purchase.

Portfolio Activity

Located on the left side of the window, the client's portfolio activity lists financial details such as:

Field	Description
Advanced Balance	Displays the dollar amount of purchase advances outstanding for the client. This amount is calculated by subtracting any escrowed fees, and escrowed reserves from the client's current A/R Balance amount.
Cash Reserves	Displays the dollar amount of cash reserves for the client.
Factoring NFE	Displays Factoring NFE Amount (Current A/R Balance - Fee Escrow - Reserve Escrow - Cash Reserve Amount)
P.O./Load Advances	Displays the dollar amount of advances made against purchase orders (using P.O. Financing) or loads (using the Load/Order Processing module).
Simple Interest Loans	Displays the dollar amount of simple interest loans for the client (using the Loans screen).
Amortized Loans	Displays the dollar amount of amortized loans for the client (using the Loans screen).
Held Funds	Displays the dollar amount of held invoices for the client. This section is only displayed when System Preferences > Client rules/defaults > Ineligibility/summary calculation > Calculate Hold Balances for Reports is set to True
Total Funds Employed	This 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. Settlement amounts (advances made on pending invoices, i.e. invoices that have not been purchased yet), interest loans, amortized loans, and purchase order finance amounts are available only if using FactorSoft's Loan and Purchase Order modules.

Month-to-Date Activity

Located on the upper center of the window, the month-to-date activity lists the client's beginning and ending A/R balance, all purchases and collections, as well as recourse, chargeback, giveback, and write-off amounts performed in the current fiscal month.

Field	Description
Beginning A/R Balance	Displays the beginning total A/R balance for the month-to-date period ending with the current FactorSoft processing date.
Purchases	Displays the dollar amount of month-to-date purchases.
Collections	Displays the dollar amount of month-to-date collections.
Recourse	Displays the dollar amount of invoices recourse for the month-to-date period.
chargebacks	Displays the dollar amount of invoices charged back for the month-to-date period.
givebacks	Displays the dollar amount of givebacks credited for the month-to-date period.
Write Offs+Suspense	Displays the dollar amount written off or suspended for the month-to-date period.
Ending A/R balance	Displays the ending total balance for the month-to-date period activity, which is the sum of the Beginning A/R Balance with all of the month-to-date debit and credit activity applied.
Client Risk	Displays the dollar amount of the A/R Balance at client risk.

Aging Data

Located on the lower right side of the screen, the aging activity lists the client's current and overdue invoice totals along with each total's percentage equivalent for analysis purposes.

Field	Description
Current	Displays the total dollar amount and percentage of total A/R balance of invoices that are paid current.
1-30 Days	Displays the total dollar amount and percentage of total A/R balance of invoices that are 1 to 30 days past due.
31-60 Days	Displays the total dollar amount and percentage of total A/R balance of invoices that are 31 to 60 days past due.

Field	Description
61-90 Days	Displays the total dollar amount and percentage of total A/R balance of invoices that are 61 to 90 days past due.
Over 90 Days	Displays the total dollar amount and percentage of total A/R balance of invoices that are 91 or more days past due.

Client Liability

Located to the right side of the Aging Data, the Client Liability activity lists the dollar amounts of invoices marked as Client Liability by aging period. This information only appears if the Sales Authorization AddOn module and Client Liability functionality are enabled. See the Sales Authorization Guide for details.

Field	Description
1-30 Days	Displays the total dollar amount of invoices marked as Client Liability that are 1 to 30 days past due.
31-60 Days	Displays the total dollar amount of invoices marked as Client Liability that are 31 to 60 days past due.
61-90 Days	Displays the total dollar amount of invoices marked as Client Liability that are 61 to 90 days past due.
Over 90 Days	Displays the total dollar amount of invoices marked as Client Liability that are 91 or more days past due.

Alternate C/B Breakdown

This section displays balances for several charge-back categories. This section is only displayed by the System Preference Client rules/defaults, Ineligibility/summary calculation, Show alternate C/B breakdown is set to **True**.

Field	Description
Non-factor	Displays the month-to-date dollar amount of non-factored payments.
Recovery	Displays the month-to-date dollar amount of recovery payments. Recoveries are payments on recoured and charged-back invoices. For the recovery total to be accurately reflected, the user must associate the two events (recourse/charge-back and payment) when the payment is posted. . For example, when the invoice is recoured or charged back, then later a pay-

Field	Description
	ment is received paying the invoice, FactorSoft indicates that the invoice is closed in the Post Payments screen, and displays the message "Do you wish to post against the closed item - Yes or No." - Click Yes to associate the payment with the original invoices and classify the repayment as a recovery. - Click No to classify the payment as a non-factored payment against a "fake" invoice of the same number. The original transaction and payment are not associated with this payment in any way.
C/B	Displays the month-to-date charge-back amount of charges performed at payment posting.

Additional Fields

Field	Description
Debits	Displays the month-to-date dollar amount of credit purchases (Act_DebitMemo).
Credits	Displays the month-to-date dollar amount of credit purchases (Act_CreditMemo).
Earnings	Displays the dollar amount of month-to-date profits earned.
Tax	Displays the dollar amount of month-to-date taxes charged.
A/R Turn	The average number of days for A/R turn. The calculation used is determined by System Preference Client rules/defaults, Ineligibility/summary calculation, A/R Turn calculation method. The options are: Beginning balance / payments for activity period (include non-factored) - A/R turn calculated as $((\text{Beginning A/R Balance} / \text{Collections}) * \text{Days})$ - Prior 12 month sales / average accounts receivable balance - A/R turn calculated as $365 / ((12 * \text{Sales}) / \text{Average A/R Balance})$ - Beginning balance / payments against invoices for activity period (exclude non-factored) - A/R turn calculated as $(\text{Beginning A/R Balance} / (\text{Collections} * \text{Days} - \text{non-factored payments}))$
Funding	Displays the dollar amount of month-to-date funding.

Field	Description
	To display the Funding field set System Preference Client rules/defaults, Ineligibility/summary calculation , Show Funding to True .

Client Summary/Reserve Release – Collateral Tab

The Collateral tab is used to view a client's available collateral, which includes all invoices in dispute and available for recourse, ineligible invoices, and any ineligible items defined on the Ineligibility panel of the Client Information screen. The screen is presented as a calculation, beginning with the A/R Balance and subtracting dilution, dispute, and ineligibility figures to arrive at the collateral availability for the client.

If the client has any hold account balances, these accounts appear in a grid on the right-hand side of the tab.

Client: Invoice Delivery (INVDELIVERY)

Funds Employed **Collateral** Reserves Release Instructions / Comment Transfer Maintenance

A/R Balance: 43,445.66

+ Paid In Float: ----

- Dilution: ----

- Invoices In Dispute: 3,987.45

- Invoices Available For Recourse: -10,729.21

- Ineligibility Set Asides: 10,000.00

- Ineligible Invoices: 9,542.23

- Cross Ineligibility: ----

Available Collateral: 30,645.19

Print List

Hold Account Balances	
Account	Balance
Factoring Unapplied Cash	0.00
HOLD	10.00

Re-Calc Print Help Exit

Field	Description
A/R Balance	Displays the current month-to-date A/R Balance, which is the balance from the beginning of the current fiscal month to the current FactorSoft processing date.
+ Paid In Float	Displays the dollar amount of any payments that are subject to float, and thus not yet posted. System Preference Client rules/defaults, Ineligibility / Summary Calculation ,

Field	Description
	Reserves Tab, Float Ineligibility affects available for release must be set to True for the float ineligibility calculation to impact reserve release. Further, System Preference Client rules/defaults, Ineligibility/summary calculation, Reserves Tab, Float ineligibility is based on client reserve escrow less fees earned determines how float ineligibility is calculated. See the FactorSoft Help topic for the Release tab of the Client Summary/Reserve Release screen for details.
- Dilution	Displays the dollar amount of dilution, based on the dilution percentage entered in the purchase terms for the client.
- Invoices In Dispute	Displays the dollar amount of invoices in dispute for the client.
- Invoices Available for Recourse	Displays the dollar amount of invoices in dispute for the client.
- Ineligibility Set Asides	Displays the dollar amount of collateral set aside as ineligible. Set at Client Information > Ineligibility Panel > Tiered Ineligibility Table drop-down.
- Ineligible Invoices	Displays the dollar amount of ineligible invoices for the client.
- Cross Ineligibility	Displays the dollar amount of "cross-ineligible" invoices. Cross-ineligibility occurs when the One invoice over makes all invoices ineligible option is set on the Ineligibility panel of the Client Information screen, and an invoice for a debtor becomes ineligible, making all remaining invoices for that debtor ineligible as well.
Available Collateral	The remainder of A/R Balance plus Paid in Float minus all dilution, dispute, recourse, and ineligibility.

Client Summary/Reserve Release – Reserves Tab

The Reserve tab of the Client Summary/Reserve Release screen displays the client's available amount for reserve disbursements. Amounts are presented calendar month-to-date.

Note: When relationship level overrides are being used for a client, it is not possible to calculate an average for the Maximum Advance Rate for that client. Therefore, the rate is bracketed by asterisks to indicate to the user that relationship level overrides exist for the client, and the message Maximum Advance Rate not accurate due to override rate is displayed on the panel. All other totals on this tab are accurate to the terms used for each purchase represented.

Client Summary/Reserve Release

Client: A Merchant (01010)

Funds Employed	Collateral	Reserves	Release	Instructions / Comment	Transfer	Maintenance
Available Collateral:	30.00	Cash Reserves:	3,087.00			
x Maximum Advance Rate:	85.00	+ Escrowed Reserves:	----			
Gross Available:	25.50	Total Reserves:	3,087.00			
- Funds Employed:	1,743.00	- Recourse/Ineligible:	4,800.00			
Available Reserves:	-1,717.50	- Accrued Invoice Fees:	----			
- Accrued Invoice Fees:	----	- Accrued Interest:	----			
- Accrued Interest:	----	Adjusted Reserves:	-1,713.00			
Additional Reserves Req'd:	----	- Required Reserves:	4.50			
Float Ineligibility:	----	Additional Reserves Req'd:	----			
Available For Release:	-1,717.50	Float Ineligibility Variance:	----			
		Available For Release:	-1,717.50			

Re-Calc Print Help Exit

Field	Description
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 Req'd	The dollar amount of additional required reserves.
Float Ineligibility Variance	The dollar amount of float ineligibility variance. If float ineligibility is enabled, the amount of float is held against reserves as ineligible for disbursement. The calculation of this amount is determined by System Preference Client rules/defaults, Ineligibility/summary calculation, Reserves Tab, Float ineligibility is based on client reserve escrow less fees earned. See the Fact- orSoft Help topic for the Release tab of the Client Summary/Reserve Release screen for details.
Available For Release	Displays the remainder of Adjusted Reserves minus required reserves and float.

System Preferences

The following system preferences for this function are located in the Administration module, System Preferences, **Client rules, Ineligibility/summary calculation, Reserves tab** folder.

Preference	Description
Do Not Deduct Accrued Interest	Set to True to deduct accrued interest from available reserves.
Float Ineligibility Affects Available for Release	Set to True to calculate ineligible float based on client terms.

The following system preferences for this function are located in the Administration module, System Preferences, **Fields/screen behavior, Miscellaneous** folder.

Preference	Description
Use all G/L groups when calculating cash reserves	Set to True to calculate the reserve balance across multiple G/L groups when a client has been associated with more than one G/L group.

Client Summary/Reserve Release – Release Tab

Use this tab to perform reserve disbursements, and to deduct wire fees or any other additional charges from the reserve release disbursement.

Disbursing Client Reserves

Follow the steps below to release funds, and to deduct wire fees or any other additional charges from your disbursement.

1. Access the Client Summary/Reserve Release screen from the Client List (F3) screen

2. Complete the disbursement details, as detailed below:

Field	Description
Funds from	Displays the account set up for disbursements in the Account Table. If a Hold Account was initially set up in your Account Table, you can select one from the drop-down list.
Bank acct	Select the bank account to which to disburse funds. This field is automatically filled with the account name defined on the Bank Relationships panel of the Client Information screen. A system preference controls whether a bank account must be selected to disburse reserves.
Payee	Enter the payee name. This field and the address fields below are typically used if the payee is a debtor or any other third party. Click Fill In to fill the name and address of the current client in the Payee, Address and City (State, ZIP) fields.
Address	Enter lines one and two (if required) of the payee address.
City (State, ZIP)	Enter the city, state, and ZIP Code components of the payee address
Description	Enter the description to appear on the disbursement form for future reference. Displays "Reserve Release" as the default description. To create a different description, overwrite the default description with the desired dis-

Field	Description
	bursement description.
Post date	Enter the posting date for the reserve release transaction. The current FactorSoft processing date is displayed by default. You can enter a different posting date to process reserve release transactions for prior dates.
Release Amount	Enter the disbursement amount. This field displays the amount of cash reserves available to be released. The client's cash reserves (or the selected Hold account, if any) will be reduced by the release amount.
Pay by	Select the disbursement method from the list. The list reflects the default Check type and any account set up in the Account Type table with a Wire pay-by code. The Pay by field only appears if system preference Field/screen behavior, Miscellaneous, Allow choice of check or wire is set to True.
For prepayment only	The following fields can be used to record payment specific parameters when FactorSoft is not used to produce the checks or wire forms. These fields are only used to record data for a payment made outside FactorSoft. The result will be a journal entry, not a check, and the payment will not be exported to your accounting system. To control these fields and make them unavailable for update, set Security Role Client summary, Reserve release, Allow user to enter prepayment information to No.
Paid by	Select the disbursement method used for a disbursement performed outside of FactorSoft. The disbursement methods are defined in the Payment Types table, with the exception of the default Check selection.
Paid on	Enter the date on which the disbursement was issued for a disbursement performed outside of FactorSoft.
Check/Trans#	Enter the disbursement identification number for a disbursement performed outside of FactorSoft.
Check Amount	FactorSoft automatically displays the actual disbursement amount including any applicable deductions.
Deductions	List the deductions applied to the reserve release transaction. These

Field	Description
	deductions are listed on the printed check stub or wire transfer form.
New	Click this button to open the Add New Deduction screen, on which a deduction can be defined.
Delete	Select a deduction line item and click this button to delete that line item.
Modify	Select a deduction and click this button to open the Modify Existing Deduction screen, on which a deduction can be defined.
Pend	Click this button to create a pending reserve release transaction. The pending reserve transaction is released from the Manage Pending Purchases screen. Note that the availability of this button is determined by the setting of System Preference Client rules/defaults, Ineligibility/summary calculation, Release tab, Pending rule, and may also be restricted by Security Role.
Write	Click this button to record the disbursement and automatically generate a Reserve Disbursement Report that includes any disbursement annotations entered on the Instructions and Comments tab. In order to generate a Reserve Disbursement Report, Reserve Disbursements must be defined as transactions in system preferences (Client rules/defaults, Release tab, Reserve release is a transaction). In addition to generating disbursement reports with user-specified annotations, defining a reserve disbursement as a transaction enables users to reprint and unprocess reserve disbursements on the Transaction screen, and to email/print disbursement reports to clients based on System Preference: Preference print reserve release report below. After generating the disbursement report, proceed with the disbursement process by opening the Write checks screen to print out the check or wire form using FactorSoft's built-in check writing functionality.

NOTE

FactorSoft automatically displays the disbursement amount including any applicable deductions in the Check Amount field.

- Click **New** to add any deductions to the disbursement.

The Add New Deduction screen appears, as shown next:

- Complete the deduction detail fields, as described below:

NOTE

The Post against, Payee, and Release Amount fields are automatically filled with the information from the reserve disbursement detail, and are not data-entry fields.

Field	Description
Account	Select the applicable distribution account from the list. The accounts are defined in the FactorSoft Accounts table.
Description	Enter any applicable distribution details. You can use this information for audit trail purposes.
Amount	Enter the distribution amount. Note that the check, wire or transfer amount entered on the Check Register screen must equal the sum of all distributions entered for the check.

- Click the **Create** button to save the deduction and close the Add New Deduction screen.

The deduction is listed in the **Deductions** grid and subtracted from the **Check Amount** field, as shown below:

Client: Amanda Test Client (AGC)

Funds Employed | Collateral | Reserves | **Release** | Instructions / Comment | Transfer | Maintenance

Funds from: Cash reserves
 Bank acct: Amanda Test Client Account Name
 Payee: A&G Coalson
 Address:
 City:
 Description: Reserve Release
 Deductions:

Account	Description	Amount
305020	Wire/ACH/Check Fee	6.00

Post date: October 18, 2021
 Release amount: 248,240.36
 Pay by: CHECK
 Paid by: For prepayment only
 Paid on: October 18, 2021
 Check/Trans#:
 Deductions: 6.00
 Check Amount: 248,234.36

Buttons: Re-Calc, Print, Help, Exit, Pend, Write

- Click the **Write** button to release the funds or **Pend** button to create a pending release transaction, which can be released by users with the appropriate security role on the Manage Pending Purchase screen.

The deducted amounts appear on the check stub.

Releasing Pending Reserve Releases

If reserve releases are created in pending status in the Release tab of the Client Summary/Reserve Release screen, they must be released from the Manage Pending Purchases/Releases (F8) screen. Click the **Switch to Pending Releases** button to display pending releases in the grid, select the reserve release transaction to release, and click the **Release** button, as illustrated below:

Manage Pending Purchases/Releases (F8)

Switch to Pending Purchase Batches

Client >	Office	Batch #	Date	Amount	Status
CLIENT - FACTORING ONLY #5	STAR FUNDING	10000387	10/15/2021	214.23	Ready to Release
CLIENT - HYBRID	STAR FUNDING	111420399	9/20/2021	2200.00	Ready to Release
RM Client	STAR FUNDING	144	9/29/2021	1511.00	Ready to Release
RM Enterprise	STAR FUNDING	142	8/9/2021	6000.00	Ready to Release
RNB CLOTHING	STAR FUNDING	120	10/14/2021	55.00	Ready to Release
RNB CLOTHING	STAR FUNDING	121	10/14/2021	1500.00	Ready to Release

Buttons: Release, Refresh, Audit, Void, Client, Group, Office, A/E, Help, Exit

6 batches for \$11,480.23

Note that access to this function may be limited by Security Role.

System Preferences

The following system preferences for this function are located in the Administration module, System Preferences, **Client rules & Defaults, Ineligibility/summary calculation, Release tab** folder.

Preference	Description
Allow negative checks	When set to True , accepting negative checks takes money from the operating account. Do not use unless the system has the ability to get funds from the DDA Account.
Bank account must be selected to release reserves	Set to True to require the Bank Acct field to be completed on the Release tab of the Client Summary / Reserve Release screen to process a reserve release transaction.
Disable the ability to write reserve release checks	Set to True to turn off the Write checks ability on Reserve Releases.
Do not allow reserve release on inactive clients	When set to True , users will not be able to release reserves if the client is inactive.
Do not allow reserve release if there is an expired lien	Set to True to deny reserve release to a client with an expired lien. If a reserve release is attempted for a client with an expired lien subordination or a lien release date in the future (as recorded in the Client Liens screen from the Liens/-monitoring tab of the Client Information screen), an error indicating that "a lien is not subordinated or released, a reserve release may not be performed" is displayed.
Do not allow reserve release if there is an open alert	Set this option to True to prevent reserve release on any client that has an open alert returned from the monitoring vendor.
Do not allow reserve release over the client credit limit	Set to True to restrict users from releasing reserves that put the client over its credit limit.
Over available for release rule	Determines how a disbursement "over the available for release" will be handled.

Preference	Description
	• No Edit • Do not allow • Allow for authorized user only with a warning • Allow for authorized user only without a warning
Paid on date	Determines how to edit the transfer paid on date. • Warn if not current date, allow any date • Date must be in current fiscal month • Date must be current date (not changeable) • Date can not be entered
Pending rule	Select the option that determines how reserves are released and/or pended. • Releases can only be written immediately: reserve release transactions are immediately release to the Write Checks screen by clicking the Write button on the Release tab of the Client Summary screen; there is no option to make reserve release transactions pending. • Releases can only be pended (release later): reserve release transactions are created from the Release tab of the Client Summary by pressing the Pend button; the pending reserve transaction is released from the Manage Pending Purchases screen. • Releases may be pending or written immediately: reserve release transactions can be pended by clicking the Pend button on the Release tab of the Client Summary screen, or created immediately by clicking the Write button on the Release tab of the Client Summary screen. <i>Note: Pending Rule must be set to Releases can only be pended (release later) if using System Preference: Reserve Release requires Manager Authorization as Second Approval to prevent Releases from being written immediately.</i>
Post date rule	Select the value for the Post Date to be displayed on the Release tab:

Preference	Description
	• Must Be Current Date (not changeable): Select this option to display the current date without the ability to change it. As a result, FactorSoft will always display the current date, whether the transaction is new or reprocessed. • Current Fiscal Period but not in the Future: Select this option to display the current date, with the ability to overwrite it only with a date falling within the fiscal period. • Current Fiscal Period, Future Date Allowed: Select this option to display the current date, with the ability to overwrite it only with a date falling within current and future fiscal periods. • Any Date but not in the Future: Select this option to display the current date, with the ability to overwrite it with a date falling within past and current fiscal periods. • Any Date Past or Future: Select this option to display the current date, with the ability to overwrite it with any date, regardless of the fiscal period.
Preference print reserve release report	Determines how the Reserve Release report can be printed. • Never • All Clients (extra copy if preference is print) • Clients with non-print preferences only
Reserve Release amount should come up as zero	Set to True to display a zero amount in the Release Amount field. This setting was designed to help prevent erroneous or accidental disbursements.
Reserve Release requires Manager Authorization as Second Approval	When set to True, manager approval is required for Reserve Releases through the Activity Center. <i>Note: Pending Rule must be set to Releases can only be pending (release later) if using System Preference: Reserve Release requires Manager Authorization as Second Approval to prevent Releases from being written immediately.</i>
Reserve release is a transaction	Set to True for Reserve Releases to be treated as their own Transaction Type.
Respect user reserve release limit when	Set to True to indicate that FactorSoft enforces Reserve Release limit set for the user for pending reserve releases.

Preference	Description
pending	
Respect user reserve release limit when releasing	Set to True to indicate that FactorSoft enforces Reserve Release limit set for the user for immediate reserve releases.
Show all accounts for reserve release expenses	Set to True to allow all accounts as opposed to only allowing specifically flagged accounts that are of the same currency.
Use address from bank info if available	Set to True to have the address from the Bank info tab used if the "Payable to" field is filled in.
Warn if not all cash reserves released	Set to True to display a verification message if the full amount of available cash reserves is not released.

The following system preferences for this function are located in the Administration module, System Preferences, **Client rules & Defaults, Ineligibility/summary calculation, Reserves tab** folder.

Preference	Description
Accept Escrowed Reserves as correct	Set to True to always consider Escrowed Reserves as correct.
Do not deduct accrued invoice fees	If True , accrued invoice fees are not shown or deducted from available reserves on the summary screen.
Do not deduct accrued interest	If True , accrued interest is not shown or deducted from available reserves on the summary screen.
Do not deduct special expense shortages	If True , special expense shortages are not deducted from available reserves on the summary screen.
Float Ineligibility affects available for release	Set to True to subtract ineligible float days from client reserves when dealing with check payments that have not cleared the bank.
Float ineligibility is based on client reserve escrow less fees earned	Set this preference to determine the calculation of the Float Ineligibility Variance total displayed on the Reserves tab of the Client Summary/Reserve Release screen, and thus the Available for Release calculation on the Release tab.

Preference	Description
	• False = Use the standard calculation. If float is held on payments based on Client Terms, Client Information, or Check Source, the entire payment amount applied to invoices is held in float (as can be seen in the Paid in Float field on the Collateral tab of the Client Summary/Reserve Release screen) and any overage is displayed in the Float Ineligibility Variance field on the Reserves tab, affecting the Available for Release total. • True = Use the alternate calculation. If float is held on payments based on Client Terms, Client Information, or Check Source, only the reserve escrow, minus fees earned, is held in float. Nothing is held in float against the invoice payment (thus Paid in Float field on the Collateral tab of the Client Summary/Reserve Release screen is blank) and the reserve escrow less fees earned is reflected in the Float Ineligibility Variance field on the Reserves tab.
Minimum Cash Reserves excludes Ineligibles	Set to True and the minimum cash reserves calculation will exclude ineligibles and accrued fees from the calculation.

Client Summary/Reserve Release – Account Balances Tab

The Account Balances tab of the Client Summary/Reserve Release screen is accessed from the Client List for both detail and non-detail collateral clients in FactorSoft. For non-detail clients, only the Account Balances tab will be available on the Client Summary/Reserve Release screen. The Account Balances tab displays account balances fed from the core banking system to FactorSoft. Each account is presented as a line-item in the grid of the Account Balances tab, as shown in the following illustration.

Client: ABL Detail Corporation (ABLD)

Funds Employed Collateral Reserves Release **Account Balances** Instructions / Comment Transfer Maintenance

Entity	Acct#	Opened	Balance	Ledger	YTD Bal	YTD NSF	PTD Bal
Scott Jackson	643	1/1/1988	--	--	--	--	--
Scott Jackson	915	1/1/2000	--	--	--	--	--
Scott Jackson	8818	1/1/2000	2,893.70	--	--	--	--
Scott Jackson	330755	1/1/2000	231,121.53	--	--	--	--
Scott Jackson	915	12/30/2000	--	--	--	--	--
Scott Jackson	48794	12/30/2000	--	--	--	--	--
Scott Jackson	171720	12/30/2000	--	--	--	--	--
Scott Jackson	963	12/30/2000	--	--	--	--	--

November 3, 2016 2:43:40 PM

Refresh

Re-Calc Print Help Exit

Field	Description
Grid	Each line-item in the grid represents a client account in the core banking system for the client, with the following data: - Entity: the account name. - Acct#: the account identification number - Opened: the opening date of the account Balance: the current account balance - Ledger: the account ledger balance - YTD Bal: the year-to-date balance - YTD NSF: the year-to-date non-sufficient fund amount - PTD Bal: the period to date balance
Refresh	Click this button to refresh the account grid.

System Preferences

The following system preferences for this report are found in the Administration module, System Preferences, **Client rules/defaults, Ineligibility/summary calculation**, folder.

Preference	Description
Show account balances tab	Set to True to display the Account Balances tab on the Client Summary/Reserve Release screen.

Deferred Earnings

Deferred earnings allows the lender to take a set amount of money up front (typically on first purchase) as unrealized earnings, defer the earnings over a defined schedule, and realize the earnings over that schedule. For example, the lender may take \$12,000 as earnings up front and defer the earning by taking \$1,000 per month for a year. The balance of the amount is held in a G/L account designated for deferred earnings.

NOTE

If a client has deferred earnings posted against it, and the user attempts to save a termination date on the client, a warning is displayed and must be confirmed before the termination date can be saved for the client.

How the Transaction Works

On the first day the lender takes the release amount from the client reserves (the account selected as the Actual cash reserve account in the Reserve Accounts tab of the G/L Account Group for the client) and puts it into the fee accrual account (the account selected in the above-the-line Account field on the Add New Deduction screen). This transactions debits the client reserve and credits the fee accrual account. At the frequency defined on the Add New Deduction screen for the deferred earnings, the periodic payment amount is deducted from the fee accrual account and credited to the fee earned account (the account selected in the below-the-line Account field on the Add New Deduction screen).

Note that the first transaction takes money from client reserves, and if the user voids this transaction before any periodic payments are taken, the money is returned to client reserves and therefore no money is taken from the client. If the user attempts to void the transaction after any periodic payments are made, a message is returned explaining that the transaction can not be deleted.

To create deferred earnings:

1. Select the Client Summary/Reserve Release screen for the client from the Client List screen.
2. On the Release tab of the Client Summary/Reserve Release screen, enter the basic payment information
3. Click New in the Deductions grid.

The Add New Deductions screen opens, as shown below.

4. Configure the deferred earnings attributes, complete the Deferral information as described below.

See the [Add New Deduction/Distribution](#) topic for field-level details.

Field	Description
Move to Account	Select the account to which the deferred earnings are moved from the deferred earnings account.
Frequency	Select the frequency with which the deferred earnings are moved to the Move to Account. • Manual: deferral repayment is posted manually by the user. • Weekly: deferral repayment is performed by the Engine weekly on the day selected in Day of the Week for the number of weeks selected in Number of Payments. • Monthly: deferral repayment is performed by the Engine monthly on the day entered in Day of the Month for the number of weeks selected in Number of Payments.

Field	Description
Number of Payments	Enter the number of weekly or monthly payments by which to divide the Amount of the deduction to determine the amount of each repayment of the deferral
Day of the Week	If the Frequency is Weekly, select the day of the week on which the Engine is to perform the deferral repayment.
Day of the Month	If the Frequency is Monthly, enter the day of the month on which the Engine is to perform the deferral repayment.
Amount	Displays the repayment amount, which is the Amount divided by the Number of Payments.

5. Click **Create** to create the deferred earnings transaction.

Deferred Information

ACCESS

Office > Check Register(F9) > View/Update > Deferral

Clicking the Deferral button opens the Deferred Information screen, which displays the details of the earnings deferral and allows you to modify them.

 Deferred Information for Check#Z040224 ✕

Payee: AReal Accurate Test Company	Frequency: Monthly, 10
Account: 3999 - Deferred Charges	Balance: 1,250.00
Description: From Specified Acct	Next Move: October 10, 2022
Date posted: September 23, Amount: -1,250.00	Payment Amount: 208.33
Move To: 4002 - Origination Fee	

Date	Check#	Account..	Amount

Modify Help Exit

Field	Description
Payee	Displays the payee name for which the deferred earnings posted on the Client Summary/Reserve Release screen was created.

Field	Description
Account	Displays the name of the deferred earnings account selected from the Add New Deduction screen in creating the deferred earnings posting.
Description	Displays the description of the deferred earnings account from the FactorSoft Accounts table.
Date posted	Displays the posting date of the deferred earnings posting.
Amount	Displays the amount of the deferred earnings transaction.
Move To	Displays the account to which the deferred earnings are moved from the deferred earnings account.
Frequency	Displays the frequency for deferred earnings selected for the deferred earnings posting from the Add New Deduction screen.
Balance	Displays the remaining balance of the deferred earnings after any payments previously performed.
Next Move	For Weekly or Monthly frequencies, displays the next scheduled deferred earnings payment.
Payment Amount	Displays the scheduled repayment amount, which is the Amount divided by the Number of Payments.
Grid	Displays each deferred earnings for a release for the client .as a line item with the following data: • Date: displays the post date of the release transaction on which the deferred earnings were created • Check#: displays the journal number of a paid deferred earnings • Account: displays the account number of the Move to Account for the deferred earnings • Amount: displays the amount of the deferral repayment posting • Balance: displays the remaining balance of the deferred earnings
Modify	Click this button to open the Modify Deferral screen, which allows the user to change the attributes of the earnings deferral.
Exit	Click this button to close the screen.

NOTE

This screen also displays deferral payments scheduled to be performed by the Engine.

Viewing Deferred Earnings

When the release transaction is processed, the earnings deferral is reported in the Deductions section of the Reserve Disbursement report generated by FactorSoft. The deferred earnings can also be found in the Accounting Journals, Check and Wires (F9) screen. Select **Open/Deferred Only** to allow you to search within any other criteria for Open/Deferred Only, as shown below:

The screenshot shows the 'Accounting Journals, Checks and Wires (F9)' window. It includes fields for 'Available' and 'Selected' transaction types (ACH, ACH-WEL, Check, COMCHEC, WIRE), date ranges, and search criteria. The 'Open/Deferred Only' checkbox is checked and highlighted with a red box.

Click **View** to open the View/Update Journal screen for the Reserve Release transaction, which shows the earnings deducted from the deferred earnings account, as shown below:

The screenshot shows the 'View/Update Unpaid Journal' window. It displays fields for 'Post Against', 'Payee', 'Address', 'City', 'Country', 'Amount', 'Description', 'Pay By', 'Cash Account', 'Office', 'Paid On', and 'Check/Trans #'. The 'Distribution' table is visible, showing a debit to Cash Reserves and a credit to Deferred Earnings Account.

Account	Description	Amount
2040	Cash Reserves	100.00
1118	Deferred Earnings Account	-10.00

Deferred earnings can be viewed and Payout Remaining Balance from the Deferred accruals tab of the Client Information screen, as shown below:

Client Information For Amanda Test Client (AGC)

Client code: AGC ☐ Inactive ☐ Master client ☒ Allow web access ☐ Non-detail only

Client name: Amanda Test Client UCC date: November 2, 2021

Client terms: Escrow Reserve and Collection Fee ☒ View Signed date: February 1, 2020 1st fund: 2/28/2020

Part of master: M CLIENT - HYBRID (22222) Clear Preference: Email 1st buy: 2/28/2020

☐ Active client terms only ☐ No preference print when grouped

Deferred accruals

Post Date	Journal#	Earning Account	Amount	Balance	Frequency	Next Accrual
Payout Remaining Balance						

Address
Analysis
Auto cash rules
Auto dispute
Automatic expenses
Bank relationships
Broker relationships
Collections
Contracts
Control
CPT code usage
Credit/no buy
Deferred accruals

Modify Audit Letter Labels Notes

Correspondence

FactorSoft lets you export and/ or merge client and debtor data to write Notices of Assignment and Verification letters to your clients and debtors.

The following sections describe how to create an NOA mailing from a data file and how to create a verification letter.

Notice of Assignment

In FactorSoft, you can create a merge file containing the debtors to which you want to send NOAs, and then use that file to produce Notice of Assignment letters using Microsoft Word's mail merging process.

The NOA merge file process consist of two primary steps:

- Create the NOA Export File
- Merge the NOA Export File into the Word Template

Create the NOA Export File

The NOA Export file is created using the FactorSoft Reports module. Follow the steps below to create the export file.

Note: Notice of assignment letters can be required for all clients by setting System Preference **Client rules/defaults, Defaults, Data entry, Notice of acknowledgement required** to **True**. If you require NOAs for specific clients only, select the Notice of assignment required option on the Invoice rules panel of the Client Information screen for those clients.

1. In FactorSoft, select the Reports Module option from the Reports menu.

The FactorSoft Reports Module opens.

2. In the FactorSoft Reports Module, select **Debtor List** from the Debtor menu.

Print Debtor List Reports

Report template: [dropdown]

Parameters | Scheduling | Templates

3 Client: BBS Trucking [Clear]
AE: [Clear]
Office: [Clear]
Client Group: [Value: [Clear]
Debtor Group: [Value: [Clear]

Default Printer: \\Wigum\BHM_Dev_Laser [Change Default]
This Report: \\Wigum\BHM_Dev_Laser [dropdown]

Selections:
Balance: All [dropdown]
No-buy: All [dropdown]
4 NOA: Not sent/awaited [dropdown]
5 Sort: Debtor by balance [dropdown]
6 Report Type: Mail merge export [dropdown]
Output: Preview [dropdown]
7 Export file: C:\Cadence\Data\debtorexport [Browse]
☐ No Tax ID ☐ Over credit limit
Minimum total credit limit: [text]
Days since last purchase: [text] (Blank for all)
☐ Balance is restricted to client selection ☐ Exclude flagged do not mail

Show:
Debtor Information:
☒ Name Only
☐ Name, Phone
☐ Name, Address
☐ Name, Phone, Address
☐ Debtor Number
☐ Debtor Warning
☐ Client Reference

Actions:
Specific no buy: [dropdown]
☐ Set to specific no-buy above
☐ Change already existing no-buy
8 ☒ Set NOA sent date

Date Selection:
None [dropdown]
From: [text]
Thru: [text]

9 [Print now] [Save] [Exit] [Help]

NOTE

For a complete description of this screen and its options, see *Debtor List Report* in the FactorSoft Reports Guide or the help topic for the Print Debtor List Report screen.

3. Select **Client** and/or **A/E** limits as required to limit the debtors added to the merge file.
4. Select the **NOA** statuses to which to limit the selection of debtors.
5. Select the desired Sort option for the file.
6. Select **Mail merge export** in the **Report type** list.
7. Enter the **Export File** path, folder, and name to which to save the NOA export file.

Click **Browse** to browse to a directory of your choice. In the **File Name** field of the Open screen box, name the NOA export file according to your export criteria (for example, NOAnotsent, or NOAno-treceived). Then click **Open** to save the directory/file name.

8. Select **Set NOA sent date** to set the **NOA sent date** on the NOA/Rules tab of the Debtor Aging screen for the selected debtors.

If you do not wish to set the NOA sent date, leave this option blank.

9. Click **Print now** to produce the merge file.

Merge the NOA Export File into the Word Template

The merge file created following the steps above is merged into a preexisting Microsoft Word template to create the NOA letters to be sent. FactorSoft can merge data into an existing Word form letter only.

NOTE

This is a how-to guide focused primarily on the functionality of FactorSoft, and consequently assumes a level of knowledge with Microsoft Word. For tutorials and help creating Word documents, we recommend visiting Microsoft Office Help.

The basic steps required are:

1. Open the template in Microsoft Word.
2. Insert merge fields (if the template was not previously used).
3. Select the merge file created previously in Select Data Source or Select Recipients (depending on version of Word).
4. Merge the merge file with the template to create the NOA letters.

Verification Letters

Verifying invoices prior to purchase is part of a lender's daily tasks. To simplify the process of writing verification letters, FactorSoft lets you merge client and debtor data into a Microsoft Word document. Please note that FactorSoft can merge data into an existing Word template only. If you have not created such a form letter, please do so before following the instructions below. For more information on how to create templates and form letters, please refer to your Microsoft Word Help.

The creation of a Debtor Verification Letter consists of the following four steps:

1. [Insert FactorSoft's field codes into your MS Word form letter.](#)
2. [Save the MS Word form letter in FactorSoft's reports directory.](#)
3. [Set up the form letter in FactorSoft's Word Document table.](#)
4. [Generate the letter.](#)

Insert FactorSoft's Field Codes into the Microsoft Word Form Letter

1. Open the form letter in MS Word.
2. Insert the appropriate FactorSoft Field Codes in the location where the data is to appear on the form letter.

See [Letter Field Codes](#) at the end of this topic.

3. Save the form letter in the FactorSoft Reports directory (typically, C:\FactorSoft\Reports).

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.

The file name including its extension cannot exceed 20 characters.

Save the Form Letter in the Reports Directory

Once the form letter is created with FactorSoft Field Codes, save it in the FactorSoft Report directory.

The Reports directory is typically either C:\FactorSoft\Reports.

TIP

If an older version of FactorSoft is being used, the path may be displayed as C:\FactorSoft or C:\CADENCE.

Set up the form letter in the Word Document table

To make the form letter available for selection in FactorSoft, it must be configured in the Word Document Table, as described following:

1. In the Tables module, select Word Document from the Statements & Letters menu.

The Word Document Control Table screen opens, as shown below.

Doc Name	Description	Use
audit verify.doc	Audit Letter	Verification
AustinNotificat	Austin Notification	Verification
Debtor Approva	Approval	Debtor Letter
Invack Brad.doc	verification documentation	Verification
Invack	Invack letters	Verification
Misc Data Test	ITS#2R31R	Client Letter

Doc Name: Browse

Description:

Use:

- ☒ Debtor Letter/Statement (Client/Debtor, Collections)
- ☐ Verification
- ☐ Debtor Letter (Debtor Information)
- ☐ Client Letter (Client Information)

New Delete Create Cancel Help

2. Click the **New** button.

The **Doc Name** and **Description** fields are cleared.

3. Click the **Browse** button adjacent to the **Doc Name** field.

A Windows browser screen opens to the Reports folder.

4. Select the form letter Word document and click the **Open** button.

The form letter document name is displayed in the **Doc Name** field, as shown below.

Doc Name	Description	Use
audit verify.doc	Audit Letter	Verification
AustinNotificat	Austin Notification	Verification
Debtor Approva	Approval	Debtor Letter
Invack Brad.doc	verification documentation	Verification
Invack	Invack letters	Verification
Misc Data Test	ITS#2R31R	Client Letter

Doc Name: Sample.doc Browse

Description: Sample Verification Letter

Use:

- ☐ Debtor Letter/Statement (Client/Debtor, Collections)
- ☒ Verification
- ☐ Debtor Letter (Debtor Information)
- ☐ Client Letter (Client Information)

New Delete Create Cancel Help

5. Enter a **Description** for the Word document.
6. In the **Use** group, select **Verification**.
7. Click **Create**.

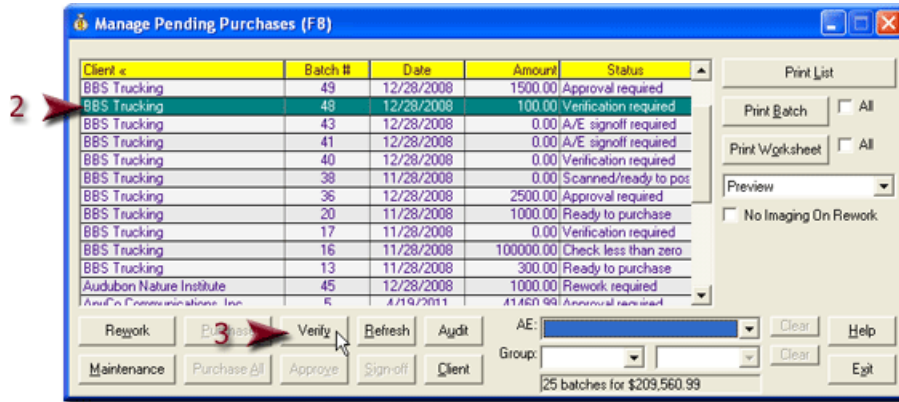
The Word document is included as an entry in the grid of the Word Document Control Table screen, and is available to be selected in the Create Verification Word Document screen.

Generate the Verification Letter

Once the form letter is completed, saved, and included in the Word Document Table, the verification letter can be generated in FactorSoft:

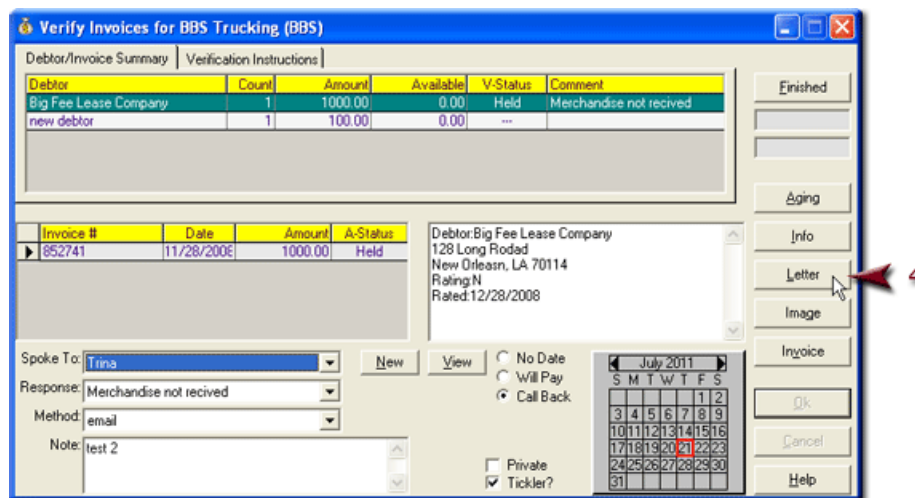
1. In FactorSoft, select Manage Pending Purchases (F8) from the Office menu.

Manage Pending Purchases screen opens, as shown below.



2. Select the batch for which to create the verification letter.
3. Click the **Verify** button.

The Verify Invoices screen opens, as shown next.



4. Click the **Letter** button.

The Create Verification Word Document opens, as shown next.

5. Select the verification form letter from the Document Template list.

TIP

The templates are listed by description and not by the Word document name.

6. Enter any additional information on the Fax Information or Word Parameters tabs.

Click here for help with the [Create Verification Word Document](#) screen.

7. Click **Print** to merge the data into the template and generate the verification letter.

NOTE

The **Letter** button on the Client Information, Debtor Information, and the Debtor Aging Screens can be used to write client and debtor letters similarly to the Verification letter process described above. For more information on writing client and debtor letters, please refer to the FactorSoft Help file.

Letter Field Codes

Invoice-related field codes are marked with an asterisk (*) below.

NOTE

When generating invoice-related letters or faxes using the **Letter** button on either the Verification or Debtor Aging screens, all invoice-related field codes must be placed into tables in the MS Word document in order to work properly. For information on creating tables in Microsoft Word, please refer to help for Microsoft Word.

Field Name	Description	Source
<address>	Debtor Address	Debtor Info Screen
<amt>*	Invoice Dollar Amount	Invoice Info Screen
<attn>	Debtor Attention	Debtor Info Screen
<balance>*	Current Debtor Balance	Invoice Info Screen
<batchno>*	Batch Number	Invoice Info Screen
<client>	Client Company Name	Client Info Screen
<clientaddr>	Client Address	Client Info Screen
<clientfax>	Client Fax #	Client Info Screen
<clientmotorno>	Client Motor Carrier #	Client Info Screen
<clientphone>	Client Phone #	Client Info Screen
<contactfax>	Contact Fax #	Contact Info Screen
<contactname>	Contact Name	Contact Info Screen
<contactphone>	Contact Phone #	Contact Info Screen
<contacttitle>	Contact Title	Contact Info Screen
<date>	Current Date	Current Date from Operating System
<datedue>*	Invoice Due Date	Invoice Terms
<debtoraddrnoname>	Debtor Address without Name	Debtor Info Screen
<debformotorno>	Debtor Motor Carrier #	Debtor Info Screen
<debtorname>*	Debtor Company Name	Debtor Info Screen
<debtorphone>	Phone #	Debtor Info Screen
<descr>	Invoice Description	Purchase Entry Screen
<fax>	User Fax #	Details tab of the Manage Users screen
<from>	User Name	Details tab of the Manage Users screen
<invdate>*	Invoice Date	Invoice Info Screen

Field Name	Description	Source
<invno>*	Invoice Number	Invoice Info Screen
<outfax>	Debtors Fax #	Debtor Info Screen
<phoneuser> or <phone>	User Phone #	Details tab of the Manage Users screen
<pono>*	Invoice P.O. Number	Invoice Info Screen
<postdate>*	Invoice Post Date	Invoice Info Screen
<spoketo>	Spoke To	Verification Screen
<title>	User Title	Details tab of the Manage Users screen
<totamt>*	Total Amount	Client/Debtor Aging Screen or Verification Screen
<useremail>	User email address	Details tab of the Manage Users screen
<userextension>	User phone extension	Details tab of the Manage Users screen

P.O. Financing

A purchase order represents a legal offer to buy products or services, and once accepted by the vendor represents a one-time contract between the buyer and seller. As such, you may choose to advance monies on that agreement on the terms that the advance will be settled against the invoices that the client issues for payment of the order.

The FactorSoft P.O Financing function allows you to advance against purchase orders in much the same manner that you advance against invoices. The monies advanced against the purchase order can then be applied to subsequent invoice purchases, with the purchase order advance deducted from the advance against the invoices.

Purchase order financing is enabled at the system level, and then can be controlled for each individual client.

Setting Up PO Financing

This section shows you how to set up P.O. financing in FactorSoft. The setup requirements are:

- Security Roles
- [Set System Preferences](#)
- [Update G/L Account Groups Table](#)
- "Client Terms – P.O. Finance Rates" on page 547
- [Set Client Information options](#)

System Preferences

A single System Preferences controls the display of the P.O. Financing functions in FactorSoft. Set the options in the **Data entry behavior, Order processing** folder, as described below.

Preference	Description
Charge settlement fees on chargeback	Set to True to charge settlement fees if the advance is charged back.
Default expire days	Enter the default number of days after the order date that the advance is set to expire.
Over total advance handling	Select the option that determines how an advance above the limit set for the client is handled:

Preference	Description
	• Limit is hard and cannot be overridden • Limit is soft and is only a warning • Limit can be overridden by authorized user
Use order processing	Set to True to use purchase order processing. Setting this preference activates several features at the system-wide level in FactorSoft used to process purchase order financing: • Order Entry screen • Order List • P.O. Finance screen • Client Information, Load/Order Processing Panel • New Purchase/Schedule Batch screen, PO/Ref list field

Security Roles

Various security roles determine whether employees can access screens for various P.O. Financing functions. Set the following options on the Manage Security Roles screen in the Administration module to define the appropriate security roles.

Role	Description
The following roles are defined in the Data Entry > Order Entry folder.	
Enter/update order detail	Enter whether employees can enter order details on the Order Entry window or update order details on the Order window.
Ability to override total advances	Enter whether employees have the ability to override the total advances for a client.
The following role is defined in the Reports > Accounting Reports folder.	
Purchase order report	Enter whether employees can access the Purchase Order report in the Reports module.
The following roles are defined in the Purchase order finance > Access folder.	
Ability to enter advances against	Enter whether employees have the ability to enter advances against purchase orders on the PO Advance screen.

Role	Description
purchase orders	
Ability to process advances against purchase orders	Enter whether employees have the ability to process advances against purchase orders on PO Advance screen.

Update G/L Account Groups Table

For the GL Account Group selected for the client(s) in the Control panel of the Client Information screen, set the following options in the GL Accounts Group Table to identify the G/L Account to receive fees associated with P.O. financing.

The screenshot shows the 'G/L Account Groups' window with the 'Fee Accounts' tab selected. The 'G/L group' is set to 'UF - US'. The 'P.O. disbursement fee' and 'P.O. interest fee' fields are highlighted with a red box, indicating the accounts to be set for P.O. financing fees.

Field	Value
Fee escrow	5009 - Factoring Fee Escrow
Earned fee	5010 - Factoring Services Rev
Administrative fee	5010 - Factoring Services Rev
Daily fee	5011 - Interest - NFE Prime Pl
Loan points	---
Loan interest	---
Additional fee	5010 - Factoring Services Rev
Extra debtor fee	---
Extra terms fee	---
Refactor fee	---
Carrier payment fee	5009 - Factoring Fee Escrow
Disbursement fee	---
Disbursement escrow	---
P.O. disbursement fee	1040 - PO Advances
P.O. interest fee	5041 - PO Advance Interest
Purch due day earned	---
Purch due day cushion	---
Accrued fees	---

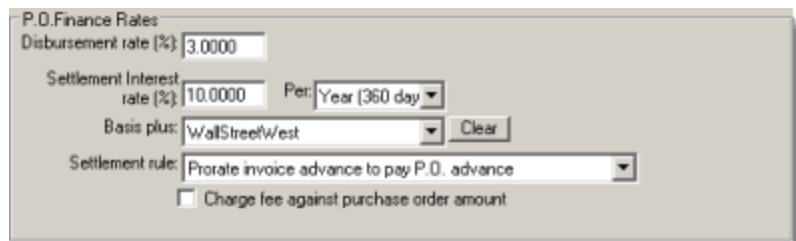
Field	Description
P.O. disbursement fee	Select the account in which to deposit disbursement fees collected on P.O. financing transactions..
P.O. Interest fee	Select the account in which to deposit interest fees collected on P.O. financing transactions.

Client Terms – P.O. Finance Rates

Use this window to define terms for purchase order financing. Purchase order financing requires some set up in the Client Information screen Load/Order Processing panel.

The fee structure for P.O. financing is set up in the Client Terms. To set the P.O. Finance terms:

1. Select the Terms Title in which you want to set up the P.O financing fees.
2. Select the P.O. Finance panel.
3. Set the parameters on the P.O. Finance panel as described below:



Field	Description
Disbursement rate (%)	Enter the percentage of the Disbursement Fee to be charged when a Purchase Order is disbursed. The fee will be charged on the full amount of the Purchase Order.
Interest rate (%)	For a static interest rate, enter the interest rate to charge for P.O. Financing.
Per	Select the time frame in which the interest rate is applied: • Day • Month • Year (360 day) • Year (365 day) • Year (Actual)
Basis plus	For a fluctuating interest rate, select the interest rate on which the P.O. finance fees are based. The choices are defined in the Daily Rate Basis table.
Settlement rule	Select the option that defines how the settlement of purchase order advances is handled:

Field	Description
	• Take all invoice advance to pay P.O. advance • Prorate invoice advance to pay P.O. advance
Charge fee against purchase order amount	Select this check box to charge the fee on the amount of the purchase order. Clear this check box to charge the fee on the purchase order advance amount.

4. Click **Update** to save the P.O Finance parameters to the Client Terms.

Client Terms – P.O. Finance Table

The P.O Finance Table allows you to set up fee schedules to be applied in addition to the fees configured on the P.O. Finance Rates panel. The fee schedule can be set up for specific time periods (for example, up to 10 days charge 2%, Up to 20 days charge 4%, etc.), as well as fees that increase a set percentage over a set time (for example, increase 2% Every 10 Days Until 12%).

This feature is enabled by setting System Preference Client terms/rules, **Rules**, Allow purchase order finance table to **True**.

The P.O. Finance Table profile is divided into two areas: P.O. Finance Fees (Fees) and Fee Increments (Then).

Fees List

The Fees list displays fees you have set up for specified time periods.

Field	Description
Thru day	Displays the day through which the rate applies for each purchase order fee entry.
Rate (%)	Displays the rate used to calculate the purchase order fees for each entry. The fee is charged only within the time period set. For example, if you set Thru day 10 with a Rate of 2% and Thru day 20 with a Rate of 4%, a purchase order 15 days old is charged 4%, and a purchase order 25 days old is charged nothing—

Field	Description
	because there was no upper limit defined. To create an upper limit to keep charging the 4% indefinitely, add Thru day 999 with a Rate of 4%.
New	Opens the Add New Purchase Order Fee screen. Use this screen to define a new fee period.
Mod	Opens the Modify Existing Purchase Order Fee screen. Use this screen to edit existing fee time periods.
Del	Opens the Delete Purchase Order Fee screen. Use this screen to delete an existing fee time period.

Then List

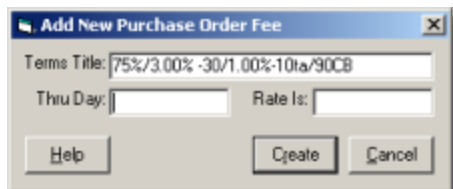
The Then list displays an incremental factor, time period, and percentage cap by which to alter the basic fee structure created in the Fee list.

Fees are increased by percentage factor for a specified number of days, until the fee reaches a capped percentage. For example, if **Increase %** = 2.000, **Every ? days** = 10, and **Until %** = 12, the fee specified for the time period in Fees is in effect until day 10, at which it is increased by 2%. The increase occurs every 10 days until the rate is increased to the cap or the invoice is paid. If the rate specified in Fee for the first 30 days is 0.250% and then 0.500 through day 60, at day 10 the rate would increase to 2.25%, day 20 4.25%, and 30 6.25%. At day 40, the **Thru day** 60 rate would also be applied, so the rate would increase to 8.75%, day 50 10.75%, and so on until the cap is reached or the purchase order is settled.

Field	Description
Increase %	Displays percentage factor by which to increase the basic fee structure.
Every ? days	Displays the number of days interval by which to apply the Increase %.
Until %	Displays the percentage cap at which to stop increasing the basic fee structure for this entry.
New	Opens the Add New Purchase Order Increment screen. Use this screen to define a new fee period.
Mod	Opens the Modify Existing Purchase Order Increment screen. Use this screen to edit existing fee time periods.
Del	Opens the Delete Purchase Order Increment screen. Use this screen to delete an existing fee time period.

Add New Purchase Order Fee

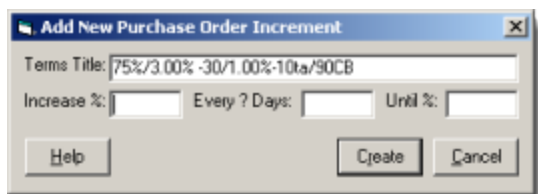
The Add New Purchase Order Fee screen is used to add, modify, and delete purchase order fee entries in the Fees grid of the Client Terms – P.O. Finance Table panel. The title of this screen is specific to the action selected on the Client Terms, P.O. Finance Rates panel.



Field	Description
Terms Title	This field is automatically filled with the client terms Title .
Thru Day	Enter the day through which the rate applies.
Rate Is	Enter the percentage rate for the fee period.
Create/Modify/Verify	This button is used to complete add, update, and delete actions on the Add New/Modify Existing/Delete Existing Purchase Order Fee screen. • Create: Complete the addition of a new fee. • Modify: Complete an update to an existing fee. • Verify: Confirm and complete the deletion of an existing fee entry.
Cancel	Click this button to close the screen without saving.

Add New Purchase Order Increment

Use this screen to increase your initial purchase order fee by a specific percentage amount on a recurring basis. You can also use it to modify or delete an existing percentage increase.



Field	Description
Terms Title	This field is automatically filled with the client terms Title .

Field	Description
Increase %	Displays percentage factor by which to increase the basic fee structure.
Every ? Days	Enter the number of days interval by which to apply the Increase % to the purchase order fee.
Until %	Enter the percentage cap at which to stop increasing the basic fee structure for this entry.
Create/Modify/Verify	This button is used to complete add, update, and delete actions on the Add New/Modify Existing/Delete Existing Purchase Order Increment screen. • Create: Complete the addition of a new fee increment. • Modify: Complete an update to an existing fee increment. • Verify: Confirm and complete the deletion of an existing fee increment entry.
Cancel	Click this button to close the screen without saving.

Set Client Information Options

Set up the purchase order processing options in the Load/Order Processing panel of the Client Information screen.

Load/order processing

☐ Include in load processing
☐ Allow hauler reference
Advance limit (%):
Total Advances (\$):

Orders are never entered

☐ Allow advances on purchase orders (P.O. Finance)
P.O. advance limit (%):
Total Advances (\$):

Field	Description
(Purchase order option)	Select the option that indicates how purchase orders numbers are used for this client:

Field	Description
	• Orders are never entered: Select this option to indicate that this client will not use purchase order finance. This option overrides the system-level option for this client only, and hides the purchase order processing options when this client is selected in the Client List. • Orders are required: Select this option to indicate that an order number must be selected from the Ref list in the Purchase/Schedule Batch screen in order to complete the entry of a new purchase batch. If the user attempts to complete a batch without selecting an order number, an error message is produced and the batch cannot be completed. • Orders are not required: Select this option to indicate that purchase order financing is enabled for this client, but a purchase order need not be selected from the Ref list in the Purchase/Schedule Batch screen to complete the entry of a new purchase batch.
Allow advances on purchase orders (P.O. Finance)	Select this option to indicate that purchase order financing is enabled for this client. This option activates the P.O. Advance screen for the client.
P.O. advance limit (%)	Enter the percentage rate of the purchase order total that can be advanced for the client. This is applied to the P.O. total in the same way that the advance rate for invoices is applied to the invoice total.
Total Advance (\$)	Enter the dollar amount to which to limit the total advances to the client The manner in the limit is applied is determined in System Preference Data entry behavior, Order processing, Over total advance handling, with the following options available: • Limit is hard and cannot be overridden • Limit is soft and is only a warning • Limit can be overridden by authorized user
Modify	Click this button to save the changes entered on the panel.
Cancel	Click this button to cancel unsaved changes.

Processing Purchase Order Advances

Making an advance on a purchase is procedurally similar to processing an invoice purchase batch, although the advance is processed in a different screen. The steps for processing and settling a purchase order advance are outlined below, and detailed in the following sections:

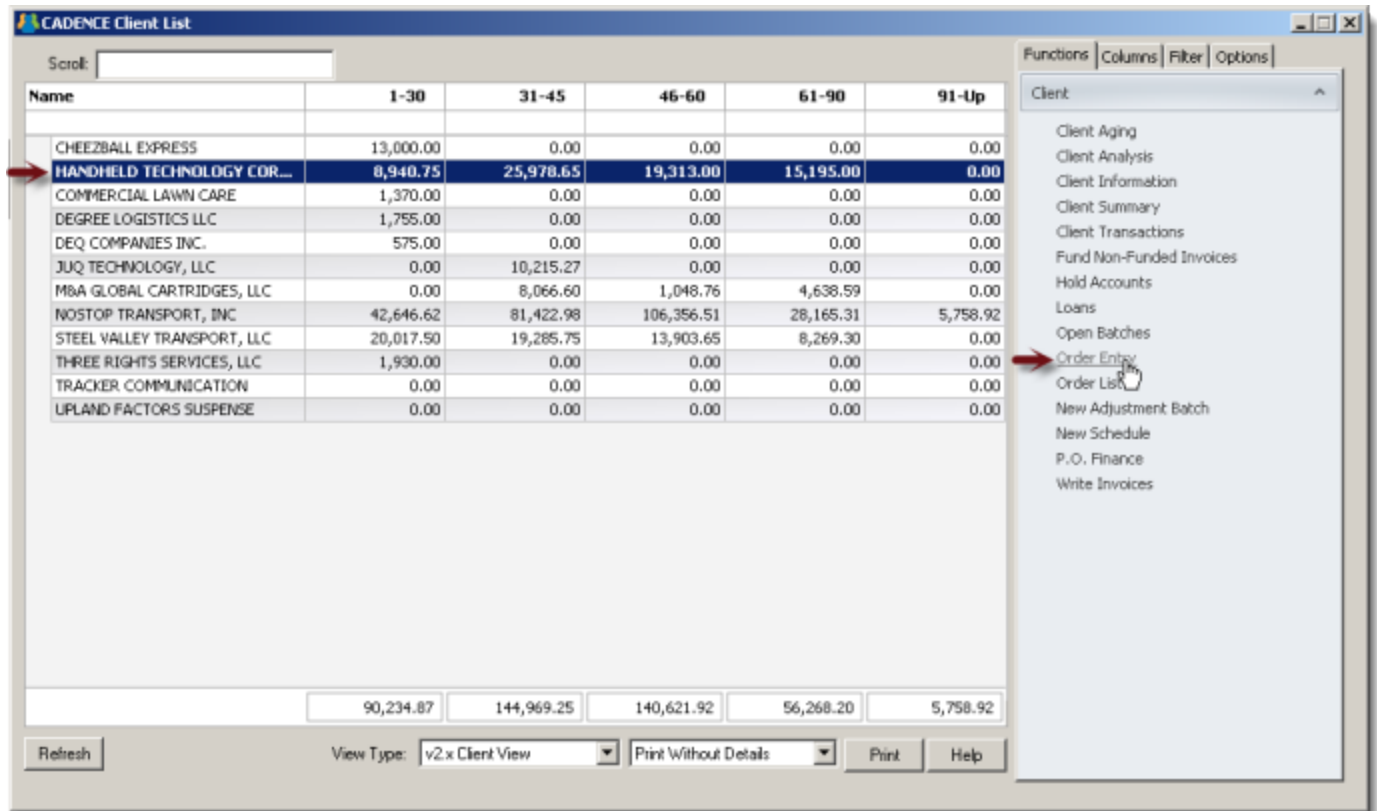
- Order Entry
- Processing the Purchase Order Entry
- Recording Advances against a Purchase Order
- Settling the Purchase Order Advance at Invoice Purchase

Order Entry

The Order Entry Screen is used to submit client purchase order information for P.O. financing. Click the link for detailed information about set-up and processing of P.O. Financing.

The first step in P.O. Finance is to enter the purchase order information:

1. Select the client from the Client List (F3) screen.
2. Select **Order Entry** from the Functions tab.



The Order Entry screen is displayed.

3. Enter the purchase details on the Order Entry screen, as described below:

Order Entry#295 for HANDHELD TECHNOLOGY CORPORATION (1000)

Post/submit date: Actual:

Total amount: Variance:

Order #:

Order date: Expires:

Debtor: Ship date:

Amount:

Terms:

Comments:

Order #	Seq	Date	Debtor	Amount	Warning
6635357	1	3/1/2011	LOLLIES	\$2,000.00	

Field	Description
Post/submit date	The current FactorSoft processing date is displayed.
Total amount	Enter the total amount of all purchase orders to be entered for the client.
Actual	Displays the dollar amount of purchase orders created thus far in the Order Entry screen.
Variance	Displays the dollar amount of the remainder of Total amount minus Actual .
Order #	Enter the client purchase order number.
Order date	Enter the purchase order date.
Expires	Enter the date on which the purchase order expires. The purchase order will not have any funds available for advance in FactorSoft until the expiration date is reached.
Debtor	Enter the customer/debtor name for which the purchase order was opened by the client.
Ship date	Enter the date on which the client expects to fulfill the purchase order.

Field	Description
Amount	Enter the dollar amount of the purchase order.
Terms	Enter applicable purchase terms. This is a free-form text field limited to 40 characters.
Comments	Enter order-related notes. This is a free-form text field.
Create/Modify/Verify	This button is used to complete add, update, and delete actions on the Order Entry screen. • Create: Complete the addition of a new purchase order entry. • Modify: Complete an update to a purchase order entry. • Verify: Confirm and complete the deletion of a purchase order entry.
Cancel	Click this button to cancel an add, modify, or delete action on a purchase order entry.
(Grid)	Displays purchase orders entered thus far for the purchase order number.
Edit	Select a purchase order entry from the grid and click this button to update the purchase order entry. Click the Modify button to complete the edit to the purchase order.
Delete	Select a purchase order entry from the grid and click this button to delete the purchase order entry. Click the Modify button to complete the deletion of the purchase order.

- Click the **Create** button to save the purchase order entry details.

The detail entries are displayed in the grid at the bottom of the screen.

- Repeat steps 3 and 4 for each purchase order to be entered.
- When all purchase orders for the client are entered, click the **Finished** button to complete the screen.

The purchase orders entered are listed in the grid at the bottom of the Order Entry screen and the Variance field should be zero, indicating that the total of the Amounts entered in the individual purchase orders match the control total entered in Total amount.

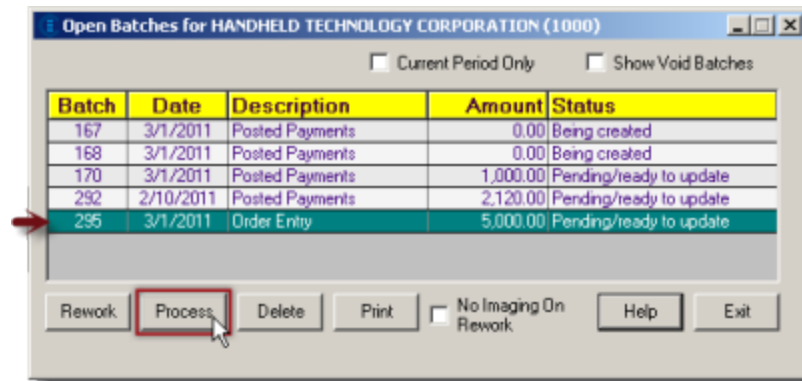
Processing the Purchase Order Entry

Once the purchase order information has been entered, the purchase order batch is processed to make it available to take an advance against.

To process purchase order batches:

1. Select the client from the Client List (F3) screen.
2. Select Open Batches from the Functions tab.

The Open Batches screen is displayed.



3. Locate and select the order entry batch in the list.
4. Click **Process**.

A verification message appears.

5. Click **Yes** to process the batch.

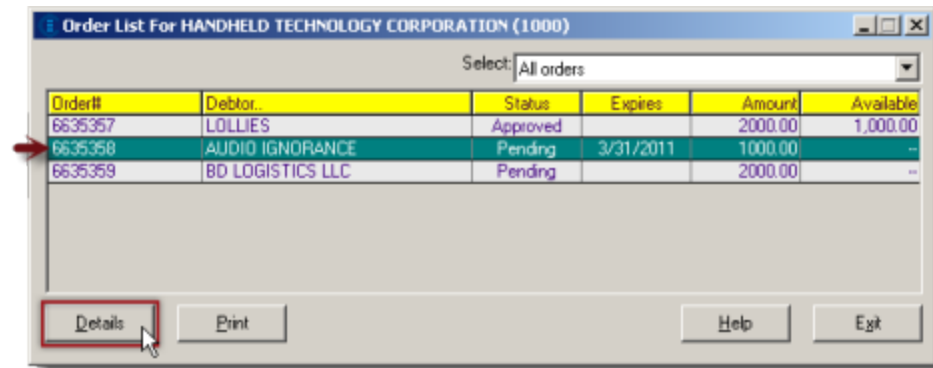
FactorSoft processes the order entry and prints an Order List report to the default printer.

Approve Pending Order

Purchase order advances are recorded in Pending status. Each purchase order must be approved before funds can be advanced against the order. To approve purchase orders:

1. Select the client from the Client List (F3) screen.
2. Select **Order List** from the Functions tab.

The Order List screen opens, displaying the purchase order finance requests for the client.



3. Select the Order # to be approved.
4. Click the **Details** button.

The Order Details screen opens.

Order12345 For Bobby's Transportation Company (BOBBY)

Order Information | Invoices Booked | Advance Activity | Audit History

Status:

Order#:

Order date:

Debtor:

Ship date:

Expire date:

Order amount:

Terms:

Comment:

5. Select Approved from the Status list.
6. Click **Update**.

7. Repeat steps 3 – 6 for all purchase orders to be approved.

Note that the Availability in the Order List shows the calculated amount available for advance, determined by the P.O. advance limit (%) set on the Load /order processing panel of the Client Information screen.



Order List

The Order List screen displays a list of purchase order finance requests.

TIP

You can use the filtering tools of the Order List screen to limit the display of orders in the grid, as described below:

Field	Description
Select	Select the P.O. Finance requests to be displayed: - All approved orders w/availability - All orders - All approved orders - All pending orders - All denied orders
Grid	Each order is listed in the grid as a line-item with the following information:



Field	Description
	• Order#: purchase order number • Debtor: customer/debtor name • Status: order status • Expires: date on which the purchase order expires • Amount: dollar amount of the purchase order • Amount Available: remaining amount available to be advanced
Details	Click this button to display the Order screen, which displays the details of the order.
Print	Not used.
Exit	Click this button to close the screen.

Order Details

The Order Details screen displays order, invoice, and advance details for Purchase Order Financing. This screen is accessed from the Order List screen.

Order Details Screen

The Order Details screen displays order, invoice, and advance details for Purchase Order Financing. Each of the tabs is described in detail below.

Field	Description
Status	Select the order status to be displayed for the order: • Pending • Approved • Denied
Order#	Displays the client purchase order number.
Order date	Displays the purchase order date.
Debtor	Displays the customer/debtor name for which the purchase order was opened by the client
Ship date	Displays the date on which the client expects to fulfill the purchase order.
Expire date	Displays the date on which the purchase order expires. The purchase order will not have any funds available for advance in FactorSoft until the expiration date is reached.
Order Amount	Displays the dollar amount of the purchase order.

Field	Description
Terms	Displays the applicable purchase terms.
Comment	Displays order-related notes.

Invoices Booked Tab

The Invoices Booked tab displays the invoice(s) from which the associated purchase order advance has been deducted.

Invoice#	Posted	Batch#	Amount	Covered	Balance	At Risk
	296	222	5,000.		5,000.00	0.00

Field	Description
Invoice#	The invoice number from which the purchase advance (or some portion thereof) has been deducted.
Posted	The date on which the purchase order advance was deducted from the invoice purchase.
Batch#	The purchase batch number associated with the invoice purchase.
Amount	The purchase amount for the invoice.
Covered	Not used.
Balance	The invoice balance.

Field	Description
At Risk	The amount at lender risk.

Advance Activity

The Advance Activity tab displays the payment entries for purchase order advances. The available funds from the purchase order advance are moved to Settlement for the invoices listed on this tab.

Date	Batch#	Type	Status	Invoice#.	Advance	Settlement
7/24/2017	296	Advance	Pending		500.00	--

Field	Description
Date	The date of the advance or settlement transaction.
Batch#	The batch number for the associated activity. PO advance or invoice purchase batch number.
Type	Transaction type of the activity associated to the PO.
Status	The status of the purchase order advance: • Pending: Purchase order advance has been processed, but no settlement has been processed against the advance. • Processed: an invoice purchase transaction with a settlement against the purchase order advance has been processed.

Field	Description
Invoice#	The invoice number from which the purchase order advance was settled.
Advance	The pending purchase order advance amount for the order.
Settlement	The amount settled for the purchase order advance by deduction from invoice purchase.

Audit History Tab

Displays a list of the history of changes made to the purchase order advance.

Date / Time	User	Field	Value Was
7/24/2017 10:04:27 AM	DAVID	Status	Pending
7/24/2017 10:04:16 AM	DAVID	Order amount	5,000.00

Recording Funds Advance against a Purchase Order

The updated batch is accessed in the P.O. Advance screen to apply the advance to a purchase order and deduct any applicable expenses, fees and reserves.

Note that the actual advance of funds on purchase orders takes place outside of FactorSoft. P.O. Financing in FactorSoft consists of recording the funds advance on the order, and then settling that amount against invoice purchase.

To record the funds advance against the purchase order:

1. Select the client from the Client List (F3) screen.
2. Select **P.O. Finance** from the Functions tab.

The P.O. Advance screen is displayed. Note that the Available amount reflects the portion of the purchase order that is available for advance, based on the P.O. advance limit (%) set in Client Terms or the Client Information screen.

3. Select the **Order #** that you want to advance against from the list.
4. Click the **Partial** button.

The **Selected** column in the grid becomes a data entry field.

NOTE

To select the entire available amount for an order, double-click the line-item for the order.

The image shows two overlapping screenshots of the 'P.O. Advance#296 for HANDHELD TECHNOLOGY CORPORATION (1000)' window. The top window shows the 'Advances' tab with a table of orders. The bottom window shows the same screen after clicking the 'Partial' button, with the 'Selected' column now containing numerical values.

Order#	Debtor	Expires	Amount	Open	Advanced	Available	Selected
6635357	LOLLIES		2000.00	2,000.00	--	1,000.00	--
6635358	AUDIO IGNORANCE	3/31/2011	1000.00	1,000.00	--	500.00	--

The bottom screenshot also shows the 'Total Selected' field at the bottom right, which is currently 0.00.

5. Enter the dollar amount of the advance in the **Selected** column for the order.

The P.O. Advance screen allows a purchase order advance with a negative amount to be entered in the **Selected** column. This capability is intended to be used to wash out a prior advance on which a settling invoice was never purchased.

NOTE

A negative advance is merely an adjustment to the purchase order advance, and expenses will need to be created to zero out the batch or make advances on other purchase orders. In addition, no fees are calculated, so fees must be credited out if they are to be returned.

6. (Optional) Create expenses against the PO advance, review the advance summary, and pay the advance directly to a vendor.

For more information on creating expenses against the PO advance, refer to "Creating Expenses Against a PO Advance" on page 569. For more information on reviewing the advance summary, refer to "Viewing the Advance Summary" on page 570. For more information on paying the advance directly to a vendor, refer to "Paying the Advance Directly to a Vendor" on page 571.

7. Click **Finished**.

The advance is recorded in **Pending** status and can be viewed by accessing the Order List screen. In addition, the check for the vendor is sent to the Write Check screen to process the check directly to the vendor.

NOTE

To send the advance checks to Check Writer, the PO advance must first be processed on the Open Batches screen.

PO Advance

The PO Advance screen displays details on entered purchase orders, and allows you to record advances against the purchase order, record expenses against the advance, and elect to pay all or part of the advance directly to the vendor.

Field	Description
Post Date	Displays the FactorSoft processing date on which the purchase order was submitted. You can enter a different date and click Partial to record advances on a different processing date.
Finished	Click this button to record an advance against a purchase order in Pending status. The purchase order will then be available to settle against invoices in the Purchase/Schedule Batch screen.

Advances Tab

Lists the purchase order advances entered for the client.

P.O. Advance#148 for Bobby's Transportation Company (BOBBY)

Post date: Help Finished

Advances | Expenses | Summary | Payable To

Order#	Debtor..	Expires	Amount	Open	Advanced	Available	Selected
12345	ABC Inc	8/17/2017	10,000.00	10,000.00	1,000.00	4,000.00	1,000.00

Total Selected:

Field	Description
Grid	Lists each purchase order entered on the Order Entry screen for the client and includes the following information:

Field	Description
	• Order#: the client purchase order number entered on the Order Entry screen. • Debtor: the customer/debtor name for which the purchase order was opened by the client. • Expires: the date on which the purchase order expires • Amount: the dollar amount of the purchase order • Open: displays the total dollar amount of open purchase order line-items • Advanced: displays the dollar amount previously advanced on purchase order line-items • Available: displays the dollar amount available for advance on purchase order line-items • Selected: displays the amount entered for advance against the purchase order line-item, but not yet settled. This field is also used for order amount entry when the Partial button is clicked. A positive amount creates a an advance against the purchase order. A negative amount can be entered as an adjustment to a previous order, for instance to wash out a prior advance on which a settling invoice was never purchased. Note that this would be an adjustment to the purchase order advance only, and expenses would need to be created to zero out the batch or make advances on other purchase orders. Furthermore, no fees are calculated, so fees must be credited out if they are to be returned.
Partial	Click this button to apply advances to a purchase order and deduct any applicable expenses, fees and reserves. The Selected column becomes a data entry field in which to enter the advance amount.
Chargeback	Click this button to chargeback the advance. Clicking the Chargeback button effectively “unadvances” the amount of the selected advance. If any monies had been paid out against the Advance, the advance will have a negative balance, and will be displayed as negative in the Selected column on the Advances tab and in the Advance amount field in the Summary tab.
Total Selected	Displays the total amount of advances applied to purchase orders for the client.

Expenses Tab

Creating Expenses Against a PO Advance

This tab of the P.O. Advance screen is used to view, add, modify, and delete expense entries for a purchase order advance selected from the Advances tab.

P.O. Advance#148 for Bobby's Transportation Company (BOBBY)

Post date: April 12, 2017

Help Finished

Advances Expenses Summary Payable To

Account #	Description	Amount
SURANCEFE	Insurance fee	500.00
WIREFEE	WIRE/ACH Fee	50.00

Account #: WIREFEE - WIRE/ACH Fee

Description: WIRE/ACH Fee

Amount: 50.00

New Delete Cancel

Total: 550.00

Field	Description
Grid	Displays the expenses applicable to the selected purchase order advance by Account #. The account description and expense amount are also displayed.
Account#	Displays the account number to which the selected expense is applied. By default, this field will display the account selected for either the P.O. disbursement fee or P.O. interest fee in the G/L Account Group. You can select another account and update this screen to apply the expenses to another account.
Description	Displays the account description.
Amount	Displays the amount of the expense. When entering a new expense, this field is used to enter the Expense amount.
New	Click this button to record a new expense on the purchase order line-item selected in the Advances tab. The Account # , Description , and Amount fields are cleared to allow data entry.
Delete	Select an expense line-item and click this button to delete the expense for the purchase order line-item selected in the Advances tab.

Field	Description
Create/Modify/Verify	This button is used to complete add, update, and delete actions on the Expenses tab: • Create: Complete the addition of a new purchase order entry. • Modify: Complete an update to a purchase order entry. • Verify: Confirm and complete the deletion of a purchase order entry.
Cancel	Click this button to cancel an add, modify, or delete action on the Expenses tab.
Total	Displays the total dollar amount of all expense line-items entered for the purchase order line-item selected in the Advances tab.

Summary Tab

Viewing the Advance Summary

This tab summarizes the purchase order advance selected from the Advances tab as a calculation beginning with the gross advance amount and ending with the net advance amount. This tab also summarizes total advances and remaining availability.

Field	Value
Advance amount:	500.00
- Expenses:	5.00
- Fees:	15.00
- Reserves Held:	0.00
Advances:	480.00
Payable To	10,000.00

Field	Description
Advance amount	Displays the total advance amount entered for the purchase order line-item selected in the Advances tab.
Expenses	Displays the total dollar amount of all expense line-items entered for the purchase order line-item selected in the Advances tab.
Fees	Displays the total dollar amount of all fees applied to the purchase order line-item selected in the Advances tab.
Reserves Held	Displays the total dollar amount of reserves withheld for the purchase order line-item selected in the Advances tab.

Field	Description
Advances	Displays the net dollar amount of advances for the purchase order line-item selected in the Advances tab.
(Limit)	Displays the total advance limit set for the client on the Load/order processing panel of the Client Information Screen.
(Total Advances)	Displays the total advances for the client.
(Available)	Displays the available limit, which is the limit minus advances.

Payable To Tab

Paying the Advance Directly to a Vendor

The Payable To tab is used to select a vendor to which to directly pay the PO advance, or a portion thereof. If no amount is entered, the entire advance is written to the vendor. The vendor represents a supplier to the client that provides needed products or services that are required before an invoice can be generated to the debtor, and therefore to which the lender may advance money in order to bypass the client.

NOTE

To make a payment directly to a vendor, a disbursement account must be defined on the Miscellaneous Accounts tab of the G/L Account Groups screen in the Tables module.

If an amount is entered that is a portion of the advance amount, the advance is divided between the client and the vendor (two journals are created). In this case, a disbursement account must be provided in the appropriate G/L account group table.

Field	Description
Vendor	Select the vendor to which to pay an advance on the purchase order.
Amount Payable	Enter the dollar amount of the advance to be paid to the vendor. If no amount is entered, the entire advance is written to the vendor. If an amount is entered

Field	Description
	that is a portion of the advance amount, the advance is divided between the client and the vendor (two journals are created). In this case, a disbursement account must be provided in the appropriate G/L account group table.

Settling the P.O. Advance at Invoice Purchase

The amount advanced against the purchase order is settled when the invoices for the purchase order are purchased. The amount of the purchase order advance is deducted from the amount available to advance from the invoices.

To settle the P.O. advance:

1. Access the New Purchase/Schedule Batch screen for the client.
2. Enter the Total invoices amount and invoice amount for the first invoice.
3. Select the Purchase Order number associated with the invoice from the Ref list.

NOTE

The Ref list displays all purchase orders in **Approved** status for the client.

When you select the purchase order, the Debtor associated with the order is automatically filled, as shown below.

The screenshot shows two overlapping windows. The background window is titled "Schedule Batch#171 for HANDHELD TECHNOLOGY CORPORATION (1000)". It has tabs for Invoices, Expenses, Recourse, Calculation / Reserves, Payout, Pending Invoices, and Debtor Credit Limits. The "Invoices" tab is active, showing fields for Invoice # (9876543), PO # (6635357), Date (6/30/2011), Debtor (LOLLIES), Amount, Description, Carrier, Terms, and Note. A red arrow points from the "PO#" field in this window to the "Debtor" field in the foreground window. The foreground window is also titled "Schedule Batch#171 for HANDHELD TECHNOLOGY CORPORATION (1000)" and has the same tabs. The "Invoices" tab is active, showing fields for Invoice # (9876543), PO # (6635357), Date, Debtor (LOLLIES), Amount, Description, Carrier, Terms, Note, Doc #, Gross, and Previous. The "Debtor" field is highlighted with a red box.

Note that purchase order numbers are available in the PO# field of the Purchase/Schedule Batch screen for settlement against an invoice as long as there is any open balance on the purchase order. Therefore, it is possible for a purchase order to be settled against multiple invoices.

4. Complete the data entry for the batch (**Date**, **Amount**, and any other data required for the purchase).
5. Click the **Create** button to create the batch.
6. Repeat steps 2 through 5 for each of the invoices to be included in the batch.
7. Click **Finished** to complete the batch in Pending status.

The settlement can be viewed by accessing the Order List screen. Notice that when the Order List is accessed for orders with availability, the order which was settled may no longer appears. You can select All orders for the Select list to display the settled orders.

8. Click the **Details** button on the Order List screen to see the payment entries in the Advance Activity tab of the Order detail screen.

Note that the available funds from the purchase order advance are moved to Settlement for the invoices.

Date	Batch#	Type	Status	Invoice#	Advance	Settlement
3/1/2011	296	Advance	Pending		500.00	--
3/1/2011	171	Buy	Pending	9876543	--	250.00

Following these steps, the invoices are verified, approved, and purchased in FactorSoft per your normal procedures. The monies advanced against the purchase order are deducted from the payout as Settlement, as can be seen in the following illustration of the Journal screen.

View/Update Unpaid Journal

Post Against: **HANDHELD TECHNOLOGY CORPORATION (1000)** Clear History #:

Payee: **HARDWIRE TECHNOLOGY CORPORATION** Fill In

Address: **1234 Grenata Avenue**

City: **Fridley** **MN** **55432**

Country:

Amount: **431.98** Entered by: **STEVE** Pay By: **WIRE**

Description: **Schedule#171** Cash Account: **1050 - Factoring Cash / Dis** Office: **06**

Check/Trans #: Paid On: **March 1, 2011**

Created 9/16/2014 4:57pm

Distribution:

Account	Description	Amount
1110	A/R (Purchases)	1,000.00
5041	Settlement Earnings	-0.07
5009	Fee Escrow	-150.00
1120	Reserve Escrow	-150.00
1050	Settlement	-250.00
5940	Wire Transfer Fees	-17.95

Docs New Delete Modify

Help Exit Delete Void Vendor Audit

After purchase, the invoice(s) associated with the order can be viewed on the Invoices Booked tab of the Order detail screen. Select the order on the Order List and click the Details button to see this screen.

Order12345 For Bobby's Transportation Company (BOBBY) Σ

Order Information | Invoices Booked | Advance Activity | Audit History

Invoice#	Posted	Batch#	Amount	Covered	Balance	At Risk
	296	222	5,000.		5,000.00	0.00

Update Print Help Exit

Importing

The Purchase Import and Debtor Import Facilities can handle a variety of data formats, but the data must conform to the specifications for a successful import. Import data formats are described in the Debtors and Invoice Import File Format section of the Import Guide.

Bulk Collaterals

Bulk Collaterals Overview

FactorSoft enables lenders to integrate bulk collateral lending, asset based lending, invoice discounting, inventory lending, and other forms of commercial finance, into one platform.

The Bulk Collaterals feature is grounded on the concepts of valuing and revaluing of assets, tracking, monitoring, and analyzing trends. The collateral is the primary source of repayment, and the loan is tied to fluctuating asset values.

Bulk Collateral Lending:

- Relies on its legal position in the assets of a business.
- Is a business loan supported by a security interest in the borrower's assets.
- Is designed to help undercapitalized, highly leveraged businesses.
- Loan thresholds are based on the client's collateral value.
- Provides a continuous source of funding.

Activity Center

The Activity Center screen consists of multiple tabs that display pending activity and transaction entries for loans:

- **Pending Postings:** displays pending postings submitted from ClientWeb or Web Portal for summary A/R declarations, ineligible postings, and inventory declarations for loans processing
- **Manage Pending Transfers:** displays pending auto-transfer requests generated based on Auto Transfer rules for loans processing
- **Manage Pending Transactions:** displays pending disbursement transactions for loans processing
- **New Unclaimed Cash Deposit:** displays transactions posted to the loan balance via a Claimed Cash Posting transaction for the Facility
- **Transactions:** displays any transaction entry recorded to date

Manage Pending Postings

The Pending Postings tab of the Activity Center used to view, approve, rework, or deny pending postings, submitted from ClientWeb/Web Portal, for summary A/R declarations, ineligible postings, and inventory

declarations. These collaterals are used in bulk collaterals processing.

The Pending Postings screen is accessed from the Office menu of the FactorSoft desktop application.

Client	Facility	Collateral	Date	Type	Status
RM Client	ABL Loan	Medical	12/17/2021	Medical Receivable	Pending
RM Client	Revolver	Inventory	12/17/2021	Inventory	Pending
Amanda Test Client	ABL Facility Test	INV	1/24/2022	Inventory	Pending
CLIENT - HYBRID	ABL for Client-Hybrid	Bulk AR Test	11/22/2021	Bulk A/R	Pending
CLIENT - HYBRID	ABL for Client-Hybrid	Bulk Inv Test	11/29/2021	Bulk Inventory	Pending
RM Client	Rachel Loan	Bulk A/R	12/15/2021	Bulk A/R	Pending
CLIENT - ABL ONLY #2	REVOLVER - How long can the Fa...	Bulk A/R	2/4/2022	Bulk A/R	Pending
CLIENT - ABL ONLY #1	REVOLVER name that is really rea...	Bulk Inventory	2/4/2022	Bulk Inventory	Pending
Amanda Test Client	ABL Facility Test	BULK AR	2/4/2022	Bulk A/R	Client Reworking

Field	Description
(Grid)	Displays each pending posting as a line-item with the following data: • Client: the client name • Facility: the facility name • Collateral: the collateral to which the posting is being applied • Date: the effective date of the posting • Type: the posting type • Status: the status of the posting
Approve	Select a line-item and click this button to approve and release a single posting. Note: For all dates prior to current date, the user is prompted to accept sub-mission date or change to current date on approval.
Deny	Select a line-item and click this button to reject a pending posting.
Approve All	Click this button to approve and release all pending postings. Note: For all dates prior to current date, the user is prompted to accept sub-mission date or change to current date on approval.
Client Rework	Click this button to return the posting to the client for rework in the ClientWeb or

Field	Description
	Web Portal.
Refresh	Click this button to update the information in the grid.
View	Click this button to view the posting certificate screen for the selected posting.
Print	Click this button to generate a preview of the Manage Pending Postings screen, which can be printed or exported in a variety of formats.
Close	Click this button to close the screen.

Manage Pending Transfers

The Manage Pending Transfers tab of the Pending Transactions screen displays pending auto-transfer requests generated based on Auto Transfer rules for bulk collateral processing. Using this screen, you can approve these requests to execute the transfer, or deny the request to send it back for rework.

The Pending Transactions screen is accessed from the Office menu of the FactorSoft desktop application.

From Client	From Facility	To Client	To Facility	Transfer Amt	Status	Created By	Create Date
Does It All Manufacturing	LOC Facility w/AR&Inv	Delana's Test Company2 (...)	Purchase Facility	11,251.74	Pending	~auto	4/24/2020
Does It All Manufacturing	LOC Facility w/AR&Inv	Eastern Industries, Inc.	Eastern Industries, Inc.	231,348.46	Pending	~auto	4/24/2020
Does It All Manufacturing	LOC Facility w/AR&Inv	Delana's Test Company2 (...)	Purchase Facility	10,735.76	Pending	~auto	4/24/2020
TOGO Corporation	test	TestW Company	Purchase Facility	40,000.00	Pending	~auto	11/30/2020
Delana's Test Company1(...)	Delanas Test LOC	Delana's Test Company3 (...)	TC3_ABL LOC	1,958,729.12	Pending	~auto	4/24/2020
Delana's Test Company2 (...)	Purchase Facility	Delana's Test Company3 (...)	Purchase Facility	500.00	Pending	~auto	11/30/2020
NFE Transfer Test Client, I...	Purchase Facility	NFE Transfer Test Client, I...	Purchase Facility	5,000.00	Pending	~auto	4/24/2020
Loan Balance Transfer Opt...	Purchase Facility	Loan Balance Transfer Opt...	Purchase Facility	80,000.00	Pending	~auto	11/30/2020
Loan Balance Transfer Opt...	Purchase Facility	Loan Balance Transfer Cle...	Purchase Facility	200,000.00	Pending	~auto	11/30/2020
Days to Hold Transfer Cle...	Purchase Facility	Days to Hold Transfer Cle...	Purchase Facility	20,000.00	Pending	~auto	11/30/2020
Days to Hold Transfer Cle...	Purchase Facility	Days to Hold Transfer Cle...	Purchase Facility	8,250.00	Pending	~auto	4/24/2020
Days to Hold Transfer Cle...	Purchase Facility	Days to Hold Transfer Cle...	Purchase Facility	20,000.00	Pending	~auto	4/24/2020
Day of Week (From)	Purchase Facility	Day of Week (Monday) (To)	Purchase Facility	500.00	Pending	~auto	11/30/2020
My client day of the month...	Purchase Facility	My client 2	Purchase Facility	55,000.00	Pending	~auto	12/1/2020
My Client WED	Purchase Facility	My Client Wed TO	Purchase Facility	40,000.00	Pending	~auto	12/2/2020
My Client Wed TO	Purchase Facility	my client from any	Purchase Facility	80,000.00	Pending	~auto	11/30/2020
My NFE net change1	Purchase Facility	My NFE Net change2	Purchase Facility	2,000.00	Pending	~auto	11/30/2020
My client 5days hold from	Purchase Facility	my client 5 day's hold to	Purchase Facility	25,000.00	Pending	~auto	4/24/2020
ABC INC	Purchase Facility	XYZ INC	Purchase Facility	68,000.00	Pending	~auto	11/30/2020
R client test	Purchase Facility	Test Client 1	Purchase Facility	6,000.00	Pending	~auto	4/24/2020
client negative From	Purchase Facility	Client positive TO	Purchase Facility	20,000.00	Pending	~auto	4/24/2020
My client NFE net change ...	Purchase Facility	My client NFE net change TO	Purchase Facility	5,000.00	Pending	~auto	11/30/2020
My client days to hold holi...	Purchase Facility	My client hold holiday TO	Purchase Facility	12,000.00	Pending	~auto	4/24/2020
Hold for July 4th from	Purchase Facility	Hold for July 4th TO	Purchase Facility	10,000.00	Pending	~auto	4/24/2020
Hold 1 day from	Purchase Facility	Hold 1 day TO	Purchase Facility	5,000.00	Pending	~auto	4/24/2020
test client from	Purchase Facility	test client TO	Purchase Facility	2,000.00	Pending	~auto	11/30/2020
hold nfe net change from	Purchase Facility	hold 1 day nfe net change...	Purchase Facility	7,000.00	Pending	~auto	12/2/2020

Field	Description
(Grid)	Displays each pending transfer as a line-item with the following data:

Field	Description
	• From Client: the client from which the transfer transaction was taken • From Facility: the facility name from which funds are being transferred • To Client: the client to which funds are to be transferred • To Facility: the facility name to which funds are to be transferred • Transfer Amt: the amount of the pending transfer • Status: the status of the transfer – always “Pending”. • Created By: always “~auto”.
Auto Generate	Click this button to execute the auto-transfer rules and generate the pending transfers queue.
Approve	Select a line-item and click this button to approve a single Auto-Transfer request. Approved requests are posted immediately and can be viewed in the Ledger for the Facility.
Approve All	Click this button to approve all pending auto-transfer requests. Approved requests are posted immediately and can be viewed in the Ledger for the Facility.
Deny	Select a line-item and click this button to deny a single auto-transfer request and remove it from the queue. Note that if no modification is made to the facility, the denied request will re-queue when the auto transfer rule logic is executed.
Deny All	Click this button to deny all pending auto-transfer requests. Note that if no modifications are made to the facilities, the denied requests will re-queue when the auto transfer rule logic is executed.
Refresh	Click this button to update the information in the grid
Print	Click this button to generate a preview of the Manage Pending Transfers screen, which can be printed or exported in a variety of formats.
Close	Click this button to close the screen.

Manage Pending Transactions

The Manage Pending Transactions screen is used to view, approve, rework, deny, or void pending disbursement transactions for facilities both Factoring and Asset-Based.

NOTE

Access to void pending disbursements may be limited by security role.

The Manage Pending Transactions screen is accessed from the Office menu of the FactorSoft desktop application.

Client	Facility	Post Date	Amount	Client CAP Sp.	Creator	Status	Approval Status	Primary A.	Comments	Pay By	Batch #	Type
RHB CLOTHING	Factoring	10/18/2021	200.00	1,670,654.94	~Portal	Pending	Primary Approval Required					
CLIENT - HYBRID	Factoring	11/19/2021	150.00	1,977,980.33	~Portal	Pending/Problems	Primary Approval Required		Requires Rework			
CLIENT - FACTORING...	Factoring	11/23/2021	1,400.00	1,913,723.89	~Portal	Pending/Problems	Primary Approval Required		Requires Rework			
RM Client	ABL Loan	11/29/2021	582.69	499,877,856...	~Portal	Pending	Secondary Approval Required	RMACASO				
TECH-LIFE INC/O2	Factoring	11/23/2021	87,582.58	2,011,362.59	~Portal	Pending/Problems	Primary Approval Required		Requires Rework			
CLIENT - HYBRID	ABL for Client-Hy...	11/23/2021	58,583.65	1,977,980.33	~Portal	Pending	Primary Approval Required					
RM Enterprise	Factoring	11/30/2021	200.00	937,119.10	~Portal	Pending/Problems	Primary Approval Required		Requires Rework			
RM Client	Rachel Loan	12/1/2021	500.00	499,877,856...	~Portal	Pending	Primary Approval Required					
RM Client	Factoring	12/1/2021	1,000.00	499,877,856...	~Portal	Pending/Problems	Primary Approval Required		Requires Rework			
RM Client	Rachel Loan	11/29/2021	1,000.00	499,877,856...	ACOALSON	Pending	Primary Approval Required					
CLIENT - FACTORING...	Factoring	12/2/2021	50.00	1,999,650.59	AHANKS	Pending	Primary Approval Required					
CLIENT - FACTORING...	Factoring	12/2/2021	200.00	1,913,723.89	AHANKS	Pending	Primary Approval Required					
CLIENT - ABL ONLY #2	REVOLVER - How I...	1/21/2022	200.00	65,880.55	~Portal	Pending	Primary Approval Required					
Sabs Enterprise	Factoring	1/21/2022	222.00	5,034,394.32	~Portal	Pending/Problems	Primary Approval Required		Requires Rework			
CLIENT - FACTORING...	Factoring	1/27/2022	7,896.36	2,075,693.17	~Portal	Pending/Problems	Primary Approval Required		Requires Rework			
CLIENT - FACTORING...	Factoring	1/27/2022	3,602.33	2,075,693.17	AHANKS	Pending	Primary Approval Required					
CLIENT - ABL ONLY #2	REVOLVER - How I...	1/27/2022	1,500.00	65,880.55	AHANKS	Pending	Primary Approval Required					
CLIENT - HYBRID	Factoring	1/28/2022	1,500.00	1,977,980.33	~Portal	Pending/Problems	Primary Approval Required		Requires Rework			
CLIENT - HYBRID	Factoring	1/31/2022	3,000.00	1,977,980.33	~Portal	Pending/Problems	Primary Approval Required		Requires Rework			
CLIENT - HYBRID	Factoring	1/31/2022	7,893.23	1,977,980.33	~Portal	Pending/Problems	Primary Approval Required		Requires Rework			
CLIENT - FACTORING...	Factoring	2/1/2022	150,000.00	2,075,693.17	~Portal	Pending/Problems	Primary Approval Required		Requires Rework			
CLIENT - FACTORING...	Factoring	2/2/2022	430.00	1,913,723.89	~Portal	Pending/Problems	Primary Approval Required		Requires Rework			

Field	Description
Filter by AE	Select the account executive to which to limit the display of pending transactions • Clear: click this button to clear an AE filter and display transactions for all AE's • Refresh: click this button to update the grid for an AE filter
(Grid)	Displays each pending posting as a line-item with the following data:

Field	Description
	• Client: the client name • Facility: the facility name • Post: the posting date of the transaction • Amount: the transaction amount • Status: the status of the transaction
Approve	Select a line-item and click this button to approve and release a single transaction. User limits specified in the Manage Users screen of the Administration module may affect the user's ability to approve items in the Pending Transactions tab.
Approve All	Click this button to approve and release all pending transactions. User limits specified in the Manage Users screen of the Administration module may affect the user's ability to approve items in the Pending Transactions tab.
Rework	Select a line-item and click this button to revise or correct a pending transaction. The transaction screen is opened in edit mode to allow rework.
Deny	Select a line-item and click this button to reject a pending transaction.
Void	Select a line-item and click this button to void the transaction. Transactions can only be voided in the current FactorSoft processing day (i.e., on the processing day that the transaction was formatted).
Position Summary	Click this button to generate a preview of the Position Summary Report for the client.
Avail Cert	Click this button to generate a preview of the Availability Certificate/Advance Request for the facility.
Print	Click this button to generate a preview of the Manage Pending Transaction screen, which can be printed or exported in a variety of formats.
Close	Click this button to close the screen.

NOTE

During Approval or Rework, if the Post Date does not match the current date, the user is asked to verify the correct Post Date.

System Preferences

The following system preferences related to Reserve Releases are located in the Administration module, System Preferences, **Client rules & Defaults, Ineligibility/summary calculation, Release tab** folder.

Preference	Description
Allow negative checks	When set to True , accepting negative checks takes money from the operating account. Do not use unless the system has the ability to get funds from the DDA Account.
Bank account must be selected to release reserves	Set to True to require the Bank Acct field to be completed on the Release tab of the Client Summary / Reserve Release screen to process a reserve release transaction.
Disable the ability to write reserve release checks	Set to True to turn off the Write checks ability on Reserve Releases.
Do not allow reserve release on inactive clients	When set to True , users will not be able to release reserves if the client is inactive.
Do not allow reserve release if there is an expired lien	Set to True to deny reserve release to a client with an expired lien. If a reserve release is attempted for a client with an expired lien subordination or a lien release date in the future (as recorded in the Client Liens screen from the Liens/-monitoring tab of the Client Information screen), an error indicating that "a lien is not subordinated or released, a reserve release may not be performed" is displayed.
Do not allow reserve release if there is an open alert	Set this option to True to prevent reserve release on any client that has an open alert returned from the monitoring vendor.
Do not allow reserve release over the client credit limit	Set to True to restrict users from releasing reserves that put the client over its credit limit.
Over available for release rule	Determines how a disbursement "over the available for release" will be handled.

Preference	Description
	• No Edit • Do not allow • Allow for authorized user only with a warning • Allow for authorized user only without a warning
Paid on date	Determines how to edit the transfer paid on date. • Warn if not current date, allow any date • Date must be in current fiscal month • Date must be current date (not changeable) • Date can not be entered
Pending rule	Select the option that determines how reserves are released and/or pended. • Releases can only be written immediately: reserve release transactions are immediately release to the Write Checks screen by clicking the Write button on the Release tab of the Client Summary screen; there is no option to make reserve release transactions pending. • Releases can only be pended (release later): reserve release transactions are created from the Release tab of the Client Summary by pressing the Pend button; the pending reserve transaction is released from the Manage Pending Purchases screen. • Releases may be pending or written immediately: reserve release transactions can be pended by clicking the Pend button on the Release tab of the Client Summary screen, or created immediately by clicking the Write button on the Release tab of the Client Summary screen. <i>Note: Pending Rule must be set to Releases can only be pended (release later) if using System Preference: Reserve Release requires Manager Authorization as Second Approval to prevent Releases from being written immediately.</i>
Post date rule	Select the value for the Post Date to be displayed on the Release tab:

Preference	Description
	• Must Be Current Date (not changeable): Select this option to display the current date without the ability to change it. As a result, FactorSoft will always display the current date, whether the transaction is new or reprocessed. • Current Fiscal Period but not in the Future: Select this option to display the current date, with the ability to overwrite it only with a date falling within the fiscal period. • Current Fiscal Period, Future Date Allowed: Select this option to display the current date, with the ability to overwrite it only with a date falling within current and future fiscal periods. • Any Date but not in the Future: Select this option to display the current date, with the ability to overwrite it with a date falling within past and current fiscal periods. • Any Date Past or Future: Select this option to display the current date, with the ability to overwrite it with any date, regardless of the fiscal period.
Preference print reserve release report	Determines how the Reserve Release report can be printed. • Never • All Clients (extra copy if preference is print) • Clients with non-print preferences only
Reserve Release amount should come up as zero	Set to True to display a zero amount in the Release Amount field. This setting was designed to help prevent erroneous or accidental disbursements.
Reserve Release requires Manager Authorization as Second Approval	When set to True, manager approval is required for Reserve Releases through the Activity Center. <i>Note: Pending Rule must be set to Releases can only be pending (release later) if using System Preference: Reserve Release requires Manager Authorization as Second Approval to prevent Releases from being written immediately.</i>
Reserve release is a transaction	Set to True for Reserve Releases to be treated as their own Transaction Type.
Respect user reserve release limit when	Set to True to indicate that FactorSoft enforces Reserve Release limit set for the user for pending reserve releases.

Preference	Description
pending	
Respect user reserve release limit when releasing	Set to True to indicate that FactorSoft enforces Reserve Release limit set for the user for immediate reserve releases.
Show all accounts for reserve release expenses	Set to True to allow all accounts as opposed to only allowing specifically flagged accounts that are of the same currency.
Use address from bank info if available	Set to True to have the address from the Bank info tab used if the "Payable to" field is filled in.
Warn if not all cash reserves released	Set to True to display a verification message if the full amount of available cash reserves is not released.

The following system preferences related to Reserve Releases are located in the Administration module, System Preferences, **Client rules & Defaults, Ineligibility/summary calculation, Reserves tab** folder.

Preference	Description
Accept Escrowed Reserves as correct	Set to True to always consider Escrowed Reserves as correct.
Do not deduct accrued invoice fees	If True , accrued invoice fees are not shown or deducted from available reserves on the summary screen.
Do not deduct accrued interest	If True , accrued interest is not shown or deducted from available reserves on the summary screen.
Do not deduct special expense shortages	If True , special expense shortages are not deducted from available reserves on the summary screen.
Float Ineligibility affects available for release	Set to True to subtract ineligible float days from client reserves when dealing with check payments that have not cleared the bank.
Float ineligibility is based on client reserve escrow less fees earned	Set this preference to determine the calculation of the Float Ineligibility Variance total displayed on the Reserves tab of the Client Summary/Reserves Release screen, and thus the Available for Release calculation on the Release tab.

Preference	Description
	• False = Use the standard calculation. If float is held on payments based on Client Terms, Client Information, or Check Source, the entire payment amount applied to invoices is held in float (as can be seen in the Paid in Float field on the Collateral tab of the Client Summary/Reserve Release screen) and any overage is displayed in the Float Ineligibility Variance field on the Reserves tab, affecting the Available for Release total. • True = Use the alternate calculation. If float is held on payments based on Client Terms, Client Information, or Check Source, only the reserve escrow, minus fees earned, is held in float. Nothing is held in float against the invoice payment (thus Paid in Float field on the Collateral tab of the Client Summary/Reserve Release screen is blank) and the reserve escrow less fees earned is reflected in the Float Ineligibility Variance field on the Reserves tab.
Minimum Cash Reserves excludes Ineligibles	Set to True and the minimum cash reserves calculation will exclude ineligibles and accrued fees from the calculation.

Manage Unclaimed Cash Deposit

The Manage Unclaimed Cash Deposit screen displays transactions posted to the loan balance via a Claimed Cash Posting transaction for the Facility. This screen allows you to void the transaction or open the Unclaimed Cash Deposit screen to post the funds to an unclaimed cash holding account while you wait to receive instructions from the client as to how to post the funds.

Activity Center

Pending Postings | Pending Transfers | Pending Transactions | **Unclaimed Cash**

Facility: (Dockers, Inc.) - Dockers, Inc. Clear Refresh

Post Date	Ref #	Type	Amount	Balance
6/3/2011	1	Unclaimed Cash Deposit	500.00	9500.0000
4/30/2011	trans to x	Unclaimed Cash Deposit	1,000.00	9000.0000
4/30/2011	123	Claimed Cash Posting	500.00	8000.0000
4/30/2011	123	Claimed Cash Posting	2,500.00	6500.0000
9/30/2010	t2	Claimed Cash Posting	-1,000.00	11000.0000
9/30/2010	t2	Unclaimed Cash Deposit	10,000.00	10000.0000

Void Post Audit Print Help Close

Field	Description
Facility	Select the facility for which to record a deposit. • Clear: click this button to clear an Facility filter and display transactions for all facilities • Refresh: click this button to update the grid for an Facility filter
(Grid)	Displays each unclaimed cash deposit as a line-item with the following data: • Date: the deposit date • Ref #: the transaction reference number • Type: the deposit type • Amount: the deposit amount • Balance: the unclaimed cash balance
Void	Select a line-item and click this button to void a ledger transaction.

Field	Description
	A confirmation message is displayed. Click Yes to void the transaction. The transaction is removed from the grid. Both the Posting and associated Deposit are removed, although the deposit will still be visible in the Unclaimed Cash Deposit transaction screen. The voided transaction can be viewed in the Transaction Register.
Post	Select a line-item and click this button to open the posting transaction screen for the Claimed Cash posting transaction screen for the selected transaction.
Audit	Click this button to open the Audit screen to view audit history for unclaimed cash deposits.
Print	Click this button to generate a preview of the Unclaimed Cash Deposit screen, which can be printed or exported in a variety of formats.
Close	Click this button to close the screen.

Transactions Tab

The Transactions tab of the Activity Center screen allows you to view any detail or bulk collateral transactions entry recorded to date, including purchase, disbursement, collection, adjustment, statement, transfer, and reserve disbursement transactions. To display the desired transaction batches, enter the client, facility, transaction date range and transaction status on the Filters tab, select the transaction types to be displayed, and then click the Apply Filters button to display the matching transaction records in the adjacent grid.

The screenshot displays the 'Activity Center' window with the 'Transactions' tab selected. The main grid shows transaction records with columns: Post, Batch #, Type, Status, A/R Am., Registe., Check #, User, Client, Facility, Chec., and Loan Amount. The records are filtered by 'Pending' status and 'Purchase' type. A filters panel on the right allows for filtering by Client (Amanda Test Client (AGC)), Facility, Office, From Date, Thru Date, and MTD/L-Mo. The bottom of the window shows a 'Details' section and an 'Action' dropdown menu.

Field	Description
(Grid)	Displays each transaction as a line-item with the following data: • Post Date: the transaction post date • Batch #: the transaction reference number • Type: the transaction type of the original transaction • Status: the current status of the transaction • A/R Amount: the amount applied to A/R, where applicable (if the transaction does not effect A/R, this displays the A/R amount). • Register Amount: the dollar amount of the transaction • Check #: the check number associated with the transaction, if applicable. • User: the FactorSoft user-id that created the transaction • Client: the client for which the transaction was created • Facility: the facility for which the transaction was created • Check Amount: for disbursement transactions, the amount disbursed • Loan Amount: outstanding facility loan balance amount. Current loan principle amount. • Preference: the preference as set on Client Information for the default output option for report and statement printing. The number of rows matching the number of transactions found for the specified criteria is displayed below the grid. If more than 999 transactions are found, the message "Only Showing Top 1,000 Rows" is displayed.
Unprocess	Click this button to unprocess the selected batch. This feature is available for current and prior day transactions. This operation is not recommended for normal processing. Note that unprocessing a batch will void its respective transaction number on the Check Register screen (if applicable). . The user's access to the Unprocess feature may be limited by Security Role.
Action (List)	Select the action to perform on the selected transaction batch
Action (button)	Click this button to execute the function selected in the list. If an action does not

Field	Description
	apply to the selected line-item, the Action button is not available when that action is selected from the list. • View Client Info: opens the Client Information screen for the client associated with the transaction • View Open Batches: opens the Open Batches screen for the client associated with the transaction. • Client Aging: opens the Summary Aging screen for the client associated with the transaction. • View Audit: opens the Transaction Audit History for the transaction. • Reprint: reproduces the report that was generated as a result of this transaction in the specified Output format. • Invoice Delivery Reprint: opens the Invoice Delivery Reprint screen for the client associated with the transaction.
Close	Click this button to close the Activity Center screen.
Include Cover Page	Select this option to include custom cover pages with the report, if applicable. This option only appears for Bill of Sale line-items, and if System Preference Reports, Purchase report, Print cover pages for purchases is set to True.
Translate Per Client	Select this option to translate reprinted transaction reports to an alternate language. To utilize this feature, the implementation of FactorSoft must have the Multi-lingual ClientWeb language pack installed and the client must have the alternate language selected in the Translation field on the Identity panel of the Client Information screen.
Output	Select the output option to use to reprint the transaction report: • 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 client. • Email to email the report directly to the client.

Field	Description
Client	Select the client for which you want to display transaction records. If no facility or office criteria are selected, all transactions for the selected transaction types within the client are displayed. The client list can be expanded to display long client names. To expand the width of the list box, grab the icon at the bottom right of the list and drag the box to the desired width.
Facility	Select the facility for which you want to display transaction records. This list is only available if a client is selected. If a client is selected and no facility is selected, transactions for all facilities for the selected client are displayed.
Office	Select the office to limit the display to from this drop-down list. This criterion is independent of the client and facility. If an office is selected, and no client/facility is selected, the transactions displayed are limited only to clients and facilities assigned to the selected office. The literal text [Blank Office Name] is displayed in the Office list to indicate that there is an office selection available, but the Office Name is blank for the office in the Office Maintenance Table.
Clear Filters	Click this button to clear all selected Client , Facility , and Office criteria currently selected.
From Date	Select the beginning date of the date range for transactions to be displayed in the grid from the calendar object, or enter the date in the field.
Thru Date	Select the ending date of the date range for transactions to be displayed in the grid from the calendar object, or enter the date in the field.
MTD	Click this button to display the beginning day of the current month in the From Date field and the last day of the current month in the Thru Date field.
L-Mo	Click this button to display the beginning day of the previous month in the From Date field and the last day of the previous month in the Thru Date field.
Clear Dates	Click this button to clear data from the From Date and Thru Date fields.
Today	Click this button to automatically enter the current FactorSoft pro-

Field	Description
	cessing date in the From Date and To Date

Types Tab

The Types tab This lists the available transaction types that can be selected for display. Click the check-box for an item in the list to select that transaction type for display. The available transaction types are (transaction types marked with an asterisk are specific to optional functionality and add-on modules):

Type	Description
Purchase	Detail collateral invoice batch purchases posted using the Purchase/Schedule Batch screen.
Adjustment	Detail collateral adjustment transactions posted using the Adjustment Batch and Manage Posted Adjustments screens.
Cash Posting	Detail collateral payment transactions posted using the Post Payments (F6) screen.
Funding	Detail collateral funding transactions posted using the Write Checks screen to disburse advances on purchase batches.
NSF Reversal	Detail collateral reversal transactions for non-sufficient funds posted by clicking Return for a check from the Check Search screen and Confirm NSF Check screen.
Statement	Detail collateral statements that post fees and/or interest.
Reserve Release	Detail collateral reserve release transactions posted using the Release tab of the Client Summary/Reserve Release screen.
Inventory	Detail collateral transactions that post inventory
Transfer From	Detail collateral transfers that disbursed funds, posted using the Transfer tab of the Client Summary/Reserve Release screen.
Transfer To	Detail collateral transfers that received funds, posted using the Transfer tab of the Client Summary/Reserve Release screen.
Order Entry	Detail collateral purchase order entry transactions posted using the Order Entry and Open Batches (Process) screens.
Payout	Detail collateral purchase order advance transactions posted using the PO Advance screen

Type	Description
PO Finance	Detail collateral purchase order settlement transactions.
Merchant Statement	Detail collateral month-end statement posted using the M/E Statement screen for a client utilizing merchant terms.
Accrual Posting	Bulk collateral facility accrual posting transactions posted using the Facility Posting screen.
Unclaimed Cash Deposit	Bulk collateral facility unclaimed cash posting transactions posted using the Unclaimed Cash Posting (Shift + F7) screen.
Claimed Cash Deposit	Bulk collateral facility claimed cash posting transactions posted using the Claimed Cash Posting screen.
ABL Pmt Rsv Release	Bulk collateral payment reserve release posting transactions posted using the collateral Payment Reserve Release screen.
ABL Addl Fee Posting	Bulk collateral additional fee postings configured using the Additional Terms Information screen and posted at Bulk A/R Certificate postings.
Principal Fee	Bulk collateral principal paid entry for term loan facility statement postings.
Principal Posting	Bulk collateral principal due entry for term loan facility statement postings.
Participation Deposit	Participation deposit transactions posted using the Deposit transaction screen from the Participant Information screen.
Participation Withdrawal	Participation withdrawal transactions posted using the Withdrawal transaction screen from the Participant Information screen.
ABL Payment	Bulk collateral facility payment posting transactions posted using the Payment screen.
ABL Adjustment	Bulk collateral facility adjustment posting transactions posted using the Facility Adjustment screen.
ABL Statement	Bulk collateral facility adjustment posting transactions posted using the Facility Adjustment screen.
ABL Disbursement	Bulk collateral facility disbursement posting transactions posted using the Facility Disbursement screen.
ABL Transfer Sent	Bulk collateral facility transfer entry that increases the loan balance of the sending facility, posted using the Facility Transfer screen.

Type	Description
ABL Transfer Recvd	Bulk collateral facility transfer entry that reduces the loan balance of the receiving facility, posted using the Facility Transfer screen.

Options Tab

Field	Description
Processed	Select this option to display processed, updated transactions.
Pending/In-use	Select this option to display transactions that have not yet been processed, or that are opened under another user.
Void	Select this option to display voided transactions.
Include Tracked A/R	Select this option to display Tracked A/R transactions along with transactions for other collateral types. If this option is selected, the Show ONLY Tracked A/R option cannot be selected.
Include Inactive Clients	Select this option to display inactive clients.
Show ONLY Tracked A/R	Select this option to limit the display of transaction line-items to Tracked A/R purchases and collections only. If this option is selected, the Include Tracked A/R option cannot be selected.
Apply Filters	Click this button to display the transactions for the selected date range and criteria in the grid.

Columns Tab

The Columns tab lists available columns that can be added to the transactions line-item grid. All of the available columns are displayed on the transactions grid by default, and so the Columns tab is empty by default. Should you wish to remove a column from the grid, open the Columns tab, grab the column header in the grid display, and drag and drop it on the Columns tab. To add back any previously removed columns, click on the desired column name and then drag and drop it at the desired location on the transaction header line at the top of the grid.

Unclaimed Cash Deposit

The *Unclaimed Cash Deposit* screen is used to post cash transactions to an unclaimed cash holding account while you wait to receive instructions from the client as to how to post the funds. Unclaimed cash deposits are posted to the loan balance via a Claimed Cash Posting transaction for the Facility.

The *Unclaimed Cash Deposit* screen is accessed from the Office menu of the FactorSoft desktop application.

Field	Description
Facility	Select the facility for which to record a deposit.
(Grid)	Displays each unclaimed cash deposit as a line-item with the following data: • Date: the deposit date • Ref #: the transaction reference number • Type: the deposit type • Amount: the deposit amount • Balance: the unclaimed cash balance
	Click this button to add a new unclaimed cash deposit for the facility.
	Click this button to edit an existing for unclaimed cash deposit.
	Click this button to save an unclaimed cash deposit.
	Click this button to undo unsaved changes an unclaimed cash deposit.

Field	Description
Date	Select the deposit date.
Ref #	Enter a transaction reference number.
Source	Select the payment source for the deposit.
Amount	Enter the deposit amount.
	Click this button to open the Audit screen to view audit history for the unclaimed cash deposit.
	Click this button to generate a preview of the Unclaimed Cash Deposit screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Entering Facility Information

Using the Facility Information Screen

The *Facility Information* screen is used to define bulk collateral facilities for clients. This screen appears when you click either the **New Facility** or **Facility Information** links from the [Client List](#).

To add new facilities to a detail collateral, set the following system preference to **True**:

- **System Preferences > Facility/Collateral Rules > General > Allow detail A/R collateral clients to be assigned new facilities and collaterals**

There are two main areas to this screen:

1. **Facility Basics and Summary** – The upper half of the screen is used to define basic facility information such as name and loan number and view a summary of the facility information and borrowing limits.
2. **Panels** – The lower half of the screen is used to access the “panels” where you can enter specific facility details and transactions. Click one of the panel links on the left to show that panel on the right. In the panel list, the panels listed “above the line” vary by the of facility, the “below the line” panels are the same regardless of the facility type.

Facility Information - ABL Facility Test\Amanda Test Client

Client Name: Amanda Test Client

Name:

Currency: ☐ Term Loan

Acct Group: ☒ Bulk Purchase

Preference: ☐ Inactive

Loan Number:

Category:

Facility Summary

Gross Collateral: 12,281.65

Eligible Collateral: 11,763.04

Net Collateral: 11,219.84

Current Limit: 1,000,000.00

Lower of Net or Limit: 11,219.84

Client CAP Space: 761,580.74

Pending

Fee Reserve: 0.00

Facility Reserve: ---

Letter of Credit: ---

Available: 2,386.51

Balance: 0.00

Excess/Deficit: 2,386.51

Additional Terms

Address

Auto Expense

Auto Transfers

Collaterals

Contacts

Deferred Revenue

Fee Reserve

Funding Instructions

Groups

Ledger

Letter of Credit

Limits

Lock Box

Payment Rules

Purchases

Purchase Rules

Reserves

Statements

Collaterals

Description	Type	Gross Collateral	Available	Adv Rate	Avail Limit
INV	Inventory	799.99	0.00	***	300.00
Bulk INV	Bulk Inventory	9,585.00	0.00	100.00	0.00
BULK AR	Bulk A/R	2,419.01	2,386.51	100.00	600,000.00

Save

Cancel

Refresh

Audit

Print

Help

Entering Facility Basics

The fields at the top of the screen are used to enter basic information about the facility. Make sure you click the **Save** button on the bottom when you are done.

Field	Description
Name	Enter the facility name used to identify the facility in FactorSoft and reports.
Currency	Select the currency type to use to conduct transactions and produce reports for the facility. Currencies are defined in the Currency Denomination Table. The default currency for new facilities created in FactorSoft is based on the default currency type set for clients. Set System Preference Client rules/defaults, Defaults, Miscellaneous, Currency type to the desired default currency type for clients and facilities.
Acct group	Select the default general ledger Account Group for the facility.

Field	Description
Preference	Select the output preference for facility statements.
Loan Number	Enter a loan identification number for a facility. The Loan Number field can accept up to 30 alphanumeric characters.
Category	Custom field
Inactive	Select this option to mark the facility as inactive. Marking facilities as inactive allows them to be filtered out of the Client List. A message has been added to alert the user that the facility is set inactive and that calculations and updates are not enabled for the facility. The message "Setting the Collateral to inactive will stop calculations and updates" appears when the user opens the <i>Facility Information</i> screen for a collateral previously set inactive, or when the Inactive option on the Facility Information screen is selected and the edit is saved. Although the position of the facility will be frozen, updates to the facility can still be performed, and on the event that the inactive status is removed, the facility position will be caught up on the first nightly processing run of FactorSoft.
Term Loan	Select this option to create a Term Loan facility, which offer terms that require defined payments over a specified period of time.

Facility Summary

When pending posting transactions exist for a facility in the **Pending Transactions** panel of the *Activity Center* screen, a red Pending indicator is present in the Facility Summary.

Field	Description
Gross Collateral	The current gross reported collateral value for the facility. When there are pending postings for the facility, the gross collateral is presented in red to indicate that the figures are subject to change upon approval of the pending transactions.
Eligible Collateral	The gross reported collateral value less ineligibles, reserves, and set-asides.
Net Collateral	The eligible collateral value multiplied by the Advance Rate (%) for the facility.
Current Limit	The system-generated amount representing the current loan limit as determined by the established amortization settings.
Available	The lower of the Net Collateral or the Available Limit, minus reserves.

Field	Description
Reserve	The balance of cash reserve against the reported collateral value for the facility.
Balance	Displays the outstanding loan balance of the facility. When there are pending postings for the facility, the outstanding balance is presented in red to indicate that the figures are subject to change upon approval of the pending transactions.
Excess/Deficit	Displays the excess (cash that can be distributed) or deficit (amount to be made up) for the facility.
Client CAP Space	Displays the available capital for the facility, calculated as Client Limit less the sum of facility balances.

Facility Information Panels

There are many different panels that can appear on the *Facility Information* screen, depending on the specific set up for your company and client. See one of the sections below for more about using a specific panel.

Facility Information – Additional Terms Panel

The Additional Terms panel displays a list of additional Non-Statement Fee Types that are used to calculate charges directly applied to the loan balance as the events occur.

NOTE

Currently there is only one additional fee type—the A/R Management Fee, which charges a flat amount or percentage rate from Collection or Sales (or both), calculated from a specified G/L account.

Description	Fee Type	Fee Details
Discount Percent	Collateral Mgmt	0.00% of Collections, 1.60% of Sales

New View Delete

Field	Description
(Grid)	Displays each additional term definition as a line-item with the following data: • Description: The description of the additional terms. • Fee type: The fee type selected for the additional terms. • Fee details: The rate or amount of collections or sales that make up the fee.
New	Click this button to add a new additional term to the facility. The Additional Terms Information screen opens to allow entry of a new term.
View	Select an existing line-item from the grid and click this button to view and/or edit the additional term on the Additional Terms Information screen.
Delete	Select an existing line-item from the grid and click this button to remove the term from the facility record.

Facility Information – Additional Terms Information Dialog

The Additional Terms Information Dialog is opened from the Additional Terms panel of the Facility Information screen, and is used to view, add, modify, and delete Additional Terms definitions for the facility. These Additional Terms creates an automated Adjustment Transaction when a certificate is posted with sales or collections as defined on the panel.

Additional Terms Information for American Design LOC #1

Description: ☐ Inactive

Fee type:

G/L account:

Collateral Management Fee

Flat amount

Collections: -- OR -- Collections:

Sales: Sales:

Field	Description
Description	A user-defined description for the terms.
Inactive	Select this option to suspend the use of this additional term. The term will not be calculated and will not appear on the billing statement.
Fee Type	Select A/R Management Fee.
G/L Account	Select the G/L Account to which this fee will be credited.
	Click this button to edit an existing term.
	Click this button to save a term.
	Click this button to undo unsaved changes to the term.
Flat Amount	If the Additional Terms fee is to be a flat charge, enter the dollar amount of the charge in either or both of the fields: • Collections: Fee is a flat amount from collections • Sales: Fee is a flat amount from sales
Percentage Rate	If the Additional Terms fee is based on a percentage of collections or sales, enter the percentage rate in either or both of the fields:

Field	Description
	- Collections: Fee is a percentage of collections - Sales: Fee is a percentage of sales
	Click this button to open the Audit screen to view audit history for the additional terms.
	Click this button to generate a preview of the Additional Terms screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Facility Information – Address Panel

The Facility Address profile contains the facility's mail and email addresses, plus phone and fax numbers. The Address profile can provide auto-dialing capabilities, provided you have the required hardware.

Address

Address:
Phone:

City:

Fax:

Country:
Email:

Field	Description
Address	Enter the street address (two lines available) for the client.
City	Enter the city component of the client address in its respective fields.
(State)	Enter the state component of the client address in its respective fields.
(ZIP Code)	Enter the ZIP Code or postal code for the facility address in its respective field.

Field	Description
Country	Select the country for the facility address from the list
Phone	Enter the primary and secondary contact phone numbers for the facility.
Fax	Enter the fax phone number for the facility.
Email	Enter the email address for the facility.

Facility Information – Auto Expense Panel

The Auto Transfer feature allows you to create a recurring expenses not associated with a facility disbursement transaction. The Auto Expense transaction is accessed from the Panel List of the Facility Information screen for all facility types. When this option is selected, the Auto Expense panel is displayed. Each automatic expense transaction for the facility is displayed as a line-item with the following details:

Field	Description
Show Charged 1-Time Expenses	Select this option to list expense that were charged only one time (Times to Charge on Facility Auto Expense screen set to 1 and has been completed).
(Grid)	Displays each auto-Expense definition as a line-item with the following data:

Field	Description
	- Charged At: always Auto Charge - Account #: the cash account against which to charge the account - Expense Description: the Description entered for the expense on the Facility Auto Expense screen - Amount Is: always Flat Charge Amount: the Amount of the recurring expense entered on the Facility Auto Expense screen
New	Click this button to add a new auto-expense definition to the facility. The Facility Auto Expense screen opens to allow entry of a new definition.
View	Select an existing line-item from the grid and click this button to view and/or edit the auto-expense definition on the Facility Auto Expense screen.
Delete	Select an existing line-item from the grid and click this button to remove the definition from the facility record.

Facility Information - Facility Auto Expense

The Facility Auto Expense screen is used to configure the details of an Auto Expense transaction, which creates a recurring expense not associated with a facility disbursement transaction.

REVOLVER - Facility Auto Expense

Client Name: CLIENT - ABL ONLY #2
Facility Name: REVOLVER

Charged At: ☐ Auto Charge ☐ Disbursement
Amount Is: ☐ Flat Charge

Schedule:
Freq: Select Frequency
Day:
DOW: Select Day of Week

Account: Select Account
Description:
Amount: 0.00
Times to Charge: Times Done:
Use On/Before :
Use On/After :

Audit Save Cancel Help

Entered:
Status:

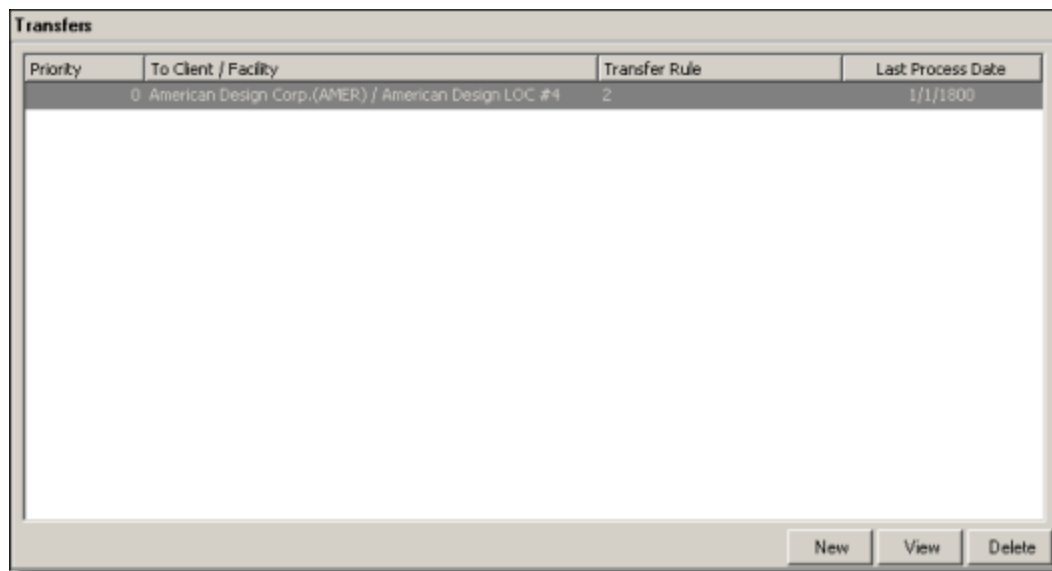
Field	Description
Charged At	Select when to charge: • Auto Charge • Disbursement
Amount Is	Always Flat Charge.
Schedule	Complete the options that determine the frequency with which the recurring expense transaction is charged. • Freq: select Same Day Every Month, Every X Days, or Day of the Week. • Day: enter the numeric day of the month on which to charge the expense for Freq of Same Day Every Month or the number of days interval at which to charge the expense for Freq of Every X Days. • DOW: select the day of the week on which to charge the expense for a Freq of Day of the Week.
Account	Select the Cash Account against which to charge the expense
Description	Enter a descriptive name for the expense to display in the Auto Expense panel grid.
Amount	Enter the dollar amount of the expense. This amount is charged against the account for each instance of the Auto Expense.
Times to Charge	Enter the number of recurring charges for the expense. When the Facility Auto Expense screen is opened to view or edit an existing expense, the Times Done field displays the number of times the expense has already been charged.
Use On/Before	Select the ending date of a date range in which the Facility Auto Expense is active. The expense expires on the date entered and will not be charged on that date or thereafter. If the expense is configured with this field cleared, the expense has no expiration date and is charged indefinitely.
Use On/After	Select the beginning date of a date range in which the Facility Auto Expense is active. The expense becomes active on the date entered and will not be charged for earlier dates. If the expense is configured with this field cleared, the expense is charged on the next periodic date as determined by the Schedule.
Save	Click this button to save the Facility Auto Expense definition.
Cancel	Click this button to close the screen and abandon unsaved changes.

Facility Information – Auto Transfers Panel

The Auto Transfer feature allows you to set up facility transfers that will be automatically queued for approval based on pre-defined rules. This feature is an automation of the ledger Facility Transfer transaction (which is described in [Facility Transfer](#)), and its account effects are the same in that it increases the loan balance of the sending facility (From Facility), reduces the loan balance of the receiving facility (To Facility), and is a non-cash transaction sending "non-cash funds" from one facility to another.

Additional fee options not available in Client Terms can be configured for FactorSoft for Auto Transfers. To utilize these options:

Set System Preference **Facility/Collateral Rules (formerly Asset based lending)** > **Rules** > General > Allow Detail A/R facilities to use auto transfers to **True**.



Field	Description
(Grid)	Displays each auto-transfer definition as a line-item with the following data: • Priority: the priority sequence number • To Client / Facility: the client and facility to which to transfer funds for the automated transfer • Transfer Rule: the transfer rule for the transfer definition • Last Process Date: the last date on which a transfer was automatically processed
New	Click this button to add a new auto-transfer definition to the facility. The Facility Auto Transfer screen opens to allow entry of a new definition.

Field	Description
View	Select an existing line-item from the grid and click this button to view and/or edit the auto-transfer definition on the Facility Auto Transfer screen.
Delete	Select an existing line-item from the grid and click this button to remove the definition from the facility record.

Facility Auto Transfer

The Facility Auto Transfer screen is opened from the Transfers panel of the Facility Information screen, and is used to create facility transfers that will be automatically queued for approval.

Facility Auto Transfer from ABL2 Client (ABL2) - ABL2 Facility

From facility: ABL2 Facility

To facility: 40 test Company (40TEST) / Factoring

Priority: 0 Rule:

☐ Ignore Max Transfer Amount

Loan Balance Transfer Option: Any

Last Evaluated: Days To Hold Transfer: 0

Last Processed:

From Debit: 2000 - Loan Balance To Debit: 2010 - Transfer

From Credit: 2010 - Transfer To Credit: 1020 - Cash Reserve

From Currency Type: USD Schedule Interval: None

To Currency Type: USD Periodic Interval: 0 Days

Conversion Rate: 1 Evaluation Start Date:

Day of the Week: Select A Day

Day of the Month: 0

When Auto Transfer rules have been configured and there are transfer requests generated based-on those rules, use the Manage Pending Transfers screen to settle the pending transfers. See Manage Pending Transfers in the Office Menu section of this guide for details.

Field	Description
From facility	Displays the facility name of the facility selected from the Client List. This is the facility from which funds are being transferred.

Field	Description
To facility	Select the facility to which to transfer funds for the automated transfer.
Priority	Enter the priority sequence number, if required. If more than one automated transfer is configured for the facility, this priority code determines the order in which the automated transfer rules are applied.
Rule	Select the auto transfer rule to be applied: • Reduce Over-Formula: Reduce the To Facility's Loan Balance for any negative excess from the From Facility's funds. • Reduce Secondary Loan Balance: Transfer excess in From Facility to reduce the To Facility's loan balance. • NFE: Transfer amount will be the Client's Total A/R Balance minus Fee Escrow minus Reserve Escrow minus Cash Reserves. • NFE Net Change: Transfer Amount will be the difference between the beginning NFE Balance from day after last Transfer and the NFE Balance when the Auto Generate button is clicked by the User. • TFE: Transfer Amount will be the Client's Total A/R Balance minus Fee Escrow minus Reserve Escrow minus Cash Reserves minus P.O/Load Advances minus Simple Interest Loans minus Amortized Loans minus Held Funds. • TFE Net Change: Transfer Amount will be the difference between the beginning TFE balance and the ending TFE balance between the last Transfer that was generated and the current Auto Transfer that is being created. The funds transferred cannot exceed the balance of the To Facility.
Loan Balance Transfer Option	drop-down to select options for NFE/TFE Rules:

Field	Description
	• Positive: If the Client's NFE/TFE is Positive and the other settings for the Transfer are True, the Transfer should be generated. If the Client's NFE/TFE is Negative, the Transfer should not be generated. • Negative: If the Client's NFE/TFE is Negative and the other settings for the Transfer are True, the Transfer should be generated. If the Client's NFE/TFE is Positive, the Transfer should not be generated. • Any: If the Client's NFE/TFE is either Negative or Positive and the other settings for the Transfer are True, the Transfer should be generated.
Days to Hold Transfer	Enter number of days to delay the auto transfer post date. This means that the system will capture the Transfer Amount based on the Rule but the actual Transfer transaction will not be available to be approved in the Activity Center until the number of days specified. Scheduling Option is unavailable when using the Days to Hold Transfer option. Set how to handle days (calendar or business) at System Preferences > Facility/Collateral Rules (formerly Asset Based Lending) > Rules > Auto Transfer > Days To Hold Transfer use business days only.
Last Evaluated	Represents the date that the system looked at this specific rule to determine if the criteria was met to generate a new Auto Transfer. The date will update every time a User clicks the "Auto Generate" button in the Activity Center > Pending Transfers queue.
Last Processed	For an existing rule, this field displays the last date on which a transfer was automatically processed for the facility as a result of the rule.
From Debit	This field displays the debit account for the From Facility, as defined in the Account Group assigned to the facility.
To Debit	This field displays the debit account for the To Facility, as defined in the Account Group assigned to the facility.
From Credit	This field displays the credit account for the From Facility, as defined in the Account Group assigned to the facility.
To Credit	This field displays the credit account for the To Facility, as defined in the Account Group assigned to the facility.
From Currency Type	Displays the Currency Value set up in Client Information > Control panel for the Client where the transfer will come "from"

Field	Description
To Currency Type	Displays the Currency Value set up in Client Information > Control panel for the Client where the transfer will go “to”
Conversion Rate	Displays the conversion rate based on the Currency Denomination Table .
Schedule Interval	drop-down to select the schedule interval: • None: Disables scheduling interval options. • Periodic: Enables the Periodic Interval Number of Days field and evaluation start date fields to set schedule. • Day of the Week: Enables the Day of the Week Field to set the schedule. • Day of the Month: Enables the Day of the Month field to set the schedule.
Periodic Interval	Enter the number of days to wait between transfers. Transfer Amount will be calculated from the day after the last Transfer was generated and when the Auto Generate button is clicked by the User. Set how to handle days (calendar or business) at System Preferences > Facility/Collateral Rules (formerly Asset Based Lending) > Rules > Auto Transfer > Periodic Interval use business days only
Evaluation Start Date	The Evaluation Start Date is used by the system to know the starting point for the number of days specified.
Day of the Week	Select the Day of the Week to schedule transfer. For Example: If Monday is selected – Transfer Amount will be the difference between the beginning NFE/TFE Balance from the prior Tuesday and the NFE/TFE Balance when the Auto Generate button is clicked by the User
Day of the Month	Select the Day of the Month to schedule transfer. For example: If the Day of the Month = 25 – the Transfer Amount will be calculated as the difference between the beginning NFE/TFE Balance on prior month and the Day 26 NFE/TFE Balance when Auto Generate button is clicked by the User
	Click this button to edit an existing auto-transfer definition.
	Click this button to save an auto-transfer definition.

Field	Description
	Click this button to undo unsaved changes to the auto-transfer definition.
	Click this button to open the Audit screen to view audit history for the auto-transfer definition.
	Click this button to generate a preview of the Facility Auto Transfer screen, which can be printed or exported in a variety of formats.
	Click this button to open help.
	Click this button to close the screen.

Example #1 – Reduce Over Formula

This example illustrates the effect of an Auto Transfer using the **Reduce Over-Formula** rule. In this example, client Advance System Designs has two lending products, a bulk A/R asset-based loan, and an inventory-based loan, as shown in the following illustration.

Description	Gross collateral	Eligible collateral	Net collateral	Limit	Available	Balance	Excess/Deficit
Advance Systems Design	2,874,436.89	2,746,304.35	2,000,234.37	1,750,000.00	1,345,000.00	1,340,096.65	4,903.35
Advanced System Design	1,205,877.79	1,135,877.79	965,496.12	750,000.00	745,000.00	727,500.02	17,499.98
Advanced Systems Design (INV)	1,668,559.10	1,610,426.56	1,034,738.25	600,000.00	600,000.00	612,596.63	(12,596.63)

NOTE

The first facility has an Excess of \$17,499.98, while the Inventory facility has a deficit of \$12,596.63.

The Facility Auto Transfer screen is set up to transfer excess from Advance System Designs to pay down any Deficit in Advance System Designs (INV):

Facility Auto Transfer from ABL2 Client (ABL2) - ABL2 Facility

From facility: Advanced System Design

To facility: Advanced Systems Design (AR2) / Advanced Systems Design (INV)

Priority: 1 Rule: Reduce Over-Formula

☐ Ignore Max Transfer Amount

Loan Balance Transfer Option: Any

Last Evaluated: Days To Hold Transfer: 0

Last Processed:

From Debit: 2000 - Loan Balance To Debit: 2010 - Transfer

From Credit: 2010 - Transfer To Credit: 2000 - Loan Balance

From Currency Type: USD Schedule Interval: Periodic

To Currency Type: USD Periodic Interval: 2 Days

Conversion Rate: 1 Evaluation Start Date: 4/24/2020

Day of the Week: Select A Day

Day of the Month: 0

The effect of the transfer will be to pay \$12,596.63 from the Advanced System Design facility's Excess to reduce the Advanced System Design (INV) facility's Deficit to zero. This raises the balance of Advanced System Design to \$740,396.65, reduces Advance Systems Design (INV) Deficit to zero and reduces the balance the same amount, as shown next:

NOTE

The amount paid is the lesser of the From facility's excess or the absolute value of the deficit of the To facility.

Description	Gross collateral	Eligible collateral	Net collateral	Limit	Available	Balance	Excess/Deficit
Advance Systems Design	2,874,436.89	2,746,304.35	2,000,234.37	1,750,000.00	1,345,000.00	1,340,096.65	4,903.35
Advanced System Design	1,205,877.79	1,135,877.79	965,496.12	750,000.00	745,000.00	740,096.65	4,903.35
Advanced Systems Design (INV)	1,668,559.10	1,610,426.56	1,034,738.25	600,000.00	600,000.00	600,000.00	0.00

Example #2 – Reduce Secondary Loan Balance

This example illustrates the effect of an Auto Transfer using the **Reduce Secondary Loan Balance** rule. This transfers funds from the Excess of the From facility to pay down the loan balance of the To facility. In this example, client Dockers, Inc. has two lending products, a bulk A/R asset-based loan, and an inventory-based loan, as shown in the following illustration.

Description	Gross collateral	Eligible collateral	Net collateral	Limit	Available	Balance	Excess/Deficit
Dockers, Inc.	3,383,447.48	3,234,547.47	1,897,979.36	3,000,000.00	969,305.19	936,831.16	32,474.03
Dockers, Inc.	1,530,630.98	1,496,730.97	823,365.48	600,000.00	576,366.39	544,017.24	32,349.15
Dockers, Inc. (INV)	1,852,816.50	1,737,816.50	1,074,613.88	400,000.00	392,938.80	392,813.92	124.88

NOTE

The From facility has an Excess of \$32,349.15. In this example, the excess is used to pay down the balance of the To facility. Below is an illustration of the Facility Auto Transfer screen set up for this transfer:

Facility Auto Transfer from ABL2 Client (ABL2) - ABL2 Facility

From facility: Dockers, Inc.

To facility: Dockers, Inc. (ARS) / Dockers, Inc. (INV)

Priority: 1 Rule: Reduce Secondary Loan Balance

☐ Ignore Max Transfer Amount

Loan Balance Transfer Option: Any

Last Evaluated: Days To Hold Transfer: 0

Last Processed:

From Debit: 2000 - Loan Balance To Debit: 2010 - Transfer

From Credit: 2010 - Transfer To Credit: 2000 - Loan Balance

From Currency Type: USD To Currency Type: USD

Conversion Rate: 1

Schedule Interval: Periodic

Periodic Interval: 2 Days

Evaluation Start Date: 4/24/2020

Day of the Week: Select A Day

Day of the Month: 0

The effect of the transfer will be to decrease the balance of the To Facility by the \$32,349.15 available from the From Facility's Excess, and increase the balance of the From Facility by the same amount, as shown in the following illustration:

NOTE

The amount paid is the lesser of the From facility's excess or the absolute value of the balance of the To facility.

Description	Gross collateral	Eligible collateral	Net collateral	Limit	Available	Balance	Excess/Deficit
Dockers, Inc.	3,383,447.48	3,234,547.47	1,897,979.36	3,000,000.00	969,305.19	936,831.16	32,474.03
Dockers, Inc.	1,530,630.98	1,496,730.97	823,365.48	600,000.00	576,366.39	576,366.39	0.00
Dockers, Inc. (INV)	1,852,816.50	1,737,816.50	1,074,613.88	400,000.00	392,938.80	360,464.77	32,474.03

Example #3 – NFE

This example illustrates the effect of an Auto Transfer using the **NFE** rule. This transfers funds from the NFE of the From facility to pay down the NFE balance of the To facility. In this example, client NFE Transfer Test Client, Inc. (TO) has an NFE balance of \$5,000.

NFE Transfer Test Client, Inc. (To)		5,000.00	0.00	5,000.00	20,000.00	0.00	20,000.00	0.00	0.00
Facility Description	Currency T...	Gross Collateral	Inelig Collateral	Eligible Collateral	Net Collateral	Limit	Available	Balance	Excess/Deficit
Purchase Facility	USD	20,000.00	0.00	20,000.00	16,000.00	0.00	(233.33)	5,000.00	(5,233.33)

NOTE

The From facility will pay down the NFE balance of the To facility. Below is an illustration of the Facility Auto Transfer screen set up for this transfer.

The effect of the transfer will be to decrease the NFE balance of the To facility by the \$5,000 from the From Facility's NFE and increase the From Facility's NFE balance by the same amount as shown in the following illustration.

Client No	Client Name	Factoring NFE	Held Funds	Total Funds Employed	Total Balance Due	Current	1-30	31-60	61-90
AHTEST2	NFE Transfer - AH TEST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Client No	Client Name	Factoring NFE	Held Funds	Total Funds Employed	Total Balance Due	Current	1-30	31-60	61-90
RKTEST1	NFE Transfer Test Client, Inc. (From)	9,000.00	0.00	9,000.00	0.00	0.00	0.00	0.00	0.00

Example #4 – NFE Net Change

This example illustrates the effect of an Auto Transfer using the **NFE Net Change** rule. This transfers funds from the NFE of the From facility to pay down the NFE balance of the To facility. In this example, client My NFE net change 1 has an NFE Net Change of \$5,000.

Facility Information - Purchase Facility\My NFE net change1

Client Name: My NFE net change1
 Name: Purchase Facility
 Currency: USD ☐ Term Loan
 Acct Group: INV ☐ Inactive
 Preference: Print
 Loan Number:
 Category:

Facility Summary
 Gross Collateral: 5,000.00 Fee Reserve: 0.00
 Eligible Collateral: 0.00 Facility Reserve: ---
 Net Collateral: 0.00 Letter of Credit: ---
 Current Limit: 0.00
Lower of Net or Limit: 0.00
Available: -430.36
Balance: 18,000.00
Excess/Deficit: -18,430.36
Client CAP Space: -18,000.00

Ledger
 From: 6/2/2020 To: 7/7/2020 Refresh

Post Date	Stmnt Date	Type	Status	Amount	Balance	Description
7/2/2020		Factoring Res...	Processed	5,000.00	18,000.00	Reserve Release
7/2/2020		Transfer Recvd	Pending	-5,000.00	13,000.00	Auto Transfer

Trans Audit Void Select New Action New View

Save Cancel Refresh Audit Print Help

NOTE

The From facility will pay down the NFE Net Change of the To facility. Below is an illustration of the Facility Auto Transfer screen set up for this transfer.

Facility Auto Transfer from My NFE Net change2 (MNCG2) - Purchase Facility

From facility: Purchase Facility

To facility: My NFE net change1 (MNCG1) / Purchase Facility

Priority: 0 Rule: NFE Net Change

☐ Ignore Max Transfer Amount

Loan Balance Transfer Option: Any

Last Evaluated: 7/2/2020 Days To Hold Transfer: 0

Last Processed: 7/2/2020

From Debit: 1000 - Loan Balance To Debit: 2001 - Alt UCC

From Credit: 2001 - Alt UCC To Credit: 1000 - Loan Balance

From Currency Type: USD To Currency Type: USD

Conversion Rate: 1

Schedule Interval: None

Periodic Interval: 0 Days

Evaluation Start Date:

Day of the Week: Select A Day

Day of the Month: 0

The effect of the transfer will be to decrease the NFE balance of the To facility by the \$5,000 from the From Facility's NFE and increase the From Facility's NFE balance by the same amount as shown in the following illustration.

Client No	Client Name	Factoring NFE	Held Funds	Total Funds Employed	Total Balance Due	Current	1-30	31-60	61-90
MNCG1	My NFE net change1	13,000.00	0.00	13,000.00	5,000.00	0.00	0.00	0.00	5,000.00
MNCG2	My NFE Net change2	5,000.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00

Example #5 – TFE

This example illustrates the effect of an Auto Transfer using the TFE rule. This transfers funds from the TFE of the From facility to pay down the TFE balance of the To facility. In this example, client M.A. Associates has a TFE balance of \$1,000.

CADENCE Client List

Scroll: ma Client List is filtered

Client Name	Client No	A/E	Office	Factoring NFE	Held Funds	Total Funds Employed	Total Balance Due	Current	1-30
M.A. ASSOCIATES	11915	JERHARD	STAR FUNDING	1,676.57	676.57	1,000.00	117,824.18	0.00	0.00

NOTE

The From facility will pay down the TFE balance of the To facility. Below is an illustration of the Facility Auto Transfer screen set up for this transfer.

Facility Auto Transfer from MALOR & COMPANY INC. (12023/02) - Factoring

From facility: Factoring

To facility: M.A. ASSOCIATES (11915) / Factoring

Priority: 0 Rule: TFE

☐ Ignore Max Transfer Amount

Loan Balance Transfer Option: Any

Last Evaluated: 6/12/2020 Days To Hold Transfer: 0

Last Processed: 6/12/2020

From Debit: 261000 - Due To Factoring Clients To Debit: 99999 - Transfer Clearing Account

From Credit: 99999 - Transfer Clearing Account To Credit: 261000 - Due To Factoring Clients

From Currency Type: USD Schedule Interval: None

To Currency Type: USD Periodic Interval: 0 Days

Conversion Rate: 1 Evaluation Start Date:

Day of the Week: Select A Day

Day of the Month: 0

The effect of the transfer will be to decrease the TFE balance of the To facility by the \$1,000 from the From Facility's TFE and increase the From Facility's TFE balance by the same amount as shown in the following illustration.

CADENCE Client List

Scroll: Client List is filtered

Client Name	Client No	A/E	Office	Factoring NFE	Held Funds	Total Funds Employed	Total Balance Due	Current	1-30
M.A. ASSOCIATES	11915	JERHARD	STAR FUNDING	676.57	676.57	0.00	117,824.18	0.00	0.00

CADENCE Client List

Scroll: Client List is filtered

Client Name	Client No	A/E	Office	Factoring NFE	Held Funds	Total Funds Employed	Total Balance Due	Current	1-30
MALOR & COMPANY INC.	12023/02	JERHARD	STAR FUNDING	82,790.59	0.00	82,790.59	11,460.00	0.00	0.00

Example #6 – TFE Net Change

This example illustrates the effect of an Auto Transfer using the **TFE Net Change** rule. This transfers funds from the TFE of the From facility to pay down the TFE balance of the To facility. In this example, client Bob Conley OP has a TFE Net Change of \$1,000.

Facility Information - Factoring\BOB CONLEY OP LLC

Client Name: BOB CONLEY OP LLC

Name: Factoring

Currency: USD ☐ Term Loan

Acct Group: STAR ☐ Bulk Purchase

Preference: Email ☐ Inactive

Loan Number:

Category:

Facility Summary

Gross Collateral: 5,000.00 Fee Reserve: 0.00

Eligible Collateral: 5,000.00 Facility Reserve: ---

Net Collateral: 4,000.00 Letter of Credit: ---

Current Limit: 2,000,000.00

Lower of Net or Limit: 4,000.00

Available: 4,000.00

Balance: 1,559.85

Excess/Deficit: 2,440.15

Client CAP Space: 1,998,440.15

Ledger

From: 5/13/2020 To: 6/17/2020 Refresh

Post Date	Stmt Date	Type	Status	Amount	Balance	Description
5/31/2020		Factoring St...	Processed	0.48	93.02	NFE Fee
6/1/2020		Check	Processed	416.67	509.69	11955 MINIMUM COMMISSI...
6/1/2020		Check	Processed	0.16	509.85	11955 OA FEE MAY
6/12/2020		Factoring Re...	Processed	1,500.00	2,009.85	Reserve Release
6/12/2020		Transfer Re...	Processed	-1,500.00	509.85	Auto Transfer
6/12/2020		Bill Of Sale	Processed	200.00	709.85	
6/12/2020		Factoring Re...	Processed	120.00	829.85	Reserve Release
6/12/2020		Transfer Re...	Processed	-270.00	559.85	Auto Transfer
6/12/2020		Factoring Re...	Processed	1,000.00	1,559.85	Reserve Release

Trans Audit Void Select New Action New View

Save Cancel Refresh Audit Print Help

NOTE

The From facility will pay down the TFE Net Change of the To facility. Below is an illustration of the Facility Auto Transfer screen set up for this transfer.

Facility Auto Transfer from BLUE HEAVEN HOSIERY CO. (5029) - Factoring

From facility: Factoring

To facility: BOB CONLEY OP LLC (11955) / Factoring

Priority: 0 Rule: TFE Net Change

☐ Ignore Max Transfer Amount

Loan Balance Transfer Option: Any

Last Evaluated: 6/12/2020 Days To Hold Transfer: 0

Last Processed: 6/12/2020

From Debit: 261000 - Due To Factoring Clients To Debit: 99999 - Transfer Clearing Account

From Credit: 99999 - Transfer Clearing Account To Credit: 261000 - Due To Factoring Clients

From Currency Type: USD

To Currency Type: USD

Conversion Rate: 1

Schedule Interval: None

Periodic Interval: 0 Days

Evaluation Start Date:

Day of the Week: Select A Day

Day of the Month: 0

The effect of the transfer will be to decrease the TFE balance of the To facility by the \$1,000 from the From Facility's TFE and increase the From Facility's TFE balance by the same amount as shown in the following illustration.

CADENCE Client List

Scroll: [bob] Client List is filtered

Client Name	Client No	A/E	Office	Factoring NFE	Held Funds	Total Funds Employed	Total Balance Due	Current	1-30
BOB CONLEY OP LLC	11955	JERHARD	STAR FUNDING	559.85	50.00	509.85	5,000.00	5,000.00	0.00

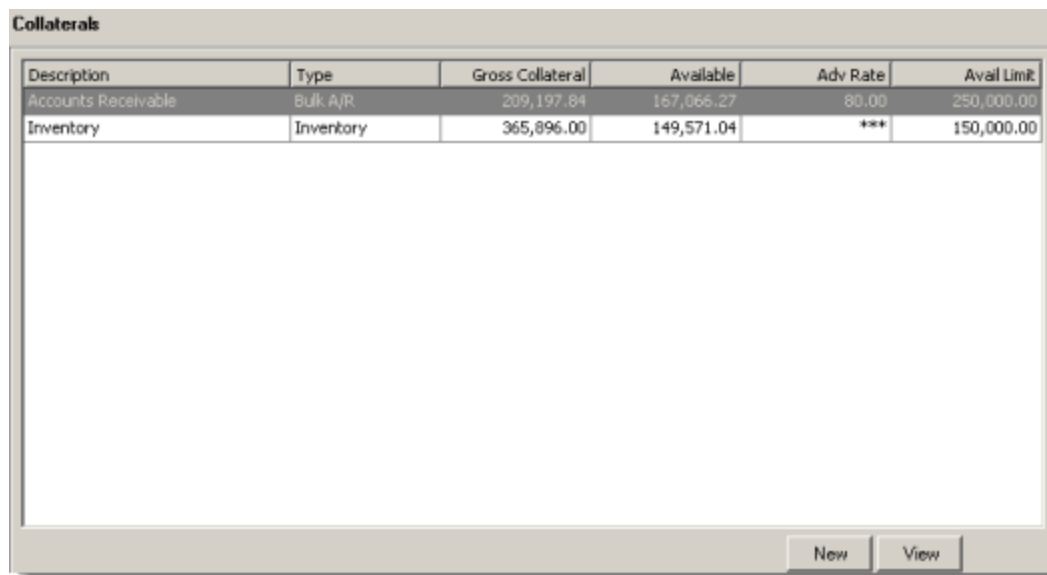
CADENCE Client List

Scroll: [] Client List is filtered

Client Name	Client No	A/E	Office	Factoring NFE	Held Funds	Total Funds Employed	Total Balance Due	Current	1-30
BLUE HEAVEN HOSIERY CO.	5029	JERHARD	STAR FUNDING	8,428.85	0.00	8,428.85	14,667.40	0.00	0.00

Facility Information – Collaterals Panel

The Collaterals panel displays a list of all collateral entities associated with the facility.



Description	Type	Gross Collateral	Available	Adv Rate	Avail Limit
Accounts Receivable	Bulk A/R	209,197.84	167,066.27	80.00	250,000.00
Inventory	Inventory	365,896.00	149,571.04	***	150,000.00

New View

Field	Description
(Grid)	Displays each additional term definition as a line-item with the following data: • Description: The description of the additional terms. • Type: The collateral type. For Bulk Collaterals, the type is selected on the New Collateral screen when the collateral is created. • Gross collateral: Displays the total book value of the asset as reported by the client. • Available: Displays the sum total of the available collateral supporting the facility. • Adv rate: Displays the advance rate for the collateral. • Avail limit: Displays the loan limit for the facility.
New	Click this button to add a new additional term to the facility. The collateral Information screen opens to allow entry of a new collateral.
View	Select an existing line-item from the grid and click this button to view and/or edit the collateral on the Collateral Information screen.

Facility Information – Contacts Panel

The Contacts panel of the Facility Information screen displays a list of the facility's individual contacts, such as an executive or controller who can make financial decisions, or an office manager who can handle inquiries. Each entry includes action options that indicate the level of authority that the contact possesses.

Name	Phone	Extension	Auth	Attn	Guar
Lenina Crowne	(205) 555-9897		☐	☐	☐

New View Delete

Field	Description
(Grid)	Displays each attached document as a line-item with the following data: • Name: The contact's first and last names. • Phone: The contact's primary phone number. • Extension: The contact's primary phone number extension. • Auth: Indicates whether the contact has authority within the client organization; for example to sign off or verify invoices. • Attn: Indicates whether the contact's fax or email address is included when sending notices, reports, or statements. • Guar: Indicates that the contact is the guarantor of the customer/debtor organization.
New	Click this button to create a new contact for the facility. The Contact Information screen opens to allow entry of a new contact.
View	Select an existing contact from the grid and click this button to view and/or edit

Field	Description
	the contact on the Contact Information screen.
Delete	Select an existing contact from the grid and click this button to remove the contact from the facility record.

Contact Information Dialog

The Contact Information screen is accessed from the Contacts panel of the Facility Information screen and is used to add, edit or deactivate contacts for the facility. This screen is intended to be used to record contact information for the facility if that contact has not been previously recorded in FactorSoft. Once the contact's information has been saved, the contact is displayed on the Contact panel for the Facility Information screen.

Field	Description
Company	Displays the client name of the client for the facility.
First Name	Enter the contact's first name.
Last Name	Enter the contact's last name.
Title	Enter the business title of the contact.

Field	Description
Phone	Enter the contact's primary phone number.
Fax	Enter the contact's fax phone number.
Extension	Enter the contact's primary phone number extension.
Authority	Select this option to indicate that the contact has authority to make decisions about the facility.
Attention	Select this option to include the contact's fax or email address when sending notices, reports, or statements.
Guarantor	Select this option to indicate that the contact is the guarantor for the facility.
Ownership (%)	Enter the percentage of ownership in the client business that the contact has, if applicable.
Email	Enter the email address for the facility contact.
Comments	Enter additional contact related information as required.
Inactivate	Select this option to indicate that the contact is no longer active for the facility.
	Click this button to edit an existing contact.
	Click this button to save changes to a contact.
	Click this button to undo unsaved changes to the contact.
	Click this button to open the Audit screen to view audit history for the contact.
	Click this button to generate a preview of the Contact Information screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Facility Information - Custom Data Elements Panel

The Custom Data Element Panel displays a grid of all the data elements set up in the Miscellaneous Data Elements table for the Facility Information Screen, and allows you to create a value for any of these elements for the facility.

Element	Value
BBS_CT01 - (TEST A)	
BBS_CT02 - (TEST B)	
BBS_CT03 - (TEST C)	
BBS_CT04 - (TEST D)	
BBS_CT05 - (TEST E)	
BBS_CT06 - (TEST F)	
BBS_CT07 - (TEST G)	
BBS_CT08 - (TEST H)	
BBS_CT09 - (TEST I)	
BBS_CT10 - (TEST J)	
BBS_CT11 - (TEST K)	
BBS_CT12 - (TEST L)	
BBS_CT13 - (TEST M)	
BBS_CT14 - (TEST N)	
BBS_CT15 - (TEST O)	
BBS_CT16 - (TEST P)	

Column	Description
Element	Displays the element name as defined on the Miscellaneous Data Elements table.
Value	Set a value for the data element in this column. To set a value: • Click the Edit (pencil) button on the Facility Information screen • Click in the Value column for the desired Element • Enter the desired value • Click the Save (disk) button

Facility Information - Deferred Revenue Panel

This panel displays deferred revenue items recorded for the facility, and allows payout of the deferred revenue balance. Deferred revenue items can be set up for the facility from the New Adjustment Transaction or New Disbursement Transaction.

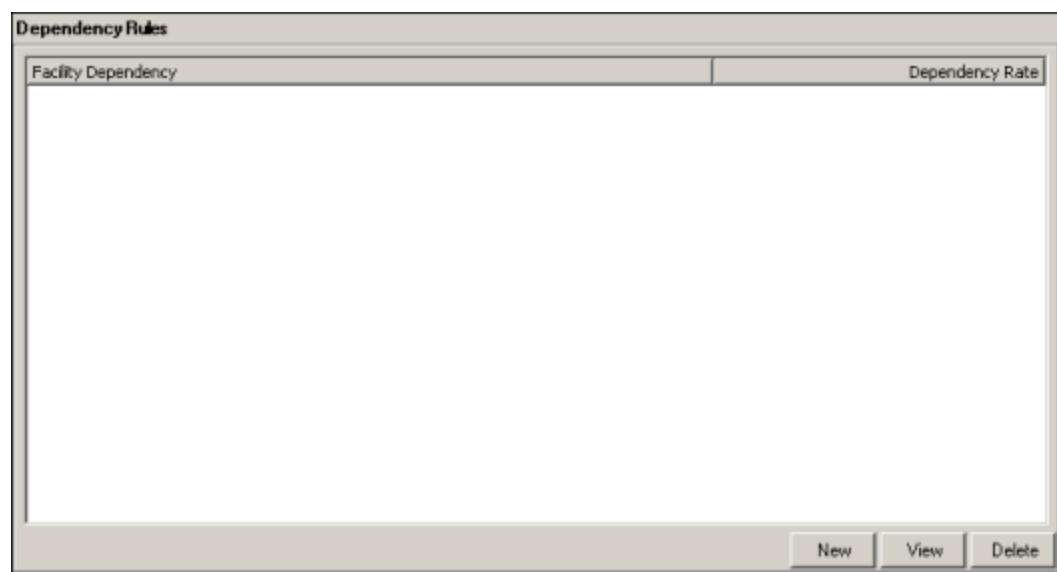
The screenshot shows a software window titled "Deferred Revenue". Inside, there is a table with the following headers: "Post Date", "Journal #", "Earning Account", "Amount", "Balance", "Frequency", and "Accrual". The table body is currently empty. Below the table, there is a button labeled "Payout Remaining Balance".

Field	Description
(Grid)	Displays each deferred earnings for a release for the client .as a line item with the following data: • Post Date: displays the post date of the release transaction on which the deferred revenue items were created • Journal#: displays the journal number of a paid deferred revenue item • Earning: displays the account number of the Move to Account for the deferred revenue item • Amount: displays the original amount of the deferred revenue item • Balance: displays the remaining balance of the deferred revenue item • Frequency: displays the Frequency selected for the deferred revenue item • Next Accrual: displays the next accrual date for the deferred earnings based on the Deferral Information entered for the deferred revenue item
Payout Remaining Balance	Click this button to manually payout the remaining deferred revenue for the selected item to the revenue account.

Facility Information – Dependency Rules Panel

The Facility Dependency feature is used to calculate the loan limit for one facility (the “dependent” facility) based on a percentage of the current loan balance of another facility (the “dependency” facility)

within the same client relationship.



Element	Description
Facility dependency	Displays the dependency name as defined on the Dependency Rule screen.
Dependency rate	Displays the dependency rate defined for the dependency rule on the Dependency Rule screen.
New	Click this button to add a new dependency rule. A blank Dependency Rule screen opens to allow entry of a new rule.
View	Select an existing dependency rule from the grid and click this button to view and/or edit the rule on the Dependency Rule screen.
Delete	Select an existing dependency rule from the grid and click this button to permanently delete the rule.

Dependency Rule Dialog

This screen is used to select the dependency facility for a dependent facility, and establish the dependency rate.

Field	Description
Facility	Displays the facility name of the selected facility. This is the dependent facility to which the dependency rule applies.
Dependency	Select the dependency facility whose current balance is used to calculate the loan limit for the dependent facility.
Rate	Enter the percentage of the dependency facility's current balance used to calculate the loan limit for the dependent facility. Note that the Rate can be greater than 100%.
	Click this button to edit an existing dependency rule.
	Click this button to save a dependency rule.
	Click this button to undo unsaved changes to the dependency rule.
	Click this button to open the Audit screen to view audit history for the dependency rule.
	Click this button to generate a preview of the Dependency Rule screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Example

In this example, a dependency for the facility American Design LOC #2 is created based on a percentage of the Current Loan Balance of American Design LOC #1. Notice that the loan Limit established is

\$1,500,000.00 for the dependent facility American Design LOC #2, and that the current loan Balance of the dependency facility American Design LOC #2 is \$1,942,640.26.

Description	Gross collateral	Eligible collateral	Net collateral	Balance	Available	Excess/Deficit	Limit
American Design Corp.	9,911,794.13	9,467,429.13	5,374,314.76	4,231,824.22	4,872,534.46	640,710.24	5,000,000.00
American Design LOC #4	1,800,000.00	1,800,000.00	900,000.00	773,791.95	750,000.00	(23,791.95)	750,000.00
American Design LOC #3	736,464.36	727,099.36	622,534.46	625,392.19	622,534.46	(2,857.73)	1,000,000.00
American Design LOC #2	4,600,000.00	4,250,000.00	1,565,000.00	890,000.00	1,500,000.00	610,000.00	1,500,000.00
American Design LOC #1	2,775,329.77	2,690,329.77	2,286,780.30	1,942,640.08	2,000,000.00	57,359.92	2,000,000.00

When the dependency rule is created and applied, the Dependency Rules profile in the Facility Information screen will show a line item for the new rule, and the Current limit field displays the new limit, based on the percentage of the loan balance of the dependency facility.

Facility Information For American Design Corp. (AMER)

Facility Name: American Design LOC #2

Currency: United States Do... Reserve: 0.00

Acct group: Standard ABL Test Available: 971,320.04

Preference: Print Balance: 890,000.00

Limits

Loan limit: 1,500,000.00 Current limit: 971,320.04 Established: May 07, 2008

Decrease by: Interval: Amortize from: May 07, 2008

Additional terms

Address

Collaterals

Contacts

Fee Reserve

Ledger

Statements

Statement terms

Custom Data Elements

Dependency rules

Documents

Events

Dependency rules

Facility dependency

American Design LOC #1

Dependency rate

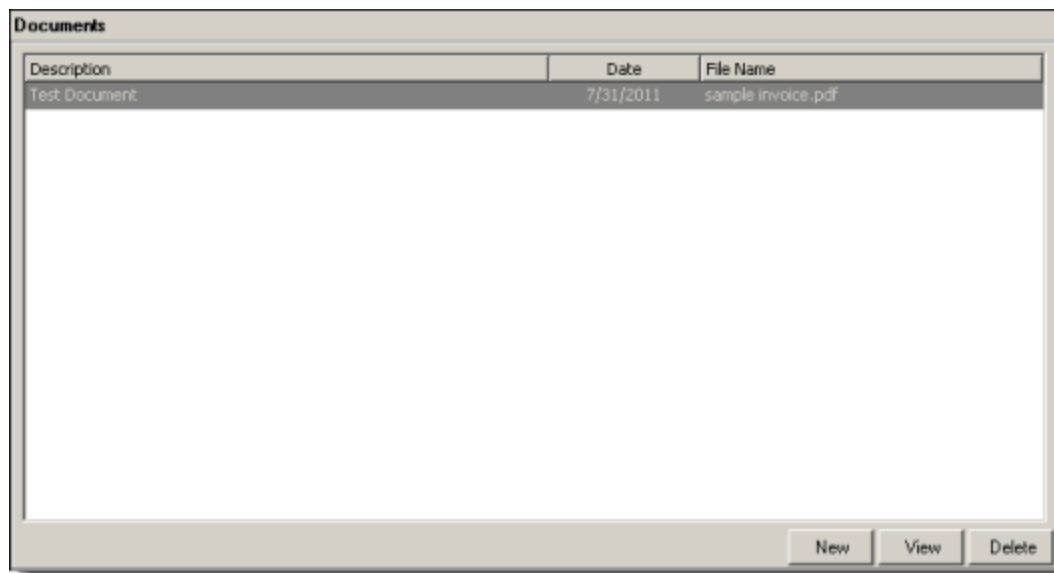
50.0000

The adjusted Limit is also displayed on the Client List, as shown below. The new limit for the example is $\$1,942,640.08 \times 0.50 = \$971,320.04$.

Description	Gross collateral	Eligible collateral	Net collateral	Balance	Available	Excess/Deficit	Limit
American Design Corp.	9,911,794.13	9,467,429.13	5,374,314.76	4,231,824.22	4,343,854.50	112,030.28	5,000,000.00
American Design LOC #4	1,800,000.00	1,800,000.00	900,000.00	773,791.95	750,000.00	(23,791.95)	750,000.00
American Design LOC #2	4,600,000.00	4,250,000.00	1,565,000.00	890,000.00	971,320.04	81,320.04	971,320.04
American Design LOC #3	736,464.36	727,099.36	622,534.46	625,392.19	622,534.46	(2,857.73)	1,000,000.00
American Design LOC #1	2,775,329.77	2,690,329.77	2,286,780.30	1,942,640.08	2,000,000.00	57,359.92	2,000,000.00

Facility Information - Documents Panel

The **Document** panel is used to attach and view facility-related documents to the facility.

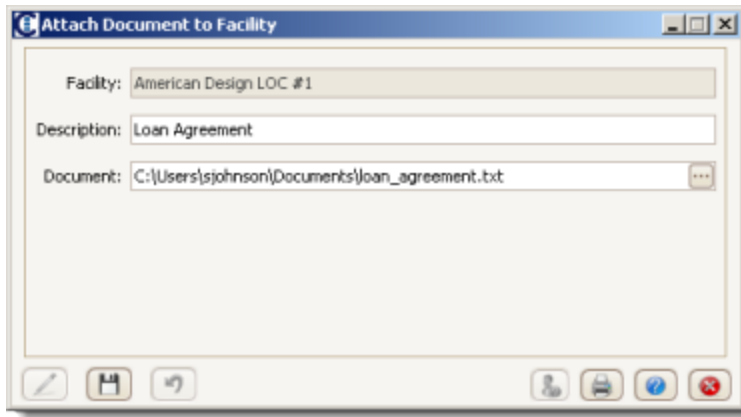


Field	Description
(Grid)	Displays each attached document as a line-item with the following data: • Description: The document description entered for the document on the Attach Document to Facility screen. • Date: The FactorSoft processing date on which the document was attached to the facility. • File name: The actual file name of the attached document.
New	Click this button to attach a document to the facility. The Attach Document to Facility screen opens to allow searching and attaching a new document.
View	Select an existing document from the grid and click this button to view and/or edit the document attachment on the Attach Document to Facility screen.
Delete	Select an existing document from the grid and click this button to remove the attached document from the facility record. This does <u>not</u> delete the document from its source directory.

Attach Document to Facility

Use the Attach Document screen to attach documents (such as word documents, spreadsheets, images, etc.) to a facility record. This screen is accessed from the Document panel of the Facility Information

screen.



Field	Description
Facility	Displays the facility to which the document will be attached.
Description	Enter a description of the document to assist in identifying it in the Document panel grid.
Document	Displays the path and document to which you have browsed to attach to the facility.
	Displays a browser screen that you can use to navigate to the document to attach to the facility.
	Click this button to edit an existing attachment.
	Click this button to save an attachment.
	Click this button to undo unsaved changes to the attachment.
	Click this button to open the Audit screen to view audit history for the attachment.
	Click this button to generate a preview of the Attach Document to Facility screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Facility Information – Fee Reserve Panel

The Fee Reserve panel provides the option to reserve the daily statement fees accrued from facility availability. Each day the fees accrued for the period are calculated to determine the reserve amount.



Field	Description
Reserve accrued fees	Select this option to reserve accrued fees for the facility. Beginning with the next date change, reserve is re-calculated daily for fees accrued in the current billing period to date. The net effect of this feature is that: • the daily reserve value decreases availability • reserve resets to zero on each statement generation To calculate reserves, all fee types associated with the periodic billing statements are converted to a daily amount and multiplied by the number of days into the current billing cycle.
Current fee reserve balance	When Reserve Accrued Fees is enabled for the facility, this field displays the current fee reserve for the facility.

NOTE

Interest is calculated daily on statement generation. Interest is calculated for the date range, which is the beginning of the billing cycle to the last end-of-day.

Fees are calculated as total of all other fees divided by the number of days in the billing period and multiplied by the number of completed days in the current billing cycle.

The fee reserve reduces the **Available** balance amount at the facility level.

Facility Information – Funding Instructions Panel

The Funding Instructions panel is used to override the lender-level instructions on the ClientWeb Advance Request panel.

Funding Instructions
Funding Instructions:
Grand Woodworking Services funding instruction override from Facility Information screen.

Field	Description
Funding instructions	Enter free-form text instructions. You can create texts of any length, and create line breaks using the Enter key.

Facility Information – Facility Groups Panel

The facility Groups panel lists the Client Groups created in the Client Group Table. Use this panel to set values in the Group Code(s) for the facility to allow you to generate reports based on group codes and group values.

Group	Description	Value
GRADE	Risk Rating Grade	---
PROD	Product Code	---
COLLTYPE	COLLATERAL TYPE	INVENTORY

Edit

Field	Description
Edit	Click this button to open the Change Facility Group Value screen, which you can use to set the Value for the selected Client Group code for the facility.

Change Facility Groups Dialog

The Change Facility Group Value screen is used to assign values to a group code for the facility selected in the Facility Information screen. You can also change or remove the group value using this screen.

Change Facility Group Value

Client:

Facility: Does-It-All Manufacturing

Code: COLLTYPE

Description: COLLATERAL TYPE

Value: INVENTORY

Clear Save Cancel Help

Field	Description
Client	Displays the client name under which the facility is defined.
Facility	Displays the facility name.
Code	Displays the facility group code name of the group code selected in the Group panel of the Facility Information screen.

Field	Description
Description	Displays the facility group code description.
Value	Select the value to be associated with the facility group code for this facility. The group code values are defined on the Client Group Code table.
Clear	Click this button to clear the contents of the Value field.
Save	Click this button to complete the update to a facility group code
Cancel	Click this button to close the screen without saving.

Facility Information – Ledger Panel

The Ledger panel of the Facility Information screen lists the facility's postings processed during the specified date range (current fiscal month by default).

Ledger

From: 12/16/2015 To: 1/20/2016 Refresh

Post Date	Stmt Date	Type	Status	Amount	Balance	Description
12/23/2015		Disbursement	Pending	150,000.00	924,648.98	Sample Funding
12/31/2015		Statement	Processed	0.00	924,648.98	
12/31/2015	12/31/2015	Accrual Pos...	Processed	44,902.75	969,551.73	
1/12/2016		Adjustment	Processed	150.01	969,701.74	COF
1/13/2016		Adjustment	Processed	150.00	969,851.74	COF
1/14/2016		Adjustment	Processed	150.00	970,001.74	COF
1/15/2016		Adjustment	Processed	150.00	970,151.74	COF

Trans Audit Void Select New Action New View

Field	Description
From	Select the starting posting date for postings to be displayed in the grid
To	Select the ending posting date for postings to be displayed in the grid.
	Click this button to display postings for the specified date range in the grid.
(Grid)	Displays each posting as a line-item with the following data:

Field	Description
	• Post Date: the posting date of the transaction • Stmt Date: the statement date in which the posting occurred • Type: the transaction type • Status: the transaction status • Amount: the transaction amount • Balance: the facility balance after the transaction amount is applied • Description: the transaction description
Trans Audit	Click this button to access the facility Audit screen directly for the selected transaction type. As there are not transaction posting screens for auto-generated entries, this provides the capability to access audit entries for the loan transactions in FactorSoft that generate automatic transaction entries.
Void	Select a line-item and click this button to void a ledger transaction. A confirmation message is displayed. Click Yes to void the transaction. The transaction is removed from the grid. In the case of a Claimed Cash Posting, both the Posting and associated Deposit are removed (although the deposit will still be visible in the Unclaimed Cash Deposit transaction screen). The voided transaction can be viewed in the Transaction Register.
New	Choose the transaction from the adjacent list and click this button to create a posting for the facility.

Field	Description
	• Accrual posting • Adjustment • Claimed cash posting • Disbursement • Purchase (Bulk Purchase facility only) • Purchase Adjustment (Bulk Purchase facility only) • Payment • Transfer • Statement Payment
View	Select an existing posting from the grid and click this button to view and/or edit the posting on the associated transaction screen. there is no transaction screen available for an Accrual Posting.
Delete	Select an existing posting from the grid and click this button to delete the posting.

Ledger Transactions – Accrual Posting

The Facility Posting screen displays fees and/or interest that have been accrued, but not yet processed, by a previously generated loan statement. The entry may be a single line item or multiple items depending on your fee structure.

This screen can be used to post full or partial fees to the loan balance. Posting the fee(s) lowers the fee balance by the posting amount and increases the outstanding loan balance.

Description	Stmt date	Post date	Balance	Projected b...	Post amount
Interest	6/30/2011	12/31/9998	8,829.72	0.00	8,829.72
Service Fees	6/30/2011	12/31/9998	10,091.11	0.00	10,091.11

Refresh Clear Post fees
 Current balance: 2,018,222.78
 Fee posting amount: 18,920.83
 Projected balance: 2,018,222.78

Column	Description
Post date	Click the calendar button and select the posting date for the accrual posting from the calendar. The current FactorSoft processing date is used by default.
(Grid)	Displays each posting as a line-item with the following data: • Description: the accrual type description • Stmt date: the statement date in which the interest or fee was accrued • Post Date: the posting date of the transaction • Balance: the balance available to post to the loan • Projected balance: the loan balance after the accrual is posted • Post Amount: enter the actual amount to post to the loan balance and clear from the accrued fee balance
Refresh	Click this button to display updated data in the grid.
Clear	Clears the Post Amount column and moves the amount to the Projected Balance column. This allows the user to post selected fees and/or fee amounts.
Post fees	Click this button to post the Post Amount of the accrual items.
Current balance	Current balance of the loan prior to posting the accrual.

Column	Description
Fee posting amount	The sum total amount of the fees to be posted from the accrual line items.
Projected balance	The balance of the loan after the sum total of accrual items is posted.
	Click this button to open the Audit screen to view audit history for the posting.
	Click this button to generate a preview of the Facility Posting screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

NOTE

The accrual posting screen tracks the unpaid accrued fees that are not immediately posted to the loan at month end. For lines of credit, a lender may elect to calculate an interest statement at the end of the month and either post it directly to the loan or accrue it. Delaying the posting gives the client time after receiving the charges in a billing statement to plan on availability to absorb the charges. If this method is used, the lender sets a day in the month (usually the 10th) and the system posts the charges to the loan at the end of the designated day. This feature holds those charges until 1) the pre-determined day comes, or 2) a manual entry is generated clearing the item from accrued fees and posting it to the loan balance.

The Daily Transaction Journal (Transaction Summary) and the Trial Balance Report displays the fee postings processed during the course of the day. Refer to the FactorSoft Reports Guide for more information.

You can use the statement period ending date as the default posting date for Accrual Postings for a facility. To enable this function, set System Preference **Facility/Collateral Rules (Formerly Asset Based Lending), Periodic statement generation, Use thru date to determine accrual post date** to **True**. If set to **False**, the actual statement generation date is used as the default posting date.

Ledger Transactions – Facility Adjustment

Adjustments are journal entries that change, modify, or correct the current balance of the loan, but are not payments or disbursements. The transaction increases the loan balance by the amount posted with a positive entry and reduces the loan balance with a negative entry. For instance, the Facility Adjustment could be used to process a rebate on a fee that the client requests some time after the loan was issued and the original fee incurred.

Deferred Revenue

The Facility Adjustment can be used to take a set adjustment amount against the loan balance up front as unrealized revenue, defer the revenue over a defined schedule, and realize the revenue over that schedule. For example, the lender may take a \$12,000 adjustment up front and defer the revenue by realizing \$1,000 per month for a year. The balance of the amount is held in a G/L account designated for deferred revenue.

On the first day, the adjustment transaction takes the amount from the loan balance and puts it into the accrual account (the account selected in the above-the-line Account field on the Facility Adjustment screen). This transactions debits the loan and credits the accrual account. At the frequency defined on the Deferral Information section of the Facility Adjustment screen, the periodic payment amount is deducted from the accrual account and credited to the Move to Account account specified in the Deferral Information section of the Facility Adjustment screen.

The screenshot shows a software window titled "Facility Adjustment for Advanced System Design". It contains several input fields and sections. The "Facility" field is set to "Advanced System Design". The "Description" field contains "Deferred Revenue Account". The "Post date" is "July 31, 2011". The "Current balance" is "742,097.89". The "G/L account" is set to "(114) - Deferred Revenue...". The "Projected balance" is "742,097.89". There is an "Amount" field which is empty. Below these is a "Deferral Information" section. It includes a "Move to Account" dropdown, a "Frequency" dropdown, a "No. of Payments" field set to "0", a "Day of Week" dropdown, an "Amount" field, and a "Day of Month" field set to "0". At the bottom of the window are several icons for navigation and actions.

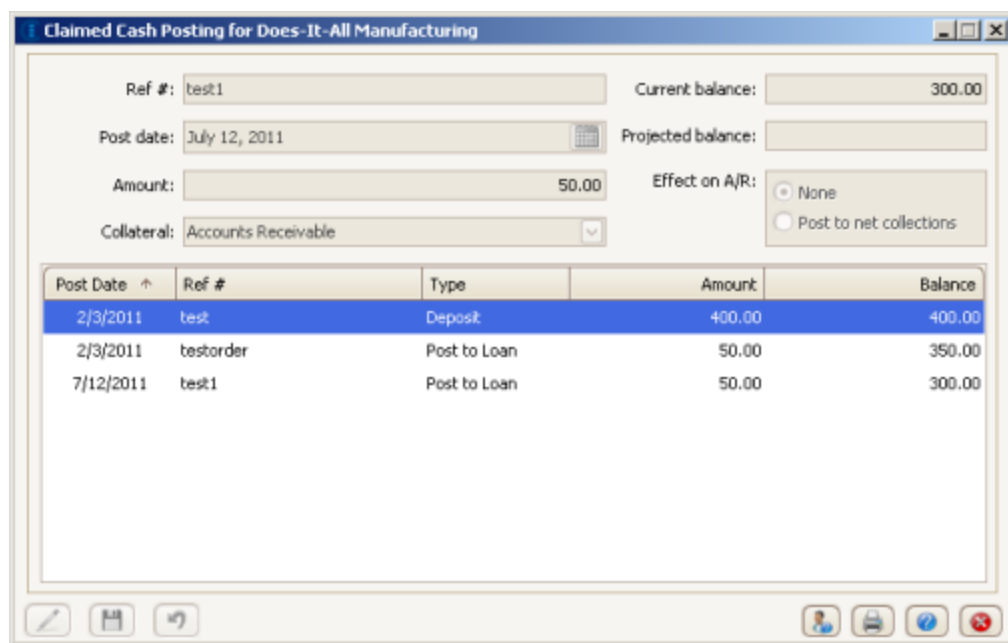
Field	Description
Facility	Displays the name of the facility selected from the Facility Information screen.
Description	Enter a free-form text description of the adjustment transaction.
Post date	Select the posting date for the adjustment transaction.
Current balance	Displays the current loan balance of the facility prior to the adjustment.
G/L account	Select the G/L account to which to post the adjustment.
Projected balance	Displays a calculated projection of the facility balance after the transaction is completed.

Field	Description
Amount	Enter the adjustment amount.
Deferral Information – these fields are only available if the G/L Account is defined as a Deferred earnings account on the Standard tab of the Account Table in the Tables module.	
Move to Account	Select the account to which the deferred revenue is moved from the deferred revenue account.
Frequency	Select the frequency with which the deferred revenue is moved to the Move to Account. • Manual: deferral repayment posting is posted manually by the user. • Weekly: deferral repayment posting is performed by the Engine weekly on the day selected in Day of the Week for the number of weeks selected in Number of Payments. • Monthly: deferral repayment posting is performed by the Engine monthly on the day entered in Day of the Month for the number of weeks selected in Number of Payments.
No. of Payments	Enter the number of weekly or monthly payments by which to divide the Amount of the deduction to determine the amount of each repayment of the deferral.
Day of the Week	If the Frequency is Weekly, select the day of the week on which the Engine is to perform the deferral repayment.
Day of the Month	If the Frequency is Monthly, enter the day of the month on which the Engine is to perform the deferral repayment.
Amount	Displays the repayment amount, which is the Amount divided by the Number of Payments.
	Click this button to edit an existing adjustment.
	Click this button to save changes to a adjustment.
	Click this button to undo unsaved changes to the adjustment.
	Click this button to open the Audit screen to view audit history for the adjustment.

Field	Description
	Click this button to generate a preview of the Facility Adjustment screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Ledger Transactions – Claimed Cash Posting

The Claimed Cash Posting transaction is used to transfer payments from an unclaimed cash holding account to the loan balance. The cash, which was previously received and posted to unclaimed cash instead of directly to the loan balance is claimed with the Claimed Cash Posting transaction as a reduction, or payment, to the loan balance.



Post Date	Ref #	Type	Amount	Balance
2/3/2011	test	Deposit	400.00	400.00
2/3/2011	testorder	Post to Loan	50.00	350.00
7/12/2011	test1	Post to Loan	50.00	300.00

Field	Description
Ref #	Enter a transaction identification number for the claimed cash posting.
Current balance	Displays the current unclaimed cash balance for the facility.
Post Date	Select the posting date for the claimed cash posting transaction.
Projected balance	Displays a calculated projection of the unclaimed cash balance after the transaction is completed.
Amount	Enter the claimed cash amount to be posted to the loan or net collections.
Collateral	Select the collateral to which to post the claimed cash posting. This field is only

Field	Description
	required when Post to net collections is selected in Effect on A/R.
Effect on A/R	Select the option that determines how the claimed cash posting is posted: • None: apply the cash to the loan balance • Post to net collections: reduce the selected Collateral by the payment amount. The posting updates collateral value and availability in the same manner as when you create a Certificate and post the payment amount to Net Collections. The effect is that a system-created certificate will report the Net Collections as established by the claimed cash posting entry.
(Grid)	Displays each cash unclaimed cash deposit and posting transaction as a line-item with the following data: • Date: the posting date of the transaction • Ref#: the transaction identification number • Type: Deposit = cash posted to unclaimed cash via Unclaimed Cash Deposit transaction, Post to Loan = cash claimed from unclaimed cash and posted to loan • Amount: the transaction amount • Balance: the unclaimed cash balance after the transaction posted
	Not available for claimed cash transactions.
	Click this button to save a claimed cash posting.
	Not available for claimed cash transactions.
	Click this button to open the Audit screen to view audit history for the claimed cash posting.
	Click this button to generate a preview of the Claimed Cash Posting screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Ledger Transactions – Disbursement Dialog

The Disbursement screen is accessed from the functions list of the Client List (with a facility selected) or from the Ledger panel of the Facility Information screen. The Disbursement screen is used to record the funding of the client loan, whether by check, wire, or other method, to a facility.

A System Preference allows disbursements with zero check amounts to be sent to the Manage Pending Transactions (F8) screen for approval, rather than automatically approving the disbursement. To enable this function, set System Preference **Facility/Collateral Rules (Formerly Asset Based Lending), Transactions, Send zero check amount disbursements to the Manage Pending Transactions (F8)** to **True**. Additionally, set System Preference **Facility/Collateral Rules (Formerly Asset Based Lending), Transactions, Always assign check number to ABL Disbursement when check amount equals zero** to **True** to allow the transaction to bypass the check writer process.

Deferred Revenue

The Facility Disbursement Transaction can be used to take a set expense amount against the loan balance up front as unrealized revenue, defer the revenue over a defined schedule, and realize the revenue over that schedule. Alternately, offsetting expenses can be created to take the expense amount against a cash account. For example, the lender may take a \$12,000 adjustment up front and defer the revenue by realizing \$1,000 per month for a year. The balance of the amount is held in a G/L account designated for deferred revenue.

On the first day, the adjustment transaction takes the amount from the loan balance (or cash) and puts it into the accrual account (the account selected in the above-the-line Account field on the Facility Adjustment screen). This transaction debits the loan and credits the accrual account. At the frequency defined on the Deferral Information section of the Facility Adjustment screen, the periodic payment amount is deducted from the accrual account and credited to the Move to Account account specified in the Deferral Information section of the Facility Adjustment screen.

Disbursement For Advance Systems Design (AR2) / Advanced System Design

Facility: Available collateral: Loan balance:

Pending: Available to disburse:

Disbursement

Bank acct: Description:

Payee: Post date: Disburse:

Address: Paid on: Expenses:

City: Check amount:

Collateral

Name	Available
Accounts Receivable	750,000.00

Expenses

Account	Description	Amount

New Edit Delete

Documents

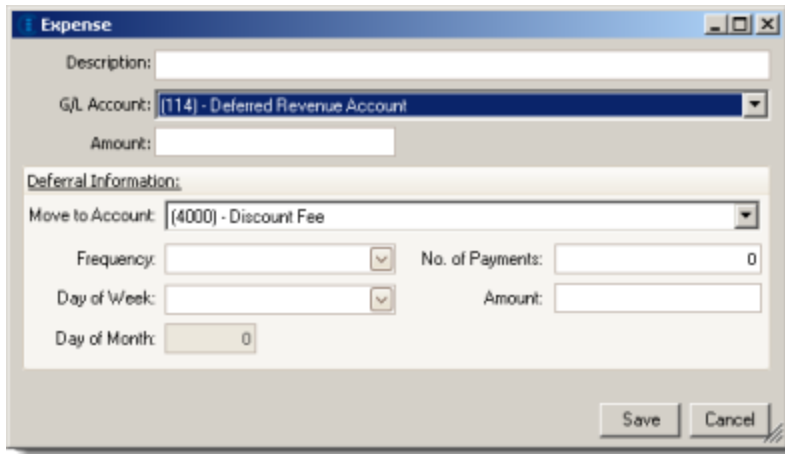
Field	Description
Facility Group	
Facility	Displays the name of the facility selected from the Facility Information screen.
Available collateral	The amount of the total collateral availability (less reserve) as calculated in the borrowing bases.
Loan balance	The amount of the current outstanding loan balance.
Pending	The amount of pending transactions against the facility.
Available to disburse	The total amount for the facility that is available to disburse to the client. This amount is the Available collateral, less any Pending transactions, and less the Loan balance .
Disbursement Group	
Bank acct	Select the bank account into which the disbursement is to be paid.
Payee	Enter the name to which the check is paid. Click the adjacent "Fill" button to populate the payee and address fields automatically. If the check is for a third party, enter the payee's name and address in the Address and City fields provided.

Field	Description
Address	Enter the payee street address. Two lines are available.
City	Enter the city, state, and ZIP/Postal Code components of the payee address in the provided fields.
Description	Enter any applicable transaction details. This information will be particularly useful when following an audit trail.
Post date	Select the transaction posting date.
Disburse	Enter the disbursement amount.
Paid on	Enter the date on which the disbursement occurred. This is the date on which the check was (or is to be) printed, or the wire was sent.
Expenses	The total amount of expenses entered in the Expenses grid is displayed here.
Check amount	The total check amount for the disbursement, which is the Disburse amount minus any expenses recorded in the Expense grid.
Collateral	Displays each available collateral for the facility as a line-item.
Expenses Group	
Expenses	Displays any expenses, such as a transaction fee, as line-items in this grid with the following data. Note that expenses recorded against the disbursement are debited from the loan balance if a single expense entry is entered. The user can, however, enter two offsetting expense entries (one debit, one credit) to write an expense entry against a cash account. The entries will wash and remove the amount in the Expense field in the Disbursement group. • Account: the account to which the expense is to be posted • Description: the description for the associated account - the description can be over-typed if required to enter an expense description • Amount: the amount to be charged for the expense.
New	Click this button to open the Expense screen, on which expense entries for the transaction are defined.
Edit	Select an existing expense line-item and click this button to open the item on the Expense screen, on which expense entries for the transaction can be edited.

Field	Description
Delete	Select an existing expense line-item and click this button to delete the item.
	Not available for Disbursement transactions.
	Click this button to save the disbursement. The transaction is placed in a 'Pending' status, and the disbursement is completed in the Managing Pending Transactions screen.
	Not available for Disbursement transactions.
Unprocess	Click this button to unprocess approved or processed disbursements. This feature is available for current and prior day disbursement transactions, and is restricted to users with rights to Update Disbursements. To enable unprocessing, set the system preference Facility/Collateral Rules (Formerly Asset Based Lending), Transactions, Allow Unprocessing of disbursement transactions from prior dates to True. Also, the Security Role Facility/Collateral Rules (Formerly Asset Based Lending), Transactions, Allow unprocessing of disbursements must be set to True in the Security Role assigned to the user.
	Click this button to open the Audit screen to view audit history for the disbursement.
	Click this button to generate a preview of the Disbursement screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Disbursement Expenses Dialog

The Expenses screen opens from the Disbursement screen, and is used to create expenses against a facility disbursement.



The screenshot shows an 'Expense' dialog box with the following fields:

- Description:** A text input field.
- G/L Account:** A dropdown menu showing '(114) - Deferred Revenue Account'.
- Amount:** A text input field.
- Deferral Information:** A section containing:
 - Move to Account:** A dropdown menu showing '(4000) - Discount Fee'.
 - Frequency:** A dropdown menu.
 - No. of Payments:** A text input field with '0'.
 - Day of Week:** A dropdown menu.
 - Amount:** A text input field.
 - Day of Month:** A text input field with '0'.
- Buttons:** 'Save' and 'Cancel' at the bottom right.

Field	Description
Description	Enter any applicable distribution details. You can use this information for audit trail purposes.
G/L Account	Select the applicable distribution account from the list. The accounts are defined in the FactorSoft Accounts table.
Amount	Enter the distribution amount. Note that the check, wire or transfer amount entered on the Check Register screen must equal the sum of all distributions entered for the check.
Deferral Information - these fields are only available if the G/L Account is defined as a Deferred earnings account on the Standard tab of the Account Table in the Tables module.	
Move to Account	Select the account to which the deferred revenue is moved from the deferred earnings account.
Frequency	Select the frequency with which the deferred revenue is moved to the Move to Account. • Manual: deferral repayment is posted manually by the user. • Weekly: deferral repayment is performed by the Engine weekly on the day selected in Day of the Week for the number of weeks selected in Number of Payments. • Monthly: deferral repayment is performed by the Engine monthly on the day entered in Day of the Month for the number of weeks selected in Number of Payments.
No. of Payments	Enter the number of weekly or monthly payments by which to divide the Amount of the deduction to determine the amount of each repayment of the

Field	Description
	deferral.
Day of Week	If the Frequency is Weekly, select the day of the week on which the Engine is to perform the deferral repayment.
Day of Month	If the Frequency is Monthly, enter the day of the month on which the Engine is to perform the deferral repayment.
Amount	Displays the repayment amount, which is the Amount divided by the Number of Payments.
Save	Click this button to save the expense definition and close the Expense screen.
Cancel	Click this button to close the screen without saving.

Ledger Transactions – Payment Screen

The Payment screen is accessed from the Ledger panel of the Facility Information screen and is used to reduce the loan balance with funds received from various payment sources. The entry may be either a single payment or a batch of payments received in a lockbox. The payment is entered as a batch total and can be itemized.

Additionally, the **Post to net collection** option under **Effect on A/R** provides the opportunity to automatically reduce the collateral by the payment amount when the payment is posted.

Payment For Advance Systems Design (AR2) / Advanced System Design

Facility: Advanced System Design Post date: July 14, 2011

Ref #: 99-65997 Source: Client Amount: 5,000.00

Collateral: Accounts Receivable

Effect on A/R: ☐ None ☐ Reserve from availability ☒ Post to net collections

Payment details

Date	Amount	Reference #
2/18/2013	2,900.00	36365
2/18/2013	100.00	40235

Field	Description
Facility	Displays the name of the facility selected from the Facility Information screen.

Field	Description
Post date	Select the transaction posting date.
Ref #	Enter a transaction identification number. Typically the reference is a certificate number or a posting number.
Source	Select the payment source. The options in this list are set up in Check Source table.
Amount	Enter the total payment amount. If this field is red-outlined, this indicates that detail entries in the Payment detail grid do not equal the total payment amount entered in this field.
Collateral	Select the accounts receivable borrowing base to which to post the payment. This field is only available if Post to net collection is selected under Effect on A/R.
Effect on A/R	Select the option that determines the effect of the payment on the A/R balance: • None: pays down the loan balance • Reserve from availability: payment places a reserve against the collateral • Post to Net Collections: reduce the selected Collateral by the payment amount. The posting updates collateral value and availability in the same manner as when you create a certificate and post the payment amount to net collections. The effect is that a system created certificate will report the net collections as established by the payment posting entry. You can set a default Effect on A/R on payment transactions for loans containing A/R collateral types. Set System Preference Facility/Collateral Rules (Formerly Asset Based Lending), Transactions, Default "Effect on A/R" for Payment Postings to the desired value. The Effect on A/R functionality can allow a back-dated loan payment for a facility to affect the reserves or net collateral amount for the underlying collaterals. To utilize this option, set System Preference Facility/Collateral Rules (Formerly Asset Based Lending), Transactions, Allow post date on payment when effect on A/R is used to True. Note that the posting date for the collateral posting will always be the current FactorSoft processing date, and not the date of the facility loan payment.
Payment details	Record additional payment detail as line-items in this grid. For example, if you receive multiple checks from a lockbox, you can record each check separately

Field	Description
	in the Payment Details pane. These details are saved with the payment and are available for viewing. • Date: select the check/payment date • Amount: the detail payment amount • Reference #: the detail transaction identification number. When details are entered into the Payment details grid, the outline of the Amount field turns red until the sum of detail entries equals the total amount of the payment transaction entered in the Amount field. When the total of details equals the Amount, the outline changes to green.
	Click this button to edit an existing payment.
	Click this button to save changes to a payment.
	Click this button to undo unsaved changes to the payment.
Void	Click this button to void the payment transaction in the current day (on the Fact- orSoft current processing date that the payment was formatted). Voiding a payment takes the following actions: • Clears the transaction's financial posting from the loan balance • Erases the G/L entry for the transaction • Removes the transaction from the Facility Ledger • Creates an entry in the Transaction Register for the void. To enable transaction voiding, System Preference Facility/Collateral Rules (Formerly Asset Based Lending), Transactions, Allow voiding of facility transactions for current day only must be set to True. The capability to void transactions can also be limited by Security Role.
	Click this button to open the Audit screen to view audit history for the payment.
	Click this button to generate a preview of the Payment screen, which can be printed or exported in a variety of formats.

Field	Description
	Click this button to close the screen.

NOTE

The Daily Transaction Journal (Daily Payments Journal) and the Cash Receipts Ledger report displays the payments processed during the course of the day.

Facility Purchase Dialog

Purchase transactions can be created from several locations within FactorSoft:

- from the Client List by selecting the facility and then selecting the New Purchase option in the Bulk Purchase facility menu
- from the Facility Information Screen for the facility by selecting **Purchases** from the panel menu
- from the Ledger panel for a Bulk Purchase facility

The Purchase Certificate panel is used to create a new purchase transaction for the facility. Note that the top half of the screen provides the fields for creating the purchase transaction, while the bottom half provides the fields to create the corresponding disbursement transaction to fund the client. Only the purchase transaction detail is required complete a purchase transaction.

Purchase For ZIPTEST Corporation (456789) / ZIPTEST Corp. - Purchase Facility

Purchase Certificate

Facility: ZIPTEST Corp. - Purchase Facility Status: **Processed** Estimated Uncollectible % 3.00

Date: July 31, 2011 Adv Rate 85.00

Certificate No: 1 Post to Collateral: Clear Credit Reserve % 2.00

Limit Available: Discount Fee % 1.50

	Gross Receivables	Ucoll BSV	After GLR	Credit Reserve	Discount Fee	Client Reserve
Purchase:	150,000.00	- 4,500.00	- 21,825.00	- 3,000.00	- 2,250.00	= 118,425.00

Disbursement Information

Bank acct: State Bank of Franklin Description: 1

Payee: ZIPTEST Corporation Post date: July 31, 2011 Client Reserve: 118,425.00

Address: 950 South Test Street Paid on: July 31, 2011 Expenses:

City: HOOVER AL 35226 AL Status: Pending Check amount: 118,425.00

Collateral

Name	Available
Purchased Receivable	2,144,656.25

Expenses

Account	Description	Amount

VOID

Field	Description
Purchase Certificate	
Facility	Displays the name of the facility selected from the Facility Information screen.
Date	Select the posting date of the purchase transaction. This field displays the Fact- orSoft current processing date by default.
Certificate No	Enter an identification number for the purchase certificate.
Status	Displays the current status of the purchase transaction. For a new purchase, this field displays New .
Limit Available	Displays the current available collateral amount.
Post to Collateral	Select the offset collateral to which to post the purchase offset entry. This field will only be available if there is an A/R Aging collateral in the borrowing base with the Aging Category set to Sales Posted.

Field	Description
(Purchase Rules)	Displays the purchase rule percentages defined for the facility on the Purchase Rules panel: • Estimated Uncollectible % • GLR % • Credit Reserve % • Discount Fee %
Purchase	This row allows entry of the gross purchase amount, and provides a breakdown, as described below: • Gross Receivables • Adjust LEC/Billing • After GLR • Credit Reserve • Discount Fee • Net Value The labels for these headings can be customized in System Preferences.
Disbursement Information	
Bank acct	Select the bank account into which the disbursement is to be paid.
Payee	Enter the name to which the check is paid. Click the adjacent "Fill" button to populate the payee and address fields automatically. If the check is for a third party, enter the payee's name and address in the Address and City fields provided.
Address	Enter the payee street address. Two lines are available.
City	Enter the city, state, and ZIP/Postal Code components of the payee address in the provided fields.
Description	Enter any applicable transaction details. This information will be particularly useful when following an audit trail.
Post date	Select the transaction posting date.

Field	Description
Client Reserve	Displays the remainder of the purchase amount after the Purchase Rules are applied. This is the total amount available to fund.
Paid on	Enter the date on which the disbursement occurred. This is the date on which the check was (or is to be) printed, or the wire was sent.
Expenses	The total amount of expenses entered in the Expenses grid is displayed here.
Check amount	The total check amount for the disbursement, which is the Client Reserve amount minus any expenses recorded in the Expense grid.
Status	Displays the current status of the purchase transaction. For a new purchase, this field displays New .
Collateral	Displays each available collateral for the facility as a line-item.
Expenses	Enter any expenses, such as a transaction fee, as line-items in this grid. • Account: selecting the Account to which the expense is to be posted • Description: automatically completed with the description for the associated Account - the description can be over-typed if required to enter an expense description • Amount: enter the amount to be charged for the expense.
	Not available for Purchase transactions.
	Click this button to save the purchase. The transaction is placed in a 'Pending' status, and the purchase is completed in the Managing Pending Transactions screen.
	Not available for Purchase transactions.
Void	Click this button to void the purchase transaction in the current day (on the FactorSoft current processing date that the purchase was formatted). Voiding a facility purchase takes the following actions:

Field	Description
	• Clears the transaction's financial posting from the loan balance • Erases the G/L entry for the transaction • Removes the transaction from the Facility Ledger • Creates an entry in the Transaction Register for the void. To enable transaction voiding, System Preference Facility/Collateral Rules (Formerly Asset Based Lending), Transactions, Allow voiding of facility transactions for current day only must be set to True. The capability to void transactions can also be limited by Security Role.
	Click this button to open the Audit screen to view audit history for the purchase.
	Click this button to generate a preview of the Purchase screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Facility Purchase Adjustment Dialog

The Purchase Adjustment transaction, accessed exclusively from the Ledger panel of the Facility Information screen for a Bulk Purchase facility, enables the lender to reconcile the value of the borrowing base based on the collateral declarations entered for the bulk purchase. The screen displays the two views of the borrowing base: the **Collateral Totals** row shows the sum of the collateral declarations, and the **Account Balance** row shows the current value of the account at the Facility level. The Adjustment row shows the difference between the two, which is also the adjustment that will be applied to the account when the transaction is processed. When the Purchase Adjustment is saved, the Account Balance value will be adjusted to the collateral value, with any difference applied to the Client Reserve.

Purchase Adjustment For ZIPTEST Corporation (456789) / Purchase Facility 9

Purchase Adjustment Certificate

Facility: Purchase Facility 9 Status: New Estimated Uncollectible %: 0.00

Date: 7/14/2011 Adv Rate: 0.00

Certificate No: Credit Reserve %: 0.00

Limit Available: 500,000.00 Post Discount Fee %: 0.00

Gross Receivables Express Availability

Collateral Totals: 500,000.00 143,549.71

Account Balance: 510,000.00

Adjustment: -10,000.00

As Of: July 14, 2011 Rework

Disbursement Information

Bank acct: State Bank of Franklin Description: Client Reserve: 143,549.71

Payee: Post date: July 14, 2011

Address: Paid on: July 14, 2011 Expenses: Check amount: 143,549.71

City: Status: New

Collateral **Expenses**

Name	Available
Purchase Collateral	500,000.00

Account	Description	Amount
Click to add an expense		

Field	Description
Purchase Adjustment Certificate	
Facility	Displays the name of the facility selected from the Facility Information screen.
Date	Select the posting date of the purchase adjustment transaction. This field displays the FactorSoft current processing date by default.
Certificate No	Enter an identification number for the purchase adjustment.
Status	Displays the current status of the purchase adjustment transaction. For a new purchase adjustment, this field displays New .
Limit Available	Displays the current available collateral amount.
(Purchase Rules)	Displays the purchase rule percentages defined for the facility on the Purchase Rules panel:

Field	Description
	• Estimated Uncollectible % • GLR % • Credit Reserve % • Discount Fee %
Excess Availability	Displays the difference between net availability and the current loan balance.
Gross Receivables	This row allows entry of the gross purchase amount, and provides a breakdown, as described below: • Collateral Totals - displays the sum total of collateral for the facility • Account Balance - displays the current value of the account at the facility level • Adjustment - displays the difference between the collateral and account balances
As Of	Select the date through which to display Gross Receivable data.
Rework	Click this button to update the Gross Receivables information based on the As-Of date.
Disbursement Information	
Bank acct	Select the bank account into which the disbursement is to be paid.
Payee	Enter the name to which the check is paid. Click the adjacent "Fill" button to populate the payee and address fields automatically. If the check is for a third party, enter the payee's name and address in the Address and City fields provided.
Address	Enter the payee street address. Two lines are available.
City	Enter the city, state, and ZIP/Postal Code components of the payee address in the provided fields.
Description	Enter any applicable transaction details. This information will be particularly useful when following an audit trail.
Post date	Select the transaction posting date.
Client Reserve	Displays the Excess Availability amount. This is the total amount available to dis-

Field	Description
	burse.
Paid on	Enter the date on which the disbursement occurred. This is the date on which the check was (or is to be) printed, or the wire was sent.
Expenses	The total amount of expenses entered in the Expenses grid is displayed here.
Check amount	The total check amount for the disbursement, which is the Client Reserve amount minus any expenses recorded in the Expense grid.
Status	Displays the current status of the purchase transaction. For a new purchase, this field displays New .
Collateral	Displays each available collateral for the facility as a line-item.
Expenses	Enter any expenses, such as a transaction fee, as line-items in this grid. • Account: selecting the Account to which the expense is to be posted • Description: automatically completed with the description for the associated Account - the description can be over-typed if required to enter an expense description • Amount: enter the amount to be charged for the expense.
	Not available for Purchase Adjustment transactions.
	Click this button to save the purchase adjustment. The transaction is placed in a 'Pending' status, and the purchase adjustment is completed in the Managing Pending Transactions screen.
	Not available for Purchase Adjustment transactions.
	Click this button to open the Audit screen to view audit history for the purchase.
	Click this button to generate a preview of the Purchase screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Ledger Transactions – Facility Transfer

The Facility Transfer screen is accessed from the Ledger panel of the Facility Information screen and is used to transfer funds from one facility to another. Transfers are similar to adjustments except that transfers reduce one loan balance while increasing another. This transaction increases the loan balance of the sending facility (**From facility**) and reduces the loan balance of the receiving facility (**To facility**). This is a non-cash transaction sending "non-cash funds" from one facility to another.

NOTE

The From Facility disburses the transfer funds, and its balance consequently increases. The funds are being applied to the To Facility, which results in a decrease in the loan balance.

Field	Description
From facility	Displays the name of the facility selected from the Facility Information screen, which will be the facility from which the funds are transferred.
To facility	Select the facility to which to transfer funds.
From Debit	Displays the account set up as the Loan balance account in the Account Group for the From Facility.
To Debit	Displays the account set up as the Loan balance account in the Account Group for the To Facility.
From Credit	Displays the account set up as the Accrued transaction fee account in the Account Group for the From Facility.

Field	Description
To Credit	Displays the account set up as the Accrued transaction fee account in the Account Group for the To Facility.
Post date	Select the transaction posting date.
Current balance	Displays the current loan balance of the facility from which the transfer is being made.
Amount	Enter the amount of the transfer
Projected balance	Displays a calculated projection of the From Facility balance after the transaction is completed.
From Currency Type	Displays the currency type of the From facility.
To Currency Type	Displays the currency type of the To facility.
Conversion Rate	Displays the calculated conversion rate for the From/To currency types. Calculated as (From Facility Currency Value / To Facility Currency Value). The Currency Values are held in the Currency Denomination table.
Converted Amount	the converted transaction amount, calculated by multiplying the transaction amount by the Conversion Rate.
Explanation	Enter descriptive text for the transfer.
	Click this button to edit an existing transfer.
	Click this button to save changes to a transfer.
	Click this button to undo unsaved changes to the transfer.
	Click this button to open the Audit screen to view audit history for the transfer.
	Click this button to generate a preview of the Facility Transfer screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

NOTE

The Daily Transaction Journal (Transaction Summary and Adjustment Journal formats) and the Trial

Balance Reports display the transfers processed during the course of the day.

Ledger Transactions – Statement Payment

The Statement Payment screen is used to record loan statement payments. Outstanding fees and/or interest that have been accrued by a previously generated loan statement are displayed in the grid. This transaction is accessed by selecting **Statement Payment** from the actions list on the Ledger panel of the Facility Information screen, or from the **New Statement Payment** option in the Facility Functions list on the Client List (F3) screen.

This screen behaves differently depending on whether the Auto Distribute Payment is set on the Payment Rules tab of the Facility Information screen.

- If the Auto Distribute Payment option is set to **Do Not Use**, the outstanding **Fee Posting Amount** is populated in the **Variance** field, and the Post Amount for each fee line-item is the full outstanding balance of the fees. If the statement payment **Amount** is less than the variance, the user must account for the variance by reducing the **Posting Amount** of fees in the grid to remove the Variance before the transaction can be saved. This is done by entering the new amount directly in the **Post amount** column for the line-item.
- If the Auto Distribute payment feature is being employed in the facility (**Auto Distribute Payment** option is set to any value other than **Do Not Use** for the facility), the actual allocation of the payment distribution, based on the Payment Terms hierarchy and Payment Rule, is previewed for the affected fee line-items when the user enters the payment total in the **Amount** field and then tabs out of the field (note that the payment rule is displayed on the Facility Positioning screen). The Post Amount column displays the allocation of the amount to each terms type/transaction date, and the **Principal Reduction** field at the bottom of the screen displays the amount applied to the principal of the loan, if the payment amount exceeds the amount of all outstanding fees. There is only a Variance when the payment amount exceeds the amount of all outstanding fees.

Facility Posting for Blue Corporation

Payment

Facility: Blue Corporation Date: 2/6/2015

Ref #: Source: Client Amount: 40,000.00

Variance: 0.00

Description	Stmnt date	Post date	Balance	Projected b...	Post amount
Aval Coll	10/13/2014	12/31/9998	17,963.70	0.00	17,963.70
Aval Coll	11/3/2014	12/31/9998	17,963.70	17,963.70	0.00
Aval Coll	12/31/2014	9/25/2017	18,350.16	18,350.16	0.00
Aval Coll	1/31/2015	10/26/2017	18,689.20	18,689.20	0.00
Eligible Coll	10/13/2014	12/31/9998	17,136.40	10,953.72	6,182.68
Eligible Coll	11/3/2014	12/31/9998	19,959.67	19,959.67	0.00
Eligible Coll	12/31/2014	9/25/2017	20,389.07	20,389.07	0.00
Eligible Coll	1/31/2015	10/26/2017	20,765.78	20,765.78	0.00
Gross Collateral	10/13/2014	12/31/9998	3,477.67	3,477.67	0.00
Gross Collateral	11/3/2014	12/31/9998	3,477.67	3,477.67	0.00
Gross Collateral	12/31/2014	9/25/2017	3,536.53	3,536.53	0.00
Gross Collateral	1/31/2015	10/26/2017	3,599.31	3,599.31	0.00
Interest	10/13/2014	12/31/9998	12,260.88	0.00	12,260.88
Interest	11/3/2014	12/31/9998	2,946.10	2,946.10	0.00

Current balance: 2,882,979.44

Fee posting amount: 40,000.00

Principal reduction: 0.00

Projected balance: 2,882,979.44

Payment Distribution - Oldest to Newest, PaymentLevel

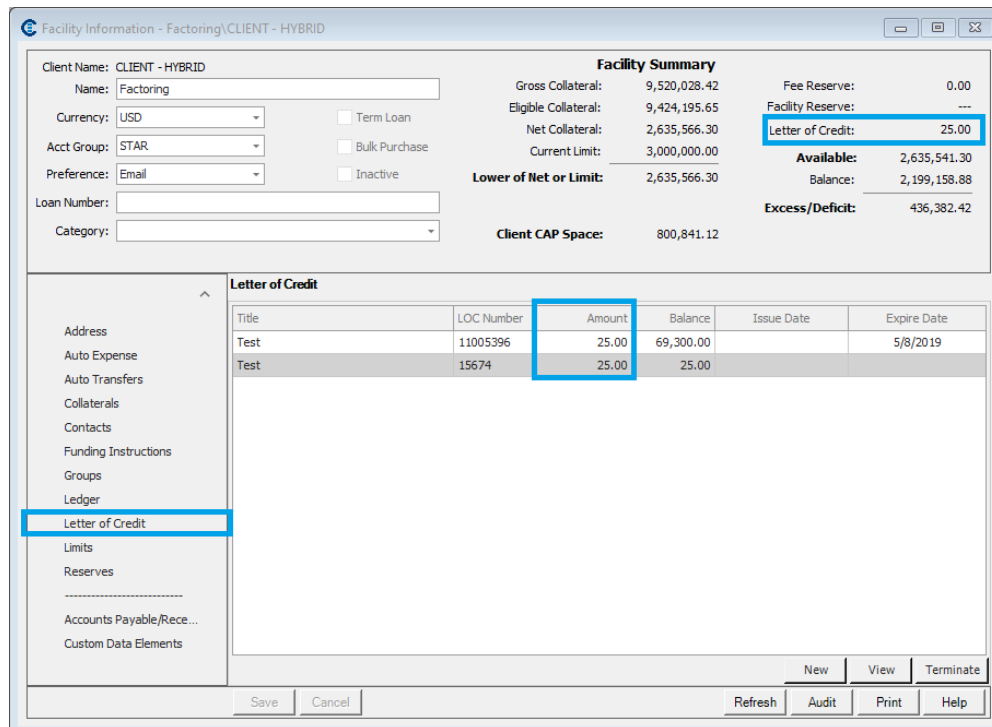
Column	Description
Facility	Displays the facility name.
Ref #	Enter a transaction identification number.
Source	Select the payment source. The options in this list are set up in Check Source table.
Date	The transaction posting date for the statement payment. This field contains the current FactorSoft processing date by default. You can enter a different date directly in the field, or select the date from a calendar by clicking the calendar icon in the field.
Amount	Enter the total payment amount. When Auto Distribute is not used, if this field is red-outlined, this indicates that detail fee line-items in the grid do not equal the total payment amount entered in this field.

Column	Description
Variance	If the Auto Distribute feature is not used, this field displays the full outstanding balance of the Fee Posting Amount, or the difference between the Fee Posting Amount and the payment Amount. If the Auto Distribute feature is used, this field displays the portion entered in the Amount field that is above the Fee Posting Amount, and will be applied to principal.
Post date	Click the calendar button and select the posting date for the accrual posting from the calendar. The current FactorSoft processing date is used by default.
(Grid)	Displays each posting as a line-item with the following data: • Description: the Statement Terms type description • Stmt date: the statement date in which the interest or fee was accrued • Post Date: the posting date of the transaction • Balance: the line-item balance available to post to the loan • Projected balance: the line-item balance after the accrual is posted • Post Amount: if Auto Distribute is not used, enter the actual amount to post to the loan balance and clear from the accrued fee balance. If Auto Distribute is used, displays the amount of the statement payment applied to the fee.
Refresh	Click this button to display updated data in the grid.
Clear	Clears the Post Amount column and moves the amount to the Projected Balance column. This allows the user to post selected fees and/or fee amounts.
Current balance	Current balance of the loan prior to posting the payment.
Fee posting amount	The sum total amount of the fees to be posted from the Statement Terms line-items.
Principal reduction	The amount applied to the principal of the loan, if the payment amount exceeds the amount of all outstanding fees.
Projected balance	The balance of the loan after the sum total of payment items is posted, which is Current balance less Principal reduction.

Column	Description
	Click this button to open the Audit screen to view audit history for the posting.
	Click this button to generate a preview of the Facility Posting screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Facility Information - Letter of Credit

The Letter of Credit(LOC) panel shows all letters of credit defined for the facility. Letter of Credit is represented in FactorSoft as a facility reserve that covers the Lender's exposure as it relates to agreements (Letters of Credit) made on behalf of the borrower. The Letter of Credit function serves to reserve an amount sufficient to cover the Lender's guarantees made to a supplier in the event the borrower fails to make payments on purchases.



Facility Information - Factoring\CLIENT - HYBRID

Client Name: CLIENT - HYBRID
 Name: Factoring
 Currency: USD
 Acct Group: STAR
 Preference: Email
 Loan Number:
 Category:

Facility Summary
 Gross Collateral: 9,520,028.42
 Eligible Collateral: 9,424,195.65
 Net Collateral: 2,635,566.30
 Current Limit: 3,000,000.00
 Lower of Net or Limit: 2,635,566.30
 Client CAP Space: 800,841.12

Fee Reserve: 0.00
 Facility Reserve: ---
 Letter of Credit: 25.00
 Available: 2,635,541.30
 Balance: 2,199,158.88
 Excess/Deficit: 436,382.42

Letter of Credit

Title	LOC Number	Amount	Balance	Issue Date	Expire Date
Test	11005396	25.00	69,300.00		5/8/2019
Test	15674	25.00	25.00		

Left sidebar: Address, Auto Expense, Auto Transfers, Collaterals, Contacts, Funding Instructions, Groups, Ledger, Letter of Credit (selected), Limits, Reserves, Accounts Payable/Receivable, Custom Data Elements

Buttons: New, View, Terminate, Save, Cancel, Refresh, Audit, Print, Help

Field	Description
(Grid)	Displays each facility reserve item as a line-item with the following data:

Field	Description
	• Title: The reserve title for the reserve item. • LOC Number: The Letter of Credit Number. • Amount: The reserve amount to be held against availability for the reserve item. • Balance: Basis for the reserve calculation. • Issue Date: The date that the LOC takes effect. • Expire Date: The date that the LOC expired.
New	Click this button to create a LOC for the facility.
View	Select an existing reserve item from the grid and click this button to view and/or edit the LOC.
Terminate	Used to reset reserve amount to zero permanently and enters final date in Expired Date column.

System Preferences

To configure the Letter of Credit functionality, set the following System Preferences in the **Facility/Collateral Rules (formerly Asset Based Lending) > Rules > Letters of Credit** folder:

Preference	Description
Use Facility Letter of Credit	Set to TRUE to activate Letter of Credit functions.
General Ledger Entry Prefix	Future use.
Name of LC Type 1-12	Enter the abbreviated descriptor for the type of Letter of Credit. User can name up to 12 different classifications for LC Type.
Percentage for LC Type 1-12	Enter the default reserve rate for each associated LC Type <i>Note: any value entered in the Letter of Credit form for "LC Type" that is not saved as one of the named preferences will have a default reserve rate of 100% assigned.</i>

Adding a Letter of Credit

Add a Letter of Credit on the **Facility Information** screen > **Letter of Credit** panel > **New**. Fill out the fields as described in the table below.

Field	Description
Required	
Title	Enter the LOC reference name/label.
LOC Number	Enter the LOC reference number or abbreviation.
LOC Type	Enter LOC Type exactly as named in system preference. The associated default Reserve Rate will be used.
Balance	Represents the current LOC exposure which is the value used in calculating the LOC Reserve.
Optional	
Inactive Checkbox	Resets the Reserve Amount to zero when the override rate is zero.
Qualifier	User-defined purpose.
Effective Date	User-defined purpose.
Override	Enter the Override Rate. The rate entered in this field will be used to calculate reserve amount instead of the default reserve rate.
Informational	

Field	Description
Client	Direct link to the Client Information screen.
Facility	Direct link to the Facility Information screen.
Letter of Credit Check-box	Indicates reserve type is Letter of Credit.
LOC Expired	General Information Captured in the File Upload from Imported LOC.
Reserve Rate	Displays the default reserve rate as assigned by system preference or 100% if no system preference is set for the associated LC Type.
Amount	Displays the calculated Reserve Amount. Reserve Amount = Balance * Reserve Rate or Override

Modifying a Letter of Credit

To modify a Letter of Credit on the **Facility Information** screen > **Letter of Credit** panel > click **Edit**. Fill out the fields as described in the table below.

1. Update the Required Fields from the table above.

NOTE

Updating the balance will recalculate the reserve amount based on the new "Balance" amount entered. Also, a line will be added to the Activity grid that indicates the changes made to the LOC record.

2. Update the Optional Fields from the table above.

NOTE

Entries saved in Override will reevaluate the reserve amount based on the rate entered over the original default reserve rate.

Terminate a Letter of Credit

To Terminate a Letter of Credit on the **Facility Information** screen > **Letter of Credit** panel > click **Terminate**.

Letter of Credit

Title	LOC Number	Amount	Balance	Issue Date	Expire Date
Test	11005396	25.00	69,300.00		5/8/2019
Test	15674	25.00	25.00		

Upon Terminating a Letter of Credit the following items are updated:

1. Reset reserve amount to zero permanently.
2. Enters final date in Expired Date column.

NOTE

To temporarily remove reserve, set LOC to inactive or set balance or override rate to zero.

Letter Of Credit Tabs - Activity

Letter of Credit - CLIENT - HYBRID - Factoring

Client: CLIENT - HYBRID
Facility: Factoring

Title:
 Inactive: ☐ Letter of Credit: ☒

Qualifier:
 LOC Number:

Effective:
 LOC Type:

LOC Expire:
 Reserve Rate:
 Override:

Amount:
 Balance:

Activity | Notes | Documents

Activity Date	Indicator	Type	Tran Status	Activity Amount	Last Modified By
1/28/2019	Trans	ISS - 13871 - Converte...		66,000.00	

Column	Description
Activity Date	Event Date
Indicator	Originator of the event. • Balance indicates file upload or an automated import process. • Manual indicates a user has entered updated balance
Type	Effect of the event • Bal: The LOC balance has been updated • ADJ: An administration fee has been charges against the loan for this LOC. <i>ADJ – LOC Adjustment -Indicates a transaction against the Letter of Credit Loan Balance/Cash Reserve. The Facility transaction form has a drop-down field (lower right) that allows the user to indicate the transaction against the Loan Balance/ Cash Reserve associated with a Letter of Credit. When the Letter of Credit is selected the activity will be added to the LOC Activity Grid history.</i>
Tran Status	Processes indicates the manual processing is completed.
Activity Amount	New “balance” as entered on edit. Reserve amount has been recalculated and updated in Facility Summary position.
Last Modified By	Indicates the user or which process generated the event.

Letter Of Credit Tabs – Notes

Letter of Credit - CLIENT - HYBRID - Factoring

Client: CLIENT - HYBRID **Facility:** Factoring

Title: ☐ Inactive ☒ Letter of Credit

Qualifier: LOC Number:

Effective: LOC Type:

LOC Expire: Reserve Rate: Override:

Amount: Balance:

Activity Notes Documents

Current Note:

Add New Note

Created Date	User	Notes

Edit Close Audit Help

Field	Description
Edit	Click Edit button to add a new note.
Current Note	Type Notes in the freeform text box and select Add New Note to save.
Grid	• Created Date: Date the Note was entered. • User: User that entered note. • Notes: Abbreviated note line

Letter Of Credit Tabs – Documents

Column	Description
Edit	Click Edit button to attach a new document.
Description	Enter the document description or identifier.
Browse	Select Browse to locate the document for upload.
	Click this button to edit an existing document.
	Click this button to save.
	Click this button to undo unsaved changes.
	Click this button to display the Audit screen.
	Click this button to print.
	Click this button to open the help screen.
	Click this button to close the screen.

Field	Description
Clear	Removes all search settings.
Search	Execute the search based on search criteria input.
Grid	Double-click results to open LOC form. • Client: Client name associated with LOC. • Client CIF: LOC Account number. • Facility: The facility for the LOC. • LOC Number: The Letter of Credit Number. • Type: The LOC Type as named in system preferences. • Issue Date: The date that the LOC takes effect. • Expire Date: The date that the LOC expired.

Importing Letters of Credit

For information on Importing Letters of Credit, see the Import Guide.

Facility Information - Limits Panel

The Limits panel of the Facility Information screen is used to set, update, and view the loan limits for the facility.

Limits

Loan Limit: Current Limit: Established:

Decreased By: Interval:

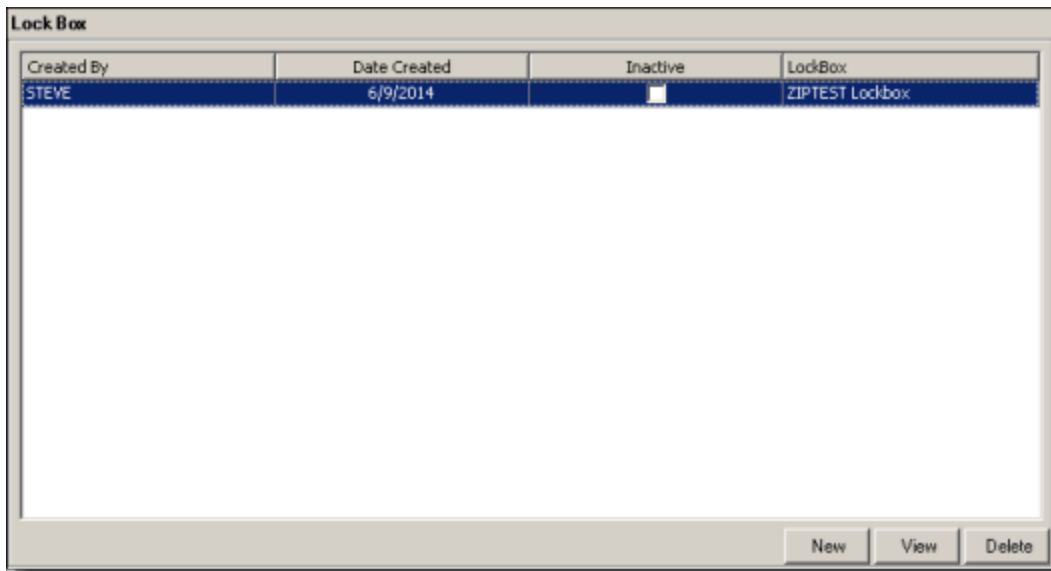
Maturity Date:

Amortize From:

Field	Description
Loan limit	The maximum exposure for this loan agreement
Decrease by	The amount that will be used to reduce the Loan Limit over the interval selected.
Current limit	The system-generated amount representing the current loan limit as determined by the established amortization settings.
Interval	Select the frequency of the loan limit reductions (daily, weekly, monthly, quarterly, or annually).
Established	The date on which the lending facility was established. The system defaults to the current FactorSoft processing date when the facility is created.
Amortized from	The date on which the amortization of the lending facility began. The system defaults to the current FactorSoft processing date.
Maturity Date	The maturity date of the loan. A System Preference allows advances to be limited if the Maturity Date is exceeded. Set System Preference Facility/Collateral Rules (Formerly Asset Based Lending), Transactions, Do not allow disbursement transactions when facility maturity date is expired or not set to True to prevent advances against the facility if the Maturity Date is exceeded.

Facility Information – Lock Box Panel

The Lock Box panel is used to create lock box name that is used to uniquely identify the facility for lock box posting.



Field	Description
(Grid)	Displays each lock box definition as a line-item with the following data: • Created by: The user id of the user that created the definition. • Date Created: The FactorSoft processing date on which the lock box definition was created. • Inactive: Indicates whether the lock box definition is inactive. • LockBox: The lock box name.
New	Click this button to add a new lock box definition to the facility. The Facility Lock-Box screen opens to allow entry of a new lock box definition.
View	Select an existing line-item from the grid and click this button to view and/or edit the lock box definition on the Facility LockBox screen.
Delete	Select an existing line-item from the grid and click this button to remove the lock box definition from the facility record.

Facility LockBox

The Lock Box screen is accessed from the Lock Box panel of the Facility Information screen, and is used to create lock box names that are used to uniquely identify facilities for lock box posting.

Field	Description
Name	Enter a unique lock box name for the facility by which the facility is identified for lock box posting.
Date Created	Displays the date on which the lock box name was created for the facility. For new lock box names, the current FactorSoft processing date is displayed.
(User Name)	Displays the user-id under which the lock box name was (or will be) created.
Inactive	Select this option to flag the lock box name as inactive to indicate that it is not available for use.
Save	Click this button to save the lock box name to the facility.
Cancel	Click this button to closed the screen without saving.

Facility Information – Payment Rules Panel

The Facility Information –Payment Rules is used to set the Auto Distribute rule for the facility, and displays the Statement Terms set up for the facility. The Auto Distribute functionality is used to set up a hierarchy of payments for fees and financial terms (set up in the Statement Terms) at the Facility level, based on the Payment Rule applied here.

NOTE

On the Statement Posting screen (accessed from the **New Statement Payment** option in the Facility Functions panel or the **Statement Payment** action in the Ledger panel), the actual effect of the payment distribution can be previewed. Enter the payment total in the **Amount** field and then tab out of the field to show the allocation based on the Payment Terms hierarchy and Payment Rule (note that the payment rule is displayed on the Facility Positing screen). The Post Amount column display the allocation of the amount to each terms type/transaction date, and the **Principal Reduction** field at the bottom of the screen displays the amount applied to the principal of the loan.

Payment Rules

Auto Distribute Payment:

Do Not Use

Payment Level	Description	Fee Type
0	Service Fee	Maintenance
0	Interest	Interest

View

Field	Description
Auto Distribute Payment	Set the payment rule to be used for this facility:

Field	Description
	• Do Not Use: Apply payments to principal only. • Oldest to Newest, Payment Level: Apply loan payments to payment terms types by Payment Level within transaction date, oldest to newest. For example, if there were 6 transactions, 3 on transaction date 1 and 3 on transaction date 2, and each date with terms types 1-3, the payments are applied: • Date 1, priority 1 • Date 1, priority 2 • Date 1, priority 3 • Date 2, priority 1 • Date 2, priority 2 • Date 2, priority 3 • Principal • Newest to Oldest, Payment Level: Apply loan payments to payment terms types by Payment Level within transaction date, newest to oldest. For example, if there were 6 transactions, 3 on transaction date 1 and 3 on transaction date 2, and each date with terms types 1-3, the payments are applied: • Date 2, priority 1 • Date 2, priority 2 • Date 2, priority 3 • Date 1, priority 1 • Date 1, priority 2 • Date 1, priority 3 • Principal • Payment Level, Oldest to Newest: Apply loan payments to payment terms types by transaction date, oldest to newest, within Payment Level. For example, if there were 6 transactions, 3 on transaction date 1 and 3 on transaction date 2, and each date with terms types 1-3, the payments are applied:
User Guide Bulk Collaterals	679 © 2022 Jack Henry & Associates, Inc.® FactorSoft™ v4.7 • Priority 1, date 1 • Priority 1, date 2

Field	Description
(Grid)	Each Statement Terms set up for the facility is displayed as a line-item, with the following information: • Payment Level: the hierarchical level of the statement term, as set on the Statement Terms screen • Description: the Statement Terms description • Fee Type: the Fee Type set for the Statement Terms
View	Select an existing statement terms from the grid and click this button to view and/or edit the terms on the Statement Terms Information screen.

Facility Information – Payment Stream

The Payment Stream defines the payment conditions for a Term Loan Facility. This definition determines the frequency with which statements are produced for the term loan, as well as the payment amount. The grid displays payment streams as line-items with the statement date, number of statements, payment amount.

Beginning Statement	Number of Statements	Payment Amount
9/30/2010	1	\$0.00
10/30/2010	1	\$30,000.00
12/30/2010	1	\$35,000.00

Field	Description
Payment Method	Select the payment method that determines how the statement payment amount is calculated:

Field	Description
	• Total Payment: the payment amount is a flat amount consisting of calculated interest and fees with the remainder applied to principle • Principal Payment: the full payment amount is applied to the principal amount, with calculated interest and fees added to the payment.
Days until payment is considered late	Enter the number of grace days from the payment due date until late fees are assessed.
Payment Recurrence: Due	Select the statement due interval to be used with the Every setting to determine statement payment stream frequency. • Days • Weeks • Months • Years
Payment Recurrence: Every	Enter the Payment Recurrence Due qualifier to determine statement payment stream frequency
Grid	Each payment stream for the facility is displayed as a line-item with the following information: • Beginning statement: the first payment date defined for the payment stream • Number of statements: the number of statements in the payment stream • Payment amount: the payment amount for the payment stream
New	Click this button to add a new payment stream to the facility. The Term Payment Group Information screen opens to allow entry of a new term.
View	Select an existing line-item from the grid and click this button to view and/or edit the additional term on the Additional Terms Information screen.
Delete	Select an existing line-item from the grid and click this button to delete the term.

Term Payment Group Information Dialog

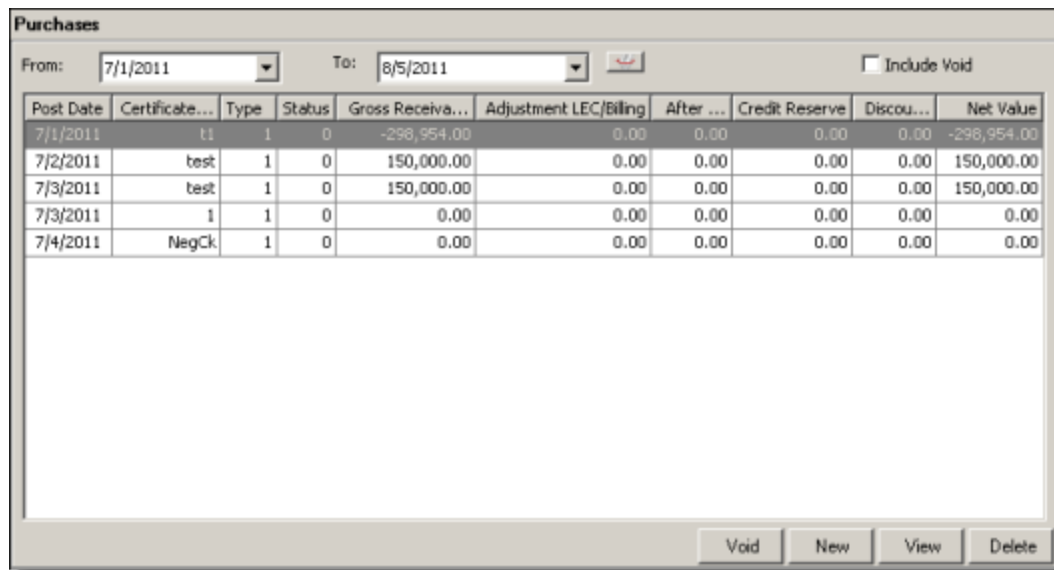
The Term Payment Information Group Dialog accessed from the Payment Stream Panel of the Facility Information screen for a term loan facility. This screen is used to define the repayment schedule for the term loan facility.

Field	Description
Client/Facility	Displays the client and facility name of the selected facility.
Beginning statement	Select the date of the first loan repayment statement.
Payment amount	Enter the payment or principal amount for each statement, depending on the setting of the Payment Method on the Payment Stream panel of the Facility Information screen.
Number of statements	Enter the number of loan repayment statements to be issued for the facility.
Payment setup	Displays the Payment Method set for the payment stream on the Payment Stream panel of the Facility information screen.
Days before payment is late	Displays the Days before payment is late set for the payment stream on the Payment Stream panel of the Facility information screen.
Recurrence Setup: Due	Displays the statement due interval selected for the payment stream repayment schedule.
Recurrence Setup: Every	Displays the payment recurrence qualifier for the payment stream repayment schedule.

Field	Description
	Click this button to edit a Term Payment Group definition.
	Click this button to save a Term Payment Group definition.
	Click this button to undo unsaved changes to the Term Payment Group definition.
	Click this button to open the Audit screen to view audit history for the Term Payment Group definition.
	Click this button to generate a preview of the Term Payment Group screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Facility Information - Purchases Panel

The Purchase Certificate panel is used to create a new purchase transaction for the Bulk Purchase facility. You can also create a purchase transaction for the bulk purchase facility by selecting **New Purchase** in the Functions panel.



Purchases

From: 7/1/2011 To: 8/5/2011 ☐ Include Void

Post Date	Certificate...	Type	Status	Gross Receiva...	Adjustment LEC/Biling	After ...	Credit Reserve	Discou...	Net Value
7/1/2011	t1	1	0	-298,954.00	0.00	0.00	0.00	0.00	-298,954.00
7/2/2011	test	1	0	150,000.00	0.00	0.00	0.00	0.00	150,000.00
7/3/2011	test	1	0	150,000.00	0.00	0.00	0.00	0.00	150,000.00
7/3/2011	1	1	0	0.00	0.00	0.00	0.00	0.00	0.00
7/4/2011	NegCk	1	0	0.00	0.00	0.00	0.00	0.00	0.00

Buttons: Void New View Delete

Field	Description
From	Select the starting posting date for purchases to be displayed in the grid

Field	Description
To	Select the ending posting date for purchases to be displayed in the grid.
	Click this button to display purchases for the date range dates in the grid.
Include Void	Select this option to included voided purchase transactions within the date range in the grid.
Grid	Displays each purchase as a line-item with the following data: • Post Date: the posting date of the transaction • Certificate No: the certificate number associated with the purchase transaction • Type: The transaction type - BulkPurchase or TrueUp • Status: the status of the purchase transaction - Pending, Processed, Void • Gross Receivables: the collateral total for the facility • Adjustment LEC/Billing: the amount of receivables applied to estimated uncollectible reserve (Estimated Uncollectible rate applied) • After GLR: the amount of receivables after the GLR (gross lending rate) percentage is applied • Credit Reserve: the amount of receivables applied to credit reserve (Credit Reserve rate applied) • Discount Fee: the amount of receivables deducted for fees (Discount Fee rate applied) • Net Value: the receivable amount available to the client
Void	Select a line-item and click this button to void a purchase transaction. A confirmation message is displayed. Click Yes to void the transaction. The transaction is removed from the grid. The voided transaction can be viewed in the Transaction Register.
New	Click this button to add a new purchase certificate to the facility. The Purchase screen opens to allow entry of a new term.
View	Select an existing line-item from the grid and click this button to view and/or edit the purchase line item

Field	Description
Delete	Select an existing line-item from the grid and click this button to delete a purchase line-item.

Facility Purchase Dialog

Purchase transactions can be created from several locations within FactorSoft:

- from the Client List by selecting the facility and then selecting the New Purchase option in the Bulk Purchase facility menu
- from the Facility Information Screen for the facility by selecting **Purchases** from the panel menu
- from the Ledger panel for a Bulk Purchase facility

The Purchase Certificate panel is used to create a new purchase transaction for the facility. Note that the top half of the screen provides the fields for creating the purchase transaction, while the bottom half provides the fields to create the corresponding disbursement transaction to fund the client. Only the purchase transaction detail is required complete a purchase transaction.

Purchase For ZIPTEST Corporation (456789) / ZIPTEST Corp. - Purchase Facility

Purchase Certificate

Facility: ZIPTEST Corp. - Purchase Facility Status: **Processed** Estimated Uncollectible %: 3.00

Date: July 31, 2011 Adv Rate: 85.00

Certificate No: 1 Post to Collateral: Credit Reserve %: 2.00

Limit Available: Discount Fee %: 1.50

	Gross Receivables	Ucoll BSV	After GLR	Credit Reserve	Discount Fee	Client Reserve
Purchase:	150,000.00	- 4,500.00	- 21,825.00	- 3,000.00	- 2,250.00	= 118,425.00

Disbursement Information

Bank acct: State Bank of Franklin Description: 1

Payee: ZIPTEST Corporation Post date: July 31, 2011 Client Reserve: 118,425.00

Address: 950 South Test Street Paid on: July 31, 2011 Expenses:

City: HOOVER AL 35226 AL Status: Pending Check amount: 118,425.00

Collateral		Expenses	
Name	Available	Account	Description
Purchased Receivable	2,144,656.25		

VOID

Field	Description
Purchase Certificate	
Facility	Displays the name of the facility selected from the Facility Information screen.
Date	Select the posting date of the purchase transaction. This field displays the Fact- orSoft current processing date by default.
Certificate No	Enter an identification number for the purchase certificate.
Status	Displays the current status of the purchase transaction. For a new purchase, this field displays New .
Limit Available	Displays the current available collateral amount.
Post to Collateral	Select the offset collateral to which to post the purchase offset entry. This field will only be available if there is an A/R Aging collateral in the borrowing base with the Aging Category set to Sales Posted.

Field	Description
(Purchase Rules)	Displays the purchase rule percentages defined for the facility on the Purchase Rules panel: • Estimated Uncollectible % • GLR % • Credit Reserve % • Discount Fee %
Purchase	This row allows entry of the gross purchase amount, and provides a breakdown, as described below: • Gross Receivables • Adjust LEC/Billing • After GLR • Credit Reserve • Discount Fee • Net Value The labels for these headings can be customized in System Preferences.
Disbursement Information	
Bank acct	Select the bank account into which the disbursement is to be paid.
Payee	Enter the name to which the check is paid. Click the adjacent "Fill" button to populate the payee and address fields automatically. If the check is for a third party, enter the payee's name and address in the Address and City fields provided.
Address	Enter the payee street address. Two lines are available.
City	Enter the city, state, and ZIP/Postal Code components of the payee address in the provided fields.
Description	Enter any applicable transaction details. This information will be particularly useful when following an audit trail.
Post date	Select the transaction posting date.

Field	Description
Client Reserve	Displays the remainder of the purchase amount after the Purchase Rules are applied. This is the total amount available to fund.
Paid on	Enter the date on which the disbursement occurred. This is the date on which the check was (or is to be) printed, or the wire was sent.
Expenses	The total amount of expenses entered in the Expenses grid is displayed here.
Check amount	The total check amount for the disbursement, which is the Client Reserve amount minus any expenses recorded in the Expense grid.
Status	Displays the current status of the purchase transaction. For a new purchase, this field displays New .
Collateral	Displays each available collateral for the facility as a line-item.
Expenses	Enter any expenses, such as a transaction fee, as line-items in this grid. • Account: selecting the Account to which the expense is to be posted • Description: automatically completed with the description for the associated Account - the description can be over-typed if required to enter an expense description • Amount: enter the amount to be charged for the expense.
	Not available for Purchase transactions.
	Click this button to save the purchase. The transaction is placed in a 'Pending' status, and the purchase is completed in the Managing Pending Transactions screen.
	Not available for Purchase transactions.
Void	Click this button to void the purchase transaction in the current day (on the FactorSoft current processing date that the purchase was formatted). Voiding a facility purchase takes the following actions:

Field	Description
	• Clears the transaction's financial posting from the loan balance • Erases the G/L entry for the transaction • Removes the transaction from the Facility Ledger • Creates an entry in the Transaction Register for the void. To enable transaction voiding, System Preference Facility/Collateral Rules (Formerly Asset Based Lending), Transactions, Allow voiding of facility transactions for current day only must be set to True. The capability to void transactions can also be limited by Security Role.
	Click this button to open the Audit screen to view audit history for the purchase.
	Click this button to generate a preview of the Purchase screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Facility Information – Purchase Rules Panel

The Purchase Rules panel of the Facility Information screen is only available to Bulk Purchase facilities, and defines the deductions taken from the facility balance to determine the funding to the client.

Purchase Rules

Estimated Uncollectible:

GLR:

Credit Reserve:

Discount Fee:

Post Discount Fee:

Field	Description
Estimated Uncollectible	Enter the percentage to be deducted from the balance as uncollectible funds.
GLR	Enter the percentage to be advanced on the purchase. Calculated as a percentage of the gross purchase amount minus Uncollectible Rate.
Credit Reserve	Enter the percentage of the balance to be withheld as credit reserve. Calculated as a percentage of the gross purchase amount.
Discount Fee	Enter the discount fee percentage applicable to the bulk purchase. Calculated as a percentage of the gross purchase amount.
Post Discount Fee	Enter the post discount fee percentage applicable to the bulk purchase. Calculated as a percentage of the gross purchase amount.

Facility Information – Reserves Panel

The Reserves panel displays a list of all facility reserves created for the facility. This panel is only present if **System Preference > Facility/Collateral Rules (Formerly Asset Based Lending) > Rules > General > Use multiple facility reserves** is set to True, and is used to declare reserve amounts for multiple Reservation Titles.

The screenshot shows a window titled "Reserves". Inside, there is a table with the following data:

Title	Qualifier	Date	Amount
Unspecified Reserve	Reserves	7/31/2011	5,000.00

At the bottom right of the window, there are three buttons: "New", "View", and "Delete".

Field	Description
(Grid)	Displays each facility reserve item as a line-item with the following data:

Field	Description
	• Title: The reserve title for the reserve item. • Qualifier: The unique description, if entered. • Date: The date that the reserve takes effect. • Amount: The reserve amount to be held against availability for the reserve item.
New	Click this button to create a reserve item for the facility. See "Adding or Modifying Facility Reserve" below for more information.
View	Select an existing reserve item from the grid and click this button to view and/or edit the reserve item on the Facility Reserve screen.
Delete	Select an existing reserve item from the grid and click this button to remove the contact from the facility record.

Adding or Modifying Facility Reserve

The Facility Reserve screen is accessed from the Reserves panel of the Facility Information screen and is used to add or edit facility reserve definitions used for facility reserve "carve-out".

Field	Description
Title	Select the reserve title for the reserve item. Reserve titles are created in the Ineligible/Reservation Title Tables Maintenance in the Tables module.
Qualifier	Enter a unique free-form description for the carve-out reserve. This

Field	Description
	field is optional.
Effective	Select the date that the reserve takes effect. If the current date is selected, the reserve is effective immediately.
Amount	Enter the reserve amount to be held against availability for this carve-out reserve item.
Notes	Enter free-form notes about this reserve. This note is viewed by double-clicking the specific reserve record.
Save	Click this button to save the carve-out reserve line-item to the facility.
Cancel	Click this button to closed the screen without saving.

Facility Information – Statement Panel

The Statements panel is used to define statements that detail the financial position of the client on a periodic basis. These parameters determine the following:

1. how are statements delivered
2. when are fees posted

Statement generation is a process in which periodic interest and fees are calculated and posted. The process uses the facility statement settings, both in this panel and Statement Terms, to establish daily loan balance information with summary billing fee information. Depending on the rules established, statements are generated either at the end of each month or a selected day(s) of the month other than the end of the month. Fees are posted either directly to the loan balance or accrued and automatically posted at a later date.

TIP

You must click the edit (pencil) button between the Upper Fields and panels to open the Statement panel for editing.

Statements

Run statement at: ☐ EOM ☐ After EOM ☐ Specified interval ☒ Manually ☐ 15th & EOM

Days After EOM:

Days to wait for posting:

Output:

Next statement dated thru:

First statement from:

Next statement run date:

Last statement thru:

Next fee posting:

From facility:

Field	Description
Run statement at	Currently, the only available option is Manually to calculate statement fees and run the statement when the Loan Statement report is generated with the Preliminary option deselected from the Reports Module > Facility > Loan Statement (crystal)
Days after EOM	Currently not used.
Days to wait for posting	Enter the number of days after the day indicated in Run statement at to actually post fees to the loan balance. Leaving this field blank indicates that fees are posted as the statement is being generated.
Output	Select the statement output option to be used from the Reports Module > Facility > Loan Statement (crystal) : • Print: to print the statement to a local or network printer • Fax: to fax the statement directly to the client • Email: to email the statement directly to the client
Next statement date thru	Currently not used.
Next statement run date	Currently not used.
Next fee posting	Currently not used.
First statement from	Displays the from date of the last run statement.
Last statement thru	Displays the thru date of the last run statement.
From facility	Select the facility which will satisfy the statement balance. If a facility is selected here, a non-cash transfer transaction is created to satisfy the statement from

Field	Description
	the From facility's funds.

Facility Information – Statement Terms Panel

The Facility Information – Statement Terms panel lists the basic fee types and financial terms that are applied to the facility when statements are run.

Description	Fee Type	Fee Details	Inactive
Interest	Interest	Fee Details To Do	Inactive
Service Fee	Maintenance	Fee Details To Do	Inactive

New View Delete

Field	Description
(Grid)	Each fee type set up for the facility is displayed as a line-item, with the following information: • Description: the fee description created on the Statement Terms screen for the fee, • Fee type: the fee type selected on the Statement Terms screen for the fee. • Fee details: a synopsis of the fee settings created for the fee • Inactive: indicates whether the fee is active or inactive.
New	Click this button to create a new fee type for the facility. The Statement Terms Information screen opens to allow entry of a new fee.
View	Select an existing fee type from the grid and click this button to view and/or edit the fee type on the Statement Terms Information screen.
Delete	Select an existing fee type from the grid and click this button to remove the fee

Field	Description
	type from the facility record.

Statement Terms Information

The Statement Terms Definition screen is opened from the Statement Terms panel of the Facility Information screen. This screen is used to configure the various fee types and financial terms that are applied when a statement is run for a facility.

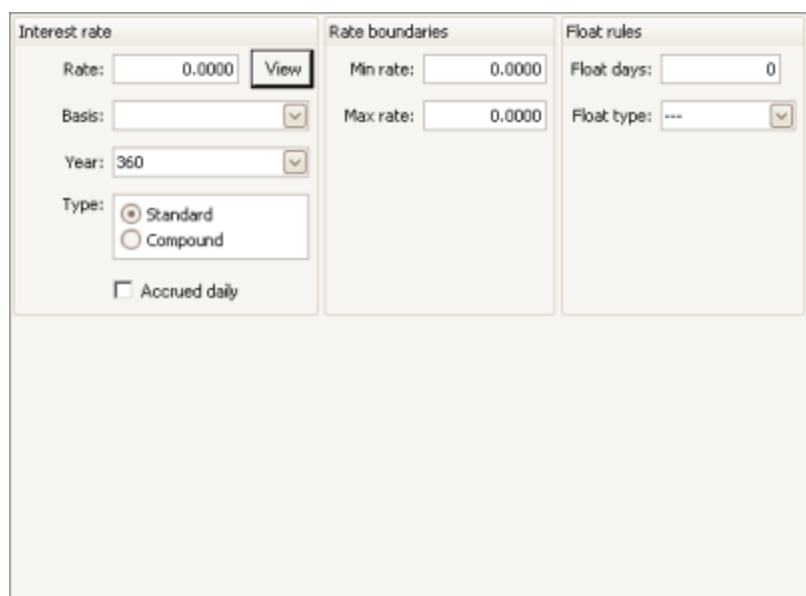
Field	Description
Description	Enter a description for the fee to be displayed in the grid of the Statement Terms panel of the Facility Information screen.
Fee type	Select the fee type to be configured for the statement terms. See the detailed descriptions of each fee type in the following subsections.

Field	Description
	• Interest • Maintenance • Transaction • One-Time • Minimum • Reimbursement • Exception • Unused Line • Over/Under • Tiered • Incremental
Payment Level	This field is used to set the Payment Level for each Payment Terms for the facility on the Statement Terms screen (accessed from the Statement Terms panel of the Facility Information screen) for the Auto Distribute feature. The Auto Distribute feature allows you to configure a hierarchy for fees and financial terms set up in the Statement Terms, and then apply a Payment Rule to determine how the hierarchy is applied. Payment Level is a numeric field, 0–9 with 0 being highest priority and 9 lowest. Zero is the default.
Include in minimum	Select this option to indicate whether the fee is included in the minimum fee calculation.
Inactive	Select this option to suspend the use of this statement term. The term will not be calculated and will not appear on the billing statement.
	Click this button to edit an statement term.
	Click this button to save a statement term.

Field	Description
	Click this button to undo unsaved changes to the statement term.
	Click this button to open the Audit screen to view audit history for the statement term.
	Click this button to generate a preview of the Statement Terms Information screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Statement Terms - Interest

Used to set up facility statement terms based on a standard interest rate plus basis (LIBOR, Prime, etc.), usually within a minimum and maximum rate boundary, and optional float days.



Field	Description
Interest rate	Enter the standard interest rate and select the basis and year options.

Field	Description
	• Rate: the base interest rate • View: click this button to open the Interest Rate Detail screen to create an interest rate table and apply rates by effective date • Basis: the fluctuating interest rate on which to base the interest. The choices are defined in the Daily Rate Basis table • Year: the time unit on which the interest rate is calculated: 360, 365, or Actual • Type: the interest type: Standard or Compound
Rate boundaries	Enter the minimum and maximum interest rates to charge for the facility. • Min rate: the lowest rate to charge for the facility • Max rate: the highest interest rate to charge for the facility
Float rules	Enter the float days detail for the facility interest: • Float days: the number of float days for the facility • Float type: the days on which to base float days – Calendar days, Monday–Friday, or Business days When calculating interest on collections for bulk collaterals via a statement posting, FactorSoft uses the Float increment from the Check Source specified in the payment posting when required. The logic follows the hierarchy below: • If no Float type is defined in the Statement Terms, no float is charged • If a Float type and Float days are defined in the Statement Terms, these are the float parameters charged, and the Float increment in the Check Source is not considered • If a Float type is defined in the Statement Terms, but no Float days are defined, the Float increment from the Check Source table for the check source specified in the payment posting is used to determine the float charged

Interest Rate Detail

The Interest Rate Detail screen is accessed from the Interest panel of the Facility Statement Terms screen, and is used to create an interest rate table and apply rates by effective date for loan statements. The

Effective Date, Basis Name, and Margin Rate are entered on the Interest Rate Detail screen, and when the statement is generated, the Effective Date and Margin Rate for the effective date on which the statement is generated are used to calculate interest.

The screenshot shows a software window titled "Interest Rate Detail". It contains a table with three columns: "Effective Date", "Basis Name", and "Margin Rate". The table has four rows of data. Below the table is a section labeled "Interest Rate Setup" which includes three input fields: "As Of Date" (set to 1/28/2016), "Basis Name" (set to Prime), and "Margin Rate" (set to 3.0000). At the bottom of this section are five buttons: "New", "Save", "Delete", "Audit", and "Cancel".

Effective Date	Basis Name	Margin Rate
1/28/2016	Prime	3.0000
1/15/2016	Prime	2.7500
1/6/2016	Prime	2.5000
12/2/2015	Prime	2.0000

Interest Rate Setup

As Of Date: 1/28/2016 Basis Name: Prime Margin Rate: 3.0000

New Save Delete Audit Cancel

Field	Description
Grid	Displays previously defined interest rate detail entries.
As Of Date	Select the date on which the Margin Rate for this interest rate detail table entry is effective. The rate is effective up to the date of an entry in the table with a newer Effective Date defined.
Basis Name	Select the rate basis table used for interest calculation. The entries (and associated rate tables) in this list are defined in the Daily Rate Basis Table in the Tables module.
Margin Rate	Enter the rate to be used to calculate interest for the effective date entry.
New	Click this button to enter a new effective date entry to the table.
Edit	Select an existing effective date entry in the grid and click this button to edit the entry.
Save	Click this button to save a new effective date entry or edits to an existing entry.
Delete	Select an existing effective date entry in the grid and click this button to delete the entry.
Audit	Click this button to open the Audit screen, which displays the update and change history for the Interest Rate Detail screen.

Statement Terms – Maintenance/Monitoring Fee

Used to set up a loan maintenance or monitoring fee based on either a percentage rate applied for the statement period or a flat fee. Fees can be based on several calculation bases, as described below. either the as the basis, loan limit, or the average daily net collateral value as the basis.

Maintenance/Monitoring Fee

Rate: / = -- OR -- Flat amount:

Calculate based on:

- ☒ Average daily balance
- ☐ Available Collateral
- ☐ Eligible Collateral
- ☐ Gross Collateral
- ☐ Loan Limit Amount
- ☐ Net Collateral
- ☐ Supporting Collateral
- ☐ Other
- ☐ Out of Formula

Collateral:

Other amount:

Calculate fee:

- ☒ Fixed Period
- ☐ Standard Per Diem
- ☐ Actual Per Diem

Amount boundaries

Min amount:

Max amount:

Field	Description
Rate	The first field is the maintenance or monitoring fee rate to charge, which is the rate applied to the statement period, based on the average daily loan balance or total of net collateral balances at the end of the period. If you wish to see the rate for a smaller period (daily, for instance), you can enter the divisor in the second field, and the calculated rate is displayed in the field following the equal sign.
Flat amount	Enter a flat fee to be charged for the statement period.
Calculate based on	Select the rate basis:

Field	Description
	• Average Daily balance: Base the fee on the average daily loan balance • Available Collateral: Base the fee on the available collateral, which is the lower of the Loan Limit or Net Collateral (applicable only for A/R Aging, A/R Summary, Bulk A/R, and Inventory collateral types) • Eligible Collateral: Base the fee on eligible collateral, which is calculated as the Gross Collateral minus ineligible (applicable only for A/R Aging, A/R Summary, Bulk A/R, and Inventory collateral types) • Gross Collateral: Base the fee on the reported value of the collateral (applicable only for A/R Aging, A/R Summary, Bulk A/R, and Inventory collateral types) • Loan Limit Amount: Base the fee on the loan limit • Net Collateral: Base the fee on the net collateral, which is calculated as the Available Collateral multiplied by the Advance Rate (applicable only for A/R Aging, A/R Summary, Bulk A/R, and Inventory collateral types) • Supporting Collateral: Base the fee on the collateral amount required to support the loan balance on a daily basis. Supporting collateral is calculated as the collateral balance divided by the advance rate (applicable only for A/R Aging, A/R Summary, Bulk A/R, and Inventory collateral types) • Other: Base the fee on the amount entered in Other amount. • Out of Formula:
Collateral	Select the collateral to which the fee type will apply. This selection is required if Calculate based on is set to Available Collateral, Eligible Collateral, Gross Collateral, Net Collateral, and Supporting Collateral.
Other amount	If Other is selected in the Calculate based on option, set the amount on which to base the fee in this field. The Rate is applied to this amount to determine the maintenance fee charged.
Calculate fee	Select the period on which to base the fee:

Field	Description
	- Fixed period – based on actual days – average balance * rate - Standard Per Diem – based on a 30 day month – ((average balance * rate) / 30) * 30 - Actual Per Diem – based on actual month – ((average balance * rate) / 30) * actual number of days in month
Rate boundaries	Enter the minimum and maximum interest amount to charge for the facility. - Min amount: the lowest amount to charge for the facility - Max amount: the highest amount to charge for the facility

Statement Terms – Transaction

Used to set up a transaction-based fee based on either a percentage of the transaction amount or a flat fee based upon either the total funding amount for the period as the basis, or the total payments posted to A/R as the basis.

Field	Description
Rate	The first field is the transaction fee rate to charge, which is the rate applied to the funding or payment amount. If you wish to see the rate for a smaller period (daily, for instance), you can enter the divisor in the second field, and the calculated rate is displayed in the field following the equal sign.

Field	Description
Flat amount	Enter a flat fee to be charged for each transaction.
Other amount	Set the amount on which to base the fee in this field. The Rate is applied to this amount to determine the transaction fee charged.
Calculate based on	Select the rate basis: • Each funding amount: total funding for the period • Each collection amount: total payments posted to the loan balance for the period
Rate boundaries	Enter the minimum and maximum interest amount to charge for the facility. • Min amount: the lowest transaction fee amount to charge for the facility. • Max amount: the highest transaction fee amount to charge for the facility.

Statement Terms - One-Time

Used to set up a One-Time fee based on a percentage of either the facility limit or the client limit as the basis. Alternately, a flat amount One-Time fee can be defined.

Field	Description
Rate	Enter the rate to charge for the annual fee. The fee uses the predetermined facility or client limit, or another user-specified limit, as the basis, as determined in the Based on option.
Based on	Select the fee basis:

Field	Description
	• Facility limit • Client limit • Other limit
Other limit	Enter the user-defined limit amount to use as the fee basis.
Flat amount	Enter a flat fee to be charged for the annual fee.
Post date	Select the date on which the annual fee is to be posted.

Statement Terms - Minimum

Used to set up a minimum fee to be charged to the facility. If the total fees calculated (Interest, Maintenance, etc.) do not exceed the minimum fee, a fee is charged to make up the shortage.

Field	Description
Minimum fee amount	Enter the minimum amount to be charged for all fees for the facility. If the sum of all fees does not meet or exceed this figure, an additional fee is charged in the amount of the shortage.

Statement Terms - Reimbursement

Used to set up a flat fee (such as a monthly expenses) that is charged at statement generation.

Expense Reimbursement

Amount:

Field	Description
Amount	The amount to be charged at statement generation.

Statement Terms - Exception

Used to set up an exception fee that is a flat amount charged at statement generation.

Exception Fee

Amount:

Field	Description
Amount	The amount to be charged at statement generation.

Statement Terms - Unused Line

Used to set up a fee based on the difference between the average daily loan balance and the basis limit (either facility or client).

An option to prevent periodic statements from calculating the Unused Line Fee on loans that have a negative average daily loan balance is available. To utilize this option, set System Preference **Facility/Collateral Rules (Formerly Asset Based Lending)**, **Periodic statement generation, Do not calculate unused line fee if loan balance is not positive** to True.

Unused Line Fee

Fee rate: 0.0000 / 0 = 0.000000

Based on:

- ☒ Facility limit
- ☐ Client limit
- ☐ Other Limit

Other Limit:

Calculate Fee:

- ☒ Fixed Period
- ☐ Standard Per Diem
- ☐ Actual Per Diem

Field	Description
Fee rate	The first field is the unused line fee rate to charge, which is calculated by multiplying the percentage rate by the basis (facility limit or client limit) minus the average daily loan balance. If you wish to see the rate for a smaller period (daily, for instance), you can enter the divisor in the second field, and the calculated rate is displayed in the field following the equal sign.
Based on	Select the rate basis:

Field	Description
	• Facility limit • Client limit • Other limit
Other limit	If Other limit is selected in the Based on option, set the amount on which to base the fee in this field. The Rate is applied to this amount to determine the fee charged.
Calculate fee	Select the period on which to base the fee: • Fixed period – based on actual days – average balance * rate • Standard Per Diem – based on a 30 day month – ((average balance * rate) / 30) * 30 • Actual Per Diem – based on actual month – ((average balance * rate) / 30) * actual number of days in month

Statement Terms – Over/Under

Used to set up a fee calculated off the average daily loan balance. If the average daily balance is over the specified threshold, the "above" rate or flat amount is charged. If the average daily balance is below the threshold, the "below" rate or flat amount is charged.

Field	Description
Threshold	The threshold amount to which average daily balance is compared to determine whether the above or below rate is applied.
Rate	Specify the percentage rates for the fee: - Above: the percentage to be applied if average daily balance is above the threshold. - Below: the percentage to be applied if average daily balance is below the threshold.
Flat amount	Specify the exact dollar amounts for the fee: - Above: the amount to be charged if average daily balance is above the threshold. - Below: the amount to be charged if average daily balance is below the threshold.

Statement Terms - Tiered

Used to set up a tiered fee structure calculated from the average daily loan balance. When the average daily balance falls within a specified tier, the corresponding rate or flat amount is charged.

Tiered

Tiers		Rates		Flat amounts
From	To			
0.00	10,000.00	☒ Rates	7.0000	
10,001.00	50,000.00	☐ Amounts	5.0000	
50,001.00	100,000.00		3.0000	
100,001.00	9,999,999.00		1.0000	
10,000,000.00			0.5000	

Field	Description
Tiers	Enter the To dollar amounts to be used to compare to average daily balance to determine the fee tier to be applied. As each To amount is entered, the From amount on the following tier is automatically set to the appropriate amount (one dollar more than the previous To amount).
(Fee Selection)	Select the option that determines how the fee is calculated. • Rates: Percentage rates of the average daily balance are used to calculate the fee. • Amounts: Fees are flat dollar amounts specified for each tier.
Rates	Enter the percentage of average daily balance to charge for each tier.
Flat amounts	Enter the dollar amount to charge for each tier.

Statement Terms - Incremental

Used to set up an incremental fee structure calculated off the average daily loan balance. This is similar to tiered, except that each level adds an incremental factor to the previous amount or percentage, so that the fee assessed is the sum of all the Levels up to the average daily balance. Fees are increased by the percentage factor or amount for the specified levels of average daily balance, until the fee reaches a capped percentage or amount.

The screenshot displays the 'Incremental' fee structure configuration window. It is divided into four columns: 'Levels', 'Fee Selection', 'Rates', and 'Amounts'.
 - The 'Levels' column contains five rows: 'First' with value 250,000.00, 'Next' with 200,000.00, 'Next' with 100,000.00, 'Next' with 25,000.00, and 'Over' with 575,000.00.
 - The 'Fee Selection' column has two radio buttons: 'Rates' (which is selected) and 'Amounts'.
 - The 'Rates' column contains five rows with values: 1.0000, 0.7500, 0.5000, 0.2500, and 0.0100.
 - The 'Amounts' column is currently empty.

Field	Description
Levels	Enter the dollar amounts to compare to average daily balance to determine the fee level to be applied.
(Fee Selection)	Select the option that determines how the fee is calculated. • Rates: Percentage rates of the average daily balance are used to calculate the fee. • Amounts: Fees are flat dollar amounts specified for each level.
Rates	Enter the percentage of average daily balance to charge for each tier.
Flat amounts	Enter the dollar amount to charge for each tier.

Facility Summary

The Facility Summary screen provides, at the facility level, an analysis of the current position, as well as efficient access to the most critical posting transactions, thus consolidating the most used facility management tools on one simple to use form.

To access this form, select a bulk collateral facility from the Client List, and select Facility Summary from the Functions list for the facility. The Facility Summary screen consists of two tabs. The Borrowing Base tab displays the current position of each collateral for the facility, and the Loan Summary tab displays the loan activity on the facility for the current FactorSoft processing day. The Letters of Credit Tab may not display depending on system preferences. See the Letters of Credit section for more details. The Borrowing Base tab is illustrated and described in detail below:

Facility Summary - REVOLVER\CLIENT - ABL ONLY #2

Client Name: [CLIENT - ABL ONLY #2 \(33333\)](#) Facility Name: [REVOLVER](#)

Gross Collateral:	1,000,000.00	Pending Summary	
Eligible Collateral:	1,000,000.00	Fee Reserve:	0.00
Net Collateral:	50,000.00	Facility Reserve:	---
Current Limit:	6,000,000.00	Letter of Credit:	---
Lower of Net or Limit:	50,000.00	Available:	50,000.00
		Balance:	6,000.00
Client CAP Space:	-6,000.00	Excess/Deficit:	-6,000.00
		Pend Excess/Deficit:	---

Pending Funding: ---

Begin Pend Balance: ---
End Pend Balance: ---

Borrowing Base | Loan Summary | Letters of Credit

	Collateral Description	Available Amt
New	Inventory	50,000.00

New Borrowing Base Certificate

Help Cancel

Field	Description
Client Name	Displays the client name and code for the client to which the facility belongs. Click the link to open the Client Information detail screen for the client.
Facility Name	Displays the facility name and code of the selected facility. Click the link to open the Facility Information detail screen.

Borrowing Base Tab

Field	Description
(Collateral Grid)	Each collateral for the facility is listed as a separate line item with the following information: New: Click this button to open the appropriate new posting screen for the collateral to create a new posting. This button only appears for collaterals that support a posting transaction. Collateral Description: The collateral name. Available Amt: displays the sum total of the available collateral supporting the facility.
Available	Displays the sum total of the net collateral supporting the facility.

Field	Description
Loan Limit	Displays the loan limit for the facility.
Balance	Displays the outstanding loan balance of the facility.
Excess/Deficit	Displays the excess (cash that can be distributed) or deficit (amount to be made up) for the facility.
Client CAP Space	Displays the client CAP space (Client Limit less the sum of facility balances).

Loan Summary Tab

The Loan Summary tab displays the loan activity for the current FactorSoft processing date that has occurred on the facility. This tab allows you to view the transaction activity and access posting transactions directly from the screen.

The activity is displayed in grids for each posting type that has had activity. Double-clicking a line-item in the activity grid opens the corresponding posting detail screen for the transaction.

Field	Description
Beginning Balance	Displays the outstanding loan balance prior to any activity for the day.
Loan Payments	Displays the total amount of loan payments for the day, and each transaction as a line-item in the grid. Double-clicking a line-item opens the transaction detail on the Payment

Field	Description
	screen. Click New to open the Payment screen to create a new loan payments posting. TIP From Facility Loan Payments screen, line-items in the grid can be quickly deleted in edit mode using Ctrl + Delete keys.
Claimed Cash Postings	Displays the total amount of claimed cash transfer postings for the day, and each transaction as a line-item in the grid. Double-clicking a line-item opens the transaction detail on the Claimed Cash Posting screen. Click New to open the Claimed Cash Posting screen to create a new posting.
Adjustments	Displays the total amount of adjustment postings for the day, and each transaction as a line-item in the grid. Double-clicking a line-item opens the transaction detail on the Facility Adjustment screen. Click New to open the Facility Adjustment screen to create a new posting.
New Disbursements	Displays the total amount of disbursement postings for the day, and each transaction as a line-item in the grid. Double-clicking a line-item opens the transaction detail on the Disbursement screen. Click New to open the Disbursement screen to create a new posting.
Other Activity	Displays the sum total amount of other postings for the day.
Ending Balance	Displays the outstanding loan balance after activity for the day.
Excess / Deficit	Displays the excess (cash that can be distributed) or deficit (amount to be made up) for the facility.

Loan Payments

Selecting **New** on the **Facility Summary > Loan Summary** tab will open this screen to allow you to create a new loan payment.

Loan Payment - Payment For CLIENT - ABL ONLY #2 (33333) / REVOLVER

Client Name: CLIENT - ABL ONLY #2
 Facility Name: REVOLVER
 Ref #: Source:
 Collateral:
 Effect on A/R: ☐ None
☐ Reserve from Availability
☐ Post to Net Collections

Post Date: 2/28/2020
 Amount: 0.00

Details Images

Date	Amount	Reference #
Click here to add a new row		

Save Cancel Audit Print Help

TIP

Line-items in the grid can be quickly deleted in edit mode using Ctrl + Delete keys.

Collateral Information

Borrowings under a bulk collateral facility are limited by a borrowing base, which is comprised of to the net realizable value of accounts receivable, inventory, and fixed assets with advance rates applied . These assets serve as collateral for the facility.

In FactorSoft, collateral is established as part of Facility Information. Part of each facility's profile in FactorSoft is the set up of collateral as security for the facility. The purpose of the FactorSoft Collateral Information profile is to set up and assign collateral to support a facility. The Collateral Information screen is used to both create new collateral and to manage existing collateral.

Collateral Information - Does-It-All Manufacturing (DOES)\Does-It-All Manufacturing\AR Aging Collateral

Client: Does-It-All Manufacturing (DOES)
 Facility: Does-It-All Manufacturing
 Description:
 Type: ☐ Inactive
 Currency:
 Availability Limit:

Upper Fields

	Declaration	Tracked	Variance
Current Collateral:	53,500.00	---	---
Less Ineligible:	30,000.00	---	---
Less Reserves:		---	---
Less Set Asides:		---	---
Eligible Collateral:	14,550.00		
Advance Rate:	***	***	
Net Collateral:	2,614.00	---	---
Collateral Limit:	500,000.00	---	---
Available Collateral:	2,614.00	---	---

Ineligibility Was Accurate As Of July 14, 2011 at 12:00:00 AM.

Panel List

- Summary
- Advance Settings
- Category Rates
- A/R Declaration
- Ineligible Posting
- Set Asides
- Dependency Rules
- Documents
- Seasonal Availability
- Ineligibility Settings
- View Current Submission
- Submission Templates
- Submission Schedules
- Submission History
- Exception Queue

Category Rates

A/R Category	A/R Age	NCV Rate	Adv Rate	Limit	Ineligible Age
Account Debtor A	Unbilled	90.00	80.00	200,000.00	90
Account Debtor A	1-30	85.00	78.00	250,000.00	90
Account Debtor A	31-60	80.00	76.00	100,000.00	90
Account Debtor A	61-90	80.00	74.00	200,000.00	90
Account Debtor A	91-120	80.00	72.00	100,000.00	90
Account Debtor A	121-150	75.00	70.00	50,000.00	90
Account Debtor A	151+	75.00	68.00	25,000.00	90
Sales Posted	Unbilled	100.00	100.00	0.00	90
Sales Posted	1-30	100.00	100.00	0.00	90
Sales Posted	31-60	100.00	100.00	0.00	90
Sales Posted	61-90	100.00	100.00	0.00	90
Sales Posted	91-120	100.00	100.00	0.00	90
Sales Posted	121-150	100.00	100.00	0.00	90
Sales Posted	151+	100.00	100.00	0.00	90

Detail Panel

Buttons: Save, Cancel, New, View, Delete, Audit, Print, Help

Upper Fields

Collateral Profile Fields

Field	Description
Client	Displays the client name associated with the collateral.
Facility	Displays the facility name associated with the collateral.
Description	The name of the collateral as it appears on screens and reports.
Inactive	Select this option to make the collateral unavailable within FactorSoft. Selecting Inactive excludes the collateral from valuation calculations and reports and allows the collateral to be filtered out of the Client List. A message has been added on the Collateral Information screen to alert the user that the collateral is set inactive and that calculations and updates are not enabled for the collateral. The message "Setting the Collateral to inactive will

Field	Description
	stop calculations and updates" appears when the user opens the Collateral Information screen for a collateral previously set inactive, or when the Inactive option on the Collateral Information screen is selected and the edit is saved. Although the position of the collateral will be frozen, updates to the collateral can still be performed, and on the event that the inactive status is removed, the collateral position will be caught up on the first nightly processing run of FactorSoft.
Type	Select the collateral type associated with the collateral to be managed: • Bulk A/R • Equipment • Inventory • Purchase Orders • Real Estate • Securities • Medical Receivable • Factoring • A/R Aging • Other These types are system-defined, and each has a unique set of dialogs, rules, and valuation methods. See the Detail Panels section for the corresponding type for help with configuring each type. Depending on the collateral types purchased, you may not be able to save new collaterals for all types. Note that once the Type is set and saved for the collateral, it cannot be changed.
Currency	Select the currency type with which to value the collateral. Note that once the Currency is set and saved for the collateral, it cannot be changed.
Advance rate (%)	Enter the percentage of the collateral value to offer as available credit.

Field	Description
Availability Limit	Enter the dollar amount at which to cap available credit for this collateral.
Save	Click this button to save changes to the Collateral Information profile.
Cancel	Click this button to undo unsaved changes to the Collateral Information profile.

Collateral Balances

On the right-hand side of the upper fields, the collateral balances are displayed. The Declaration balances display the collateral balance fields as updated by collateral declarations in FactorSoft. The Tracked column displays balances most recently imported from the Tracked A/R module. This column only appears if the Tracked A/R module is enabled in your implementation of FactorSoft. The Variance figures display the difference between the Declaration and Tracked figures, and is also only displayed if Tracked A/R is enabled.

Field	Description
Current Collateral	The gross reported collateral value. Note that if there are pending postings for the collateral, this figure is displayed in red, and a the note "Pending" appears
Less Ineligibles	The current total ineligible amount for the collateral.
Less Reserves	The balance of cash reserve against the reported collateral value.
Less Set Asides	The balance of ineligibility set asides defined for the collateral.
Eligible Collateral	The gross reported collateral value less ineligibles, reserves, and set-asides.
Advance Rate	The Advance rate(%) defined for the collateral.
Net Collateral	The eligible collateral value multiplied by the Advance Rate (%).
Collateral Limit	The Availability Limit defined for the collateral.
Available Collateral	The lower of the Net Collateral or the Available Limit. This amount will always be either the Availability limit or the Net collateral.

Panel Lists

The panels in the panel list are used to record collateral details, display postings and declarations, and access detail screens to create new posting and declarations. There are common detail panels as well as panels that are unique to specific collateral types.

Collateral Above-the-Line Panels

The topics for each [Collateral Type](#) list the detail panels that are used with that collateral.

Below-the-Line Panels

Select the link in the list below for help with each panel:

- [Amortizing adv rate](#)
- [Custom Data Elements](#)
- [Dependency rules](#)
- [Documents](#)
- [Seasonal availability](#)

Collateral Above-the-Line Panels

Each Collateral Type lists the detail panels that are used with that collateral. Refer to the specific collateral description in the following section for the panels that apply to that collateral.

Below-the-Line Panels

Below-the-line panels are common to all collateral types. These are presented in alphabetical order immediately following.

Tracked A/R and Loan Backed Collateral Panels

The last set of panels listed for A/R collateral types are used with the Tracked A/R and/or Loan Backed Collateral modules. Refer to Tracked A/R or Loan Backed Collateral Guides for descriptions of these panels. These panels will only appear in the list if the Tracked A/R or Loan Backed Collateral modules is enabled.

SEPARATELY LICENSED ADD-ON MODULE

This feature is only available as a separately licensed upgrade.

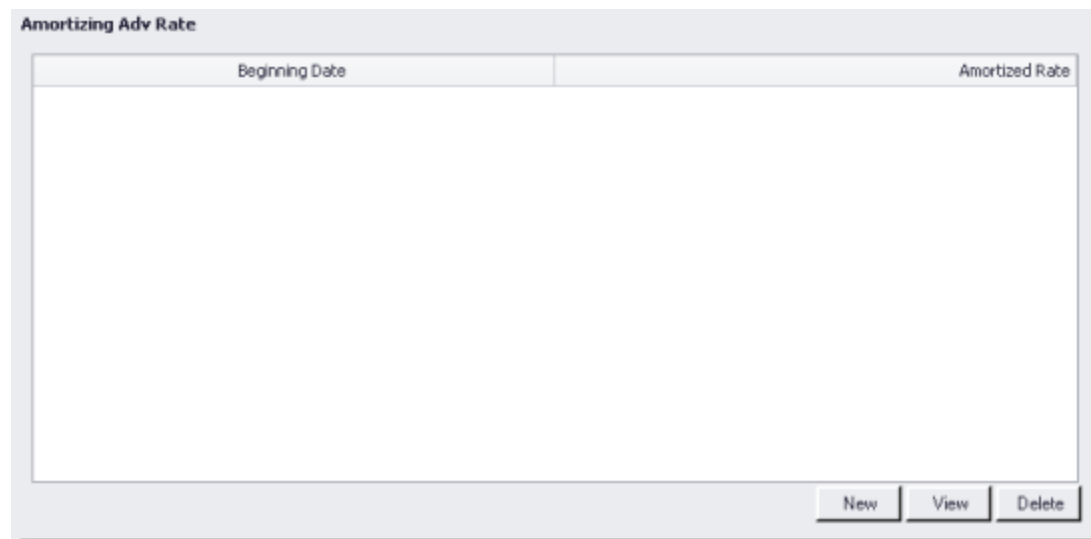
For more information, contact your Jack Henry™ representative at lendinginfo@jackhenry.com

Common Collateral Panels

The panels and dialogs in the following section are common to all collateral type. These panels are referred to as "below-the-line" panels.

Collateral Information – Amortizing Adv Rate Panel

The Amortizing Available Rate feature allows you to add limitations on collateral limits by amortizing (reducing) the available rate by a flat amount at predetermined intervals. This feature is most commonly used with inventory collaterals.



The screenshot shows a software interface titled "Amortizing Adv Rate". It contains a table with two columns: "Beginning Date" and "Amortized Rate". The table is currently empty. Below the table, there are three buttons: "New", "View", and "Delete".

Field	Description
(Grid)	Displays each amortizing rate as a line-item with the following data: - Beginning date: The beginning date for the amortization period. - Amortized rate: The percentage rate to apply for the amortization period.
New	Click this button to add a new amortized rate to the collateral. The Amortize Rate screen opens to allow entry of a new rate.
View	Select an existing line-item from the grid and click this button to view and/or edit the amortized rate on the Amortize Rate screen.
Remove	Select an existing line-item from the grid and click this button to remove the rate from the collateral record.

Amortize Rate Dialog

Use the Amortize Rate screen to define a new amortization period and rate for the collateral. This screen is accessed from the Amortizing Adv Rate panel of the Collateral Information screen.

Field	Description
Beginning Date	Select the beginning date at which the amortization rate takes effect.
Amortized rate	Enter the percentage by which the collateral limit is reduced.
	Click this button to edit an existing rate.
	Click this button to save the rate.
	Click this button to undo unsaved changes to the rate.
	Click this button to open the Audit screen to view audit history for the rate.
	Click this button to generate a preview of the Amortize Rate screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Collateral Information – Custom Data Elements

The Custom Data Element Panel displays a grid of all the data elements set up in the Miscellaneous Data Elements table for the Collateral Information Screen, and allows you to create a value for any of these elements for the collateral.

Custom Data Elements

Element	Value
Business Type	
Collateral Miscellaneous	
Special Requests	

Column	Description
Element	Displays the element name as defined on the Miscellaneous Data Elements table.
Value	Set a value for the data element in this column. To set a value: - click the Edit (pencil) button on the Facility Information screen - click in the Value column for the desired Element - enter the desired value - click the Save (disk) button

Collateral Information - Dependency Rules Panel

The Collateral Dependency feature is used to calculate the collateral availability limit for one collateral (the “dependent” collateral) based on a percentage of the availability limit of another facility (the “dependency” collateral) within the same facility. This is typically used to limit the availability of a client’s inventory collateral by making the availability of inventory collateral dependent on a percentage of the availability of the client’s accounts receivable collateral. When calculating a dependency involving a factoring collateral, the program uses the Available Amount from FactorSoft for Detail Collaterals.

Dependency Rules

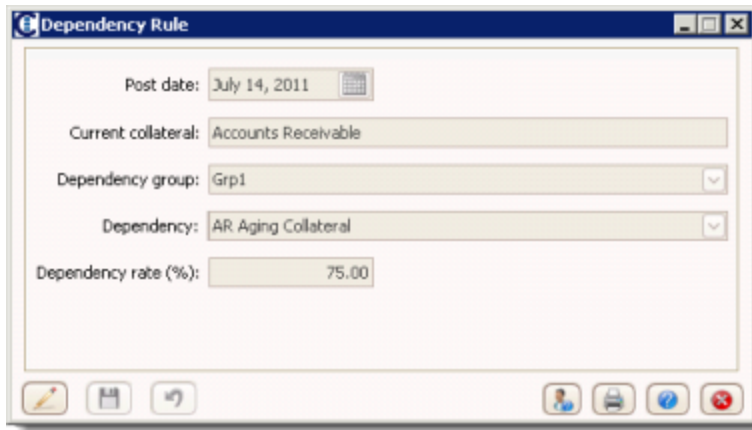
Dependency Group	Post Date	Collateral Dependency	Dependency Rate
Group 3	2/2/2011	Mortgage Harper Woods Mfg Plant	50.0000
Group 3	2/2/2011	PO Borrowing Base	50.0000
Group 1	2/2/2011	AR Aging Collateral 2	10.0000

New View Delete

Element	Description
(Grid)	Displays each dependency rule as a line-item with the following data: • Dependency Group: the dependency group name entered for the dependency rule • Post Date: the effective date of the dependency rule • Collateral Dependency: the dependency collateral name • Dependency Rate: the dependency rate
New	Click this button to add a new dependency rule. A blank Dependency Rule screen opens to allow entry of a new rule.
View	Select an existing dependency rule from the grid and click this button to view and/or edit the rule on the Dependency Rule screen.
Remove	Select an existing dependency rule from the grid and click this button to permanently delete the rule.

Collateral Dependency Rules Dialog

This screen is used to select the dependency facility for a dependent collateral and establish the dependency rate.



Field	Description
Post Date	Select the effective date of the dependency rule.
Current Collateral	Displays the collateral name of the selected collateral. This is the dependent collateral to which the dependency rule applies.
Dependency Group	Select the dependency group for the dependency rule.
Dependency	Select the dependency collateral whose current balance is used to calculate the limit for the dependent collateral.
Dependency Rate (%)	Enter the percentage of the dependency available balance used to calculate the availability limit for the dependent collateral. Note that the percentage can be greater than 100%.
	Click this button to edit an existing dependency rule.
	Click this button to save a dependency rule.
	Click this button to undo unsaved changes to the dependency rule.
	Click this button to open the Audit screen to view audit history for the dependency rule.
	Click this button to generate a preview of the Dependency Rule screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Collateral Information – Documents Panel

The Document panel is used to attach and view collateral-related documents to the collateral. Note that the grid displays each stored document by Description, Date, and File Name within document category.

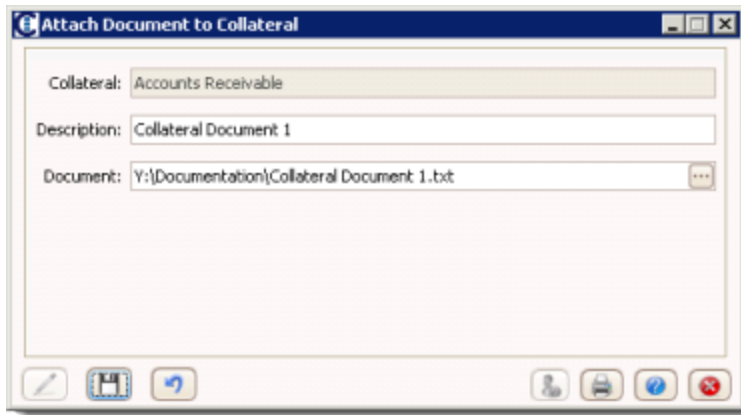


The screenshot shows a software interface titled "Documents". On the left is a vertical list of categories: "GENERAL", "MISC", "NOTIFICATION LETTE", and "SIGNATURE CARD". The "GENERAL" category is highlighted in green. To the right of this list is a large grid area. The grid has four columns with yellow headers: "Category..", "Description.. »", "Date", and "File Name..". The grid body is currently empty.

Field	Description
(Grid)	Displays each attached document as a line-item with the following data: • Description: The document description entered for the document on the Attach Document to Collateral screen. • Date: The FactorSoft processing date on which the document was attached to the collateral. • File name: The actual file name of the attached document.
New	Click this button to attach a document to the facility. The Attach Document to Collateral screen opens to allow selection of a document.
View	Select an existing document from the grid and click this button to view and/or edit the document attachment on the Attach Document to Collateral screen.
Remove	Select an existing document from the grid and click this button to remove the attached document from the collateral record. This does <u>not</u> delete the document from its source directory.

Attach Document to Collateral Dialog

Use the Attach Document screen to attach documents (such as word documents, spreadsheets, images, etc.) to a collateral record. This screen is accessed from the Document panel of the Collateral Information screen.



Field	Description
Collateral	Displays the collateral to which the document will be attached.
Description	Enter a description for the document to assist in identifying it in the Document panel grid.
Document	Displays the directory, folder , and name information for the document to attach to the collateral.
	Displays a browser screen that you can use to navigate to the document to attach to the collateral.
	Click this button to edit an existing attachment.
	Click this button to save an attachment.
	Click this button to undo unsaved changes to the attachment.
	Click this button to open the Audit screen to view audit history for the attachment.
	Click this button to generate a preview of the Attach Document to Collateral screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Collateral Information – Seasonal Availability Panel

The Seasonal Availability feature allows you to add seasonal limitations that are placed on collateral limits over a specified period of time. Seasonal limits are pre-set to anticipate business changes that

typically occur at given times throughout the calendar year.

Field	Description
(Grid)	Displays each seasonal availability definition as a line-item with the following data: • Descr: the seasonal variation description • Amount: the dollar amount or percentage of the seasonal adjustment • Type: determines whether the amount is an amount or percentage • Date range: displays the months and days of the time period for the seasonal variation
New	Click this button to create a seasonal availability definition. The Seasonal Variation screen opens to allow entry of a new variation.
View	Select an existing seasonal availability definition from the grid and click this button to view and/or edit the variation on the Seasonal Variations screen.
Remove	Select an existing seasonal availability definition from the grid and click this button to remove the event from the collateral record.

Seasonal Variations Dialog

Use the Seasonal Availability screen to add seasonal limitation definitions that are placed on collateral limits over a specified period of time. This screen is accessed from the Seasonal Variations panel of the Collateral Information screen.

Field	Description
Description	Enter a description of the seasonal limitation.
Amount	Enter the dollar amount or percentage of the seasonal adjustment. If the adjustment is an increase, enter the figure unsigned. If the adjustment is a decrease, enter the figure preceded by a minus sign.
Type	Select the amount type for the adjustment: • Amount: adjustment is a flat dollar amount • Percent: adjustment is a percentage adjustment to availability
Start month	Select the month in which the seasonal adjustment takes effect.
Day	Select the day of the month on which the seasonal adjustment takes effect.
End month	Select the month in which the seasonal adjustment expires.
Day	Select the day of the month on which the seasonal adjustment expires.
	Click this button to edit an existing seasonal variation definition.
	Click this button to save a seasonal variation definition.

Field	Description
	Click this button to undo unsaved changes to the seasonal variation definition.
	Click this button to open the Audit screen to view audit history for the seasonal variation definition.
	Click this button to generate a preview of the Seasonal Variation screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Collateral Types

This section provides a general description of each collateral type, and details the panels and dialogs used to create and update the collaterals. There are three categories of collaterals, which may or may not be available depending on the options configured in your implementation of FactorSoft.

A/R Collaterals

The following collateral types are available to implementations of FactorSoft with A/R Collaterals enabled:

- [A/R Aging Collaterals](#)
- [Bulk A/R Collaterals](#)
- [Summary A/R Collaterals](#)
- A/R Aging Collaterals
- Bulk A/R Collaterals
- Summary A/R Collaterals

Inventory Collaterals

The following collateral types are available to implementations of FactorSoft with A/R Collaterals enabled:

- [Inventory Collaterals](#)
- [Bulk Inventory Collaterals](#)
- Inventory Collaterals
- Bulk Inventory Collaterals

Supplemental Collaterals

The following collateral types are available to implementations of FactorSoft with Supplemental Collaterals enabled.

- [Equipment Collaterals](#)
- [Purchase Order Collaterals](#)
- [Real Estate Collaterals](#)
- [Securities Collaterals](#)
- [Other Collaterals](#)

AR Aging Collateral

A/R Aging collaterals allow you to manage an accounts receivable collaterals borrowing base. A/R Aging is a summary aging method with the availability percentages applied to aging day periods. The collateral is valued by declaration.

- A/R Aging value is configured by Category Rates
- A/R Aging categories are valued by Declaration
- The gross collateral value can be reduced by Ineligible Postings

Panel List

Click the link for help with the panels associated with this collateral type

- [Summary](#)
- [Advanced Settings](#)
- [A/R Aging Category Rates](#)
- [A/R Aging Declaration](#)
- [Ineligible Posting](#)
- [Set Aside](#)

Collateral Information – Summary Panel

The Summary panel displays collateral balances. The Declaration balances display the collateral balance fields as updated by collateral declarations in FactorSoft.

The Tracked column displays balances most recently imported from the Tracked A/R or Loan Backed Collateral modules. This column only appears if the Tracked A/R or Loan Backed Collateral module is enabled in your implementation of FactorSoft. Both previously posted and pending, to be posted figures are provided.

Summary				
	Declaration		Tracked Aging	
	Posted	Pending	Posted	Pending
				7-31-2011
Current Collateral:	209,197.84	----		7,476,219.77
Less Ineligible:	365.00	----		7,238,026.38
Less Reserves:	0.00	----	----	0.00
Less Set Asides:	0.00	----	0.00	0.00
Eligible Collateral:	208,832.84	----		238,193.39
Advance Rate:	80.00	----	80.00	80.00
Net Collateral:	167,066.27	----		190,554.71
Collateral Limit:	250,000.00	----	250,000.00	250,000.00
Available Collateral:	167,066.27	----	250,000.00	190,554.71

Action
Post Ineligibles
Aging Detail
Recent Report
Refresh
Print

Field	Description
Current Collateral	The gross reported collateral value.
Less Ineligibles	The current total ineligible amount for the collateral.
Less Reserves	The balance of cash reserve against the reported collateral value.
Less Set Asides	The balance of ineligibility set asides defined for the collateral.
Eligible Collateral	The gross reported collateral value less ineligible, reserves, and set-asides.
Advance Rate	The Advance rate(%) defined for the collateral. If multiple advance rates are in use for the collateral, this field displays "***".
Net Collateral	The eligible collateral value multiplied by the Advance Rate (%).
Collateral Limit	The Availability Limit defined for the collateral.
Available Collateral	The lower of the Net Collateral or the Available Limit. This amount will always be either the Availability limit or the Net collateral.
Action	Select the action to perform and click this button to execute the selected function.

Field	Description
	- Post Ineligibles open the appropriate ineligible posting transaction screen for the A/R collateral type. The ineligible items are automatically added to the ineligible posting screen - Recalc Ineligibles update the displayed Tracked Aging data for the most recent borrower submission. This button is only active if either the Tracked A/R or Loan Backed Collateral Add On modules is implemented.
Aging Detail	Click this button to open the Tracked Aging Detail screen, which displays the detailed aging for the most recently submitted report. This button is only active if the Tracked A/R or Loan Backed Collateral Add On module is implemented.
Recent Report	Opens the Report History Details screen. This button is only active if the Tracked A/R or Loan Backed Collateral Add On module is implemented.
Refresh	Click this button to update the data displayed in the panel.
Print	Click this button to generate a preview of the Summary panel that can be printed to a local or network printer.

Collateral Information - Advanced Settings Panel (Aging Collaterals)

Select the aging type for Summary A/R or A/R Aging collaterals.

Advance Settings

Aging Type

☒ B1 Date Aging

☐ Date of Service Aging

Field	Description
Aging type	Select the aging type for the collateral. • Bill date aging: age by invoice date • Date of service aging: age by due date
Edit	Click this button to edit the Aging Type setting.
Save	Click this button to save the Aging Type setting.
Undo	Click this button to undo unsaved changes to the Aging Type setting.

Collateral Information – A/R Aging Category Rates Panel

The Category Rates panel lists the categories created to manage A/R Aging collateral borrowing bases. This panel is accessed from the panel list for an A/R Aging collateral from the Collateral Information screen. The Category Rates panel allows you to establish unique valuation rates and limits for each aging category.

Category Rates

A/R Category	NCV Rate	Adv Rate	Limit	Ineligible Age
Accounts Receivable	90.00	90.00	500,000.00	45

New View Delete

Field	Description
(Grid)	Displays each category as a line-item with the following data:

Field	Description
	• A/R Category: the category description • A/R Age: the aging bucket for which the rates and limits are established • NCV rate: the net collectible value rate • Adv rate: the advance rate used for the collateral line-item • Limit: the category limit • Ineligible age: the age at which A/R collateral within this category becomes ineligible
New	Click this button to add a new line item to the collateral. The A/R Aging Category Info screen opens to allow entry of a category.
View	Select an existing line-item from the grid and click this button to view and/or edit the line-item on the A/R Aging Category Info screen.
Remove	Select an existing line-item from the grid and click this button to remove the category from the collateral record.

A/R Aging Category Info Dialog

The A/R Aging Category Info screen is used to establish category rates and limits for the aging buckets that determine the valuation of the collateral. This screen is accessed from the A/R Aging Category panel of the Collateral Information screen for an A/R Aging Collateral.

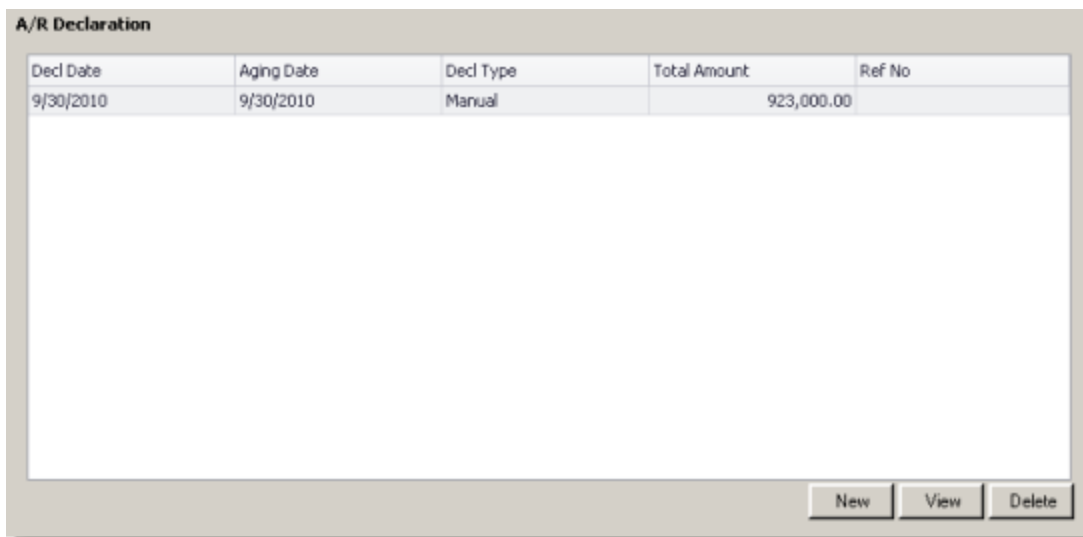
Field	Description
Category	Select the category for the A/R Aging collateral. Categories are established on the A/R Aging Category Table.

Field	Description
Category Age	Select the aging bucket for which the rates and limits are to be established. • Bucket 0 (Unbilled): select to define an unbilled A/R bucket. • Bucket 1 (1-30): select to define a bucket for A/R aged 1-30 days. • Bucket 2 (31-60): select to define a bucket for A/R aged 31-60 days. • Bucket 3 (61-90): select to define a bucket for A/R aged 61-90 days. • Bucket 4 (91-120): select to define a bucket for A/R aged 91-120 days. • Bucket 5 (121-150): select to define a bucket for A/R aged 121-150 days. • Bucket 6 (over 150): select to define a bucket for A/R aged 151+ days.
Category limit	Enter the maximum dollar amount for the aging bucket. This amount is used as an upper limit of availability for A/R collateral in the aging category. Availability for the category is the lesser of this amount or the calculated amount.
NCV rate	Enter the percentage rate to be discounted from the total for the A/R category to determine the Net Collectible Value. The NCV rate limits the collateral availability to a percentage of the category's overall total availability.
Advance rate	Enter the percentage rate to be applied to the Net Collectible Value to determine the advance for the A/R category.
Ineligible age (days)	Enter the number of days at which collateral of this type becomes ineligible.
Automatically add the remaining Category Rates using these values	Select this option to automatically create all of the aging categories from the first category defined. Any parameters (limits or rates) created for the first aging category are duplicated in the remaining categories. You can use this option to create all of the aging buckets, and then edit each bucket to the desired parameters.
	Click this button to edit a A/R Aging category definition.
	Click this button to save a A/R category definition.
	Click this button to undo unsaved changes to the A/R Aging category definition.
	Click this button to open the Audit screen to view audit history for the A/R Aging

Field	Description
	category definition.
	Click this button to generate a preview of the A/R Aging category screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Collateral Information – A/R Aging Declaration Panel

The A/R Declaration panel lists the A/R Aging collateral declarations, which are used to update the collateral value of A/R Aging borrowing bases. This panel is accessed from the panel list for an A/R Aging collateral from the Collateral Information screen. The Category Rates panel allows you to establish unique valuation rates for each aging category.



Decl Date	Aging Date	Decl Type	Total Amount	Ref No
9/30/2010	9/30/2010	Manual	923,000.00	

New View Delete

Field	Description
(Grid)	Displays each A/R Aging declaration as a line-item with the following data: - Decl Date: the declaration date, set on the A/R Aging Declaration screen - Aging Date: the declaration aging date, set on the A/R Aging Declaration screen - Decl Type: the declaration type, Manual or Automatic - Total Amount: the total A/R Aging value as of the declaration - Ref No: the user-entered transaction identification number

Field	Description
New	Click this button to add a declaration to the collateral. The A/R Aging Declaration screen opens to allow entry of a declaration.
View	Select an existing line-item from the grid and click this button to view and/or edit the line-item on the A/R Aging Declaration screen.
Remove	Select a declaration line-item and click this button to delete the declaration.

A/R Aging Declaration Dialog

The A/R Declaration screen is used to set the dollar values for the aging buckets for an A/R Aging category. This screen shows each defined Aging Category for the collateral. Each aging cell in the grid is a data entry field, and you simply enter the dollar values for the aging category and then click the **Save** button. The A/R Declaration screen is accessed from the A/R Declaration panel of the Collateral Information screen.

Field	Description
Date	The valuation date for the A/R declaration. This field contains the current FactorSoft processing date by default. You can enter a different date directly in the field, or select the date from a calendar by clicking the calendar icon in the field.
Aging Date	The aging date for the A/R declaration. This field contains the current FactorSoft processing date by default. You can enter a different date directly in the field, or select the date from a calendar by clicking the calendar icon in the field.

Field	Description
Ref #	Enter a transaction identification number.
(Grid)	The grid displays the Category name and all of the defined aging buckets. Each aging bucket column is a data entry field in which you enter the dollar amount of the A/R collateral for that aging category.
Aged ineligible	Once the declaration is saved, this field displays the dollar amount of A/R balances entered in the declaration that exceed limits of dollar or date, and are therefore ineligible.
Total declared value	Once the declaration is saved, this field displays the total declared value of the A/R, including ineligible amounts.
	Click this button to edit a A/R Aging declaration.
	Click this button to save a A/R Aging declaration.
	Click this button to open the Audit screen to view audit history for the A/R Aging declaration.
	Click this button to generate a preview of the A/R Aging Declaration screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.
Documents	Click this button to open the Document List screen to attach supporting documents for the A/R Aging declaration.

Collateral Information – Ineligible Posting Panel

The Ineligibles Posting panel lists ineligible postings for the collateral. Ineligibles are deducted from availability before the advance rate is applied. This panel is accessed from the panel list for an A/R Aging, Bulk A/R, or Bulk Inventory collateral from the Collateral Information screen.

Ineligible Posting

Post Date	Ineligible Amount	Ref No	User Key
5/23/2010	481,096.52		MIKE
7/2/2010	347,628.46		MIKE
7/14/2011	347,629.46		MIKE

New View Delete

Field	Description
(Grid)	Displays each facility event as a line-item with the following data: • Post Date: the posting date of the ineligible posting • Ineligible amount: the dollar amount of the ineligible posting • Ref No: the transaction identification number • User Key: the FactorSoft user who created the posting
New	Click this button to create an ineligible posting for the collateral. The Bulk Ineligible Posting screen opens to allow entry of a new ineligible posting.
View	Select an existing ineligible posting from the grid and click this button to view and/or edit the posting on the Bulk Ineligible Posting screen.
Remove	Select an existing ineligible posting from the grid and click this button to remove the posting from the collateral record. This option is only available within the posting day, and can be limited by Security Role.

A/R Aging Ineligible Posting Screen

The Ineligible Posting screen is used to record ineligible postings that reduce the available value of the collateral. This screen is accessed from the Ineligible Postings panel of the Collateral Information screen for A/R Aging collateral.

Ineligible Posting for ZIPTEST Corporation (456789) / Purchase Facility 22 / Purchased R...

Date: July 31, 2011 Ref #: 2323456

Category	Reason	Amount
Account Debtor A	Aged credits (over90)	7,500.00

Subtotal: 7,500.00

Set Asides:

Total Ineligible: 7,500.00

Reason: Aged credits (over90)

Category: Account Debtor A - 91-120

Amount: 7,500.00

Documents

Field	Description
Date	Select the effective date of the ineligible posting. This field is set to the current FactorSoft working date by default.
Ref#	Enter a transaction identification number.
(Grid)	Displays the Ineligible Titles (i.e, categories) set up in Ineligible/Reservation Title Table and the ineligible Amount for each category. • Category: the A/R Aging category for which the ineligibility posting is saved • Reason: displays the ineligibility reason • Amount: the ineligible amount for the category
Subtotal	Displays the total amount of ineligible for the collateral.
Set Asides	Displays the total amount of any set-aside ineligibility for the collateral.
Total Ineligibles	Displays the total collateral ineligibility amount, which is the Subtotal plus Set Asides.

Field	Description
	Click this button to add a new ineligible posting to the collateral. The Reason, Category, and Amount fields are cleared for data entry.
	Click this button to edit an ineligible posting. Based on Security Role settings, this may be unavailable, available within processing day, or available within month.
	Select an ineligible entry from the grid and click this button to delete the ineligible posting for the collateral.
	Click this button to save an ineligible posting.
	Click this button to undo unsaved changes to the ineligible posting.
Reason	Select the ineligible reason for the posting. Ineligible reasons are set up in the Ineligible/Reservation Title table.
Category	Select the ineligibility category for the posting. Ineligibility categories are set up in the A/R Aging Category Info screen, which is accessed from the Category Rates panel of the Collateral Information screen of the Collateral Information screen.
Amount	Enter the ineligible amount for the posting. To accommodate add-backs to gross ineligible on AR Aging and AR Summary collaterals, negative may be entered in the Amount field for these two collateral types.
Documents	Click this button to open the Document List screen to attach supporting documents for the ineligible posting.
	Click this button to open the Audit screen to view audit history for the ineligible posting.
	Click this button to generate a preview of the Ineligible Posting screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Collateral Information – Set Aside Panel

The Set Aside panel lists ineligibility set asides defined for the collateral, and is accessed from the Collateral Information panel list for a A/R Aging, Bulk A/R, Bulk Inventory, or Summary A/R collaterals.

The screenshot shows a window titled "Set Asides". Inside is a table with the following data:

Title	Qualifier	Date	Amount
Contra	Test	7/31/2011	100.00

At the bottom right of the window are three buttons: "New", "View", and "Delete".

Field	Description
(Grid)	Displays each set aside as a line-item with the following data: - Title: the set aside title - Qualifier: qualifying text pertaining to the set aside Date: the set aside date Amount: the set aside amount
New	Click this button to add a new set aside to the collateral. The Collateral Ineligibility screen opens to allow entry of a new ineligibility set aside.
View	Select an existing line-item from the grid and click this button to view and/or edit the ineligibility set aside on the Collateral Ineligibility screen.
Delete	Select an existing line-item from the grid and click this button to remove the set aside from the collateral record.

Collateral Ineligibility Dialog

The Collateral Ineligibility screen, accessed from the Set Aside panel, is used to add a new set aside ineligibility amounts to A/R Aging, Bulk A/R, Bulk Inventory, or Summary A/R collaterals.

Field	Description
Title	Select the Ineligible Title that defines the ineligibility reason for the set aside. Ineligible Titles are defined in the Ineligible/Reservation Titles table.
Qualifier	Enter qualifying text pertaining to the set aside.
Effective	Select the date on which the set aside ineligibility amount is deducted from availability.
Amount	Enter the ineligibility amount.
Notes	Enter notes specific to the set aside in this field.
History	This grid lists any previously saved set aside ineligibility for the collateral.
Save	Click this button to save changes to the Collateral Ineligibility and close the screen.
Cancel	Click this button to close the screen without saving.

Bulk AR Collaterals

Bulk A/R collaterals allow you to manage an accounts receivable collaterals borrowing base. When creating a new Bulk A/R collateral, you will typically work from a loan document and a facility set-up document.

The Bulk A/R collateral type is a balance-forward method that rolls the collateral values forward based on periodic certificate postings.

- Bulk A/R collaterals are established and updated in FactorSoft by Certificate Postings.
- The gross collateral value can be reduced by Ineligible Postings
- Bulk A/R availability can be increased by Reserve Release to release cash reserves

Panel List

Click the link for help with the panels associated with this collateral type

- [Summary](#)
- [Certificate Posting](#)
- [Ineligible Posting](#)
- [Set Aside](#)
- [Reserve Release](#)

Collateral Information – Summary Panel

The Summary panel displays collateral balances. The Declaration balances display the collateral balance fields as updated by collateral declarations in FactorSoft.

The Tracked column displays balances most recently imported from the Tracked A/R or Loan Backed Collateral modules. This column only appears if the Tracked A/R or Loan Backed Collateral module is enabled in your implementation of FactorSoft. Both previously posted and pending, to be posted figures are provided.

Summary				
	Declaration		Tracked Aging	
	Posted	Pending	Posted	Pending
Current Collateral:	209,197.84	---		7-31-2011
Less Ineligible:	365.00	---		7,476,219.77
Less Reserves:	0.00	---	---	0.00
Less Set Asides:	0.00	---	0.00	0.00
Eligible Collateral:	208,832.84	---		238,193.39
Advance Rate:	80.00	---	80.00	80.00
Net Collateral:	167,066.27	---		190,554.71
Collateral Limit:	250,000.00	---	250,000.00	250,000.00
Available Collateral:	167,066.27	---	250,000.00	190,554.71

Action
Post Ineligibles
Aging Detail
Recent Report
Refresh
Print

Field	Description
Current Collateral	The gross reported collateral value.
Less Ineligibles	The current total ineligible amount for the collateral.
Less Reserves	The balance of cash reserve against the reported collateral value.
Less Set Asides	The balance of ineligibility set asides defined for the collateral.
Eligible Collateral	The gross reported collateral value less ineligibles, reserves, and set-asides.
Advance Rate	The Advance rate(%) defined for the collateral. If multiple advance rates are in use for the collateral, this field displays "***".
Net Collateral	The eligible collateral value multiplied by the Advance Rate (%).
Collateral Limit	The Availability Limit defined for the collateral.
Available Collateral	The lower of the Net Collateral or the Available Limit. This amount will always be either the Availability limit or the Net collateral.
Action	Select the action to perform and click this button to execute the selected function. • Post Ineligibles open the appropriate ineligible posting transaction screen for the A/R collateral type. The ineligible items are automatically added to the ineligible posting screen • Recalc Ineligibles update the displayed Tracked Aging data for the most recent borrower submission. This button is only active if either the Tracked A/R or Loan Backed Collateral Add On modules is implemented.
Aging Detail	Click this button to open the Tracked Aging Detail screen, which displays the detailed aging for the most recently submitted report. This button is only active if the Tracked A/R or Loan Backed Collateral Add On module is implemented.
Recent Report	Opens the Report History Details screen. This button is only active if the Tracked A/R or Loan Backed Collateral Add On module is implemented.

Field	Description
Refresh	Click this button to update the data displayed in the panel.
Print	Click this button to generate a preview of the Summary panel that can be printed to a local or network printer.

Collateral Information – Certificate Posting Panel

The Certificate Posting panel lists Borrowing Certificates, which are the information used to update Bulk A/R or Bulk Inventory collateral values. This panel is accessed from the panel list for a Bulk A/R or Bulk Inventory collateral from the Collateral Information screen.

Certificate Posting

Post Date	Beginning Collat...	Current Collateral	Eligible Collateral	Source	User	Ref No
7/31/2011	1,001,885,778.56	1,001,885,778.56	1,001,538,049.10		STEVE	
7/31/2011	1,001,885,778.56	1,001,885,778.56	1,001,538,049.10		STEVE	
7/14/2011	1,001,885,777.56	1,001,885,778.56	1,001,538,150.10		MIKE	
7/14/2011	1,001,885,776.56	1,001,885,777.56	1,001,538,149.10		MIKE	
7/14/2011	1,885,776.56	1,001,885,776.56	1,001,538,148.10		MIKE	
7/4/2011	1,885,526.56	1,885,776.56	1,538,148.10		MIKE	
7/4/2011	1,885,676.56	1,885,526.56	1,537,898.10		MIKE	
5/13/2011	1,835,675.56	1,885,676.56	1,538,048.10		MIKE	
5/6/2011	1,840,175.56	1,835,675.56	1,488,047.10		ED	
5/6/2011	1,850,174.56	1,840,175.56	1,492,547.10		ED	
2/3/2011	1,840,174.56	1,850,174.56	1,502,546.10		MIKE	
2/3/2011	1,840,249.56	1,840,174.56	1,492,546.10		MIKE	
2/3/2011	1,835,249.56	1,840,249.56	1,492,621.10		CERRA1	
2/3/2011	1,830,249.56	1,835,249.56	1,487,621.10		CERRA1	

New View Delete

Field	Description
(Grid)	Displays each certificate posting as a line-item with the following data:

Field	Description
	• Post Date: the posting date of the certificate • Beginning collateral: the gross receivable balance prior to the certificate posting • Current collateral: the gross receivable balance after the certificate posting • Eligible collateral: the current collateral less ineligible and reserves – i.e., available collateral • Source: indicates the source of the certificate posting – Manual, Web, ~Shadow (Tracked A/R) • User: the FactorSoft user who created the posting • Ref No: the transaction identification number
New	Click this button to create a certificate posting for the collateral. The Certificate screen opens to allow entry of a new certificate posting.
View	Select an existing certificate posting from the grid and click this button to view and/or edit the posting on the Certificate screen.
Remove	Select an existing certificate posting from the grid and click this button to remove the posting from the collateral record. This option is only available within the posting day, and can be limited by Security Role.

Certificate Dialog

The Certificate screen is used to record a new borrowing certificate for the collateral. This screen is accessed from the Certificate Posting panel of the Collateral Information screen.

Certificate for Does-It-All Manufacturing (DOES) / Does-It-All Manufactu...

Date Posted: 7/14/2011 Ref #:

Beginning collateral: 1,001,685,778.56

Sales: (+)

Credit: (-)

Adjustments: (+)

Adjustments: (-)

Discount: (-)

Net collections: (-)

Over payment: (+)

Current collateral: 1,001,685,778.56

Ineligible: 347,629.46 (-)

Reserve: 0.00 (-)

Eligible collateral: 1,001,538,149.10

Comment:

Field	Description
Date Posted	Select the effective date of the certificate posting. This field is set to the current FactorSoft working date by default.
Beginning collateral	Displays the current gross receivable balance prior to the certificate posting.
Sales	Enter the current reported sales amount (increases collateral value).
Credit	Enter the current reported credits (reduces collateral value).
Adjustments (+)	Enter the amount of adjustments that increase the collateral value.
Adjustments (-)	Enter the amount of adjustments that decrease the collateral value.
Discount	Enter the amount of discounts (reduces collateral value).
Net Collections	Enter the amount of A/R collections (reduces collateral value).
Over payment	Enter the over payment amount received. (increases collateral value).

Field	Description
	Note –when entered as a negative amount it will decrease collateral value.
Current collateral	Displays the total receivable balance adjusted by the recorded certificate values.
Ineligible	Displays the calculated ineligible balance for the collateral.
Reserve	Displays the cash reserves balance for the collateral.
Eligible collateral	Displays the calculated eligible collateral after the certificate posting, which is the Current Collateral less ineligible and reserves.
Comment	Enter certificate-related notes. This is a free-form field.
	Click this button to edit a certificate posting. Based on Security Role settings, this may be unavailable, available within processing day, or available within month.
	Click this button to save a certificate
	Click this button to undo unsaved changes to the certificate.
	Click this button to open the Audit screen to view audit history for the certificate.
	Click this button to generate a preview of the Certificate screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Collateral Information – Ineligible Posting Panel

The Ineligibles Posting panel lists ineligible postings for the collateral. Ineligibles are deducted from availability before the advance rate is applied. This panel is accessed from the panel list for an A/R Aging, Bulk A/R, or Bulk Inventory collateral from the Collateral Information screen.

Ineligible Posting

Post Date	Ineligible Amount	Ref No	User Key
5/23/2010	481,096.52		MIKE
7/2/2010	347,628.46		MIKE
7/14/2011	347,629.46		MIKE

New View Delete

Field	Description
(Grid)	Displays each facility event as a line-item with the following data: • Post Date: the posting date of the ineligible posting • Ineligible amount: the dollar amount of the ineligible posting • Ref No: the transaction identification number • User Key: the FactorSoft user who created the posting
New	Click this button to create an ineligible posting for the collateral. The Bulk Ineligible Posting screen opens to allow entry of a new ineligible posting.
View	Select an existing ineligible posting from the grid and click this button to view and/or edit the posting on the Bulk Ineligible Posting screen.
Remove	Select an existing ineligible posting from the grid and click this button to remove the posting from the collateral record. This option is only available within the posting day, and can be limited by Security Role.

Bulk Ineligible Posting

The Bulk Ineligible screen is used to record ineligible postings that reduce the available value of the collateral. This screen is accessed from the Ineligible Postings panel of the Collateral Information screen.

Bulk Ineligible Posting for Does-It-All Manufacturing (DOES) / Does-It-All Manufactu...

Date Posted: May 23, 2010 Ref #:

Comment:





Ineligible title	Amount
Contra	0.00
Credit Card	0.00
Cross Aged (35%)	0.00
Cross Aged (25%)	5,200.00
Over 90 Days	0.00
Stan's Brokerage	0.00
Trk Concentration Amt	0.00
Trk Credit Offset	0.00
Aged credits (over90)	350,000.00
COD - Counter Sales	0.00

Subtotal: 481,096.52

Set Asides:

Total Ineligible: 481,096.52

Documents    

Field	Description
Date Posted	Select the effective date of the ineligible posting. This field is set to the current FactorSoft working date by default.
Ref#	Enter a transaction identification number.
Comment	Enter ineligibles-related notes. This is a free-form field.
(Grid)	Displays the Ineligible Titles (i.e, categories) set up in Ineligible/Reservation Title Table and the ineligible Amount for each category. To add ineligible reductions, enter the new ineligible amount for the category in the Amount column.
	Click this button to edit an ineligible posting. Based on Security Role settings, this may be unavailable, available within processing day, or available within month.

Field	Description
	Click this button to save a ineligible posting.
Subtotal	Displays the total amount of ineligibleibles for the collateral.
Set Asides	Displays the total amount of any set-aside ineligibility for the collateral.
Total Ineligibles	Displays the total collateral ineligibility amount, which is the Subtotal plus Set Asides.
Documents	Click this button to open the Document List screen, which is used to attach document and image files for the posting.
	Click this button to undo unsaved changes to the ineligible posting.
	Click this button to open the Audit screen to view audit history for the ineligible posting.
	Click this button to generate a preview of the Bulk Ineligible Posting screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Collateral Information – Set Aside Panel

The Set Aside panel lists ineligibility set asides defined for the collateral, and is accessed from the Collateral Information panel list for a A/R Aging, Bulk A/R, Bulk Inventory, or Summary A/R collaterals.

Set Asides

Title	Qualifier	Date	Amount
Contra	Test	7/31/2011	100.00

New
View
Delete

Field	Description
(Grid)	Displays each set aside as a line-item with the following data: - Title: the set aside title - Qualifier: qualifying text pertaining to the set aside Date: the set aside date Amount: the set aside amount
New	Click this button to add a new set aside to the collateral. The Collateral Ineligibility screen opens to allow entry of a new ineligibility set aside.
View	Select an existing line-item from the grid and click this button to view and/or edit the ineligibility set aside on the Collateral Ineligibility screen.
Delete	Select an existing line-item from the grid and click this button to remove the set aside from the collateral record.

Collateral Ineligibility Dialog

The Collateral Ineligibility screen, accessed from the Set Aside panel, is used to add a new set aside ineligibility amounts to A/R Aging, Bulk A/R, Bulk Inventory, or Summary A/R collaterals.

Field	Description
Title	Select the Ineligible Title that defines the ineligibility reason for the set aside. Ineligible Titles are defined in the Ineligible/Reservation Titles table.

Field	Description
Qualifier	Enter qualifying text pertaining to the set aside.
Effective	Select the date on which the set aside ineligibility amount is deducted from availability.
Amount	Enter the ineligibility amount.
Notes	Enter notes specific to the set aside in this field.
History	This grid lists any previously saved set aside ineligibility for the collateral.
Save	Click this button to save changes to the Collateral Ineligibility and close the screen.
Cancel	Click this button to close the screen without saving.

Collateral Information – Reserve Release Panel

The Reserve Release panel lists releases of set-aside reserve to the collateral. This panel is accessed from the panel list for Bulk A/R collaterals from the Collateral Information screen. Reserves are deducted from availability after the advance rate has been applied. Release of reserves reduces the cash reserve balance and increases the available collateral amount.

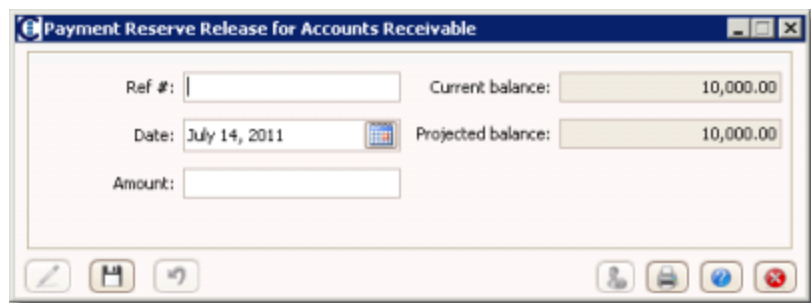
Reserve Release						
Post Date	Effective Date	Ref #	Type		Amount	Balance
9/3/2010		t1	Release		25,000.00	25,000.00
9/3/2010		test rsv	Deposit		50,000.00	50,000.00
9/5/2010		t1	Release		25,000.00	0.00
6/30/2011		Test Rel	Release		99.99	400.01
6/30/2011		t1	Deposit		500.00	500.00
7/31/2011		t2	Release		100.00	300.01
7/31/2011	7/31/2011	0649	Deposit		100.00	400.01

Field	Description
(Grid)	Displays each facility event as a line-item with the following data:

Field	Description
	• Post Date: the transaction date of the reserve release • Effective Date: The collateral posting date from Facility Payments that were applied against reserves on the Payment transaction screen (Effect on A/R is set to Reserve from availability). • Ref#: the user-entered transaction identification number • Type: Deposit = reserves deducted from certificate posting, Release = reserves released to the collateral. • Amount: the posted transaction amount • Balance: the reserve balance
New	Click this button to create a reserve release to the collateral. The Payment Reserve Release screen opens to allow entry of a new reserve release.
View	Select an existing reserve release line-item from the grid and click this button to view the release on the Payment Reserve Release screen.

Reserve Release Dialog

The Payment Reserve Release screen is used to record reserve releases that increase the available value of the collateral. This screen is accessed from the Reserve Release panel of the Collateral Information screen.



Field	Description
Ref#	Enter a transaction identification number.
Date	Select the effective date of the reserve release. This field is set to the current FactorSoft working date by default.
Amount	Enter the dollar amount of the reserve release transaction.

Field	Description
Current balance	Displays the system-calculated reserve balance.
Projected balance	Displays the reserve balance with the transaction amount applied.
	Not available for this transaction.
	Click this button to save a reserve release.
	Not available for this transaction.
	Click this button to open the Audit screen to view audit history for the reserve release.
	Click this button to generate a preview of the Payment Reserve Release screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Summary A/R Collateral

Summary A/R collateral manages a collateral borrowing base of your own description. A System Preference allows the screens and fields formerly labeled “Medical Receivables” to be labeled with words of your choice. Set System Preference **Facility/Collateral Rules (Formerly Asset Based Lending)**, **Terminology**, **Summary AR Collateral Type Name** to the desired name for the collateral. The default name for these screens and fields is “Summary A/R”.

- Summary A/R pricing structure is configured by Category Rates
- Summary A/R categories are valued by Declaration
- The gross collateral value can be reduced by Ineligible Postings

Panel List

Click the link for help with the panels associated with this collateral type

- [Summary](#)
- [Advanced Settings](#)
- [Summary A/R Category Rates](#)
- [Summary A/R Declaration](#)
- [Summary A/R Ineligible Posting](#)
- [Set Aside](#)

Collateral Information – Summary Panel

The Summary panel displays collateral balances. The Declaration balances display the collateral balance fields as updated by collateral declarations in FactorSoft.

The Tracked column displays balances most recently imported from the Tracked A/R or Loan Backed Collateral modules. This column only appears if the Tracked A/R or Loan Backed Collateral module is enabled in your implementation of FactorSoft. Both previously posted and pending, to be posted figures are provided.

Summary				
	Declaration		Tracked Aging	
	Posted	Pending	Posted	Pending
Current Collateral:	209,197.84	---		7-31-2011 7,476,219.77
Less Ineligible:	365.00	---		7,238,026.38
Less Reserves:	0.00	---	---	0.00
Less Set Asides:	0.00	---	0.00	0.00
Eligible Collateral:	208,832.84	---		238,193.39
Advance Rate:	80.00	---	80.00	80.00
Net Collateral:	167,066.27	---		190,554.71
Collateral Limit:	250,000.00	---	250,000.00	250,000.00
Available Collateral:	167,066.27	---	250,000.00	190,554.71

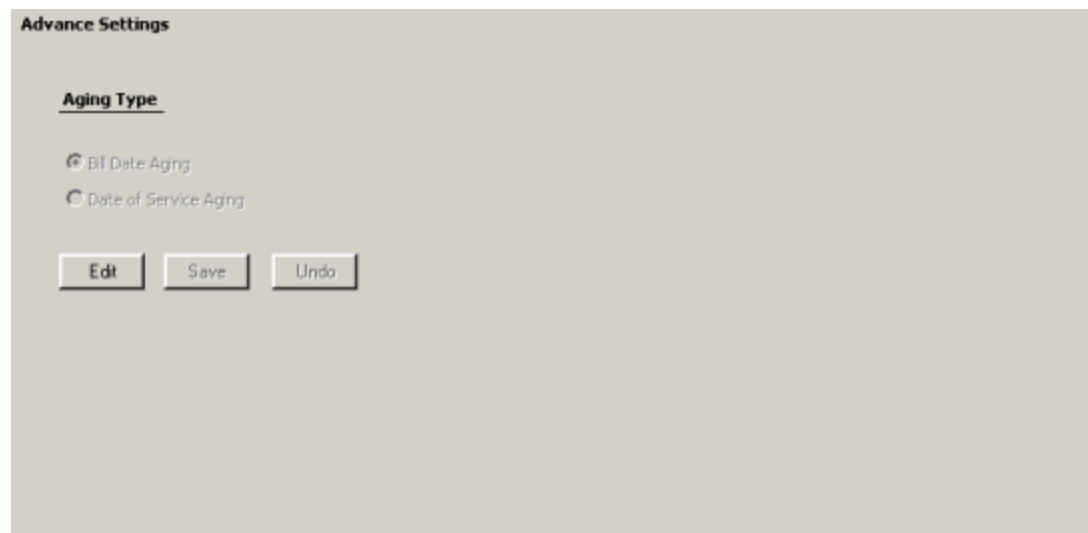
Action
Post Ineligibles
Aging Detail
Recent Report
Refresh
Print

Field	Description
Current Collateral	The gross reported collateral value.
Less Ineligibles	The current total ineligible amount for the collateral.
Less Reserves	The balance of cash reserve against the reported collateral value.
Less Set Asides	The balance of ineligibility set asides defined for the collateral.

Field	Description
Eligible Collateral	The gross reported collateral value less ineligible, reserves, and set-asides.
Advance Rate	The Advance rate(%) defined for the collateral. If multiple advance rates are in use for the collateral, this field displays "***".
Net Collateral	The eligible collateral value multiplied by the Advance Rate (%).
Collateral Limit	The Availability Limit defined for the collateral.
Available Collateral	The lower of the Net Collateral or the Available Limit. This amount will always be either the Availability limit or the Net collateral.
Action	Select the action to perform and click this button to execute the selected function. • Post Ineligibles open the appropriate ineligible posting transaction screen for the A/R collateral type. The ineligible items are automatically added to the ineligible posting screen • Recalc Ineligibles update the displayed Tracked Aging data for the most recent borrower submission. This button is only active if either the Tracked A/R or Loan Backed Collateral Add On modules is implemented.
Aging Detail	Click this button to open the Tracked Aging Detail screen, which displays the detailed aging for the most recently submitted report. This button is only active if the Tracked A/R or Loan Backed Collateral Add On module is implemented.
Recent Report	Opens the Report History Details screen. This button is only active if the Tracked A/R or Loan Backed Collateral Add On module is implemented.
Refresh	Click this button to update the data displayed in the panel.
Print	Click this button to generate a preview of the Summary panel that can be printed to a local or network printer.

Collateral Information – Advanced Settings Panel (Aging Collaterals)

Select the aging type for Summary A/R or A/R Aging collaterals.



Field	Description
Aging type	Select the aging type for the collateral. • Bill date aging: age by invoice date • Date of service aging: age by due date
Edit	Click this button to edit the Aging Type setting.
Save	Click this button to save the Aging Type setting.
Undo	Click this button to undo unsaved changes to the Aging Type setting.

Collateral Information – Summary A/R Category Rates Panel

The Category Rates panel lists the categories created to manage Summary A/R collateral borrowing bases. This panel is accessed from the panel list for an Summary A/R collateral from the Collateral Information screen. The Category Rates panel allows you to establish unique valuation rates for specific classes, such as third-party payers accepted by the client.

Category Rates

A/R Category	NCV Rate	Adv Rate	Limit	Ineligible Age
Accounts Receivable	90.00	90.00	500,000.00	45

New View Delete

Field	Description
(Grid)	Displays each category as a line-item with the following data: - A/R Category: the category description - NCV rate: the net collectible value rate - Adv rate: the advance rate used for the collateral line-item - Limit: the category limit - Ineligible age: the age at which A/R collateral within this category becomes ineligible
New	Click this button to add a new line item to the collateral. The Summary A/R Category Info screen opens to allow entry of a category.
View	Select an existing line-item from the grid and click this button to view and/or edit the line-item on the Summary A/R Category Info screen.
Remove	Select an existing line-item from the grid and click this button to remove the category from the collateral record.

Summary AR Category Info Dialog

The Summary A/R Category Rates screen is used to select Summary A/R categories for the collateral and establish category rates and limits for the collateral. This screen is accessed from the Category Rates panel of the Collateral Information screen for a Summary A/R collateral.

Summary A/R Category Info

Category: NCV rate: 0.00

Category limit: Advance rate: 0.00

Ineligible age (days): 0

Buttons: [Edit] [Save] [Undo] [Audit] [Preview] [Close]

Field	Description
Category	Select the category for the Summary A/R collateral. Categories are established on the Summary A/R Category Table.
Category Limit	Enter the dollar amount of the availability limit for the category.
NCV rate	Enter the Net Collectable Value rate, which limits the collateral availability to a percentage of the category's overall total availability.
Advance rate	Enter the basic availability advance rate applied to the net collateral value.
Ineligible age (days)	Enter the number of days at which collateral of this type becomes ineligible.
	Click this button to edit a Summary A/R category definition.
	Click this button to save a Summary A/R category definition.
	Click this button to undo unsaved changes to the Summary A/R category definition.
	Click this button to open the Audit screen to view audit history for the Summary A/R category definition.
	Click this button to generate a preview of the Summary A/R Category screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Collateral Information – Summary A/R Declaration Panel

The Summary A/R Declaration panel lists the Summary A/R collateral declarations, which are used to update the collateral value of Summary A/R borrowing bases. This panel is accessed from the panel list

for an Summary A/R collateral from the Collateral Information screen. The Category Rates panel allows you to establish unique valuation rates for specific classes, such as third-party payers accepted by the client.

Date	Amount	Ref No
7/31/2011	156,967.12	

New View Delete

Field	Description
(Grid)	Displays each Summary A/R declaration as a line-item with the following data: • Date: the declaration date • Amount: the total Summary A/R value as of the declaration • Ref No: the user-entered transaction identification number
New	Click this button to add a declaration to the collateral. The Summary A/R Declaration screen opens to allow entry of a declaration.
View	Select an existing line-item from the grid and click this button to view and/or edit the line-item on the Summary A/R Declaration screen.
Remove	Not available for Summary A/R declaration.

Summary A/R Declaration Dialog

The Summary A/R Declaration screen is used to record Summary A/R declarations that create and update the available value of the collateral. This screen is accessed from the Summary A/R Declaration panel of the Collateral Information screen for a Summary A/R collateral.

Summary A/R Declaration

Date: July 14, 2011 Ref #:

Category	Unbilled	1-30	31-60	61-90	91-120	121-150	151+	Total
Financial Class 1	0.00	50,000.00	35,000.00	5,000.00	2,500.00	0.00	0.00	92,500.00
Financial Class 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Financial Class 3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Financial Class 4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Financial Class 5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Aged ineligible: 2,500.00

Total declared value: 92,500.00

Field	Description
Declaration Date	Select the effective date of the Summary A/R Aging declaration. This field is set to the current FactorSoft working date by default.
Ref#	Enter a transaction identification number.
(Category Grid)	Displays the Inventory Categories set up in Inventory Category Table and the following data for each category. - Unbilled: enter the total amount of unbilled receivables for declaration (Aging Days Categories): enter the total amount of billed receivables within each aging days category - Total: calculated total amount of receivables entered in the category To add a Summary A/R declaration, enter the new declaration amounts for each category in the Unbilled and aging days columns.
Aged Ineligibles	Displays the total amount of billed receivables that are older than the Ineligible age defined on the Summary A/R Category Info screen for the categories.
Total declared value	The total declared value of the Summary A/R collateral.
	Click this button to edit an inventory declaration. Based on Security Role settings, this may be unavailable, available within processing day, or available within month.

Field	Description
	Click this button to save a Summary A/R declaration.
	Click this button to undo unsaved changes to the Summary A/R declaration.
	Click this button to open the Audit screen to view audit history for the Summary A/R declaration.
	Click this button to generate a preview of the Summary A/R Declaration screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.
Documents	Click this button to open the Document List screen to attach supporting documents for the Summary A/R declaration.

Collateral Information - Summary A/R Ineligible Panel

The Ineligibles Posting panel lists ineligible postings for the collateral. Ineligibles are deducted from availability before the advance rate is applied. This panel is accessed from the panel list for a Summary A/R collateral from the Collateral Information screen.

Ineligible Posting		
Date	Amount	Ref No
5/23/2010	8,699.00	
5/23/2010	12,500.00	
6/3/2010	5,000.00	
9/3/2010	100,000.00	
9/8/2010	2,715.00	
New View Delete		

Field	Description
(Grid)	Displays each ineligible posting as a line-item with the following data:

Field	Description
	• Date: the posting date of the ineligible posting • Amount: the dollar amount of the ineligible posting • Ref No: the user-entered transaction identification number
New	Click this button to create an ineligible posting for the collateral. The Ineligible Posting screen opens to allow entry of a new ineligible posting.
View	Select an existing ineligible posting from the grid and click this button to view and/or edit the posting on the Ineligible Posting screen.
Remove	Select an existing ineligible posting from the grid and click this button to remove the posting from the collateral record. This option is only available within the posting day, and can be limited by Security Role.

Summary A/R Ineligible Posting Dialog

The Ineligible Posting screen is used to record ineligible postings that reduce the available value of the collateral. This screen is accessed from the Ineligible Postings panel of the Collateral Information screen for Summary A/R collateral.

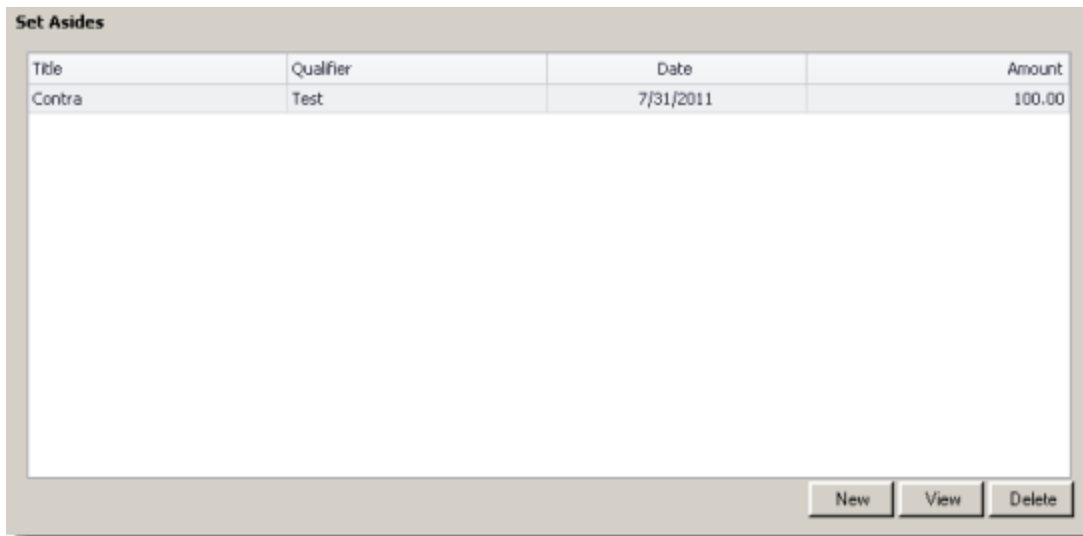
The screenshot displays the 'Ineligible Posting' dialog for Western Products Corporation. The window title is 'Ineligible Posting for Western Products Corporation (WEST) / Western Products Corp. / M...'. Inside, there's a header with 'Date: May 23, 2010' and 'Ref #:' followed by an empty text box. Below this is a table with three columns: 'Category', 'Reason', and 'Amount'. The table contains one entry: 'Financial Class 2' with reason 'Over 90 Days' and amount '8,699.00'. Under the table, there are three summary fields: 'Subtotal: 8,699.00', 'Set Asides:' (empty), and 'Total Ineligible: 8,699.00'. At the bottom, there are five icons: a green plus, a yellow pencil, a red minus, a blue document, and a grey speech bubble. Below these icons are three dropdown menus: 'Reason: Over 90 Days', 'Category: Financial Class 2', and 'Amount: 8,699.00'. At the very bottom, there's a 'Documents' tab and a row of four small icons: a person, a printer, a globe, and a red X.

Field	Description
Date	Select the effective date of the ineligible posting. This field is set to the current FactorSoft working date by default.
Ref#	Enter a transaction identification number.
(Grid)	Displays the Ineligible Titles (i.e, categories) set up in Ineligible/Reservation Title Table and the ineligible Amount for each category. • Category: the Summary A/R category for which the ineligibility posting is saved • Reason: displays the ineligibility reason for the posting • Amount: the ineligible amount for the category
Subtotal	Displays the total amount of ineligible for the collateral.
Set Asides	Displays the total amount of any set-aside ineligibility for the collateral.
Total Ineligibles	Displays the total collateral ineligibility amount, which is the Subtotal plus Set Asides.
	Click this button to add a new ineligible posting to the collateral. The Reason, Category, and Amount fields are cleared for data entry.
	Click this button to edit an ineligible posting. Based on Security Role settings, this may be unavailable, available within processing day, or available within month.
	Select an ineligible entry from the grid and click this button to delete the ineligible posting for the collateral.
	Click this button to save an ineligible posting.
	Click this button to undo unsaved changes to the ineligible posting.
Reason	Select the ineligible reason for the posting. Ineligible reasons are set up in the Ineligible/Reservation Title table.
Category	Select the ineligibility category for the posting. Ineligibility categories are set up in the Summary A/R Category Info screen, which is accessed from the Category Rates panel of the Collateral Information screen of the Collateral Information

Field	Description
	screen.
Amount	Enter the ineligible amount for the posting.
Documents	Click this button to open the Document List screen to attach supporting documents for the ineligible posting.
	Click this button to open the Audit screen to view audit history for the ineligible posting.
	Click this button to generate a preview of the Ineligible Posting screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Collateral Information – Set Aside Panel

The Set Aside panel lists ineligibility set asides defined for the collateral, and is accessed from the Collateral Information panel list for a A/R Aging, Bulk A/R, Bulk Inventory, or Summary A/R collaterals.



Set Asides

Title	Qualifier	Date	Amount
Contra	Test	7/31/2011	100.00

New View Delete

Field	Description
(Grid)	Displays each set aside as a line-item with the following data:

Field	Description
	- Title: the set aside title - Qualifier: qualifying text pertaining to the set aside Date: the set aside date Amount: the set aside amount
New	Click this button to add a new set aside to the collateral. The Collateral Ineligibility screen opens to allow entry of a new ineligibility set aside.
View	Select an existing line-item from the grid and click this button to view and/or edit the ineligibility set aside on the Collateral Ineligibility screen.
Delete	Select an existing line-item from the grid and click this button to remove the set aside from the collateral record.

Collateral Ineligibility Dialog

The Collateral Ineligibility screen, accessed from the Set Aside panel, is used to add a new set aside ineligibility amounts to A/R Aging, Bulk A/R, Bulk Inventory, or Summary A/R collaterals.

Field	Description
Title	Select the Ineligible Title that defines the ineligibility reason for the set aside. Ineligible Titles are defined in the Ineligible/Reservation Titles table.
Qualifier	Enter qualifying text pertaining to the set aside.

Field	Description
(Grid)	Displays each equipment collateral as a line-item with the following data: • Description: the description of the equipment • Acquired: the date the equipment was acquired • Basis value: the original value of the equipment • Depr amt: the depreciation value, which is either an amount or percentage applied for a specified period • Current value: the depreciated current value of the equipment
New	Click this button to add a new equipment item to the collateral. The Equipment Declaration screen opens to allow entry of a new equipment collateral.
View	Select an existing line-item from the grid and click this button to view and/or edit the equipment collateral on the Equipment Declaration screen.
Remove	Select an existing line-item from the grid and click this button to remove the equipment from the collateral record.

Equipment Declaration Dialog

The Equipment Declaration screen is used to record equipment items being managed as collateral for the borrowing base. This screen is accessed from the Equipment List panel of the Collateral Information screen.

Field	Description
Post Date	Select the effective date of the equipment declaration posting.
Description	Enter a description of the equipment item.
Manufacturer	Enter the brand name of the manufacturer of the equipment.
Availability contribution	Calculated current book value of the item (cost basis less all depreciation taken to date).
Basis	Enter the basis value details for the equipment: • Date: the date for the current borrowing base • Value: the value for the current borrowing base
Acquisition	Enter the acquisition details for the equipment: • Date: the date on which the equipment was acquired • Cost: the original cost of the equipment
Depreciation	Enter the depreciation details for the equipment: • Type: Flat/Interval = reduce value by a fixed dollar amount at the given interval, Percentage of Basis = reduce value by the given percentage • Rate/Amount: the dollar amount or percentage by which to reduce the value of the equipment • Interval: Monthly = apply depreciation monthly, Annual = apply depreciation yearly.
Comment	Enter equipment-related notes. This is a free-form field.
	Click this button to edit an equipment declaration.
	Click this button to save an equipment declaration.
	Click this button to undo unsaved changes to the equipment declaration.
	Click this button to open the Audit screen to view audit history for the equipment declaration.

Field	Description
	Click this button to generate a preview of the Equipment Declaration screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Inventory Collateral

Inventory collaterals are used to manage inventory borrowing bases. Each inventory type is individually valued by declaration and configured with its own limits and advance rate, including primary and secondary valuation methods, reserve for liquidation costs, fluctuating seasonal date ranges and limits.

- Inventory pricing is configured by Category Rates
- Inventory categories are valued by Declaration

Panel List

Click the link for help with the panels associated with this collateral type

- [Summary](#)
- [Advanced Settings](#)
- [Category Rates](#)
- [Inventory Declaration](#)

Collateral Information - Summary Panel

The Summary panel displays collateral balances. The Declaration balances display the collateral balance fields as updated by collateral declarations in FactorSoft.

The Tracked column displays balances most recently imported from the Tracked A/R or Loan Backed Collateral modules. This column only appears if the Tracked A/R or Loan Backed Collateral module is enabled in your implementation of FactorSoft. Both previously posted and pending, to be posted figures are provided.

Summary				
	Declaration		Tracked Aging	
	Posted	Pending	Posted	Pending
				7-31-2011
Current Collateral:	209,197.84	----		7,476,219.77
Less Ineligible:	365.00	----		7,238,026.38
Less Reserves:	0.00	----	---	0.00
Less Set Asides:	0.00	----	0.00	0.00
Eligible Collateral:	208,832.84	----		238,193.39
Advance Rate:	80.00	----	80.00	80.00
Net Collateral:	167,066.27	----		190,554.71
Collateral Limit:	250,000.00	----	250,000.00	250,000.00
Available Collateral:	167,066.27	----	250,000.00	190,554.71

Action
Post Ineligibles
Aging Detail
Recent Report
Refresh
Print

Field	Description
Current Collateral	The gross reported collateral value.
Less Ineligibles	The current total ineligible amount for the collateral.
Less Reserves	The balance of cash reserve against the reported collateral value.
Less Set Asides	The balance of ineligibility set asides defined for the collateral.
Eligible Collateral	The gross reported collateral value less ineligible, reserves, and set-asides.
Advance Rate	The Advance rate(%) defined for the collateral. If multiple advance rates are in use for the collateral, this field displays "***".
Net Collateral	The eligible collateral value multiplied by the Advance Rate (%).
Collateral Limit	The Availability Limit defined for the collateral.
Available Collateral	The lower of the Net Collateral or the Available Limit. This amount will always be either the Availability limit or the Net collateral.
Action	Select the action to perform and click this button to execute the selected function.

Field	Description
	- Post Ineligibles open the appropriate ineligible posting transaction screen for the A/R collateral type. The ineligible items are automatically added to the ineligible posting screen - Recalc Ineligibles update the displayed Tracked Aging data for the most recent borrower submission. This button is only active if either the Tracked A/R or Loan Backed Collateral Add On modules is implemented.
Aging Detail	Click this button to open the Tracked Aging Detail screen, which displays the detailed aging for the most recently submitted report. This button is only active if the Tracked A/R or Loan Backed Collateral Add On module is implemented.
Recent Report	Opens the Report History Details screen. This button is only active if the Tracked A/R or Loan Backed Collateral Add On module is implemented.
Refresh	Click this button to update the data displayed in the panel.
Print	Click this button to generate a preview of the Summary panel that can be printed to a local or network printer.

Collateral Information - Advanced Setting Panel (Inventory)

The Valuation Methods are used to specify the method for valuing inventory collaterals. The Default Category Rates are used to set the default rates for inventory declarations.

Advance Settings

Validation Methods

Apply liquidation to:

Apply ineligibles to:

Value availability as:

Default category rates

Advance rate (%):

Liquidation rate (%):

Field	Description
Apply liquidation to	Select the calculation to use for liquidation valuation. • Cost (reported value) • Market (alternate value) • Both cost and market value
Apply ineligibles to	Select which of the valuation methods to apply to ineligibles. • Cost (reported value) • Market (alternate value) • Both cost and market value
Value availability as	Select method will be used to determine inventory availability. • Cost (reported value) • Market (alternate value) • Lesser of cost or market
Advance rate (%)	Enter the default inventory category rate at which the reported value is to be discounted.
Liquidation rate (%)	Enter the default inventory category rate at which the reported value will be further discounted to account for anticipated dilution as a result of expenses occurred during the liquidation of the asset.

Field	Description
	• Category: the category description • Alt rate: the market advance rate used with the Alternate Valuation Method for the collateral line-item • Max advance: the maximum advance rate for the collateral line-item • Date Range: the date range limitations that are placed on the inventory rates • Adv rate: the advance rate used with the Cost Valuation Method for the collateral line-item • Liq rate: the liquidation expense rate for the collateral line-item • AVM rate: the market multiplier value used with the Alternate Valuation Method for the collateral line-item
New	Click this button to add a new line item to the collateral. The Inventory Rates screen opens to allow entry of a category.
View	Select an existing line-item from the grid and click this button to view and/or edit the line-item on the Inventory Rates screen.
Remove	Select an existing line-item from the grid and click this button to remove the category from the collateral record.

Inventory Rates Dialog

The Inventory Rates screen is used to select inventory categories for the collateral and establish the limits and valuation rates for each category. This screen is accessed from the Category Rates panel of the Collateral Information screen for an Inventory collateral.

Field	Description
Category	Select the category for the inventory collateral. Categories are established on the Inventory Category Table.
Subcategory	Enter an additional category description for the inventory collateral to distinguish this inventory from others of the same category.
Max advance amount	Enter the availability limit for the category.
Liquidation expense rate	Enter the rate at which the reported value will be further discounted to account for anticipated dilution as a result of expenses incurred during the liquidation of the asset. The field displays the setting in the Default Inventory Rate section on the Collateral Information screen by default.
Cost valuation method	In the Advance rate field, enter the rate used for traditional cost method of valuation. The advance rate is the rate at which the reported cost valued is to be discounted. The field displays the setting in the Default Inventory Rate section of the Collateral Information screen by default. If the user changes an existing Advance rate, an informational message is displayed when the user clicks the Save button. The message informs the user that they must post an Inventory Declaration transaction in order for the new rate to be effective.
Alternate Valuation Method (AVM)	Enter the alternate valuation factor and rate to be revised to market conditions. - Market multiplier: set the discount for gross inventory. Collateral Balance times Market Multipliers = Gross AVM - Market advance rate: the rate at which the reported cost value adjusted for market is to be discounted

Field	Description
Date Range	Enter the date range limitations that are placed on the inventory rates over a specified period of time: • Start month: select the month in which the inventory rates takes effect. • Day: select the day of the month on which the rates takes effect. • End month: select the month in which the inventory rates expire. • Day: select the day of the month on which the rates expire.
	Click this button to edit an inventory rates definition.
	Click this button to save an inventory rates definition.
	Click this button to undo unsaved changes to the inventory rates definition.
	Click this button to open the Audit screen to view audit history for the inventory rates definitions.
	Click this button to generate a preview of the Inventory Rates for Inventory screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Collateral Information – Inventory Declaration Panel

The Inventory Declaration panel lists inventory by category and includes columns that summarize the formula calculation.

Inventory Declaration

Date	Amount	Available	Ref No	User Key	Source
5/23/2010	813,250.00	199,005.88		MIKE	
6/3/2010	840,134.00	199,163.94		MIKE	
7/2/2010	789,769.24	188,977.05		MIKE	
8/3/2010	865,000.00	242,275.00		MIKE	
9/5/2010	910,000.00	232,906.25		MIKE	
7/4/2011	925,963.25	232,906.25		MIKE	
7/12/2011	926,464.25	232,906.25		MIKE	
7/12/2011	930,501.00	232,906.25		MIKE	
7/14/2011	930,501.00	232,906.25		STEVE	

New View Delete

Field	Description
(Grid)	Displays each inventory declaration as a line-item with the following data: • Date: the declaration date • Amount: the total inventory value as of the declaration • Available: the available amount of the inventory as of the declaration • Ref No: the user-entered transaction identification number • User Key: the FactorSoft user who created the posting • Source: indicates the source of the inventory declaration - Manual, Web
New	Click this button to add a new inventory declaration to the collateral. The Inventory Declaration screen opens to allow entry of a category.
View	Select an existing line-item from the grid and click this button to view the line-item on the Inventory Declaration screen.
Remove	Select an existing line-item from the grid and click this button to remove the declaration from the collateral record.

Inventory Declaration Dialog

The Inventory Declaration screen is used to record inventory declarations that create and update the available value of the collateral. This screen is accessed from the Inventory Declaration panel of the Collateral Information screen for an inventory collateral.

Inventory Declaration For Does-It-All Manufacturing (DOES) / Does-It-All Manufacturing / Inventory

Declaration date: 7/14/2011 Ref #:

Comment:

Category ↑

Category	Inventory	Liq Cost	Inv Avail	Gross AVM	Available
Item #3234-567890	220,000.00	15,950.00	204,050.00	0.00	50,000.00
Raw Materials	150,000.00	18,375.00	32,906.25	0.00	32,906.25
Special	0.00	0.00	0.00	0.00	0.00
Work in Process	65,000.00	4,712.50	18,086.25	0.00	0.00

Ineligible Category Reason Ineligible amount

Click here to add a new row

Finished Goods	Insurance	15,000.00

Field	Description
Declaration Date	Select the effective date of the inventory declaration. This field is set to the current FactorSoft working date by default.
Ref#	Enter a transaction identification number.
Comment	Enter ineligibles-related notes. This is a free-form field.
(Category Grid)	Displays the Inventory Categories set up in Inventory Category Table with the following data for each category. - Category: the inventory category name - Inventory: the total value of the inventory category for this collateral - Liq Cost: the liquidation cost of the category for this collateral - Inv Avail: the total value minus liquidation cost - Gross AVM: collateral balance adjusted by Alternate Valuation Method calculation set on the Inventory Category Rates screen for the category - Available: the category available amount for the collateral To add an inventory declaration, enter the new inventory amount for the cat-

Field	Description
	egory in the Inventory column.
(Ineligible Grid)	Displays existing ineligibility amounts declared for inventory categories and allows entry of new ineligibility amounts within the inventory declaration for the collateral. Clicking in an empty row activates the row for data entry. • Ineligibility Category: select the inventory category to which the ineligibility applies. • Reason: enter an ineligibility reason • Ineligible amount: enter the ineligible amount
	Click this button to edit an inventory declaration. Based on Security Role settings, this may be unavailable, available within processing day, or available within month.
	Click this button to save an inventory declaration.
	Click this button to undo unsaved changes to the inventory declaration.
	Click this button to open the Audit screen to view audit history for the inventory declaration.
	Click this button to generate a preview of the Inventory Declaration screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.
Documents	Click this button to open the Document List screen to attach supporting documents for the inventory declaration.

Purchase Order Collateral

Purchase order collaterals are used to manage purchase order borrowing bases. Each purchase order is individually valued by declaration.

Panel List

Click the link for help with the panels associated with this collateral type

Field	Description
	chase order from the collateral record.

Purchase Order Dialog

The Purchase Order screen is used to record open purchase orders being managed as collateral for the borrowing base. This screen is accessed from the Purchase Orders panel of the Collateral Information screen.

Field	Description
Post Date	Select the effective date of the purchase order posting.
Order Information	Enter the purchase order identification details: • Order #: the purchase order number • Amount: the purchase order amount • Date: the purchase order date
Order Dates	Enter the purchase order date details: • Expires: the purchase order expiration date • Ship date: the purchase order ship date
Debtor	Enter the debtor name of the debtor that issued the purchase order.
Supplier	Enter the product supplier name, if required.

Field	Description
Terms	Enter the purchase order terms (e.g., Net 30).
Comment	Enter purchase order-related notes. This is a free-form field.
	Click this button to edit a purchase order collateral.
	Click this button to save a purchase order collateral.
	Click this button to undo unsaved changes to a purchase order collateral.
	Click this button to open the Audit screen to view audit history for the purchase order collateral.
	Click this button to generate a preview of the Purchase Order screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Real Estate Collateral

Real Estate collaterals are used to manage real estate borrowing bases. Each property is individually valued by declaration and configured with original acquisition cost and appraised value.

Panel List

Click the link for help with the panels associated with this collateral type

- [Real estate list](#)

Collateral Information – Real Estate List Panel

The Real Estate List panel lists real estate being managed as collateral for the borrowing base. This panel is accessed from the panel list for a real estate collateral from the Collateral Information screen.

Real Estate List

Descr	Acquired	Acquis Cost	Building Value	Other Value
Property 1	2/2/2011	0.00	1,500,000.00	250000.0000
Property 2	7/4/2011	50,000.00	10,000.00	2500.0000

New View Delete

Field	Description
(Grid)	Displays each real estate collateral as a line-item with the following data: • Descr: the description of the real estate collateral • Acquired: the date the real estate was acquired • Acquis cost: the original cost to acquire the real estate • Building value: the most recent valuation for the property • Other value: the additional borrowing base value for the collateral
New	Click this button to add a new real estate item to the collateral. The Real Estate Declaration screen opens to allow entry of a new real estate collateral.
View	Select an existing line-item from the grid and click this button to view and/or edit the real estate collateral on the Real Estate Declaration screen.
Remove	Select an existing line-item from the grid and click this button to remove the real estate from the collateral record.

Real Estate Declaration Dialog

The Real Estate Declaration screen is used to record real estate being managed as collateral for the borrowing base. This screen is accessed from the Real Estate List panel of the Collateral Information screen.

Field	Description
Post Date	Select the effective date of the real estate declaration posting.
Description	Enter a description of the real estate item.
Location	Enter the real estate location.
Availability contribution	Calculated current book value of the item (cost basis less all depreciation taken to date).
Acquisition	Enter the acquisition details: • Date: the date of acquisition • Cost: the original acquisition price
Appraisal	Enter the appraisal details for the real estate: • Date: the appraisal date • Building value: the appraised value of the property • Other value: additional value not covered by appraisal
Exclude from discount	Select this option to exclude the property value from discount calculations.
Comment	Enter real estate-related notes. This is a free-form field.

Field	Description
	Click this button to edit a real estate declaration.
	Click this button to save a real estate declaration.
	Click this button to undo unsaved changes to the real estate declaration.
	Click this button to open the Audit screen to view audit history for the real estate declaration.
	Click this button to generate a preview of the Real Estate Declaration screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Securities Collateral

Securities collaterals are used to manage securities borrowing bases. Each security holding is individually valued by declaration and configured with quantity and per unit value.

Panel List

Click the link for help with the panels associated with this collateral type

- [Securities list](#)

Collateral Information – Securities List Panel

The Securities List panel lists securities being managed as collateral for the borrowing base. This panel is accessed from the panel list for a securities collateral from the Collateral Information screen.

Field	Description
Post Date	Select the effective date of the securities declaration posting.
Symbol	Enter the market ticker symbol for the stock or security.
Description	Enter the stock or security name.
Valuation	Enter the valuation details: - Quantity: the number of shares of securities - Value per unit: the stock/unit price \$: Click this button to retrieve the share value as it is being traded (real time) FactorSoft calculates and automatically fills the Value per Unit field - Availability contribution: calculated number of shares and value per unit. This field is updated based on changes in price - Evaluation date: system-generated date based on the most recent update of the stock value
Comment	Enter stock or security declaration-related notes. This is a free-form field.
	Click this button to edit a securities declaration.
	Click this button to save securities declaration.

Field	Description
	Click this button to undo unsaved changes to the securities declaration.
	Click this button to open the Audit screen to view audit history for the securities declaration.
	Click this button to generate a preview of the Stocks and Securities Declaration screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Other Collateral

The Other collateral type is used to manage borrowing bases for assets that are not well defined by any of the defined collateral types. This is an item-based collateral type.

Panel List

Click the link for help with the panels associated with this collateral type

- [Item Postings](#)

Collateral Information - Item Postings Panel

The Item Postings panel lists "other assets" (i.e., assets not well defined by any of the defined collateral types) being managed as collateral for the borrowing base. This panel is accessed from the panel list for an Other collateral from the Collateral Information screen.

Item Postings				
Post Date	Description	Amount	Comment	Evaluation Date
7/4/2011	test	500,000.00		7/7/2011
2/2/2011	test eval date	230,000.00		6/8/2011
1/1/2011	test 2	200,000.00	test 2 coment	6/21/2011
1/1/2011	test	400,000.00	test comments	1/1/1800
New View Delete				

Field	Description
(Grid)	Displays each "other" collateral as a line-item with the following data: • Post Date: the date that the items were posted as collateral to the borrowing base • Description: the description of the collateral • Amount: the dollar value of the collateral • Comment: item related notes • Evaluation Date: the date of collateral evaluation
New	Click this button to add a new item posting to the collateral. The Other Amount screen opens to allow entry of a new item posting collateral.
View	Select an existing line-item from the grid and click this button to view and/or edit the item posting collateral on the Other Amount screen.
Remove	Select an existing line-item from the grid and click this button to remove the item from the collateral record.

Other Amount Dialog

The Other Amount screen is used to record "other assets" (i.e., assets not well defined by any of the defined collateral types) being managed as collateral for the borrowing base. This screen is accessed from the Item Postings panel of the Collateral Information screen.

Field	Description
Post Date	Select the effective date of the item posting.

Field	Description
Description	Enter a description of the item.
Evaluation date	Select the date of last evaluation for the collateral.
Amount	Enter the dollar value of the collateral.
Comment	Enter collateral-related notes. This is a free-form field.
	Click this button to edit an item posting.
	Click this button to save the item posting.
	Click this button to undo unsaved changes to the item posting.
	Click this button to open the Audit screen to view audit history for the item posting.
	Click this button to generate a preview of the Other Amounts screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Bulk Inventory Collaterals

Bulk Inventory collaterals allow you to manage an inventory collateral borrowing base.

Bulk Inventory collaterals increase inventory through sales and decrease inventory through inventory removal. The Bulk A/R collateral type is a balance-forward method that rolls the inventory values forward based on periodic certificate postings.

- Bulk inventory collaterals are established and updated in FactorSoft by Certificate Postings.
- The gross collateral value can be reduced by Ineligible Postings

Panel List

Click the link for help with the panels associated with this collateral type

- [Summary](#)
- [Certificate Posting](#)
- [Ineligible Posting](#)
- [Set Aside](#)

Collateral Information – Summary Panel

The Summary panel displays collateral balances. The Declaration balances display the collateral balance fields as updated by collateral declarations in FactorSoft.

The Tracked column displays balances most recently imported from the Tracked A/R or Loan Backed Collateral modules. This column only appears if the Tracked A/R or Loan Backed Collateral module is enabled in your implementation of FactorSoft. Both previously posted and pending, to be posted figures are provided.

	Declaration		Tracked Aging	
	Posted	Pending	Posted	Pending
Current Collateral:	209,197.84	---		7-31-2011
Less Ineligible:	365.00	---		7,476,219.77
Less Reserves:	0.00	---	---	0.00
Less Set Asides:	0.00	---	0.00	0.00
Eligible Collateral:	208,832.84	---		238,193.39
Advance Rate:	80.00	---	80.00	80.00
Net Collateral:	167,066.27	---		190,554.71
Collateral Limit:	250,000.00	---	250,000.00	250,000.00
Available Collateral:	167,066.27	---	250,000.00	190,554.71

Action Post Ineligibles Aging Detail Recent Report Refresh Print

Field	Description
Current Collateral	The gross reported collateral value.
Less Ineligibles	The current total ineligible amount for the collateral.
Less Reserves	The balance of cash reserve against the reported collateral value.
Less Set Asides	The balance of ineligibility set asides defined for the collateral.
Eligible Collateral	The gross reported collateral value less ineligibles, reserves, and set-asides.
Advance Rate	The Advance rate(%) defined for the collateral.

Field	Description
	If multiple advance rates are in use for the collateral, this field displays "***".
Net Collateral	The eligible collateral value multiplied by the Advance Rate (%).
Collateral Limit	The Availability Limit defined for the collateral.
Available Collateral	The lower of the Net Collateral or the Available Limit. This amount will always be either the Availability limit or the Net collateral.
Action	Select the action to perform and click this button to execute the selected function. • Post Ineligibles open the appropriate ineligible posting transaction screen for the A/R collateral type. The ineligible items are automatically added to the ineligible posting screen • Recalc Ineligibles update the displayed Tracked Aging data for the most recent borrower submission. This button is only active if either the Tracked A/R or Loan Backed Collateral Add On modules is implemented.
Aging Detail	Click this button to open the Tracked Aging Detail screen, which displays the detailed aging for the most recently submitted report. This button is only active if the Tracked A/R or Loan Backed Collateral Add On module is implemented.
Recent Report	Opens the Report History Details screen. This button is only active if the Tracked A/R or Loan Backed Collateral Add On module is implemented.
Refresh	Click this button to update the data displayed in the panel.
Print	Click this button to generate a preview of the Summary panel that can be printed to a local or network printer.

Collateral Information – Certificate Posting Panel

The Certificate Posting panel lists Borrowing Certificates, which are the information used to update Bulk A/R or Bulk Inventory collateral values. This panel is accessed from the panel list for a Bulk A/R or Bulk Inventory collateral from the Collateral Information screen.

Post Date	Beginning Collat...	Current Collateral	Eligible Collateral	Source	User	Ref No
7/31/2011	1,001,885,778.56	1,001,885,778.56	1,001,538,049.10		STEVE	
7/31/2011	1,001,885,778.56	1,001,885,778.56	1,001,538,049.10		STEVE	
7/14/2011	1,001,885,777.56	1,001,885,778.56	1,001,538,150.10		MIKE	
7/14/2011	1,001,885,776.56	1,001,885,777.56	1,001,538,149.10		MIKE	
7/14/2011	1,885,776.56	1,001,885,776.56	1,001,538,148.10		MIKE	
7/4/2011	1,885,526.56	1,885,776.56	1,538,148.10		MIKE	
7/4/2011	1,885,676.56	1,885,526.56	1,537,898.10		MIKE	
5/13/2011	1,835,675.56	1,885,676.56	1,538,048.10		MIKE	
5/6/2011	1,840,175.56	1,835,675.56	1,488,047.10		ED	
5/6/2011	1,850,174.56	1,840,175.56	1,492,547.10		ED	
2/3/2011	1,840,174.56	1,850,174.56	1,502,546.10		MIKE	
2/3/2011	1,840,249.56	1,840,174.56	1,492,546.10		MIKE	
2/3/2011	1,835,249.56	1,840,249.56	1,492,621.10		CERRA1	
2/3/2011	1,830,249.56	1,835,249.56	1,487,621.10		CERRA1	

New View Delete

Field	Description
(Grid)	Displays each certificate posting as a line-item with the following data: • Post Date: the posting date of the certificate • Beginning collateral: the gross receivable balance prior to the certificate posting • Current collateral: the gross receivable balance after the certificate posting • Eligible collateral: the current collateral less ineligible and reserves - i.e., available collateral • Source: indicates the source of the certificate posting - Manual, Web, ~~Shadow (Tracked A/R) • User: the FactorSoft user who created the posting • Ref No: the transaction identification number
New	Click this button to create a certificate posting for the collateral. The Certificate screen opens to allow entry of a new certificate posting.
View	Select an existing certificate posting from the grid and click this button to view and/or edit the posting on the Certificate screen.
Remove	Select an existing certificate posting from the grid and click this button to remove the posting from the collateral record. This option is only available within the posting day, and can be limited by Security Role.

The Certificate screen is used to record a new borrowing certificate for the bulk inventory collateral. This screen is accessed from the Certificate Posting panel of the Collateral Information screen.

NOTE

The labels for the bulk inventory collateral update fields can be customized by System preference. See the field descriptions for the specific system Preference names.

The screenshot shows a software window titled "Certificate for ATEST Inventory Company (ATEST) / ATEST Inventory Loa...". It contains several input fields and a text area. The "Date Posted" field is set to "July 31, 2013". The "Ref #" field is empty. The "Beginning collateral" field shows "1,020,000.00". Below it are fields for "Additional Inventory" (+), "Removed Inventory" (-), "Adjustments+" (+), "Adjustments-" (-), "Discount" (-), "Reduction" (-), and "Returns" (+). The "Current collateral" field shows "1,020,000.00". Below that are "Ineligible" (-) showing "55,000.00" and "Reserve" (-) showing "0.00". The "Eligible collateral" field shows "965,000.00". At the bottom is a "Comment" text area. The window has standard Windows-style buttons at the bottom.

Field	Description
Date Posted	Select the effective date of the certificate posting. This field is set to the current FactorSoft working date by default.
Beginning collateral	Displays the current gross receivable balance prior to the certificate posting.
Additional Inventory	Enter the current reported inventory additions amount (increases inventory value). You can customize this label by setting System Preference Facility/Collateral Rules (Formerly Asset Based Lending), Terminology, Bulk Inventory, Override default label caption (Additional Inventory) to the desired label text.
Removed	Enter the current reported inventory removals (reduces inventory value).

Field	Description
Inventory	You can customize this label by setting System Preference Facility/Collateral Rules (Formerly Asset Based Lending), Terminology, Bulk Inventory, Override default label caption (Removed Inventory) to the desired label text.
Adjustments (+)	Enter the amount of adjustments that increase the inventory value. You can customize this label by setting System Preference Facility/Collateral Rules (Formerly Asset Based Lending), Terminology, Bulk Inventory, Override default label caption (Adjustments +) to the desired label text.
Adjustments (-)	Enter the amount of adjustments that decrease the inventory value. You can customize this label by setting System Preference Facility/Collateral Rules (Formerly Asset Based Lending), Terminology, Bulk Inventory, Override default label caption (Adjustments -) to the desired label text.
Discount	Enter the amount of discounts (reduces inventory value). You can customize this label by setting System Preference Facility/Collateral Rules (Formerly Asset Based Lending), Terminology, Bulk Inventory, Override default label caption (discounts) to the desired label text.
Net Collections	Enter the amount of inventory reduction (reduces inventory value). You can customize this label by setting System Preference Facility/Collateral Rules (Formerly Asset Based Lending), Terminology, Bulk Inventory, Override default label caption (Reduction to the desired label text.
Over payment	Enter the amount of returns (increases inventory value). You can customize this label by setting System Preference Facility/Collateral Rules (Formerly Asset Based Lending), Terminology, Bulk Inventory, Override default label caption (Returns) to the desired label text.
Current collateral	Displays the total receivable balance adjusted by the recorded certificate values.
Ineligible	Displays the calculated ineligible balance for the collateral.
Reserve	Displays the cash reserves balance for the collateral.
Eligible collateral	Displays the calculated eligible collateral after the certificate posting, which is the Current Collateral less ineligible and reserves.
Comment	Enter certificate-related notes. This is a free-form field.

Field	Description
	Click this button to edit a certificate posting.
	Click this button to save a certificate
	Click this button to undo unsaved changes to the certificate.
	Click this button to open the Audit screen to view audit history for the certificate.
	Click this button to generate a preview of the Certificate screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Collateral Information - Ineligible Posting Panel

The Ineligibles Posting panel lists ineligible postings for the collateral. Ineligibles are deducted from availability before the advance rate is applied. This panel is accessed from the panel list for an A/R Aging, Bulk A/R, or Bulk Inventory collateral from the Collateral Information screen.

Ineligible Posting			
Post Date	Ineligible Amount	Ref No	User Key
5/23/2010	481,096.52		MIKE
7/2/2010	347,628.46		MIKE
7/14/2011	347,629.46		MIKE
New View Delete			

Field	Description
(Grid)	Displays each facility event as a line-item with the following data:

Field	Description
	• Post Date: the posting date of the ineligible posting • Ineligible amount: the dollar amount of the ineligible posting • Ref No: the transaction identification number • User Key: the FactorSoft user who created the posting
New	Click this button to create an ineligible posting for the collateral. The Bulk Ineligible Posting screen opens to allow entry of a new ineligible posting.
View	Select an existing ineligible posting from the grid and click this button to view and/or edit the posting on the Bulk Ineligible Posting screen.
Remove	Select an existing ineligible posting from the grid and click this button to remove the posting from the collateral record. This option is only available within the posting day, and can be limited by Security Role.

Bulk Ineligible Posting

The Bulk Ineligible screen is used to record ineligible postings that reduce the available value of the collateral. This screen is accessed from the Ineligible Postings panel of the Collateral Information screen.

Bulk Ineligible Posting for Does-It-All Manufacturing (DOES) / Does-It-All Manufactu...

Date Posted: May 23, 2010 Ref #:

Comment:





Ineligible title	Amount
Contra	0.00
Credit Card	0.00
Cross Aged (35%)	0.00
Cross Aged (25%)	5,200.00
Over 90 Days	0.00
Stan's Brokerage	0.00
Trk Concentration Amt	0.00
Trk Credit Offset	0.00
Aged credits (over90)	350,000.00
COD - Counter Sales	0.00

Subtotal: 481,096.52

Set Asides:

Total Ineligible: 481,096.52

Documents    

Field	Description
Date Posted	Select the effective date of the ineligible posting. This field is set to the current FactorSoft working date by default.
Ref#	Enter a transaction identification number.
Comment	Enter ineligibles-related notes. This is a free-form field.
(Grid)	Displays the Ineligible Titles (i.e, categories) set up in Ineligible/Reservation Title Table and the ineligible Amount for each category. To add ineligible reductions, enter the new ineligible amount for the category in the Amount column.
	Click this button to edit an ineligible posting. Based on Security Role settings, this may be unavailable, available within processing day, or available within month.

Field	Description
	Click this button to save a ineligible posting.
Subtotal	Displays the total amount of ineligibleibles for the collateral.
Set Asides	Displays the total amount of any set-aside ineligibility for the collateral.
Total Ineligibles	Displays the total collateral ineligibility amount, which is the Subtotal plus Set Asides.
Documents	Click this button to open the Document List screen, which is used to attach document and image files for the posting.
	Click this button to undo unsaved changes to the ineligible posting.
	Click this button to open the Audit screen to view audit history for the ineligible posting.
	Click this button to generate a preview of the Bulk Ineligible Posting screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Collateral Information – Set Aside Panel

The Set Aside panel lists ineligibility set asides defined for the collateral, and is accessed from the Collateral Information panel list for a A/R Aging, Bulk A/R, Bulk Inventory, or Summary A/R collaterals.

Set Asides

Title	Qualifier	Date	Amount
Contra	Test	7/31/2011	100.00

New
View
Delete

Field	Description
(Grid)	Displays each set aside as a line-item with the following data: • Title: the set aside title • Qualifier: qualifying text pertaining to the set aside • Date: the set aside date • Amount: the set aside amount
New	Click this button to add a new set aside to the collateral. The Collateral Ineligibility screen opens to allow entry of a new ineligibility set aside.
View	Select an existing line-item from the grid and click this button to view and/or edit the ineligibility set aside on the Collateral Ineligibility screen.
Delete	Select an existing line-item from the grid and click this button to remove the set aside from the collateral record.

Collateral Ineligibility Dialog

The Collateral Ineligibility screen, accessed from the Set Aside panel, is used to add a new set aside ineligibility amounts to A/R Aging, Bulk A/R, Bulk Inventory, or Summary A/R collaterals.

Field	Description
Title	Select the Ineligible Title that defines the ineligibility reason for the set aside. Ineligible Titles are defined in the Ineligible/Reservation Titles table.

Field	Description
Qualifier	Enter qualifying text pertaining to the set aside.
Effective	Select the date on which the set aside ineligibility amount is deducted from availability.
Amount	Enter the ineligibility amount.
Notes	Enter notes specific to the set aside in this field.
History	This grid lists any previously saved set aside ineligibility for the collateral.
Save	Click this button to save changes to the Collateral Ineligibility and close the screen.
Cancel	Click this button to close the screen without saving.

Calculations

The following table details system calculations for the FactorSoft for Bulk Collaterals.

Item	Value	Calculation
Client List		
Cap Space	Amount	Total client credit limit less sum of facility balances (FAC Excess Deficit).
FAC Excess Deficit	Amount	Sum of client's facility balance. Note: no currency conversion
(Client) Excess Deficit - see system preference	Amount	SP Option #1 - FAC Excess Deficit SP Option #2 - Cap Space (Capped excess availability) SP Option #3 - lower of SP Option #1 and SP Option #2
Client Level Currency Conversion	Amount	Facility Data Element (when the facility currency type is different than the client currency type) multiplied by the Client Currency exchange rate. The amount of the client level data element is the sum of all converted facility data elements.
Inventory Collateral Category		
Cost Valuation Method	Amount	Current Collateral multiplied by CVM Advance Rate capped at Max advance amount

Item	Value	Calculation
Alternate Valuation Method	Amount	Current Collateral multiplied by the AVM Market Multiplier multiplied by Market Advance Rate capped at Max advance amount
Gross AVM	Amount	Current Collateral multiplied by the AVM Market Multiplier
Available (category)	Amount	Option #1 - Cost Valuation Method Option #2 - Alternate Valuation Method Option #3 - Lower of Cost Valuation Method and Alternate Valuation Method.
Equipment Collateral Category		
Depreciation	Amount	Option 1 - Rate Multiplied by Basis sum number of depreciated intervals Option 2 - Flat sum number of depreciated intervals
Availability Contribution	Amount	Category Basis Amount less accumulated depreciation
Current Collateral	Amount	Sum of Categories Availability Contributions
AR Aging		
NCV Amount per category (bucket)	Amount	Current Age Bucket Amount multiplied by the NCV Rate multiplied by Advance Rate capped at Category Limit
Total Declared Value	Amount	Sum of all age bucket amounts
Aged Ineligibles	Amount	Sum of all age bucket amounts in buckets flagged as over Ineligible age (days)
NCV Amount (per bucket)	Amount	Age Bucket Amount multiplied by the NCV Rate
Net Collateral	Amount	Sum of NCV Amount
Available Collateral	Amount	Sum of age buckets NCV amounts capped at Category Limit less Aged Ineligible capped at available limit
AR Summary Collateral Category		

Item	Value	Calculation
NCV Amount per category (financial class)	Amount	Sum Age Buckets Amount multiplied by the NCV Rate multiplied by Advance Rate capped at Category Limit
Total Declared Value	Amount	Sum of all categories aging bucket amounts
Aged Ineligibles	Amount	Sum of all age bucket amounts in buckets flagged as over Ineligible age
NCV Amount (per bucket)	Amount	Age Bucket Amount multiplied by the NCV Rate
Net Collateral	Amount	Sum of Categories NCV Amount
Available Collateral	Amount	Sum of categories age buckets NCV amounts capped at Category Limit less Aged Ineligible capped at available limit
Collateral Summary		
Current Collateral	Amount	Gross Value of the most recent collateral posting or edit
Eligible Collateral	Amount	Gross Collateral less ineligibles, less reserves, less set asides
Net Collateral	Amount	Eligible Collateral multiplied by Advance Rate
Available Collateral	Amount	Lower of Net Collateral and Available Limit (collateral limit)
Set Aside -apply before eligible collateral	Action	Reduces Eligible Collateral
Set Aside -apply after eligible collateral	Action	Reduces Available Collateral
Dependency Rule (collateral)	Action	Reduces Available Collateral
Facility		
Gross Collateral	Amount	Sum of Current Collaterals
Eligible Collateral	Amount	Sum of Eligible Collaterals

Item	Value	Calculation
Net Collateral	Amount	Sum of Net Collaterals
Current Limit	Amount	Loan Limit less decreased by amount
Available	Amount	Sum of Available Collaterals capped at Current Limit
Excess/Deficit	Amount	Lower of Available less Loan Balance and Client Cap Space
Dependency Rule (facility)	Action	Reduces Available (facility)
Additional Terms		
Sales	Amount	Bulk AR Posted Sales multiplied by Percentage Rate (sales) or flat amount when sales are greater than zero
Collections	Amount	Bulk AR Posted Collections multiplied by Percentage Rate (collections) or flat amount when Collections are greater than zero
Deferred Revenue Amount	Amount	(Fee) Amount divided by No. of Payments
Fee Reserve	Amount	Sum of statement fees accrued period to date
Payment Rules		
Do Not Use	No Action	None Calculated
Oldest to Newest, Payment Level	Priority	Apply oldest first finish statement before moving to newer
Newest to Oldest, Payment Level	Priority	Apply newest first finish statement before move to older
Payment Level, Newest to Oldest	Priority	Apply fee type oldest to newest before moving on the next fee type
Payment Level, Oldest to Newest	Priority	Apply fee type newest to oldest before moving on to the next fee type
STATEMENT TERMS		
Interest		
Average Loan Bal-	Amount	Sum of loan balances at the end of each day in a period

Item	Value	Calculation
ance		divided by the number of days in the period
Standard Interest	Amount	Average Loan Balance multiplied by the annual interest rate divided by selected number of days in the year multiplied by actual number of days in the period.
Compound Interest	Amount	Sum Average Loan Balance and calculated interest to date multiplied by the annual interest rate divided by selected number of days in the year multiplied by actual number of days in the period.
Float Balance	Amount	Sum cash payments for the day multiplied by the number of defined float days and the end of day loan balance.
Maintenance: Fee calculated based on:		
Average daily balance	Amount	Maintenance/Monitoring Fee Rate multiplied by the average daily loan balance
Available Collateral	Amount	Maintenance/Monitoring Fee Rate multiplied by the average daily selected Available Collateral balance
Eligible Collateral	Amount	Maintenance/Monitoring Fee Rate multiplied by the average daily selected Eligible Collateral balance
Gross Collateral	Amount	Maintenance/Monitoring Fee Rate multiplied by the average daily selected Gross/Current Collateral balance
Loan Limit Amount	Amount	Maintenance/Monitoring Fee Rate multiplied by the Current Loan Limit Amount
Net Collateral	Amount	Maintenance/Monitoring Fee Rate multiplied by the average daily selected Net Collateral balance
Supporting Collateral	Amount	Maintenance/Monitoring Fee Rate multiplied by the average daily loan balance divided by the selected collateral advance rate
Other	Amount	Maintenance/Monitoring Fee Rate multiplied by Other Amount
Out of Formula	Amount	Maintenance/Monitoring Fee Rate multiplied by sum of the daily out of formula amounts (when excess availability is less than zero).

Item	Value	Calculation
Fixed Period	Amount	Rate multiplied by Basis multiplied by 100%
Standard Per Diem	Amount	Rate multiplied by Basis divided by 30 multiplied by days with active loan balance (fee pro-rata)
Actual Per Diem	Amount	Rate multiplied by Basis divided by 30 multiplied by actual days in the period.
Transaction		
Advances	Amount	Sum the funding amounts in the period multiplied by Option #1 Transaction Fee Rate or Option #2 Sum flat amount per occurrence.
Payments	Amount	Sum the payment amount in the period multiplied by Option #1 Transaction Fee Rate or Option #2 Sum flat amount per occurrence.
Annual: Fee calculation based on		
Facility Limit	Amount	Annual Fee Rate multiplied by Facility Limit or Flat amount generated on scheduled post date
Client Limit	Amount	Annual Fee Rate multiplied by Client Limit or Flat amount generated on scheduled post date
Other Limit	Amount	Annual Fee Rate multiplied by Other Limit or Flat amount generated on scheduled post date
Minimum	Amount	Minimum fee amount less Sum of Selected Fee Type Amounts when greater than zero. (minimum not met)
Reimbursement	Amount	Flat Amount
Unused Line - Facility Limit	Amount	Unused Line Fee Rate multiplied by (Average Loan Balance less Facility Limit)
Unused Line - Client Limit	Amount	Unused Line Fee Rate multiplied by (Average Loan Balance less Client Limit)
Unused Line - Other Limit	Amount	Unused Line Fee Rate multiplied by (Average Loan Balance less Other Limit)

Item	Value	Calculation
Tiered	Amount	Sum the Average Loan Balance Tiered Amount multiplied by the tier rate or Sum the Average Loan Balance Tiered Flat Amount
Over Under	Amount	Sum the Average Loan Balance Threshold Amount multiplied by the Over/Under rate or Sum the Average Loan Balance Threshold Flat Amount
Exception	Amount	Flat Amount
Facility Level Currency Conversion	Amount	Collateral Data Element (when the collateral currency type is different than the facility Currency type) multiplied by the Facility Currency exchange rate. The amount of the facility level data element is the sum of all converted collateral level data elements
Participation		
Settlement Due To Participant -when settlement amount is negative	Amount	Settlement Amount = Current loan balance multiplied by Participating Rate (%) less Participant's Current Investment.
Settlement Due From Participant - when settlement amount is positive	Amount	Settlement Amount = Current loan balance multiplied by Participating Rate (%) less Participant's Current Investment.
LB Detail Ineligible		
Calculated / Available	Amount	Lower of UPB or Purchase Price multiplied by Purch Rate and Available (appraised) multiplied by Decreasing Value Rate
Total Aging Amount	Amount	Sum loan record Note Amounts less all payments on all loans (UPB)
Current Collateral Value	Amount	Sum loan record Note Amounts less all payments on all loans (UPB)
Over Calculated Availability (ineligible type)	Amount	Sum each loan record UPB less (calculated) Available

Item	Value	Calculation
Eligible Collateral	Amount	Gross Collateral less ineligibles, less reserves, less set asides.
Net Collateral	Amount	Eligible Collateral multiplied by Advance Rate
Available Col- lateral	Amount	Lower of Net Collateral and Available Limit (collateral limit)
Bulk Purchase		
Purchase Trans- action: Purchase (amount)	Amount	Equal to the input amount in the bulk purchase Gross Receiv- able field
Uncollectable Reserve	Amount	Uncollectable RSC % multiplied by The Gross Receivable amount
Advance Reserve (escrow)	Amount	Advance RSC % multiplied by The Gross Receivable amount
Credit Reserve	Amount	Credit RSC % multiplied by The Gross Receivable amount
Discount Fee - Purchase	Amount	Discount Fee % multiplied by The Gross Receivable amount
Limit Available	Amount	Facility Limit less Eligible Collateral
Reserves Earned (cash reserve)	Amount	Reserve Earned % multiplied by The Gross Receivable amount
Reserve Earned % multiplied by The Gross Receivable amount	Amount	Cash Reserve Balance = sum of all Reserve Earned activity.
True-up Adjustment Transaction		
Gross Receivable Adjustment Amount	Amount	Gross Receivable (AR Collateral Total) less Gross Receivable (Facility AR Balance.
Uncollectable Reserve	Amount	Gross Receivable (AR Collateral Total) multiplied by Uncol- lectable RSV Rate less Gross Receivable (Facility AR Bal- ance) multiplied by the Uncollectable RSVP Rate.

Item	Value	Calculation
Advance Reserve (escrow)	Amount	Gross Receivable (AR Collateral Total) multiplied by Advance RSV Rate less Gross Receivable (Facility AR Balance) multiplied by the Advance RSVP Rate.
Credit Reserve	Amount	Gross Receivable (AR Collateral Total) multiplied by Advance RSV Rate less Gross Receivable (Facility AR Balance) multiplied by the Advance RSVP Rate.
Post Discount Fee - True Up Adjustment	Amount	Discount Fee % multiplied by The Gross Receivable Adjustment amount
Tracked AR Ineligible		
Cross Age	Amount	Total Receivables less Receivables Over Age when Receivables Over Age is greater than "X" percent of the Total Receivable.
REPORTS		
AR Analysis		
Cash Turn	# of Days	Total End of period Accounts Receivable Balance divided by the period total Collections multiplied by the actual number of days in the period.
Sales Turn	# of Days	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 Bal	Percentage	Period Total Credits divided by the end of period Accounts Receivable Balance
Dilution - Sales	Percentage	Period Total Credits divided by the end of period Total Sales
Dilution - Collections	Percentage	Period Total Credits divided by the end of period Total Collections
Facility Analysis		
Loan Turn	# of Days	Total End of period Loan Balance divided by the period total Collections multiplied by the actual number of days in the period.

Item	Value	Calculation
Yield	Percentage	Period Ending Loan Balance plus Total Facility Posting Amount divided by the period Total Revenue Amount (fee column) divided by the actual number of days in the period multiplied by 365.
Facility Trend Card		
Cash Turn	# of Days	Total End of period Accounts Receivable Balance divided by the period total Collections multiplied by the actual number of days in the period.
Sales Turn	# of Days	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 Bal	Percentage	Period Total Credits divided by the end of period Accounts Receivable Balance
Dilution - Sales	Percentage	Period Total Credits divided by the end of period Total Sales
Dilution - Col-lections	Percentage	Period Total Credits divided by the end of period Total Col-lections
Loan Turn	# of Days	Total End of period Loan Balance divided by the period total Collections multiplied by the actual number of days in the period.
Yield - All	Percentage	Average Daily Loan Balance for the period divided by the period Total Revenue Amount divided by the actual number of days in the period multiplied by 365
Yield - Statement	Percentage	Average Daily Loan Balance for the period divided by the period Statement Posted Revenue Amount only divided by the actual number of days in the period multiplied by 366
Average (daily) Loan Balance	Amount	Sum of the EOD loan balances for each day in the period divided by the actual number of days in the period.

Index

A

A/R Aging See Collateral Types
 Account Table See Tables
 Accounts Payable/Receivable See Tables
 Accrual Posting 637
 Add New
 Client See Client Information
 Client Ineligibility See Client Information, Ineligibility
 Contact See Contact Information
 Credit requests 337
 Add New Credit Requests Screen 337
 Additional Fees See Client Terms
 Additional Terms See Facility Information
 Address
 Alternate 140
 Debtor Information 139
 Facility Information 603
 Adjustment Batch
 Create from Data Entry Tab 409
 Create from Selection Tab 414
 Process 420
 Alternate Address
 Create 141

Debtor Information 140

Amortize Rate See Collateral Information

Analysis Panel

 Client Information 50

Approve purchases 255

AR Aging Category Maintenance See Tables

AR Aging Collateral 729

Attach Document to Collateral Dialog 724

Attach Document to Facility Dialog 630

Auto Transfer See Facility Information

AutoCash See Client Information

Automatic Check Interface See Check and Wire Interfaces

Automatic Expenses

 Client Information 53

B

Balances See Debtor Information

Bank of America Interface See Check and Wire Interfaces

Bank of Oklahoma Interface See Check and Wire Interfaces

Bank Relationships

 Client Information 58

 Client/Bank Relationships 59

Broker Category See Tables

Broker Relationships

 Client Information 62

Bulk A/R See Collateral Types

Bulk Collaterals 577

Bulk Inventory See Collateral Types

Business Type See Tables

C

Call Queue See Debtor Information

Carrier Terms See Client Terms

Category Rates

AR Aging

Dialog 733

Panel 732

Inventory

Dialog 776

Panel 775

Summary AR

Dialog 759

Panel 758

Certificate Dialog

Collateral Information 746, 796

Certificate Posting See also Collateral Information; Collateral Types, Bulk AR Collaterals; Collateral Types, Bulk Inventory Collaterals

Change password 2

Check and Wire Interfaces 320

Check Report Writer See Check and Wire Interfaces

Check Source See Tables

Checks and Wires 317

Write Checks 317

Claimed Cash Posting 642

Client

copy 42

Client and Debtor Notes 221

Client Approval Rules See Tables

Client Events 78

Client Groups See Tables

Client Information 39

Analysis Panel 50

AutoCash Rules 50

Automatic Expenses 53

Bank Relationships 58

Broker Relationships 62

Collections 66

Contacts 68

Contracts 264

Control Panel 69

Credit/No Buy 72

Debtor Charges 75

Deferred Accruals 75

Documents 76

Events 77

Financial Statements 80

Funding Instructions 82

Groups 83

Identity 85

Import Rules 85

Ineligibility 87

Insurance 91

Invoice Delivery 93

Invoice Rules 94

Liens Monitoring 97

Load/Order Processing 98

Minimum Cash Reserves 100–101

Miscellaneous Data 104

Miscellaneous Information 106

Participation 107

PayerWeb Panel 108

Payment Terms 108

Policy Exceptions 110

Posted Statements 110

Purchase Approvals 111

Purchase Information 112

Purchase Terms 115

Red Flag Rules 118

Statement Terms 119

Termination 120

Verification 120

Write Invoices 124

Client List 12

Control Tabs 16

Columns 16

Filters 20

Functions 16

Options 22

Print Preview 36

View Type 23

Client view 13

Collateral view 14

Facility view 13

Client participation See Participation

Client Summary/Reserves Release Screen 506

Collateral Tab 512

Release Tab 515

Reserves Tab 513

Client Terms

PO Finance Rates 547

PO Finance Table 548

Collateral Ineligibility See Collateral Information

Collateral Information 714

Advanced Settings Panel (Aging
Collaterals) 731, 758

Amortize Rate Dialog 719

Amortizing Adv Rate Panel 719

AR Aging Category Info Dialog 733

AR Aging Category Rates Panel 732

AR Aging Declaration Dialog 736

AR Aging Declaration Panel 735

AR Aging Ineligibles Posting Dialog 738

Attach Document to Collateral Dialog 724

Bulk Ineligible Posting Dialog 749, 799

Category Rates Panel 775

Certificate Dialog 746, 796

Certificate Posting Panel 745, 794

Collateral Ineligibility Dialog 741, 752, 767, 802

Dependency Rules Dialog 722

Dependency Rules Panel 721

Documents Panel 724

Equipment Declaration Dialog 769

Equipment List Panel 768

Ineligible Posting Panel 737, 748, 798

Inventory Advanced Setting Panel 773

Inventory Declaration Dialog 779

Inventory Declaration Panel 778

Inventory Rates Dialog 776

Item Postings Panel 790

Other Amount Dialog 791

Purchase Order Dialog 783

Purchase Order Panel 782

Real Estate Declaration Dialog 785

Real Estate List Panel 784

Reserve Release Dialog 754

Reserve Release Panel 753

Seasonal Availability Panel 725

Securities List Panel 787

Set Aside Panel 741, 751, 766, 801

Stock and Securities Dialog 788

Summary AR Category Info Dialog 759

Summary AR Category Rates Panel 758

Summary AR Collateral 755

Summary AR Declaration Dialog 761

Summary AR Declaration Panel 760

Summary AR Ineligible Panel 763

Summary AR Ineligible Posting Dialog 764

Summary Panel 729, 743, 756, 771, 793

Collateral Types 728

AR Aging Collateral 729

Bulk AR Collaterals 742

Bulk Inventory Collaterals 792

Equipment Collaterals 768

Inventory Collateral 771

Other Collateral 790

Purchase Order Collateral 781

Real Estate Collateral 784

-
- Securities Collaterals 787
 - Collaterals Panel, Facility Information 621
 - Collection Fee Rules See Client Terms
 - Collection Fee Table See Client Terms
 - Collection Messages See Tables
 - Collections
 - Client Information 66
 - Collection Notes 426
 - Collection Queues 429
 - Debtor Information 145
 - Taking Payment at Collection 453
 - Work Collection Queue 445
 - Comdata Express Interface See Check and Wire Interfaces
 - Contact Information 125, 217
 - Contact Method See Tables
 - Contacts
 - Client Information 68
 - Debtor Information 148
 - Facility Information 622
 - Contracts
 - Client Information 264
 - Control Panel
 - Client Information 69
 - Copy client 42
 - Correspondence 534
 - Field Codes 541
 - Notice of Assignment 534
 - Verification Letters 536
 - CPT Codes
 - Authorizing 273
 - Purchase Invoices With 275
 - Credit
 - Debtor
 - Availability 149
 - Information 149
 - Requests 153
 - Credit Agencies See Tables
 - Credit Approval Source See Tables
 - Credit Reports
 - Debtor Information 152
 - Credit requests 337
 - Credit Requests
 - Add new 337
 - Approve and deny requests 340
 - Credit Postion Reports 349
 - Debtor Information 153
 - Print decision ticket 347
 - Credit Score
 - Debtor Information 154
-

Credit/No Buy

Client Information 72

Currency Denomination Table See Tables

Customizing

User Interface See User Preferences

D

Daily Rates See Tables

Data Entry

Imaging

assign images 308

Checks

scan images to a batch 384

enter invoice detail 301

Invoice

scan or file to closed batch 304, 393

scan or file to open batch 298

process batch with unassigned
images 306

Purchasing 231

Data Transfer See Tables

Debtor Charges See Client Information

Debtor Groups See Tables

Debtor Information 131

Address 139

Alternate Address 140

Balances 142

Call Queue 143

Collections 145

Contacts 148

Credit Availability 149

Credit Information 149

Credit Reports 152

Credit Requests 153

Credit Score 154

Documents 159

Groups 164

Identity 160

Insurance 162, 168

Invoice Confirmation 163

Master/Alias 165

Miscellaneous Data 167

Sales Authorizations 169

Debtor List 128

Debtor Rate Codes See Tables

Declaration

AR Aging

Dialog 736

Panel 735

Inventory

Dialog 779

Panel 778

Summary AR

Panel 760

Deferred Earnings 528

Client Information 75

Viewing 532

Deferred Revenue See Facility Information

Delivery Methods See Tables

Dependency Rules

Collateral Information

Dialog 722

Panel 721

Dialog 627

Facility Information

Panel 626

Disbursement Fees See Client Terms

Disbursements

Expense Dialog 647

Ledger Disbursements Dialog 644

Reserves 506

Disbursing Client Reserves 515

Dispute/Ineligibility/No Buy Codes See Tables

Document Categories See Tables

Documents

Client Information 76

Collateral Information 724

Debtor Information 159

Facility Information 630

Due Date Fees See Client Terms

E

EFS Interface See Check and Wire Interfaces

EFS/TS Interface See Check and Wire Interfaces

Electronic Payment Default Rules See Tables

Electronic Payments 453

Client-level Credit Card Payments 470

Equipment See Collateral Types

Events See Client Information

Extra Fees See Client Terms

F

F12 See Debtor Information

F3 See Client List

F5 See Debtor List

F7 See Update Posted Payments

Facility Adjustment 639

Facility Information 597

Additional Terms 600

Additional Terms Dialog 601

Address Panel 603

Claimed Cash Posting 642

Collaterals Panel 621

Contacts Panel 622

Deferred Revenue Panel 625

Dependency Rule Dialog 627

Dependency Rules Panel 626

Documents Panel 630

 Attach Document to Facility 630

Facility Auto Transfer Dialog 608

Facility Transfer Dialog 660

Fee Reserve Panel 632

Ledger Panel 635

 Accrual Posting 637

 Adjustment 639

 Disbursement 644

 Statement Payment 662

Limits Panel 674

Lock Box dialog 676

Lock Box Panel 675

Payment Stream Panel 680

Payments Dialog 649

Purchase Adjustment Dialog 656

Purchase Dialog 652, 685

Purchase Rules Panel 689

Purchases Panel 683

Statement Panel 692

Statement Terms Panel 694

 Statement Terms Dialog

 Annual Fee 703

Exception Fee 705

Incremental Fee 709

Interest 697

Maintenance Monitoring Fee 700

Minimum Fee 704

Over/Under Fee 707

Reimbursement Fee 704

Tiered Fee 708

Transaction 702

Unused Line Fee 706

Term Payment Group 682

Transfers Panel 607

Facility Information

 Groups Panel 633

Facility Purchase Dialog 652, 685

Facility Transactions See Ledger

Facility Transfer Dialog 660

FactorSoft for Bulk Collaterals 577

Fee Adjustments See Client Terms

Fee Reserve See Facility Information

Financial Statements See Client Information

FIS ConnectWare Interface See Check and Wire
Interfaces

FleetOne Interface See Check and Wire Inter-
faces

Float Days See Client Terms

Funding Instructions See Client Information

G

G/L Accounts Group See Tables

Gallium Parameters See Tables

Groups

Client Information 83

Debtor Information 164

H

Hold Account

Settling 404

Holiday Dates See Tables

I

Identity

Client Information 85

Debtor Information 160

Image Screen 311, 398

Image Type See Tables

Import Rules See Client Information

Ineligibility

Client Information 87

Ineligible Reservation Titles See Tables

Ineligible Titles See Tables

Ineligibles Posting

AR Aging

Dialog 738

Bulk AR

Dialog 749, 799

Bulk AR and AR Aging

Panel 737, 748, 798

Summary AR

Dialog 764

Panel 763

Insurance

Client Information 91

Debtor Information 162, 168

Insurers See Tables

Inventory

Collateral Information

Advanced Settings Panel 773

Inventory Category See Tables

Inventory Rates See Client Terms

Invoice Confirmation

Debtor Information 163

Invoice Information 92

Invoice Delivery

Base functionality 280

Invoice Information

Invoice Confirmation 92

Invoice Purchasing See Data Entry, Purchasing

Invoice Rules See Client Information

Item Posting See Collateral Information

J

Jack Henry Direct DDA Interface See Check and Wire Interfaces

Jack Henry Federal Wire Interface See Check and Wire Interfaces

Journals

Accounting Journals, Checks and Wires Screen 320

Entering new 328

Listing 321

Modifying 326

K

Keyboard shortcuts 4

L

Language Codes See Tables

Ledger

Accrual Posting 637

Adjustment 639

Claimed Cash Posting 642

Disbursements 644

Expenses 647

Facility Information 635

Facility Transfer 660

Payments Dialog 649

Purchase Adjustment Dialog 656

Purchase Dialog 652, 685

Statement Payment 662

Letters See Correspondence

Liens Monitoring

Client Information 97

Limits Panel

Facility Information 674

Load/Order Processing

Client Information 98

Loan Style Fees See Client Terms

Lock Box See Collateral Information

Logging In 1

Change password 2

First time 1

Loves Express (LEX) Fuel Card

Interface See Check and Wire Interfaces

M

Manage Credit Requests Screen 340

Manage Hold Accounts Screen 404

Manage Posted Adjustments Screen 420

Merchant Fees See Client Terms

Minimum Cash Reserves See Client Information

Miscellaneous Charge Reasons See Tables

Miscellaneous Data

Debtor Information 167

Letters 104

Miscellaneous Data Elements See Tables

Miscellaneous Information

Client Information 106

N

NACHA ACH Interface See Check and Wire Interfaces

New Statement Payment See Statement Payment

NOA See Correspondence

Non-funded Fees See Client Terms

Note Categories See Tables

Notes

Adding 224

Client and Debtor 221

O

Office Maintenance See Tables

Order Details Screen 560

Order Entry Screen 553

P

Participation 226

Assign to client 229

Client Information 107

Create participant 228

Set up account 226

Paying Agent Reporting 474

Payment Services See Tables

Payment Stream See Facility Information

Payment Terms See Client Information

Payment Types See Tables

Pending Reserves

Releasing 520

PO Finance Rates See Client Terms

PO Finance Table See Client Terms

PO Financing See Purchase Order Financing

Policy Exceptions

Client Information 110

Portfolio Fees See Client Terms

Post Payments 350

Full Payments 350

Over Payments 368

Short Payments 365

Skipped Payments 380

Split Client Posting 374

Split Debtor 377

Update Posted Payments 371

Posted Batches with Unassigned Images 306

Posted Statements See Client Information

Prefix Words See Tables

Print Decision Ticket 347

Print Server See Tables

Purchase

Approvals See Client Information

Information See Client Information

Rules See Facility Information

Terms See Client Information

Purchase Adjustment Dialog 656

Purchase Fee Rules See Client Terms

Purchase Order Financing 544

Advance Funds 564

Approve Pending Order 557

Order Details 560

Order Entry 553

Processing 553

Set up 544

Settling Advances 572

Purchase Order Panel

Collateral Information 782

Purchases

approve 255

verify 235

R

Rate Codes See Tables

Real Estate See Collateral Types

Real Estate Declaration Dialog

Collateral Information 785

Rebate Deductions See Client Terms

Recourse Rules See Client Terms

Red Flag Queue See Client Information

Red Flag Rules See Tables

Refactoring Rules See Client Terms

Referral Source See Tables

Region Table See Tables

Releasing Pending Reserves 520

Reserve Disbursements 506

Disbursing Client Reserves 515

Reserve Release

Collateral Information

Dialog 754

Panel 753

Returned Address 498

Setup 498

Using 499

S

Sales Authorization See Debtor Information

Sales Tax Rate See Tables

Scan to Existing Batch 304, 393

Securities See Collateral Types

Set Aside See Collateral Information

Shipment Types See Tables

shortcuts 4

Skipped Payments 380

Smart Word Documents See Tables

Statement Payment 662

Statement Terms See also Client Information

Facility Information

Dialog 695

Panel 694

Statement Terms Dialog

Annual Fee 703

Exception Fee 705

Incremental Fee 709

Interest 697

Minimum Fee 704

Over/Under Fee 707

Reimbursement Fee 704

Tiered Fee 708

Transaction 702

Unused Line Fee 706

Statement Terms Panel

Statement Terms Dialog 695

Statement Texts See Tables

Stock and Securities See Collateral Information

Summary Aging 25, 170

Summary AR Categories See Tables

Summary Panel

Collateral Information 729, 743, 756, 771, 793

T

Tables

Gallium Parameters 475

Term Payment Group See Facility Information

Termination See Client Information

Territory Names See Tables

Tiered Ineligibility See Tables

Trade Discount Terms See Tables

Transfers See Facility Information

U

UMB Repetitive Wire Interface See Check and Wire Interfaces

UMB Wire Interface See Check and Wire Interfaces

Update Posted Payments 371

User Preferences 5

V

Verification Messages See Tables

Verify Invoices 235

Volume Rebates See Tables

W

Word Document Control See Tables

Write Checks Screen 317

Write Invoices See Client Information