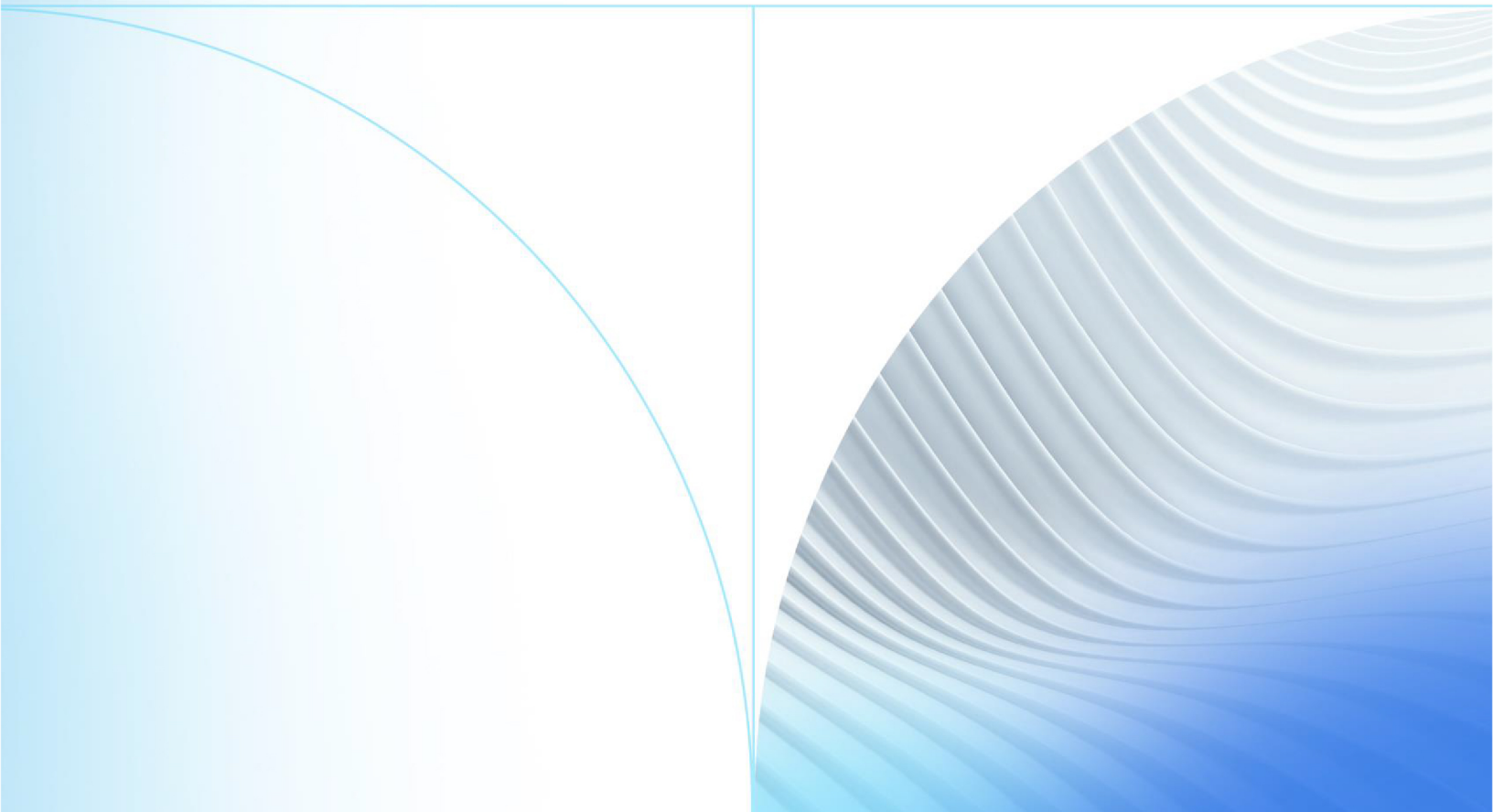




FactorSoft™

• Release v4.7

Import Guide



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Overview

FactorSoft offers many different options to import data. It is important to set your system preferences carefully to prevent errors during the import process. Each of the available options have unique set-up requirements and output file formats. The general guidelines are described in this manual.

Importing Debtors

Debtor files can be imported into FactorSoft using the Debtor Import Facility using a variety of data formats. The data must conform to the specifications for a successful import. Import data formats are described in the Debtors and Invoice Import section of this Guide.

Debtor Import Facility

The Debtor Import Facility screen allows you to view and import debtor files provided by clients and also debtor records imported into FactorSoft using the Purchase Import Facility.

Importing the Debtor File

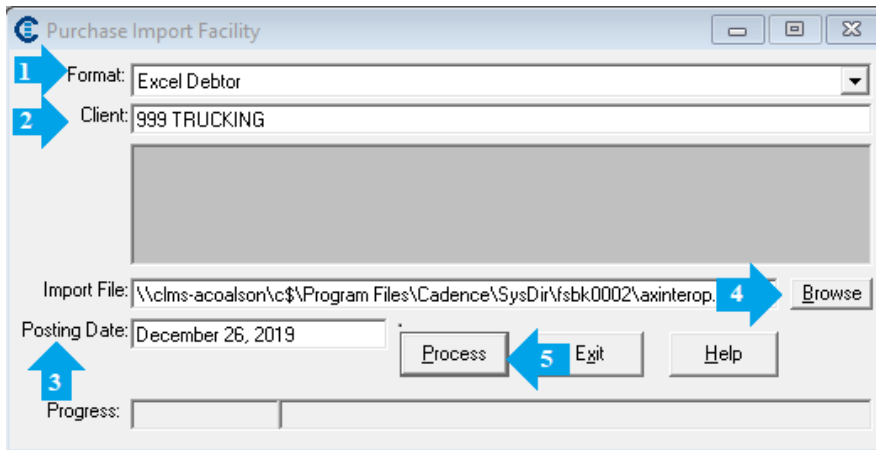
Debtor files are imported in the Purchase Import Facility. To import a debtor file, in the FactorSoftFile Menu:

- Select **Input Functions**.
- Select **Purchase Import Facility**.

The Purchase Import Facility screen is displayed:

1. In the **Format** list, select the debtor file import format:
 - Excel Debtor
 - Multi-Client Excel Debtor Format
 - Quickbooks Professional – Debtor Format
 - xBase Debtor Format
2. In the **Client** field, enter the client name for which the debtor file will be imported.
3. In the Import File field, select the file to be imported:
 - Click the **Browse** button adjacent to the Import File field
 - Navigate to the folder location where the debtor file has been placed.
 - Select the debtor file.
 - Click the **Open** button.
4. In the **Posting Date** field, enter the processing date for the import.

This field displays the FactorSoft current processing date by default.
5. Click the **Process** button to initiate the data import.



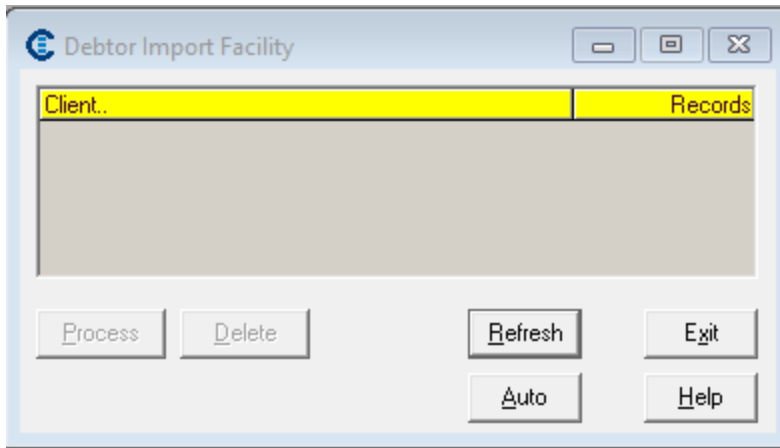
Processing Imported Debtor Files

To import debtor records from Debtor Import file:

1. In the FactorSoft File Menu:

- Select **Input Functions**.
- Select **Debtor Import Facility** from the Input Functions submenu.

When the Debtor Import Facility window opens on your desktop, the grid displayed displays (for each client) the number of debtor records contained in the client debtor file being imported, as shown below:



2. Click the **Refresh** button to update the data displayed in the grid.

Use the **Auto** button to set the window to refresh automatically, every 60 seconds. The **Auto** button text changes to read **Stop** when clicked. Click the **Stop** button to halt the automatic refresh.

TIP

A System Preference is used to set the window's refresh rate. Set system preference Field-s/screen behavior, Screens, Debtor Import Facility folder, Screen Refresh Rate to the number of seconds to automatically refresh the Debtor Import Facility list. If this preference is not set, the rate is 60 seconds by default..

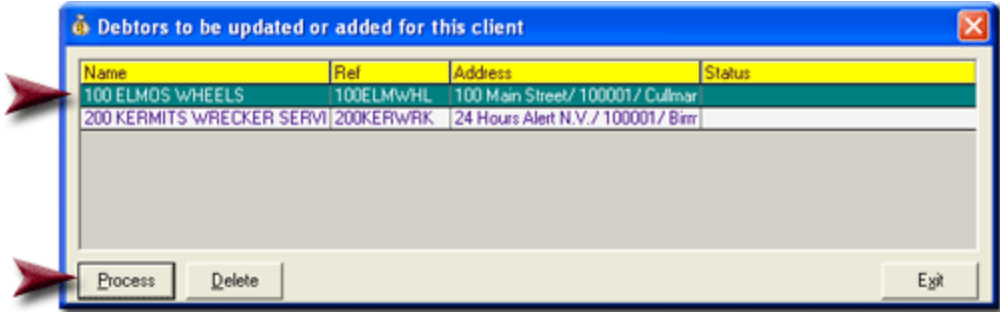
3. Click to highlight the client for whom you want to import the debtor import file.

4. Click the **Process** button to update the debtor records for the client highlighted in the list.

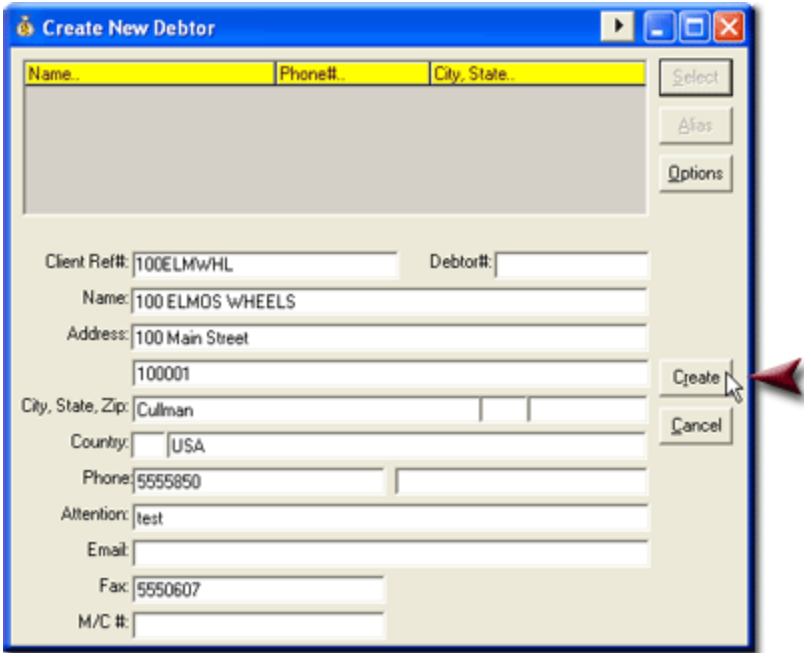
NOTE

FactorSoft cancels the import process if a new debtor is missing a Client Ref # (i.e. Customer ID), or if the Client Ref # of an existing debtor does not match the number already stored in the database.

If the debtor name and/or debtor address is not found or is inconsistent with the debtor record in the FactorSoft database, the Debtors to be Updated or Added for this Client screen appears, as shown below:



- 5. Highlight the first debtor in the list, and click **Process** to update its details on the Create or Update Debtor screen.



TIP

Click the **Options** button on the Create New Debtor screen to set the Soundex options for matching Debtors that will remain in place for future imports.

- Do Not Include 4-character Soundex
- Do Not Include 3-character Soundex
- Do Not Include Alternate Name
- Match on First Characters (0=Full Name Only)

6. Enter all applicable details, and click **Create** or **Update** to return to the Debtors to be Updated or Added for this Client.
7. Repeat Steps 5 and 6 for each debtor in the Debtors to be Updated or Added for this Client list.

NOTE

If you inadvertently generate a new debtor and later realize the debtor already exists, simply open the Debtor List screen (F5), select one of the debtors, and click Combine with another Debtor to merge the two debtor records.

System Preferences

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

Preference	Description
Bring up debtor import facility on debtor import	Set to True , Debtor Import Facility Screen will automatically launch when a New Debtor is imported.
Bypass QB search line in Excel Import	When creating an import file from Quickbooks, a search line is created as the second line, when set to True , import will bypass this line.
Client reference is not a required field	<p>If set to True, client reference field is not required.</p> <p>The AIMS files use the universal debtor number instead of the client reference number. Set this preference to the appropriate value to use the universal debtor number.</p> <p>If Determined on Client Information screen is entered, the On input, use debtor code instead of client reference check box is available on the Purchase Terms panel of the Client information screen.</p>

Preference	Description
	In addition, the client reference number always displays on the debtor import. If this system preference is defined to use the debtor code or if the On input, use debtor code instead of client reference check box is selected on the Purchase Terms panel of the Client Information screen, the debtor code and the client reference number displays.
Client Reference refers to Debtor Code	drop-down option indicating when data element will be imported whether it is the Client Reference number or Debtor Code.
Dates are formatted as Day-month-year	When True , date is day-month year instead of month-day-year.
Ignore name change on debtor match	Set to True , this preference provides the option to bypass debtor name and address inconsistencies as long as the client reference number finds an exact match during data transfer.
Create Log File each new Purchase Import	When True , system creates a log file tracking the import process.
Always check for Debtor entry	When True , system will always check for Debtor Entry.

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

Preference	Description
Automatically generate debtor code	drop-down option indicating whether or not the system should generate a Debtor Code if the User does not set.
Start Automatic debtor code search at	Number indicating what number at which to start Debtor Code.
Number of new codes for auto generated debtor codes	Number indicating how many debtor codes to auto generate.

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

Preference	Description
Debtor Code	drop-down option on whether or not a Debtor Code is required.

The following system preferences for this function are found in the Administration module, System Preferences, **Field/screen behavior**, **Screens**, **Debtor import facility** folder.

Preference	Description
Screen refresh rate in seconds (default is 60)	Number of seconds to automatically refresh the Debtor Import Facility list. If this preference is not set, the rate is 60 seconds by default.

Debtor Import Fields

The Debtor Import file is an Excel spreadsheet with one header row that defines the data columns, and multiple data records. Following are the specifications for the file. Column headers are not case-sensitive, and their order does not affect the import process as long as the data are listed below their respective headers.

Required fields must be present to import debtor records into FactorSoft. Optional fields are not required, but are strongly recommended to facilitate matching and updating of records during the import process. Multiple **Column Hdr Names** indicate that any of the listed names is valid – only one such column should be included in the file.

Description	Column Hdr Name	Req/Opt	Len	Format
Client Reference Number	ACCOUNT	Required	40	NVARCHAR
	ACCT			
	ACCT_ID			
	CLIENTREF			
	CUSTOMER			
	DEBTOR			
	DEBTORNO			
	REFNO			
	SOURCE NAME			
Debtor Name	DEBNAME	Required	100	NVARCHAR

Description	Column Hdr Name	Req/Opt	Len	Format
	DEBTOR DTR_NAME DEBTOR NAME NAME			
Phone Number 1	PHONE PHONE1	Optional	20	NVARCHAR
Phone Number 2	PHONE2	Optional	20	NVARCHAR
Fax Number	FAX	Optional	20	NVARCHAR
Address Line 1	ADDR1 ADDRESS1 ADD1	Optional	50	NVARCHAR
Address Line 2	ADDR2 ADDRESS2 ADD2	Optional	50	NVARCHAR
City	CITY	Optional	50	NVARCHAR
State	STATE	Optional	30	NVARCHAR
Zip Code	ZIP	Optional	10	NVARCHAR
Country	COUNTRY	Optional	30	NVARCHAR
Email Address	EMAIL	Optional	50	NVARCHAR
Contact/Attention Name	ATTENTION ATTN CONTACT	Optional	50	NVARCHAR
Federal Company Number	FEDCONO	Optional	30	NVARCHAR
Federal Business Number	FEDBIZNO	Optional	30	NVARCHAR

Description	Column Hdr Name	Req/Opt	Len	Format
Estimated Monthly Sales	ESTMOSALES	Optional	N/A	MONEY
Total Credit Limit	TOTALCREDITLIMIT TOTALCREDLIM	Optional	N/A	MONEY
Individual Credit Limit	INDIVCREDITLIMIT APPROVED AMOUNT	Optional	N/A	MONEY
Motor Carrier Number	MC MC# MC # MC NO MC NUM MC NUMBER MOTOR CARRIER MOTOR CARRIER # MOTOR CARRIER NO MOTOR CARRIER NUM MOTOR CARRIER NUMBER	Optional	10	NVARCHAR
Relationship Credit Limit	CREDIT CREDIT LIMIT	Optional	N/A	MONEY
Credit Rating	CREDRATE	Optional	20	NVARCHAR
D&B Credit Rating	DBRATE	Optional	20	NVARCHAR
D&B Duns Number	DBDUNSNO DUNSNO DUNS	Optional	20	NVARCHAR
D&B Year Started	D&BYEARSTARTED	Optional	4	NVARCHAR
Department or Trans-	DOTNO	Optional	9	NVARCHAR

Description	Column Hdr Name	Req/Opt	Len	Format
portation Number	DOT DOT#			

Debtor Import File Formats

FactorSoft currently utilizes the debtor import formats listed below.

- [Excel Debtor Format](#)
- [FactorSoft Standard Invoice and Debtor Format](#)
- [Multi-Client Excel Debtor Format](#)
- [Quickbooks Professional - Debtor Format](#)
- [xBase Debtor](#)

Quickbooks Professional 99 & 2000+ Debtor File

The Quickbooks import file is a standard ASCII text file and should be named with the .TXT file extension. It contains the following data elements in a tab-delimited format:



Column Headers Names can be any of the required and/or optional invoice import titles specified in the Debtor Import Fields.

Column	Column Header Name	Description
1	REFNO	Client reference number
2	PHONE	Debtor phone number
3	FAX	Debtor FAX number
4	CONTACT	Contact/attention name
5	DTR_NAME	Debtor (bill to) name

The following example illustrates the Quickbooks Debtor file:

REFNO	PHONE	FAX	CONTACT	DTR_NAME
487	310 555-1212		Stan Brooks	Arrow
5145	205 555-1313	205 555-1312	Frank Brothers	GreatMart
5402	212-555-1414		Jen Company	CostLink

Excel or xBase Debtor Format File

The Excel and Factor/PC xBase Debtor File formats are identical, with the exception that the Excel file must be a *single worksheet* .XLS file, while the xBase file must be a .DBF file saved in FoxPro or dBase. This format must contain the following data elements in Row 1:

NOTE

Column Headers Names can be any of the required and/or optional titles specified in the Debtor Import Fields.

Column	Column Header Name	Description
1	REFNO	Client reference number
2	NAME	Debtor name
3	PHONE	Debtor phone number
4	FAX	Debtor FAX number
5	ADDRESS1	Debtor address line 1
6	ADDRESS2	Debtor address line 2
7	CITY	Debtor address city
8	STATE	Debtor address state
9	ZIP	Debtor address ZIP Code

Client Information XML Import

The Client Information XML Import is an automated process in FactorSoft where the Engine imports XML files containing Client Information and stores the data in the database. The Client Information XML Import (**ClientInfo XML Import**) must be turned on in the Control File.

SEPARATELY LICENSED ADD-ON MODULE

This feature is only available as a separately licensed upgrade.

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

Once Client Information is imported and the Client is approved, the data populates on the **Office > Client List > Client Information** screen and throughout FactorSoft where Client Lists appear.

From the **Client List(F3) > Filter** tab, the Client List can be filtered by Unapproved Clients to easily begin the approval process.

The screenshot shows the 'Filter' tab of the Client List interface. It contains several dropdown menus: 'Broker' (Select Broker), 'A/E' (Select A/E), 'Group' (Select Group Code), 'Value' (empty), 'Office' (Select Office), and 'Currency' (Select Currency Type). Below these are four radio buttons: 'Active Clients', 'All Clients', 'Inactive Clients', and 'Unapproved Only' (which is selected and has a dotted border).

See the **Credit/No buy Panel** of the Client Information screen to approve imported client records.

The screenshot shows the 'Credit/no buy' panel. It includes the following fields and controls: 'Client credit rating' (text input), 'Approved by' (text input with an 'Approve' button), 'Total client credit limit' (text input), 'Limit set by' (text input), 'Max indiv customer' (text input), and '% Bal' (text input). There is a 'Warning' text input field. Below these are 'Statement text' and 'Auto approval rules' (both with dropdown menus and 'Clear' buttons). On the right side, there are three checkboxes: 'Do not allow new purchases', 'Do not allow reserve release', and 'Do not allow AutoCredit'.

System Preferences

To configure the Client Information XML Import, set the following System Preferences in the **Identification/system constants** > Interface parameters > **Client Info XML Importer** folder:

Preference	Description
Folder to Watch	Enter the unique and fully qualified folder location in which to receive import files to be processed by the Engine.
Successful import report emails	Enter Email address of the recipient to receive successful import file messages.
Failed import report emails	Enter Email address of the recipient to receive failed import file messages.

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	<p>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.</p> <p>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.</p>

File Specifications

The Client Information XML Import file format must include certain fields but also allows the import of optional information on many panels of the Client Information screen. The details for the required fields and optional panels are below:

TIP

The Client Information XML Import is case-sensitive and data elements must match or the import will fail.

Required Fields

Field Name	Table	Column	Type	Length	Comments
Client Name	Clients	Name	nvarchar	200	
Clients Code	Clients	ClientNo	nvarchar	24	
Client Terms	Clients	Programskey	int	4	Lookup SQL Table: Programs 0 is Valid Key, if Programskey is unknown
G/L Group	Clients	AcctGroupHdrKey	int	4	Lookup SQL Table: AcctGroupHdr 0 is valid key, if AcctGroupHdrKey is unknown.
Detail/Non Detail	Clients	NonDetailOnly	bit	1	<ul style="list-style-type: none"> false (0) = Detail true (1) = Non Detail

Optional Panels

Client Information: Upper Section

Field Name	Table	Column	Type	Length	Comments
Client Information - Upper Section					
Master Client	Clients	MasterClient	smallint	2	<ul style="list-style-type: none"> false (0) = not a Master Client true (1) = Master Client

Field Name	Table	Column	Type	Length	Comments
Allow Web Access	Clients	WebAccess	bit	1	<ul style="list-style-type: none"> false (0) = No Web Access true (1) = Allow Web Access
UCC Date	Clients	UccDate	datetime	8	Format: YYYYMMDD
UCC Number	Clients	UccNo	varchar	30	
Signed Date	Clients	SignedDate	datetime	8	Format: YYYYMMDD
Preference	Clients	Preference	smallint	2	<ul style="list-style-type: none"> 0 = Print 1 = Fax 2 = Email 3 = Folder
Part of Master	Clients	MasterClientKey	int	4	Lookup Table: Clients

Address Panel

Address

Address:

City:

Country:

Time Zone:

Phone: 
 

Fax:

Email:

Field Name	Table	Column	Type	Length	Comments
Address Panel					
Address 1	Clients	Addr1	nvarchar	104	
Address 2	Clients	Addr2	nvarchar	104	
City	Clients	City	nvarchar	100	
State	Clients	State	nvarchar	60	
Zip	Clients	ZipCode	nvarchar	20	

Field Name	Table	Column	Type	Length	Comments
Country	Clients	Country	nvarchar	60	Lookup SQL Table: CountryList
Time Zone	Clients	TimeZoneKey	int	4	Lookup: TimeZone Table in ToolTips.mdb
Phone 1	Clients	Phone1	nvarchar	40	
Phone 2	Clients	Phone2	nvarchar	40	
Fax	Clients	Fax	nvarchar	40	
Email	Clients	Email	nvarchar	404	

Analysis Panel

Analysis

Business type: ▾

Referral source: ▾

Region: ▾

SIC code: NAICS code:

Field Name	Table	Column	Type	Length	Comments
Analysis Panel					
<i>Import will attempt to match drop-down options. If it can not match, then Data Element issue will reflect on Exception Report.</i>					
Business Type	Clients	BizType	nvarchar	40	Lookup SQL Table: BizType
Referral Source	Clients	Source	nvarchar	60	Lookup SQL Table: Source
Regions	Clients	Region	nvarchar	60	Lookup SQL Table: Region
SIC Code	Clients	Sic	nvarchar	20	
NAICS	Clients	Naics	numeric	6	

NOTE

Auto Cash Rules and Automatic Expenses Panels require Manual Setup and cannot be imported using the Client Information XML Import.

Bank Relationships Panel

Bank relationships
 Also show inactive relationships

Account name	Account #	Pay by	Default status

Field Name	Table	Column	Type	Length	Comments
Bank Relationships					
<i>If imported, Account Name is required, all other fields optional. The XSD file allows for multiple rows of the below set of data elements; therefore, more than one Bank Relationship can be imported in the same file.</i>					
Account Name	CliBank	AcctName1	nvarchar	100	Required.
Payable To	CliBank	AcctName2	nvarchar	100	
Bank Name	CliBank	BankName	nvarchar	100	
Address 1	CliBank	Addr1	nvarchar	80	
Address 2	CliBank	Addr2	nvarchar	80	
City	CliBank	City	nvarchar	60	
State	CliBank	State	nvarchar	60	
Zip	CliBank	ZipCode	nvarchar	20	
ISO Country Code	CliBank	CountryCode	nvarchar	4	Lookup SQL Table: CountryList
Contact	CliBank	Contact	nvarchar	100	
Special Instructions	CliBank	SpecInst	ntext	16	
Phone	CliBank	Phone	nvarchar	40	
Fax	CliBank	Fax	nvarchar	40	

Field Name	Table	Column	Type	Length	Comments
Bank Account #	CliBank	BankAcctNo	nvarchar	52	
Bank ABA #	CliBank	AbaNo	nvarchar	40	
Bank Code	CliBank	BankCode	nvarchar	40	
Swift Code	CliBank	SwiftCode	nvarchar	40	
Pay By	CliBank	PaybyMethod	smallint	2	Lookup SQL Table: Accounts
WF Currency Type	CliBank	WFCurrType	nvarchar	6	
Inter Bank Name	CliBank	InterBankName	nvarchar	100	
Bank Account #	CliBank	InterBankAcctNo	nvarchar	52	
Bank ABA #	CliBank	InterBankAbaNo	nvarchar	40	
Swift Code	CliBank	InterBankSwiftCode	nvarchar	40	
ISO Country Code	CliBank	InterBankCountryCode	nvarchar	4	Lookup SQL Table: CountryList
Special Instructions	CliBank	InterBankSpecInst	nvarchar	1	

Broker Relationships Panel

Broker relationships

Broker	Standard?	Rate	Of

Field Name	Table	Column	Type	Length	Comments
Broker Relationship Panel					

Field Name	Table	Column	Type	Length	Comments
<p><i>The XSD file allows for multiple rows of the below set of data elements; therefore, more than one Broker Relationship can be imported in the same file.</i></p>					
Broker	CliBroker	BrokersKey	int	4	LookUp SQL Table: Brokers
Effective From	CliBroker	StartDate	datetime	8	Format: YYYYMMDD
Thru	CliBroker	ExpireDate	datetime	8	Format: YYYYMMDD
Use Standard commission Rate	CliBroker	UseStandard	bit	1	<ul style="list-style-type: none"> • false (0) = NonStandard Rate • true (1) = Standard Rate
Payment on 1st Buy	CliBroker	InitPmtAmt	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas
Commissions Based on	CliBroker	CommisOf	smallint	2	
Exclude Earnings from Client Fee Statement	CliBroker	ExcludeNfe	bit	1	<ul style="list-style-type: none"> • false (0) = Include in Client Fee Statement • true (1) = Exclude in Client Fee Statement
Exclude Earnings from due day increases	CliBroker	ExcludeDueDaysInc	bit	1	<ul style="list-style-type: none"> • false (0) = Include in due day increases • true (1) = Exclude in due day increases

Field Name	Table	Column	Type	Length	Comments
Exclude Earnings from Extra Debtor Fees	CliBroker	ExcludeExtraDebFee	bit	1	<ul style="list-style-type: none"> false (0) = Include in Extra Debtor Fees true (1) = Exclude in Extra Debtor Fees
Purchase Fees are taken when paid	CliBroker	PurFeeWhenPaid	bit	1	<ul style="list-style-type: none"> false (0) = Purchases fees are take at purchase true (1) = Purchases fee are taken when invoice is paid
Thru Month	CliBrokerRates	ThruMonth	smallint	2	Can have more than one Thru month.
Rate	CliBrokerRates	Rate	money		Range: 0.0000 to 100.0000; 4 places past Decimal and No commas Can have more than one Rate
Interest	CliBroker	AbllInterst	bit	1	<ul style="list-style-type: none"> false (0) = No Commission on Interest true (1) = Commission paid on Interest

Field Name	Table	Column	Type	Length	Comments
Maintenance	CliBroker	AbIMaintenance	bit	1	<ul style="list-style-type: none"> • false (0) = No Commission on Maintenance fee • true (1) = Commission paid on Maintenance fees
Transaction	CliBroker	AbITransaction	bit	1	<ul style="list-style-type: none"> • false (0) = No Commission on Transaction Fees • true (1) = Commission Paid on Transaction Fees
Annual	CliBroker	AbIAnnual	bit	1	<ul style="list-style-type: none"> • false (0) = No Commission on Annual Fees • true (1) = Commission paid on Annual Fees
Minimum	CliBroker	AbIMinimum	bit	1	<ul style="list-style-type: none"> • false (0) = No Commission on Minimum Fees • true (1) = Commission paid on Minimum Fees

Field Name	Table	Column	Type	Length	Comments
Reimbursement	CliBroker	AblReimbursement	bit	1	<ul style="list-style-type: none"> • false (0) = No Commission on Reimbursement Fees • true (1) = Commission Paid on Reimbursement Fees
Exception	CliBroker	AblException	bit	1	<ul style="list-style-type: none"> • false (0) = No Commission on Exception Fees • true (1) = Commission paid on Exception Fees
Unused Line	CliBroker	AblUnusedLine	bit	1	<ul style="list-style-type: none"> • false (0) = No Commission on Unused Line Fees • true (1) = Commission Paid on Unused Line fees
Over/Under	CliBroker	AblOverUnder	bit	1	<ul style="list-style-type: none"> • false (0) = No Commission on Over/Under Fees • true (1) = Commission paid on Over/Under Fees

Field Name	Table	Column	Type	Length	Comments
Tiered	CliBroker	AbITiered	bit	1	<ul style="list-style-type: none"> false (0) = No Commission on Tiered Fees true (1) = Commission paid on Tiered Fees
Incremental	CliBroker	AbIIncremental	bit	1	<ul style="list-style-type: none"> false (0) = No Commission on Incremental Fees true (1) = Commission paid on Incremental Fees
Management Fee	CliBroker	AbIManagement	bit	1	<ul style="list-style-type: none"> false (0) = Non Commission Management fees true (1) = Commission paid on Management Fees
Amount on 1st Funding	CliBroker	InitFundAmt	money		Range: 0.0000 to 99,999,999,999.9999; 4 places past decimal and No commas

Collections Panel

Collections

Age to begin collections:

Non-standard aging columns:

A W/P note will extend eligibility:

No statement
 No notices

Field Name	Table	Column	Type	Length	Comments
Collections Panel					
<i>The field Epmt Rules requires Manual Setup and cannot be imported using the Client Information XML Import.</i>					
Age To Begin Col- lections	Clients	PastdueDays	smallint	2	
Non-Standard Aging Columns	Clients	AgeDays1	int	4	
Non-Standard Aging Columns	Clients	AgeDays2	int	4	
Non-Standard Aging Columns	Clients	AgeDays3	int	4	
Non-Standard Aging Columns	Clients	AgeDays4	int	4	
Non-Standard Aging Columns	Clients	AgeDays5	int	4	
A W/P note will extend Eligibility	Clients	ExtendInel	int	4	<ul style="list-style-type: none"> • 0=Never • 1=Always • 2=Optional, default to yes • 3=Optional, default to no
No Statement	Clients	NoStmnt	bit	1	<ul style="list-style-type: none"> • false (0)= Send Statement • true (1)= Don't send Statement
No Notices	Clients	NoNotice	bit	1	<ul style="list-style-type: none"> • false (0)= Send Notices • true (1)= Don't Send Notices

Contacts Panel

Contacts

Hide inactive contacts

First Name..	Last Name..	Title..	Phone..	Auth	Attn	Guar

Field Name	Table	Column	Type	Length	Comments
Contacts Panel					
<i>The XSD file allows for multiple rows of the below set of data elements; therefore, more than one Contact can be imported in the same file.</i>					
First Name	Contacts	FirstName	varchar	50	
Last Name	Contacts	LastName	varchar	50	
Title	Contacts	Title	nvarchar	60	
Address 1	Contacts	Addr1	nvarchar	64	
Address 2	Contacts	Addr2	nvarchar	64	
City	Contacts	City	nvarchar	60	
State	Contacts	State	nvarchar	60	
Zip	Contacts	ZipCode	nvarchar	20	
Country	Contacts	Country	nvarchar	60	
Email	Contacts	Email	nvarchar	104	
Ownership %	Contacts	Ownership	money		Range: 0.00 to 100.00; 2 places past decimal and can not be greater than 100%
Comments	Contacts	Notes	ntext	16	
Phone	Contacts	Phone	nvarchar	40	
Extension	Contacts	Extention	nvarchar	20	
Fax	Contacts	Fax	nvarchar	40	
Cell	Contacts	CellPhone	varchar	20	

Field Name	Table	Column	Type	Length	Comments
Authority	Contacts	Authority	bit	1	<ul style="list-style-type: none"> • false (0)=Contact does not have Authority • true (1)- Contact has Authority
Attention	Contacts	Attention	bit	1	<ul style="list-style-type: none"> • false (0)=Do Not include Contact in Fax or Email for Sending Notices, Reports, or Statements • true (1)= Include Contact in Fax or Email for Sending Notices, Reports, or Statements
Notices	Contacts	Notices	bit	1	<ul style="list-style-type: none"> • false (0)=Contact is not a recipient for Notices • true (1)- Contact is a recipient for Notices
Cng Rept	Contacts	CngRept	bit	1	<ul style="list-style-type: none"> • false (0)=Do not Send Contact Client Change Report • true (1)= Do Send Contact Client Change Report
Guarantor	Contacts	Guarantor	bit	1	<ul style="list-style-type: none"> • false (0)=Contact is not a Guarantor • true (1)= Contact is a Guarantor
Inactivate	Contacts	InActive	bit	1	<ul style="list-style-type: none"> • false (0)=Contact is not inactive • true (1)- Contact Is Inactivate

NOTE

Contracts Panel requires Manual Setup and cannot be imported using the Client Information XML Import.

Control Panel

Control

Office: Currency:

Tax code: Web Access P/W:

G/L group: Next Buy #:

A/E: Next collection batch #:

Do not allow reserve transfers

Field Name	Table	Column	Type	Length	Comments
Control Panel					
<i>The fields Next Buy # and Next Collection Batch # are system-populated and the field Web Access P/W requires Manual Setup and cannot be imported using the Client Information XML Import.</i>					
Office	Clients	Office	nvarchar	40	Lookup SQL Table: Office
Tax Code	Clients	TaxCode	nvarchar	6	Lookup SQL Table: TaxRates
A/E	Clients	AcctExec	nvarchar	24	Lookup SQL Table: UserHdr
Currency	Clients	CurrencyType	nvarchar	40	Lookup SQL Table: Currencyhdr
Do Not Allow Reserve Transfers	Clients	NoTfrReserves	bit	1	<ul style="list-style-type: none"> false (0) = Allow Reserve Transfers true (1) = Do not Allow Reserve Transfers

Credit/No Buy Panel

Credit/no buy

Client credit rating: Approved by:

Total client credit limit: Limit set by:

Max indiv customer: % Bal:

Warning:

Statement text:

Auto approval rules:

Do not allow new purchases
 Do not allow reserve release
 Do not allow AutoCredit

Field Name	Table	Column	Type	Length	Comments
Credit/No Buy Panel					
Client Credit Rating	Clients	CredRate	nvarchar	20	
Total Client Credit Limit	Clients	TotalCreditLimit	money	8	Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas
Max Indiv Debtor	Clients	IndivCreditLimit	money	8	Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas
Warning	Clients	Warning			
% Bal	Clients	IndivCreditPer	money	8	Range: 0 to 100; No Decimals or Commas and can not be greater than 100%
Do Not Allow New Purchases	Clients	NoBuy	bit	1	<ul style="list-style-type: none"> false (0) = Allow New Purchases true (1) = Do Not Allow New Purchases
Do Not Allow Reserve Release	Clients	NoRsvRel	bit	1	<ul style="list-style-type: none"> false (0) = Allow Reserve Releases true (1) = Do Not Allow Reserve Release
Statement Text	Clients	StmtTextName	nvarchar	40	Lookup SQL Table: StmtText

NOTE

CPT Codes Panel requires Manual Setup and cannot be imported using the Client Information XML Import.

Debtor Charges Panel

Debtor charges

Finance charge rate:

Method:

Days grace:

Field Name	Table	Column	Type	Length	Comments
Debtor Charges Panel					
Finance Charge Rate	Clients	DebFinCharge	money		Range: 0.00 to 100.00; 2 places past decimal and can not be greater than 100%
Method	Clients	DebFinMethod	smallint	2	<ul style="list-style-type: none">• 0 = Based on due date• 1 = Based on Invoice date• 2 = Based on Purchase Date
Days Grace	Clients	DebFinGrace	smallint	2	

NOTE

Deferred Accruals Panel requires Manual Setup and cannot be imported using the Client Information XML Import.

Documents Panel

Documents

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

Field Name	Table	Column	Type	Length	Comments
Documents Panel <i>Successfully imported documents are available in the location specified at : Admin Module > System > Database Maintenance > Document Folder Maintenance where Folder status is YES.</i> <i>The XSD file allows for multiple rows of the below set of data elements; therefore, more than one Document can be imported in the same file.</i>					
Description	DocHr	Descr	varchar	100	
Document	DocHdr	FileName	varchar	255	
Category	DocHdr	DocCatKey	int	4	0 - General Lookup SQL Table: DocCat

NOTE

Events Panel requires Manual Setup and cannot be imported using the Client Information XML Import.

EDI Identifiers Panel

The screenshot shows a web interface for managing EDI Identifiers. It features a large empty rectangular area on the left for displaying a list of identifiers. To the right, there are two input fields: 'Qualifier:' and 'Interchange #:'. Below these fields are three buttons: 'Add', 'View', and 'Delete'.

Field Name	Table	Column	Type	Length	Comments
EDI Identifiers <i>The XSD file allows for multiple rows of the below set of data elements; therefore, more than one EDI Identifier can be imported in the same file.</i>					
Qualifier	CliEdiLookup	EDIQualifier	varchar	2	
Interchange #	CliEdiLookup	EdiInterchangeNo	varchar	21	

Financial Statements Panel

Financial statements				
<input type="checkbox"/> Waived				
Date	Assets	Liabilities	Net Worth	Profit (Loss)

Field Name	Table	Column	Type	Length	Comments
Financial Statements Panel					
Financial Statement Date	Clifinancial	StatementDate	datetime	8	Format: YYYYMMDD
Current Assets	Clifinancial	CurrAssets	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas
Other Assets	Clifinancial	OtherAssets	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas
Total Assets	Clifinancial	TotalAssets	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas
Net Worth/Dlr.	Clifinancial	NetWorth	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas
Net Sales	Clifinancial	NetSales	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas
Net Profit or Loss	Clifinancial	NetProfLoss	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and

Field Name	Table	Column	Type	Length	Comments
					No Commas
Current Liability	Clifinancial	CurrLiab	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas
Total Liability	Clifinancial	TotalLiab	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas
Notes	Clifinancial	Notes	ntext	16	
Months	Clifinancial	Months	int	4	
Gross Profit	Clifinancial	GrossProfit	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas
B/T	Clifinancial	BeforeTaxes	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas

Funding Instructions Panel

Funding instructions

Funding limit:

Field Name	Table	Column	Type	Length	Comments
Funding Instructions					
Funding Limit	Clients	FundLimit	money		Range: 0.00 to 99,999,999,999.99: 2 places past decimal and No Commas
Free Form Text Box	Clients	FundNotes	ntext	16	



Groups Panel

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 Name	Table	Column	Type	Length	Comments
Groups Panel					
<i>The XSD file allows for multiple rows of the below set of data elements; therefore, more than one Group can be imported in the same file.</i>					
Group	GroupCode	GroupCode	nvarchar	20	Lookup SQL Table: GroupCode
Value	GroupValue	GroupValue	varchar	40	Lookup SQL Table: GroupValue

Identity Panel

Identity	
Alternate name:	<input type="text"/>
EDI identity:	<input type="text" value="ZZ"/> <input type="text"/>
Incoming fax:	<input type="text"/>
Fed tax #:	<input type="text"/>
D&B D-U-N-S:	<input type="text"/>
Motor carrier #:	<input type="text"/>
Language:	<input type="text" value=""/>
DOT #:	<input type="text"/>
LOC Facility:	<input type="text" value=""/>
LOC Acct #:	<input type="text"/>

Field Name	Table	Column	Type	Length	Comments
Identity Panel					
<i>The fields Language, LOC Facility and LOC Acct # require Manual Setup and cannot be imported using the Client XML Import.</i>					
Alternate Name	Clients	AltName	nvarchar	200	
EDI Identity	Clients	EdiQualifier	varchar	2	

Field Name	Table	Column	Type	Length	Comments
Edi Identity	Clients	EdiInterchangeNo	nvarchar	42	
Fed Tax #	Clients	FedTaxNo	nvarchar	44	
Incoming Fax	Clients	SmartFaxNo	nvarchar	30	
D&B D-U-N-S	Clients	DbDunsNo	nvarchar	40	
Motor carrier #	Clients	MotorCarrNo	varchar	10	
DOT #	Clients	DotNo	varchar	9	

Import Rules Panel

Import Rules
 AIMS type: Standard

Field Name	Table	Column	Type	Length	Comments
Import Rules Panel					
AIMS Type	Clients	AimsType	smallint	2	<ul style="list-style-type: none"> • 0 = Standard • 1= Terms Code

Ineligibility Panel

Ineligibility
 Ineligible days: Concentration limit: One invoice over makes all invoices ineligible or what % over makes all invoices ineligible:
 No debtor limit is ineligible Over debtor limit is ineligible Tiered ineligibility table:

Title..	Qualifier..	Date	Amount

Field Name	Table	Column	Type	Length	Comments
Ineligibility Panel					
<i>If import matches on drop-down and grid, the system will import the data elements. Must match Tables setup.</i>					
Ineligible Days	Clients	IneligDays	smallint	2	



Field Name	Table	Column	Type	Length	Comments
Concentration Limit	Clients	ConcentrationLimit	money		Range: 0 to 99; No decimals or commas
One invoice over makes all invoices ineligible	Clients	CrossAgeInelig	bit	1	<ul style="list-style-type: none"> false (0) = One Invoice does not make all invoices ineligible true (1) = One Invoice over makes all invoices ineligible
or what % over makes all invoices ineligible	Clients	CrossAgePercent	money		Range: 0.00 to 100.00; 2 places past decimal and No Com-mas
No Debtor Limit is ineligible	Clients	NoDebLimIsIneligible	bit	1	<ul style="list-style-type: none"> false (0) = No Debtor limit isn't consider ineligible true (1) = No Debtor Limit is ineligible
Over Debtor limit is ineligible	Clients	OverDebLimIsIneligible	bit	1	<ul style="list-style-type: none"> false (0) = Over Debtor Limit isn't consider Ineligible true (1) = Over Debtor Limit is ineligible
Title	ClInelig	IneligTitle	nvarchar	60	Lookup SQL Table: IneligTitle
Effective	ClInelig	Date	datetime	8	Format: YYYYMMDD

Field Name	Table	Column	Type	Length	Comments
Amount	Clilnelig	Amt	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas
Qualifier	Clilnelig	Qualifier	varchar	20	
Notes	Clilnelig	Notes	text	16	

Insurance Panel

Insurance

Insured by:

Amount:

Expires:

Field Name	Table	Column	Type	Length	Comments
Insurance Panel					
Amount	Clients	InsurerAmt	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas
Expires	Clients	InsurerExpire	datetime	8	Format: YYYYMMDD
Insured By	Clients	InsurerKey	int	4	Lookup SQL Table: Insurers

Insurance Policies Panel

Insurance Policies

Requires Insurance Coverage

Policy Name	Policy #	Policy Limit

Field Name	Table	Column	Type	Length	Comments
Insurance Policies Panel					
<i>If Insurance Policy Center is on in the Control File, System will import Requires Insurance Coverage (Checkbox) Only.</i>					

Field Name	Table	Column	Type	Length	Comments
Requires Insurance Coverage	Clients	RequireInsurance	bit	1	<ul style="list-style-type: none"> false (0) = Insurance Coverage Not Required true (1) = Insurance Coverage is Required

NOTE

Invoice Delivery Panel requires Manual Setup and cannot be imported using the Client Information XML Import.

Invoice Rules Panel

Invoice rules

Duplicate:

Invoices: Not allowed ▼

PO/Ref: Allowed (no edit) ▼

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 Name	Table	Column	Type	Length	Comments
Invoice Rules Panel					
Duplicate: Invoices	Clients	InvDupeRule	smallint	2	<ul style="list-style-type: none"> 0 = Not Allowed 1 = Not on same debtor or Schedule 2 = Allowed on Debtor but not on Schedule



Field Name	Table	Column	Type	Length	Comments
Duplicate: Po/Ref	Clients	PoDupeRule	smallint	2	<ul style="list-style-type: none"> • 0 = Allowed (no edit) • 1 = Not allowed for member Client • 2 = Not allowed for master Client • 3 = Not allowed for member Debtor • 4 = Not allowed for master Debtor
Notice of assignment required	Clients	NoaReqd	bit	1	<ul style="list-style-type: none"> • false (0) = Notice of assignment is not required • true (1) = Notice of Assignment is Required
Credits and Debits can not be on the same purchase	Clients	NoMixedBuy	bit	1	<ul style="list-style-type: none"> • false (0) =Credits and Debits can be in the same purchase • true (1) = Credits and Debits can not be in the same purchase
Max Credit Protection	Clients	MaxCredProtect	money		Range: 0.0000 to 100.0000; 4 places past decimal and can not be greater than 100%
Maximum Invoice Age	Clients	MaxInvAge	smallint	2	
Absolute Maximum invoice amount	Clients	MaxInvAmt	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and

Field Name	Table	Column	Type	Length	Comments
					No Commas
Max Invoice Term	Clients	MaxInvTerm	money		Range: 0 to 99,999,999; No decimals or commas
Authorization Stale Age	Clients	AuthStaleDays	smallint	2	
Maximum balance W/O NOA	Clients	NoaReqdAmt	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas
Maximum balance on waived NOA	Clients	NoaWaivedLim	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas

NOTE

Liens/Monitoring Panel requires Manual Setup and cannot be imported using the Client Information XML Import.

Load/Order Processing Panel

Load/order processing

<input type="checkbox"/> Include in load processing <input type="checkbox"/> Allow hauler reference Advance limit (%): <input style="width: 80px;" type="text"/> Total Advances (\$): <input style="width: 80px;" type="text"/>	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Orders are never entered</div> <input type="checkbox"/> Allow advances on purchase orders (P.O. Finance) P.O. advance limit (%): <input style="width: 80px;" type="text"/> Total Advances (\$): <input style="width: 80px;" type="text"/>
--	--

Field Name	Table	Column	Type	Length	Comments
Load/Order Processing Panel					
Include in load processing	Clients	AllowLoads	bit	1	<ul style="list-style-type: none"> false (0) = Not included in Load Processing true (1) = Included in Load Processing



Field Name	Table	Column	Type	Length	Comments
Allow hauler reference	Clients	AllowHauler	bit	1	<ul style="list-style-type: none"> false (0) = Do not Allow Hauler Reference true (1) = Allow Hauler Reference
Advance limit %	Clients	LoadAdvanceLimit	money		Range: 0.00 and 100.00; 2 places past decimal and can not be greater than 100%
Total Advances \$	Client	TotLoadLim	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No comas
Purchase Order (drop-down)	Clients	PurchOrdReqd	smallint	2	<ul style="list-style-type: none"> 0 = Orders are never entered 1 = Orders are required 2 = Orders are not required
Allow advances on purchase orders (P.O. Finance)	Clients	AllowPoFinance	bit	1	<ul style="list-style-type: none"> false (0) = Do not allow advances on Purchase Orders true (1) = Allow Advances on Purchase Orders
P.O. advance limit %	Clients	PoAdvanceLimit	money		Range: 0.00 to 100.00%; 2 places past decimal and can not be greater than 100%.
Total Advances \$	Clients	PoAdvanceMax	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas

Min. Cash Reserves Panel

Min. cash reserves

Minimum reserve amount:

% available collateral:

% largest debtor balance:

Include escrow reserves

Include miscellaneous reserves

Field Name	Table	Column	Type	Length	Comments
Min. Cash Reserves Panel					
Minimum dollar amount	Clients	HoldRsvAmt	money		Range: 0.00 to 39,999,999,999.99; 2 places past decimal and No Commas
% Available Col-lateral	Clients	HoldRsvPer	money		Range: 0.00 to 39,999,999,999.99; 2 places past decimal and No Commas
% largest debtor balance	Clients	HoldRsvLarge	money		Range: 0.00 to 39,999,999,999.99; 2 places past decimal and No Commas
Include escrow reserve	Clients	HoldInclEscrow	bit	1	<ul style="list-style-type: none"> false (0) = do not include escrow Reserve true (1) = Include escrow Reserve
Include miscellaneous reserves	Clients	HoldInclMisc	bit	1	<ul style="list-style-type: none"> false (0) = Do not include miscellaneous reserves true (1) = Include miscellaneous reserves

Misc. Data Panel

Misc. data

Element	Value
Element 2	---
test element	---

Field Name	Table	Column	Type	Length	Comments
Misc. Data Panel					
<i>If Import File does not match fsTables Elements and Values for Misc. Data Panel, it will display on Exception Report.</i>					
<i>The XSD file allows for multiple rows of the below set of data elements; therefore, more than one Misc. Data element can be imported in the same file.</i>					
Element	MiscDataDefine	DataElementName	nvarchar	60	
Value	MiscDataElement	FldValue	nvarchar	104	

Misc. Information Panel

Field Name	Table	Column	Type	Length	Comments
Misc Information Panel					
Free Form Text Box	Clients	Notes	ntext	16	

Participation Panel

Field Name	Table	Column	Type	Length	Comments
Participation Panel					
Participant	Clients	ParticipantKey	int	4	Lookup SQL Table: Participants
Participation Type	Clients	ParticipationCode	smallint	2	<ul style="list-style-type: none"> • NULL = None • 1 = Funding Participation



Field Name	Table	Column	Type	Length	Comments
Participation	Clients	ParticipationRate	money		Range: 0.0000 to 100.0000; 4 places past decimal and can not be greater than 100%

NOTE

PayerWeb Panel requires Manual Setup and cannot be imported using the Client Information XML Import.

Payment Terms Panel

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 Name	Table	Column	Type	Length	Comments
<p>Payments Terms Panel</p> <p>Note:</p> <p>If System Preference > Data Entry Behavior > Adjustments = True, then Client Risk % & Factor Risk % can be used and Sum to 100%.</p> <p>If System Preference > Data Entry Behavior > Adjustments = False, then Client Risk % & Factor Risk % can not be used and NULL Value is Allowed.</p>					
Pay rebates on collection	Clients	PayRebatesOnCollection	bit	1	<ul style="list-style-type: none"> false (0) = Do not Pay Rebates on collections true (1) = Pay Rebates on Collections



Field Name	Table	Column	Type	Length	Comments
Do not calculate fees on float	Clients	CalcNoFloat	bit	1	<ul style="list-style-type: none"> false (0) = Calculate fees on Float true (1) = Do Not Calculate fees on Float
Bulk Diluted invoices/automatically generate c/b	Clients	BulkChargeBack	bit	1	<ul style="list-style-type: none"> false (0) = Bulk Diluted Invoices Do not automatically generate c/b true (1) = Bulk Diluted Invoices/Automatically generate c/b
Calculate collection fees on negative invoices	Clients	CalcColFeeOnNegInv	bit	1	<ul style="list-style-type: none"> false (0) = Do not Calculate collections fee on negative Invoices true (1) = Calculate collection fees on negative Invoices
Do not allow cash posting	Clients	NoCashPosting	bit	1	<ul style="list-style-type: none"> false (0) = Allow Cash Posting true (1) = Do not Allow Cash Posting
Maximum data entry write off	Clients	MaxWriteOff	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas
Bank State	Clients	BankState	nvarchar	60	
Client Risk %	Clients	CliRisk	money		Range: 0.000 to 100.0000; 4 places past decimal; Client Risk Plus Factor Risk can not be greater than

Field Name	Table	Column	Type	Length	Comments
					100%
Factor Risk %	Clients	FactorRisk	money		Range: 0.000 to 100.0000; 4 places past decimal; Client Risk Plus Factor Risk can not be greater than 100%

Policy Exceptions Panel

Field Name	Table	Column	Type	Length	Comments
Policy Exceptions Panel					
Free Form Text Box	Clients	Policies	ntext	16	

NOTE

Posted Statements Panel contains information only and cannot be imported using the Client Information XML Import.

Purchase Approvals Panel

Field Name	Table	Column	Type	Length	Comments
Purchase Approvals Panel					
A/E purchase approval Rule	Clients	AeCliApprRuleKey	int	4	Lookup SQL Table: CliApprRule



Field Name	Table	Column	Type	Length	Comments
Manager purchase approval rule	Clients	MgrCliApprRuleKey	int	4	Lookup SQL Table: CliApprRule
Concentration warning percentage	Clients	WarnConcentPercent	money		Range: 0.00 to 100.00: 2 places past decimal but can not be greater than 100%

Purchase Info Panel

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 Name	Table	Column	Type	Length	Comments
Purchase Info Panel					
Show signature lines on report	Clients	SignLines	smallint	2	
Purchase Document	Clients	PurProg	nvarchar	16	
Delivery By	Clients	DeliverBy	nvarchar	60	Lookup SQL Table: DeliverBy
Watermark outgoing invoices	Clients	InvMarkName	varchar	20	Lookup SQL Table: StmtText
Show Banking Information	Clients	ShowOnBuy	bit	1	<ul style="list-style-type: none"> • false (0) = Do not Show Banking information • true (1) = Show Banking Information



Field Name	Table	Column	Type	Length	Comments
Data only from transfer	Clients	OnlyFromTfr	bit	1	<ul style="list-style-type: none"> false (0) = Do not Data only From Transfer true (1) = Data only from Transfer
Never transfer data	Clients	NeverTfr	bit	1	<ul style="list-style-type: none"> false (0) = Transfer data true (1) = Never transfer data
Original invoice required	Clients	OrigInvReqd	bit	1	<ul style="list-style-type: none"> false (0) = Original invoice is not required true (1) = Original invoice is required
Accept addl Shipping info	Clients	BosShipData	bit	1	<p>false (0) = Do not accept addl shipping info</p> <p>true (1) = Accept Addl Shipping Info</p>

Purchase Terms Panel

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

Min fee/invoice:
 Expected dilution (%):
 Default due days: ...
 Recourse days: No recourse
 DSO add on days:
 Default early pay discount rate (%): Days: On input, use debtor code instead of client reference

Field Name	Table	Column	Type	Length	Comments
Purchase Terms Panel					

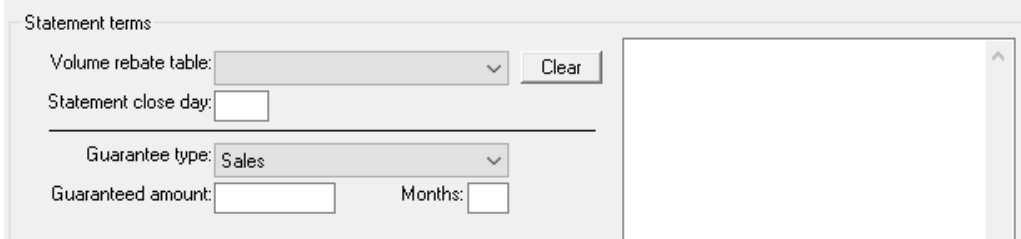
Field Name	Table	Column	Type	Length	Comments
Do not calculate purchase fee on negative invoices	Clients	NoFeeOnNegInv	bit	1	<ul style="list-style-type: none"> • false (0) = Calculate purchase fee on negative invoices • true (1) = Do Not Calculate Purchase on negative invoices
Do not hold reserves on negative invoices	Clients	NoRsvOnNegInv	bit	1	<ul style="list-style-type: none"> • false (0) = Hold reserves on negative invoices • true (1) = Do Not hold reserves on negative invoices
Default is no advance on purchase	Clients	NoAdvAtBuy	bit	1	<ul style="list-style-type: none"> • false (0) = Advance on purchase • true (1) = Default is no advance on purchase
Allow trade discount terms	Clients	AllowDating	bit	1	<ul style="list-style-type: none"> • false (0) = Do not allow trade discount terms • true (1) = Allow trade discount terms
Capture discounts at purchase	Clients	EarlyPayToFactor	bit	1	<ul style="list-style-type: none"> • false (0) = Do not Capture discounts at Purchase • true (1) = Capture discounts at Purchase

Field Name	Table	Column	Type	Length	Comments
Default early pay discount rate %	Clients	DiscRate	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas
Default early pay discount Days	Clients	DiscDays	int	4	
Min fee/Invoice	Clients	MinInvFee	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas
Expected dilution %	Clients	ExpectedDilution	money		Range: 0.0000 tp 100.0000; 4 places past decimal and No Commas
Default due days	Clients	DaysDue	smallint	2	
Default due days drop-down	Clients	DueFrom	smallint	2	<ul style="list-style-type: none"> • 0 = -- • 1 = FF • 2 = EOM
Recourse days	Clients	RecourseDays	smallint	2	
No Recourse	Clients	NoRecourse	int	4	<ul style="list-style-type: none"> • false (0) = Recourse • true (1) = No Recourse
DSO add on days	Clients	RelAddOn	int	4	
On input, use debtor code instead of client reference	Clients	PurchCliRefsDebNo	bit	1	<ul style="list-style-type: none"> • false (0) = Use Client Ref # • true (1) = Use Debtor Code instead of Client Ref #

NOTE

Red Flag Rules Panel contains information only and cannot be imported using the Client Information XML Import.

Statement Terms Panel



Field Name	Table	Column	Type	Length	Comments
Statement Terms Panel					
Volume Rebate Table	Clients	VolRebateHdrKey	int	4	Lookup SQL Table: VolRebateHdr
Statement Close Day	Clients	CloseDay	smallint	2	
Guarantee Type	CliGuarantee	GuarType	smallint	2	<ul style="list-style-type: none">• 0 = Sales• 1 = Earned Fees
Guaranteed Amount	CliGuarantee	PurchAmt	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No commas
Months	CliGuarantee	Months	smallint	2	
Free Form Text box	Clients	StmtDesc	text	16	

Termination Panel

Termination

Term date: Non-accrual date:

Code:

Description:

Field Name	Table	Column	Type	Length	Comments
Termination Panel					
Date	Clients	TermDate	datetime	8	Format: YYYYMMDD
Non-Accrual Date	Clients	FeeStopDate	datetime	8	Format: YYYYMMDD
Code	Clients	TermDisputeKey	int	4	Lookup SQL Table: DisputeCode The only eligible codes that should be imported are those where DisputeCode.UseClientLeave = 1
Description	Clients	TermDesc	ntext	16	

Verification Panel

Verification

Pre-purchase verification required

Only verify invoices over:

Instructions: Verification ratio:

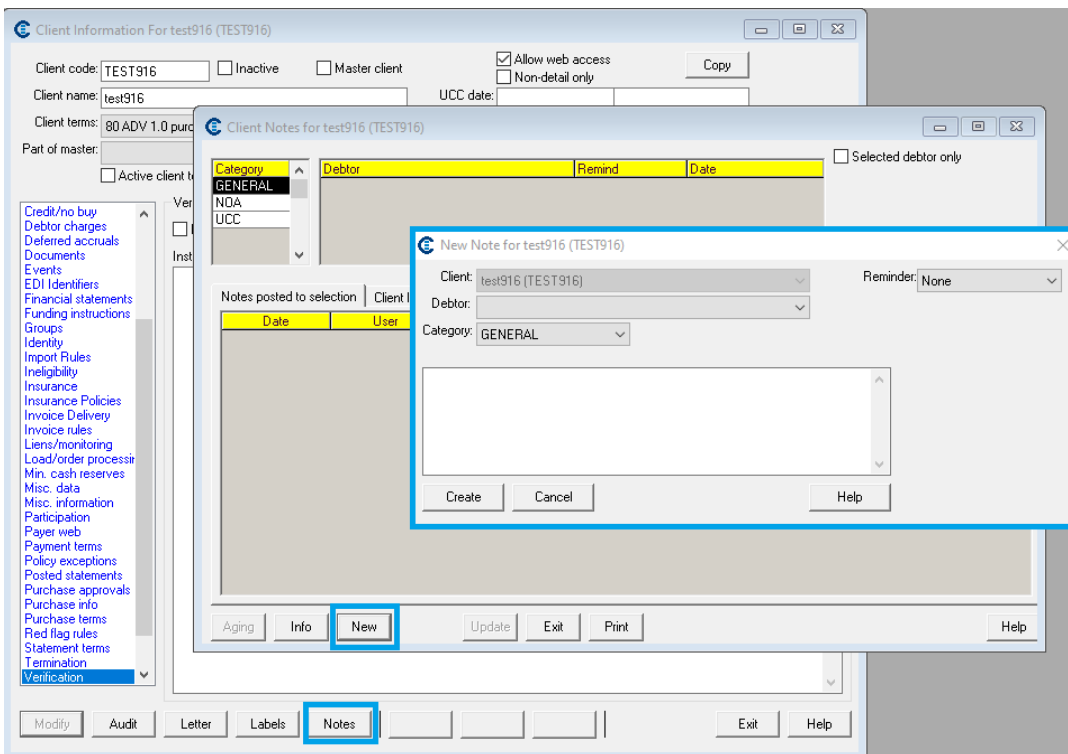
Field Name	Table	Column	Type	Length	Comments
Verification Panel					
Pre-Purchase Verification Required	Clients	VerReqd	bit	1	
Only verify	Clients	VerReqdAmt	money		Range: 0.00 to

Field Name	Table	Column	Type	Length	Comments
invoices over					99,999,999,999.99: 2 places past decimal and No commas
Verification Ratio	Clients	VerRatio	money		Range: 0.0000 to 100.000: 4 places past decimal and can not be greater than 100%
Instructions	Clients	VerificationNote	ntext	16	

NOTE

Web Screens and Write Invoices Panels require Manual Setup and Web Users Panel contains information only and cannot be imported using the Client Information XML Import.

Client Notes Screen



Field Name	Table	Column	Type	Length	Comments
Client Notes Screen					
<i>If Category is provided, System will match. If not, imported Notes will be placed in the UCC Category and show in Audit that Note was created by the importer.</i>					

Field Name	Table	Column	Type	Length	Comments
<i>If Debtor exists, System will match. If not, Debtor will be set to 0.</i>					
Category	NoteHdr	NoteCatKey	Int	4	Lookup SQL Table: NoteCat
Free Form Text Box	NotedDtl	Note	nvarchar	-1	
Debtor	Debtors	DebtorKey	int	4	

NOTE

The Import History Report indicates whether or not the XML file imported successfully along with any exception/validation issues related to Clients or Data Elements contained in the import file. For details on the Import History Report, see the Reports section of the Client Information XML Import guide or the Audit Menu section of the Reports Guide.

Sample File

Below is a sample of a Client Information XML Import file.

```

<?xml version="1.0" encoding="UTF-8"?>
- <File VersionNo="000001" FileType="ClientImport">
  <FileInfoGroup FileDateTime="20200827123500"/>
  - <Clients NumberOfClients="2">
    - <Client Action="New">
      <BasicInfo NonDetailIndicator="false" GLGroupKey="6" ClientTermKey="9" ClientCode="XMLClient123"
        ClientName="XMLClient1"/>
      <AdvancedInfo MasterClientKey="0" CommunicationPreference="0" SignedDate="" UCCNo="" UCCDate="" AllowWebAccess="true"
        IsMasterClient="0"/>
      <AddressInfo Email="rcurry@jackhenry.com" Fax="2053335555" Phone2="2051111111" Phone1="2055556767"
        TimeZoneKey="19" Country="United States" Zip="35115" State="AL" City="Birmingham" Addr2="" Addr1="123 Easy
        Str"/>
      <AnalysisInfo NAICS="123ABC" SICCode="ABC123" Regions="Alabama" ReferralSource="Broker"
        BusinessType="Corporation"/>
    - <BankRelationships NumberOfBankRelationships="2">
      <BankRelationshipInfo Fax="" Zip="" State="" City="" Addr2="" Addr1="123 Street" InterSpecialInstructions=""
        InterISOCountryCode="" InterSwiftCode="" InterBankAbaNo="" InterBankAccountNo="" InterBankName=""
        WFCurrencyType="" PayByMethod="0" SwiftCode="" BankCode="" BankAbaNo="" BankAccountNo="" Phone=""
        SpecialInstructions="" Contact="" ISOCountryCode="US" BankName="BBVA" PayableTo="Me" AccountName="Account1"/>
      <BankRelationshipInfo Fax="" Zip="" State="" City="" Addr2="" Addr1="123 Street" InterSpecialInstructions=""
        InterISOCountryCode="" InterSwiftCode="" InterBankAbaNo="" InterBankAccountNo="" InterBankName=""
        WFCurrencyType="" PayByMethod="0" SwiftCode="" BankCode="" BankAbaNo="" BankAccountNo="" Phone=""
        SpecialInstructions="" Contact="" ISOCountryCode="US" BankName="Regions" PayableTo="Payee1"
        AccountName="Account2"/>
    </BankRelationships>
    - <BrokerRelationships NumberOfBrokerRelationships="1">
      <BrokerRelationshipInfo AmtOnFirstFunding="0.00" ManagementFee="false" Incremental="false" Tiered="false"
        OverUnder="false" UnusedLine="false" Exception="false" Reimbursement="false" Minimum="false" Annual="false"
        Transaction="false" Maintenance="false" Interest="false" PurchFeesTakenWhenPaid="false"
        NoEarningsOnExtraDebtorFees="true" NoEarningsOnDueDayIncreases="true" NoEarningsOnClientFeeStmnt="true"
        CommissionsBasedOn="0" PaymentOnFirstBuy="100.00" UseStandardCommissionRate="true" EffectiveThru="20201231"
        EffectiveFrom="20200101" BrokerKey="2"/>
      - <BrokerRates NumberOfBrokerRates="1">
        <BrokerRatesInfo Rate="12.50" ThruMonth="999"/>
      </BrokerRates>
    </BrokerRelationships>
    <CollectionsInfo NoNotices="false" NoStatement="false" AWPNoteWillExtendEligibility="3" NonStandardAgingColumns5="0"
      NonStandardAgingColumns4="0" NonStandardAgingColumns3="0" NonStandardAgingColumns2="0"
      NonStandardAgingColumns1="0" AgeToBeginCollections="0"/>
    - <Contacts NumberOfContacts="1">
      <ContactInfo Email="" Fax="" Country="" Zip="" State="" City="" Addr2="" Addr1="" Phone="" Inactive="false"
        Guarantor="false" ChangeRept="false" Notices="false" Attention="false" Authority="false" Cell="" Extension=""
        Comments="" OwnershipPerc="0.00" Title="" LastName="C" FirstName="R"/>
    </Contacts>
    <ControlInfo NoReserveTransfers="false" CurrencyType="" AcctExec="" TaxCode="" Office=""/>
    <CreditNoBuyInfo StatementText="" NoReserveRelease="false" NoNewPurchases="false" PercOfBalance="0.00" Warning=""
      MaxIndivDebtor="100.00" TotalClientCreditLimit="10000.00" ClientCreditRating=""/>
    <DebtorChargesInfo DaysGrace="0" Method="0" FinanceChargeRate="0.00"/>
    - <Documents NumberOfDocuments="1">
      <DocumentInfo CategoryKey="0" FileName="" Description=""/>
    </Documents>
    - <EdiIdentifiers NumberOfEdiIdentifiers="1">
      <EdiIdentifierInfo InterchangeNo="ABCDEFGF" Qualifier="12"/>
    </EdiIdentifiers>
    - <FinancialStatements NumberOfFinancialStatements="1">
      <FinancialStatementInfo BeforeTaxes="0.00" GrossProfit="0.00" Months="0" Notes="" TotalLiability="0.00"
        CurrentLiability="0.00" NetProfitOrLoss="0.00" NetSales="0.00" NetWorth="0.00" TotalAssets="0.00" OtherAssets="0.00"

```

```

        CurrentAssets="0.00" FinancialStmtDate=""/>
    </FinancialStatements>
    <FundingInstructionsInfo Notes="" FundingLimit="0.00"/>
    - <Groups NumberOfGroups="1">
        <GroupInfo Value="" Code=""/>
    </Groups>
    <IdentityInfo DOT="" MotorCarrierNo="" DBDunsNo="" IncomingFax="" FederalTaxNo="" EdiInterchangeNo="" EdiQualifier=""
        AlternateName=""/>
    <ImportRulesInfo AIMSType="1"/>
    - <Ineligibility>
        <IneligibilityInfo OverDebtorLimit="false" NoDebtorLimit="false" PercOverMakesAll="0.00" OneInvoiceOverMakesAll="false"
            ConcentrationLimit="0.00" IneligibleDays="0"/>
        - <IneligibilityTitles NumberOfIneligibilityTitles="1">
            <IneligibilityTitleInfo Title="" Qualifier="" Notes="" Amount="0.00" EffectiveDate="20200101"/>
        </IneligibilityTitles>
    </Ineligibility>
    <InsuranceInfo Amount="0.00" InsuredByKey="3" Expires="20200101"/>
    <InsurancePolicyInfo RequiresInsuranceCoverage="false"/>
    <InvoiceRulesInfo AbsoluteMaxInvAmt="0" MaxInvTerm="0" MaxWaivedNOAAmt="0.00" MaxBalanceNOA="0.00"
        AuthorizationStaleAge="0" MaxInvoiceAge="0" MaxCreditProtection="0.00" NoCreditsAndDebitsOnSamePurch="false"
        NoticeOfAssignmentRequired="false" DuplicatePORef="4" DuplicateInvoices="2"/>
    <LoadOrderProcessingInfo TotalPOAdvances="0.00" POAdvanceLimitPerc="0.00" AllowAdvancesOnPO="false" PurchaseOrder="2"
        TotalLoadAdvances="0.00" AdvanceLimitPerc="0.00" AllowHaulerRef="false" IncludeInLoadProc="false"/>
    <MinimumCashReservesInfo IncludeMiscReserves="false" IncludeEscrowReserve="false" PerLargestDebtorBal="0.00"
        PerAvailableCollateral="0.00" MinDollarAmt="0.00"/>
    - <MiscData NumberOfMiscData="1">
        <MiscDataInfo Value="" Element=""/>
    </MiscData>
    <MiscInfo Note=""/>
    <Participation ParticipationRate="0.00" ParticipantType="0" ParticipantKey="2"/>
    <PaymentTermsInfo FactorRiskPerc="0.00" ClientRiskPerc="0.00" BankState="" MaxDataEntryWriteOff="0.00"
        NoCashPosting="false" CollectionFeesOnNegativeInvs="false" AutoBulkChargeBack="true" NoCalcFeesOnFloat="false"
        RebatesOnCollections="false"/>
    <PolicyExceptionInfo Notes=""/>
    <PurchaseApprovalInfo ConcentrationWarningPerc="0.00" ManagerPurchApprovalRuleKey="0" AcctExecApprovalRuleKey="0"/>
    <PurchaseInfo AllowAdditionShipInfo="false" OriginalInvRequired="false" NeverTransferData="false"
        DataOnlyFromTransfer="false" ShowBankInfo="false" WatermarkOutgoingInvs="" DeliveryBy="" PurchaseDocument=""
        ShowSignatureLines="1"/>
    <PurchaseTermInfo UseDebtorCodeNotClientCode="true" DSOAddOnDays="2" RecourseDays="0" NoRecourse="0"
        DefaultDueDaysFrom="2" DefaultDueDays="2" ExpectedDilutionPerc="0.00" MinFeeInvoice="2.00"
        DefaultEarlyPayDiscDays="0" DefaultEarlyPayDiscRate="0.00" CaptureDiscountsAtPurch="false"
        AllowTradeDiscountTerms="false" DefaultIsNoAdvanceOnPurch="true" NoHoldReservesOnNegInv="false"
        NoPurchaseFeeOnNegInv="false"/>
    <StatementTermsInfo Months="2" Notes="" GuaranteedAmt="0.00" GuaranteeType="1" StatementCloseDate="2"
        VolumnRebateKey="0"/>
    <TerminationInfo Description="" TermDisputeKey="0" NonAccrualDate="20200101" TerminationDate="20200101"/>
    <Verification Instructions="" VerificationRatio="0.00" OnlyVerifyInvsOverAmt="2.00" PrePurchVerificationReq="false"/>
    - <ClientNotes NumberOfClientNotes="1">
        <ClientNotesInfo Notes="" DebtorKey="2" NoteCatKey="1"/>
    </ClientNotes>
</Client>
- <Client Action="New">
    <BasicInfo NonDetailIndicator="false" GLGroupKey="6" ClientTermKey="9" ClientCode="XMLClient2"
        ClientName="XMLClient2"/>
    <AdvancedInfo MasterClientKey="0" CommunicationPreference="0" SignedDate="" UCCNo="" UCCDate="" AllowWebAccess="false"
        IsMasterClient="0"/>
    <AddressInfo Email="rcurry@jackhenry.com" Fax="" Phone2="" Phone1="205-911-0024" TimeZoneKey="19" Country="United
        States" Zip="35115" State="AL" City="Birmingham" Addr2="PO Box 781" Addr1="123 Easy St"/>

    </Client>
</Clients>
</File>

```

Import Credit

There are currently several options for importing credit into FactorSoft. This section contains detailed guidelines for the following credit import options:

[FIS DDA Credit Import](#)

[Capital One Letters of Credit](#)

[Credit2B Import](#)

[DNBi Import](#)

AIMS Credit Request Layout

The AIMS® (Apparel Information Management System®) credit file export allows the customer/debtor to transmit requests for credit to the lender. The lender then transmits response files back to the customer/debtor's AIMS system. The customer/debtor can transmit invoices for purchase from AIMS back to the lender.

See the Export Guide for the AIMS Credit Response Export process.

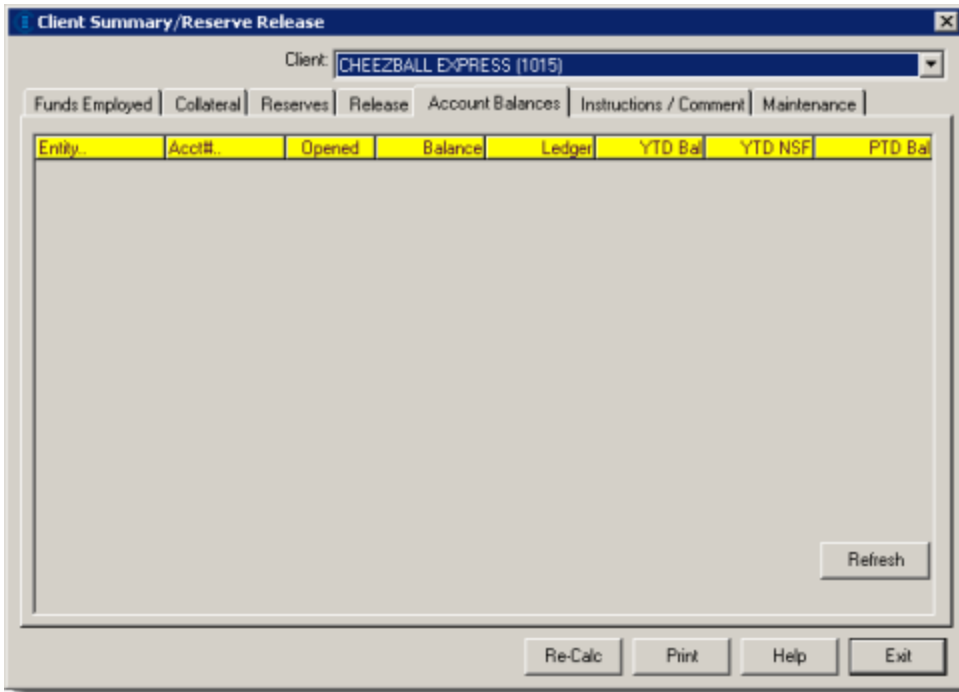
The Credit requests from the customer/debtor to the lender are received as a fixed length flat file that must have the file extension ".AMO". The file format is:

Field	Start	Length	Comments
Client Code	1	13	Lender-assigned client code (same in all records)
AIMS Account Code	14	10	Customer's AIMS account code. This field is left-justified.
AIMS Order Number	24	15	
Completion Date	39	6	MMDDYY
Start Date	45	6	MMDDYY
EOM Terms	54	1	"E" or blank
Order Amount	55	11	9(9)V99 (11 digits overall, left zero-filled, two implied decimal positions)
Customer Name	66	35	
Customer Address	101	30	

Field	Start	Length	Comments
Customer City	131	20	
Customer State	151	2	
Customer ZIP	153	10	
Customer Address 2	163	30	AIMS extension
Customer Phone	193	20	AIMS extension
Customer FAX	213	20	AIMS extension
Record Length		232	

FIS DDA Account Balance Import

The FIS DDA Account Import imports client deposit account data from the client's core banking application, and displays the imported data on the Account Balances tab of the Client Summary screen in FactorSoft. The Account Balances tab is enabled by setting System Preference **Client rules/defaults, Ineligibility/summary calculation, Show Account Balance tab to True.**



Field	Description
Grid	Displays each client DDA account as a line-item with the following data:

Field	Description
	<ul style="list-style-type: none"> • Entity: Displays the client name on the account. • Acct#: The DDA account number. • Opened: The account open date. • Balance: The account current balance. • Ledger: The account ledger balance. • YTD Balance: The account average balance year to date. • YTD NSF: The account number of time year to date. • PTD Balance: The account period-to-date balance.
Refresh	Click this button to refresh the DDA account data displayed on the Account Balances tab. A warning message appears to inform the user that manually refreshing data from the screen incurs a usage charge from the vendor and allows the opportunity to cancel the request.

To enable this import, set the following System Preferences for the Account Import, then schedule the FIS Account Import template in Schedule Services screen in the Administration module and enable the same Engine task in the Engine Administration module.

System Preferences

To configure FIS DDA Account Importer, set the following System Preferences in the **Identification/system constants**, Interface parameters, FIS DDA/Account Import folder:

Preference	Description
Folder to Watch	Enter the unique and fully qualified folder location in which to receive import files to be processed by the Engine.
Folder to Store	Enter the unique folder location in which you want the Engine to store the processed FIS DDA files
Email Address(s)	Enter the email addresses to send FIS import exception information.

File Specifications

The .xls file to be imported follows the following specifications:

Header	Column	Description
Account Number	1	DDA Account Number
Account Type	2	The type of DDA Account
Available Balance	3	Current Available DDA Account Balance
CIS Number	4	CIS Number associated with DDA Account
Close Date	5	Date of close
Collected Balance	6	Amount Collected
Customer Name	7	Client Name on the Account
Description	8	A Description of the Account
Ledger Balance	9	Ledger Balance
Open Date	10	Date opened
PTD Balance	11	The account period-to-date balance.
YTD Balance	12	The account average balance year-to-date.
YTD NSF	13	The account number of time year-to-date.

Capital One Letters of Credit Import

The Capital One Letters of Credit Import is an automated process in FactorSoft where the Engine imports Capital One Letters of Credit and stores the data in the database. There is a Search Capability located at **FsMain > Search > Letters of Credit Search** which allows the user to search by LOC#, Type, Client, Facility or Client CIF. The user must have proper permissions set to access Search Capabilities.

Once imported, the data populates in the **Facility Information > Letters of Credit** panel. For more information on the Letters of Credit panel, see the Facility Information section of the User Guide and/or Bulk Collateral User Guide.

To enable this import, set the following System Preferences for the Account Import, then schedule the Capital 1 Letters of Credit Import template in Schedule Services screen in the Administration module and enable the same Engine task in the Engine Administration module.

System Preferences

To configure the Capital One Letters of Credit Importer, set the following System Preferences in the **Identification/system constants** > Interface parameters > Capital 1 Letters of Credit Import folder:

Preference	Description
Folder to Watch	Enter the unique and fully qualified folder location in which to receive import files to be processed by the Engine.

Additional Letter of Credit Import Settings

Set the Client Letter of Credit Identifier at **Client Information** screen > **Identity** panel.

Identity

Alternate name:

EDI identity: Incoming fax:

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

Motor carrier #: Language:

DOT #:

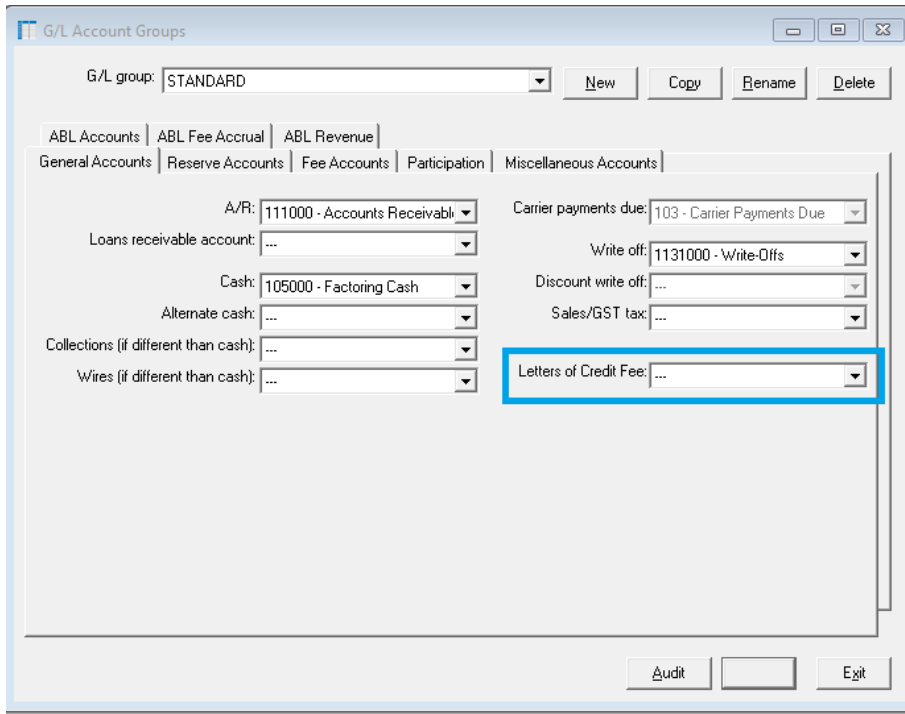
LOC Facility:

LOC Acct #:

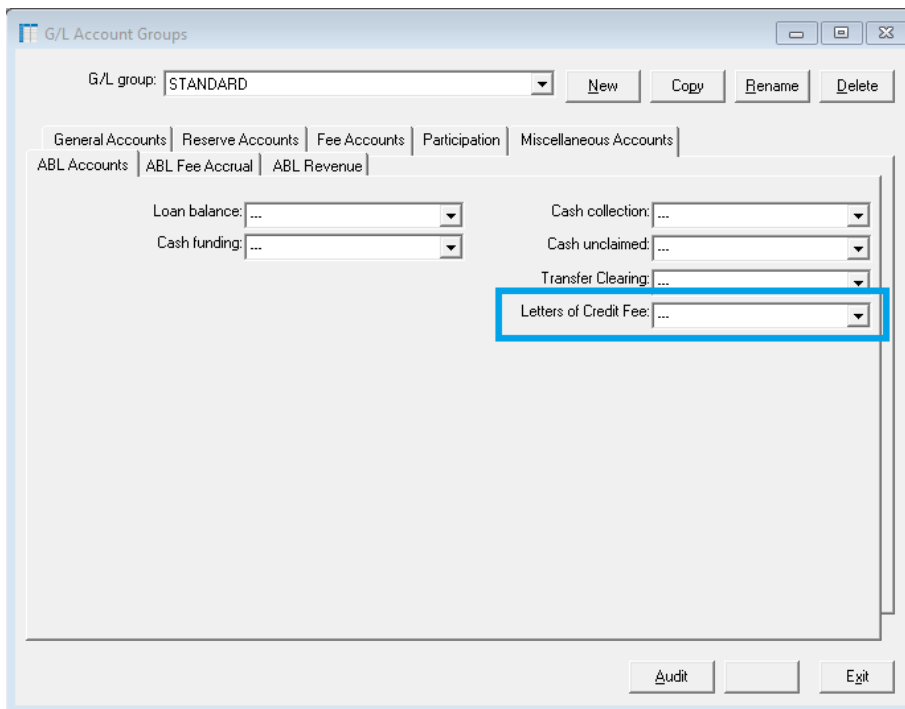
File upload associates the LOC Acct # (CIF) with the list of existing Letters of Credit in the database. If the process does not find an CIF # or LOC # it generates a new Letter of Credit under the assigned LOC Facility as designated in the drop-down selection. If there is a match the data in the file is used to update the existing record.

G/L Account Groups for Letters of Credit

Set the Letter of Credit Fee Account at **Tables** > **Accounting** > **G/L Account Groups** > **General Accounts** tab. This is the account assignment used when the import generates fee transaction changes against Cash Reserve. Fee account is selected from the drop-down:



Set the Letter of Credit Fee Account at **Tables > Accounting > G/L Account Groups > ABL Accounts** tab. This is the account assignment used when the import generates fee transaction changes against Loan Balance. Fee account is selected from the drop-down:



Letter of Credit Reports

For detailed information on Letters of Credit reports, see the Accounting Menu section of the Reports Guide.

Credit2B Import

The Credit2B Import is an automated process in FactorSoft where the Engine imports comma delimited Credit2B .txt files and stores the data in the database.

Once imported, the data populates in the **Debtor Information** > **Credit2B** panel.

System Preferences

To configure the Credit2B Import, set the following System Preferences in the **Identification/system constants** > Interface parameters > Use Cred2B folder:

Preference	Description
Use Cred2B Interface	
Folder to Watch	Enter the unique and fully qualified folder location in which to receive import files to be processed by the Engine.

DNBi Import

The DNBi Import is an automated process in FactorSoft where the Engine imports DNBi files and stores the data in the database. This import accepts both pipeline and tab delimited files.

Once imported, the data populates in the **Debtor Information** > **Credit D&B** panel.

System Preferences

To configure the DNBi Importer, set the following System Preferences in the **Identification/system constants** > Interface parameters > DNBi Import folder:

Preference	Description
Folder to Watch	Enter the unique and fully qualified folder location in which to receive import files to be processed by the Engine.

Once the data is imported into FactorSoft, the user has the ability to see the following data under **Debtor Information > Credit D&B** panel:

- Start year / Years Op
- Employees
- Net worth
- Avg High Credit
- Neg Refs (%)
- D-U-N-S
- Risk Rating
- Paydex
- Credit score
- Stress score

Additionally, you can also go to **Reports > Debtor > DNBI Spreadsheet** and run a report for a specific date range. Once you select the date range, click **Analyze**. A new grid of selectable fields will populate from which to choose. The fields in which you select can be exported in an excel spreadsheet.

Importing Invoices via Purchase Import Facility

Invoices can be imported into FactorSoft using the Purchase Import Facility.

The Purchase Import 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 Formats section the Import Guide.

Purchase Import Facility

Use the Purchase Import Facility to import client-submitted invoice files into FactorSoft from a variety of data formats, including MS Excel, Quickbooks, Peachtree, and other accounting software packages. For detailed instructions on general import criteria, invoice and debtor fields, as well as available import formats, refer to the FactorSoft Purchase Import File Formats topic.

Pre-import Considerations

Jack Henry™ recommends using the Client Reference Number to identify debtors for purchase import. Therefore, before the initial purchase data import, Jack Henry™ recommends that you request a list of all debtor names and Customer IDs included in the export file from your client. Set the option in the **Data entry behavior, Purchase import** folder to utilize the Client Reference Number for purchase imports:

System Preferences	Description
Client reference number is not a required field	Set to False to indicate that each invoice record in the import file must have the Client Reference Number. If an invoice is missing the Client Reference Number, the import is aborted by the Purchase Import Facility if the Client Ref # (Customer ID) for a new debtor is missing.

For purposes of data integrity, Jack Henry™ strongly recommended that you import the invoice file into a test database before attempting to import into your production database. In case of error, please contact your IT technician and your client to ensure that the export template used by the client is correct.

NOTE

Jack Henry™ does not provide support for accounting software such as Peachtree or QuickBooks.

Importing Invoice Files

This subsection provides step-by-step instructions for importing purchase files.

To import purchase files:



1. Access the Purchase Import Facility screen:

- From the FactorSoft File Menu, select **Input Functions**.
- From the Input Functions sub-menu, select **Purchase Import Facility**.

The Purchase Import Facility screen appears.

2. From the **Format** list, select the type of purchase file to be imported.

TIP

See Purchase Import Formats for further details about the various purchase file formats.

3. Select the Client to which the file is to be imported:

- Click in the **Client** field and enter the name of the client whose data is to be imported.
- As you type in the name, the list beneath the **Client** field is populated with a shrinking list (based on the characters you enter) of options for selection.
- Click the client in the list to enter that client name in the **Client** field.

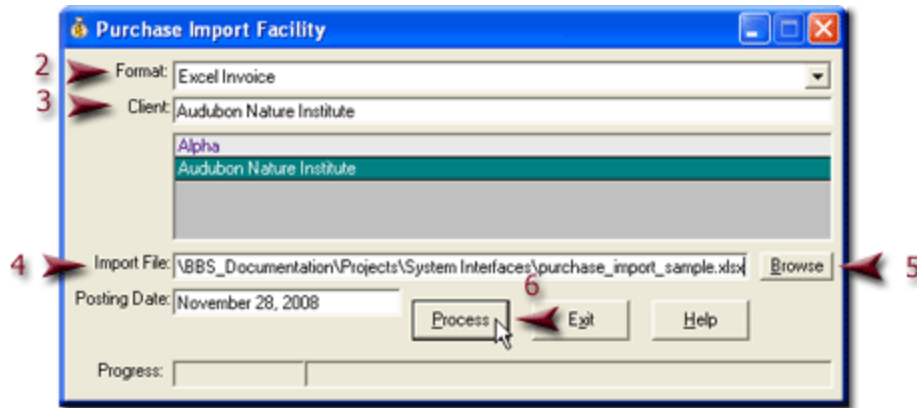
4. In the **Import File** field, select the file to be imported:

- Click the **Browse** button adjacent to the **Import File** field.
- Navigate to the folder location where the purchase file has been placed.
- Select the purchase file.
- Click the **Open** button.

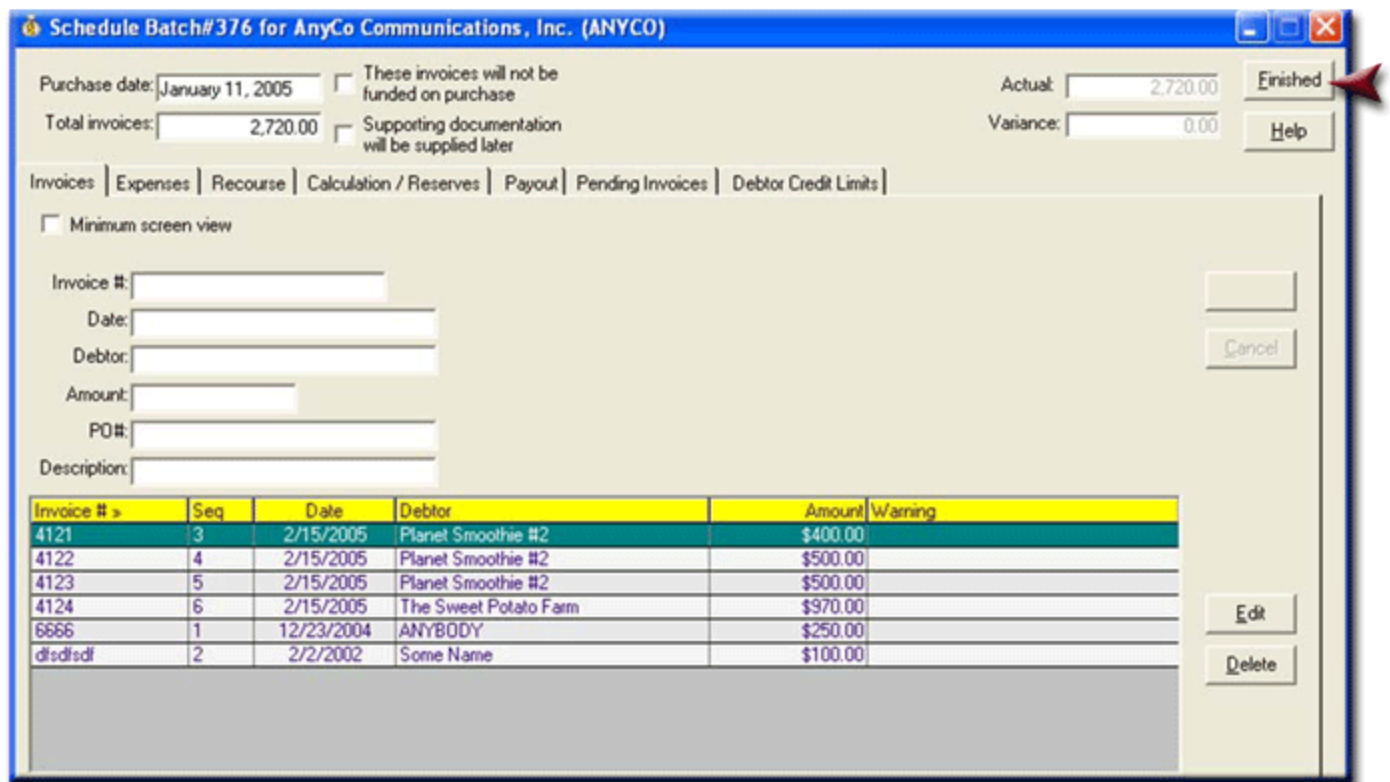
5. In the **Posting Date** field, enter the processing date for the import.

This field displays the FactorSoft current processing date by default.

6. Click the **Process** button to initiate the data import.



FactorSoft automatically launches the Purchase/Schedule Batch window and generates a new batch containing the imported invoices. You can make any necessary adjustments to the newly created batch on the Schedule Batch window:



- Click the **Finished** button to save the batch and exit the window.

System Preferences

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

Preference	Description
Bring up debtor import facility on debtor import	Set to True , Debtor Import Facility Screen will automatically launch when a New Debtor is imported.
Bypass QB search line in Excel Import	When creating an import file from Quickbooks, a search line is created as the second line, when set to True , import will bypass this line.
Client reference is not a required field	If set to True , client reference field is not required.
Client Reference refers to Debtor Code	drop-down option indicating when data element will be imported whether it is the Client Reference number or Debtor Code.
Dates are formatted as Day-month-year	When True , date is day-month year instead of month-day-year.
Do not Automatically create load	When True , the system will not automatically create a load.
Drop duplicate invoice entries	When True , the system will drop any duplicates invoices.
Ignore name change on debtor match	Set to True , this preference provides the option to bypass debtor name and address inconsistencies as long as the client reference number finds an exact match during data transfer.
Create Log File each new Purchase Import	When True , system creates a log file tracking the import process.
Always check for Debtor entry	When True , system will always check for Debtor Entry.

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

Preference	Description
Automatically generate debtor code	drop-down option indicating whether or not the system should generate a Debtor Code if the User does not set.
Start Automatic debtor code search at	Number indicating what number at which to start Debtor Code.

Preference	Description
Number of new codes for auto generated debtor codes	Number indicating how many debtor codes to auto generate.

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

Preference	Description
Debtor Code	drop-down option on whether or not a Debtor Code is required.

Purchase Import Fields

The Purchase Import file can be presented to FactorSoft in several different formats, which are described in a following section. The data elements that compose the file are common across all of the formats, and are described in the following table.

Required fields must be present to import purchase records into FactorSoft. Optional fields are not required, but are strongly recommended to facilitate matching and updating of records during the import process. Multiple Column Header Names indicate that any of the listed names is valid – only one such column should be included in the file.

Column headers are not case-sensitive, and their order does not affect the import process as long as data fields are listed below their respective headers.

Description	Column Header Name	Req/Opt	Len	Format
Client Reference Number	ACCT	Required	40	NVARCHAR
	ACCT_ID			
	ACCOUNT			
	CLIENTREF			
	CUSTOMER			
	CUSTOMER CODE			
	CUSTOMER ID			
	DEUDOR			
	NIT DEUDOR			

Description	Column Header Name	Req/Opt	Len	Format
	DEBTOR DEBTORNO REFNO SOURCE NAME			
Invoice Number	FACTURA INV_ID INVNO INVOICE# INV# INVOICE INVOICE # INVOICE NUMBER INVOICE/CM # NUM NUMBER	Required	30	NVARCHAR
Invoice Date	DATE FECHA FECHAFACT FECHA_FACT INV_DATE INVDATE INVOICE DATE TRANSACTION DATE	Required	N/A	DATETIME
Invoice Amount	ACCOUNTS RECEIVABLE AMOUNT	Required	N/A	MONEY

Description	Column Header Name	Req/Opt	Len	Format
	AMT AMOUNT BAL_ASSIGN GRAND TOTAL INVAMT MONTO OPEN AMOUNT			
Purchase Order Number	ORDEN PO_NO PONO PO PURCHORD DATE OF SERVICE	Optional	40	NVARCHAR
Transport Doc Date	TRANSDOCDATE	Required (For Insurance Policy Center Module only)	N/A	DATETIME
Due Date	DATE_DUE DUE DUE DATE DUE_DATE DUE DATE FEHAVTO FECHA_VTO	Optional	N/A	DATETIME
Description	DESC DESCR	Optional	50	NVARCHAR

Description	Column Header Name	Req/Opt	Len	Format
	DESCRIPCION DESR ITEM DESCRIPTION DESCRIPTION PATIENT NAME			
Debtor Name	BILL TO BILLTO BILL_TO CUSTOMER NAME DEBNAME DEBTOR NAME DTR_NAME NAME NOMBRE NOMBRE DEUDOR NOMBRE_DEUDOR	Optional	100	NVARCHAR
Debtor address – primary phone	PHONE1	Optional	20	NVARCHAR
Debtor address – secondary phone	PHONE2	Optional	20	NVARCHAR
Debtor address - FAX number	FAX	Optional	20	NVARCHAR
Debtor address - address line 1	ADDR1	Optional	50	NVARCHAR
Debtor address - address line 2	ADDR2	Optional	50	NVARCHAR

Description	Column Header Name	Req/Opt	Len	Format
Debtor address - city	CITY	Optional	50	NVARCHAR
Debtor address - state	STATE PROVINCE	Optional	30	NVARCHAR
Debtor address - country	COUNTRY	Optional	30	NVARCHAR
Debtor address - email address	EMAIL	Optional	50	NVARCHAR
Contact/attention name	ATTN	Optional	50	NVARCHAR
Insurers	INSURERNAME UCCNO	Optional	50	NVARCHAR
Shipping type	SHIP TYPE TRACKTYPE	Optional	20	NVARCHAR
Shipping number	SHIPNO TRACKNO	Optional	60	NVARCHAR
Carrier code	CARRIERCODE CARRIER_CODE CARRIER CODE CARRIER# CARRIERNO CARRIER	Optional	12	NVARCHAR
Carrier name	CARRIERNAME CARRIER NAME CARRIER_NAME	Optional	60	NVARCHAR
Carrier terms	CARRIERTERM CARRIER TERM CARRIER_TERM	Optional	30	NVARCHAR

Description	Column Header Name	Req/Opt	Len	Format
	CARRIER TERMS			
Carrier gross amount	GROSSAMT GROSS GROSS AMOUNT	Optional	N/A	MONEY
Carrier previous amount	PREVAMT PREVIOUS PREV AMOUNT PREV	Optional	N/A	MONEY
Carrier invoice/document number	CARRIERDOC CARRIER DOC CARRIERDOC# CARRIERINVNO CARRIERINV#	Optional	30	NVARCHAR
Client number	AGENCY CLIENTNO CLINO CLIENT	Optional	12	NVARCHAR
CPT Code	CPT CODE	Optional	20	NVARCHAR
Client Contract Number	CONTRACTNO	Optional	34	NVARCHAR
Unused fields. These fields can be present but will always be bypassed.	ACCT_SUB INVOICE TYPE REL_ID TRANSACTION NUMBER	Ignored	N/A	N/A

Purchase Import File Formats

FactorSoft currently utilizes the invoice import formats listed below.

- [Cash Flow Manager Invoice Format](#)
- [Excel Invoice Format](#)
- [FactorSoft Standard Invoice & Debtor Format](#)
- [Multi-Client Excel Invoice Format](#)
- [Peachtree 2000 Format](#)
- [Quickbooks Professional – Invoice Format](#)
- [xBase Invoice Format](#)

Cash Flow Manager Invoice Format

The Cash Flow Manager Invoice format (CFM) is a standard ASCII text file and should be named with the .TXT file extension. Field values are defined in parenthesis and comma-separated. Each record in the file represents a separate invoice.

The import file contains the following data elements in the following format:

"REFNO","INV_ID","INVAMT","INV_DATE","DESC"

Name	Description
REFNO	Client reference number
INV_ID	Invoice number
INVAMT	Invoice amount
INV_DATE	Invoice date
DESC	Test description field

The example below includes all fields required for import into FactorSoft.

```
"487","83771","195.00","03/16/2004","Xxx"  
"5145","85410","392.33","03/18/2004","Yyy"  
"5402","85468","562.76","03/19/2004","Zzz"
```

Excel Invoice Format & Factor/PC xBase Invoice Format

The Excel, Multi-client Excel, and Factor/PC xBase Invoice File formats are identical, with the exception that the Excel files must use an .XLS file extension, while the xBase file must use a .DBF file extension saved in FoxPro or dBase. This format must contain the following data elements in Row 1:

NOTE

Column Headers Names can be any of the required and/or optional import titles specified in the Invoice Import Fields.

When importing an Excel Invoice format file with a contract number but no client reference number, the Purchase Import Facility will search the Aging table for the client reference number based on the contract number and automatically populate the debtor for the invoice.

Column	Column Header Name	Description
1	REFNO	Client reference number
2	INV_ID	Invoice number
3	INV_DATE	Invoice date
4	INVAMT	Invoice amount
5	PO_NO	Purchase order number
6	DUE_DATE	Invoice due date
7	DESCR	Text description
8	DTR_NAME	Debtor name

Following is an example of an invoice file in the Excel Invoice Format or Factor/PC xBase Invoice Format:

CLIENTREF	INVOICE#	INV_DATE	INVAMT	PO_NO	DUE_DATE	DESCR	DTR_NAME
487	83771	03/16/2009	195.00	P-487	04/16/2009	Xxx	Arrow
5145	85410	03/18/2009	392.33	P-5145	04/18/2009	Yyy	GreatMart
5402	85468	03/19/2009	562.76	P-5402	04/19/2009	Zzz	CostLink

FactorSoft Standard Invoice & Debtor Format

The FactorSoft Standard Invoice & Debtor format is a standard ASCII text file and should be named with the .TXT file extension. Field values are tab-separated. The Debtor and Invoice sections are separated by

section headers. The debtor section always precedes the invoice section.

NOTE

The column headers can be any of the required and/or optional invoice import titles specified in the Invoice Import Fields section, and any of the required and/or optional debtor import titles specified in the Debtor Import Fields section above.

The column headers can be any of the required and/or optional invoice import titles specified in the Invoice Import Fields section, and any of the required and/or optional debtor import titles specified in the Debtor Import Fields section above.

Column	Column Header Name	Description
[DEBTOR]		
1	REFNO	Client reference number
2	NAME	Client name
3	ADDR1	Address line 1
4	ADDR2	Address line 2
5	CITY	City
6	STATE	State code
7	ZIP	ZIP Code
8	PHONE	Phone number
9	FAX	FAX phone number
[INVOICE]		
1	NUM	Invoice number
2	REFNO	Client reference number
3	DATE	Invoice date
4	AMT	Invoice amount
5	PO	Purchase order number
6	DESC	Text invoice description
7	DUE	Invoice due date



The following example illustrates the FactorSoft Standard Invoice & Debtor Format file (shown in MS Word to display tabs):

```
[DEBTOR] → → → → → → → → →
REFNO→ → NAME→ADDR1→ADDR2→CITY → STATE→ZIP → PHONE→FAX¶
487 → Arrow→10→AnyStreet→ → → LA → CA → 90290→310-555-1212→¶
5145 → GreatMart → 15→SandyRoad→ → → BHM → AL → 35223→205-555-133 → 205-555-4321¶
5402 → CostLink → 625→5th→Ave → → → NY → NY → 10036→212-555-1414→¶
→ → → → → → → → →
[INVOICE] → → → → → → → → →
NUM→REFNO→DATE→AMT→PO → DESC→ DUE ¶
83771→487 → 06/16/12 → 195.00→P-83771 → XXX → 07/16/12 ¶
85410→5145 → 06/18/12 → 392.33→P-85410 → YYY → 07/18/12 ¶
85468→5402 → 06/19/12 → 562.76→P-85468 → ZZZ → 07/19/12 ¶
```

Mind Your Own Business (MYOB) Format

The Mind Your Own Business (MYOB) import file is a standard ASCII text file and should be named with the .TXT file extension. It contains the following data elements in a comma-delimited format:

NOTE

Column Headers Names can be any of the required and/or optional import titles specified in the Invoice Import Fields.

Column	Column Header Name	Description
1	Co./Last Name	Client Name If Client name contains a symbol, it should be in quotes.
2	Invoice #	Invoice identification number
3	Date	Invoice date
4	Total	Dollar Amount of the Invoice

The following example illustrates the Mind Your Own Business (MYOB) Format file:

```
File Edit Format View Help
Co./Last Name,Invoice #,Date,Total
Walmart I1,00000341,2/2/2021,$83.00

WalMart I1,00000304,1/31/2021,Can$920.00

"C.H. Robinson",00000345,1/15/2021,$990.00
```



Multi-Client Debtor Import Format File

Using this spreadsheet format, users can import debtors associated to multiple clients. This format must contain the following data elements in Row 1:

Column	Column Header Name	Description
1	Client ID	Client Code
2	DebtorNo	Debtor number
3	Debtor NAME	Debtor name
4	ADDR1	Debtor address line 1
5	CITY	Debtor address city
6	STATE	Debtor address state
7	ZIP	Debtor address ZIP Code

Peachtree 2000 Format

The Peachtree import file is a standard ASCII text file and should be named with the .TXT file extension. It contains the following data elements in a comma-delimited format:

NOTE

Column Headers Names can be any of the required and/or optional import titles specified in the Invoice Import Fields.

Column	Column Header Name	Description
1	REFNO	Client reference number
2	INV_NO	Invoice identification number
3	INV_DATE	Invoice date
4	DEBTOR_NAME	Debtor name
5	ADDR1	Debtor address line 1
6	ADDR2	Debtor address line 2
7	CITY	Debtor address city

Column	Column Header Name	Description
8	STATE	Debtor address state
9	ZIP	Debtor address ZIP Code
10	PO	Purchase order number
11	DUE	Invoice due date
12	DESCR	Text invoice description
13	INV_AMT	Invoice dollar amount

The following example illustrates the Peachtree 2000 Format file:

```
REFNO, INV_NO, INV_DATE, DEBTOR_NAME, ADD1, ADD2, CITY, STATE, ZIP, PO, DUE_DATE, DESCR, INV_AMT
487, 83771, 03/16/04, Arrow, 10 Any St., LA, CA, 90290, P-83771, 04/16/04, Xxx, 195.00
5145, 85410, 03/18/04, GreatMart, 15 Sandy Rd., Bham, AL, 35223, P-85410, 04/18/04, Yyy, 392.33
5402, 85468, 03/19/04, CostLink, 625 5th Ave, NY, NY, 10036, P-85468, 04/19/04, Zzz, 562.76
```

Quickbooks Professional 99 & 2000+ Invoice Format

The Quickbooks import file is a standard ASCII text file and should be named with the .TXT file extension. It contains the following data elements in a tab-delimited format:

NOTE

Column Headers Names can be any of the required and/or optional import titles specified in the Invoice Import Fields.

Column	Column Header Name	Description
1	TYPE	Must contains literal "INVOICE" The last row of the file must contain a date range encompassing the invoice dates contained in the file in mm-dd-yy-to-mm-dd-yy format, starting in column 1.
2	INV_DATE	Invoice date
3	INV_NO	Invoice identification number
4	REFNO	Client reference number
5	DUE_DATE	Invoice due date



Column	Column Header Name	Description
6	DESCR	Text invoice description
7	INV_AMT	Invoice dollar amount The last row of the file must contain the total invoice amount for the file in column 6.

The following example illustrates the Quickbooks Invoice file:

TYPE	INV_DATE	INV_NO	REFNO	DUE_DATE	DESCR	INV_AMT
INVOICE	06/16/08	83771	487	07/16/08	XXX	195.00
INVOICE	06/18/08	85410	5145	07/18/08	YYY	392.33
INVOICE	06/19/08	85468	5402	07/19/08	ZZZ	562.76
06/16-08 to 06-20-08						1150.09



Import Invoices

There are currently several options for importing invoices into FactorSoft. This section contains detailed guidelines for the different invoice import options.

AutoInvoice Interface Specifications

AutoInvoice can be used to automate the data entry and scanning of images and data associated with invoices and purchase information. The invoice importer can import invoices, images (including multi-page PDFs), and corresponding details (including debtor and relationship information) into FactorSoft.

AutoInvoice is used along with the FactorSoft Invoice Importer Engine XML or Stand-alone Executable to import purchase batches in various supported formats. The XML Importer, Stand-alone program and supported file descriptions are discussed in detail in this guide.

Setting Up AutoInvoice

This section shows you how to set up FactorSoft to allow purchase imports via AutoInvoice.

System Preferences

The following System Preferences must be set in the **Identification/system constants, Performance, Scanning**:

Preference	Description
Store scanned images in files	Set to True to store imported images in files. This preference must be set to True to import image files in AutoInvoice.

The following System Preferences must be set in the **Data entry behavior, Purchase entry, Batch control**:

Preference	Description
Auto Invoice API does not require approval	Set to True to mark all batches imported through AutoInvoice as approved.
Auto Invoice API uses (Scanned/ Ready to Post) as batch released status	Set to True to set all batches imported through AutoInvoice that do not have rework conditions to Scanned/Ready to Post status.

Preference	Description
Auto Invoice API updates Pay by Method on batch transaction	<p>Set to True to indicate that the Pay By method is set for the batch when imported.</p> <p>The Pay By is selected at purchase by the following sequence: 1) the program looks up the client's default bank account Pay By method, 2) if no default bank account is set, the Pay By method is set to CHECK, 3) if the API provides the client bank account in the payout record, the program retrieves the Pay By method from that client bank record.</p>

The following System Preferences must be set in the **Data entry behavior, Imaging**:

Preference	Description
Daily folder root path	Enter the root path for the daily folder used to store images.
Use daily folders for images	Set to True to store images in the root path defined in the system preference Data entry behavior, Imaging, Daily folder root path .

After defining the system preferences for imaging, the first daily must be created and the path name must be entered on the Image Folder Maintenance screen in the Administration module.

NOTE

The Image Folder Maintenance screen can be accessed by selecting System → Database Maintenance → Image Folder Maintenance.

When entering the menu path, the server name should be used. For example, \\Bhm-QAAlpha\cadence-share\images\2017\07\11.

The next daily folder is automatically created by the Engine during the Date Roll process.

AIMS Invoice Import Layout

Invoices for purchase are created by the customer/debtor through their AIMS interface, and sent to the lender to import. These are imported into FactorSoft by the fsEDIInterface.EXE program. The file is a fixed length flat file that must have an AMI extension.

The AIMS invoice file is a fixed length flat file that must have the file extension ".AMI". There are two record types: the Invoice Detail records, followed by a Total Record, which is the sum of all detail invoices:

Invoice Detail Records

Field	Start	Length	Comments
Sales/Credits Indicator	1	2	Alphanumeric. Not used. <ul style="list-style-type: none"> • A1 = Sales • A2 = Credits
Client Code	3	14	Alphanumeric. AIMS assigned. Same for all records.
AIMS Account Code	17	10	Numeric. AIMS-assigned. Left-justified and space-filled.
Invoice Number	27	8	Numeric. Right-justified and zero-filled.
Filler	35	2	Spaces
Invoice Amount	37	10	Dollar amount of invoice. Numeric, final two positions are assumed to be the decimal positions. For instance, 0000011504 = \$115.04.
Invoice Date	47	6	Numeric. MMDDYY
As-of Date	53	6	Numeric. MMDDYY
Lender's Approval Code	59	15	Alphanumeric. Optional.
Store Number	74	4	Numeric.
Filler	78	8	Spaces
Term Type	86	1	Alphanumeric. <ul style="list-style-type: none"> • N = Net • E = EOM
Discount Percentage	87	2	Numeric. Examples: "08" = 8%, "20" = 20%
Filler	89	3	Spaces
Term Number of Days	92	3	Numeric. Examples: 030 = 30 days, 120 = 120 days

Field	Start	Length	Comments
P/O Number	95	15	Alphanumeric. Optional.
Client Risk Flag	110	1	R = At Client Risk
Filler	111	5	Spaces
Customer Name	116	35	Alphanumeric
Customer Street Address	151	35	Alphanumeric
Customer City	186	35	Alphanumeric
Customer State	221	2	Alphanumeric. Standard US Postal Service State Codes.
ZIP Code	223	5	Alphanumeric
Customer Address 2	228	35	AIMS extension
Customer Phone	263	20	AIMS extension
Customer FAX	283	20	AIMS extension
Record Length		302	

Totals Record

Field	Start	Length	Comments
Filler	1	2	Spaces
Client Code	3	4	
Totals Indicator	7	6	The literal TOTALS to indicate that this is the Totals record.
Invoice Amount	13	10	Total dollar amount of invoices in the file. Numeric, final two positions are assumed to be the decimal positions. For instance, 0000011504 = \$115.04.
Filler	23	1	Spaces
Invoice Count	24	4	Total count of invoices in the file
Filler	28	1	Spaces

Field	Start	Length	Comments
Assignment Number	29	4	Numeric
Filler	33	80	Spaces
Record Length		112	

AnyDoc File Description

The Anydoc EXCHANGEit GTO option imports a .GTO file, which is a text file containing one batch control record and one-to-many invoice detail records, including image cross-references, in an ASCII text document. The image files are downloaded to the input directory with the .GTO file in .tif format.

Batch Control Record

A batch control record precedes the invoice detail records. A sample is pictured below, followed by description of the fields utilized by FactorSoft:

```

sample.gto - Notepad
File Edit Format View Help
H:k999cran
static1-BC:999
B_DATE-BC:20120925
static2-BC:000
static3-BC:999999
static4-BC:*NONE
ENTER TOTAL INVOICES -BC:003822639
ENTER SERVICE CHARGE -BC:000000000
ENTER CREDITS-BC:000000000
ENTER NET -BC:000000000
B_NBR_OF_DOCS-BC:111
VERSION-BC:5.0.19
B_NUMBER-BC:04606388
B_CTRL_NUMBER-BC:
OCRAD_CONTROL_PATH_ID-BC:PRODUCTION
FOF_OUTPUT_BASE_ASCII-BC:\\invoices
FOF_OUTPUT_BASE_ARCHIVE-BC:\\invoices
FOF_OUTPUT_SUBDIR_ASCII-BC:
FOF_OUTPUT_SUBDIR_ARCHIVE-BC:
N:\\invoices\03273049.tif
F:k999
static1-DC:999

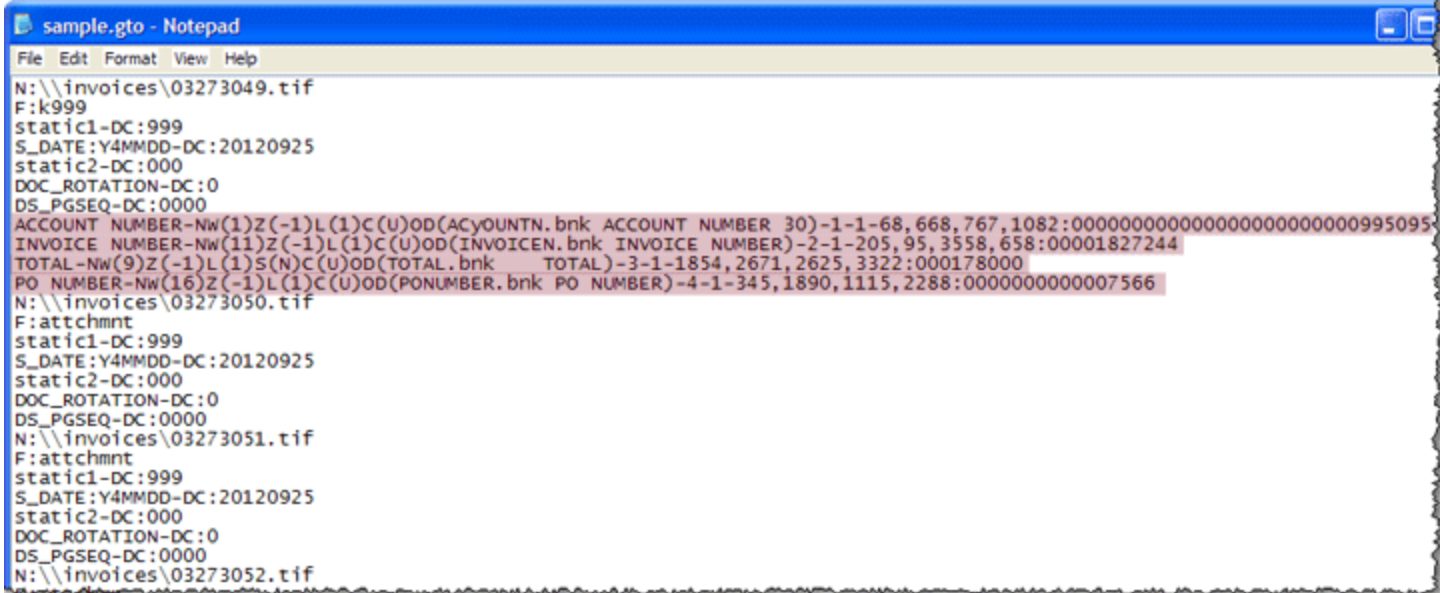
```

Field Name	Description
static1-BC:999	Client Number, where "999" is the actual client number.
B_DATE-BC:CCYYMMDD	Batch Date
ENTER TOTAL INVOICES - BC:999999999	Batch total dollar amount, decimal implied, where 999999999 is the actual total of all invoices to follow.
B_NBR_OF_DOCS-BC:99	Total number of invoices and image files, where 99 is the actual number of files.

Field Name	Description
N:\\invoices\03273049.tif	Path to first image file

Invoice Detail Records

An invoice detail record is included for each invoice in the batch, followed by all associated image file references. A sample is pictured below, followed by description of the fields utilized by FactorSoft:



Field Name	Description
ACCOUNT NUMBER-NW	Client Reference Number (CliRefNo). 30 digit maximum after colon, left zeros trimmed.
INVOICE NUMBER-NW	Invoice Number. 11 digit maximum after colon, left zeros trimmed.
TOTAL-NW	Invoice total dollar amount. Nine digit maximum after colon, decimal implied, left zeros trimmed..
PO NUMBER-NW	Purchase Order Number. 16 digit maximum after colon, left zeros trimmed.

AnyApp File Description

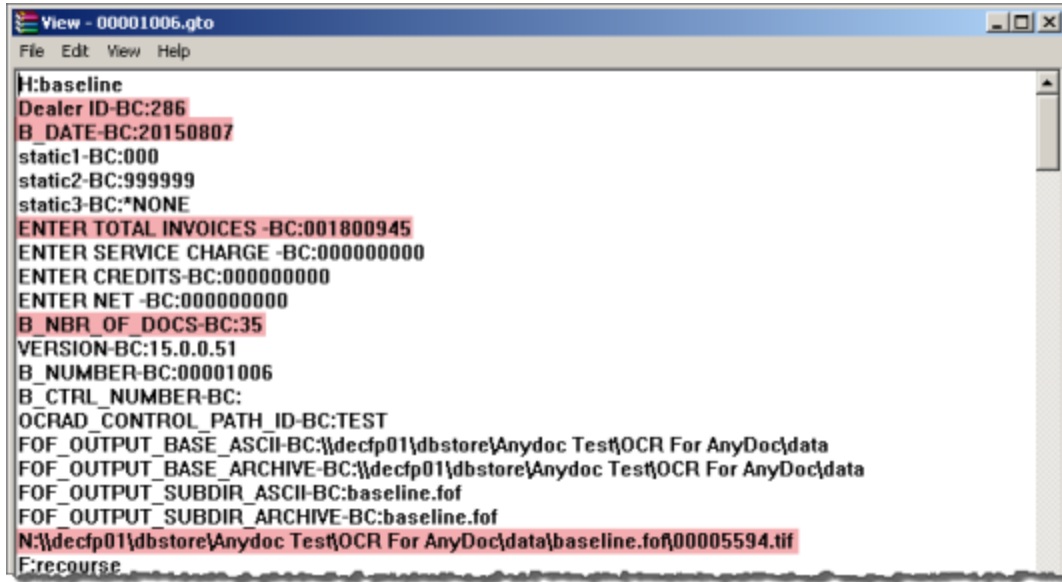
The AnyApp Invoice GTO option imports a .GTO file, which is a text file containing one batch control record and one-to-many invoice detail records, including image cross-references, in an ASCII text document.



The image files are downloaded to the input directory with the .GTO file in .tif format.

Batch Control Record

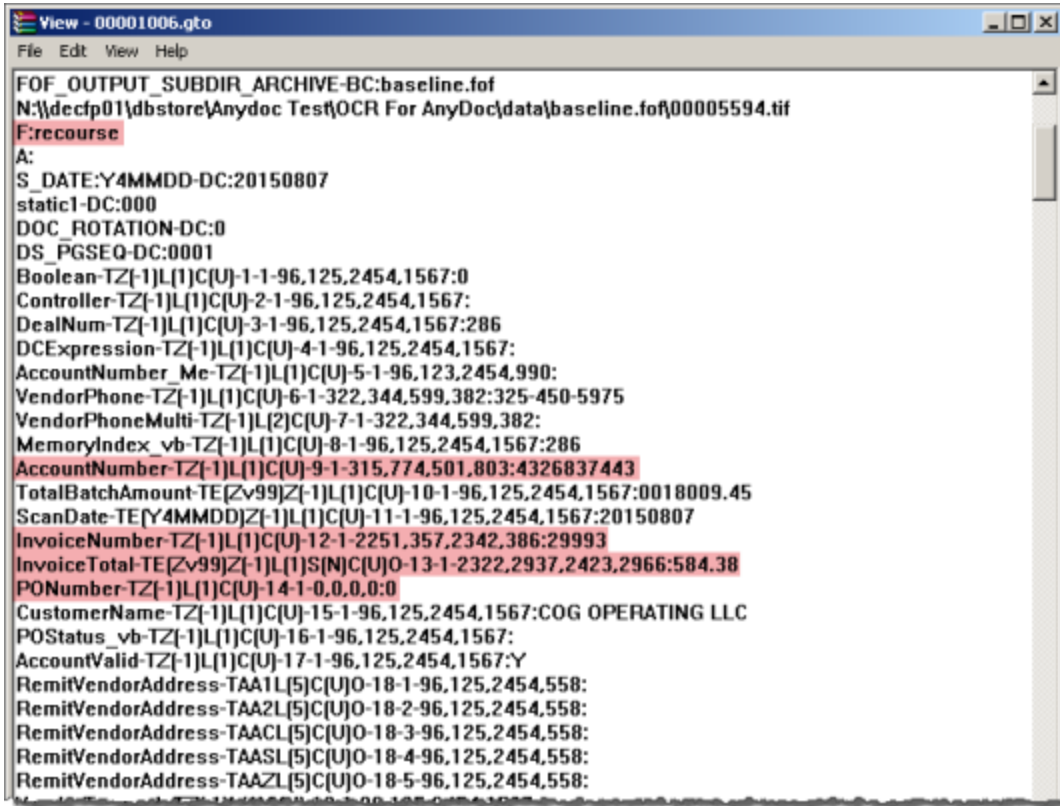
A batch control record precedes the invoice detail records. A sample is pictured below, followed by description of the fields utilized by FactorSoft:



Field Name	Description
Dealer ID-BC:000	Client Number, where "000" is the actual client number.
B_DATE-BC:CCYYMMDD	Batch Date
ENTER TOTAL INVOICES - BC:999999999	Batch total dollar amount, decimal implied, where 999999999 is the actual total of all invoices to follow.
B_NBR_OF_DOCS- BC:99	Total number of invoices and image files, where 99 is the actual number of files.
N:\<folder path>\<image file name>.tif	Path to first image file

Invoice Detail Records

An invoice detail record is included for each invoice in the batch, followed by all associated image file references. The invoice records are delimited by the F:recourse records in the file. A sample is pictured below, followed by description of the fields utilized by FactorSoft:



Field Name	Description
ACCOUNT NUMBER-TZ	Client Reference Number (CliRefNo). 30 digit maximum after colon, left zeros trimmed.
INVOICE NUMBER-TZ	Invoice Number. 11 digit maximum after colon, left zeros trimmed.
INVOICE_TOTAL-TE	Invoice total dollar amount. Nine digit maximum after colon, decimal implied, left zeros trimmed..
PO NUMBER-TZ	Purchase Order Number. 16 digit maximum after colon, left zeros trimmed.

FactorSoft Invoice Importer Engine

The Engine XML Invoice Importer is used for importing a specific XML file using the FactorSoft Engine as well as purchase uploads from the Web Portal including: manual entry, EDI 810s, flat files, image only, spreadsheet with images, ZIP files. It monitors a folder for the presence of files, and imports the invoices as purchase batches when they are present. Completed files are moved from the import folder to a designated backup folder, and in the event of import errors, moved to a designated error folder.

Setting Up the XML Invoice Importer - Engine

The following system preferences are necessary to successfully set up the XML Invoice Importer:

System Preferences

The following System Preferences must be set in the **Identification/system constants**, Interface parameters, Invoice XML Importer:

Preference	Description
Folder to Watch	Set folder location for XML zip files to be imported
Skip new debtor creation during import	If False, new debtors will be automatically created at the time of import if the debtor information in the XML file does not match the debtor information in the database
Allow incorrect totals	If True, the import will allow XML files to import with incorrect file totals or batch totals (Note: This preference should always be true if using the BatchPayout fields within the XML file)
Allow missing images	If True, the import will continue if images are missing
Successful import report emails	Email address or addresses to receive successful import notifications by email (Note: When using multiple email addresses, they should be separated by a comma)
Failed import report emails	Email address or addresses to receive failed import notifications by email (Note: When using multiple email addresses, they should be separated by a comma)

The following System Preferences must be set in the **Identification/System constants, Performance, Scanning**:

Preference	Description
Maximum scanned images per file	This preference should ALWAYS be set to 1. If blank, the default value is 1.
Optimize scanned images	Set to True to run an optimization process on scanned images. <i>Recommended to reduce imaging issues.</i>

The following System Preferences must be set in the **Data entry behavior, Imaging**:

Preference	Description
PDF resolution value for TIFF Conversion	It is strongly recommended that the preference is set to 96 or less. <i>If the resolution value is set to anything higher than 96 when using optimization, any imaging issues will not be supported.</i>

Select System Preference folder **Data entry behavior, Purchase Entry, Imaging** to set options for image processing:

System Preferences	Description
Default to support instead of invoice	Set to True to default images to Support type instead of Invoice type during purchase entry.

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 that do not have rework conditions to be Scanned/Ready to Post in the Manage Pending Purchase(F8) screen after import and when reworked, any Auto Expense will auto populate.

Engine Task

The Folder Monitor Import Task is the only Engine task that must be setup for the Engine to import the XML files once the system preferences above are set.

FactorSoft XML File Description Engine

The FactorSoft XML format imports a ZIP file containing an XML file and image files. The XML contains invoice data as well as the image cross references. The file can contain batches for multiple clients. Upon import, a single purchase batch is created for each client with images attached. A description of the XML file follows. A full sample follows the description.

File Element

There is only one <File> element is the root element of the file, occurs only once, and must bracket all other elements of the file, with the closing tag </File> must be the final element of the file. The File element serves as the file balancing header and contains the following attributes:

```
<File AllBatchCount="9999" AllBatchTotal="999999999.99">
```

```
<FileInfoGroup FileDate="YYYYMMDD" FileTime="999999"/>
```

Attribute Name	Description
AllBatchCount	The total number of invoices included in the file.
AllBatchTotal	The total dollar amount of all invoices in the file.
FileInfoGroup	
FileDate	YYYYMMDD
FileTime	HHMMSS

BatchRec Element

The BatchRec element is a child element within the File element. There are one to many BatchRec elements, each of which serves as a batch header to define the batch of invoice records that follow it. Each batch record must end with the </BatchRec> closing tag. The BatchRec element contains the following attributes:

<BatchRec BatchDollarTotal="999999999.99" PostDate="YYYYMMDD" InvoiceCount="9999" ClientName="Lender's Client Name" ClientCode="Lender's Client Code">

Attribute Name	Description
BatchDollarTotal	The total dollar amount of all invoices in the batch.
PostDate	The posting date of the purchase transaction. YYYYMMDD.
InvoiceCount	The total number of invoices included in the batch.
ClientName	The client name.
ClientCode	The client number.

BatchPayout Element

TIP

Must be processed by the Engine for this Element to be included.

The BatchPayout element is a sub-child element within the BatchRec element. There are one to many BatchPayouts elements, each of which defines the Payout detail to be imported. The BatchPayout element contains the following sub-child elements:

<BatchPayouts>

<BatchPayout>

<AcctName1>Account Name 1</AcctName1>

<Amount>123.45</Amount>

</BatchPayout>

</BatchPayouts>

Attribute Name	Description
AcctName1	The Client's Bank Relationship Account Name
Amount	The Payout Amount

Invoice Element

The Invoice element is a sub-child element within the BatchRec element. There are one to many Invoice elements, each of which defines the invoice detail to be imported. The Invoice element contains the following sub-child elements:

InvoiceHeader

The invoice header contains the following tags. There is only one per Invoice element. The actual data must be specified within an opening and closing tag:

<InvoiceHeader>

<InvoiceNumber></InvoiceNumber>

<InvoiceDate></InvoiceDate>

<InvoiceAmount></InvoiceAmount>

<PONumber></PONumber>

<DaysDue></DaysDue>

<Description></Description>

<FreightAmount></FreightAmount>

<CptCode></CptCode>

<Contract></Contract>

</InvoiceHeader>

Tag Name	Description
InvoiceNumber	The invoice number for each invoice to be entered in the batch
InvoiceDate	The invoice date.
InvoiceAmount	The invoice amount.
PONumber	The purchase order or other reference document number.
DaysDue	The due days set for the invoice.
Description	Any additional invoice-related information, such as the bill of lading or trailer numbers.
Freight Amount	The amount of freight included in the Invoice amount. If there is no freight amount, omit this attribute from the file to prevent import failure.
CptCode	The CPT code associated to the client for invoices. This value must match exactly to be imported.
Contract	The Contract number associated to the client for invoices. This value must match exactly to be imported.

Debtor Element

The Debtor sub-child element contains the following attributes and tags. There is only one per Invoice element. The actual attribute data must be enclosed in quotation marks, while the data must be specified within an opening and closing tag:

```
<Debtor ClientRefNo="AAAAAAAAAAAA" DebtorCode="AAAAAAAAAAAA" DebtorName="Lender's Debtor Name">
```

```
  <DebtorAddress>
```

```
    <Addr1>123 Main Street</Addr1>
```

```
    <Addr2>Suite 475</Addr2>
```

```
    <City>AnyTown</City>
```

```
    <State>ST</State>
```

```
    <PostalCode>99999-9999</PostalCode>
```

```
    <Country></Country>
```

</DebtorAddress>

<DebtorAdditionalInfo>

<MCNumber></MCNumber>

<Email></Email>

<Phone></Phone>

<Fax></Fax>

<Attention></Attention>

</DebtorAdditionalInfo>

</Debtor>

Name	Description
Debtor Tag Attributes	
ClientRefNo	The Client Reference Number (that is, the number or code used to identify this debtor by your client).
DebtorCode	The debtor code used to identify this debtor in FactorSoft.
DebtorName	The customer/debtor name.
<DebtorAddress> sub-child element tags:	
Addr1	The first line of the debtor street address.
Addr2	Additional address information (Suite, Building, etc.) of the debtor address.
City	City component of the debtor address.
State	State code.
PostalCode	ZIP Code/postal code components of the debtor address.
Country	Country component of the debtor address.
<DebtorAdditionalInfo> sub-child element tags:	
MCNumber	The debtor's motor Carrier number.
Email	The debtor's email address.

Name	Description
Phone	The debtor primary phone number.
Fax	The debtor's fax phone number.
Attention	The name to appear in the address attention line.

CarrierPayment Element

The CarrierPayment sub-child element contains the following tags. There is only one per Invoice element. The actual data must be specified within an opening and closing tag.

<CarrierPayment>

<CarrierCode></CarrierCode>

<CarrierName></CarrierName>

<CarrierTerm></CarrierTerm>

<CarrierGrossAmt></CarrierGrossAmt>

<CarrierPreviousAmt></CarrierPreviousAmt>

<CarrierInvNo></CarrierInvNo>

</CarrierPayment>

Tag Name	Description
CarrierCode	The carrier code.
CarrierName	The carrier name.
CarrierTerm	The carrier terms applied to the Carrier Payment.
CarrierGrossAmt	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.
CarrierPreviousAmt	The previous payment amount to be subtracted from the Carrier Payment.
CarrierInvNo	The Document number (Doc#) assigned to the Carrier Payment.

Images Element

The Images sub-child element contains the following tags. There is only one per Invoice element. The actual data must be specified within an opening and closing tag.

Without Image Type Attribute:

```
<Images NumberOfImages="9999">  
    <ImageNameInvoice></ImageNameInvoice>  
    <ImageNameBackup></ImageNameBackup>  
</Images>
```

With Image Type Attribute:

TIP

Must be processed by the Engine for this Element to be included.

```
<Images NumberOfImages="1">  
<ImageNameBackup ImageType="0">backup_documents_11536494.pdf</ImageNameBackup>  
</Images>
```

Name	Description
Tag Attributes	
Number of images	The number of image records for the invoice.
Tags	
ImageNameInvoice	The external file name of the invoice image file.
ImageNameBackup	The external file name of non-invoice (supporting docs) image file.
ImageType	The Image Code Setup in Tables > Data Entry > Image Type Table > Image Tab

Unassigned Images Element

The Unassigned Images sub-child element contains the following tags. There are one to many Unassigned Images per BatchRec element. The actual data must be specified within an opening and closing

tag.

Without Image Type Attribute:

```
<UnassignedImages NumberOfImages="1">
```

```
<UnassignedImage>dd9491a5-bbdd-46a4-9f5c-c86bd3845a7e.pdf</UnassignedImage>
```

```
</UnassignedImages>
```

With Image Type Attribute:

TIP

Must be processed by the Engine for this Element to be included.

```
<UnassignedImages NumberOfImages="1">
```

```
<UnassignedImage ImageType="3">dd9491a5-bbdd-46a4-9f5c-c86b-  
d3845a7e.pdf</UnassignedImage>
```

```
</UnassignedImages>
```

Name	Description
Tag Attributes	
Number of images	The number of unassigned images in the batch.
UnassignedImage	The external file name of the unassigned image file.
ImageType	The Image Code Setup in Tables > Data Entry > Image Type Table > Image Tab

FactorSoft XML Sample

```
<?xml version="1.0"?>
- <File AllBatchTotal="7000.00" AllBatchCount="1" xmlns:xsd="http://www.w3.org/2001/XMLSchema" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
  <FileInfoGroup FileTime="154459" FileDate="20220323"/>
  - <BatchRec PortalImportPurchaseKey="1170" ClientCode="3233" ClientName="CLIENT - FACTORING ONLY #3" InvoiceCount="2" PostDate="20220323" BatchDollarTotal="7000.00">
    - <Invoice>
      - <InvoiceHeader>
        <InvoiceNumber>23712</InvoiceNumber>
        <InvoiceDate>20220323</InvoiceDate>
        <InvoiceAmount>3000.00</InvoiceAmount>
        <FreightAmount>0.00</FreightAmount>
        <Contract>TESTCO123</Contract>
        <CptCode>100</CptCode>
      </InvoiceHeader>
      - <Debtor DebtorName="Scarlett" DebtorCode="1616" ClientRefNo="1616">
        - <DebtorAddress>
          <Addr1/>
          <State/>
          <PostalCode/>
        </DebtorAddress>
        - <DebtorAdditionalInfo>
          <Phone/>
          <Fax/>
        </DebtorAdditionalInfo>
      </Debtor>
    </Invoice>
    - <Invoice>
      - <InvoiceHeader>
        <InvoiceNumber>23713</InvoiceNumber>
        <InvoiceDate>20220318</InvoiceDate>
        <InvoiceAmount>4000.00</InvoiceAmount>
        <FreightAmount>0.00</FreightAmount>
        <Contract>TESTCO123</Contract>
        <CptCode>100</CptCode>
      </InvoiceHeader>
      - <Debtor DebtorName="Coffee Girl" DebtorCode="1717" ClientRefNo="1717">
        - <DebtorAddress>
          <Addr1/>
          <State/>
          <PostalCode/>
        </DebtorAddress>
        - <DebtorAdditionalInfo>
          <Phone/>
          <Fax/>
        </DebtorAdditionalInfo>
      </Debtor>
    </Invoice>
    - <UnassignedImages NumberOfImages="1">
      <UnassignedImage>cc95cbc4-5c8e-44cc-a294-f2287167435a.pdf</UnassignedImage>
    </UnassignedImages>
  </BatchRec>
</File>
```

Aceline File Description

The Aceline import file is a ZIP file containing two comma-separated, quote delimited file and must follow the naming conventions and file specifications as outlined below.

Invoice Data File

File name = **ClIno_RI_yymmdd_s.csv** where:

- **ClIno** = FactorSoft Client Number - (Aceline uses SCAC Codes)
- **yymmdd** = processing date
- **s** = sequence number for intraday files

Column	Column Header Name	Max Length	Required	Description
1	Client No	12	no	Must match to a Client Number in FactorSoft
2	Client Name	30	no	Must match to the Client Number passed in field 1
3	Invoice Number	12	no	
4	Invoice Date	10	yes	CCYYMMDD
5	Shipper Number	10	yes	Not Used
6	Shipper Name	30	no	Not Used
7	Shipper Address 1	25	no	Not Used
8	Shipper Address 2	25	no	Not Used
9	Shipper City	15	no	Not Used
10	Shipper State	2	no	Not Used
11	Shipper Zip/postal code	10	no	Not Used
12	Shipper Country Code	3	no	Not Used
13	Consignee Number	10	no	Not Used
14	Consignee Name	30	no	Not Used
15	Consignee Address 1	25	no	Not Used
16	Consignee Address 2	25	no	Not Used
17	Consignee City	15	no	Not Used
18	Consignee State	2	no	Not Used
19	Consignee Zip/- postal code	10	no	Not Used
20	Consignee Country Code	3	no	Not Used

Column	Column Header Name	Max Length	Required	Description
21	Debtor Number	10	no	FactorSoft Client Reference Number / Account Number
22	Debtor Name	30	no	
23	Debtor Address 1	25	no	Not required, but preferred
24	Debtor Address 2	25	no	Not required, but preferred
25	Debtor City	15	no	Not required, but preferred
26	Debtor State	2	no	Not required, but preferred
27	Debtor Postal/Zip Code	10	no	Not required, but preferred
28	Debtor Country	3	no	ISO Country Code
29	Date Shipped	10	no	Not Used
30	Reference Number	12	no	PO number (repeated in field 39)
31	Customer Reference Number 2	12	no	Not Used
32	Customer Reference Number 3	50	no	Not Used
33	Assignment Stamp Line1	40	no	Not Used
34	Assignment Stamp Line2	40	no	Not Used
35	Assignment Stamp Line3	40	no	Not Used
36	Assignment Stamp Line4	40	no	Not Used
37	Assignment Stamp Line5	40	no	Not Used
38	Assignment Stamp Line6	40	no	Not Used

Column	Column Header Name	Max Length	Required	Description
39	Reference Number	25	no	PO number (repeated from field 30)
40	Invoice Amount	11	yes	Decimal included, do not zero pad
41	Driver	25	no	Not Used
42	Tractor number	10	no	Not Used
43	Trailer Number	10	no	Not Used
44	Miles	6	no	Not Used
45	Record Type	2	no	Not Used

Image Reference File

File name = **ClNo_XR_yymmdd_s.csv** where:

- **ClNo** = FactorSoft Client Number - (Aceline uses SCAC Codes)
- **yymmdd** = processing date
- **s** = sequence number for intraday files

Column	Column Header Name	Max Length	Required	Description
1	Client No	4	yes	
2	Invoice Number	12	yes	
3	Image Name	20	yes	
4	Image Type	1	yes	I = Invoice B = Supporting document O = Other
5	Reference Number	15	no	PO Number

System Preferences

The following System Preferences must be set in the **Identification/system constants**, Interface parameters, Aceline Import parameters:

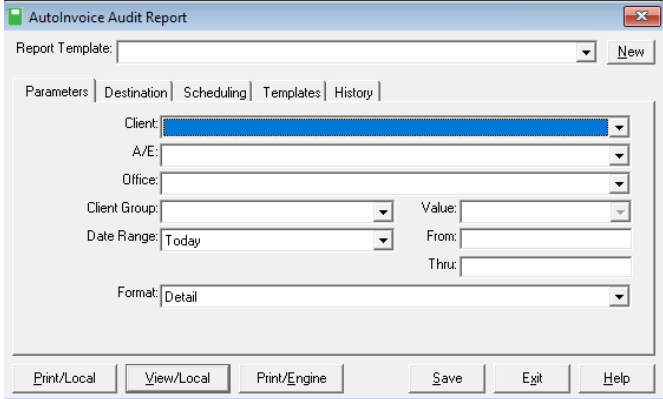
Preference	Description
Folder to Watch	Set folder location for Aceline files to be imported
Successful import report emails	Email address or addresses to receive successful import notifications by email (Note: When using multiple email addresses, they should be separated by a comma)
Failed import report emails	Email address or addresses to receive failed import notifications by email (Note: When using multiple email addresses, they should be separated by a comma)

Engine Task

The Folder Monitor Import Task is the only Engine task that must be setup for the Engine to import the Aceline files once the system preferences above are set.



AutoInvoice Audit Report

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



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

Report Parameters

Field	Description
Client	<p>Drop-down to select the client for which to run the report.</p> <p>For Client Search Window, available on SQL Reports when System Preference > Fields/Screen Behavior > Miscellaneous > Use Client Search instead of drop downs is set to True.</p> <p>Select the  magnifying glass icon to open the Search window and begin typing the client name.</p> <p>Select Contains or Begins with to refine results. Search window will display up to 500 matches.</p> <p>Click the  red [x] icon to clear the Client field.</p> <p>TIP Choosing Contains will allow users to search by Client Code.</p>
A/E	<p>Select the Account Executive (FactorSoft user) to which to limit the results in the report, or leave blank to include all users. When a user is selected, the report is limited to clients that have that user selected in the A/E field on the Control panel of the <i>Client Information</i> screen.</p> <p>To limit the A/E field to list only those users that have been marked as an A/E, use the following System Preference:</p> <ul style="list-style-type: none"> Terminology > Select account executive based on check box: TRUE
Office	<p>Select the office to which to limit the report results. If the user has an Office restriction defined on the <i>Manage Users</i> screen in the Admin module, the user will only be able to generate the report within that office restriction. When the user generates a report, the office to which they are restricted will be selected in the Office field by default and the user will not be able to change the Office field when generating the report.</p> <p>Offices are defined in the Office table in the Tables feature. To access this table, on the File menu, click Tables. Then, on the Client & Debtor menu, click Office.</p>
Client Group	<p>Select the client group to which to limit the results in the report.</p> <p>Client Groups are defined in the Client Group Code table in the Tables feature. To access this table, on the File menu, click Tables. Then, on the Client & Debtor menu, click Client Group Codes.</p>

Field	Description
Value	<p>Select the specific client group value to which to limit the results in the report.</p> <p>Client Groups are defined in the Client Group Code table in the Tables feature. To access this table, on the File menu, click Tables. Then, on the Client & Debtor menu, click Client Group Codes.</p>
Date Range	<p>Select the date to use for the report from the list:</p> <ul style="list-style-type: none"> • Today • Yesterday • Last Month • Current month-to-date • Year through last month-end • Current year-to-date • Specific date • Set At Run Time (Web Template Only) <p>If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.</p> <p>Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.</p>
Format	<p>Select the report format to generate:</p> <ul style="list-style-type: none"> • Detail • Summary

Report Samples

Detail Report

Client.		Invoice Date	Invoice Amount
TEST GAP No Insurance Financial Serv			
February 2, 2021 Only AutoInvoice Audit Detail Report			
Invoice Number	Debtor..	Invoice Date	Invoice Amount
AAA client			
22321-1	Walmart IL	2/2/2021	1,000.00
			Invoice Count: 1
			1,000.00
AAA Client 2			
22321-TEST1	Walmart IL	2/2/2021	1,000.00
			Invoice Count: 1
			1,000.00
Carrier Payments			
21221-TICKLER	Walmart IL	2/2/2021	1,000.00
			Invoice Count: 1
			1,000.00
Invoice Delivery			
21821-INVDEL	Walmart IL	2/2/2021	1,000.00
21821-INVDEL2	TQL -Total Quality Logistics	2/2/2021	1,100.00
21821-INVDEL3	C.H. Robinson	2/2/2021	1,200.00
21821-1	Walmart IL	2/2/2021	1,000.00
21821-INVDEL-2	Walmart IL	2/2/2021	1,000.00
21821-INVDEL-1	TQL -Total Quality Logistics	2/2/2021	1,100.00
21821-INVDEL-3	C.H. Robinson	2/2/2021	1,200.00
22321-COL	Walmart IL	2/2/2021	1,000.00
22321-POST	Walmart IL	2/2/2021	1,000.00
22321-RETRYCOL	Walmart IL	2/2/2021	1,000.00
22321-POSTVER2	Walmart IL	2/2/2021	1,000.00
21121-1	Walmart IL	2/2/2021	1,000.00
21121-2	Walmart IL	2/2/2021	1,500.00
21821-INDEL-MAN	Walmart IL	2/2/2021	1,000.00
22221-VERST	Walmart IL	2/2/2021	1,000.00
22221-VERST2	Walmart IL	2/2/2021	1,000.00
			Invoice Count: 16
			17,100.00
Write Invoice Auto			
21821-WRTINVDEL-1	Walmart IL	2/2/2021	1,000.00
21821-WRTINVDEL	Walmart IL	2/2/2021	1,000.00
			Invoice Count: 2
			2,000.00
			Total Invoice Count: 21
			22,100.00
Printed: February 24, 2021, 9:13 AM (*autoinvoiceaudit)			
Page 1 of 1			



Summary Report

TEST GAPNo Insurance Financial Serv

February 2, 2021 Only
AutoInvoice Audit Summary Report

Client:

Client	Invoice Count		
AAA client	1.00		1,000.00
AAA Client 2	1.00		1,000.00
Carrier Payments	1.00		1,000.00
Invoice Delivery	18.00		17,100.00
Write Invoice Auto	2.00		2,000.00
Total Invoice Count	21		22,100.00

Report Details

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

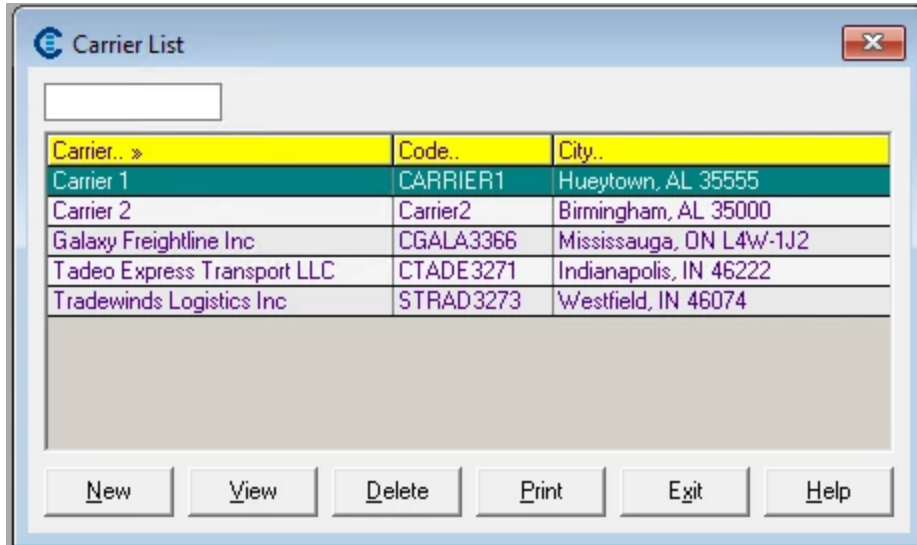
Security Roles

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

- **Security Roles > Reports > Audit Reports > AutoInvoice Audit Report**

Import Carrier Information

The Carrier Import is an automated process in FactorSoft where the Engine imports a list of Carriers and stores the data in the database. Once imported, the data populates in the Carrier List.



The import file type is an .xlsx file containing the following Field Codes:

Column	Column Header Name
1	Carrier Code
2	Name
3	Address 1
4	Address 2
5	City
6	State
7	Zip
8	Country
9	Contact
10	Phone
11	Email

Column	Column Header Name
12	DOT, must be unique. Note: If DOT# already exists for a Carrier, then all of the Carrier Information will be overwritten by the imported data.
13	MC
14	Bank
15	Routing Number
16	ACH

To enable this import, set the following System Preferences for the Account Import, then schedule the Carrier Importer template in Schedule Services screen in the Administration module and enable the same Engine task in the Engine Administration module.

System Preferences

To configure the Carrier Import, set the following System Preferences in the **Identification/system constants** > Interface parameters > Carrier Importer folder:

Preference	Description
Folder to Watch	Enter the unique and fully qualified folder location in which to receive import files to be processed by the Engine.
Successful import report emails	Enter one or more email address to receive successful import emails (Separated by comma)
Failed import report emails	Enter one or more email address to receive failed import emails (Separated by comma)

To prevent duplicate Carrier Codes, set the following System Preferences in the **Fields/Screen Behavior** > Screens > Carrier Information folder:

Preference	Description
Do Not Allow Duplicate Carrier Codes	<p>If True, the System will not import any records that contain a duplicate Carrier Code that exists in the Database.</p> <p>If False, the System will import records containing a duplicate Carrier Code that exists in the Database.</p>

Importing Payments into FactorSoft

FactorSoft allows the importing of payment data and images to be posted in the FactorSoft Cash Posting.

General Payment Import Criteria

There are currently two methods by which payments are imported into FactorSoft:

- Method 1, Data Only Import – allows for the import of payment data only
- Method 2, Parallel Data + Images – allows for the importing of payment data, as well as corresponding images of the checks and backup (this method requires the Imaging module)

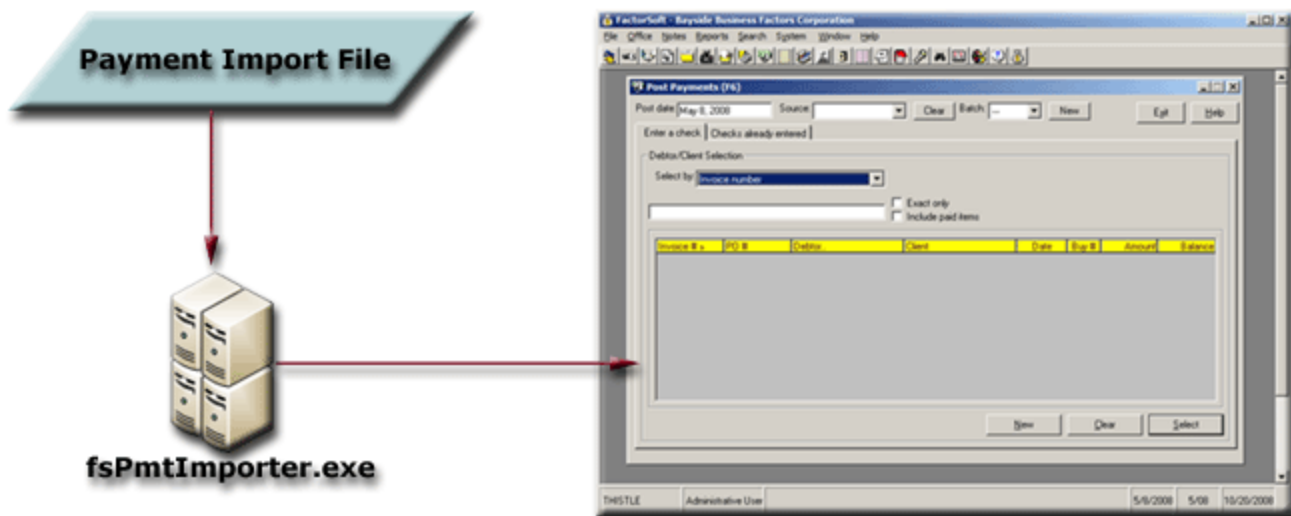
NOTE

Method 2 utilizes AutoCash. AutoCash is a separately licensed add-on module for FactorSoft from Jack Henry™. If you are interested in obtaining licensing information about the AutoCash, contact your Jack Henry™ Representative at lendinginfo@jackhenry.com.

The best method will be a decision based on many aspects such as processes already in place, whether or not image data is desired, and the anticipated payment volume.

Payment Imports Method 1

This method uses the fsPmtImporter.exe and a pre-defined text file format to import and build cash batches in FactorSoft. This is done by processing a semicolon delimited file with the FactorSoft Payment Importer module and then posting the imported data from within the FactorSoft Cash Posting.



There are currently three supported file formats:

- Fixed format, semicolon delimited
- Comma delimited file with header
- EDI 820

File Format #1: Fixed Format, semicolon delimited

The file format is a semicolon delimited file with a fixed format (i.e. there are no header rows and data elements are expected in a fixed order within the file). All elements are required. Available field information is listed below.

Data Element	Line/ Pos	Format/ Length	Req?	Description
Payor/Debtor	1/1	Character/50	Yes	The debtor making the payment
Check #	1/2	Character/50	Yes	The check number
Check Amount	1/3	Currency/18	Yes	The dollar amount of the check
Check Date	1/4	Date/8	Yes	The date of the check - mmddyycc
Bank Routing Number from Check	1/5	VarChar/40	Yes	The issuing banks routing and transit number from the check
Bank Account Number from Check	1/6	VarChar/40	Yes	The Bank Account number from the check
Invoice Number	2/1	String/30	Yes	Invoice(s) being paid by this check
Payment Amount	2/2	Currency/18	Yes	Amount to be applied to this invoice

File Format #1 – Sample File

Payer	;Check No ;InvoiceNo	; Ck Amt	;Ck Date ;Routing #;Acct # ;PmtAmount
DOLEMOHAR TECHNOLOGIES INC	;256815 ;I003882 ;I003871 ;I003877 ;I003875 ;I003876 ;I003884 ;110303W	;30249.20	;11/17/03;043301627;1008373201 ;6298.56 ;5380.02 ;6298.56 ;6123.60 ;2768.88 ;5205.06 ;1825.48
PEMCO AIR INDUSTRIES INC	;046664 ;27763	;439.69	;11/17/03;122038442;40617043 ;439.69
SMARTCO COMMUNICATIONS	;01099 ;344126 ;344246 ;344349	;199.67	;11/17/03;086300012;314294901 ;22.69 ;51.72 ;125.26

*Highlighted Labels are not part of the file and are only included here for illustration purposes.

File Format #2: Comma delimited file with header

The file format is a comma delimited file and must include the header row. There is one line per record. All elements are required and available field information is listed below.

Please note that this format requires the inclusion of Client Numbers and Debtor Numbers from FactorSoft. While this provides more complete posting information and allows for more “unattended” posting, the logistics of including this information in the import file must be resolved with your lockbox or data entry source.

Data Element	Pos	Format/ Length	Req?	Description
ClientNo	1	VarChar/12	Yes	Positive Identification of the Client to whom payment is being made
DebtorNo	2	Character/12	Yes	Positive Identification of the Debtor from whom payment is being made
CheckNo	3	Character/50	Yes	Identifies the check number
InvoiceNo	4	Character/30	Yes	Identifies an invoice being paid by this check

Data Element	Pos	Format/ Length	Req?	Description
Payment Amount	5	Currency/18	Yes	The Amount of the Payment to that Invoice ¹
Payment Date	6	Date/8	Yes	The payment date - mmddyycc.
Payment Type	7	Character/12	Yes	The Payment Type ²

File Format #2 – Sample File

```
ClientNo, DebtorNo, CheckNo, InvoiceNo, Amount, Date, Type
5250, ZF001, 123, 131747, 1200, 5/25/04, check
5850, 12007, 12888, 131734, 908, 5/25/04, check
5390, ATK007, 12888, 131745, 768, 5/25/04, check
4560, LIL007, 13, 131746, 470, 5/25/04, wire
```

File Format #3 – EDI 820

EDI 820 (Payment Order/Remittance Advice Transaction Set), and XML renderings of EDI 820 files now available from many VANs are also supported. The importer understands the 4050 and 4050 VICS (Voluntary Inter-Industry Commerce Standard) standards. Please contact your EDI vendor for specific information about these file formats.

Method 2 – Full Image Support

Method 2 employs FactorSoft AutoCash for the direct creation of payment batches including the imaged documents corresponding to the payment data. [Working with AutoCash](#) is explained in detail later in this section.



AutoCash is a separately licensed AddOn module of FactorSoft. Each implementation of this solution is custom and requires FactorSoft to work with the imaging vendor throughout the project. Please contact your FactorSoft representative at 205/972-8900, option 3, and consult the AutoCash Guide for further details.

¹This is not the check amount; it is the amount to be applied to the invoice number supplied in the record. There may be multiple entries for the same check number. For example, Check 123 for \$300 which pays 3 invoices for \$100 each, would result in three records for Check number 123, each for \$100.

²The Payment Type must correspond to a “Check Source” in FactorSoft (e.g. Wire, Check, Lockbox, etc.) and must be exact.

Payment or Cash batches of data and images can be acquired from many lockbox vendors, or through the use of many popular 3rd party imaging/OCR applications widely used in the market today.

System Preferences

The following System Preferences must be set in the **Identification/system constants**, Performance, Scanning:

Preference	Description
Store scanned images in files	Set to True to store imported images in files. This preference must be set to True to import image files using fsChkImporter.

Processing Non-Image Payment Imports

Regardless of the file format chosen for importing, the processing procedure for importing the non-image payment files and posting the resulting payment data is performed using the FactorSoft Payment Importer, as described in the following sub-section.

Process a Data File with the FactorSoft Payment Importer



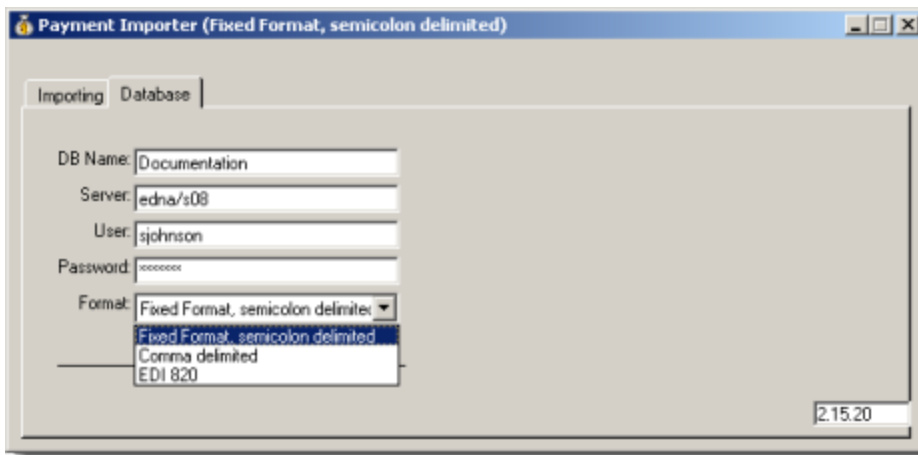
1. Locate and run the Payment Importer (fsPmtImporter.exe) executable located in the FactorSoft Common folder (typically C:\clms).

TIP

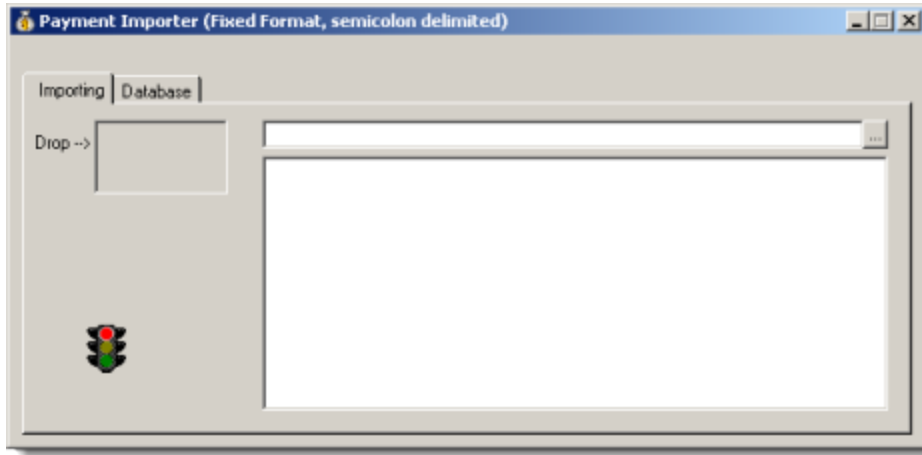
If an older version of FactorSoft is being used, the path may be displayed as C:\FactorSoft or C:\CADENCE.

2. Select the Database tab of the Payment Importer screen and enter the FactorSoft Database Name against which the update will be processed. Enter the Server on which the database resides, along with the User name, and Password required to access the database.
3. Select the import Format:
 - Format 1, select Fixed Format, semicolon delimited (LaSalle Bank format).
 - Format 2, select Comma Delimited.
 - Format 3, select EDI 820

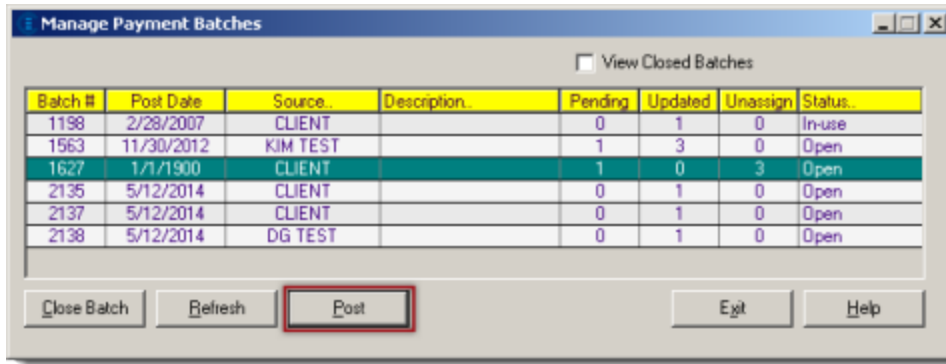
The settings entered on this window will be retained; you should only have to enter this information once unless changes are required.



4. Select the Importing tab of the Payment Importer window. Drag and drop a properly formatted payment import file into the Drop zone. The display area of window will show the records as they are imported.



- Open Manage Payment Batches from the FactorSoft Office menu. Select one of the imported payment batches and click Post.



- Follow the normal posting procedures to post the imported data.

ABL Loan Payment Import

The ABL Loan Payment Import process automatically imports and posts facility payment transactions. This import is a fully automated process enabled by the Engine using the Folder Monitor Imports task. A landing zone folder is configured (see System Preferences below) and when a file lands in the folder, the Engine reads and imports the file.

The Excel (CSV) import file must contain the following column headers to import the required payment fields (the fields do not need to be in any particular order in the file):

Column Header Name	Description
LOAN NUMBER	The facility loan identification number.
POST DATE	The payment posting date.

Column Header Name	Description
TRANS AMOUNT	The loan payment amount.

System Preferences

To configure the ABL Importer, set the following System Preferences in the **Identification/system constants**, Interface parameters, ABL Lockbox Payment Importer 1 folder:

Preference	Description
Default facility loan number for unknown payments	Set the default loan number for payment records that were imported without a loan number.
Folder to watch	Enter the fully qualified folder location in which to receive import files to be processed by the Engine.

Sample File

Below is a sample of what to expect in each ABL Loan Payment File.

Loan Number	Post Date	Trans Amount
711071712	4/16/2019	10000

BAI Balance Importer

The BAI (Bank Administration Institution) Importer automates the process where the Engine imports BAI (Bank Administration Institution) files storing the data in the database. A unique folder is configured (see System Preferences below) and when a file lands in the folder, the Engine reads and imports the file.

A BAI Report reflecting the data that is imported from the BAI Balance Importer is located at **Reports Module > Account Menu > BAI Import Report**. The BAI Import Report relies on a list of BAI Codes that are passed through on the import files from each bank. The table located at **Tables > Data Entry > BAI Code Table Maintenance** can be used to update the codes that are passed to the BAI Import Report.

System Preferences

To configure the BAI Balance Importer, set the following System Preferences in the **Identification/system constants**, Interface parameters, BAI Balance Importer:

Preference	Description
Folder to watch	Enter the unique and fully qualified folder location in which to receive import files to be processed by the Engine.

NOTE

The Engine will need to have the Folder Monitor Imports Task Type and Task Server Load enabled.

Wells Fargo Payment Manager Confirmation Import

The Wells Fargo Payment Manager Confirmation import process can be executed by the Engine. Once imported, the data is displayed in the **Activity Center > Transactions** tab. The Wells Fargo Payment Manager Confirmation file is imported into FactorSoft and displays whether the wires that were sent were received and also provides the Fed Wire Reference number.

Acknowledgment Statuses in the **Activity Center > Transactions** tab > **WF Status** column are:

- **ACK** - Transaction has been acknowledged as "Accepted" but the corresponding Confirmation file has not yet been sent by Wells Fargo.
- **APP** - Transaction has been acknowledged as "Accepted" and the corresponding Confirmation file has been sent by Wells Fargo with the Fed Wire info.
- **REJ** - Transaction has been acknowledged as "Rejected".

Additional details about the Wells Fargo Payment Import are provided in the Batch Detail panel below the Transaction grid:

- **Date** - Displays the process date of Acknowledgment file.
- **Fed ID#** - Displays the Federal Wire Reference Number passed in the Confirmation file.
- **Status** - Displays the status of the transaction: **Acknowledged, Approved, Rejected**.

System Preferences

To utilize this feature, the Folder Monitor Imports task must be enabled in the Engine, and the following System Preferences in the Identification/system constant, Interface parameters, Wells Fargo Payment Mgr Wire Confirmation Import folder must be completed:

Preference	Description
Folder to Watch	Enter the fully qualified folder location in which to receive import files to be processed by the Engine.

File Specifications

The Wells Fargo Payment Manager Confirmation file is an XML file in the following format:

Name	Type	Description	Length
message	Root tag		
trn	Element of message	Designates transaction-level information. Repeat for each transaction.	
TRN_REF	Element of trn	Transaction reference number generated by the Wells Fargo wire transfer system. This number is unique and is used to identify and track a transaction.	12
DBT_AMOUNT	Element of trn	Transaction debit amount.	15
CURRENCY_CODE_DEBIT	Element of trn	Transaction debit amount currency.	3
CDT_AMOUNT	Element of trn	Transaction credit amount.	15
CURRENCY_CODE_CREDIT	Element of trn	Transaction credit amount currency.	3
TRANSACTION_TYPE	Element of trn	Identifies the transaction type.	22

Name	Type	Description	Length
		<ul style="list-style-type: none"> • Fed Wire Out – domestic wire • SWIFT – international wire • REJ – indicates the wire was rejected • Internal Book Transfer – internal book transfer 	
TIME	Element of trn	Time the transaction was processed by the wire system (HH:MM:SS.FF).	11
BNF_NAME1	Element of trn	Beneficiary name.	35
ORF_ID	Element of trn	Payment ID or transaction ID assigned by your company in the original payment file.	15
BBK_NAME1	Element of trn	Beneficiary bank name.	35
WIRE_INFO	Element of trn	Reference number assigned by the Federal Reserve for domestic wires or SWIFT system for international wires.	60
FX_INFO	Element of trn	Designates foreign exchange information. Only present when transaction involves foreign currency.	
FX_RATE	Element of FX_INFO	Foreign exchange rate.	19
FX_CONTRACT_NUMBER	Element of FX_INFO	Foreign exchange contract number.	10

Wells Fargo Payment Manager Acknowledgment Import

The Wells Fargo Payment Manager Acknowledgment import process can be executed by the Engine. Once imported, the data is displayed in the **Activity Center** > **Transactions** tab. The Wells Fargo Payment Manager Acknowledgment file is imported into FactorSoft and displays the status of the wires that were sent by Wells Fargo.

Acknowledgment Statuses in the **Activity Center** > **Transactions** tab > **WF Status** column are:

- **ACK** - Transaction has been acknowledged as “Accepted” but the corresponding Confirmation file has not yet been sent by Wells Fargo.
- **APP** - Transaction has been acknowledged as “Accepted” and the corresponding Confirmation file has been sent by Wells Fargo with the Fed Wire info.
- **REJ** - Transaction has been acknowledged as “Rejected”.

Additional details about the Wells Fargo Payment Import are provided in the Batch Detail panel below the Transaction grid:

- **Date** - Displays the process date of Acknowledgment file.
- **Fed ID#** - Displays the Federal Wire Reference Number passed in the Confirmation file.
- **Status** - Displays the status of the transaction: **Acknowledged, Approved, Rejected**.

System Preferences

To utilize this feature, the Folder Monitor Imports task must be enabled in the Engine, and the following System Preferences in the Identification/system constant, Interface parameters, Wells Fargo Payment Mgr Acknowledgment Import folder must be completed:

Preference	Description
Folder to Watch	Enter the fully qualified folder location in which to receive import files to be processed by the Engine.

To turn on the WF Status Column in the **Activity Center > Transactions** tab, set the following System Preferences in the **Fields/screen behavior > Screens > Activity center** folder:

Preference	Description
Show WF Status in Transactions screen	Set to TRUE to display the Wells Fargo Status column in the Activity Center > Transactions tab.

File Specifications

The Wells Fargo Payment Manager Acknowledgment file is an XML file in the following format:

Name	Type	Description	Length
WFPaymentAck	Root tag		N/A
CompanyID	Attribute of	Four-character customer ID.	4

Name	Type	Description	Length
	WFPaymentAck		
PmtTypeACKCount	Attribute of WFPaymentAck	Total number of transactions in the received payment file.	
Batch name	Element of WFPaymentAck	Name indicates the status (accepted or rejected) and the payment type (AcceptedUSDWire, for example).	
PrcDate	Attribute of batch name	Date when the acknowledgment file was created (format YYYY-MM-DD).	10
PmtType	Attribute of batch name	Payment type of transactions in the batch.	
PmtStatus	Attribute of batch name	Either Accepted or Rejected.	
TranAck	Element of batch name	Designates transaction-level information.	
PrcDate	Attribute of TranAck	Date when the transaction was received and processed (format YYYY-MM-DD).	10
PmtID	Element of TranAck	Transaction number provided in the received payment file.	30
Name1	Element of TranAck	Name of the party identified as the receiver of the transaction. In debit transactions, the receiver is the payer.	35
ValueDate	Element of TranAck	Value date or effective date of the payment as provided in the received payment file (format YYYY-MM-DD).	10
CurAmt	Element of TranAck	Amount of the payment as provided in the received payment file. Includes an explicit decimal and two decimal places.	12
CurCode	Element of TranAck	Currency code for the payment amount as provided in the received payment file.	3
Error	Element of TranAck	For rejected transactions, may be included to provide additional information about the reject	256

Name	Type	Description	Length
		<p>reason. Can repeat up to five times.</p> <p>When enhanced validations are enabled, may be included to provide additional information about the reject reason for rejected transactions and warning reason for accepted transactions. Can repeat up to 100 times.</p> <p>The Transaction Validation Error Messages section of this document provides additional detail for error and warning messages.</p>	
PmtTypeCount	Element of batch name	Number of transactions in the batch.	6
PmtTypeAmt	Element of batch name	Sum of the payment amounts for transactions in the batch. Values are summed without regard to currency or whether a transaction is a credit or debit transaction. Includes an explicit decimal and two decimal places.	15
PrcTime	Element of WFPaymentAck	Time when the payment file was received and processed (format HH:MM:SS).	8
PrcDate	Element of WFPaymentAck	Date when the acknowledgment file was received and processed (format YYYY-MM-DD).	10
FileDate	Element of WFPaymentAck	File date from the received payment file (format YYYY-MM-DD).	10
FileTime	Element of WFPaymentAck	File time from the received payment file (format HH:MM:SS).	8
FileControl	Element of WFPaymentAck	File control number from the received payment file.	30
FileTranCount	Element of WFPaymentAck	Number of transactions in the received payment file.	6
FileTranTotal	Element of WFPaymentAck	Sum of the payment amounts of all transactions in a received payment file. Values are summed without regard to currency or whether a transaction is a credit or debit. Includes an explicit	15

Name	Type	Description	Length
		decimal and two decimal places.	
FileAcceptCount	Element of WFPaymentAck	Number of transactions in the file that were accepted and successfully processed.	6
FileAcceptTotal	Element of WFPaymentAck	Sum of the payment amounts of the transactions in the file that were accepted and successfully processed. Values are summed without regard to currency or whether a transaction is a credit or debit. Includes an explicit decimal and two decimal places.	15
FileRejectCount	Element of WFPaymentAck	Number of transactions in the file that were rejected by the Payment Manager system.	6
FileRejectTotal	Element of WFPaymentAck	Sum of the payment amounts of the transactions in the file that were rejected by the Payment Manager system. Values are summed without regard to currency or whether a transaction is a credit or debit. Includes an explicit decimal and two decimal places.	15

Wells Fargo Receivable Manager File Import

The Wells Fargo Receivable Manager File import process can be executed by the Engine. Once imported, the data populates in the Manage Payment Batches queue to be posted and in a report for the User to run under **Report Module > Accounting > WF Rec Mngr**. This report shows data related to Invoice payments sent in the form of ACH or Wire from Wells Fargo.

To utilize this feature, the Folder Monitor Imports task must be enabled in the Engine, and the following System Preferences in the Identification/system constant, Interface parameters, Wells Fargo Receivable Manager File Importer folder must be completed:

Preference	Description
Folder to Watch	Enter the fully qualified folder location in which to receive import files to be processed by the Engine.

File Specifications

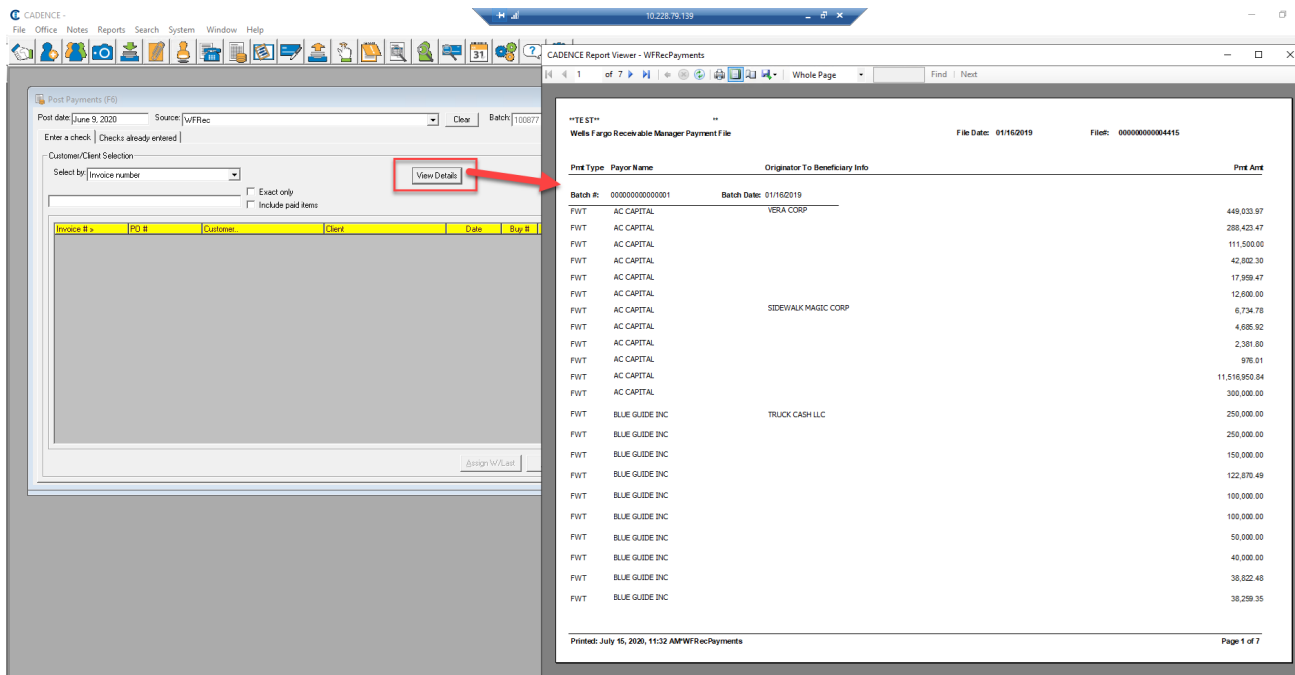
The Wells Fargo Receivable Manager file is a pipe delimited .txt file in the following format:

ID	Record	Description	Max usage	WIR	ACH
FH	File header record	Marks the beginning of a file and uniquely identifies a file.	1 per file	M	M
BH	Batch header record	Marks the beginning of a batch and uniquely identifies a batch within a file	1 per batch	M	M
PR	Payment record	Provides basis payment information	9,999 per batch	M	M
SP	Supplemental payment record	Provides additional payment information	1 per payment	M	O
PA	Payment address record	Provides name and address information associated with a payment	1 per payment	O	O
AD	Adjustment detail record	Provides adjustment information for a payment. Used for CTX ACH payments only	1 per payment		O
AL	Adjustment line item record	Provides additional adjustment information for a payment. Used for CTX ACH payments only	20 per payment		O
RI	Remitter identity record	Provides additional information about the party remitting a payment	1 per payment	O	O
IV	Invoice record	Provides information for the invoice associated with a payment	1 per payment		O
SI	Supplemental invoice record	Provides additional information for the invoice associated with a payment	20 per invoice		O
AD	Adjustment detail record	Provides adjustment information for a payment. Used for CTX ACH payments only	1 per invoice		O
AL	Adjustment line item record	Provides additional adjustment information for a payment. Used for CTX ACH payments only	20 per invoice		O
BT	Batch trailer record	Marks the end of a batch and provides items and amount totals for the batch.	1 per batch	M	M
FT	File trailer record	Marks the end of a file and provides item and amount totals for the file.	1 per file	M	M

Once the receivable manager file has been imported, a new check batch will be created in the Manage Payment Batches queue. The Source column will display "WFRec" and the Description column will display the File Header unique identifier. Select **Post** to post the imported check batch. The Post Payments (F6) screen will open.

Batch #	Post Date	Source	Description	Pending	Updated	Unassigned	Status
100889	6/9/2020	LOCKBOX	images.dat #626-074507-2019-06-28-1, \$21,865	6	0	0	Open
100890	6/9/2020		Bank Interface	0	0	0	Open
100891	6/9/2020	WIRE	Bank Interface	0	0	0	Open
100892	6/9/2020		Bank Interface	0	0	0	Open
100893	6/9/2020	LOCKBOX	632 TRM #1216, \$221,626.00	0	2	0	Open
100894	8/24/2020		632 TRM #1217, \$30,026.73	0	0	25	Open
100895	6/9/2020	ACH		1	0	0	Open
100896	6/9/2020	ACH		0	1	0	Open
100897	6/9/2020	WFRec	000000000004415	0	0	0	Open
100898	9/8/2020		images.dat #626-074507-2019-06-28-1, \$21,865	0	0	27	Open
100899	6/9/2020		Bank Interface	0	0	0	Open
100900	6/9/2020	ACH		1	0	0	Open
100901	6/9/2020	WFRec	000000000004415	0	0	0	Open
100902	6/9/2020	ACH	images.dat #215-2557-2020-10-05-3276, \$17,780	0	1	0	Open
100903	6/9/2020	WFRec	000000000004415	0	0	0	Open

The WF Rec Mngr Report can be accessed by selecting the **View Details** button on the Post Payments (F6) screen or at **Reports > Accounting > WF Rec Mngr**.



Working with AutoCash

The AutoCash module automates data entry of scanned images and data associated with posting payments. The AutoCash module automates the three separate acts of Payment processing in FactorSoft: uploading and entering payment data, uploading images, and associating an image or images to the data for later recall.

AutoCash is configured for each client individually, with thresholds set for chargeback of payment overages and shortages. Overages, recoured items, paid items, and unknown items update hold accounts specified for AutoCash in the Tables module.

Using AutoCash, third-party OCR systems can build cash batches with images to be imported in FactorSoft. AutoCash creates a cash batch, populates it with images and information, and then "wraps" the batch and delivers it to FactorSoft ready for processing.

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

How it Works

This payment import method employs the fsChkImporter executable of FactorSoft for the direct creation of payment batches from third party applications and data sources.

This method is designed to interface with extremely high volume front end imaging, data entry and OCR/ICR systems. Each implementation of this solution is custom and the file produced depends on the file format produced by your lockbox vendor. Please provide your vendor with the three formats listed in Lockbox Index File Specification, so they can review which they may be able to produce. Once they produce a test, FactorSoft's technical team can help determine if its formatted correctly.

NOTE

AutoCash can be employed to import data into FactorSoft using the following methods.

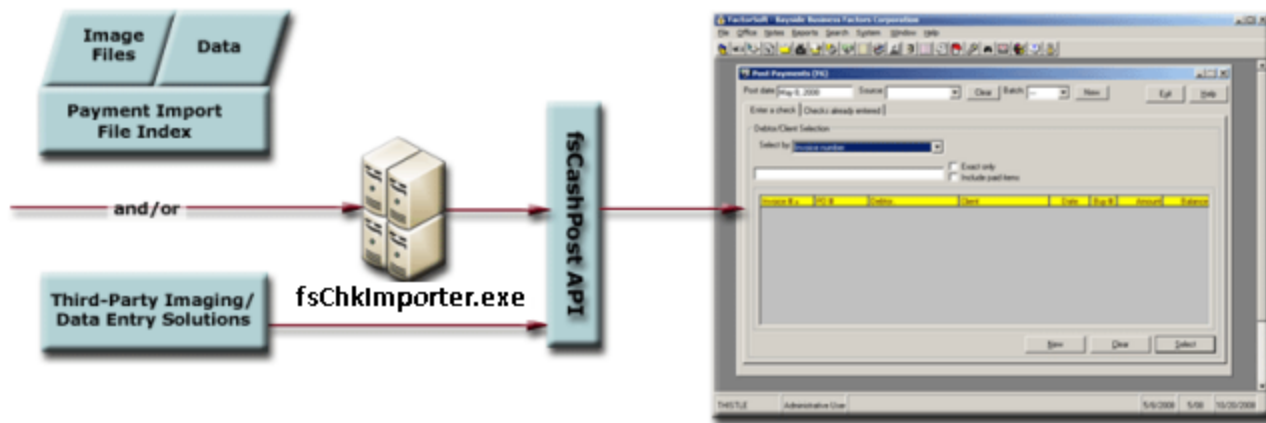
- Import a file provided from the feeding applications using Check Importer module – described in Processing a Data File via Check Importer module.
- Interface directly from feeding application.

Payment Import Criteria

AutoCash supports two methods for importing data and images to the Cash Posting module:

- **Parallel Data + Images** – allows for the importing of payment data, as well as corresponding images of the checks and backup (this method requires the Imaging module)
- **Serial Data + Images** – allows for the direct entry of payment images and data from third party high speed data entry, OCR/ICR providers.

Payment batches of data and images can be acquired from many lockbox vendors, or through the use of many popular 3rd party imaging/OCR applications. The Check Importer (fsChkImporter) is a standalone FactorSoft module that translates between the data/image capture method and the Engine. The current primary file layout is outlined in [Lockbox Index File Specification](#)



Setting Up AutoCash

This section shows you how to set up FactorSoft to allow payment imports via AutoCash.

System Preferences

The following System Preferences must be set in the **Data entry behavior, Cash posting, Auto cash folder**:

Preference	Description
Matching rule	<p>Select the rule to use when matching imported payment records to client/debtor outstanding invoice purchase records for payment:</p> <ul style="list-style-type: none"> • ABA/Routing and three invoices must match • Additionally, all payments must be equal or less than the invoice balance • Additionally, all payments must be exactly equal to the invoice balance

The following System Preferences must be set in the **Data entry behavior, Cash posting, Field edits/actions** folder:

Preference	Description
Automatically chargeback closed	Set this preference to True to automatically chargeback a closed invoice and display the adjustment amount in the Write-off/chargeback fields of the Post Payment window at time of cash posting.
Automatically chargeback non-factored	Set this preference to True to automatically chargeback a non-factored invoice and display the adjustment amount in the Write-off/chargeback fields of the Post Payment window at time of cash posting.
Automatically chargeback overage	Set this preference to True to automatically chargeback a user-defined payment overage and display the adjustment amount in the Write-off/chargeback fields of the Post Payment window at time of cash posting.
Automatically chargeback recourse	Set this preference to True to automatically chargeback a recourse invoice and display the adjustment amount in the Write-off/chargeback fields of the Post Payment window at time of cash posting.
Automatically chargeback shortage	Set this preference to True to automatically chargeback a user-defined payment shortage and display the adjustment amount in the Write-off/chargeback fields of the Post Payment window at time of cash posting.

The following System Preferences must be set in the **Client rules/defaults, Defaults, Auto cash rules** folder. Note that the rules will only apply to newly added clients; they will not apply to existing clients.

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 must be set in the **Identification/system constants, Performance, Scanning**:

Preference	Description
Store scanned images in files	Set to True to store imported images in files. Note that fsCheckImporter will not store images in the database, so this preference must be set to True to import image files in AutoCash.

The following System Preferences must be set in the **Data entry behavior, Imaging**:

Preference	Description
Daily folder root path	Enter the root path for the daily folder used to store images.
Use daily folders for images	Set to True to store images in the root path defined in the system preference Data entry behavior, Imaging, Daily folder root path .

After defining the system preferences for imaging, the first daily must be created and the path name must be entered on the Image Folder Maintenance screen in the Administration module.

NOTE

The Image Folder Maintenance screen can be accessed by selecting System → Database Maintenance → Image Folder Maintenance.

When entering the menu path, the server name should be used. For example, \\Bhm-QAAlpha\cadence-share\images\2017\07\11.

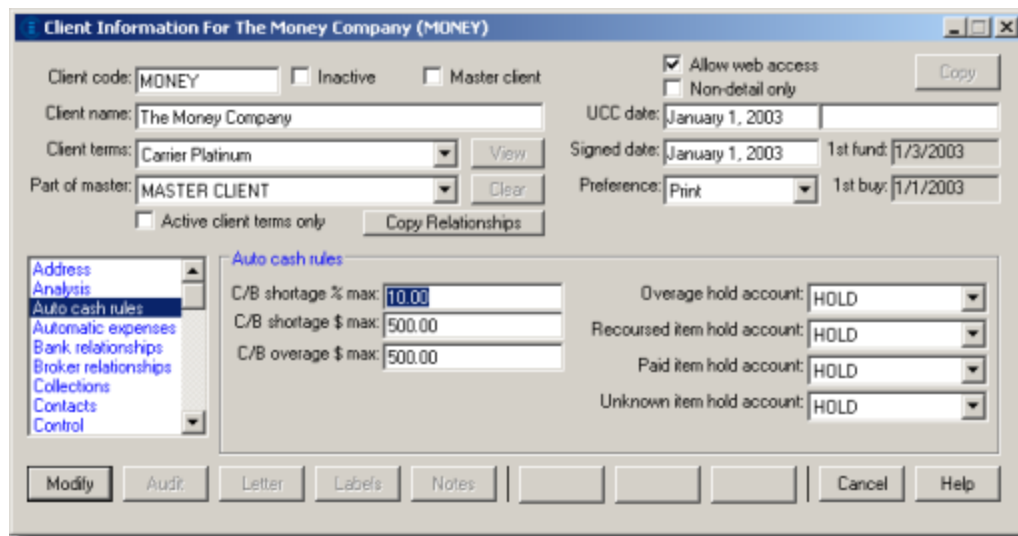
The next daily folder is automatically created by the Engine during the Date Roll process.

Configuring AutoCash Rules

Each client for whom you will import cash postings via AutoCash must have chargeback rules configured and G/L accounts specified into which the funds will be placed. AutoCash rules are defined on the Auto cash rules panel of the Client Information screen.

NOTE

System-wide defaults for these values can be set in System Preferences Client rules/defaults, Defaults, Auto cash rules folder.



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

Field	Description
	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 account	Select the hold account to be used for the automatic chargeback of recourse 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.

Processing a Data File

AutoCash imports data into FactorSoft automatically using the Check Importer module – described below:

Processing a Data File via Check Importer Module

Follow these steps to import payments via the Check Importer.

1. Locate and run the fsChkImporter.exe file located in the FactorSoft Common 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 Check Image Importer opens.

2. Click on the Database tab and enter the required data, as described below.

Field	Description
Input	Enter the established directory structure for new, incoming import files.
Backup	Enter the established directory structure for outgoing, processed import files.
Errors	Enter the location for files that had errors and did not complete processing. Errors must be corrected, reprocessed, and moved manually.
Type	Select the database type into which the file is imported.
DB Name	Enter the database name into which the file is imported.
Server	Enter the name of the database server on which the database resides.
User	Enter the SQL login id for authentication into the server/database.
Password	Enter the SQL user password for authentication into the server/database.
Interval	Set the number of seconds that indicates how often the importer checks for new files to process.
Run unattended	Set this option as required.
Do not perform checksum test	Select this option to prevent check digit validation on the import file.
Format	Select the file format for the import. This format was developed for your organization during the implementation of AutoCash.

- Once setup is complete, the Engine will search the specified folder periodically, as set in the interval field, and extract data. When a fully downloaded file is detected, it is processed and moved to the specified outgoing directory. Batches can be sent one at a time throughout the day or together at end of day. When imported, batches will be labeled in FactorSoft as [remitplus]-[scannedbyuser]-[batchnumber]-[date].

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

- Open Manage Payment Batches from the Office menu.
- Select one of the imported payment batches and click **Post**.



- Follow your normal posting procedures to post the imported data.

How AutoCash Matches

1. AutoCash uses the ABA+Bank account number in the incoming file to gather a list of open invoice numbers and balances *from any debtor* who has paid from that bank account before.
2. AutoCash then uses the AutoCash matching rules from the system preferences (**Data entry behavior, Cash posting, Auto Post, Matching rule**) to determine if a match is present:
 - **ABA/Routing and three invoices must match** - this is the loosest of the options. Of all the available invoice numbers from the select of open invoices (from #1 above), if any three numbers match, without any regard whatsoever to the invoice balances and payments, the specified payment amounts will be applied.
 - **Additionally all payments must be equal to or less than the invoice balance** - this option is a bit tighter than the first. In addition to the invoice numbers matching the subset selected in #1, the amounts being paid must be equal to or less than the open balance on the invoice.
 - **Additionally all payments must be exactly equal to the invoice balance** - this is the most conservative of the options. In addition to the invoice numbers matching the subset selected in #1, the amounts being paid must be *exactly* equal to the open balance on the invoice.
3. Based on the rules, if matches are found and a client debtor relationship can be found, then only the invoices for that client/debtor account are fetched and AutoCash attempts to post the payments (as the operator watches). As for the adjustments that *may* be required (the matching rules withstanding), the behavior is dictated by the Client Information Auto Cash Rules panel.

Lockbox Index File Specification

There is an index file to accompany each payload or deliver of images and check data from a Lockbox vendor, to be imported into FactorSoft for cash posting. The index file follows a precise format in order to work properly:

- File is comma delimited, quote separated ASCII text
- Multiple check batches can be submitted in the same file by repeating the entire sequence from the START Batch to the END Batch designators
- The BatchNumber and the BatchTotal are passed as a reference only to the FSCashPost.DLL in FactorSoft
- Invoice Entries can be variable in number and are not required
- A transmission package—or payload—from the lockbox vendor consists of ZIP file containing a data file with a ".TRM" extension (e.g. LenderPay1.TRM) and all of the images referenced in the TRM Index file

NOTE

The ZIP file must be unzipped to process the file.

AutoCash Index File Structure

```

"START", "BatchNumber", "BatchTotal"
"CHECK", "CheckNo", "CheckDate", "CheckAmt", "ABARoute", "AccountNo", "Payer"
"IMAGECK", "CheckImageName"
"IMAGEBU", "PageTwoImage"
"IMAGEBU", "PageThreeImage"
"INVOICE", "Invoice Number", "Paid Amount"
"INVOICE", "Invoice Number", "Paid Amount"
"INVOICE", "Invoice Number", "Paid Amount"
"CHECK", "CheckNo", "CheckDate", "ABARoute", "AccountNo", "Payer"
"IMAGECK", "CheckImageName"
"IMAGEBU", "PageTwoImage"
"INVOICE", "Invoice Number", "Paid Amount"
"INVOICE", "Invoice Number", "Paid Amount"
"INVOICE", "Invoice Number", "Paid Amount"
"END", "BatchNumber", "BatchTotal"

```

Note that the CheckAmt includes the decimal point. For example, "600.05" and not "60005".



Example

For the example below, assume a \$6,000 batch consisting of three checks and a \$1000 batch consisting of a single check.

Batch 1

- Check 123 for \$2000 pays invoice ABC for \$2000.
- Check 234 for \$2500 pays invoices ZZ1 for \$2000 and ZZ2 for \$500.
- Check 789 for \$1500 pays invoice Q1B2 for \$1500.

Batch 2

- Check 0512125 for \$1000 with no remittance advice.

Given the above example, the file would look like:

```
"START", "001", "6000.00"  
"CHECK", "123", "041405", "2000.00", "064000040", "004504684940", ""  
"IMAGECHK", "0100123C.001"  
"IMAGEBU", "0100123B.001"  
"INVOICE", "ABC", "2000.00"  
"CHECK", "234", "041405", "2500.00", "061113419", "9149169111", ""  
"IMAGECHK", "0100124C.001"  
"INVOICE", "ZZ1", "2000.00"  
"INVOICE", "ZZ2", "500.00"  
"CHECK", "789", "041405", "1500.00", "011000138", "0096041363", ""  
"IMAGECHK", "0100125C.001"  
"IMAGEBU", "0100125B.001"  
"IMAGEBU", "0100125B.002"  
"INVOICE", "Q1B2", "1500.00"  
"END", "001", "6000.00"  
"START", "002", "1000.00"  
"CHECK", "0512125", "041405", "1000.00", "062300040", "006804684940", ""  
"IMAGECHK", "0100129C.001"  
"IMAGEBU", "0100123B.001"  
"END", "002", "1000.00"
```

In the above file, the list of files that must be transmitted from the Lockbox vendor is:

The Index file from above with any name, but with an extension of ".TRM"

- 0100123C.001
- 0100123B.001
- 0100124C.001
- 0100125C.001
- 0100125B.001
- 0100125B.002
- 0100129C.001
- 0100123B.001

AutoCash Bank of America File Format

File processing Notes for CHI-nnnnnn.csv

General Notes:

1. Multiple batches may be contained within a file
2. Row 1 is the Header/Label Row of the header section of the file
3. Row 2 contains header information about the file.
 - a. Row 2 Column A – should be passed as the Check batch source
 - b. Row 2 Column G – should be passed as the Check Batch Date
 - c. Row 2 Columns B, C, D, E, F, H, I, and J – should be ignored
4. Row 4 is the Header/Label Row for the detail section of the file
5. Row 5 to n contains the detail and image index data, but only lines coded as "CHECK" in column L should be read. Other indicators such as "Correspondence" should be ignored.
6. Possible images that can be passed are: Check, Invoice(s), Other Pages(s), Envelope(s). These should be passed in this order with Envelope image(s) always last.
7. Where pages have images of the back, the backs should be passed immediately following the page front
8. Each Batch in a file (indicated in column J) should be passed as a unique batch. For each batch, the amounts in column O should be totaled and passed to the API (Application Program Interface) as the batch total. As a validation, the detail lines should be totaled as they are passed, and must total the batch total calculated when beginning, else an integrity error is logged and the file contents are re-zipped and moved to the designated ERROR folder

Bank of America File Format

Col	Description	Sample Data	Req	Description
A	Detail Line Number	1	Ignore	
B	Envelope Number	1	Ignore	
C	Trans Number	1	Ignore	
D	Envelope ID	G-2266188	Ignore	
E	Trans ID	G-2266188	Ignore	
F	Trans Unique ID	TD648119d20083080000	Ignore	

Col	Description	Sample Data	Req	Description
G	Lockbox ID	CHI-014906	Ignore	
H	Date	11/3/2014	Pass as Check Date	
I	Time	9:30	Ignore	
J	Batch	1	Pass as Batch Number	Group Checks and break on Batch Number
K	Batch Item	1	Ignore	
L	Trans Source	Check	Read only lines coded as 'Check'	Ignore lines not coded as 'Check'
M	Group		Ignore	Not currently used by BofA
N	Group Name		Ignore	Not currently used by BofA
O	Amount	\$329.25	Pass as Check Amount	
P	ABA/RT	74000010	Pass as ABA number	
Q	Account Number	714637444	Pass as Account number	
R	Check number	42731	Pass as Check Number	
S	Number of Images	15	Use to validate the total number of images passed for this check	
T	Check Image Name	8	Pass \images\8.tif as the check image	
U	Check Back Image Name	8b	Pass \images\8b.tif as the check image back if present	Optional, may not be present

Col	Description	Sample Data	Req	Description
V	Envelope Image Name	1	Pass \images\1.tif as the envelope image if present	If envelope images are present, they should be passed after all other images (Check front, Check back, Invoice Images with backs, other pages with backs, then envelopes and backs
W	Envelope Back Image Name	1b	Pass \images\1b.tif as the envelope back image if present	If envelope images are present, they should be passed after all other images (Check front, Check back, Invoice Images with backs, other pages with backs, then envelopes and backs
X	Invoice Image Name	32;33;34	Pass \images\32.tif as the invoice image if present, then pass other backs and invoice images where present	Multiple pages are separated by semicolon
Y	Invoice Back Image Name	32b;34b	Pass \images\32b.tif as the invoice image back if present. Backs should be integrated with fronts when backs are present	Multiple pages are separated by semicolon
Z	Other Pages Image Name (s)	118;119;120;121	Pass \images\118.tif as another page image if present, then pass other	Multiple pages are separated by semicolon

Col	Description	Sample Data	Req	Description
			backs and page images where present	
AA	Other Pages Image Back Names(s)	119b;120b	Pass \images\119b.tif as the page back. Pass \images\120b.tif immediately following 120.tif (the front pages), etc.	Multiple pages are separated by semicolon

Treasury Cash Management (Regions Check) Import

The Regions check import process can be executed by the Engine. This import was originally executed using the fsChkImporter standalone executable. The Regions (Treasury Cash Management) format is available under the Engine version of the Check Importer. The Engine imports Zip files containing data file (.trm) and images (.tif) storing the data in the Precalc.XMLData table.

System Preferences

To utilize this feature, the Folder Monitor Imports task must be enabled in the Engine, and the following System Preferences in the Identification/system constant, Interface parameters, Treasury Cash Mgmt import parameters folder must be completed:

Preference	Description
Folder to Watch	Enter the fully qualified folder location in which to receive Regions check import files to be processed by the Engine.
Frequency (Minutes)	Enter the frequency in number of minutes with which the Engine will query the Folder to Watch to determine if there are Regions check import files to be processed. Note: Minutes entered here are in addition to the settings set in the Default Priority column of the Engine Module. See the Administrator Guide for details on Default Priority.
Turn on logging	Set to True to write entries into the log file.
Continue Searching	Set to False to disallow the import process to continue if a check image file is

Preference	Description
	missing in the defined path.

File Specifications

The transmission file is a Zip file containing a data file (.TRM) extension and image files (tif). The .TRM file is comma delimited, quote separated ASCII Text and can contain multiple check batches within one file. The .TRM file is presented in the following format:

Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9
"Start"	Batch Number	Batch Total						
"Check"	CheckNo	Check-Date	Check-Amt	ABANo	AccountNo	Payer/Debtor Name	ClientNo	ClientRefNo
"ImageC-K"	Check-Image							
"ImageB-U"	PageTwo Image							
"Invoice"	InvoiceNo	Paid Amount	Descr	ClientNo	ClientRefNo			
"End"	BatchNumber	BatchTotal						

Import Rules

Original Matching Logic:

Rule #1

If the file contains 3 invoices with the same Client/Debtor, the import does not require the user to post the entire check.

Rule #2

If the file does not contain at least 3 invoices with the same Client/Debtor, then still import the file and require the user to work and post the entire Check/Checks.

Displays informational message for user working the Check/Checks: "Can Not Determine Client"

Rule #1

If the import file contains ClientRefNo and/or ClientNo, then use new matching logic.

Rule #2

If the import file does not contain neither ClientRefNo nor ClientNo, then use original matching logic.

Rule #3

If Check's ClientRefNo and ClientNo do not match the Invoice/Invoice's ClientRefNo and ClientNo, then the Check will not automatically post and require user to work and post the entire Check.

Displays informational message for user working the Check: "Can Not Determine Client"

Rule #4

If the ClientRefno and/or ClientNo do not exists in the database, then still import the file and require the user to work and post the entire Check/Checks.

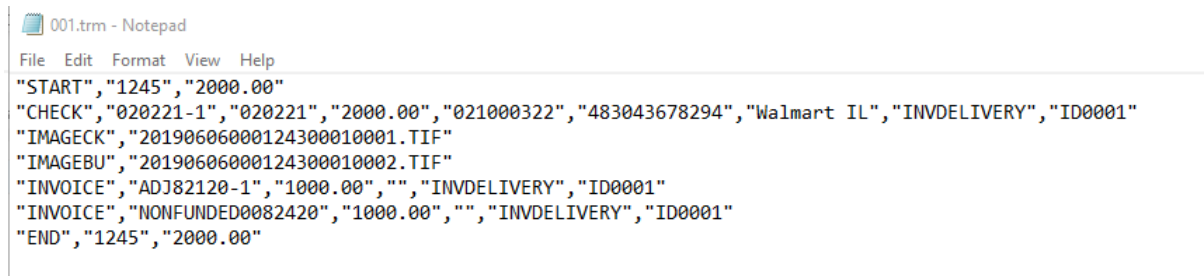
Displays informational message for user working the Check/Checks: "Can Not Determine Client"

Rule #5

If the Invoice/Invoices do not exist in the database, then the check will not automatically post and the user will be required to work and post the entire Check.

Sample Import File

The below image is a sample of what each import file contains.



```
001.trm - Notepad
File Edit Format View Help
"START", "1245", "2000.00"
"CHECK", "020221-1", "020221", "2000.00", "021000322", "483043678294", "Walmart IL", "INVDELIVERY", "ID0001"
"IMAGECK", "20190606000124300010001.TIF"
"IMAGEBU", "20190606000124300010002.TIF"
"INVOICE", "ADJ82120-1", "1000.00", "", "INVDELIVERY", "ID0001"
"INVOICE", "NONFUNDED0082420", "1000.00", "", "INVDELIVERY", "ID0001"
"END", "1245", "2000.00"
```

Wells Fargo Check Import

The Wells Fargo Check import process can be executed by the Engine. The Engine imports ZIP files storing the data in the Precalc.XMLData table. FactorSoft will process both Consolidated or Batch by Batch zip files with or without a .VAK file record. Image files included may be Black and White or Color.

Batch by Batch import file type process will contain Action: A (Add New Record). ZIP file will contain a transaction data file that are pipe-delimited (.dat) and image files (.tiff). Value-added Keying(VAK) – is included in the transaction data file and has four standard fields: Invoice amount, Invoice number, remitter name and check date.

Consolidated import file type process consists of a fixed length, space delimited ZIP file containing a transaction data file that are plain ASCII Text Files (Flat file), image files (.tiff) and a VAK File (fields.dat). Transaction file is 182 characters in length and VAK, if included, is 133 characters in length. ZIP file should process with or without the separate VAK File. Process will be reflected on the Import History report

Once imported, the data is accessed via the **Manage Payment Batches** screen to review, post, and process.

System Preferences

To utilize this feature, the Folder Monitor Imports task must be enabled in the Engine, and the following System Preferences in the Identification/system constant, Interface parameters, Wells Fargo Check import parameters folder must be completed:

Preference	Description
Auto Post Matching Parameters	Specifies if discounts should be applied to matching. <ul style="list-style-type: none"> • Full Check Amount • Discount Check Amount • Both Full and Discount Check Amounts
Folder to Watch	Enter the fully qualified folder location in which to import files to be processed by the Engine.
Use Auto Post Matching	Set to True to use Auto Post Matching which automatically matches imported checks to existing invoices.
Import File Type	Set Import File Type - Batch by Batch, Consolidated

File Specifications

Field Type	Column	Length	Description
Batch by Batch – The transmission file is a ZIP file containing a data file (.dat) extension and image files (tif). The .dat file is pipe delimited and can contain multiple check batches within one file. The .dat file is presented in the following format:			

Field Type	Column	Length	Description
Action Type	1	1	<p>A Add (new record).</p> <p>C Change. A change record is generated when a batch is updated at the lockbox site (for example, when a check is missed and then included with the updated batch). If this occurs, delete all records from the original batch. The batch with the C action code replaces the original batch.</p> <p>D Delete a previously sent batch. If this occurs, delete all records in the specified batch.</p> <p>Files do not include records with multiple types of action codes. For example, a file with an add record won't include any change or delete records. If a file includes a delete record, that is the only record in the file.</p> <p>The type portion of the corresponding zip file name indicates the value for this field.</p> <ul style="list-style-type: none"> • If the type portion of the zip file name is SLBW or ALBW, this field is A for all records in the transaction data file. • If the type portion of the zip file name is RLBW, this field is C or D for all records in the transaction data file.
Deposit Date	2	8	Deposit Date in YYYYMMDD format.
Lockbox Number	3	7	Lockbox number associated with the transaction.
Site ID	4	3	<p>Code associated with the Lockbox Operations Center.</p> <p>PH Phoenix, AZ</p> <p>SF Fremont, CA</p> <p>LA Los Angeles, CA</p> <p>DV Denver, CO</p> <p>MCO Orlando, FL</p> <p>ATL Atlanta, GA</p> <p>IL Chicago, IL</p> <p>ORD Chicago, IL</p> <p>DM Des Moines, IA</p> <p>BWI Baltimore, MD</p> <p>MA Boston, MA</p> <p>SP Minneapolis/St. Paul, MN</p> <p>NYC New York, NY</p> <p>CLT Charlotte, NC</p> <p>PD Portland, OR</p>

Field Type	Column	Length	Description
			PHL Philadelphia, PA DL Dallas/Irving, TX SL Salt Lake City, UT SE Seattle, WA
Depository Account	5	10	Account number of your Wells Fargo account where the check was deposited.
Batch	6	8	System-generated number assigned to a group of transactions.
Transaction Number	7	4	System-generated number assigned to each transaction. This number links the CHK, INV, and WHT records for a transaction.
Record Type	8	3	CHK Check record - INV Invoice record - WHT White paper record.
Sequence Number	9	4	System-generated number assigned to each record type for a transaction.
Check Amount	10	12	For check records, the amount of the check. For invoice and white paper records, the field is null. For correspondence-only transactions, the field is 0.00.
Serial Number	11	16	For check records, the serial number on the check. The field is null for the following: <ul style="list-style-type: none"> • Check records for correspondence-only transactions • Invoice records • White paper records
Check Account Number	12	20	For check records, the remitter's account number on the check. The field is null for the following: <ul style="list-style-type: none"> • Check records for correspondence-only transactions • Invoice records • White paper records
Check Date	13	8	For check records, the date on the check in YYYYMMDD format. If no data is provided, the field is null.
Check RTN	14	9	For check records, the remitter's routing/transit number on the check. The field is null for the following: <ul style="list-style-type: none"> • Check records for correspondence-only transactions

Field Type	Column	Length	Description
			<ul style="list-style-type: none"> • Invoice records • White paper records <p>Note Any leading zeros in the RTN are removed. For example, an RTN of 091000019 would be included in the file as 91000019.</p>
Remitter Name	15	100	For check records, the remitter's name on the check. If no data is provided, the field is null. Field is free-form, and field length varies based on item data, typically not exceeding 100 characters.
Invoice Number	16	100	For invoice records, the invoice number captured at the lockbox site. For check and white paper records, the field is null. Field is free-form, and field length varies based on item data, typically not exceeding 100 characters.
Invoice Amount	17	100	For invoice records, the invoice amount captured at the lockbox site. For check and white paper records, the field is null. Field is free-form, and field length varies based on item data, typically not exceeding 100 characters.
Custom Data	18	100	Custom field captured at lockbox site. If no data is provided, the field is null. Field is free-form, and field length varies based on item data, typically not exceeding 100 characters.
Front Image File Name	19	64	<p>Name of the front image file for the item. The field is null for the following:</p> <ul style="list-style-type: none"> • Check records for correspondence-only transactions • Invoice records <p>Note Image file numbers begin at 000001 for the first image in each file and increment for additional images in the file. Since image file numbers reset to 000001 for each file, you need to use an archival strategy that allows for this and avoids overwriting image files from prior files with image files from new files.</p>
Rear Image File Name	20	64	Name of the rear image file (if any) for the item. If there is no rear image, the field is null.

Field Type	Column	Length	Description
Consolidated - consists of a fixed length, space delimited ZIP file containing a transaction data file that are plain ASCII Text Files (Flat file), image files (.tiff) and a VAK File (fields.dat).			
Filler	1	9	Space-filled Filler
Site ID	2	3	Code associated with the Lockbox Operations Center. 602 Phoenix, AZ 510 Fremont, CA 626 Los Angeles, CA 720 Denver, CO 407 Orlando, FL 770 Atlanta, GA 312 Chicago, IL 773 Chicago, IL 319 Des Moines, IA 443 Baltimore, MD 617 Boston, MA 612 Minneapolis/St. Paul, MN 212 New York, NY 336 Charlotte, NC 541 Portland, OR 215 Philadelphia, PA 469 Dallas/Irving, TX 435 Salt Lake City, UT 425 Seattle, WA
Filler	3	2	Space-filled.
Lockbox Number	4	10	Lockbox number associated with the transaction.
Deposit Date	5	8	Deposit date in YYYYMMDD format.
Zeros	6	4	Always 0000 (four zeros).
Batch Number	7	8	Batch Number
Filler	8	3	Space-filled.
Transaction ID	9	3	Transaction sequence number within a batch.
Filler	10	2	Space-filled.
Check ID	11	3	Check sequence number within a transaction.

Field Type	Column	Length	Description
Filler	12	2	Space-filled.
Fields Sequence ID	13	3	Document sequence number within a transaction. Note: If this number exceeds 999, the thousands digit is populated in position 56.
Document Type	14	2	CK Check record - IN Invoice record , envelope, or any other white paper record.
Check Amount	15	14	Amount of the check. Only populated if the document type is CK . Includes a decimal point and two decimal places.
Check Serial Number	16	12	Serial number of the check. Only populated if the document type is CK .
Filler	17	1	Space-filled.
Routing/Transit Number	18	20	Routing/transit number (RTN) on the check. Only populated if the document type is CK . Note: Any leading zeros in the RTN are included. For example, an RTN of 091000019 would be included in the file as 091000019.
Account Number	19	20	Account number on the check. Only populated if the document type is CK .
Image Path Name	20	54	Name and location of the image file.

Sample Import File

The below image is a sample of what each .zip and .dat import file contains.

000001.jpg	JPG File	151 KB	No	179 KB	1
000002.jpg	JPG File	56 KB	No	59 KB	6
000003.jpg	JPG File	95 KB	No	110 KB	1
000004.jpg	JPG File	37 KB	No	47 KB	2
000005.jpg	JPG File	158 KB	No	189 KB	1
000006.jpg	JPG File	55 KB	No	59 KB	7
000007.jpg	JPG File	89 KB	No	107 KB	1
000008.jpg	JPG File	38 KB	No	47 KB	2
000009.jpg	JPG File	169 KB	No	207 KB	1
000010.jpg	JPG File	56 KB	No	60 KB	7
000011.jpg	JPG File	95 KB	No	115 KB	1
000012.jpg	JPG File	37 KB	No	46 KB	1
000013.jpg	JPG File	154 KB	No	184 KB	1
000014.jpg	JPG File	55 KB	No	59 KB	7
000015.jpg	JPG File	88 KB	No	106 KB	1
000016.jpg	JPG File	37 KB	No	46 KB	2
WFOHSLCK_SF_999999999_7707...	DAT File	1 KB	No	2 KB	8

Consolidated zip file shown below:

Name	Date modified	Type	Size
10001M.TIF	11/3/2011 9:22 AM	TIF File	30 KB
10002M.TIF	11/3/2011 9:22 AM	TIF File	33 KB
10003M.TIF	11/3/2011 9:22 AM	TIF File	38 KB
10004M.TIF	11/3/2011 9:22 AM	TIF File	35 KB
10005M.TIF	11/3/2011 9:22 AM	TIF File	30 KB
10006M.TIF	11/3/2011 9:22 AM	TIF File	40 KB
2000007M.TIF	11/3/2011 9:22 AM	TIF File	25 KB
2000008M.TIF	11/3/2011 9:22 AM	TIF File	23 KB
2000009M.TIF	11/3/2011 9:22 AM	TIF File	25 KB
2010010M.TIF	11/3/2011 9:22 AM	TIF File	12 KB
2010011M.TIF	11/3/2011 9:22 AM	TIF File	17 KB
2010012M.TIF	11/3/2011 9:22 AM	TIF File	14 KB
4000013M.TIF	11/3/2011 9:22 AM	TIF File	42 KB
4000014M.TIF	11/3/2011 9:22 AM	TIF File	36 KB
fields.dat	11/3/2011 9:22 AM	DAT File	3 KB
images.dat	11/3/2011 9:22 AM	DAT File	11 KB

Import Checks

There are currently several options for importing checks into FactorSoft. This section contains detailed guidelines for the following check import types:

[Regions Check Import](#)

[Bank of America Check Import](#)

[Bank of America BAI Lockbox Import](#)

[Treasury Cash Management Import](#)

[TRN Cash Management Import](#)

[Wells Fargo Check Import](#)

Regions Check Import

The Regions check import process can be executed by the Engine. This import was originally executed using the fsChkImporter standalone executable. The Regions (Treasury Mgmt) format is available under the Engine version of the Check Importer, and the fsChkImporter executable is also available.

System Preferences

To utilize this feature, the Folder Monitor Imports task must be enabled in the Engine, and the following System Preferences in the Identification/system constant, Interface parameters, Treasury Cash Mgmt import parameters folder must be completed:

Preference	Description
Folder to Watch	Enter the fully qualified folder location in which to receive Regions check import files to be processed by the Engine.
Frequency (Minutes)	Enter the frequency in number of minutes with which the Engine will query the Folder to Watch to determine if there are Regions check import files to be processed. Note: Minutes entered here are in addition to the settings set in the Default Priority column of the Engine Module. See the Administrator Guide for details on Default Priority.
Turn on logging	Set to True to write entries into the log file.

Preference	Description
Continue Searching	Set to False to disallow the import process to continue if a check image file is missing in the defined path.

Bank of America Check Import

The Bank of America check import process can be executed by the Engine. This import was originally executed using the fsChkImporter standalone executable. The Bank of America format is available under the Engine version of the Check Importer; however, the fsChkImporter executable is also available.

Both the .ZIP and .ASC files provided from BofA must have the word "IMAGE" in the external file name in order for FactorSoft to recognize and import the file.

System Preferences

To utilize this feature, the Folder Monitor Imports task must be enabled in the Engine, and the following System Preferences in the Identification/system constant, Interface parameters, Bank of America import parameters folder must be completed:

NOTE

The Bank of America check import can be configured to receive the file in an encrypted or non-encrypted format. Details about configuring FactorSoft to receive an encrypted Bank of America check import file can be found in the FactorSoft Administrator's Guide.

Preference	Description
Auto Post Matching Parameters	
GPG Encryption Required	Set to True, if Import file is encrypted
GPG public key supplied by BofA	Path location and file name for encryption keys from BofA
GPG Secure key supplied by Lender	Path location and file name for encryption keys from Lender
GPG Passphrase set by Lender	
Folder to Watch	Enter the unique and fully qualified folder location in which to receive Bank of

Preference	Description
	America check import files to be processed by the Engine.
Use Auto Post Matching	

Bank of America BAI Lockbox Import

The Bank of America BAI Lockbox Import process can be executed by the Engine. The Bank of America format is available under the Engine version of the Check Importer; however, the fsChkImporter executable is also available.

System Preferences

To utilize this feature, the Folder Monitor Imports task must be enabled in the Engine, and the following System Preferences in the Identification/system constant, Interface parameters, Bank of America BAI Lockbox Detail Import folder must be completed:

Preference	Description
Folder to Watch	Enter the fully qualified folder location in which to receive Bank of America BAI Lockbox import files to be processed by the Engine.

File Specifications

Record Type	Name	Description
Type 1	Transmission Header	Marks the beginning of a transmission data set and identifies both the source and destination of all data contained therein.
Type 7	Batch Total Record	Marks the end of a group of Type 6 remittance details and is used for balance and control purposes. This record contains the dollar total and the total number of checks processed in that batch.
Type 8	Lockbox Total Record	Marks the end of all batches for a given lockbox and is used to balance all detail batches to that lockbox.

Treasury Cash Management (Regions Check) Import

The Regions check import process can be executed by the Engine. This import was originally executed using the fsChkImporter standalone executable. The Regions (Treasury Cash Management) format is available under the Engine version of the Check Importer. The Engine imports Zip files containing data file (.trm) and images (.tif) storing the data in the Precalc.XMLData table.

System Preferences

To utilize this feature, the Folder Monitor Imports task must be enabled in the Engine, and the following System Preferences in the Identification/system constant, Interface parameters, Treasury Cash Mgmt import parameters folder must be completed:

Preference	Description
Folder to Watch	Enter the fully qualified folder location in which to receive Regions check import files to be processed by the Engine.
Frequency (Minutes)	Enter the frequency in number of minutes with which the Engine will query the Folder to Watch to determine if there are Regions check import files to be processed. Note: Minutes entered here are in addition to the settings set in the Default Priority column of the Engine Module. See the Administrator Guide for details on Default Priority.
Turn on logging	Set to True to write entries into the log file.
Continue Searching	Set to False to disallow the import process to continue if a check image file is missing in the defined path.

File Specifications

The transmission file is a Zip file containing a data file (.TRM) extension and image files (tif). The .TRM file is comma delimited, quote separated ASCII Text and can contain multiple check batches within one file. The .TRM file is presented in the following format:

Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9
"Start"	Batch Number	Batch Total						
"Check"	CheckNo	Check-	Check-	ABANo	Accoun-	Payer/	Cli-	Cli-

Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9
		Date	Amt		tNo	Debtor Name	entNo	entRefNo
"ImageC-K"	Check-Image							
"ImageB-U"	PageTwo Image							
"Invoice"	InvoiceNo	Paid Amount	Descr	ClientNo	ClientRefNo			
"End"	BatchNumber	BatchTotal						

Import Rules

Original Matching Logic:

Rule #1

If the file contains 3 invoices with the same Client/Debtor, the import does not require the user to post the entire check.

Rule #2

If the file does not contain at least 3 invoices with the same Client/Debtor, then still import the file and require the user to work and post the entire Check/Checks.

Displays informational message for user working the Check/Checks: "Can Not Determine Client"

New Matching Logic

Rule #1

If the import file contains ClientRefNo and/or ClientNo, then use new matching logic.

Rule #2

If the import file does not contain neither ClientRefNo nor ClientNo, then use original matching logic.

Rule #3

If Check's ClientRefNo and ClientNo do not match the Invoice/Invoice's ClientRefNo and ClientNo, then the Check will not automatically post and require user to work and post the entire Check.

Displays informational message for user working the Check: "Can Not Determine Client"

Rule #4

If the ClientRefno and/or ClientNo do not exist in the database, then still import the file and require the user to work and post the entire Check/Checks.

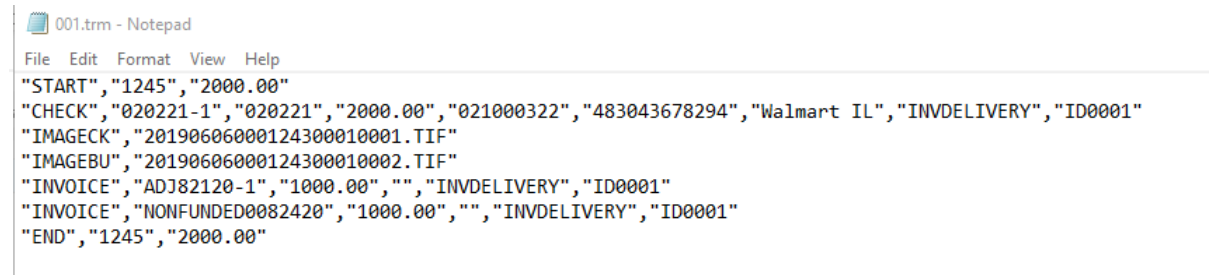
Displays informational message for user working the Check/Checks: "Can Not Determine Client"

Rule #5

If the Invoice/Invoices do not exist in the database, then the check will not automatically post and the user will be required to work and post the entire Check.

Sample Import File

The below image is a sample of what each import file contains.



```
001.trn - Notepad
File Edit Format View Help
"START", "1245", "2000.00"
"CHECK", "020221-1", "020221", "2000.00", "021000322", "483043678294", "Walmart IL", "INVDelivery", "ID0001"
"IMAGECK", "20190606000124300010001.TIF"
"IMAGEBU", "20190606000124300010002.TIF"
"INVOICE", "ADJ82120-1", "1000.00", "", "INVDelivery", "ID0001"
"INVOICE", "NONFUNDED0082420", "1000.00", "", "INVDelivery", "ID0001"
"END", "1245", "2000.00"
```

TRN Cash Management Import

The TRN Cash Management import process can be executed by the Engine. The Engine imports Zip files containing data file (.trn) or (.trm) and images (.tif) storing the data in the Precalc.XMLData table.

NOTE

For earlier version, prior to v4.1, the import will fail with Error Message "Process: File does not exist" if the zip (.zip) and data (.trn) file names do not match.

System Preferences

To utilize this feature, the Folder Monitor Imports task must be enabled in the Engine, and the following System Preferences in the Identification/system constant, Interface parameters, TRN Cash Mgmt import parameters folder must be completed:

Preference	Description
Folder to Watch	Enter the fully qualified folder location in which to import files to be processed by the Engine.
Turn on logging	Set to True to write entries into the log file.
Continue Searching	Set to False to disallow the import process to continue if a check image file is missing in the defined path.
Check Source Required	Set to True and if the ChkSource in the import file does not match value in the Check Source Table in the database or is missing, then the file will be rejected by CLMS. Set to False to process original TRN Cash Management Format.

File Specifications

The transmission file is a Zip file containing a data file (.TRN) extension and image files (tif). The .TRN file is comma delimited, quote separated ASCII Text and can contain multiple check batches within one file. The .TRN file is presented in the following format:

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
"START"	Batch Number	Total Amount of Checks					
\Images\	Image File Name						
"CHECK"	Check Number	Date	Check Amount	Account Number	ABA Number	Debtor Name	
"INVOICE"	Invoice Number	Payment Amount	Write-off/Chargeback Code	Write-off/Chargeback Description	Short Payment Amount	Short Payment Amount	Dispute Code
"END"							

- If import file contains Writeoff/Chargback Code and Description, then they must match the CBCodesType codes in the database or the file should fail to import.
- If the import file contains Dispute Key and Dispute Code, then they must match the Dispute/Ineligibility/No Buy Codes Table in the database, or the file should fail to import.

Sample Import File

The below image is a sample of what each import file contains.

```
"START", "1", "4950.00", "LOCKBOX"
\Images\98_210513_1_10172019_1.Tif
"CHECK", "059475", "10152019", "000004950.00", "104910795", "21151515", "ABC DEBTOR"
"INVOICE", "0000058950351", "000001600.00", "7", "C/B", "0000050.00", "58", "Client Shortpay"
"INVOICE", "0000058950352", "000001650.00"
"INVOICE", "0000058950357", "000001700.00", "7", "C/B", "-000050.00", "98", "UC - Other"
"END"
```

Wells Fargo Check Import

The Wells Fargo Check import process can be executed by the Engine. The Engine imports ZIP files storing the data in the Precalc.XMLData table. FactorSoft will process both Consolidated or Batch by Batch zip files with or without a .VAK file record. Image files included may be Black and White or Color.

Batch by Batch import file type process will contain Action: A (Add New Record). ZIP file will contain a transaction data file that are pipe-delimited (.dat) and image files (.tiff). Value-added Keying(VAK) – is included in the transaction data file and has four standard fields: Invoice amount, Invoice number, remitter name and check date.

Consolidated import file type process consists of a fixed length, space delimited ZIP file containing a transaction data file that are plain ASCII Text Files (Flat file), image files (.tiff) and a VAK File (fields.dat). Transaction file is 182 characters in length and VAK, if included, is 133 characters in length. ZIP file should process with or without the separate VAK File. Process will be reflected on the Import History report

Once imported, the data is accessed via the **Manage Payment Batches** screen to review, post, and process.

System Preferences

To utilize this feature, the Folder Monitor Imports task must be enabled in the Engine, and the following System Preferences in the Identification/system constant, Interface parameters, Wells Fargo Check import parameters folder must be completed:

Preference	Description
Auto Post Matching Parameters	Specifies if discounts should be applied to matching. <ul style="list-style-type: none"> • Full Check Amount • Discount Check Amount • Both Full and Discount Check Amounts
Folder to Watch	Enter the fully qualified folder location in which to import files to be processed by the Engine.
Use Auto Post Matching	Set to True to use Auto Post Matching which automatically matches imported checks to existing invoices.
Import File Type	Set Import File Type - Batch by Batch, Consolidated

File Specifications

Field Type	Column	Length	Description
<p>Batch by Batch - The transmission file is a ZIP file containing a data file (.dat) extension and image files (tif). The .dat file is pipe delimited and can contain multiple check batches within one file. The .dat file is presented in the following format:</p>			
Action Type	1	1	<p>A Add (new record). C Change. A change record is generated when a batch is updated at the lockbox site (for example, when a check is missed and then included with the updated batch). If this occurs, delete all records from the original batch. The batch with the C action code replaces the original batch. D Delete a previously sent batch. If this occurs, delete all records in the specified batch.</p> <p>Files do not include records with multiple types of action codes. For example, a file with an add record won't include any change or delete records. If a file includes a delete record, that is the only record in the file.</p> <p>The type portion of the corresponding zip file name indicates the value for this field.</p> <ul style="list-style-type: none"> • If the type portion of the zip file name is SLBW or ALBW, this field is A for all records in the transaction data file.

Field Type	Column	Length	Description
			• If the type portion of the zip file name is RLBW, this field is C or D for all records in the transaction data file.
Deposit Date	2	8	Deposit Date in YYYYMMDD format.
Lockbox Number	3	7	Lockbox number associated with the transaction.
Site ID	4	3	Code associated with the Lockbox Operations Center. PH Phoenix, AZ SF Fremont, CA LA Los Angeles, CA DV Denver, CO MCO Orlando, FL ATL Atlanta, GA IL Chicago, IL ORD Chicago, IL DM Des Moines, IA BWI Baltimore, MD MA Boston, MA SP Minneapolis/St. Paul, MN NYC New York, NY CLT Charlotte, NC PD Portland, OR PHL Philadelphia, PA DL Dallas/Irving, TX SL Salt Lake City, UT SE Seattle, WA
Depository Account	5	10	Account number of your Wells Fargo account where the check was deposited.
Batch	6	8	System-generated number assigned to a group of transactions.
Transaction Number	7	4	System-generated number assigned to each transaction. This number links the CHK, INV, and WHT records for a transaction.
Record Type	8	3	CHK Check record - INV Invoice record - WHT White paper record.
Sequence Number	9	4	System-generated number assigned to each record type

Field Type	Column	Length	Description
ber			for a transaction.
Check Amount	10	12	For check records, the amount of the check. For invoice and white paper records, the field is null. For correspondence-only transactions, the field is 0.00.
Serial Number	11	16	For check records, the serial number on the check. The field is null for the following: <ul style="list-style-type: none"> • Check records for correspondence-only transactions • Invoice records • White paper records
Check Account Number	12	20	For check records, the remitter's account number on the check. The field is null for the following: <ul style="list-style-type: none"> • Check records for correspondence-only transactions • Invoice records • White paper records
Check Date	13	8	For check records, the date on the check in YYYYMMDD format. If no data is provided, the field is null.
Check RTN	14	9	For check records, the remitter's routing/transit number on the check. The field is null for the following: <ul style="list-style-type: none"> • Check records for correspondence-only transactions • Invoice records • White paper records <p>Note Any leading zeros in the RTN are removed. For example, an RTN of 091000019 would be included in the file as 91000019.</p>
Remitter Name	15	100	For check records, the remitter's name on the check. If no data is provided, the field is null. Field is free-form, and field length varies based on item data, typically not exceeding 100 characters.
Invoice Number	16	100	For invoice records, the invoice number captured at the lockbox site. For check and white paper records, the field is null. Field is free-form, and field length varies based on item data, typically not exceeding 100 characters.
Invoice Amount	17	100	For invoice records, the invoice amount captured at the

Field Type	Column	Length	Description
			lockbox site. For check and white paper records, the field is null. Field is free-form, and field length varies based on item data, typically not exceeding 100 characters.
Custom Data	18	100	Custom field captured at lockbox site. If no data is provided, the field is null. Field is free-form, and field length varies based on item data, typically not exceeding 100 characters.
Front Image File Name	19	64	Name of the front image file for the item. The field is null for the following: <ul style="list-style-type: none"> • Check records for correspondence-only transactions • Invoice records <p>Note Image file numbers begin at 000001 for the first image in each file and increment for additional images in the file. Since image file numbers reset to 000001 for each file, you need to use an archival strategy that allows for this and avoids overwriting image files from prior files with image files from new files.</p>
Rear Image File Name	20	64	Name of the rear image file (if any) for the item. If there is no rear image, the field is null.
Consolidated - consists of a fixed length, space delimited ZIP file containing a transaction data file that are plain ASCII Text Files (Flat file), image files (.tiff) and a VAK File (fields.dat).			
Filler	1	9	Space-filled Filler
Site ID	2	3	Code associated with the Lockbox Operations Center. 602 Phoenix, AZ 510 Fremont, CA 626 Los Angeles, CA 720 Denver, CO 407 Orlando, FL 770 Atlanta, GA 312 Chicago, IL 773 Chicago, IL 319 Des Moines, IA 443 Baltimore, MD 617 Boston, MA

Field Type	Column	Length	Description
			612 Minneapolis/St. Paul, MN 212 New York, NY 336 Charlotte, NC 541 Portland, OR 215 Philadelphia, PA 469 Dallas/Irving, TX 435 Salt Lake City, UT 425 Seattle, WA
Filler	3	2	Space-filled.
Lockbox Number	4	10	Lockbox number associated with the transaction.
Deposit Date	5	8	Deposit date in YYYYMMDD format.
Zeros	6	4	Always 0000 (four zeros).
Batch Number	7	8	Batch Number
Filler	8	3	Space-filled.
Transaction ID	9	3	Transaction sequence number within a batch.
Filler	10	2	Space-filled.
Check ID	11	3	Check sequence number within a transaction.
Filler	12	2	Space-filled.
Fields Sequence ID	13	3	Document sequence number within a transaction. Note: If this number exceeds 999, the thousands digit is populated in position 56.
Document Type	14	2	CK Check record - IN Invoice record , envelope, or any other white paper record.
Check Amount	15	14	Amount of the check. Only populated if the document type is CK . Includes a decimal point and two decimal places.
Check Serial Number	16	12	Serial number of the check. Only populated if the document type is CK .
Filler	17	1	Space-filled.

















Field Type	Column	Length	Description
Routing/Transit Number	18	20	Routing/transit number (RTN) on the check. Only populated if the document type is CK . Note: Any leading zeros in the RTN are included. For example, an RTN of 091000019 would be included in the file as 091000019.
Account Number	19	20	Account number on the check. Only populated if the document type is CK .
Image Path Name	20	54	Name and location of the image file.

Sample Import File

The below image is a sample of what each .zip and .dat import file contains.

000001.jpg	JPG File	151 KB	No	179 KB	1
000002.jpg	JPG File	56 KB	No	59 KB	6
000003.jpg	JPG File	95 KB	No	110 KB	1
000004.jpg	JPG File	37 KB	No	47 KB	2
000005.jpg	JPG File	158 KB	No	189 KB	1
000006.jpg	JPG File	55 KB	No	59 KB	7
000007.jpg	JPG File	89 KB	No	107 KB	1
000008.jpg	JPG File	38 KB	No	47 KB	2
000009.jpg	JPG File	169 KB	No	207 KB	1
000010.jpg	JPG File	56 KB	No	60 KB	7
000011.jpg	JPG File	95 KB	No	115 KB	1
000012.jpg	JPG File	37 KB	No	46 KB	1
000013.jpg	JPG File	154 KB	No	184 KB	1
000014.jpg	JPG File	55 KB	No	59 KB	7
000015.jpg	JPG File	88 KB	No	106 KB	1
000016.jpg	JPG File	37 KB	No	46 KB	2
WFOHSLCK_SF_9999999999_7707...	DAT File	1 KB	No	2 KB	8

Consolidated zip file shown below:

Name	Date modified	Type	Size
 10001M.TIF	11/3/2011 9:22 AM	TIF File	30 KB
 10002M.TIF	11/3/2011 9:22 AM	TIF File	33 KB
 10003M.TIF	11/3/2011 9:22 AM	TIF File	38 KB
 10004M.TIF	11/3/2011 9:22 AM	TIF File	35 KB
 10005M.TIF	11/3/2011 9:22 AM	TIF File	30 KB
 10006M.TIF	11/3/2011 9:22 AM	TIF File	40 KB
 2000007M.TIF	11/3/2011 9:22 AM	TIF File	25 KB
 2000008M.TIF	11/3/2011 9:22 AM	TIF File	23 KB
 2000009M.TIF	11/3/2011 9:22 AM	TIF File	25 KB
 2010010M.TIF	11/3/2011 9:22 AM	TIF File	12 KB
 2010011M.TIF	11/3/2011 9:22 AM	TIF File	17 KB
 2010012M.TIF	11/3/2011 9:22 AM	TIF File	14 KB
 4000013M.TIF	11/3/2011 9:22 AM	TIF File	42 KB
 4000014M.TIF	11/3/2011 9:22 AM	TIF File	36 KB
 fields.dat	11/3/2011 9:22 AM	DAT File	3 KB
 images.dat	11/3/2011 9:22 AM	DAT File	11 KB

Notes XML Importer

The Notes XML Importer is an automated process in FactorSoft where the Engine imports XML files containing Verification/Collection/Post-Verification Notes and stores the data in the database. Notes XML Importer (**VerNote Import**) must be turned on in the Control File.

Once imported, the data populates on the **Invoice Queue**, **Collection/Verification Queue**, **ClientWeb**, **Dispute Report** screens and the **Collection Notes Report**.

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

System Preferences

To configure the Notes XML Importer, set the following System Preferences in the **Identification/system constants** > Interface parameters > **Notes XML Importer** folder:

Preference	Description
Folder to Watch	Enter the unique and fully qualified folder location in which to receive import files to be processed by the Engine.
Skip Bad Notes	Select True/False a. If True and the file contains a bad note/notes, the system will import all the notes except for the bad note/notes. b. If False and the file contains a bad note/notes, the system will fail the entire file.
Successful import report emails	Enter Email address of the recipient to receive successful import file messages.
Failed import report emails	Enter Email address of the recipient to receive failed import file messages.

File Specifications

The Notes XML Importer file format is:

Field	Element	Type	Length	Description
Header Elements				
	File/NoteCount	Numeric		Indicates total number of notes contained in the import file
	File Info Group	Date Time		YYYYMMDD HHMMSS
Collection/Verification/Post-Verification Notes Elements				
Type of Message	Collection Note, Verification Note, Post-Verification Note			
Date Created	CreateDate	dateTime		YYYY-MM-DDTHH:MM:SS.mmm
Invoice Key	Invoice Key	PK		Must match on InvoiceKey and Invoice Number, or Note is considered bad.
Invoice Number	Invoice Key	NVarchar	30	Enter Invoice Number to associate notes.
Response Key	VerReceiveKey	PK		Must match on VerReceiveKey and Description, or Note is considered bad.
Response Message	VerReceiveKey	NVarchar	40	Setup in Tables > Data Entry > Verification/Collection Messages
Method Key	VerMethodKey	PK		Must match on VerMethodKey and Description, or Note is considered bad.
Method Type	VerMethodKey	NVarchar	40	Setup in Tables > Date

Field	Element	Type	Length	Description
				Entry > Contact Methods
Debtor's Contact	Contact Key	Alphanumeric		Must exist in database
W/P or C/B Status	PromiseDate	Smallint	1	Will Pay = 1, Call Back = 2, No date = 0
W/P or C/B Date	PromiseDate	DateTime	23	YYYY-MM-DDTHH:MM:SS.mmm
Tickler	Tickler	Boolean	5	If True or 1, then the file must have a PromiseDate DateTime and Date/Time Stamp. DateTime= WillPay or CallBack If Blank, false or 0 (zero), then PromiseDate DateTime and Date/Time Stamp is not required.
Note	NoteText	Alphanumeric	500	Enter the Note associated with specified invoice.

NOTE

Any combination of Notes (Verification/Collection/Post-Verification) can be imported into FactorSoft using the Notes XML Importer. Additionally, there is no limit to the number of notes that can be in a single file.

Sample File

The file name should be in the following format: NoteDateTime.xml [**NoteYYYYMMDDHHMMSS.xml**] Below is a sample of a Note XML Import file.

```
<?xml version="1.0" encoding="UTF-8"?>
```

```
-<File NoteCount="3">
  <FileInfoGroup FileTime="085201" FileDate="20200205"/>
  -<CollectionNotes>
    -<CollectionNote>
      <CreateDate>2020-02-05T01:01:01-06:00</CreateDate>
      <Invoice Key="432">2420-1</Invoice>
      <VerReceive Key="7">Delivery confirmation & Acknowledge</VerReceive>
      <VerMethod Key="3">Email</VerMethod>
      <Contact Key="7"></Contact>
      <PromiseDate DateType="WillPay">2020-02-25T01:01:01-06:00</PromiseDate>
      <Tickler>false</Tickler>
      <NoteText>COLLECTION NOTE TEST: This is a test of the collection notes. This is only a test. </NoteText>
    </CollectionNote>
  </CollectionNotes>
  -<VerificationNotes>
    -<VerificationNote>
      <CreateDate>2020-02-05T02:01:01-06:00</CreateDate>
      <Invoice Key="433">2420-2</Invoice>
      <VerReceive Key="1">OK to buy</VerReceive>
      <VerMethod Key="4">Phone</VerMethod>
      <Contact Key="18">2055556789</Contact>
      <PromiseDate DateType="CallBack">2020-01-31T02:01:01-06:00</PromiseDate>
      <NoteText>VERIFICATION NOTE TEST: This is a test of verification notes. This is only a test. </NoteText>
    </VerificationNote>
  </VerificationNotes>
  -<PostVerificationNotes>
    -<PostVerificationNote>
      <CreateDate>2020-02-05T03:01:01-06:00</CreateDate>
      <Invoice Key="438">2520-4</Invoice>
      <VerReceive Key="4">Denied</VerReceive>
      <VerMethod Key="5">Fax</VerMethod>
      <Contact Key="20">2055551234</Contact>
      <NoteText>POST-VERIFICATION NOTE TEST: This is a test of the post-verification notes. This is only a test. </NoteText>
    </PostVerificationNote>
  </PostVerificationNotes>
</File>
```

EDI Imports

EDI, or Electronic Data Interchange, files are text files that contain data formatted according to standard rules. There are separate standards depending upon what type of data is being received or transmitted. Some of the available options are: invoice, credit request, and purchase order. Each type has a number designations. The currently accepted formats in FactorSoft:

- **210** - Outgoing Invoices (typically used when invoicing one of your borrowers debtors, see Export Guide)
- **810** - Incoming Invoices
- **820** - Incoming Payments
- **850** - Incoming Credit or Single Order Request
- **855** - Outgoing Order Reply File (see Export Guide)
- **870** - Outgoing Credit Request Decision File (see Export Guide)

The majority of these formats are processed through the Engine. These files are imported directly into FactorSoft. Note that you can run the 850 as either a credit request or purchase order input (but not both). Set System Preference **Identification/system constants, Interface parameters, EDI Import Export, 850 Transactions are**.

The exceptions are the exports: the EDI210 invoice export and EDI870 Credit Request Decision file export, which are executed from the Export module. In addition, the EDI210 and EDI820 formats utilize the Data Entry modules in FactorSoft. For the 210, the Data Entry module is used to enter required invoice details not otherwise held in FactorSoft. For the 820, the Data Entry module is used to define sending and receiving entities (payors and payees), and the adjustment codes required for successful payment import. See the individual sections for each format for any special processing requirements.

EDI 810 Specification

The EDI 810 Invoice Transaction is imported into FactorSoft and processed by the Engine. It contains detailed invoice records including invoice identification detail, shipping information, payment terms, and amount and discount data. When an EDI 810 is successfully processed by the Engine, an email will be sent to Email Addresses set in **Client Information > Address > Email** field and also Email Addresses set in **Client Information > Contacts** that are marked as "Notices".

NOTE

The following system preference will need to be set in order to process imported files: **Iden-**

tification/system constants > Interface parameters > EDI 810 Standard/Flat/Excel Invoice Submission Import > Folder to watch: the fully qualified folder location from which the Engine will process the files

The transaction set contains:

- One header consisting of ISA and GS segments
- One to many body segments, representing invoice detail records, that consist of ST, BIG, REF, N, ITD, DT,M, TDS, SAC, SHP, CTT, and SE segments
- One trailer consisting of GE and IEA segments

See the segment descriptions and examples below for details.

Header Segments

Element Code	Element Name	Description
ISA - Interchange Control Header - exactly one per file		
ISA01	Authorization Info. Qualifier	*ANY
ISA02	Authorization Information	*ANY
ISA03	Security Info. Qualifier	*ANY
ISA04	Security Information	Always 10 spaces
ISA05	Interchange Sender Qualifier	01 = DUNS Number 12 = Telephone Number 30 = Tax ID Number
ISA06	Interchange Sender ID	Actual element identified in ISA05 This identifies the client to FactorSoft and must match a client record in FactorSoft or the EDI import errors
ISA07	Interchange Receiver Qualifier	*ANY
ISA08	Interchange Receiver ID	Actual element identified in ISA07

Element Code	Element Name	Description
ISA09	Interchange Date	System-generated, YYMMDD.
ISA10	Interchange Time	System-generated, HHMM.
ISA11	Interchange Control Standard ID	U representing U.S. EDI community
ISA12	Interchange Version #	Always '00400'. Standard issued as ANSI X12, 4010
ISA13	Interchange Control #	Unique File ID, system-generated
ISA14	Acknowledgment Requested	'0' to represent that acknowledgment is requested
ISA15	Usage Indicator	Test or Production
ISA16	Component Element Separator	":" will be the agreed on character
GS - Functional Group Header - exactly one per file		
GS01	Functional Identifier Code	'IN'
GS02	Application Sender's Code	Same as ISA06
GS03	Application Receiver's Code	140239646
GS04	Date	System-generated, YYYYMMDD
GS05	Time	System-generated, HHMM
GS06	Group Control Number	System-generated
GS07	Responsible Agency Code	Always 'X' to indicate Accredited standards committee X12
GS08	Ver/Release/Industry ID Code	Always '004010'

Body Segments

Element Code	Element Name	Man or Opt?	Content
ST - Transaction Set Header - one per invoice			
ST01	Transaction set ID code	M	'810'

Element Code	Element Name	Man or Opt?	Content
ST02	Transaction set control number	M	Unique ID for the Transaction Set
BIG - Beginning Segment for Invoice - one record for each invoice			
BIG01	Invoice Date	M	CCYYMMDD
BIG02	Invoice Number	M	Invoice Number, Alphanumeric, 10 characters, left-justified
BIG03	Purchase Order Date	M	CCYYMMDD
BIG04	Purchase Order Number	M	PO#, Alphanumeric, 15 characters
BIG07	Transaction Type Code	M	"IV"
REF - - Reference Identification - up to six occurrences per invoice			
REF01	Reference Qualifier	O	Codes: <ul style="list-style-type: none"> • "QQ" = Client Number (required) • "BT" = Batch Number (required) • "ZZ" = Batch Amount (required) • "PH" = Phone Number • "FZ" = FAX Number • "EM" Email Address
REF02	Reference Number	O	Values:

Element Code	Element Name	Man or Opt?	Content
			<ul style="list-style-type: none"> • If REF01 is "QQ", client number • If REF01 is "BT", batch number • If REF01 is "ZZ", batch amount, numeric, 9(9)v99 • If REF01 is "PH", phone number • If REF01 is "FZ", FAX number • If REF01 is "EM", email address
<p>N1 - Name</p> <p>Note that multiple N segment loops may exist. Minimally one N1/N3/N4/N5 record set or one set each for Bill To and Ship To addresses typically exist. If multiple addresses for the invoice are included, all must be represented by an N1/N3/N4/N5 record set.</p>			
N101	Entity Identifier Code	M	BS = Bill to party ST = Ship to party
N102	Name	M	Bill to or Ship to name
N103	ID Code Qualifier	M	"91" for bill to "91" or "92" for ship to
N104	ID Code	M	Customer number assigned
<p>N3 - Address Information - see notes for N1</p>			
N301	Address Information	O	Street Address Line 1
N302	Address Information	O	Street Address Line 2
<p>N4 - Geographic Location - see notes for N1</p>			
N401	City name	M	City. Alphanumeric, 15 characters
N402	State / Province code	M	State or Province. Alphanumeric, 2 characters
N403	ZIP / Postal Code	M	Zip or Postal Code. Alphanumeric, 9 characters

Element Code	Element Name	Man or Opt?	Content
N404	Country Code	O	
N5 - Contact Information- one per invoice, optional			
N501	Phone Number	O	Alphanumeric, 14 characters
N502	Fax Number	O	Alphanumeric, 14 characters
N503	Email Address	O	Alphanumeric, 30 characters
ITD - Terms of Sale- one per invoice			
ITD01	Terms Type Code	M	"ZZ" Mutually Defined
ITD05	Terms Code	M	Alphanumeric, 3 characters
ITD06	Date When Net Is Due	O	CCYYMMDD
ITD07	Number Of Days Until Net Is Due	O	Numeric, 3 digits
ITD12	Terms Description	O	Terms Description. Alphanumeric, 26 characters
DTM - Date/Time - one per invoice			
DTM01	Date/Time Qualifier	M	011=Ship Date
DTM02	Date/Time	M	Ship Date. CCYYMMDD
TDS - Total Monetary Value Summary- one per invoice			
TDS01	Total Invoice Amount	M	Invoice Amount, 9(9)V99
TDS02	Amount Subject to Discount	O	Not used
SAC - Service, Promotion, Allowance, or Charge Information - one per invoice			
SAC01	Allowance/Charge Indicator	O	Codes: <ul style="list-style-type: none"> • A = Allowance • C = Charge (use for freight)
SAC02	Service, Promotion, Allowance, or Charge Code	O	D240 = Freight

Element Code	Element Name	Man or Opt?	Content
SAC05	Allowance / charge Amount	O	9(9)V99
SAC12	Allowance/Charge Method	O	"06"
SHP - Shipper Information - one per invoiced			
SHP01	Shipping Company	O	Alphanumeric, 15 characters
SHP02	Tracking Number	O	Alphanumeric, 25 characters
CTT- Transaction Totals - one per invoice			
CTT01	Number of Line Items	M	Default value is 0
SE - Transaction Set Trailer - one per invoice			
SE01	Number of included segments	M	Number of lines in the Transaction Set
SE02	Transaction set control no.	M	Unique ID for the Transaction Set

Trailer Segments

Element Code	Element Name	Content
GE - Functional Group Trailer - exactly 1 per file		
GE01	Number of transaction sets	The number of ST records in the file. Numeric, six characters
GE02	Group control no.	Unique ID for the Group Section. Numeric, nine characters
IEA - Interchange Control Trailer - exactly 1 per file		
IEA01	Number of Functional Groups	Numeric, six characters
IEA02	Interchange Control Number	Unique File ID. Numeric, nine characters

EDI 810 Example

The following is example EDI 810 shows the contents of a file containing four invoices totaling \$ 15,256.42.

<p>ISA*00* *00* *12*4059179600 *01*140239646 *041203*1627*U*00400*123123123*0*P*: GS*IN*4059179600*140239646*20041203*1627*202020*X*004010</p>	<p>Header Lines</p>
<p>ST*810*99001 BIG*20041202*215467*20040729*77221***IV REF*QQ*YOURID REF*BT*1147 REF*ZZ*1525642 REF*PH*2135551212 REF*FX*2135551213 REF*EM*name@company.com N1*BS*LET'S GO*91*LETSG N3*863 MELROSE PLACE N4*SANTA MONICA*CA*92037 N1*ST*LET'S GO*91*LETSG N3*863 MELROSE PLACE N4*SANTA MONICA*CA*92037 ITD*ZZ****100*****NET 30 DAYS DTM*011*20041202 TDS*12888 SAC*C*D240***388*****06 CTT*0 SE*20*99001</p>	<p>Invoice # 215467 For \$128.88</p>
<p>ST*810*99002 BIG*20041202*215468*20040819*7507-8***IV REF*QQ*YOURID REF*BT*1147 REF*ZZ*1525642 REF*PH*2135551212 N1*BS*URBAN LEGENDS*91*URBAN N3*6990 S. MILL AVE. STE. 112 N4*MESA*AZ*85281 N1*ST*URBAN LEGENDS*91*URBAN N3*6990 S. MILL AVE. STE. 112 N4*MESA*AZ*85281 ITD*ZZ****200*****NET 45 DAYS DTM*011*20041202 TDS*123714 SAC*C*D240***1114*****06 SHP*UPS*1Z E63 338 01 4927 1969 CTT*0</p>	<p>Invoice # 212468 For \$ 1,237.14</p>



SE*18*99002	
ST*810*99003 BIG*20041202*215469*20040910*FRA2439***IV REF*QQ*YOURID REF*BT*1147 REF*ZZ*1525642 REF*PH*2135551212 REF*EM*christy@funkyplanet.com N1*BS*FUNKY PLANET FASHION*91*PLANF N3*929 WILSHIRE BLVD., #707 N4*LOS ANGELES*CA*90010 N1*ST*FUNKY PLANET FASHION*91*PLANF N3*929 WILSHIRE BLVD., #707 N4*LOS ANGELES*CA*90010 ITD*ZZ****200*****NET 45 DAYS DTM*011*20041202 TDS*635040 SHP*FEDEX*8932012393332A1 CTT*0 SE*18*99003	Invoice # 215469 For \$ 6,350.40
ST*810*99004 BIG*20041202*215470*20041019*FRA2506***IV REF*QQ*YOURID REF*BT*1147 REF*ZZ*1525642 REF*PH*2135551212 N1*BS*FUNKY PLANET FASHION*91*PLANF N3*929 WILSHIRE BLVD., #707 N4*LOS ANGELES*CA*90010 N1*ST*FUNKY PLANET FASHION*91*PLANF N3*929 WILSHIRE BLVD., #707 N4*LOS ANGELES*CA*90010 ITD*ZZ****300*****NET 60 DAYS DTM*011*20041202 TDS*754000 CTT*0 SE*17*99004	Invoice # 215470 For \$ 7,540.00
GE*4*202020	Trailer Lines

EDI 820 – Payment Imports

FactorSoft provides tools to efficiently import the high volume EDI 820 payment import files frequently used by large vendors.

The FactorSoft Engine is used to monitor an incoming file folder and import the files that land in the folder. The FactorSoft Data Entry module is then used to view and release imported batches to FactorSoft for processing from the Manage Posted Payments screen.

This document describes the set up and processing of EDI 820 files and includes the following sections:

- Setting Up EDI Imports
- System Preferences
- Data Entry module
- EDI Interface Program
- Processing EDI 820 Imports
- Viewing imported files
- Viewing individual import file details
- Viewing invoice/PO# payment details
- Releasing imported files for payment processing

EDI 820 Set Up

Before you can import EDI 820 files, you must set up System Preferences, the sending entities (payors) from which you receive files and the receiving entities (payees) to which the payments in the file apply, and the file folder and database details for the Engine.

NOTE

When the System Preference at **Client rules/defaults > Rules > Require manager approval before using** is set to True, the EDI 820 will import successfully but unapproved Clients will not be available on the Post Payments (F6) screen until approved.

System Preferences

Set the following System Preferences in the **Identification/system constants, Interface parameters, EDI import/export folder**:

Preference	Description
Blank (XX) adjustment code defaults to	Select the code that determines the financial application for records with a blank adjustment code. The blank adjustment code is represented by "XX" in the Adjustment Codes tab for each Sender in the Electronic Payments Queue screen.
Check source for electronic payments	Select the check source code to automatically assign to payments imported using the FactorSoft EDI Interface. Check Sources are created in the Tables module.
Electronic payments require source before release	Set to True to indicate that the check source is a required field. If the Check source for electronic payments System Preference is not set, the check source will need to be manually set in each batch using the Details for Sender screen.
Electronic payments use AutoCash rules	Set to True to apply the cash posting rules set up for the AutoCash module to EDI payments.
Electronic payments use check batch	Set to True to indicate that FactorSoft will automatically assign payment batch numbers to imported EDI batches.
Transaction post date is	Set the date to use as the transaction post date for EDI import and export transactions: <ul style="list-style-type: none">• Release date (from electronic Payment Queue)• Check Date (from EDI file)

Data Entry Module Setup

The sending and receiving entities, or payors and payees (Senders, Vendors, and Divisions) and the adjustment codes must be set up in the Electronic Payment Queue screen prior to processing an EDI file. Access the Electronic Payment Queue screen from FactorSoft:

1. From the FactorSoft Desktop program, select **Data Entry** from the Office Menu.

The FactorSoft Data Entry module opens.

2. Select the **Queue** option in the Electronic Payments menu.

The Electronic Payments Queue screen opens.

The Electronic Payments Queue screen contains five tabs, four of which are used to set up the payors and payees to match to the entities in a sender's EDI 820 file. These four tabs are the Senders, Vendors, Divisions, and Adjustment Codes tabs.

The Queue tab displays the imported files and can be filtered using the Show list, and is addressed following this setup section.

Electronic Payment Queue - Senders Tab

Defining Senders

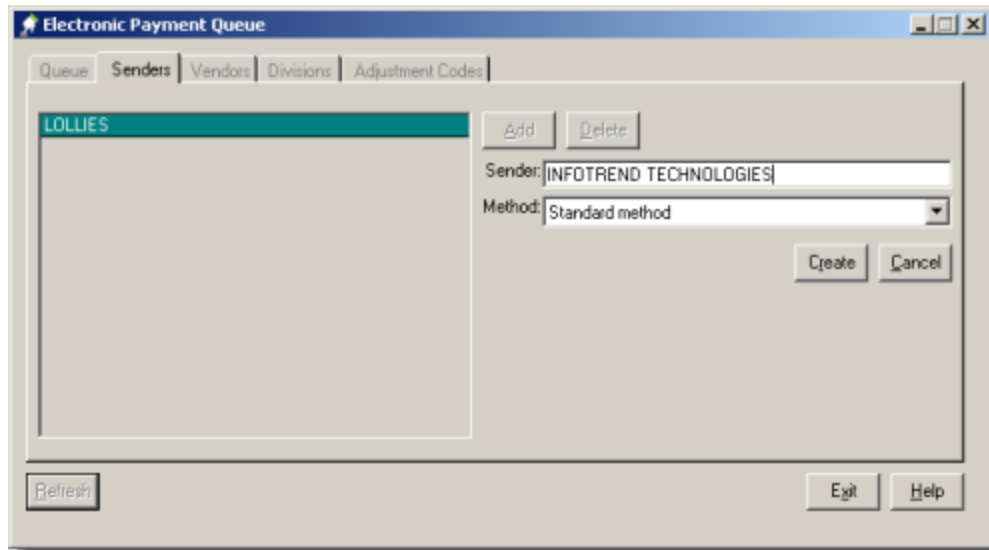
The payors are the sending entities, and thus are analogous to customer/debtors in FactorSoft. To define Senders:

1. Select the Senders tab of the Electronic Payments Queue screen.

Note that any previously defined senders are listed in the grid.

2. Click the **Add** button.

3. Complete the Sender tab fields as described below:



Field	Description
(Grid)	Displays the Senders that have been defined for the Sender.
Add	Click this button to add a new sender. The Sender and Method fields and Create and Cancel buttons become active.
Delete	Select a sender in the grid and click this button to delete the sender definition.
Sender	Enter the sender name. This must match the sender name in the EDI 820 file exactly.
Method	Select the method for the sender. Methods are pre-programmed modifications to the EDI 820 specifications to allow for non-standard EDI 820 files to be imported. Custom methods must be created by Jack Henry™ for use in this program. For more information, contact Jack Henry™ at 205-972-

Field	Description
	8900, option 2.
Create	Click this button to add the sender. The new Sender name is added to the grid, and will be available in the Vendors tab to associate the client/vendor with the debtor/sender.
Cancel	Click this button to exit the Add mode of the Sender tab and abandon any unsaved changes to the sender.

4. Click **Create** to add the sender.

Electronic Payment Queue - Vendors Tab

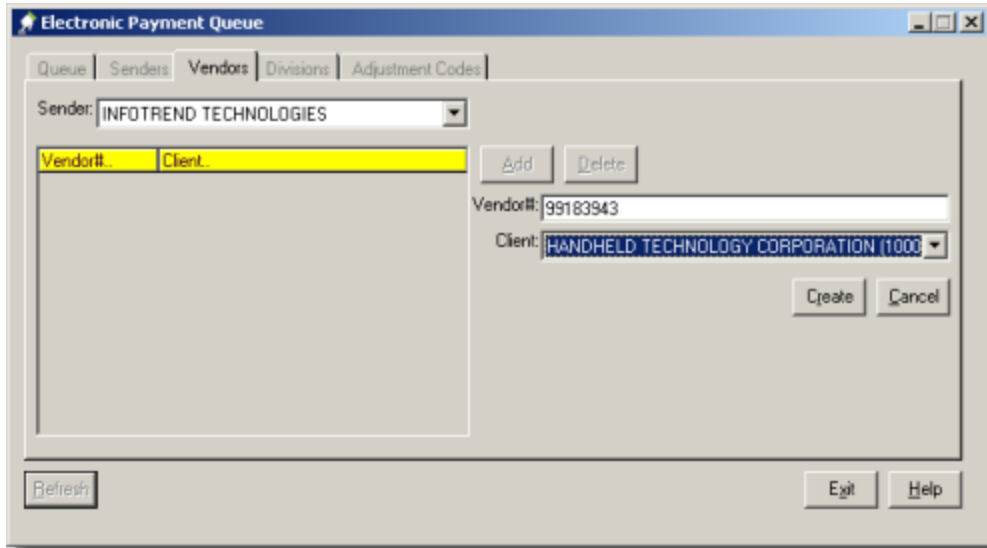
Defining Vendors

The Vendors are the receiving entities or payees, and are analogous to clients in FactorSoft. Vendors are defined within Senders. To define Vendors:

1. Select the Vendors tab of the Electronic Payments Queue screen.

Note that any previously defined vendors are listed in the grid.

2. Select the **Sender** for which to create the vendor.
3. Click the **Add** button.
4. Complete the Vendor tab fields as described below:



Field	Description
Sender	Select the Sender for which to create the vendor.
(Grid)	Displays the Vendors that have been defined for the Sender.
Create	Click this button to add a new vendor. The Vendor# and Client fields and Create and Cancel buttons become active.
Delete	Select a vendor in the grid and click this button to delete the sender definition.
Vendor#	Enter the vendor number that matches to the vendor id in the EDI 820 file for the payee.
Client	Select the payee client.
Create	Click this button to add the sender.

Field	Description
	The new Vendor name is added to the grid. The Vendor# will be available in the Divisions tab to associate the client/vendor with the debtor/sender.
Cancel	Click this button to exit the Add mode of the Vendor tab and abandon any unsaved changes to the vendor.

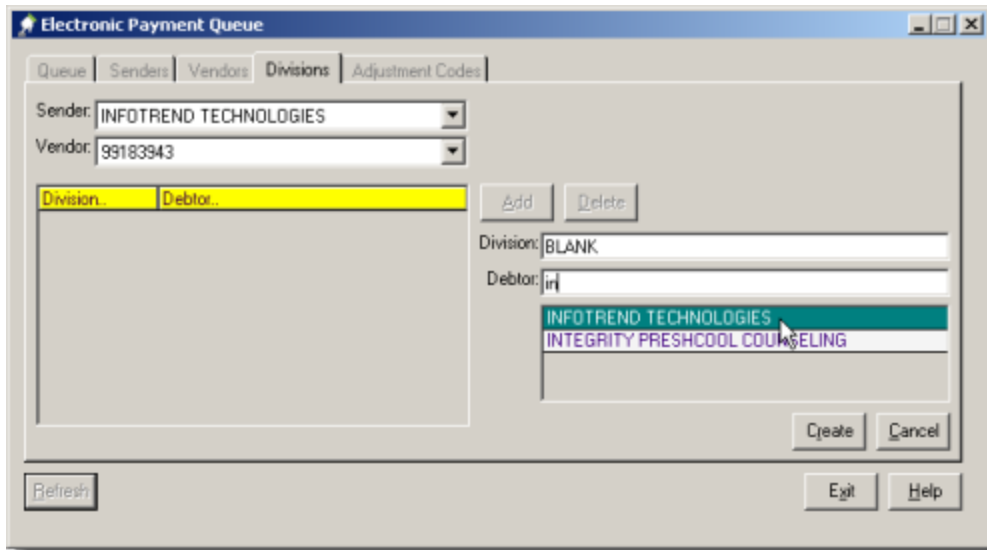
5. Click **Create** to add the vendor.

Electronic Payment Queue - Division Tab

Defining Divisions

Divisions are defined within Sender/Vendor. To define Divisions:

1. Select the Division tab of the Electronic Payments Queue screen.
2. Select the **Sender** for which to create the division.
3. Select the **Vendor** number within the Sender for which to create the Division.
4. Click the **Add** button.
5. Complete the Division tab fields as described below:



Field	Description
Sender	Select the Sender for which to create the division.
Vendor	Select the Vendor number for which to create the division.
(Grid)	Displays the divisions that have been defined for the Sender/Vender.
Add	Click this button to add a new division. The Division and Debtor fields and Create and Cancel buttons become active.
Delete	Select a division in the grid and click this button to delete the division definition.
Division	Enter the division name that matches to the division id in the EDI 820 file for the payee.
Debtor	Enter the Debtor name to which the Division name applies.

Field	Description
	Enter the debtor name for the customer/debtor to associate with the division. Matching debtor names appear in the adjacent list box. You can double-click a name in the list to select that debtor.
Create	Click this button to add the division. The new division name is added to the grid.
Cancel	Click this button to exit the Add mode of the Division tab and abandon any unsaved changes to the division.

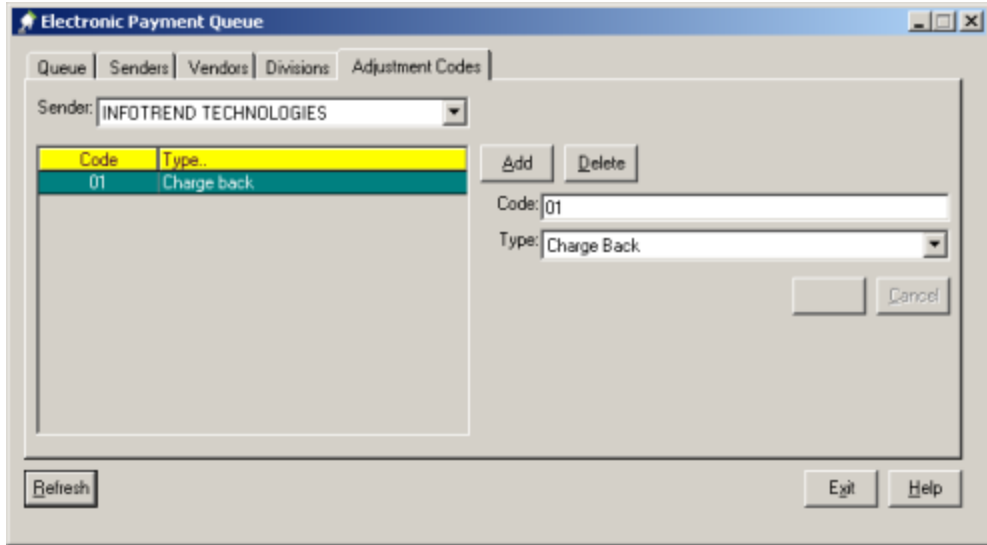
6. Click **Create** to add the division.

Electronic Payment Queue - Adjustment Codes Tab

Defining Adjustment Codes

The Adjustment Codes tab is used to define the adjustment types associated with specific adjustment codes in the Sender's EDI 820 import. To define Adjustment Codes:

1. Select the Division tab of the Electronic Payments Queue screen.
2. Select the **Sender** for which to create the division.
3. Click the **Add** button.
4. Complete the Adjustment Codes tab fields, as described below:



Field	Description
Sender	Select the Sender for which to create the codes.
(Grid)	Displays the adjustment codes that have been defined for the sender.
Add	Click this button to add a new code. The Code and Type fields and Create and Cancel buttons become active.
Delete	Select a code in the grid and click this button to delete the adjustment code definition.
Code	Enter the identifier for the adjustment code.
Type	Select the Type that determines the adjustment type in FactorSoft.

Field	Description
	<ul style="list-style-type: none"> • Write-off • Discount • chargeback • Ignore
Create	<p>Click this button to add the code.</p> <p>The new adjustment code is added to the grid for the sender.</p>
Cancel	<p>Click this button to exit the Add mode of the Adjustments Code tab and abandon any unsaved changes to the codes.</p>

5. Click **Create** to add the code.

EDI 820 Specification

The EDI 820 Incoming Payments transaction set contains the following segments:

- One header consisting of ISA and GS segments
- One to many body segments, representing invoice detail records, that consist of ST, BPR, TRN, REF, DTM, NI, N2, ENT, NMI, ADX, RMR, IT1, and SE segments
- One trailer consisting of GE and IEA segments

See the segment descriptions and examples below for details.

Header Segments

Element Code	Element Name	Description
ISA - Interchange Control Header - exactly one per file		
ISA01	Authorization Info. Qualifier	*ANY
ISA02	Authorization Information	*ANY
ISA03	Security Info. Qualifier	*ANY
ISA04	Security Information	Always 10 spaces
ISA05	Interchange Sender Qualifier	01 = DUNS Number

Element Code	Element Name	Description
		08 = UCC Communication ID 12 = Telephone Number
ISA06	Interchange Sender ID	Actual element identified in ISA05 This identifies the client to FactorSoft and must match a client record in FactorSoft or the EDI import errors
ISA07	Interchange Receiver Qualifier	Same as ISA05
ISA08	Interchange Receiver ID	Actual element identified in ISA07
ISA09	Interchange Date	System-generated, YYMMDD.
ISA10	Interchange Time	System-generated, HHMM.
ISA11	Interchange Control Standard ID	U representing U.S. EDI community
ISA12	Interchange Version #	Always '00405'. Standard issued as ANSI X12, 4010
ISA13	Interchange Control #	Unique File ID, system-generated, sequential
ISA14	Acknowledgment Requested	'0' to represent that acknowledgment is requested
ISA15	Usage Indicator	Test or Production
ISA16	Component Element Separator	'>' will be the agreed on character
GS - Functional Group Header - exactly one per file		
GS01	Functional Identifier Code	'RA'
GS02	Application Sender's Code	Same as ISA06
GS03	Application Receiver's Code	Same as ISA08
GS04	Date	System-generated, CCYYMMDD
GS05	Time	System-generated, HHMM
GS06	Group Control Number	System-generated, sequential
GS07	Responsible Agency Code	Always 'X' to indicate Accredited standards committee X12

Element Code	Element Name	Description
GS08	Ver/Release/Industry ID Code	Always '004050'

Body Segments

Element Code	Element Name	Man or Opt?	Content
ST - Transaction Set Header - one per invoice			
ST01	Transaction set ID code	M	'820'
ST02	Transaction set control number	M	Unique ID for the Transaction Set
BPR - Beginning Segment for payment- one record for each payment			
BPR01	Transaction Handling Code	M	I = Remittance Information only C = Payment accompanies remittance D = Make Payment Only
BPR02	Monetary Amount	M	Total Check Amount
BPR03	Credit/Debit Flag	M	C = Credit
BPR04	Payment Method Code	M	CHK = Check ACH = Automated Clearing House
BPR05	Payment Format Code	M	PBC = Commercial/Corporate check - use when BPR04 = CHK CTX = Bundled - use when BPR04 = ACH and BPR01 = C CCP = Unbundled - use when BPR04 = ACH and BPR01 = I
BPR06	Identification Number Qualifier	M	ABA Transit routing number
BPR07	Depository Financial Institution (DFI)	M	Debtor Financial Institution Identification Number

Element Code	Element Name	Man or Opt?	Content
BPR08	Account Number Qualifier	M	DA = Demand deposit
BPR09	Account Number	M	Payor Bank Account Number
BPR10	Originating Company Identifier	M	Prefix of payor DUNS number
BPR11	Originating Company Supplemental Code	M	Unique Identifier
BPR12	DFI Identification Number Qualifier	M	01 – ABA transit routing number
BPR13	DFI Identification Number	M	Receiving Financial Institution identification number
BPR14	Account Number Qualifier	M	DA – Demand Deposit
BPR15	Account Number	M	Bank Account Number to be credited
BPR16	Date	M	CCYYMMDD; Check Date (sent when BPR04 is CHK) Settlement Date (sent when BPR04 is ACH)
BPR17	Business Function Code	M	VEN – Vendor Payment
TRN – Trace Reference Numbers – one record for each payment			
TRN01	Trace Type Code	M	1 – Current Transaction Trace Number (use when BPR04 = CHK) 3 – Financial Re-association Trace Number (use when BPR04 = ACH)
TRN02	Reference Identification	M	Check Number to be Traced
REF – – Reference Identification			
REF01	Reference Qualifier	O	"BT" = Batch Number (required)
REF02	Reference Number	O	Client's assigned batch number

Element Code	Element Name	Man or Opt?	Content
DTM - Date/Time - one per invoice			
DTM01	Date/Time Qualifier	M	097= Transaction creation date
DTM02	Date/Time	M	Transmission date. CCYYMMDD
N1 - Payor Name			
N101	Entity Identifier Code	M	PR = Payor
N102	Name	M	Payor name
N103	ID Code Qualifier	M	1 = DUNS Number
N104	ID Code	M	Duns number
N1 - Payee Name			
N101	Entity Identifier Code	M	PE = Payee
N102	Name	M	Vendor name
N103	ID Code Qualifier	M	92 = Payee assigned number
N104	ID Code	M	Duns number
ENT - Entity Identifier			
ENT01	Entity Identifier	M	Paying entity sub-identifier (Division)
ENT02	Division Identifier	M	CF = Subsidiary//Division
ENT03	Identification Code Qualifier	M	92 = Client assigned number
ENT04	Entity Identifier	M	Same as ENT01
NMI - Division Name			
NMI01	Entity Identifier Code	M	BY - Buying Party
NMI02	Entity Type Qualifier	M	'2' Non Person Entity
NMI03	Organization Name	M	
NMI08	Identification Code Qualifier	M	92 - Client Assigned Number

Element Code	Element Name	Man or Opt?	Content
NM109	Identification Code	M	Duns Number, Federated Division
ADX - Adjustment			
ADX01	Adjustment Monetary Amount	O	Dollar Amount of Debit/Credit. This value is signed.
ADX02	Adjustment Reason Code	O	Adjustment Reason Code Table
ADX03	Adjustment Indicator	O	DB – Debit from CM – Credit to
ADX04	Reference Identification	O	Document Number
REF- Department Information			
REF01	Reference Qualifier	O	DP – Department/Vendor #
REF02	Reference Number	O	Department/Vendor Number (8 digits)
REF03	Reference Descriptor	O	Document number
DTM - Date/Time			
DTM01	Date/Time Qualifier	O	097 – Transaction Creation Date
DTM02	Date	O	CCYYMMDD
RMR- Invoice Information			
RMR01	Reference Identification Qualifier	O	IV - Invoice
RMR02	Reference Identification Number	O	Invoice Number
RMR03	Payment Action Code	O	PO - Payment on Account ER- Evaluated Receipts Settlement
RMR04	Monetary Amount	O	Net Due
RMR05	Monetary Amount	O	Gross

Element Code	Element Name	Man or Opt?	Content
RMR06	Monetary Amount	O	Discount Amount
REF- Purchase Order Information			
REF01	Reference Qualifier	O	PO = Purchase Order
REF02	Reference Number	O	Purchase Order Number for Invoice
REF - Department Information			
REF01	Reference Qualifier	O	DP – Department/Vendor #
REF02	Reference Number	O	Department/Vendor Number for purchase order (8 digits)
ADX - Adjustment Information			
ADX01	Adjustment Monetary Amount	O	Dollar Amount of Credit/Debit. This value is signed.
ADX02	Adjustment Reason Code	O	Adjustment Reason Code Table
ADX03	Adjustment Indicator	O	DB – Debit from CM – Credit to
ADX04	Reference Information	O	Document Number
ITI - Deduction Quantity			
ITI01	Assigned Identification	O	
ITI02	Quantity	O	
ITI03	Unit or Basis for Measurement Code	O	EA
ITI04	Unit Price	O	
ITI05	Basis of Unit Price Code	O	QT - Quoted
ITI06	Product/Service ID Qualifier	O	
SE - Transaction Set Trailer - one per invoice			
SE01	Number of included segments	M	Number of lines in the Transaction Set

Element Code	Element Name	Man or Opt?	Content
	ments		
SE02	Transaction set control no.	M	Unique ID for the Transaction Set

Trailer Segments

Element Code	Element Name	Content
GE - Functional Group Trailer - exactly 1 per file		
GE01	Number of transaction sets	The number of ST records in the file. Numeric, six characters
GE02	Group control no.	Unique ID for the Group Section. Numeric, nine characters
IEA - Interchange Control Trailer - exactly 1 per file		
IEA01	Number of Functional Groups	Numeric, six characters
IEA02	Interchange Control Number	Unique File ID. Numeric, nine characters

EDI 850 Credit Request Specification

System Preference **Identification/system constants, Interface parameters, EDI Import Export, 850 Transactions** are must be set to Credit Requests to import the credit request file described here.

TIP

The following system preference will need to be set in order to populate the Import File Type drop-down on the Credit Request Import via the ClientWeb and Web Portal: **Identification/system constants > Interface parameters > EDI 850 Standard/Flat/Excel Order Request Import > Folder to watch**: the fully qualified folder location from which the Engine will process the files

The EDI 850 Credit Request transaction set contains the following segments:

- One header consisting of ISA and GS segments
- One to many body segments, representing invoice detail records, that consist of ST, BEG, REF (up to 8), ITD, DTM(2), NI, N3, N4, PO, CTT, AMT, and SE segments
- One trailer consisting of GE and IEA segments

See the segment descriptions and examples below for details.

Header Segments

Element Code	Element Name	Description
ISA - Interchange Control Header - exactly one per file		
ISA01	Authorization Info. Qualifier	*ANY
ISA02	Authorization Information	*ANY
ISA03	Security Info. Qualifier	*ANY
ISA04	Security Information	*ANY
ISA05	Interchange Sender Qualifier	01 = DUNS Number
ISA06	Interchange Sender ID	Agreed upon
ISA07	Interchange Receiver Qualifier	Same as ISA05
ISA08	Interchange Receiver ID	Actual element identified in ISA07
ISA09	Interchange Date	System-generated, YYMMDD.
ISA10	Interchange Time	System-generated, HHMM.
ISA11	Interchange Control Standard ID	U representing U.S. EDI community
ISA12	Interchange Version #	Always '00400'. Standard issued as ANSI X12
ISA13	Interchange Control #	Unique File ID, system-generated, sequential
ISA14	Acknowledgment Requested	'0' to represent that acknowledgment is requested
ISA15	Usage Indicator	Test or Production
ISA16	Component Element Separator	":" will be the agreed on character

Element Code	Element Name	Description
GS - Functional Group Header - exactly one per file		
GS01	Functional Identifier Code	'PO'
GS02	Application Sender's Code	Same as ISA06
GS03	Application Receiver's Code	Same as ISA08
GS04	Date	System-generated, CCYYMMDD
GS05	Time	System-generated, HHMM
GS06	Group Control Number	System-generated, sequential
GS07	Responsible Agency Code	Always 'X' to indicate Accredited standards committee X12
GS08	Ver/Release/Industry ID Code	Always '004010'

Body Segments

Element Code	Element Name	Man or Opt?	Content
ST - Transaction Set Header - one per invoice			
ST01	Transaction set ID code	M	'850'
ST02	Transaction set control number	M	Unique ID for the Transaction Set
BEG - Beginning Segment for credit request- one record for each request			
BEG01	Transaction Set Purpose	O	Not used
BEG02	Purchase Order Type	M	NE = New CP = Change
BEG03	Purchase Order Number	M	15 Characters, alphanumeric
BEG05	Purchase Order Date	M	CCYYMMDD
REF -Reference Identification - Client Number			

Element Code	Element Name	Man or Opt?	Content
REF01	Reference Qualifier	M	OE = Client Number.
REF02	Reference Number	M	Client Number. 6 Characters, alphanumeric
REF - Reference Identification - Requested Amount			
REF01	Reference Qualifier	M	ZZ = Line Requested Amount.
REF02	Reference Number	M	Line Requested Amount. 11 Digits, numeric. 9 (9)v99
REF - Reference Identification - Comments Line 1			
REF01	Reference Qualifier	O	Z1 = Comments Line 1.
REF02	Reference Number	O	Text 1
REF - Reference Identification - Comments Line 2			
REF01	Reference Qualifier	O	Z2 = Comments Line 2.
REF02	Reference Number	O	Text 2
REF - Reference Identification - Comments Line 3			
REF01	Reference Qualifier	O	Z2 = Comments Line 3.
REF02	Reference Number	O	Text 3
REF - Reference Identification - Phone Number			
REF01	Reference Qualifier	O	PH = Phone Number.
REF02	Reference Number	O	Phone Number. 10 digits, numeric.
REF - Reference Identification - FAX Number			
REF01	Reference Qualifier	O	FX = FAX Number.
REF02	Reference Number	O	FAX Number. 10 digits, numeric.
REF - Reference Identification - Email Address			
REF01	Reference Qualifier	O	EM = Email Address.
REF02	Reference Number	O	Email Address. Alphanumeric.

Element Code	Element Name	Man or Opt?	Content
ITD - -Terms of Sale			
ITD12	Terms Description	M	Alphanumeric, 30 characters (3 for terms code, 27 for description).
DTM - Date/Time - Transaction Creation Date			
DTM01	Date/Time Qualifier	M	011= Transaction creation date
DTM02	Date/Time	M	Transmission creation date. CCYYMMDD
DTM - Date/Time - Original Submit Date			
DTM01	Date/Time Qualifier	O	703 = Original submission date
DTM02	Date/Time	O	Original submission date. CCYYMMDD
N1 - Name - Bill-To Party			
N101	Entity Identifier Code	M	BT = Bill-to party
N102	Name	M	Bill-to party name
N103	ID Code Qualifier	M	91
N104	ID Code	M	Customer number assigned
N3 - Bill-To Party Address			
N301	Address Information	M	Address Line 1
N302	Address Information	O	Address Line 2
N4 - Bill-To Party Address, City State, ZIP/Postal Code			
N401	City Name	M	Alphanumeric, 15 characters.
N402	State or Province Code	M	Alphanumeric, 2 characters
N403	ZIP or Postal Code	M	Alphanumeric, 10 characters, left-justified.
N404	Country Code	O	Alphanumeric, 3 characters
PO - Order Details			
PO102	Quantity Order	M	Quantity = 1. One loop only.

Element Code	Element Name	Man or Opt?	Content
PO103	Unit of Measurement Code	O	
CTT- Transaction Totals - one per invoice			
CTT01	Number of Line Items	M	Default value is 1
AMT- Order Amount			
AMT01	Amount Qualifier Code	M	*ANY
AMT02	Monetary Amount	M	Real Number (11.2) e.g., "550.50"
SE - Transaction Set Trailer - one per invoice			
SE01	Number of included segments	M	Number of lines in the Transaction Set
SE02	Transaction set control number	M	Unique ID for the Transaction Set

Trailer Segments

Element Code	Element Name	Content
GE - Functional Group Trailer - exactly 1 per file		
GE01	Number of transaction sets	The number of ST records in the file. Numeric, six characters
GE02	Group control no.	Unique ID for the Group Section. Numeric, nine characters
IEA - Interchange Control Trailer - exactly 1 per file		
IEA01	Number of Functional Groups	Numeric, six characters
IEA02	Interchange Control Number	Unique File ID. Numeric, nine characters

EDI 850 Example

The following example EDI 850 shows the contents of a file containing four credit orders.

ISA*00* *00* *99*9999999999 *99*9999999999 *050325*1110*U*00400*000002325*0*P*. GS*PO*2137470175*140239646*20050325*1110*2325*X*004010	Header Lines
ST*850*23250001 BEG*00*NE*605274**20050325 REF*OE*MRJR01 REF*ZZ*446145 REF*PH*3045551212 ITD*****30 NET 30 DAYS DTM*011*20050408 DTM*703*20050325 N1*BT*BROOKS BROTHERS INC.*91*GAB01 N3*55 MERIDIAN AVENUE N4*SALEM,*WV*26505*US PO1**1*EA CTT*1 AMT*AAD*4461.45 SE*15*23250001	Order #1
ST*850*23250002 BEG*00*NE*605275**20050325 REF*OE*MRJR01 REF*ZZ*3648540 REF*PH*3045551212 REF*FX*3045551213 ITD*****30 NET 30 DAYS DTM*011*20050408 DTM*703*20050325 N1*BT*BROOKS BROTHERS INC.*91*GAB01 N3*55 MERIDIAN AVENUE N4*SALEM,*WV*26505*US PO1**1*EA CTT*1 AMT*AAD*36485.4 SE*16*23250002	Order #2

ST*850*23250003 BEG*00*NE*605276**20050325 REF*OE*MRJR01 REF*ZZ*104422 REF*PH*3045551212 ITD*****30 NET 30 DAYS DTM*011*20050408 DTM*703*20050325 N1*BT*BROOKS BROTHERS INC.*91*GAB01 N3*55 MERIDIAN AVENUE N4*SALEM,*WV*26505*US PO1**1*EA CTT*1 AMT*AAD*1044.22 SE*15*23250003	Order #3
ST*850*23250004 BEG*00*NE*605277**20050325 REF*OE*MRJR01 REF*ZZ*213150 REF*PH*3045551212 ITD*****30 NET 30 DAYS DTM*011*20050408 DTM*703*20050325 N1*BT*BROOKS BROTHERS INC.*91*GAB01 N3*55 MERIDIAN AVENUE N4*SALEM,*WV*26505*US PO1**1*EA CTT*1 AMT*AAD*2131.5 SE*15*23250004	Order #4
GE*4*2325 IEA*1*000002325	Trailer Lines

EDI 850 Credit Request Excel Specification

System Preference **Identification/system constants, Interface parameters, EDI Import Export, 850 Transactions** are must be set to Credit Requests to import the credit request file described here.

TIP

The following system preference will need to be set in order to populate the Import File Type drop-down on the Credit Request Import via the ClientWeb: **Identification/system constants > Interface parameters > EDI 850 Standard/Flat/Excel Order Request Import > Folder to watch**: the fully qualified folder location from which the Engine will process the files

File Specifications

The EDI 850 Credit Request Spreadsheet file type does not contain a header row.

Column	Field Name	Description
A	Client Number	Enter the client number/code to associated the debtor's credit request.
B	PO #	Enter the Purchase Order number associated to the credit request.
C	Debtor Number	Enter the debtor number/code associated to the debtor.
D	Debtor Name	Enter the debtor name associated to the credit request.
E	Debtor Attention	Enter the Attention field from the Debtor Information screen header.
F	Address	Enter the debtor's address from the Debtor Information address panel.
G	City	Enter the debtor's city from the Debtor Information address panel.
H	State	Enter the debtor's state from the Debtor Information address panel.
I	Zip	Enter the debtor's zip from the Debtor Information address panel.
J	Country	Enter the debtor's country from the Debtor Information address panel.
K	Request Date	Enter the date the credit request is to be submitted.
L	Terms (days)	Enter the number of days the terms of sale are set.
M	Terms	Enter the terms of sale description
N	Ship Date	Enter the expected ship date associated to the PO and the credit request
O	Request Amount	Enter the requested amount.

Column	Field Name	Description
P-T	Blank	Not Used
U	Action	Enter the variable to determine the debtor treatment: A=Add, C=Change, D=Delete
V	Debtor Phone	Enter the debtor's phone number from the Debtor Information address panel.

NOTE

The Credit Request Import via the EDI 850 spreadsheet file type is custom for a specific client.

Sample File

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	(R, T, U)	V
1	AGC	XLS121621	AGCDEB	Amanda Test Debtor	Amanda Coalson	123 Brown St, Ste 123	Birmingham	AL	35180	US	20191216	30 Net 30	20220115	360			A	212.741.5075
2																		
3																		
4																		
5																		



Stand-alone Executable Overview

Stand-alone Executable Programs can be run alongside FactorSoft to add customized functionality for specific purposes at your Financial Institution. The following section is a guide to executable programs which extract data from the Engine.

ABCAP Feeder

The ABCAP Feeder executable, created specifically for ABCAP (Triumph Business Capital), allows the import of entire Client Schedules into FactorSoft, completely verified with the associated images and doc-types already assigned to each load. The executable also allows the creation of a contact for a debtor whenever a new contact is encountered in verification. The program will also create credit requests when needed.

To utilize ABCAP Feeder:

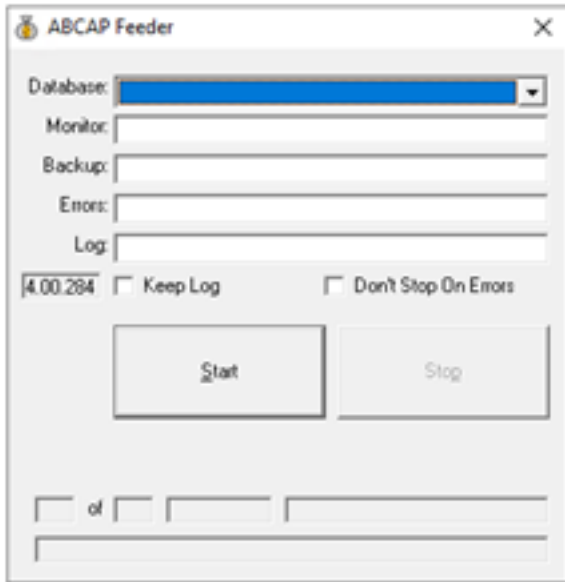
1. Open the ABCAP Feeder program from the common FactorSoft directory.

NOTE

The common folder is typically C:\CLMS. The program is entitled Abcap_Feeder.exe. It may be desirable to create a desktop shortcut to this program to make access to it more efficient.

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

The ABCAP Feeder program opens on your desktop, as shown below:



2. Complete the ABCAP Feeder screen as described below:

Field	Description
Database	Enter the actual database name (as defined to FactorSoft in the Control File in the Database Name field) from which to extract data.
Monitor	Enter the fully qualified folder location in which to receive import files to be processed by the Engine.
Backup	Enter the fully qualified folder location in which to receive backup files processed by the Engine.
Error	Enter the fully qualified folder location in which to receive error files processed by the Engine.

Field	Description
Log	Enter the fully qualified folder location in which log files are stored by the Engine.
Version	Displays the version number of the ABCAP Feeder program.
Keep Log	Check this box to store log file instead of replace at each execution.
Don't Stop on Errors	Check this box to continue to execute even upon errors.
Start	Click this button to generate the extract file.
Stop	Click this button to stop the extract process once started.

3. Click the **Start** button to execute ABCAP Feeder.

File Specifications

The program accepts three XML file is in the following format:

File Type	Requirements
Invoice	No Required Data Elements.
Verification Note	Client Key and Invoice Number must be present.
Credit Request	Amount Record must be present.

Agricap CADENCE Interface

The Agricap CADENCE Interface executable, created specifically for Agricap (now know as AgriFact), takes .txt or .ntf file(s) from Folder to Monitor path input by the user and extracts the information then displays relevant data in the notification tab in the rich textbox. It checks for relevant data by looking at the Boolean value of variable AnyRecs. It looks for pending invoices which is based off recordset it creates in a temporary table and upon a successful completion returns "The Invoices have been interfaced to CADENCE".

Toutilize the Agricap CADENCE Interface executable:

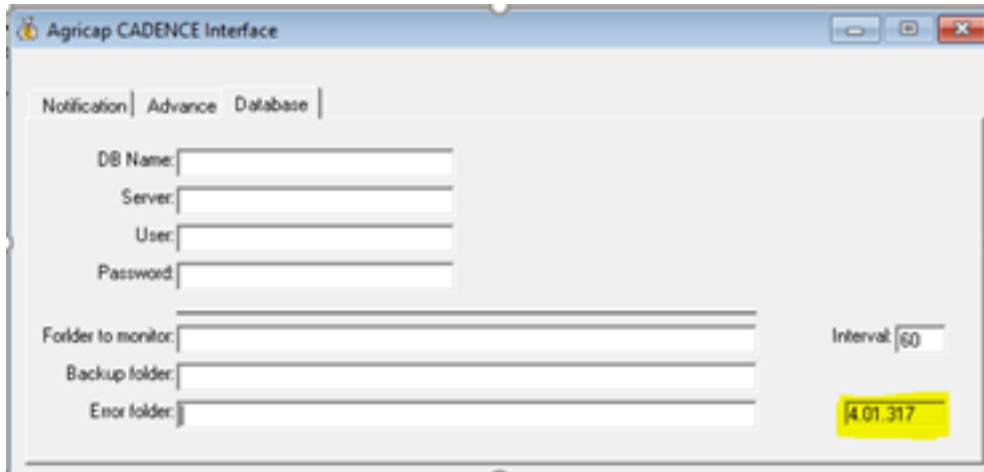
1. Open the Agricap CADENCE Interface program from the common FactorSoft directory.

NOTE

The common folder is typically C:\CLMS. The program is entitled fsAgriCap.exe. It may be desirable to create a desktop shortcut to this program to make access to it more efficient.

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

The Agricap CADENCE Interface program opens on your desktop, as shown below:



2. Complete the Agricap Database Tab screen as described below:

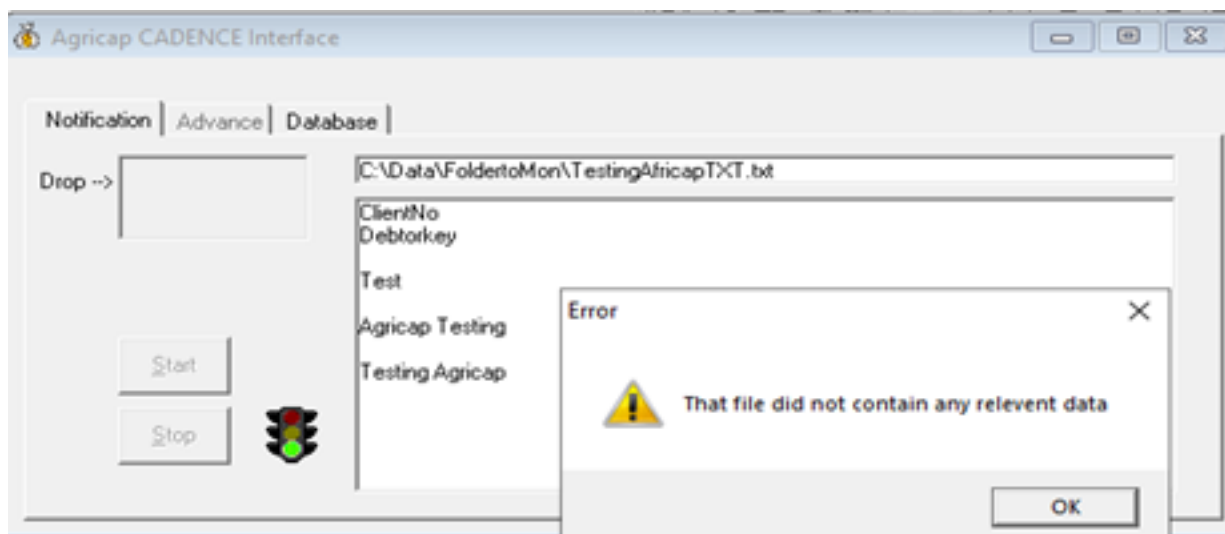
Field	Description
DB Name	Enter the actual database name (as defined to FactorSoft in the Control File in the Database Name field) from which to extract data.
Server	Enter the database server name.
User	Enter the database admin user-id for database access.
Password	Enter the password for database access.
Folder to Monitor	Enter the fully qualified folder location in which to receive import files to be processed by the Engine.
Backup Folder	Enter the fully qualified folder location in which to receive backup files processed by the Engine.
Error Folder	Enter the fully qualified folder location in which to receive error files pro-

Field	Description
	cessed by the Engine.
Interval	Enter the frequency in number of minutes with which the Engine will query the Folder to Watch to determine if there are import files to be processed.
Version	Displays the version number of the CBS Standard Register program.

3. Complete the Agricap Notification Tab as described below:

Field	Description
Start	Click this button to generate the extract file.
Abort	Click this button to stop the extract process once started.

Note: If the executable is able to open and verify the database, but the data in the file is not what it's looking for, it will error that the file does not contain any relevant data.



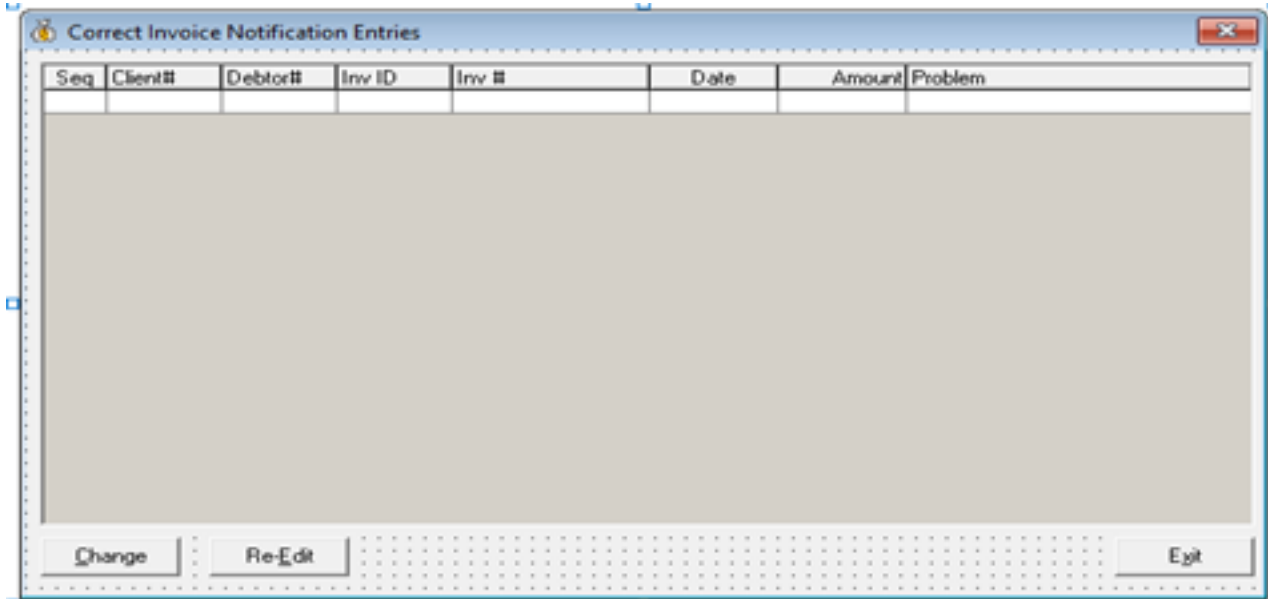
4. Click the **Start** button to execute the Agricap CADENCE Interface and view relevant data in the rich textbox.

5. Complete the Agricap Advance Tab as described below:

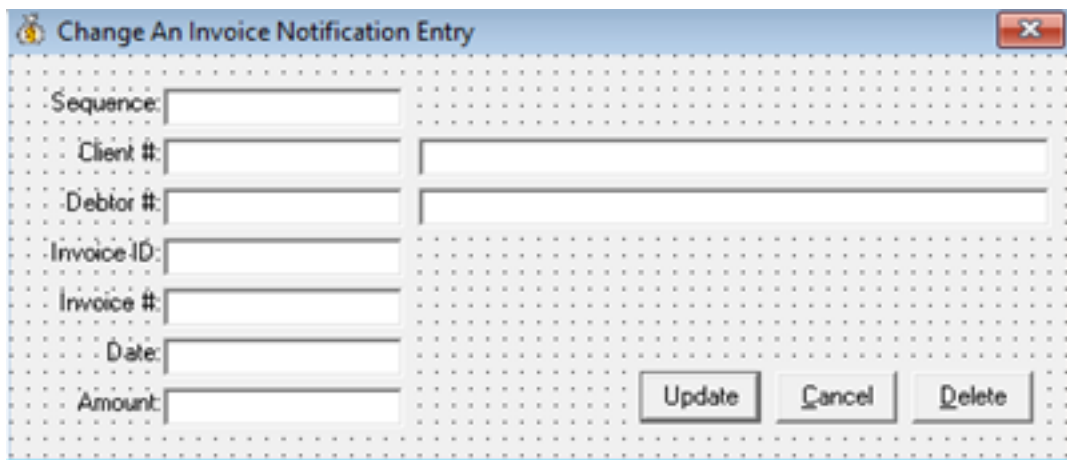
Field	Description
Date-From	Enter the beginning Date from which to create the file.

Field	Description
Thru	Enter the ending Date from which to create the file.
Finance Co	Enter the Finance Company from which to create the file.
Path\File	Enter the fully qualified folder location in which to receive file processed by the Engine.

6. Click the **Create** button to execute the Agricap CADENCE Interface and create an Advance File.
7. Correct Invoice Notification Entries form is launched when there are successful invoices. It allows user to Change or Re-Edit invoices



- Click **Change** to open Change an Invoice Notification Entry screen. This allows you the option to Update or Delete an invoice.



Calculate Initial At-Risk Invoices

The Calculate Initial At-Risk Invoices executable will calculate and display At-Risk Invoices from FactorSoft.

To utilize Calculate At-Risk Invoices:

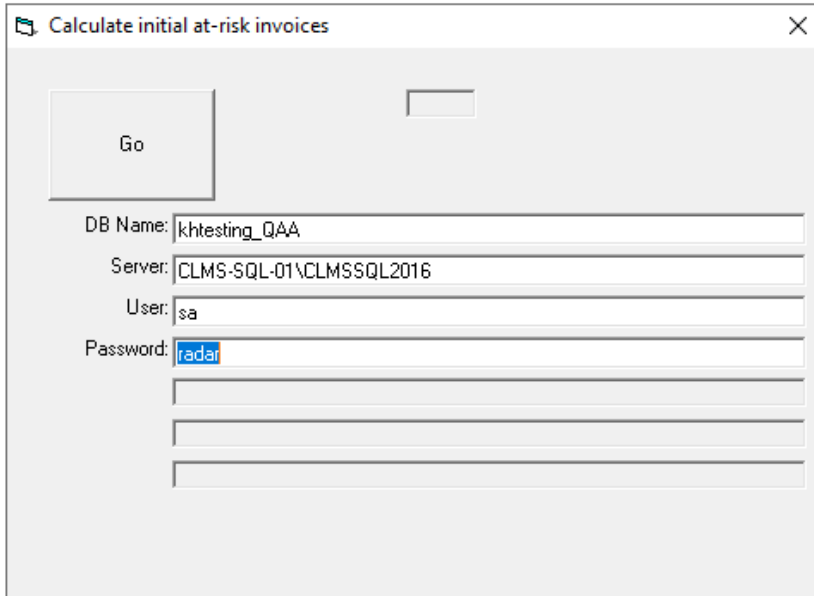
1. Open the Calculate At-Risk Invoices program from the common FactorSoft directory.

NOTE

The common folder is typically C:\CLMS. The program is entitled fsFixAtRisk.exe. It may be desirable to create a desktop shortcut to this program to make access to it more efficient.

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

The Calculate At-Risk Invoices program opens on your desktop, as shown below:



2. Complete the Calculate At-Risk Invoices screen as described below:

Field	Description
DB Name	Enter the actual database name (as defined to FactorSoft in the Control File in the Database Name field) from which to extract data.
Server	Enter the database server name.
User	Enter the database admin user-id for database access.
Password	Enter the password for database access.
Go	Click this button to generate the extract file.

3. Click the **Go** button to execute the Calculate At-Risk Invoices. A Started and Finished time is displayed once the process completes.

Cadence Language Pack Utility

The Cadence Language Pack Utility executable, created specifically for use with the Multilingual Add-on Module, allows users add, modify, and delete translated words\phrases. The translated words\phrases appear within the Application, on SQL Reports, and on Client Web where translations are allowed.

To utilize Cadence Language Pack Utility:

1. Open the Cadence Language Pack Utility program from the common FactorSoft directory.

NOTE

The common folder is typically C:\CLMS. The program is entitled Cad-Language.exe. It may be desirable to create a desktop shortcut to this program to make access to it more efficient.

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

The Cadence Language Pack Utility program opens on your desktop, as shown below:



2. Use the Menu to Save Languages and Words/Phrases to FactorSoft.

Capital Partners Cash Posting Interface

The Capital Partners Cash Posting Interface, created specifically for Cappart (now eCapital), allows Cappart to create Check Batches with the payment information imported.

To utilize Capital Partners Cash Posting Interface:

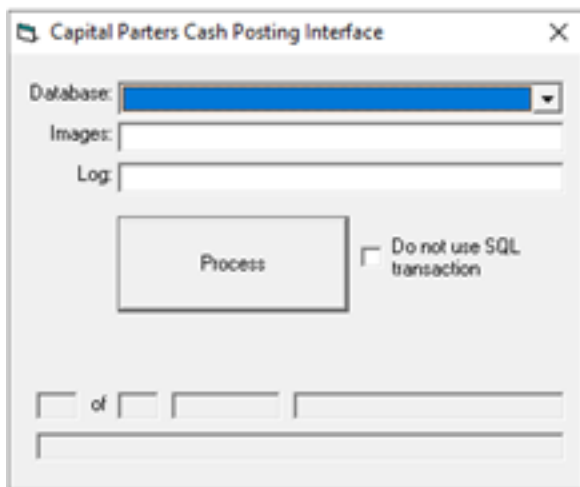
1. Open the Capital Partners Cash Posting Interface program from the common FactorSoft directory.

NOTE

The common folder is typically C:\CLMS. The program is entitled CapArt_CashPost.exe. It may be desirable to create a desktop shortcut to this program to make access to it more efficient.

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

The Capital Partners Cash Posting Interface program opens on your desktop, as shown below:



2. Complete the Capital Partners Cash Posting Interface screen as described below:

Field	Description
Database Name	drop-down to select database.
Images	Enter the fully qualified folder location of image files to be processed by the Engine.
Log	Enter the fully qualified folder location in which log files are stored by the Engine.
Do Not Use SQL trans-action	Check to avoid SQL transaction.

3. Click the **Process** button to save database changes.

Insurance Calculator

The Insurance Calculator executable calculates insurance based off the old credit limit compared with the new credit limit with options to update credit limits in the database or choose not to update and saves the file to the specified location given by the user in the Output path.

To create Insurance Calculator executable :

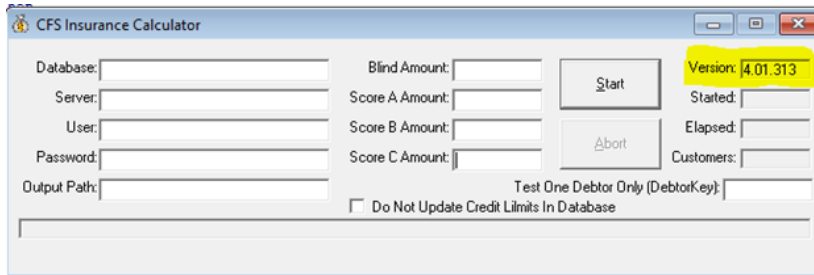
1. Open the Insurance Calculator program from the common FactorSoft directory.

NOTE

The common folder is typically C:\CLMS. The program is entitled CFS_Insurance.exe. It may be desirable to create a desktop shortcut to this program to make access to it more efficient.

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

The Insurance Calculator program opens on your desktop, as shown below:



2. Complete the Insurance Calculator executable screen as described below:

Field	Description
Database	Enter the actual database name (as defined to FactorSoft in the Control File in the Database Name field) from which to extract data. Note: To run this executable, Debtor Government data elements are required.
Server	Enter the database server name.
User	Enter the database admin user-id for database access.
Password	Enter the password for database access.
Output Path	Enter the fully qualified folder location in which to create the extract file.
Blind Amount	Enter Blind Amount for program.
Score A Amount	Enter Score A Amount
Score B Amount	Enter Score B Amount
Score C Amount	Enter Score C Amount
Start	Click this button to generate the extract file.

Field	Description
Abort	Click this button to stop the extract process once started.
Version	Displays the version number of the Insurance Calculator program.
Started	Displays the time that the current extract was started.
Elapsed	Displays the time elapsed thus far in an executed extract.
Customers	Displays the number of records accessed thus far in an executed extract.
Test One Debtor Only (Debtor Key)	Enter Debtor Key to Test Executable
Do Not Update Credit Limits in Database	Check to restrict program from updating Credit Limits in Database

3. Click the **Start** button to execute the Insurance Calculator.

Debtor File Importer

The Debtor File Importer executable allows you to view and import debtor files provided by clients and also debtor records to be imported in to FactorSoft. It takes .txt or .ntf file(s) from Folder to Monitor path input by the user and extracts the information then displays relevant data in the notification tab in the rich textbox.

To utilize Debtor File Importer:

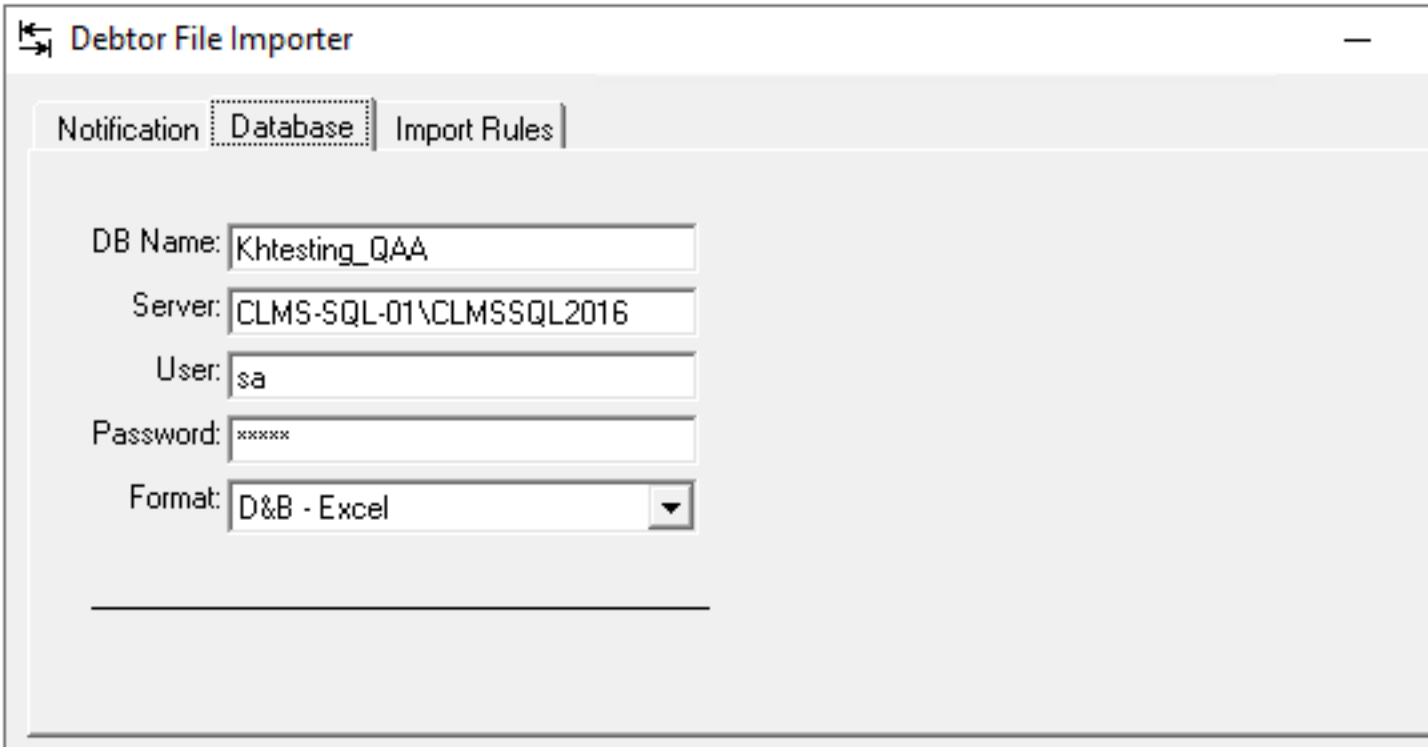
1. Open the Cadence Credit Watch program from the common FactorSoft directory.

NOTE

The common folder is typically C:\CLMS. The program is entitled fsDebProcessor.exe. It may be desirable to create a desktop shortcut to this program to make access to it more efficient.

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

The Debtor File Importer program opens on your desktop, as shown below:

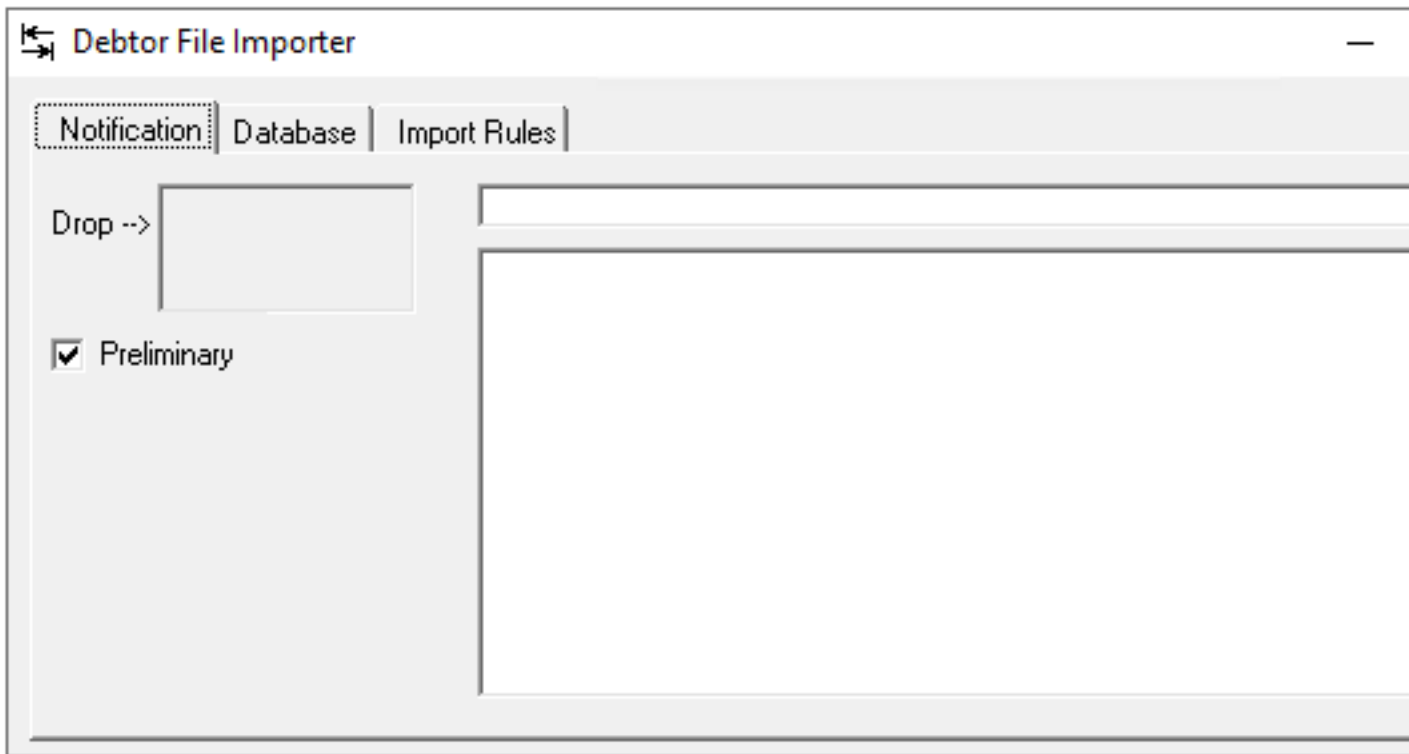


2. Complete the Debtor File Importer Database tab as described below:

Field	Description
DB Name	Enter the actual database name (as defined to FactorSoft in the Control File in the Database Name field) from which to import data.
Server	Enter the database server name.
User	Enter the database admin user-id for database access.

Field	Description
Password	Enter the password for database access.
Format	drop-down to select format for import.
Version	Displays the version number of the Debtor File Importer program.

3. The Notification tab below displays relevant data in the rich textbox from the file importer:



4. Complete the Debtor File Importer Import Rules tab as described below:

Field	Description
Safe Confidence Code	drop-down to select the Safe Confidence Code.



Cadence Fee Tester

The Cadence Fee Tester, created specifically for TC-03 (SmartBear), automates testing in FactorSoft

To utilize Cadence Fee Tester:

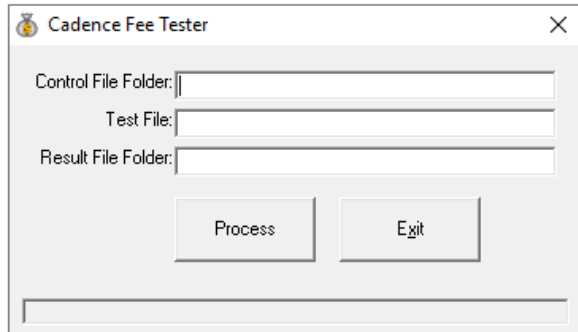
1. Open the Cadence Fee Tester program from the common FactorSoft directory.

NOTE

The common folder is typically C:\CLMS. The program is entitled FeeTester.exe. It may be desirable to create a desktop shortcut to this program to make access to it more efficient.

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

The Cadence Fee Tester program opens on your desktop, as shown below:



2. Complete the Cadence Function Controller screen as described below:

Field	Description
New	Select "New" to create a new database.
Delete	Select "Delete" to delete a database.
Description	Enter the Description for the database.
Database Type	drop-down to select Database Type.
Maximum Users-A	Enter the maximum number of users allowed in the database at one time.
Database Name	Enter the Database name exactly as it appears in the SQL database.
SQL Server Name	Enter the SQL Server Name where the database is stored.
SQL Login Name	Enter the SQL Login Name used to access the database.
SQL Password	Enter the SQL Password associated with the SQL Login.
Confirm Password	Re-enter the SQL Password associated with the SQL Login.

Field	Description
Modules	Check box each module that needs to be accessible in the database.
Key Code	Enter Key Code
License	Calculated once Key Code is entered.
Test	Click "Test" to check database connection.
Modify	Click "Modify" to save changes.
Exit	Click "Exit" to exit program.

3. Click the **Modify** button to save database changes.

Handle Verification Files

The Handle Verification Files executable, created specifically for Leaf Financial, uses two executable programs to handle the debtor submitted verification files and send emails to debtors as appropriate. This executable handles debtor verification information and takes any file (.txt, xml, .doc,.ntf) from Folder To Monitor path to the Backup folder path or the Errors folder path if there are any errors returned, which is coded to notify user of the reason for the move to Errors folder path or Backup folder path. If an error occurs during processing, the entire document fails. If a drag/drop file has an error it will be given immediately. Likewise, if a folder-watch file has an error, it will be moved to a specified error folder for later processing. Successful files will be moved to a specified backup folder.

The two executable programs are:

1. fsWatchVerFile.exe - handles the debtor submitted verification files.
2. fsDebVerNotify.exe - sends emails to debtors as appropriate.

To utilize Handle Verification Files:

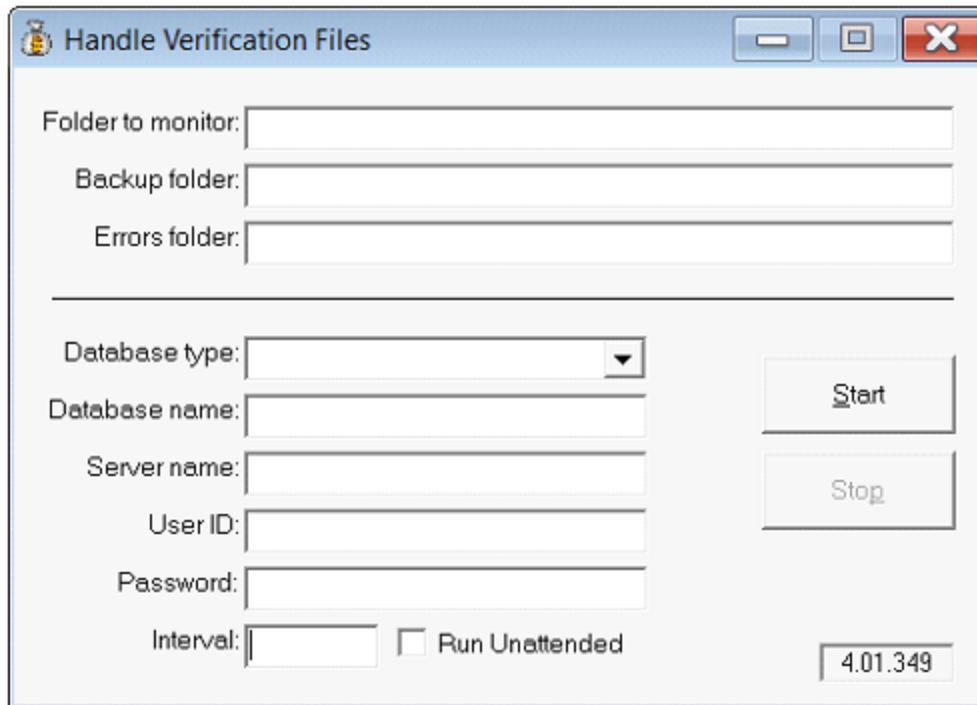
1. Open the Handle Verification Files program from the common FactorSoft directory.

NOTE

The common folder is typically C:\CLMS. The program is entitled fsWatchVerFile.exe. It may be desirable to create a desktop shortcut to this program to make access to it more efficient.

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

The Handle Verification File program opens on your desktop, as shown below:



2. Complete the Handle Verification Files screen as described below:

Field	Description
Folder to Monitor	Enter the fully qualified folder location in which to receive import files to be processed by the Engine.
Backup Folder	Enter the fully qualified folder location in which to receive backup files processed by the Engine.
Error Folder	Enter the fully qualified folder location in which to receive error files processed by the Engine.

Field	Description
Database Type	drop-down to select appropriate database type.
Database	Enter the actual database name (as defined to FactorSoft in the Control File in the Database Name field) from which to extract data.
Server	Enter the database server name.
User	Enter the database admin user-id for database access.
Password	Enter the password for database access.
Interval	Enter time in minutes to execute Handle Verification Files. If blank, will default to 60 minutes.
Run Unattended	Check box to run automatically.
Start	Click this button to generate the extract file.
Stop	Click this button to stop the extract process once started.
Version	Displays the version number of the Handle Verification Files program.

3. Click the **Start** button to execute Handle Verification Files.

File Specifications

The tab delimited ASCII file accepted by Handle Verification Files is in the following format:

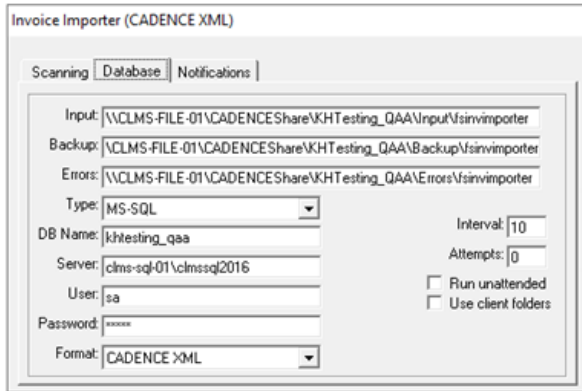
Sequence	Description
FactorSoft Vendor Reference Number	Number as recorded within FactorSoft for client/debtor relationship.
Invoice Number	Invoice Number
Approved/Denied	"A" for Approved or "D" for Denied
Optional Reason for Denial	Reason for Denial text.

Invoice Importer Stand-Alone Program

To run the Invoice Importer:

1. Open the fslnvImporter.exe application from the FactorSoft directory or desktop application.

The Invoice Importer application opens on the desktop.

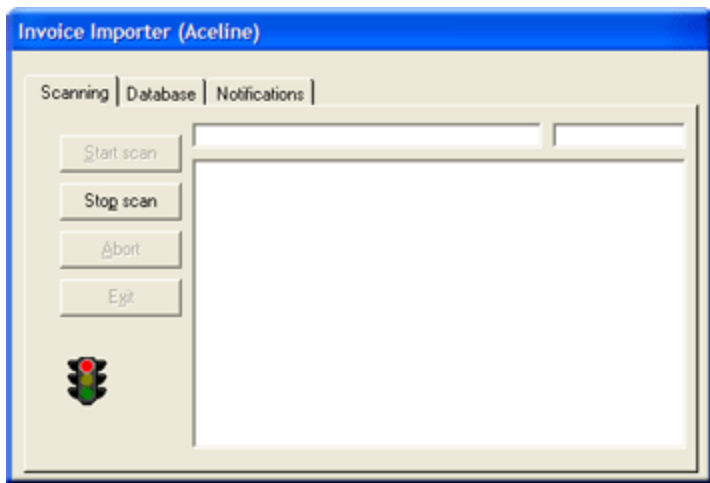


2. Select the Database tab.
3. In the **Format** list, select the import format.

The Database tab fields are populated with the pre-configured values. For information on configuring this tab, see *Setting Up the Invoice Importer*.

4. Select the Scanning tab.
5. Click the **Start Scan** button.

The Stoplight icon appears and the **Stop scan** button becomes active. When the Invoice Importer is importing files, the stoplight will change to a green light, and the **Abort** button becomes available. When idle, it is red.



Stopping the Invoice Importer

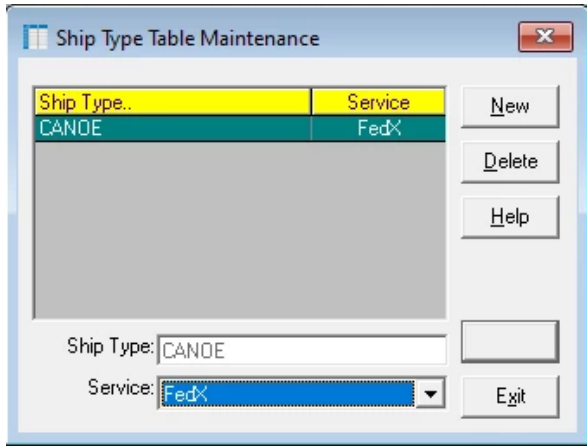
To stop the Invoice Importer, click the Stop Scan button. The **Start Scan** and **Exit** buttons become available. To close the Invoice Importer application, click **Exit**.

Swap Invoice Numbers

The Swap Invoice Numbers executable, created specifically for TAB, takes a load number and a Bill of Lading number and moves them to a tracking number and invoice number respectively. The program accepts a comma delimited ASCII file where the first record specifies the columns; it should be "Client, Load, Invoice".

Before running the Swap Invoice Numbers executable, you must first set up a Shipment Type, set up System Preferences and create the CSV file for the program.

1. Set up the Shipment Type from **Tables Module > Data Entry > Shipment Types**



2. The Swap Invoice Numbers program is configured in System Preferences, **System Preferences > Identification/system constants > Interface parameters > Swap invoice number parameters**

System Preferences

Field	Description
Ship type for existing invoice number	Set this to the Shipment Type you created.

3. Create a load:

- a. Load number will be the tracking number - Example: 108281254
- b. PO# will be a Bill of Lading - Example: BOL12345

4. Purchase Batch

5. Create CSV File as shown below:

	A	B	C	D
1	ClientNo	Load	InvNo	
2	LOADS	108281254	INV12345	
3				

To utilize Swap Invoice Numbers:

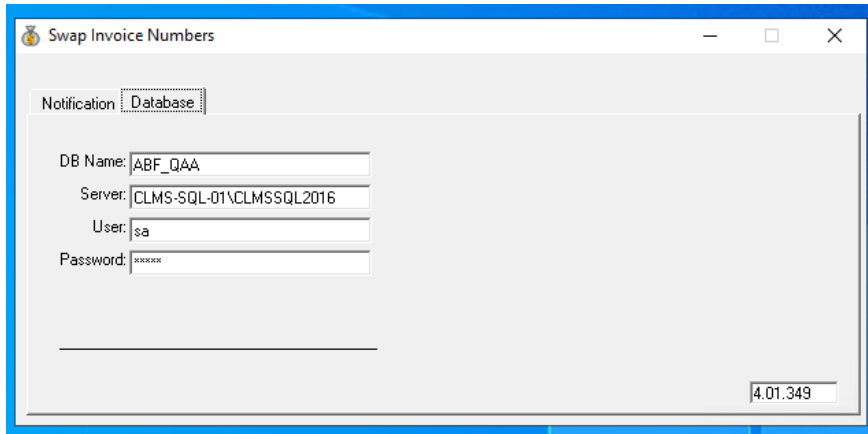
1. Open the Swap Invoices Numbers program from the common FactorSoft directory.

NOTE

The common folder is typically C:\CLMS. The program is entitled fsSwapInvoiceNo.exe. It may be desirable to create a desktop shortcut to this program to make access to it more efficient.

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

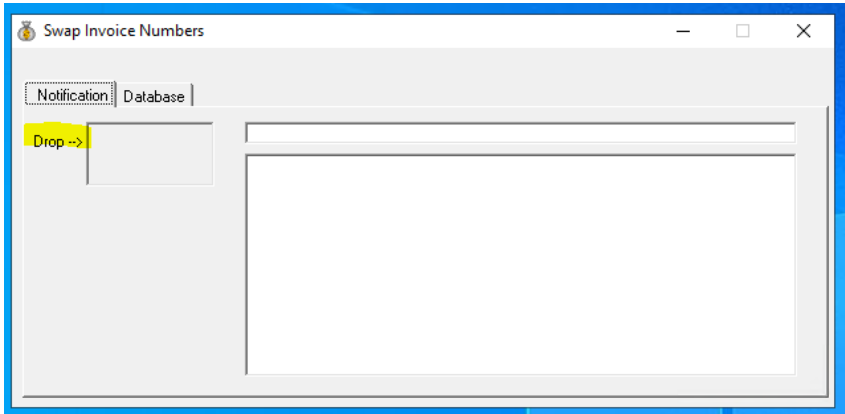
The Swap Invoice Numbers program opens on your desktop, as shown below:



2. Complete the Swap Invoice Numbers Database Tab as described below:

Field	Description
DB Name	Enter the actual database name (as defined to FactorSoft in the Control File in the Database Name field) from which to extract data. Note: This executable should only be run against a BBVA CBS database.
Server	Enter the database server name.
User	Enter the database admin user-id for database access.
Password	Enter the password for database access.

3. Navigate to the Notification Tab and drag and drop the CSV file to run program.



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.

LENDING SOLUTIONS

ProfitStars > Lending Solutions > Commercial Lending Center Suite > Support

Commercial Lending Center Suite

Products

Loan Origination

Decision Automation

Portfolio Management

Mobile

BusinessManager

FactorSoft

LendingNetwork

Lending Solutions Support

The Service Desk is monitored from 7:00 a.m. - 7:00 p.m. U.S. Central Time on weekdays. After-hours emergency support requests must be submitted by phone at +1 800-365-4091.

News & Updates

Holiday Reminder - ProfitStars will be closed Monday, January 20, in observance of the Martin Luther King Holiday (MLK Day). After-hours Emergency Support remains available. Non-emergency issues will be reviewed the following business day.

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