

FactorSoft™

• Release v4.7

ClientWeb User Guide



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Limitations on Maintenance Services

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

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

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

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

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

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Introduction to the ClientWeb

The ClientWeb interface allows you to use the Internet to exchange financial data effectively, and extend your network to your clients in a practical, cost-effective way.

The ClientWeb Interface offers the security, flexibility, and scalability you need to transmit data on the Web. Fully adjustable to meet your business needs, the ClientWeb Interface provides a well-integrated access package for your clients. It lets them query your database to retrieve selected report information, and upload new debtor information and invoices at will.

With the ClientWeb interface, you can change the way you do business with your clients by providing them with personalized, up-to-date account information, securely and instantly, over the Internet. Your clients will be able to view their latest financial information, upload invoices and new debtors, submit credit requests, run reports, and more. With the Live Chat feature, you can even communicate instantly while your clients are using the Web Interface.

Benefits

The ClientWeb interface uses your FactorSoft database to output dynamic, up-to-date information. Its implementation is fast, reliable, and flexible.

Through the ClientWeb interface, you can:

- Use the Web to connect clients securely-anywhere in the world.
- Improve lender/client communication to help your business run more efficiently.
- Share select information without compromising confidential data.
- Incorporate your company logo and other individual information to create a personalized site.
- Use the optional Web Chat add-on to communicate with clients instantly.

Through the ClientWeb interface, your clients can:

- View their financial information on-demand.
- Examine and understand the status of accounts receivables.
- Print any generated screen in a secure PDF format.
- Upload invoices and new debtor information to the database, thus reducing your data entry time.
- Use Web Chat (if utilized) to quickly get help from your representatives online.

Opening ClientWeb

Clients can access the ClientWeb Interface using the URL (such as "www.yourcompany.com/login.aspx") that you provide.

Login

On the Login screen, Clients enter their **Company** name, **User ID**, and **Password**, then select a **Database**, if applicable. If the user wishes, he or she may select the **Remember my User ID on this computer** checkbox to automatically display the Company and User ID each time they reach this page, requiring only the **Password** to log in.

	la aura		
Company	SONIC		
User II	BOURSEN		
Passwor	1: •••••		
Databas	a: DKD2		
Remember C	o. & User ID on this	computer: 🗹	
	S Login @	Clear Fields	

If Two-Step Authentication has been turned on in System Preferences, Clients will be prompted to enter the PIN from their device at each log-in. See the Two-Step Authentication Log in Process section for more details.

ProfitStars - ClientWeb Custom Message

Enter Authenticator PI	N Code
Enter PIN code Here:	Validate
*Note: Two-Step Authenticat have to re-link their device to in CLMS.	tion is only valid for one user per User ID/Password. Web users may o their account if the Web Authentication Key (MFA) has been reset

v4.2.0.624 Best viewed in Explorer™ 9.x and above, Firefox™ 35.x and above, Chrome™ 50.x and above.

Logging In for the First Time

Once your ClientWeb administrator has set you up as a user, you will set your password on your first ClientWeb login and if enabled, link your Two-Step Authenticator device to your account. See the Two-Step Authentication section for more information.



Access the ClientWeb Interface using the address your administrator has provided to you (such as "www.yourcompany.com/login.aspx").

Login

When the Login page is displayed:



ClientWeb User Guide Opening ClientWeb 1. Enter your **Company** name (usually the company code), your **User ID**, then select a **Database**. Click the **Login** button.

Enter Your Credentials		
Company: User ID: Password: Database: <mark>1</mark>	ſBTest_QAA ✓	Login & Clear Fields
		Login O citat total

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You are prompted to create a password. (although the prompt reads, "Change Your Password," at the first login, you're actually creating a new password).

2. Skip the first field on the window, complete the **Enter your new password** in the second field, and reenter it in the **Retype your new password** field.

Super Sonic Tech - Change Password Logged in a	os: SONI01\REBECCA 🔀 Logout 🐇 Live Chat 💡 Help
	Thursday, December 13, 2007
Application Message	2
Encryption requirements have l password must be changed before	een modified and your ore proceeding.
Change Your Password	2
Enter your new password:	
Retype your new password:	
Chang	e Password
	Return to Top
	Return to Top

Powered by: Bayside Business Solutions, Inc.

3. Click the **Change Password** button at the bottom of the screen.

A message confirms your password creation.

Appli	cation Message		
	Your new password has been saved. Please click here to continue.		

Click the link in the message and the ClientWeb opens on your desktop, with your user name displayed on the upper right side of the screen.

Two-Step Authentication Log In Process

To log into the ClientWeb with 2-Step Authentication turned on:

1. Access the ClientWeb Interface using the address your administrator has provided to you (such as "www.yourcompany.com/login.aspx").

The login screen is displayed, as shown below:

1. Enter your **Company** name (usually the company code), your **User ID**, then select a **Data-base**. Click the **Login** button.

Enter Your Credentials.	-	
Company: User ID: Password:		
Database:	TBTest_QAA	Login 🕥 Clear Fields

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You are prompted to create a password. (although the prompt reads, "Change Your Password," at the first login, you're actually creating a new password).

2. Skip the first field on the window, complete the **Enter your new password** in the second field, and reenter it in the **Retype your new password** field.

	Thursday, December 13, 20
Application Message	2
Encryption requirements have been password must be changed before p	modified and your roceeding.
Change Your Password	2
Enter your current password:	
Enter your new password: .	
Retype your new password: .	
Change Pas	sword
	Return to Top
	Return to Top

3. Click the Change Password button at the bottom of the screen.

A message confirms your password creation.



Step 1: Download and In	stall the third-party Authenticator of your choice. We
recommente the following in	
Step 2: From the third-pa the following methods:	arty App, link your device to your CLMS Account using one of
a. Scan the Unique QR Co camera in order to scan t	de below. The third-party App will request access to your phone's he QR code.
b. Manually link using Sec your account manually, e	cret Key below. If scanning the QR Code fails or you prefer to link nter the Account Name and Secret Key by hand.
Account Name:	CLMS-FactorSoft
Secret Key:	GQZTMNRVMU3DEOBQ
Enter PIN code Here:	Validate

ProfitStars - ClientWeb Custom Message

v4.2.0.624 Best viewed in Explorer™ 9.x and above, Firefox™ 35.x and above, Chrome™ 50.x and above.

NOTE

Only one device can be linked to one User ID and Password.

3. Follow the on screen instructions to link your device to your FactorSoft ClientWeb Account, also described below:



- 1. From your device, download the third-party authenticator app of your choice from the app store. We suggest using the following free options: Microsoft Authenticator or Google Authenticator.
- 2. Within your authenticator app, add a new account.
- 3. Use one of the 2 methods displayed on the screen to add the account credentials either scan the QR Code or manually enter the Account Name and Secret Key.
- 4. Once your device is linked, you will use the app to provide a unique authenticator code each time you log in.

ProfitStars - ClientWeb Custom Message

Enter Authenticator PI	N Code
Enter PIN code Here:	Validate
*Note: Two-Step Authentica have to re-link their device in CLMS.	ation is only valid for one user per User ID/Password. Web users may to their account if the Web Authentication Key (MFA) has been reset
*Note: Two-Step Authenticz have to re-link their device in CLMS.	ation is only valid for one user per User ID/Password. Web users may to their account if the Web Authentication Key (MFA) has been reset

NOTE

Generated codes are time-based and expire quickly. If your log in fails, generate a new code and be sure to log in before the code expires

Web Key Reset

In certain cases, your Web Authentication Key may need to be reset. After the Web Key has been reset, you will need to re-link your device to your ClientWeb User ID and Password by deleting the existing account from your device and following the 2-Step Authentication Instruction Screen displayed at the initial log in process again.



v4.2.0.624 Best viewed in Explorer™ 9.x and above, Firefox™ 35.x and above, Chrome™ 50.x and above.

Working with the ClientWeb Page

Because the lender can modify every part of the ClientWeb (including menus, screens, fields, tables, images, and more), your interface will look quite different from the examples shown in this documentation. There are, however, common elements that are present on all ClientWeb pages.

	ient Status Debtor lists / Aging	Searches Cr	edit Options Dat	a entry Utilities	Help		Thursday, May 01,
					Bayside Busin	ess Solutions on the Web	
1					ClientWeb Su	pport 🥘 📷	2 E
4	Debtor: - Show Results for All Debtor	s Filter: Al Acco	unts 💌	6	Documentatio	n 🥑	
	As Of: 5/1/2008 Items/Pa	oge: 25 💌 🕑 View	Export To: 🛐 🚏		a hu that out one		
	Name Customer N Client Ref No	Clier Full Address	City State Zip	Phone #	Fax #	Credit Limit Credit Age Cre	d Expire D Inv_ Balance 1
-							¥
5				No data to display			
							\$0.00
							The Determine Term

Powered by: Bayside Business Solut

Item	Element Name	Description
1	Heading	Displays the client name and the name of the screen currently displayed.
2	Menu Bar	Displays the menu headings, which are dependent upon the options selected for the client.
3	Menu Items	The options and submenus available from each menu.
4	Selection Criteria	Options for defining the information pulled from the database, based on the menu item selected. These vary by screen, but are fixed for each screen and not subject to customization.
5	Grid	Displays the data from the FactorSoft tables as line-items. The data columns displayed in the grids are typically lender-defined.
6	Export Options	Allow the user to save grid contents to an Excel spreadsheet, a PDF or text file, or a Word document. Like the Selection Criteria, these vary by screen, but are fixed.

Data displayed on the ClientWeb Interface is pulled from the lender database in real-time. Most ClientWeb screens display report information only, but others allow data entry or maintenance.

ClientWeb for Detail Collaterals

This section of the User Reference documents the ClientWeb as it pertains to detail collateral lenders. The available screens are listed in alphabetical order in the following pages.

Adjustments

The Adjustments list shows any adjustments made to a debtor's account during a specific date range.

The report fields on this Adjustments example show the Debtor Name, Invoice Number, Buy Post Date, Age, Buy Batch Number, Adjustment Batch Number, Invoice Amount, Reserve Earned, Fee Escrow, and Fee Earned.

BBS Trucking -	Adjustments				Logged in as: BBS	ADMIN 🗶	Logout 🔐 Help
Status Debtor lists Client Activity Statem	s/aging Collection ents Help	/Purchase history [Data entry CADEN	CE Reports	Utilities	,	Tuesday, April 19, 201
							2 8
Starting Date:	4/1/2008 Endin	g: # 4/19/2011 Ag	e by: Invoice Date	•			
Items/Page: 25	View Ex	(port To: 🛐 🔂					
		Drag a column	header here to group	by that colu	mn		
Debtor Name	Invoice#	Buy Date	Age	Batch#		Invoice Amount	Reserve Amount
AABSCO	2141A1	1/1/2008 12:00:00 AM	333	2		\$1,000.00	\$807.41
AABSCO	456780	11/28/2008 12:00:00 AM	31	23		\$1,000.00	
Bad Tek, Inc.	22530	11/28/2008 12:00:00 AM	1	5	\$1	0,000,000.00	\$8,075,000.00
BEDFORD READY MIX	<u>19448</u>	11/28/2008 12:00:00 AM	123	2		\$65.00	\$52.00
Big Fee Lease Company	123456	11/28/2008 12:00:00 AM	-1	14		\$4,000.00	
Gradys Grommets	jmc77a2	11/28/2008 12:00:00 AM	173	11		\$300.00	
Gradys Grommets	jmc77B	11/28/2008 12:00:00 AM	173	Z		\$300.00	
					\$10	,006,665.00	\$8,075,859.41
							Return to Top
Core Process: Adj	ustments						

Click the **Debtor Name** to open the associated <u>Debtor Detail</u> screen.

Click the View link in the Invoice ID field to open the associated Invoice Detail screen.

Click the View link in the Batch ID field to open the associated Purchase Detail (Batch) screen.

Click the View link in the Adj Batch ID field to open the associated Purchase Detail (Batch) screen.

Adjustments - Debtor Detail

BBS Trucking - Debtor Detail	Logged in as: BBS\ADMIN 🔀 Logout. 👔 Help.
itatus Debtor lists/aging Collection/Purchase history Data entr lient Activity Statements Help	CADENCE Reports Utilities Tuesday, April 19, 2011
	Export Page To: 📓 🛅
- AABSCO	2 🖃
Starting Date: 🖽 4/1/2011 🕑 View. Export To: 🗟 📆	
Drag a column header i	ere to group by that column
Item	Value
Address:	123 AABSCO Lane Birmingham, AL 35200 United States of America
Country:	United States of America
Attn:	
Email:	sjohnson@baysidebiz.com
Credit Limit:	\$150,000.00
Phone:	2564525487
Fax:	2564524582
	Return to Top
Core Process: DebtorDetail	
Notes - AABSCO	? -
Starting Date: 🔢 4/1/2011 🕑 View Export To: 🛃 🔁	
Drag a column header h	ere to group by that column
Date By Promise	Text Invoices
3/14/2012 4:23:14 PM STEVE WP 3/19/20	12 Will Pay this week. WT1
	Return to Top
Core Process: DebtorDetail	

Adjustments - Invoice Detail

	ng mitok	le Detail 1				oggeo in as. DOS (Al		
tus Debt ent Activity S	or lists/aging tatements	Collection/Purcl	hase history	Data entry	CADENCE Reports	Utilities	Tuesa	lay, April 19, 20
							Export Page	то: 🛐 🔁
Summary	- AABSCO							li C
Export To	: 🔛 🔁							
			Drag a colu	mn header her	e to group by that colum	מר		
				Item	Value			
				Invoice #:	2141A1			
				Debtor:	AABSCO			
				Invoice Date:	1/1/2008			
				Amount:	\$1,000.00			
				Batch #:	2			
							Ret	urn to Top
Core Proces	s: InvoiceDeta	bil						
Payment	s - AABSCO)						? -
Payment Export To	s - AABSCO)						? -
Payment Export To	s - AABSCO E)	Drag a colu	mn header her	e to group by that colum	חו		2 -
Payment Export To heck #	s - AABSCO	Payment Po Date Da	Drag a colu ost Paymo ite Type	nn header her ent Stat	e to group by that colum us Fee Escrow	Reserve Earned	Amount	2 -
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Adjustments - Purchase Detail (Batch) - Adj. Batch ID

Debtor Collection/Purchase history Data entry CADENCE Reports Ubities Totation/ Additional Statements Totation of the statements Totation o	Reserver Scrov Sco.0 Sco	Tuesday, Ap port Page To:	s 7ue: Export Page ed Bought Amount \$300.00 \$100 \$1	ets Utilities	CADENCE Reports	Data entry Remove header here Funded \$240.00 \$240.00 \$240.00 \$240.00 \$240.00 \$240.00 \$240.00 \$240.00 \$240.00 \$240.00 \$240.00 \$240.00 \$240.00 \$240.00 \$240.00	Date 7/9/2008 7/9/2008 7/9/2008 7/9/2008 7/9/2008 7/9/2008 7/9/2008 7/9/2008 7/9/2008 7/9/2008 7/9/2008 7/9/2008 7/9/2008 7/9/2008	sts/aging Collect ments Help Debtor ABC Company ABC Co	Invoices Export To: Invoice I
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Purchase Detail (Batch) - Adjustments - Batch ID

All the invoices included in the original Purchase Batch are shown.

Super Sonic Te	ch - Purchase Detai	l (Batch)		ogged in as: SONI01\A	DHIN X Logout	Live Chat 🔐 Help
Main Summaries	Aging Reports Trans	action Reports Credit In	formation Requests & Da	ta Entry Utilities	External Links	Thursday, December 1 2007
Invoices						2 8
Export To: 🛐	🖬 🗊 🔝					
		Drag a colum	n header here to group by tha	t column		
Invoice ID	Debtor	Date	Funded Amount	Held Amount	Denied Amount	Bought Amount
7757 (View)		9/27/2007	\$3,136.00	\$0.00	\$0.00	\$3,136.00
7758 (View)		9/27/2007	\$4,316.40	\$0.00	\$0.00	\$4,316.40
7759 (View)		9/27/2007	\$4,316.40	\$0.00	\$0.00	\$4,316.40
7760 (View)		9/27/2007	\$3,597.00	\$0.00	\$0.00	\$3,597.00
7751 (View)		9/27/2007	\$2,877.60	\$0.00	\$0.00	\$2,877.60
7762 (View)		9/27/2007	\$5,755.20	\$0.00	\$0.00	\$5,755.20
7753 (View)		9/27/2007	\$5,755.20	\$0.00	\$0.00	\$5,755.20
7754 (View)		9/28/2007	\$5,934.00	\$0.00	\$0.00	\$5,934.00
7765 (View)		9/28/2007	\$3,380.00	\$0.00	\$0.00	\$3,380.00

Advanced Debtor Search

The Advanced Debtor Search process is used by the client to search the FactorSoft database for debtors by specific criteria, and return a list of matching debtors.

Advanced Debtor Search							
Name:							
State: al							
Status:	Status:						
MC Number:							
View							
Name	Debtor Number	MC#	State	ZIP Code	Credit Rating	Check Credit	
88 TEE'S INC.(TESTA)	TESTA	10999999	AL		N	No relationship, check credit	
AABSCO(AABSCO)	AABSCO	20999999	AL		D		
ABC Warehouse(100)	100	<u>n/a</u>	AL		N		
Brow & Root, Inc.()		<u>n/a</u>	AL		D	No relationship, check credit	
Gradys Grommets (2222)	2222	30999999	AL		N		
Master Debtor()		<u>∿</u> ₂ ∨	AL		N	No relationship, check credit	
Tri-State Medical Supply (TRISTATE)	TRISTATE	40999999	AL		N	No relationship, check credit	
Para Prantas Adapat	a i Baktar Search					Return to Top	

Field	Description
Name	The debtor name or partial debtor name for which to search.
State	Enter the state code component of the debtor address by which to limit the search.



Field	Description
Status	Select the credit approval status by which to limit the search.
	 Blank: display debtors regardless of approval status
	• No buy: debtors that have been marked as NoBuy
	 Approved: debtors that are not NoBuy and do not have a warning in the Warning field on the Debtor Information screen
	• Call credit : debtors that have information in the Warning field on the Debtor Information screen
MC Number	Enter the complete or partial Motor Carrier Number by which to limit the search.
View	Click this button to search the database by the entered selection criteria.
(Grid)	Displays each matching debtor as a line-item with the debtor data as configured in the ClientWeb Application Administration module. The possible data elements are:

Field	Description
	• Debtor name
	 Debtor name (with Debtor Number)
	Debtor Number
	Motor Carrier Number
	• City
	• State
	• Zip
	• City, State, Zip
	Credit Rating
	 Check Credit (contains a link to the Credit Request Entry page for debtors that do not have a rela- tionship with the client)
	Note: The Motor Carrier Number links to the website entered in System Preference Identification/system con- stants, ClientWeb, Miscellaneous, Motor Carrier Search URL.

Check Credit Status Rules

The following rules determine the Status displayed in the Check Credit column of the Advanced Debtor Search

If the Debtor has a Relationship with the Client:

- If the Debtor does not have a No Buy/Ineligible Code nor a Warning, then column shows "Approved".
- If the Debtor has a No Buy/Ineligible Code and a Warning, then column shows "Denied".
- If the Debtor has a No Buy/Ineligible Code but does not have a Warning, then column shows "No Buy".
- If the has a Warning but does not have a No Buy/Ineligible Code, then column shows "Call Credit".

If the Debtor does not have a Relationship with the Client:

- If the Debtor does not have a No Buy/Ineligible Code nor a Warning, then column shows "No Relationship/Approved".
- If the Debtor has a No Buy/Ineligible Code and a Warning, then column shows "No Relationship/Denied".
- If the Debtor has a No Buy/Ineligible Code but does not have a Warning, then column shows "No Relationship/No Buy".
- If the has a Warning but does not have a No Buy/Ineligible Code, then column shows "No Relationship/Call Credit".

Aging Summary

The Aging Summary displays each debtor with which the client has a relationship, and displays the aging balances for purchase batches processed to date. There are filter options A and B to filter the grid and narrow results by Debtors with Balances and by Invoice Age

	Aging Summary					Logged in as: !	ADMIN X Logout
itatus Credit Request Transactio	n History Reports Data entry U	Itilities					Wednesday, Janu
							?-
Filter A: With Balances ¥ Filter	B: With Invoice Dates Greater or Equal to	V 80 Days					
Items/Page: 25 View	Export To: 🛐 🔂 Details: 🞲	Expand all - Collapse all					
Debtor		Palaara	1.70	24.62	C1 00	01.120	174.45
Name		Balance	1-30	31-60	61-90	91-120	121-150
Chamberlain Advisors		10,000.00	-		10,000.00	-	
Invoice #	Invoice Date	Funded Da Batch #		Invoice		Balance Days Past Due	
TEST INVOICE	10/15/2020	0 10/23/2020 9030		5,000.0	0	5,000.0054	
					1		
			0.00	0.00	10,000.00	0.00	0.0
							Return to Top
Core Process: Aging							

Note: Aging Header displays the total balance of the debtor. Aging Detail, when expanded, responds to the Filter B, Invoice Age.

Customizations in ClientWeb Administration module vary and some details within this screen may be shown as links to more detail, such as the Debtor Name, Invoice number, and Batch number.

Buyout Summary

The Buyout Summary shows buyout summary information for each client within a specified date range. Results can be filtered to show all debtors or a specific debtor, with further filtering for all accounts, open invoices only, or no-buys only.



BBS Trucking - B	Buyout Summary			Logged in as:	BBS\ADMIN 🗶	Logout 🔐 Help
tatus Debtor lists/ lient Activity Stateme	/aging Collection/Purc nts Help	hase history Da	ta entry CADENCE	Reports Utilities	Tu	esday, April 19, 201
						2 -
Debtor: Show Res	suits for All Debtors		 Filter: With L 	Inpaid Balances Only 💌		
As Of: # 4/19/2011	Items/Page: 25	View E	sport To: 🛐 📆			
		Drag a column h	eader here to group by	r that column		
Debtor	Credit Limit	Balance	Rebates	Earned Fee	Additional Fee	Buyout Amount
AABSCO	\$150,000.00	\$41,500.00	\$8,300.00	\$3,295,687.40		\$3,328,887.40
ABC Company	\$1,000,000.00	\$2,900.00	\$580.00	\$243,085.00		\$245,405.00
ABC Warehouse	\$75,000.00	\$900.00	\$180.00	\$103,467.45		\$104,187.45
<u>Bio Fee Lease</u> Company	\$1,000,000.00	\$28,700.00	\$5,740.00	\$2,345,792.49		\$2,368,752.49
Franks Forms	\$1,000,000.00	\$1,000.00	\$200.00	\$84,757.07		\$85,557.07
Franks Forms	\$1,000,000.00	\$300.00	\$60.00	\$34,489.15		\$34,729.15
Gradys Grommets	\$1,000,000.00	\$2,400.00	\$480.00	\$205,223.97		\$207,143.97
Grandys Gourmet	\$1,000,000.00	\$1,124.00	\$224.80	\$125,151.49		\$126,050.69
Kikis Sports	\$1,000,000.00	\$168.00	\$33.60	\$16,263.03		\$16,397.43
	\$7,225,000.00	\$78,992.00	\$15,798.40	\$6,453,917.05	\$0.00	\$6,517,110.65
						eturn to Top
Core Process: Debt	orList					

Click on a **Debtor** entry in the Summary list to open the associated Detail window for that debtor.

(Retired)	Aging Deta	ail								? -				
Filter: Unpa	id only	•												
As Of:	It	ems/Pa	ge: 25 💌	6 View E	xport To:	31 📆								
					-									
	Tavoice Funded Tavoice Farned Additional Buyout													
Invoice#	Invoice Date	Buy#	Funded Date	Invoice Amount	Age	Balance	Rebates	Earned Fee	Additional Fee	Buyout Amount				
WT1	11/28/20	12	11/28/20	\$1,500.00	874	\$1,500.00	\$300.00	\$122,618.08		\$123,818.08				
12123	12/28/20	42	4/19/2011	\$1,000.00	2	\$1,000.00	\$200.00	\$7.50		\$807.50				
345678	11/30/20	27	11/28/20	\$15,000.00	874	\$15,000.00	\$3,000.00	\$1,226,180.83		\$1,238,180.83				
456321	11/30/20	26	11/28/20	\$15,000.00	874	\$15,000.00	\$3,000.00	\$1,226,180.83		\$1,238,180.83				
456789	11/28/20	22	11/28/20	\$100.00	874	\$100.00	\$20.00	\$8,174.54		\$8,254.54				
4567893	11/28/20	23	11/28/20	\$1,250.00	874	\$1,250.00	\$250.00	\$102,181.74		\$103,181.74				
6543298	12/28/20	44	12/28/20	\$1,000.00	844	\$1,000.00	\$200.00	\$78,743.72		\$79,543.72				
7896352	12/28/20	45	12/28/20	\$2,000.00	844	\$2,000.00	\$400.00	\$157,487.44		\$159,087.44				
9873625	12/28/20	45	12/28/20	\$1,000.00	844	\$1,000.00	\$200.00	\$78,743.72		\$79,543.72				
45699872	12/28/20	39	12/28/20	\$1,000.00	844	\$1,000.00	\$200.00	\$78,743.72		\$79,543.72				
89764501	11/28/20	24	11/28/20	\$1,000.00	874	\$1,000.00	\$200.00	\$81,745.39		\$82,545.39				
89764503	11/28/20	24	11/28/20	\$650.00	874	\$650.00	\$130.00	\$53,134.50		\$53,654.50				
321654987	12/1/2008	15	11/28/20	\$1,000.00	874	\$1,000.00	\$200.00	\$81,745.39		\$82,545.39				
				\$41,500.00		\$41,500.00	\$8,300.00	\$3,295,687.4	\$0.00	\$3,328,887.4				
Core Proces	s: AgingDetail								Retur	n to Top				

Carrier Items

The Carrier Items list displays the details of carrier payments.



BBS Trucking Carrier Items Logged in as: BBS\ADMIN X Logout 7 Help												
tatus De lient Activity	btor lists/aging Statements	Collection	n/Purchase	history Dat	a entry C	ADENCE Report	s Utilities			Tuesday	, April 19, 20.	
Selection	: All	Range:	Invoice Pu	rchase Date]	्र न हिन्द		· · · · · · · · · · · · · · · · · · ·	1			
Starting Date: 4/1/2008 Ending On: 4/19/2011 Items/Page: 25 💌 🕑 View Export To: 📓 🔯 Drag a column header here to group by that column												
Carrier	Invoice #	Post Date	Batch #	Carrier Invoice #	Terms	Gross	Previous	Fee Amt	Net Due	Due Date	Payment/ Notes	
Cody Trucking (04)	345123	11/28/2008	29	321654	2.9% Telcheque	\$1,000.00	\$500.00	\$20.50	\$479.50	11/28/2008		
John Doe (DOE)	658947	11/28/2008	31	963852	Std 7 Day	\$750.00		\$15.00	\$735.00	12/5/2008		
						\$1,750.00	\$500.00	\$35.50	\$1,214.50			
Core Proc	eee: CarrierIte	1000								Return	to Top	

Changing Your ClientWeb Password

Use the Change Password window to change your secure ClientWeb password when needed.

Enter your current password first on the window; then **Enter your new password** in the second field. Reenter the new password in the **Retype your new password** field.

Password	s are limited to 12 cho	aracters.	
Change Your Passwor	d	?	
Enter your current passv	rord: 🐽		
Enter your new passy	ord:		
Retype your new passw	ord: eeee		
	Change Password		
		Return to Top	

Click the **Change Password** button at the bottom of the window.

A message confirms your password change.



Click the link in the message and the ClientWeb opens on your desktop, with your user name displayed on the upper right side of the window.

Logged in as: SONI01\REBECCA

Cash Postings

The Cash Postings page shows a summary of collections.

The Check List might also be labeled "Check List".

	BBS Trucking - Collection Summary Logged in as: BBS\ADMIN X Logout ? Help													
s	tatus D	ebtor lists/agin	g Collect	ion/Purchase	history	Data entry	CADENCE F	Reports	Utilities		Tues	day April 19 2011		
<	lient Activi	y Statements	Help								1003	oay, April 19, 2011		
												7 -		
D.	htor:S	www. Desuits for A	I Deblore											
	10tor: [3	ION RESULT ION A	Leburs			-								
c	eck ID:		Inc.	lude all date:	s with Check	: ID								
st	Starting Date: 🔢 4/1/2011 🛛 As Of: 🔢 4/19/2011 🛛 Items/Page: 25 💌 🕑 View. Export To: 🗟 🔂 Details: 🛟 Expand all 🖃 Collapse all													
	Drag a column header here to group by that column													
	Date Posted	Debtor	Batch#	Check#	Check Date	Am	heck	Applied To A/R	Charge Back	Give Back	Escrow Released	Fee Earned		
Ð	4/19/2011	AABSCO	25	17514	4/19/201	11 \$2,0	00.00	\$2,000.00			\$400.00	\$157,487.44		
Ð	4/19/2011	AABSCO	21	0089787	4/30/201	11 \$15,0	00.00	\$15,000.00			\$3,000.00	\$1,226,180.83		
Ð	4/19/2011	AABSCO	22	324476	4/30/201	\$15,0	00.00	\$15,000.00			\$3,000.00	\$1,226,180.83		
Ð	4/19/2011	AABSCO	20	332332	4/30/201	11 \$1,0	00.00	\$1,000.00			\$1,000.00			
						\$33,00	0.00 \$	33,000.00	\$0.00	\$0.00	\$7,400.00	\$2,609,849.10		
												Return to Top		
C	ore Process	: CashPostings												

Click on the **Debtor**, **Batch ID**, or **Check ID** field on the Check List to open the detail on an individual check.

C	ebtor: Sho heck ID:	W Results for A	Debtors	ude all dates w	ith Check ID	•							
s	tarting Date	: 4/1/2011	As Of:	4/19/2011	Items/Pa	ge: 25 💌 🤅	View	Export To:	21 🔁	Details	: 🔂 Expa	ind all	Collapse
				-	Drag a columr	n header here to	group by t	hat column					
	Date Posted	Debtor	Batch#	Check#	Check Date	Chec Amou	:k /	Applied (To A/R	harge Back	Give Back	Ese Relea	row	Ear
ø	4/19/2011	AABSCO	25	17514	4/19/2011	\$2,000.0	00 \$2	2,000.00			\$40	00.00	\$157,48
	Invoice #	Date Posted	Date Funded	Invoice Amount	Batch#	Fee Days	Payment Amount	Adjustmer Type	1 Adjus Ar	tmeni	Escrow Amount	Fee Earned	Descri
		10/00/0000	10/08/0008	#2.000.00	45	8.42	\$2,000,00			\$0.00	\$400.00	\$157,487,44	

Client Activity Summary by Date

The Client Activity Summary gives you a view of client activity for a specific date range, including Purchases, Gross Receipts, Discounts, A/R Adjustments, and more.



ent Accivity s	Statements	s Help		chase histor	ny Data	entry 0	LADENCE R	eports	Utilities		1	Tuesday, Aj	oril 19, 20
Client A	ctivity S	tatmont	w Dato										7 -
Starting Di	ate: 112	/28/2008	Endina:	H 12/28/2008	Items	/Page: 2	5 - 0	View E	coort To:	i 📆			
	(Drag	a column i	hander har	to aroup b	w that colu					
Date	Purchase	Gross Receipts	Discount	Other	Adjustme	Funding	Cash Receipts	Charges Fee	Expenses	Adjustme	Accoun	Funding Balance	Reserve
2/27/20											\$74,492	\$50,887	(\$859.41
2/28/20		\$1,000.00		(\$1,000			\$1,000.00			\$1,000.00	\$74,492	\$50,887	(\$859.4)
2/28/20					(\$1,000					(\$800.00)	\$73,492	\$50,087	(\$859.4
2/28/20					(\$300.00)					(\$240.00)	\$73,192	\$49,847	(\$859.4)
2/28/20					(\$300.00)					(\$240.00)	\$72,892	\$49,607	(\$859.4
2/28/20 5	\$1,000.00					\$784.52		\$15.48			\$73,892	\$50,407	(\$859.4
2/28/20 5	\$1,000.00										\$74,892	\$50,407	(\$859.4)
2/28/20 5	\$1,000.00					\$467.50		\$2.50			\$75,892	\$51,047	(\$779.4)
2/28/20 1	\$3,000.00					\$652.50		\$7.50			\$78,892	\$52,967	(\$539.4)
2/28/20	\$100.00					\$71.75		\$0.25			\$78,992	\$53,031	(\$531.4)
2/28/20						\$5.00			(\$5.00)		\$78,992	\$53,031	(\$531.4)
2/28/20						\$735.00			(\$735.00)		\$78,992	\$53,031	(\$531.41
1	\$6,100.0	\$1,000.00	\$0.00	(\$1,000.0	(\$1,600.0	\$2,716.2	\$1,000.00	\$25.73	(\$740.00	(\$280.00	\$909,104	\$615,240	(\$8,928

Client Summary

The Client Summary displays Funds Employed, Collateral, and Reserves.



Vulcan Succe	ssories - Client S	ummary			Lopped in an VULCAN\AD	HIN Logout	E Live Chut / Help
Client Status	Debtor lists / Aging	Searches	Credit Options 0	ata entry 🕴	Utilities Help		Thursday, May 01, 2008
	Funds Employed						
		Emp. ArBal	\$142,699.0	0	Act RecRal	\$142,699.00	
		Emp FeeEscrow			Act Purchases	\$100.00	
		Emp RavEscrew			Act Collects	\$100.00	
		Emp_AdvBal	\$142.699.0	0	Act_Recourse		
		Emp_CashRav	\$145,598.03	2	Act_DebitCb	**	
		Emp_Settle			Act_CreditCb		
		Emp_SimpLoan	\$0.00	>	Act_WriteOff		
		Emp_AmortLoan	\$0.00	0	Act_EndBal	\$142,699.00	
		Emp_PoFinance			Act_ArTurn	1426.99 days	
		Emp_Deployed	(\$2.899.02))			
					Act_Earnings	\$4.00	
					Age_Current	\$23.259.00	17%
					Age_PastAmt1	\$111.132.00	83%
					Age_PastAmt2		
					Age_PastAmt3		
					Age_PastAnt4+5		
	Collateral						
				Col_Balance	\$142.69	9.00	
				Col_InDispute			
			Col_RecD	aysShortOver		**	
				Col_InelTable	(\$17,400	.00)	
			Col	InelInv6.Over			
			Col_D	nelTier⨯			
				Col_Collateral	\$160.09	9.00	
	Reserves						
	111111111111						
		Rav_Collate	rak \$160	00.099.00	Rsv_CashRsv	\$145.59	8.02
		Rsv_Advancel	late	90%			
		Rsv_MaxAdvi	ince \$144	089.10	Rsv_TotRsv	\$145.59	8.02
		Rav_Fundat	(mpl (\$2.)	899.02)	Rsv_Ineligible		
		Rsv_Avai	Rsv \$146	988.12	Rsv_AccinvFees		
		Rsv_AccInv	fees		Rsv_IntFees	(\$0.	54)
		Rsv_Int	fees	(\$0.54)	Rsv_AdRsv	\$145.59	8.56
		Rsv_Avail	able \$2.46	.988.66	Rsv_ReqRsv	\$16.00	9.90
					Rav_Available	\$146.98	8.66
							Return to Top

ClientWeb History

The ClientWeb History provides a historical log of Web-related activity. When any ClientWeb window or feature is accessed, the **Date/Time** is recorded, along with the **Screen Title**, and the **User** login, and the amount of time the user spent on the screen.

BBS Truc	king - Client History		Logged in as: BBS\ADMIN	X Logout ? Help
Status De Client Activity	btor lists/aging Collection/Purchase history Statements Help	Data entry CADENCE Reports	Utilities	Tuesday, April 19, 2011
Client / Starting I Items/Pag	Activity Date: ∰ 4/18/2011 As Of: ∰ 4/19/2011 e: 25 ▼ € View Export To:			2 -
	Drag a c	olumn header here to group by that co	olumn	
Date/Time	Screen Title	User		
4/10/2011	(Login or untitled page.)	ADMIN		
4/10/2011	Palae Authorization	ADMIN		
4/10/2011	(Legis as untilled as a)	ADMIN		
4/10/2011	(Login or untitled page.)	ADMIN		
4/18/2011	(Login or uncode page.) Manage Weblingers	ADMIN		
4/18/2011	Cales Authorization	ADMIN		
Core Proc	ess: WebHistory	ADRIN	E	Return to Top



To specify a date range, enter the date values as MM/DD/YYYY in the **Starting Date** and **As Of** fields. Click the **View** button to display the results.

The entries that do not show a Screen Title are functions—such as logging in—that do not record history.

Collection Notes

Use the Collection Notes option to view a set of notes made during collections call for a specified date range.

BBS Truck	ing - Collect	ion Notes		Logged in	as: BBS\ADMI	V 🗶 Logou	it. 👔 Help					
tatus Debi lient Activity S	or lists/aging tatements	Collection/i	Purchase history	Data entry	CADENCE Reports	Utilities		Tuesday,	, April 19, 201			
Starting Da	te: ::: 10/27/201	0 As Of:	······································	_	_	_		_	2 8			
Starting Date: Items/Page: 25 • • • • • • • • • • • • • • • • • • •												
Debtor	Date	Туре	User	Contact	Method	Action	When	Note	Invoices			
Gradys Grommets (2222)	10/27/2010	COL	STEVE	kiki								
				0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
		(22)						Return	to Top			
Core Proces	s: CollectionNot	tes (37)										

Data displayed on the Collection Notes view includes the Date, Type, User, Contact, Method, Action, When, and Invoices.

Collection Notes Entry

Collection Notes are entered via the Debtor List by clicking the **(View)** link to the right of the debtor name in the **Add Notes** column.

Debte	or Sum	mary							2 3				
Debtor	Show	Results for A	II Debtor	'S					Filter: With Unpaid Balances Only				
As Of:	1/29/20	009 Ite	ms/Pa	age: 25	•	View Exp	oort To: 🛐 🔂 间						
	Drag a column header here to group by that column												
Debtor	Client	Address	City	Phone	Fax	Credit Limit	Credit Limit Exp	Total Bal	Add Notes				
88 LO	88L001	6830 E COMME	co	62633	626	\$15,000.00	10/1/2008	(\$3,600.00)	88 INC (View)				
ALL-A	ALL004	2400 HI BOYNT	BO	56147	561	\$25,000.00	5/24/2009	\$12,810.00	ALL-FARMS (View)				

When the Collection Note Entry screen is displayed, follow these steps to enter a new note:



- 1. Select a contact from the **Spoke To** drop-down list.
- 2. Select the debtor's Response from the drop-down list.
- 3. Enter any comments in the Text field.
- 4. Select an Action from the drop-down list and select the contact Date.
- 5. Under Select Applicable Invoices, select the invoices to which the contact was in regards.

Add a New Note Select Applicable Invoices									
Spoke To:	Add a New Contact 💌		Inv No	Inv Key	Inv Date	Amt	Ba		
esponse:	CK in the mail	₹	101508	8048547	12/19/2008	\$3,350.00	\$3,350.00		
			101513	8103496	1/7/2009	\$2,640.00	\$2,640.00		
Text:	Debtor states that check mail 2/9/0		101515	8103499	1/7/2009	\$3,340.00	\$3,340.00		
Action:	No Date 💌		101522	8110779	1/9/2009	\$3,480.00	\$3,480.00		
Date: Date: Date: Add a New Contact									
first Name:	Thaddeaus								
Last Name:	Jones								
Title:	President, Smith & Jones								
	Save								

You can enter a collection note for the selected debtor by completing the fields under **Add a New Note**, selecting invoices in **Select Applicable Invoices**, and clicking the **Save** button.

Field	Description
Spoke To	Select the debtor representative who was contacted from the list, or select Add a New Contact. Debtor rep- resentatives are created in the Debtor Information screen for the selected debtor. If you click Add a New Contact, the name and title fields appear to add the representatives information.
Response	Select the predefined response for the contact with the debtor. These responses are defined in the Veri-fication/Collection Message table.

Field	Description				
Text	Enter free-form text notes for the contact with the debtor.				
Action	Select the agreement reached in the debtor contact:				
	 No Date: no "Will pay" or "Call back" dates was agreed to 				
	 Will Pay: debtor contact has agreed to pay the invoice(s) by a specific date. 				
	 Call Back: debtor contact has agreed to call back by a specific date. 				
Date	Use this calendar to record the promised payment or call back date.				
Select Applicable Invoices	Use the check boxes to select invoice(s) to which to apply the collection note. You can select the checkbox in the heading row to select all invoices for the debtor auto- matically.				
	Note that if no open invoices exist for the debtor and the user attempts to add a collection note, a message is dis- played to prevent the user from completing the collection note.				
Add a New Contact	These fields only appear if you select Add a New Contact from the Spoke To field, and are used to record the name and title of a new contact to be saved for the debtor.				
Save	Click this button to save the collection note.				

- 6. If adding a new contact, enter the applicable information in the Add New Contact section of the screen.
- 7. When you have entered all the applicable information, click the **Save** button to save the note.

Credit Request Activity

The Credit Request Activity report displays credit request activity within a specified date range.



v4.7

atus Debtor	r lists/aging Collection/Purchase	history Data entry	CADENCE Rep	oorts Utilities		Tuesday, April 19, 20
ent Activity Sta	atements Help					
						7 -
Debtor: Sh	ow Results for All Debtors	·				
Request ID:	PO ID:	Selection: All	*			
reequest in.	PO ID.	and construction of the				
Starting Date	a: ====================================	4/19/2011 Items / F	2 age: 25 x 0	View Export To: 🕅 💏		
Starting Date	e: 4/19/2011 Ending On:	4/19/2011 Items/P	age: 25 💌 🕑	View Export To: 🛐 🔂		
Starting Date	e: 4/19/2011 Ending On:	4/19/2011 Items/F	age: 25 💽 🕑	View Export To: 🛐 🔂		
Starting Date	e: 4/19/2011 Ending On:	4/19/2011 Items/F Drag a column head Amount	Page: 25 V	View Export To: 🛐 📷 by that column Ship Date	Status	Response
Starting Date	Debtor Master Debtor	4/19/2011 Items/F Drag a column head Amount \$100.00	Page: 25 V	View. Export To: 🛐 📆 by that column Ship Date	Status Pending	Response
Starting Date # 10138 10140	Debtor Master Debtor ABC Company	4/19/2011 Items/F Drag a column head Amount \$100.00 \$100.00	Page: 25 . C	View. Export To: To: To: To: To: To: To: To:	Status Pending W/I Line	Response
Starting Date # 10138 10140 10141	Debtor Master Debtor ABC Company AABSCO	4/19/2011 Items/F Drag a column head Amount \$100.00 \$100.00	Page: 25 . Contract of the set of	View. Export To: To: To: To: To: To: To: To:	Status Pending W/I Line Pending	Response
Starting Date # 10138 10140 10141	Debtor Master Debtor ABC Company AABSCO	4/19/2011 Items/F Drag a column head \$100.00 \$100.00 \$100.00	Page: 25 PO # ABC3325	View. Export To: To: To: To: To: To: To: To:	Status Pending W/I Line Pending	Response

Field	Description
Debtor	Select a single debtor to display credit requests for that debtor only. Leave this field blank to display all debtors. You can click on the Debtor Name in the Credit Request Activity report results to open the associated Debtor Detail page if the web is so configured.
Request ID	Enter the FactorSoft-created credit request number to view a specific credit request.
POID	Enter the purchase order number to view credit requests spe- cific to that PO number.
Selection	Select the desired filter to limit the credit requests displayed in the grid:
	• All
	Approved Only
	Pending/Held Only
	Denied Only
Starting Date	Enter the low credit request date to display in the grid. Credit requests older than this date will not be shown in the grid.
View	Click this button to display the credit requests matching the selected criteria.

Credit Request

Use the Credit Requests feature to submit requests online. Debtors with existing relationships can be selected from the drop-down list, or new debtors can be created on the fly.

Super Sonic Tech - Credit Reques	t Entry	Logged in	as: SONIO1\ADMIN	Logout 🐇 Live Chat. 7 Help
Main Summaries Aging Reports Trai	saction Reports Credit Information	Requests & Data Entry	Utilities Exte	mal Links Thursday, December 13, 2007
Debtor Information Use the Select an Existing Debtor drop-down to select the debtor/customer for whom to submit a credit request. You can Add a New Debtor on the fly if necessary.	Select an Existing Debtor: AMA MIERORS () Or, Add a New Debtor Below Name: Phone: Motor Carrier#:			
		(Mext	After click t enteri	making a debtor selection, the Next button to begin ing request details.

To select an existing debtor

1. Select an existing debtor from the list.

When selecting an existing debtor, ClientWeb checks for incomplete data for the debtor. If no information or incomplete information for the debtor is found, the message "(Incomplete or no address data for this debtor.)" is displayed to inform you that the information must be updated in Debtor Entry. To create a new debtor

1. Enter the available information for the new debtor in the provided fields.

When adding a new debtor, ClientWeb checks for similarities between the name and phone number entered for the new debtor and existing debtors. If a match (or matches) are found, you are prompted with the message "**Are any of these the correct debtor?**" allowing you to select a matching debtor or complete the information for a new debtor.

2. Enter the credit request details in the provided fields.

		?
Abazaba INC (Incomplete	(AI0001) e or no address data for this debtor.)	
Click next to fir	ish the submission of your credit request.	
Complete the Reque	st Details Below	
Amount Requested:	7500	
Ship Date:	4/19/2010	
Purchase Order#:	778899	
Shipping Terms:		
Comments:	×	
	Drevious Finish	
		Return to Top

3. Click the **Finish** button to submit the request.

Once the Credit Requests are processed, the resulting request number is displayed in the ClientWeb page:

	 ?	
Thank you, your request #10142 has been submitted		
	Return to Top	

You can view the request on the Credit Request Activity page (see Credit Request Activity in this guide).

The lender can view and work the credit request in the host application's Manage Credit Requests screen.



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💰 Customer Informati	ion For AHA INTERIORS					×
Code: AHA		Single client credit limit	t 0.00			
Name: AHA INTERIO	ORS	House line	× 0.00			
Attention:		Max invoice amount		Active lines: 20.500.0	0	
Warning:			House line has no e	wnitation date	_	
No bur		Preference		1		
	- DeelB community	1101010100	- Jennx -	J		
Address	Auto approval: Auto Approva		emind in months:		_	
Balances	Show All Courts Page		Do not automatical	v increase credit limit		
Cal Queues Collections	All Creak Req	uests				
Contacts	Lient. » Super Sonio Tech	Hequest # 1095471	Date 6/12/2009	12 000 00	Approved 12 000 00	Status
Credit availability	Super Sonic Tech	1095472	6/16/2008	1,000,00	1.000.00	Approved
Credit reports	Super Sonic Tech	1095476	6/19/2008	7,500.00	7,500.00	Approved
Anage Credit Requests	You can see the on either the Cu or the Manage	results of the Cr istomer Inform Credit Request	redit Request ation window s window.			ъ
Requests Client selection	-					_
Show: V Pending V V Held V	Approved On/after date:		- 🖌	- 1	Gancel	Help
Client. Debtor.	C Requested c Reg	ies Ships Sta	lus Beguetted	Approved		
Super Sonic Tech (SO AHA INTERIO	DRS (AH. 1 9/2008 5:54:33 1095	471 6/18/2008 Appr	oved 7500.00	7,500.00		
Super Sonic Tech (SO DAKINE HAW	All INC 1 7/2008 4:07:55 1095	47! Appr	oved 1000.00	1,000.00		
Super Sonic Tech (SO HASTY STOR	RES (HA: 1 7/2008 3:24:18 1095	47- Appr	oved 100000.00	000,000.00		
Super Sonic Tech (SD COMPUTER F	PRODUC 1 7/2008 3:16:18 1095	47. Appr 47. 12/12/2007 Appr	oved 10000.00	100,000.00		
Super Sonic Tech (SU AHA INTERIO	IRS (AH, 1 2/2008 5:32:15 1095	47. 12/13/2007 Appr 47Appr	aved 1200.00	12,000,00		
Super Sonic Tech (SD APPLE PIE BA	AKERY (1 2/2008 10:48:47 1095	471 Appr	oved 2000.00	2,000.00		
Add new request <u>R</u> efresh	Print li	st Preview	Delete	Help		
Work request Augo			View	Eyit		

NOTE

When using Auto Credit, if System Preference Client rules/defaults, Auto approval, Treat debtor warning as no-buy is set to True, debtors with a warning are denied credit based on the parameters set in the Auto Deny tab of the Auto Approval Rules Table located at Tables > Data Entry > Auto Credit Approval Rules. A custom message can be created to be displayed in the Check Credit column for these debtors in System Preference Identification/system constants, CLMS|ClientWeb, Messages and text, Credit Request Warning as No-Buy Message. If no message is entered, the default message is "Please call credit."

Upload Credit Request

Use the Upload Credit Requests feature to upload requests online.


pload Credit Request File					E
Existing Imports		Display:	Last 7 Days 🗸	Refresh Lis	st
File Name	Import Description		Status	Drop Time	Done Time
		No data	to display		
Jpload Import File					
Select File					
nport File Type: Select an impo	rt type 🗸				
Upload File Car	ncel				

Existing Imports

Displays existing import files over the default 7 day period, drop down to change the display period. Click **Refresh List** to fresh the grid.



Upload Import File

1. Click Select a File to browse and select the import file.

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.

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.

2. Drop down to select the file type you are uploading.

Upload In Select File	iport File	
Import File Type: Upload File	Select an import type Select an import type EDI 850 Standard Order Request Import (.edi) EDI 850 Flat File Order Request Import (.txt)	•
Core Process: Uploa	EDI 850 Excel Order Request Import (.xlsj.xlsx) adCreditRequest	

3. Click the **Finish**Upload button to submit the request.

You can view the request on the Credit Request Activity page (see Credit Request Activity in this guide).

The lender can view and work the credit request in the host application's Manage Credit Requests screen.



1	🝈 Customer Informati	on For AHA INTERIORS						×
	Code: AHA	_	Single client or	edit limit: 0.00	_			
	Name: AHA INTERIO	DRS	Но	use line: 0.00	_			
	Attention:		Max invoice	amount:	Ac	tive lines: 20,500.0	0	
	Warning:		-	House	ine has no exp	iration date		
	No buy:		Pre	ference: Print	-			
		Credit requests		I. un				
	Address Alternate address	Auto approval: Auto App	oroval Ok	 Remind in n 	nonths:		_	
	Balances Call Queues	Show: All Credit	Requests	🖵 🗖 Do not	automatically in	crease credit limit		
	Collections	Client»	Requ	est#D	ale	Requested	Approved	Status
	Credit availability	Super Sonic Tech	1095	471 6/12	2/2008	12,000.00	12,000.00	Approved
	Credit information	Super Sonic Tech	1095	472 6/16	5/2008	1,000.00	1,000.00	Approved
	Credit reports	Super Sonic Tech	1095	476 6/19	/2008	7,500.00	7,500.00	Approved
Manage Requests	Client selection	on either the or the Mana	customer In ge Credit Rec	formation uests wind	window low.			∍
Show: 🔽 🖡	Pendina P Held	Approved On/after da Declined	Ae:		V	<u> </u>	Cancel	Help
Client.	Debtor	C Requested «	Reques Ships	Status I	Requested A	pproved		
Super Son	nic Tech (SO AHA INTERIO	RS (AH. 1 9/2008 5:54:33	109547 6/18/2008	Approved	7500.00	7,500.00		
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Add new	vic Tech (SU APPLE PIE BA	KEHY (1 2/2008 10:48:47 P	1095471 Print list Preview	Approved	Delete	<u>H</u> elp		
₩ork r	equest Auto	_			⊻iew	Eyk		

Credit Summary

The Credit Summary displays the Credit Score Rating and aging as set up within the desktop.



ture Debter	Lists Insign	antine/Burchase history	Data antra	CADENCE Reports			
	riists/aging [Coli	ection/Purchase history		CADENCE Reports U	tilities	Tues	day, April 19, 201
ent Activity Sta	atements Help						
							7 -
Export To:	2 1						
		Dri	ag a column heade	ar here to group by that col	lumn		
Rating	% Tota	Total	Current	1-22	23-44	45-55	56-Up
)	52.54%	\$41,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41,500.00
u .	47.46%	\$37,492.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,492.00
						Det Det	wrn to Ton
Core Process	CreditRatingSumm	12.07					ann to rop
Core Process.	. creatoradingsomm	laty					7 -
Export To:							
		Dri	ng a column headd	ar here to group by that col	umn		
Rating	% Tota	Total	Current	1-22	23-44	45-55	56-Up
2	52.54%	\$41,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41,500.00
	47.46%	\$37,492.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,492.00
4							
u .							

Dashboard

The Dashboard process allows a client to select a formatted Excel invoice import file, assign the associated invoice images and upload the invoice and image files to the lender.

To upload an invoice import file and associated images, select the Dashboard page and perform the following steps:

If the Dashboard page is accessed for a master client, the page will require the user to select a member client from the **Select Member** list before proceeding with the invoice upload and correction process

1. On the Schedule List page of the Dashboard core process, click the **New Schedule - File to Upload** button.

Image: state stat	Invoice Correction	1								
Image: Instrume State Date Total Total United State State Action 66 05/19/2011 3,500.00 0 N/A 0 0 Pending/Problems Select Action © 62 05/19/2011 000.00 3 0 0 Pending/Problems Select Action © 58 05/19/2011 0.00.0 0 N/A 0 0 Pending/Problems Select Action © 52 04/19/2011 1,000.00 0 N/A 0 0 Pending/Problems Select Action © 51 04/19/2011 1,000.00 0 N/A 0 0 Pending/Problems Select Action © 64 12/28/2008 100.00 0 N/A 0 0 Pending/Problems Select Action © 64 12/28/2008 100.00 0 N/A 0 0 Pending/Ready to Select Action © 64 12/28/2008 0.00 0 N/A 0 0 Pending/Ready to Select Action © 64 12/28/2008 0.00 0 N						Sched	ule List			
Schedule 1 Date Total Ume Count Tiper Timer 1 Imperior 1 Completed 1 Status Action 66 05/19/2011 3,500.00 0 N/A 0 0 Pending/Problems Select Action 62 05/19/2011 900.00 3 0 0 0 Pending/Problems Select Action 53 05/19/2011 0.00 0 N/A 0 0 Pending/Problems Select Action 52 04/19/2011 1,000.00 0 N/A 0 0 Pending/Problems Select Action 53 04/19/2011 1,000.00 0 N/A 0 0 Pending/Problems Select Action 54 04/19/2011 1,000.00 0 N/A 0 0 Pending/Ready to Update Select Action 1 54 12/28/2008 0.00 0 N/A 0 0 Pending/Ready to Update Select Action 1 51 to 10 12/28/2008 0.00	Show 10 💌 en	tries								Search:
66 05/19/2011 3,500.00 0 N/A 0 0 Pending/Problems Select Action 62 05/19/2011 0.00 0 N/A 0 0 Pending/Problems Select Action 58 05/19/2011 0.00 0 N/A 0 0 Pending/Problems Select Action 52 04/19/2011 1,000.00 0 N/A 0 0 Pending/Problems Select Action 50 04/19/2011 1,000.00 0 N/A 0 0 Pending/Problems Select Action 50 04/19/2011 1,000.00 0 N/A 0 0 Pending/Problems Select Action 48 12/28/2008 0.00 0 N/A 0 0 Pending/Ready to Update Select Action 0 41 12/28/2008 0.00 3 0 0 Pending/Ready to Update Select Action 0 41 to 10 of 13 entries I I I IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII		Schedule #	Date 🔶	Total 🔅	Image Count	Un- Typed Images	Import File(s)	Completed File(s)	Status 🕴	Action 🔅
62 05/19/2011 900.00 3 0 0 Pending/Problems Select Action 58 05/19/2011 0.00 0 N/A 0 0 Pending/Problems Select Action 1 52 04/19/2011 1,000.00 0 N/A 0 0 Pending/Problems Select Action 1 50 04/19/2011 1,000.00 0 N/A 0 0 Pending/Problems Select Action 1 50 04/19/2011 1,000.00 0 N/A 0 0 Pending/Problems Select Action 1 48 12/28/2008 100.00 0 N/A 0 0 Pending/Ready to Select Action 1 43 12/28/2008 0.00 3 0 0 0 Pending/Ready to Select Action 1 41 12/28/2008 0.00 0 N/A 0 0 Pending/Ready to Select Action 1 41 to 10/13 entries 12/2		66	05/19/2011	3,500.00	0	N/A	0	0	Pending/Problems	Select Action
58 05/19/2011 0.00 0 N/A 0 0 Pending/Ready to Update Select Action Image: Select Act		62	05/19/2011	900.00	3	0	0	0	Pending/Problems	Select Action -
52 04/19/2011 1,000.00 0 N/A 0 0 Pending/Problems Select Action 51 04/19/2011 51.00 0 N/A 0 0 Pending/Problems Select Action • 50 04/19/2011 1,000.00 0 N/A 0 0 Pending/Problems Select Action • 48 12/28/2008 100.00 0 N/A 0 0 Pending/Ready to Update Select Action • 43 12/28/2008 0.00 0 N/A 0 0 Pending/Ready to Update Select Action • 41 12/28/2008 0.00 3 0 0 0 Pending/Ready to Update Select Action • 41 12/28/2008 0.00 0 N/A 0 0 Pending/Ready to Update Select Action • 41 to 10 of 13 entries I		58	05/19/2011	0.00	0	N/A	0	0	Pending/Ready to Update	Select Action
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50 04/19/2011 1,000.00 0 N/A 0 0 Pending/Problems Select Action Image: Select Action		51	04/19/2011	51.00	0	N/A	0	0	Pending/Problems	Select Action -
48 12/28/2008 100.00 0 N/A 0 0 Pending/Ready to Update Select Action 43 12/28/2008 0.00 0 N/A 0 0 Pending/Ready to Update Select Action • 41 12/28/2008 0.00 3 0 0 Pending/Ready to Update Select Action • 40 12/28/2008 0.00 0 N/A 0 0 Pending/Ready to Update Select Action • 41 12/28/2008 0.00 0 N/A 0 0 Pending/Ready to Update Select Action • 40 12/28/2008 0.00 0 N/A 0 0 Pending/Ready to Update Select Action • 9 1 to 10 of 13 entries		50	04/19/2011	1,000.00	0	N/A	0	0	Pending/Problems	Select Action 💌
43 12/28/2008 0.00 0 N/A 0 0 Pending/Ready to Update Select Action 41 12/28/2008 0.00 3 0 0 0 Pending/Ready to Update Select Action • 40 12/28/2008 0.00 0 N/A 0 0 Pending/Ready to Update Select Action • a) 1 to 10 of 13 entries Previous 1 Refresh List W Schedule - No Files to Upload		48	12/28/2008	100.00	0	N/A	0	0	Pending/Ready to Update	Select Action
41 12/28/2008 0.00 3 0 0 Pending/Ready to Update Select Action 40 12/28/2008 0.00 0 N/A 0 0 Pending/Ready to Update Select Action • a 1 to 10 of 13 entries Previous 1 • <td< td=""><td></td><td>43</td><td>12/28/2008</td><td>0.00</td><td>0</td><td>N/A</td><td>0</td><td>0</td><td>Pending/Ready to Update</td><td>Select Action -</td></td<>		43	12/28/2008	0.00	0	N/A	0	0	Pending/Ready to Update	Select Action -
40 12/28/2008 0.00 0 N/A 0 0 Pending/Ready to Update Select Action 1 1 to 10 of 13 entries Refresh List Wew Schedule - Files to Upload Core Process: Invo		41	12/28/2008	0.00	3	0	0	0	Pending/Ready to Update	Select Action -
e 1 to 10 of 13 entries Previous 1 Refresh List Wew Schedule - Files to Upload w Schedule - No Files to Upload Core Process: Invo		40	12/28/2008	0.00	0	N/A	0	0	Pending/Ready to Update	Select Action .
Refresh List	howing 1 to 10 o	f 13 entries								Previous 1
w Schedule - No Files to Upload	F	Refresh List								
w Schedule - No Files to Upload	New Sche	dule - Files to Up	bload							
Core Process: Invo	New Schedu	le - No Files to l	Upload							
										Core Process: Invo

2. The file upload page is displayed. Upload the schedule Excel file.

Amanda Test Client - Dashboard		Lunar		la mere l		Logged in as: AGC\/	
Immary Asset Based Lending Search Credit Request	Reports Data Submission	Utilities	Star Training Info	Report Validation		2	Tuësday, July 27
Cancel Return to Li	Upload Im Data Files Image File ist Upload	age or Data - Only xls/xl ss - Only the P	files lax file types are accep following file types are Open	ted for invoice import files. accepted for image files: bmp, png, j	pg, jpeg, pdf, tif, tiff	×	
		0	ganize Vew fold Pictures Composition FLARE_AMAN	er Name 名 import_file.xls	Date modified 7/7/2021 10:12 AM	HE Control Con	
Core Process: InvoiceCorrect	tion		AMANDA 4.5 R&D Spotlight TEST_Susan_adm				
		9	OneDrive This PC To 3D Objects Desktop			rs (Return to To CLMS ClientWeb v4.5.0.1
			Documents v	< ame: import_file.xls	 ✓ All Files (*.*) Open 	Cancel	

ih

- Click the **Upload File** button.
- In the Select file to upload dialog, browse to the folder containing the Excel import file, select the file, and click **Open**. The Engine uploads the file to the image folder and then displays the message "Your new schedule: 99 has been created" (where 99 is the actual schedule number) when the Engine has uploaded the file.
- 3. Upload image files:
 - Click the **Upload File** button to upload image files, acceptable file types include .bmp,. png, .jpg, .jpeg, .pdf, .tif, .tiff.
 - In the Select file to upload dialog, browse to the folder containing the Excel import file, select the image file, and click **Open**.
- 4. Click Return to List to open the Schedule List page.

The batch is displayed in the schedule grid with the **Status** set to **Processing Import File(s)** while the Engine is processing the files. While in this status, the user has the option to upload more files or void the batch from the list screen.

When the Engine has completed processing the files, the **Status** is changed to **Ready for uploads**. If the user begins working the batch and then returns to the Schedule List, the **Status** will be **Cor-rection Started**.

nvoice Corre	ection								?
	_			Sche	edule List				
ow 10 💌	entries # 0	Date 🍦	Total 🕴	Image Count	Un-Assigned Invoices	Import File(s)	Status 🕴	Search: Action 🕴	
	87	10/21/2015	1500.00	1	2	з Р	rocessing Import File (8)	Select Action	
	78	10/02/2015	1500.00	2	2	3	Correction Started	Upload File Void	
Invoice	e Correction								
					Schedule List				
Show	10 💌 entries							Search:	
		0 Date 0	Total	Image Count	Un-Assigned Invoices	Import File(s)	Status	Action	0
	87	10/21/2015	1500.00	2	2	3	Ready for Uploads	Select Action	3
	78	10/02/2015	1500.00	2	2	3	Correction Started	d Upload File Void	

5. In the **Select Action** list, select **Work**. The Dashboard page opens with the images displayed as thumbnails on the left hand side.

NOTE

Images bordered in red are un-worked, the currently selected image is bordered in blue, and worked images are bordered in black.

- 6. Click on the thumbnail of the invoice image to work.
- 7. In the **Select Image Type** list, select the image type to assign to the image and complete the required information, as described below.

Invoice Correction	Schedule - 87	2
	View Unassigned Invoices	
Id:3455 Type: Unknown Id:5456 Type: Unknown	Invoices and the invoices Image Type: Invoice Data: Image Type: Image Type: Image	
Core Process: InvoiceCorrection		

Field	Description
Invoice	
Invoice Number	Select the invoice number populated from the Excel file to which to assign the image. Alternately, enter the invoice number for the invoice in the adja- cent data entry field.
	Selecting an invoice number automatically fills the Invoice Date, Invoice Amount, and Purchase Order fields from the upload file.
Invoice Date	Enter the invoice date for the invoice.
Debtor	Select the debtor name for the invoice. This field displays all debtors with which the client has a prior relationship.
	Note that the debtor must have been previously established in FactorSoft in order to be available in the list.
Invoice Amount	Enter the dollar amount of the invoice.
Purchase Order	Enter purchase order number for the invoice.
Support	
Invoice Number	Select the invoice number populated from the Excel file to which to assign the image.
Schedule Header	
Total	Enter the batch total, which is the sum of invoice amounts for all invoices in the batch.
	If a schedule contains a batch header, the total of all invoices entered must match the Total entered here, otherwise the batch cannot be saved.

- 8. Click Save Data to save the data for the invoice. The message "Save Successful" is displayed.
- 9. Repeat steps 6 through 8 for each image to be assigned to an invoice.
- 10. When all images have been assigned to invoices, click **Return to List**.

11. In the Select Action list, select Finish.

Invoice Co	rrection								
					5	Schedule List			
Show 10	 entries 								Search:
	#	÷.	Date 🔅	Total 🔶	Image Count	Un-Assigned Invoices	Import File(s)	Status	Action 👙
	87		10/21/2015	1500.00	2	0	3	Correction Started	Select Action
	78		10/02/2015	1500.00	2	2	3	Correction Started	Finish Upload File ⁶
	66		05/19/2011	3,500.00	0	2	0	Pending/Problems	Void Work

12. Click Finish on the Alert message that appears to confirm the batch finish. Once the batch has been finished, it is uploaded to the lender's FactorSoft application and is no longer available to be updated in ClientWeb.

Debtor Credit Availability

The Debtor Credit Availability window can show all debtors within a certain date range, sorted according to different criteria such as those with balances, over, at risk, exposure, or no buy.

The grid displays each debtor as a line-item with the Debtor Name, Credit Limit, Total Balance, Past Due Balance, Unshipped Approvals, Unused S.O.A., Available Credit, Factor Risk, and Client Risk provided.

A System Preference determines whether the Standard or At-risk formats of the Debtor Credit Availability is displayed . Set System Preference Identification/system constants, ClientWeb, Debtor availability, Use standard format to determine availability to True for the Standard format or False for the At-risk format.

40



FactorSoft™

atus Debtor lis ient Activity State	sts/aging Coller ments Help	ction/Purchase histo	ory Data entry	CADENCE Reports	Utilities		Tuesda	ay, April 19, 20
Debtor Avai	lablility						_	7 -
Debtor: Show	Results for All Debtor	s						
Colorition Int			_					
Selection: All	-		_					
As Of: 4/19/20	Items/Pa	ge: 25 💌 🕤 🗸	iew Export To	x 🔛 🔝				
		4	Drag a column head	der here to group by t	hat column			
Debtor	Credit Limit	Total Balance	Past Due Balance	Unshipped Approvals	Unused S.O.A.	Available Credit	Factor Risk	Clien Risl
A1GARA	\$15,000.00							-
AABSCO	\$150,000.00	\$41,500.00	\$41,500.00			\$110,000.00	\$41,500.00	-
Abazaba INC	\$50,000.00							-
ABC Company	\$1,000,000.00	\$2,900.00	\$2,900.00	\$100.00		\$997,000.00		\$2,900.00
ABC Warehouse	\$75,000.00	\$900.00	\$900.00					\$900.0
ACUFF BUILDERS	\$1,000,000.00					\$1,000,000.00		-
Ajs Appliances	\$1,000,000.00					\$1,000,000.00		
AMCI, LLC	\$1,000,000.00					\$1,000,000.00		-
Bad Tek, Inc.	\$120,000,000.00							
BEDFORD READY MIX	\$1,000,000.00					\$1,000,000.00		-
Big Fee Lease Company	\$1,000,000.00	\$28,700.00	\$28,700.00			\$971,300.00	\$28,700.00	-
E C JOHN CUSTOM HOMES	\$1,000,000.00					\$1,000,000.00		-
Franks Forms	\$1,000,000.00	\$1,000.00	\$1,000.00			\$999,000.00		\$1,000.0
Franks Forms	\$1,000,000.00	\$300.00	\$300.00			\$999,700.00		\$300.00
GOLDEN TRIANGLE REPAIR	\$1,000,000.00					\$1,000,000.00		-
Gradys Grommets	\$1,000,000.00	\$2,400.00	\$2,400.00			\$997,600.00	\$2,100.00	\$300.00
Grandys Gourmet	\$1,000,000.00	\$1,124.00	\$1,124.00			\$998,876.00		\$1,124.00
HAIDON CONTRACTORS	\$1,000,000.00					\$1,000,000.00		-
JEJ CONSTRUCTION	\$1,000,000.00					\$1,000,000.00		-
Kikis Sports	\$1,000,000.00	\$168.00	\$168.00			\$999,832.00		\$168.0
LEWIS POWELL	\$1,000,000.00					\$1,000,000.00		-
MARY JONE, INC.	\$1,000,000.00					\$1,000,000.00		-
new debtor	\$1,000,000.00					\$1,000,000.00		
New Wave Marine	\$10,000.00					\$10,000.00		-
PAMINO CLIFF	\$5,000.00							-
	\$143,355,000.0	\$78,992.00	\$78,992.00	\$100.00	\$0.00	\$23,133,308.00	\$72,300.00	\$6,692.00

Debtor Entry

The Debtor Entry screen allows your clients to add new debtors to the system.

BBS T	rucking - Debtor	Entry				Logged in as: I	BBS\ADMIN	Logout ? Help.
Status Help	Debtor lists/aging	Collection/Purchase histor	y Data entry	FactorSoft Reports	Utilities	Client Activity St	atements	Tuesday, April 19, 2011
							Expor	t Page To: 🗾 🛅
Deb	otor Entry							7 E
Numbe	r Name	Address Line 1 C	ity S	tate Zip		Phone	MC#	
1								Clear Line
1								Clear Line
								Clear Line
								Clear Line
								Clear Line
								Clear Line
								Clear Line
								Clear Line
								Clear Line
]	Clear Line
			That Form	Saus Entring	Process Entri			
Core	Process: DebtorEntry				Process chill		6	Return to Top

Web Import Facility

The Web Import Facility allows you to process new debtors, batches, and disbursements entered via the ClientWeb. This allows you to verify Web-entered information before accepting it into the system.

Open the Web Import Facility from the Import Functions option on the FactorSoft File menu.

🝈 Web Import Facility					
Client	Customers ?	Invoices ?	Disburse ?	In-use ?	Referenced
Amanda Test Client (AGC)	Yes	No	May 6 04:33P	Yes	8/20/2021 10:26:49 AM
CLIENT - ABL ONLY #1 (11111)	Yes	No	No	No	3/11/2021 12:09:16 PM
CLIENT - FACTORING ONLY #3 (11456/02)	Yes	No	No	No	4/30/2021 2:04:37 PM
CLIENT - FACTORING ONLY #5 (11913)	Yes	No	No	No	7/12/2021 2:17:00 PM
CLIENT - HYBRID (11539/02)	Yes	No	No	No	7/8/2021 2:43:51 PM
Laura Member (L4545)	Yes	No	No	No	7/6/2021 2:55:25 PM
RM Client (RMC)	Yes	No	No	No	8/3/2021 8:13:42 AM
RM Enterprise (RM1234)	Yes	No	No	No	7/6/2021 3:11:42 PM
RNB CLOTHING (12008)	Yes	No	No	No	3/18/2021 10:17:19 AM
TOUCH & GO INC (11385)	Yes	No	No	No	4/16/2021 10:03:35 AM
View Customers Disbursement New Batch Iurn Off In-use					<u>R</u> efresh <u>Ex</u> it <u>A</u> uto <u>H</u> elp

Each entry indicates whether new **Debtors**, **Invoices**, or **Disbursement** requests have been entered, and when the ClientWeb was last **Referenced** to enter new data. If the account is currently being used via the ClientWeb, the **In-Use** status shows the account as **Locked**. (To ensure the integrity of the data, when the account is Locked, you cannot process debtors, batches, or disbursements.)

Click the **Refresh** button to update the information in the Web Import Facility list.

Use the **Auto** button to put the Web Import Facility on Automatic Refresh. (The button text changes to Stop when selected.)

You can filter the information displayed in the Web Import Facility list using the buttons in the lower left corner of the window.

- Click the View Debtors button to view a list of new Debtors added via the ClientWeb or Web Portal.
- Click **Disbursement** to view a list of new Requested Disbursements added via the ClientWeb.
- Click New Batch to create a new Schedule of invoices added via the ClientWeb.
- Click **Turn Off In-Use** to turn off a Locked In-Use account. This feature allows you to process the information entered thus far, and locks the account in the ClientWeb Interface.

NOTE

Turn Off In-Use button does not affect the Web Portal.

View Debtors

Client's with a **Yes** in the Debtors? column of the Web Import Facility contain new debtors added from the ClientWeb or Web Portal. Select View Debtors to open the **Debtors to be updated or added for this client** screen.

- 1. Select a Debtor name and click **Process**, verify and make any necessary modifications, then click **Create**.
- 2. Once all debtors are added, click Exit.

The Debtors? column will reflect **Yes** until all debtors have been processed.

Continuing a batch

You can click **Exit** before adding all debtors in the batch.

NOTE

When re-opening the View Debtors screen to continue working a batch, users will need to re-verify the previously worked debtors from the batch. These previously worked debtors are marked with a status of "Modify Debtor".



1. Click **Process** on the debtor with the "Modify Debtor" status to make changes/no changes to the debtor.

👸 Modify Exi	sting Debtor		×
,	Existing Record		Proposed Change
Name:	Ace	≁	Ace
Attention:	Accounts payable	≁	
Address:	1515 Testing Way	≁	1515 Testing Way
		≁	
City, State, Zip:	Morning AK 36987	≁	Morning AK 36987
Country:	USA	≁	USA
Phone:	(555)555-5555	≁	(555)555-5555
		≁	
Fax:		≁	
M/C:		≁	
C			
	Make Changes No Changes		E <u>x</u> it <u>H</u> elp

Security Roles

To access the Web Import Facility screen, the following Security Role needs to be set to YES:

• Security Roles > Import Functions > Web import > Use web import facility

Debtor List

The Debtor List can be used to show all debtors within a certain date range. The debtor list can be sorted by all debtors, those with balances, or those with a no-buy status.

The list displays the Customer (Debtor) Name and Reference Number; their Address, Phone, and Fax numbers; as well as Credit Limit, Credit Expiration dates, and Invoice Balance Totals.



BS Trucking - De	btor List				Logged in as: BBS\ADMIN	Logout ? Help
itus Debtor lists/a lp	ging Collecti	on/Purchase history Data e	ntry CADENCE Reports	Utilities	Client Activity Statements	Tuesday, April 19, 20
			_	_		
Debtor: - Show Rest	its for All Debtors -		 Filter: With Unpaid Bala 	ances Only 💌		
As Of: # 4/19/2011	Items/Pag	e: 25 💌 🕑 View Expo	ert To: 🔝 📆			
		Drag a colu	mn header here to group by	that column		
Debtor	Code	City	Total Balance	View	Credit Limit	Individua Cred Limit
AABSCO	AX0001	Birmingham, AL 3520	\$41,500.00	View Detail	\$150,000.00	-
ABC Company	A1111		\$2,900.00	View Detail	\$1,000,000.00	-
ABC Warehouse	100	Birmingham, AL 3520	\$900.00	View Detail	\$75,000.00	
Big Fee Lease Company		New Orleans, LA 7011	\$28,700.00	View Detail	\$1,000,000.00	-
Franks Forms	11111		\$1,000.00	View Detail	\$1,000,000.00	
Franks Forms	105	Memphis, TN 15132	\$300.00	View Detail	\$1,000,000.00	
Gradya Grommeta	2222	Grommetville, AL 35200-1234	\$2,400.00	View Detail	\$1,000,000.00	
Grandys Gourmet	106	Jackson, MI 21544	\$1,124.00	View Detail	\$1,000,000.00	
Kikis Sports	111	Kikiville, ON 99999	\$168.00	View Detail	\$1,000,000.00	
			\$78,992.00			
					•	Return to Top

Click on an individual Debtor in the list to view the <u>Debtor Detail</u> page.

Debtor Detail

BS Trucking - Debtor	Detail	_		Logged in a	s: BBS\ADMIN 🖹 Logout. 💡 Help.
tatus Debtor lists/aging elp	Collection/Purchase history	Data entry	CADENCE Reports	Utilities Client Activity	/ Statements Tuesday, April 19, 20:
					Export Page To: 🗾 🛅
- AABSCO					2 =
Starting Date: # 4/1/2011	View Export To:	31 🛃			
	Dra	g a column hea	der here to group by t	hat column	
Item			Value		
Address:			123 AABSCO	ane Birmingham, AL 35200	United States of America
Country:			United States	of America	
Attn:					
Email:			sjohnson@bay	sidebiz.com	
Credit Limit:			\$150,000.00		
Phone:			2564525487		
Fax:			2564524582		
					Return to Top
Core Process: DebtorDetail					
Notes - AABSCO					2 🗆
Starting Date: 4/1/2011	Uiew Export To:	M 🛃			
	Dra	ig a column hea	der here to group by t	hat column	
Date	By	Promise		Text	Invoices
3/14/2012 4:23:14 PM	STEVE	WP 3/19/	2012	Will Pay this week.	WT1
					Return to Top
Core Process: DebtorDetail					



45

Debtor Search

The Debtor Search process searches all debtors in the FactorSoft database – it is not limited to debtors with which the client has a prior relationship. Note that the list can be filtered to **Show debtor with NoBuy only**.

me:	Show debtor with NoBuy only				Search		
Name	Debtor #	Address	City	State	ZipCode	NoBuy Descr	Last Purchase Date
1800RADIATOR	1800R					Contact Lender	9/12/2013
Affordable Tree Service	665439	1254 W. North Street	Chicago	IL	60642	Debtor Insolvent	10/16/2012
DAVE BRADY CONSTRUCTION	DAV123	2900 NE 56TH ST	OCALA	FL.	34479	Debtor Insolvent	8/20/2012
LA Foods	798332	P.O. Box 198	Rosemead	CA	90789	Contact Lender	4/10/2013

Debtor Summary

The Debtor Summary displays all debtors for the client or a specific debtor can be selected. There are options to filter out debtors with no current balance (Hide zero balance records) and Show No-buy only to show only debtors with a no-buy reason set. The grid can be sorted by any of the columns. In order for filter options to operate correctly the following settings must be set:

- System Preferences > Identification/system constants > CLMS|ClientWeb > Miscellaneous > No Buy List Display Rule: Show no buy list for debtors that are used by the client OR Show no buy for all debtors
- 2. The No Buy code must be set to "Show on web no buy list" at **Tables > Data Entry > Dis**pute/Ineligibility/No Buy Code

The list displays the Customer (Debtor) Name and Reference Number; Total Balance and Credit Limit, and Individual Credit Limit.

Note that the PDF export option can be generated in either legal or letter format. Set System Preference **Identification/system constants**, **CLMS|ClientWeb**, **Miscellaneous**, **Print Customer Summary on Legal Paper** to **True** to generate the PDF in legal page format. Setting this preference to **False** generates the PDF in letter page format.



Debtor Summary				?-
Filters: Debtor: A1GARA	(AG0001)	▼ ✓ Hide zero-b	alance records	
Items/Page: 25 💌 🕑	View Export To: 📑 💆			
	D	rag a column header here to group by tha	at column	
Debtor	Code	Total Balance	Total ⊽ Limit ▽	Indiv Limit
Kikis Sports	111	\$168.00	\$1,000,000.00	
Grandys Gourmet	106	\$1,124.00	\$1,000,000.00	
Gradys Grommets	2222	\$2,400.00	\$1,000,000.00	
Franks Forms	11111	\$1,000.00	\$1,000,000.00	
Franks Forms	105	\$300.00	\$1,000,000.00	
Big Fee Lease Company		\$28,700.00	\$1,000,000.00	
ABC Company	A1111	\$2,900.00	\$1,000,000.00	
AABSCO	AX0001	\$38,850.00	\$150,000.00	
ABC Warehouse	100	\$900.00		
Care Brasses DahterCurr				Return to Top
Core Process: DebtorSum	nary			

Held Invoices

Use the Held Invoices feature to display a list of (held) invoices by Invoice Number, Debtor Name, Invoice Date, Batch Number, and Amount.

atus Debtor liste	/aging Collection/Purchase	history Data entry	CADENCE Reports	Utilities	
ent Activity Statem	ents Help				Tuesday, April 19, 201
					7 3
View Expo	rt To: 🔝 🔁				
	D	rag a column header here	to group by that colum	1	
	Debtor	Invoice Date	Batch #		Amount
Invoice #					
Invoice # 352741	Big Fee Lease Comp	any 11/28/2008 12:	00:00 AM 30		\$1,000.00
Invoice # 352741 352741	Big Fee Lease Comp	any 11/28/2008 12:	00:00 AM 30 30		\$1,000.00 \$1,000.00

Invoice Dispute

A new core process has been added to ClientWeb to allow the ClientWeb user to set invoices in dispute. The Invoice Dispute core process screen allows the ClientWeb user to set invoices in dispute and is added to ClientWeb by enabling the "Invoice Dispute" process in ClientWeb Online Administration Module. This process has no configuration options – all features are available upon enabling the process.

Once enabled and added to a menu, the Invoice Dispute page displays all open invoices for the client. Invoices can be filtered by **Invoice date** range and **Invoice #** (exact match only), debtor **Name** (full or partial), and **State**. To place an invoice in dispute, the user selects the **#** column for the line item and clicks the **Dispute** button as shown below. A dialog opens, from which the user selects a **Dispute Code** and, optionally, enters descriptive **Notes** concerning the invoice dispute. Clicking **Submit** sets the no buy on the invoice.



The dispute codes that appear in the list are those that are flagged as both For no buy and Show on web no buy list in the Dispute/Ineligibility/No Buy Code Table in the Tables module.

Invoice Date	In	voice #:		Name:			State:	Submit	Clear Dispute	
Customer		Invoice #	Purchase Orde	Invoice Dat	Purchase Dat	Due Date	Invoice Amou	Balance	Dispute Status	
Big Fee Lease Company		345679		11/30/2	11/28/2008	12/28/2	10,000.00	10,000.00	InDispute	
Big Fee Lease Company		456322		11/30/2	11/28/2008	12/28/2	10,000.00	10,000.00	InDispute	L
ig Fee Lease Company		456322		11/30/2	11/28/2008	12/28/2	10,000.00	10,000.00	InDispute	
ig Fee Lease Company	Dispute Invoice						× 10.00	100.00	InDispute	Ļ
ig Fee Lease Company	Dispute Cor	te: Select a	Dispute Code				30.00	100.00	InDispute	L.
ranks Forms	Dopute on		Dispute orac		-	1	00.00	300.00		U
ranks Forms							00.00	300.00		
ranks Forms	Not	es:				Submit	30.00	300.00		
ranks Forms					*		00.00	300.00		
ranks Forms							30.00	100.00		
radys Grommets							30.00	300.00		
radys Grommets							10.00	300.00		
radys Grommets							20.00	300.00		
radys Grommets							20.00	300.00		
radys Grommets							20.00	300.00		
radys Grommets							0.00	300.00		
radys Grommets							00.00	300.00		
radvs Grommets							00.00	100.00		
radys Grommets							00.00	100.00		t
radys Grommets							10.00	100.00		t
randys Gourmet		Inv424A	c414	4/15/2008	11/28/2008	12/28/2	28.00	28.00		t
Grandys Gourmet		Inv524A	c514	4/15/2008	11/28/2008	12/28/2	28.00	28.00		ti
otal Invoices: 0								102,942.00		Ē

Note also that those invoices with a dispute set display the status code **InDispute** in the **Dispute Status** column. The user can click the status link to display details about the invoice dispute.



Invoice Dispute										?-
Invoice Date:	Thru:	V Invoice #:		Name :			State:	Submit	Clear Dispute	e
Customer		Invoice #	Purchase Orde	Invoice D	al Purchase Dat	Due Date	Invoice Amou	Balance	Dispute Status	
AABSCO		WT1		11/28/2	. 11/28/2008	12/28/2	1,500.00	1,500.00		
AABSCO		456789		11/28	ispute Details			X	InDispute	
AABSCO		4567893		11/28					InD-spute	
AABSCO		456321		11/30	terretes in discusse	InDis	pute		InDispute	
AABSCO		456321		11/30	Dispute	Code: Ver	2008 by STEVE.		InDispute	
AABSCO		345678		11/30	Dispute	Notes:	incación reciquirea		InDispute	
AABSCO		45699872		12/28					InDispute	
AABSCO		12123		12/28					InDispute	
AABSCO		6543298	45656	12/28					InDispute	
AABSCO		9873625	256741	12/28					InDispute	
AABSCO		7896352	256741	12/28					InDispute	
Abazaba INC		BB5150090		12/28						
ABC Company		jmc12a1	c111111a	7/9/2 unun			500.00	000.00	_	
ABC Company		jmc22a1	c222211a	7/9/2008	11/28/2008	12/28/2	300.00	300.00		
ABC Company		jmc33a1	c3333311a	7/9/2008	11/28/2008	12/28/2	300.00	300.00		
ABC Company		jmc12a2	c111111a	7/9/2008	11/28/2008	12/28/2	300.00	300.00		
ABC Company		jmc22a2	c222211a	7/9/2008	11/28/2008	12/28/2	300.00	300.00		

Invoice Entry

The Invoice Entry utility allows clients to enter invoices by entering the invoice number, invoice date, debtor name, and invoice amount, as well as any comments for the batch. The data entry fields are selected and named by the lender when the web is designed.

BBS	Trucking -	Invoice Entry				Logge	id in air: BBS\ADMIN	K Logou	t. 🔣 Live Chat. 👔 Help
Status	Debtor list	s/eging Collection	/Purchase history	Data entry	Utilities	Purchase Import	Client Activity State	menta	Wednesday, Ney 26, 2010
Com	ments:			5 5					2 8
Line	Invoice#	Invoice Date	Debtor#	Debtor Nam	e		Invoice Amoun	nt Problem	No describe
2	123456	12/20/2006	AX0001	AABSCO (AAD	201)		125120		Clear Line
3				AL GARAGE (AA85CD (AX	AG0001) 0001)				Clear Line
4				Abazaba INC ABC Company	(A10001)	2			Clear Line
5				ABC Warehou	ape (100)				Clear Line
6][Ais Appliance	s (109)	.7			Clear Line
7									Clear Line
8									Clear Line
9									Clear Line
10									Clear Line
		_		Tota	I Invoice A	mount: 0.00			
	re Process: Inv	roiceEntry	Clear form	Save Entries	<u> </u>	oceas Entries	Update Invoice Total	_	Return to Top

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Field	Description
Comments	Enter comments relating to the entire invoice batch, as required.
Invoice ID	Enter the invoice number for each invoice to be included in the batch.
Invoice Date	Enter the invoice date for each invoice to be included in the batch.
Debtor Name	Enter the customer/debtor name for each invoice to be included in the batch.
	This field has been enhanced to display matches in a list box beneath the field for partial debtor names entered. For instance, entering "A" in the field would display all debtors whose name begins with the letter A, "AR" would show only names beginning with the letter AR, and so on.
Invoice Amount	Enter the dollar amount of each invoice to be included in the batch.
Problem	Enter comments relating to the specific invoice.
Total Invoice Amount	Displays the total amount of invoices in the batch. This field displays "0.00" until the Update Invoice Totals button is clicked.
Load #	Enter the load number associated with the invoice. The load number must match to an open load in the Load Processor module.
Contract Number	The client contract number associated with the invoice.
Clear Line	Deletes the data entered on the corresponding line.
Clear Form	Deletes the data for the entire form.
Save Entries	Click this button to store the invoice information entered without processing the invoices.
Process Entries	Click this button to submit the invoices for processing.
Update Invoice Totals	Click this button to sum the Invoice Amount (s).



The export functions are only visible after the invoice entries have been saved by clicking the **Save Entries** button, as shown in the following illustration:

					Export	Saved Entries To:
				These invoices are marked locke	ed and in-use.	2
Com	ments:			X		
Line	Invoice#	Invoice Date	Debtor#	Debtor Name	Invoice Amount Problem	
1	9123456	12/25/2008	AX0001	AABSCO (AX0001)	1250.25	
2	9123457	12/28/2008	A/0001	Abezabe INC (Al0001)	2506.50	
3						
4						
5						
6						
7						
a						
9						
10						
10	L					

Click the **Make Changes** button on this screen to return to edit or add to the entries on the Invoice Entry screen after saving.

Invoice List

The Invoice List displays invoices within a specified date range. You may display all invoices or recourse or ineligible invoices only.

Invoice List	All invoices
	Recourse or ineligible only



Client Status Debtor lists / Aging Searches Credit Options Data entry Utilities Help Selection: All Invoices Starting Date: S1/2008 As Of: S1/2008 Items/Page: 25 S Utilities Export To: Recourse Amt Amount Reason Disp Drag a column header here to group by that column Inv No Deb Name Recourse Amt Amount Reason Disp 1000055 (View) S05 Mill 15 INC S05 Mill 15 INC	Thursday, May 01, 201
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Selection: Al Invoices Starting Date: 5/1/2008 As Of: 5/1/2008 Items/Page: 25 X View Export To: 8 10 10 Drag a column header here to group by that column Inv No Deb Name Recourse Amt Amount Reason Disp 1000055 (View) 500 MILLS INC 50 00	
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Inv No Deb Name Recourse Amt Amount Reason Disp	
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100096 (View) SOS MILLS,INC \$0.00	
1000097 (View) SOS STORES, INC \$0.00	
1000098 (View) ROS STORES, INC \$0.00	
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Powered by: Bayside Business Solutions, Inc.

Specific invoice details can be displayed by clicking on an individual invoice link.

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Invoice Search

Use the Invoice Search function to search for and display invoices.



ClientWeb User Guide ClientWeb for Detail Collaterals

BBS Trucking	- Invoice Search					Logged in as: BBS\ADMIN	X Logout ? Help
Status Debtor I Client Activity Stat	ists/aging Collectio ements Help	n/Purchase histo	ny Da	ta entry CAE	ENCE Reports	Utilities	Tuesday, April 19, 2011
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Invoice #	Debtor Name	Invoice Date	Batch #	Purchase Order	Descriptio	on Invoi Amou	ce Balance
89764301	AABSCO	11/28/20	24	123123		\$1,000	.00 \$1,000.00
89764502	Big Fee Lease Company	11/28/20	24			\$850.	.00 \$850.00
89764503	AABSCO	11/28/20	24			\$650.	.00 \$650.00
						\$2,500.	00 \$2,500.00
Core Process: 1	nvoiceSearch					la construction de la constructi	Return to Top

- 1. Use the **Invoice ID**, **Ref**, and/or **Description** fields to enter criteria (full or partial) for the search. Searches can be made using partial data; fields left blank will include all invoices in the search. It is best to enter as much information as is available in order to narrow the results.
- 2. Select the **Exact Matches Only** checkbox if the search results must match the search criteria precisely; leave this option unchecked if you wish to perform partial-match searches.
- 3. If the **Show Paid Invoices** checkbox is selected, paid—as well as unpaid—invoices are returned in the search results.
- 4. After setting search criteria, click the **View** button to perform the invoice search.

Invoice Details

You can open the details of an individual invoice by clicking the **View** link in the Invoice Search results list.

The resulting view shows a summary of the invoice details, payments applied to the invoice, as well as notes and images associated with the invoice.



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Core Process: InvoiceDetail								Return to Top
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Images - AABSCO	Image	s - AABSCO						2 3
Return to Top								Return to Top

Invoice Summary Screen

The Invoice Summary combines the functionality of the current Invoice Search and Invoice List windows.

To use the Invoice Summary screen, in the ClientWeb Online Administration Console, use Process Maintenance to add a new screen with the Process Type on Invoice Summary. Then, using the Menu Maintenance, define the Sub-process as Invoice Summary – Default and add columns for the invoice line items using Modify Fields. Finally, assign the Invoice Summary to a menu in Menu Maintenance.

An example of the Invoice Summary is reproduced below. Notice the upper screen selection criteria that will allow you to restrict invoice searches and reduce the amount of time it takes to return invoice line items to the screen. The actual heading names for the line item detail in the lower screen can be defined to your exact specifications in the ClientWeb Online Administration Console.

BBS Trucking Invoice Su	mma ry		Logged in as: BBS\ADMIN	Logout	Help.
Status Debtor lists/aging Coll Client Activity Statements Help	lection/Purchase history Data en	try CADENCE Reports	Utilities	Tuesday, April 1	19, 2011
Invoice Summary Starting Date: 10/18/2008 End	ding: 11/28/2008 Debtor: 🗚	BSCO (AX0001)		🗌 Ignore Da	? - ate Range
Search For: Invoice ID: Age by: Invoice Date Filte Items/Page: 25 Structure	PO ID: Descrip To: Unpaid Ineligible Export To: 3 2	Past Due Recours	act Matches Only se		
	Drag a column head	er here to group by that colu	imn		
Invoice #	Debtor Name	Description	11/29/2009 1	Date Amount	Balance
<u>WT1</u>	AABSCO		11/20/2000 1	AM 1500.0	1500.0
<u>456789</u>	AABSCO		11/28/2008 1	2:00 AM 100.0000	100.0000
<u>4567893</u>	AABSCO		11/28/2008 1	2:00 AM 1250.0	1250.0
<u>89764501</u>	AABSCO		11/28/2008 1	2:00 AM 1000.0	1000.0
89764503	AABSCO		11/28/2008 1	2:00 AM 650.0000	650.0000
Core Process: InvoiceSummary				Return to T	op

Field	Description
Starting Date	Select the beginning invoice date to which the invoice search is restricted.
Ending	Select the ending invoice date to which invoice search is restricted.
Debtor	Select the Customer/Debtor to which the invoice search is restricted.
Ignore Date Range	Select this option to display invoices regardless of invoice date.
Search For	Enter the invoice specific data to which to restrict the invoice search:



Field	Description
	 Invoice ID: Search for invoices by a specific invoice number (or a portion thereof depending on the setting of Exact Matches Only).
	 PO ID: Search for invoices by a specific purchase order number (or a portion thereof depending on the setting of Exact Matches Only).
	 Description: Search for invoices by a specific description (or a portion thereof depending on the setting of Exact Matches Only).
	• Exact Matches Only: Select this option to limit the search to an exact match of the entered criteria. When this option is cleared, the invoice search will return invoices that match any portion of the criteria entered. For instance, entering an Invoice ID of "75" would return results for invoice numbers "750001", "100075", "107501", etc.
Filter To	Select the invoice status to which to restrict the invoice search. Status options are Unpaid , Ineligible , Past Due , and Recourse . If no invoice status is selected, invoices are displayed regardless of status.
Items/Page	Indicates the number of invoice line items to display on the in the lower section of the screen. If more items than this number are returned in the search, page and total item counts are displayed at the bottom of the window, along with links to the additional pages.
View	Click this button to execute the search with the criteria defined in the upper fields of the screen.
Export To	Select the format to export the invoice line item results to: Excel (comma-separated file), PDF, text file, or Word documents.



Live Chat

Live Chat is an add-on option that allows your representatives to use online chat—much like popular instant-messaging clients—to communicate with clients.

It's a quick and functional way to answer questions without a phone call.

With Chat installed, your clients will see a **Live Chat** link on each page. When **Live Chat** is clicked, a chat window opens on the client's desktop and a connection is made to one of your representatives.

Vulcan Successories - Manage WebUsers	Logged in as: VULCAN\ADMIN 🔀 Logout 🐇	Live Chat 2 Help
Client Status Debtor lists / Aging Searches Cre	edit Options Data entry Utilities Help	hursday, May 01, 2008
	Customer Support Hessenger - Windows Internet Explorer	×
User List	#6. http://messenger.providesupport.com/messenger/bayside.html	2 -
Items/Page: 25 💌 🕑 View 🛛 Export To: 🚳 📆 💽	Live Support	
User Cod Name Email Comment Expires C Crea		ey Actions
	Online Support is currently not available. Please leave a message.	
	Fields marked with · are required	
	Your Name: Abigail	eturn to Top
	E-Mail: aadams@1776.com .	1
	Subject: Assistance with Disbursement Request .	Return to Top
	Message:	siness Solutions, Inc.
	×	
	Send Email	
	Powerd by PrevideSupport or	
	🕞 😜 Internet Protected Mode: Off 🛛 🔩 500% 🔹	

For more information on ClientWeb Live Chat, contact your Jack Henry™ Account Manager or Support Representative.

Logging Off ClientWeb

To log out of a ClientWeb session, just click the Logout button near the top of the page.

6	BBS Trucking - Invoice Summary	Logged in as: BBS\ADH
	Status Debtor lists/aging Collection/Purchase history Data entry CADENCE Reports Client Activity Statements Help	Utilities Tuesday, April 19, 2011
ļ	Invoice Summary	2 🗆

When the ClientWeb Login window is displayed again, simply close the browser.



Main Dashboard

The Main Dashboard feature allows you to configure views that display graphical representations of client and account specific 12 month trends.

The following Dashboard views are available to be configured on the ClientWeb:

- Collection Activity Chart
- Combined Activity Chart
- Concentration Activity Chart

Each view can be added as a subprocess to any process in ClientWeb. Typically, you would want to add a chart or charts to the Main Summary page and display that page by default so that the client would have a graphic snapshot of their 12 month trends upon accessing their web, as illustrated below:

The default page for all non-Admin users is determined by the setting of System Preference Identification/system constants, FactorSoft | CleintWeb, Default start pages, Start page URL.





Collection, Purchase, and Combined Activity Charts

The Collection, Purchase, and Combined charts display bar charts that illustrate 12 month trends in collection and/or purchase activity for the client. The information on these charts correlates to the **Purchase** and **Collections** columns displayed on the Trend Analysis Report in the Analysis Menu of the Reports module for the 12 month period ending on the current FactorSoft processing date, and this report can be used to validate the information on the charts.

Each of these charts is illustrated below. Note that you can float the mouse pointer over a bar of the chart to display a pop-up of the purchase or collection balance for that month:





Combined Purchase and Collection Activity Chart

Concentration Activity Chart

The Concentration Activity Chart displays a pie graph illustrating the debtor customers who rank top five in A/R balance for the client, plus one more "Others" category that aggregates all other customer debtors. Additionally, a small table is provided that displays current balance, concentration percentage, and purchase and collection amounts for the 12 month period ending on the current FactorSoft processing date for the selected debtor. You can select a piece of the pie chart to display the data for that debtor. Also note that floating the cursor over the piece displays the debtor name and current balance in a pop-up.



Concentration Activity Chart

The information on the Concentration Activity Chart correlates to data displayed on the Concentration Report in Analysis Menu of the Reports module for the 12 month period ending on the current FactorSoft processing date, as follows:

Chart	=	Report
Current Balance	=	Debtor Balance
Current Con- centration	=	% Client Balance
(YTD) Sales	=	Period Sales
(YTD) Payments	=	Period Payments

Main Summary

The Main Summary displays a client's Current Balances and Contacts.



Manage ClientWeb Users

The Manage Web Users utility allows an administrator to manage their own Web users. Users may be set up with specific access rights to Add/Modify Users, View Users, Enter Data, or Request Disbursements.

An expiration date may be set for a user, after which that account will be locked. For example, if you have a temporary data entry employee for a three-month job, you may set that user's access to expire in three months.



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Userl	ist													7 -
Items/P	age: 25	Email	/iew E	xport To:	🔄 🔁 Created	Created	Add Use	View Use	Enter D	Reg. Dis	Sales At	Actions	Manage	Passwo
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BBSUS					8/26/2	ADMIN			V			Edit New Delete	Edit	Rese
												Delete	Patura to T	

Adding a New ClientWeb User

To add a new Web User, click the **New** link in the **Actions** column (it doesn't matter in which user line-item you click the **New** link).

A new data entry line-item appears in the user grid:

User	List													? -
Items/	Page: 25	- 51	/iew_E	xport To:	1									
User Co	Name	Email	Commer	Expires	Created	Created	Add Use	View Use	Enter Da	Req. Dis	Sales Au	Actions	Manage	Passwor
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BBSUS					8/26/2	ADMIN			¥			Edit New Delete	Edit	Reset
												0	Return to 1	op and

Core Process: WebUsers

YR.

Enter a User Code, Name, and Email address.

If required, you can add **Comments** and an **Expiration** date for the user.

Select the actions the user should be able to take when working in the ClientWeb (Add Users, View Users, Enter Data, Request Disbursements).

For the user to have rights to Collection Note Entry, Credit Request Entry, Debtor Entry, Debtor Summary, Invoice Entry, Manage Web Users, Purchase Import, or Request Disbursement pages, the Enter Data option must be selected for the user.

Click the Save button in the Actions column to add the new user to your system.



Master Client List

When a Master Client login is used to access the ClientWeb, the first window typically displayed is the Master Client List.

The Master Client List default settings include the **Client ID** and **Name** of each client associated with this master, along with the **A/R Balances**, **Purchases**, and **Available Reserves** for each.

Clients				2 3
Export To: 🛐 📆	i 🗈 🗃			
	Drag a col	umn header here to group by that colum	in	
Client ID	Client Name	A/R Balances	Purchases	Available Reserves
CAPS	Caps & Tees	\$23,525.28	\$6,115.01	\$28,506.20
SONI01	Super Sonic Tech	\$3,000,777.15	\$1,186,849.60	(\$1,405,267.58
		\$3,024,302.43	\$1,192,964.61	(\$1,433,773.78)
				Return to Top

Additionally, A/R Balances, Purchases, and Available Reserves totals for the Master Client are shown.

Member List

The Member List is another view (in addition to the Master Client List) of clients associated with a Master group. The Member List is only available to Master clients.

Clients cannot view the Member List or the Master Client List of which they are a member.

The Member List default settings include the **Client ID** and **Client Name**of each client associated with this master.

MAST	ER CLIENT - Mei	mber List		Logged in as	MASTERCLIENT\ADMIN	Logout ? Help
Status	Debtor lists/aging	Collection/Purchase history	Data entry	CADENCE Reports	Utilities	Tuesday, April 19, 2011
Client Ad	tivity Statements	telp				
Clie	nts					2 -
View	Composite Export	t To: 🛐 🔂				
Client	#			Client Name		
WALWA	ART			Next Celebration World	1	
MONEY	<u>(</u>			The Money Company		
					L.	Return to Top
Core	Process: MasterClient					

Purchase Import

Purchase Import allows you to import invoice data and images into your FactorSoft via the ClientWeb.

Select **Invoices** from the **Import** list and enter the path to (or Browse to) the location of the import file. Click the **Import** button.

Import			2-
Invoi Sele	ces Images ct an Invoice File: Browse	Import Invoice	
Core Process: PurchaseImport	Invoices Images Select an Image File: Bet Note: Only Images & PDF files can be uploaded Maximum file size allowed: 50 NB	Batch: 20 Import Image as Images.	Return to Top
Export To:			
	Drag a column header her	e to group by that column	
Batch #	State	# of Invoices	Date Created
20	Pending	3	2/24/2010 3:33:48 PM
41	Pending	0	9/15/2010 10:00:31 AM
43	Pending	0	10/14/2010 11:14:40 AM
36	Pending	1	4/27/2010 11:12:40 AM
40	Pending	0	7/7/2010 4:10:58 PM
48	Pending	1	3/31/2011 1:50:13 PM
51	Pending	0	3/13/2012 3:43:59 PM

You can also select Images to import for an invoice batch. From the Image tab, images can be imported from TIF, JPG, or PDF files:



- 1. In Import, select Images.
- 2. Select **Browse** and in the Choose File to Upload screen, navigate to the drive/folder location where the image file is located, select the desired file, and click **Open**.
- 3. In **Batch**, select the batch number to which you want to attach the image.
- 4. Click Import Image.

Import	
Inovi Selec Carr Note: Maxi	ices Images ect an Image File: ample invoice pdf Browse. 20 Images c: Only Images & PDF files can be uploaded as Images. imum file size allowed: 50 MB
Core Process: PurchaseImport	Return to Top

The file is scanned for accuracy and the purchases are imported into the FactorSoft Manage Pending Purchases function. When successful, you are notified. If the import is unsuccessful, you are notified as to the reason.

🐞 Manage Pending Purchases (F8)						<u>_ </u>
Client »	Batch #	Date	Amount	Status	-	Print Li	st
Atlantic Accessories	106	3/18/2008	1000.00	Ready to purchase			
Lucky Pacific Group	423	2/27/2008	115624.00	Ready to purchase		Print Batch	I AI
		,			•	Preview	▼ n Rework
Rework Purchase	I	Befresh Audit	A/E:			Clear	<u>H</u> elp
Maintenance Purchase All	1	ign-off Client	Group:	batches for \$1,545,0	53.76	Clear	Eyit

Purchase Summary

The Purchase Summary shows a list of purchased and pending invoice batches.

Click the **View** button to the right of an Invoice Batch ID to view the individual invoices in that batch.



Invoice	<i>Delivery</i> - Purcha	se Report										Logged in as: INVDELIVERY\ADMIN 🗶 Logout
Summary	Asset Based Lending	Credit Request	Reports	Data Submiss	ion Sales Author	ization	Collaterals	Utilities	URL			Monday, Nove
Sta	rting Date: 11/16/2020	Ending: 🔢 11/1	16/2020 R	Show Ite	ms/Page: 25 🗸	5 View	Export	Го:🛐 🛃				
									Drag a co	column header here to group by that column		
Sch #	edule			Post	Status					A/R Amount	t Check Amount	Check #
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Co	e Process: Transaction											2
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									Drag a co	column header here to group by that column		
Sch	edule #									# of Invoices		
										No data to display		
												Return to To
Co	e Process: Transaction											

From the Invoices list, you can drill down to see an individual invoice detail.

Purchase List							
Starting Date: 12/13/200	7 As Of: 12/13/2007	Show Reserv	e Items/Page:	25 • 5 View.	Export To:	1 🖬 🗊 🔝	
		Drag a co	umn header here	to group by that colur	nn		
Invoice Batch ID	Post Date	Status		A/R A	mount	Advance Amount	Check ID
		×					
187 (View)	12/13/2007	Processed		\$1,186	,749.60	\$0.00	Z207885
188 (View)	12/13/2007	Pending			\$100.00	\$0.00	
189 (View)	12/13/2007	Processed			\$100.00	\$0.00	Z207886
190 (View)	12/13/2007	Pending			\$100.00	\$0.00	
191 (View)	12/13/2007	Pending			\$0.00	\$0.00	
192 (View)	12/13/2007	Pending			\$0.00	\$0.00	
193 (View)	12/13/2007	In-Use			\$0.00	\$0.00	
194 (View)	12/13/2007	In-Use			\$0.00	\$0.00	
195 (View)	12/13/2007	Scanned			\$0.00	\$0.00	
10746 (View)	12/13/2007	Processed			\$0.00	\$980,000.00	Pending
er Sonic Tech Amoice f	Detail			100000 m at 10000011	NDHIN XELOO	out W Live Chat W Help	
					induce of the	Thursday, Desember 12, 30	
	Pr	eg i courre header he Hem Invoice ID: Customers Invoice Date: Amount:	Value 2212 Bah HARDWARE 11/20/2007 518.01				
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Return to Top
FactorSoft Report Queue

The FactorSoft application reports available to the ClientWeb user for on-demand printing are presented on the Reports Queue screen. This screen also displays any previously generated reports that can be printed or saved to the users computer.

Available Reports							
	Report Name	From Date	Thru Date				
/iew Report	Payment History Report	4/24/2013	4/24/2013				
No Data found	Collection Summary	4/26/2013	4/26/2013				
/iew Report	Daily Client Purchase Excel						
/iew Report	Purchase Summary						
Request Repo	Report Name		Last Submitte	-d			
Submit Request	Purchase Summary		4/16/2013 3:00 PM				
Submit Request	Daily Client Purchase Excel		4/26/2013 2:34	PM			
Submit Request	Payment History Report		4/29/2013 9:16	АМ			

Field	Description
Available Reports	This queue displays the reports that have been generated from the Request Reports list, or pushed from the lender to your ClientWeb report queue. Each report lists the following data:



Field	Description
	• View Report: click this link to open the report output. This output may be a PDF, Excel, TIFF or Word file, depending on the output type specified by the lender (note also that messages that describe the status of the print job in the FactorSoft Engine display separate messages for pending, executing, completed, and failed jobs. When no data is available for an on- demand report, this column displays "No Data Found").
	 Report Name: the name of the on-demand or pushed report. Click the heading to sort the reports by name in alphabetical order (A – Z). You can click the heading a second time to sort in reverse alphabetical order (Z – A). Note that an arrow appears indicating the direction of the sort.
	• From/Thru Date: for reports that were produced for a date range, these fields display the beginning and end- ing dates of the range; if the report is not limited by a specific date range, these fields are blank. The Thru Date must be after the From Date to be valid.
	• Delete Selected : select a given report by clicking the selection box for that report, or select all reports by click-ing the selection block in the heading line, and click this button to delete the report from the Available Reports list.
Request Reports	This list displays the on-demand reports available to be pro- duced from ClientWeb.



Field	Description
	 Submit Request: click this link to submit the report – when the report has been generated, it is displayed in the Available Reports queue.
	 Report Name: the name of the on-demand report. Click the heading to sort the reports by name in alphabetical order (A – Z). You can click the heading a second time to sort in reverse alphabetical order (Z – A). Note that an arrow appears indicating the direction of the sort.
	• Last Submitted: displays the date and time that the report was last requested.

Request Disbursement

The Request Disbursement feature allows clients to submit requests for disbursement from their cash reserves.

Request Disbursement	2 🗆
*** Req	est has been submitted for processing on Tuesday, April 19, 2011 at 12:00 AM. ***
Amount Requested:	(Amount Requested is required.)
By:	(By is required.)
Instructions:	(Instructions is required.)
	Clear Form Submit
Core Process: RequestDisbursement	Return to Top

After the client Submits their disbursement request via the ClientWeb, the request is worked in FactorSoft.

Reserve Activity

The Reserve Activity report displays reserve activity within a specified date range.

Note that by default, payments to hold accounts are excluded from the Reserve Activity page. Payments to hold accounts can be included on this page by setting the FactorSoft System Preference **Reports**, **Client reserve reports**, **Show payments to hold account on web** to **True**.



\mathbf{BS}	Trucking -	Reserve Activ	ity				L	ogged in as:	BBS\ADMIN	Logo	ut. 🕜 Help.
tatu lien	s Debtor list t Activity Statem	s/aging Collection ients Help	on/Purchase	history [Data entry C	ADENCE Reports	Utilitie	:5		Tuesday	r, April 19, 2011
54 51	alection: All arting Date:		0f: <u> </u> 4/19/2 etails: <u> </u>	11 Iter Expand all	ms/Page: 25						? -
	Date		Туре			Description			Reference		
Ð	11/28/2008		Adj			Adjustment Batch	#6		Z000196		
	Invoice #	Debtor	Buy Date	Open	Activity Type	App	A/R	Applie to Advane	ed Ap ce t	o Fee	Amount
	2141A1	AABSCO	1/1/2008	332	7	1	\$0.00	\$800.	00	\$7.41	(\$807.41)
	19448	BEDFORD REA	11/28/20	0	6	\$	50.00	\$52.	00	\$0.00	(\$52.00)
	123456	Big Fee Lease	11/28/20	0	6	4	\$0.00	\$0.	00	\$0.00	\$0.00
	12/20/2000		A di			Adjustment Rateh	416		2000200		
8	12/28/2008		Adj			Adjustment Batch	#17		2000200		
8	12/28/2008		Adj			Adjustment Batch#17			2000202		
60	4/10/2011		Rey			Adjustment Batch#18			600		
Æ		3/2011 Rsv			Reserve Release			Pending			
Ð	4/19/2011		Fund			Funding#53			Pending		

The default date type can be customized to display reserve activity for Month to Date, Yesterday to Today, or Today Only. System Preference **Web interface**, **Reserve Activity** in FactorSoft controls this feature.

Reserve Release

The Reserve Release Summary shows releases during a specific date range.

Reserve Release				7 -						
Starting Date: 4/19/2011 As Of: 4/19/2011										
Items/Page: 25 💌 🕑 View Export To: 📓 🛅										
	D	Yag a column header here to group by I	that column							
Batch #	Post Date	Amount Released	Expenses	Check Amount						
27	4/19/2011	\$50.00		\$50.00						
Core Process: ReserveRelease				Return to Top						

Sales Authorizations

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

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

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



- 1. Enter either the **Customer Name** and/or number (Acct #) in the appropriate fields.
- 2. Click Search.

Matching customers are displayed in the upper grid of the screen, as shown in the following illustration:

Customer Name:	Sales Au	thoriza	ation				
		Account #:	2222 2	Searc	Clear		
	Drag	a column head	ler here to group b	r that column		100000023	
ustomer Name		Address		No. Constanting of the second s		Balance	Past Du
	Drag Time	a column head	• Ier here to group be	that column Amount	Result		
Request For	0.04/0	8/11 - 11:40	BAD474781	\$5,500.00	Pending	in the second second	
Bad Tek, Inc. (BADTEK	V				The second		

3. In the grid, click the link under **Customer Name** for the customer for whom to submit the authorization request.

The Sales Limit & Authorization dialog appears, as shown below:



		Sales Au	Ithorization			
-	Customer Name:	[]	Account #: 2222	Search Clear		
	111111111111111	Drag	a column header here to pr	oup by that column		
C	istomer Name		Address		Balance	Past Due
G	advs Grommets (2222)	Sales Limit & Authorization Request		x vile, AL 35200-1234	\$2,400.00	\$2,400.00
		Name: Gradys Grommet Address: 123 Grady Lane; 35200-1234 Sales Limit: Authorization Rec	s (2222) Suite G; Grommetville, AL quired			
		4 Invoice #:		—		
		Close Subr		an operation to an	STATE DECEMBER AND ADDRESS OF ADDRESS	

- 4. Enter the sales authorization details:
 - **Invoice #** = Enter the invoice number.
 - **Amount** = Enter the invoice amount.
- 5. Click Submit.

The request is recorded in the lower grid as pending, as shown below.

	Sales Authoriz	ation				
Customer Name:	Account #:	2222	Search	Clear		
	Drag a column hea	ider here to group by	that column			
Customer Name	Address				Balance	Past Due
2 Request For	Drag a column hea	der here to group by	that column	Result		
Request For Bad Tek, Inc. (BADTEK)	Drag a column hea Time 04/08/11 - 11:40	ider here to group by Invoice # BAD474781	that column Amount \$5,500.00	Result		
Request For Bad Tek, Inc. (BADTEK) AABSCO ()	Drag a column hea Time 04/08/11 - 11:40 04/08/11 - 11:17	v Ider here to group by Invoice # BAD474781 AAB123159	that column Amount \$5,500.00 \$18,000.00	Result Pending approved (A	2000002)	

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

v4.7

Client Nar	me:				e: Client #:			Show Current Activity					
Customer	No:			Invoice #:			App	roval Code	•) 🐼 💽		
otal Authori	zation Requ	ests found	10										
Auth # 🛧	Client	Client No	Customer	Customer No	Invoice	Amount	Status	Time	Submitted By	Approved By	Approved On	Approval Code	Assig
	1 885 Tr	BBS	AABSCO	Internet Sectors (1999)	AAB123159	18,000.00	Approved	3h 46m		STEVE	4/8/2011	A0000002	STEV
		STEMANS2	DOTETWOOD	E40000	0000000	0.000.00	Dender	-					
	2 FIRE F	DELEMENTS	DRIFTWOOD	242233	UK100231	8,000.00	Penang	5h					STEV
1	2 Flat F 3 Fee St	FEESTMT	Bar G Tex	343233	BARG22496	2,500.00	Pending	5h 4h 49m					CRED
	2 Fiel F 3 Fee St 4 Next	FEESTMT	Bar G Tex New Way	543233	BARG22496 NEWW33214	2,500.00	Pending Pending Pending	5h 4h 49m 4h 46m					CRED
	2 Fiel F 3 Fee St 4 Next 5 Recycl	FEESTMT WALMART FCC01	Bar G Tex New Way BUTLERS	343233	BARG22496 NEWW33214 BUT002567	2,500.00 2,000.00 15,000.00	Pending Pending Pending Pending	5h 4h 49m 4h 46m 4h 43m					CRED CRED CRED CRED
	2 Fild F 3 Fee St 4 Next 5 Recycl 6 Fee Es	FEESTMT WALMART FCC01 19	Bar G Tex New Wav BUTLERS A1 GARAGE	AIGARA	BARG22496 NEWW33214 BUT002567 A1554668	2,500.00 2,000.00 15,000.00 36,000.00	Pending Pending Pending Pending Pending	5h 4h 49m 4h 46m 4h 43m 4h 41m					CRED CRED CRED CRED CRED
	2 Fist F 3 Fee St 4 Next 5 Recycl 6 Fee Es 7 BBS Tr	FEESTMT WALMART FCC01 19 BBS	Bar G Tex New Way BUTLERS A1 GARAGE Bad Tek, I	A1GARA BADTEK	BARG22496 NEWW33214 BUT002567 A1554668 BAD474781	2,500.00 2,000.00 15,000.00 36,000.00 5,500.00	Pending Pending Pending Pending Pending Pending	5h 4h 49m 4h 46m 4h 43m 4h 43m 4h 41m 4h 40m					CRED CRED CRED CRED CRED CRED
	2 Flat F 3 Fee St 4 Next 5 Recycl 6 Fee Es 7 B85 Tr 8 Flat F	FEESTMT WALMART FCC01 19 BBS SIEMANS2	Bar G Tex New Wav BUTLERS A1 GARAGE Bad Tek, I Bad Tek, I	A1GARA BADTEK BADTEK	BARG22496 NEWW33214 BUT002567 A1554668 BAD474781 BAD665645	2,500.00 2,000.00 15,000.00 36,000.00 5,500.00 6,500.00	Pending Pending Pending Pending Pending Pending Pending	5h 4h 49m 4h 46m 4h 43m 4h 43m 4h 41m 4h 40m 4h 38m					CRED CRED CRED CRED CRED CRED CRED
	2 Hat F 3 Fee St 4 Next 5 Recycl 6 Fee Es 7 B85 Tr 8 Flat F 9 Maste	FEESTMT WALMART FCC01 19 BBS SIEMANS2 MONEYC	Bar G Tex New Wav BUTLERS A1 GARAGE Bad Tek, I Bad Tek, I LaFleur Pu	Algara BADTEK BADTEK	BARG22496 NEWW33214 BUT002567 A1554668 BAD474781 BAD665645 LAF0002345	5,000.00 2,500.00 15,000.00 36,000.00 5,500.00 6,500.00 3,000.00	Pending Pending Pending Pending Pending Pending Approved	5h 4h 49m 4h 46m 4h 43m 4h 41m 4h 40m 4h 30m		STEVE	4/8/2011	A0000001	CRED CRED CRED CRED CRED CRED

Zip Check Images

To zip check images, select a **Starting** and **Ending Date** and click **View**. When the images are displayed, click **Zip Files**.

Starting Date: #4/19/2011	Ending: #4/19/2011	Items/Page:	25 View Zip Files	Export To: 🖹 🕇	i
	Dra	ag a column header	here to group by that column		
Image Key	Page	Post Date	Batch No	Check Amt	Check ID
5374	1	4/19/2011	25		
5375	1	4/19/2011	25		
					Return to Top

After clicking Zip Files, the standard **Windows Save As** dialog is displayed allowing users to browse to the desired location to save the zip files.

ClientWeb for Bulk Collaterals

This section of the User Reference documents the ClientWeb pages for bulk collateral lending.

Summaries

The Bulk Collateral Summary pages include the Facility Summary and the Facility Ledger page.

Facility Summary

The Facility Summary displays a detailed overview of a client's facilities and the collateral supporting them. For each **Client**, the Facility Summary displays each **Facility** associated with the client, and the **Col-lateral** supporting each facility.

Facility Summary									? =
Client	Facility	Collateral	Gross Collat	Ineligible	Elig Collat	Net Collat	Advanceable	Balance	Availability
Eastern Industries, Inc.	Client Totals:		1,756,412.71	0.00	1,564,790.17	941,013.89	706,924.72	698,260.20	8,664.52
ė-	Eastern Industries, Inc.		1,756,412.71	191,622.54	1,564,790.17	941,013.89	706,924.72	698,260.20	8,664.52
		Account Receivable	921,412.71	182,059.33	739,353.38	584,089.17	350,000.00	0.00	0.00
		Inventory	350,000.00	9,563.21	340,436.79	114,424.72	114,424.72	0.00	0.00
		Tools & Supplies	485,000.00	0.00	485,000.00	242,500.00	242,500.00	0.00	0.00
ore Process: FacilitySummary								Return	n to Top

Additionally, the Facility Summary displays:

Column	Description
Limits	For each collateral supporting a facility, this column displays the availability limit the collateral can provide.
	For each facility, this column displays the loan limit.
	For each client, this column displays the client limit.
	Each of these limits is defined by your organization.
Advance rate	The rate at which the reported cost value of the collateral is to be discounted.
Gross collateral	For each collateral supporting a facility, this column displays the total book value of the asset as reported by the client.
	For each facility, this column displays the sum total of the gross collateral supporting the facility.
	For each client, this column displays the sum total of the gross collateral supporting each facility related to the client.



Column	Description
Ineligible collateral	Displays receivables or inventory that does not meet the cri- teria specified in the loan agreement. Ineligible collateral remains part of the lender's collateral pool; however, it does not qualify for inclusion in the borrowing base.
Eligible collaterals	For each collateral supporting a facility, this column displays the gross collateral value, less ineligibles.
	For each facility, this column displays the sum total of the eli- gible collateral supporting the facility.
	For each client, this column displays the sum total of the eli- gible collateral supporting each facility related to the client.
Net collateral	For each collateral supporting a facility, this column displays the eligible collateral value multiplied by the availability (advance) rate-percentage limiting the eligible collateral's overall total availability.
	For each facility, this column displays the sum total of the net collateral supporting the facility.
	For each client, this column displays the sum total of the net collateral supporting each facility related to the client.
Available	For each collateral supporting a facility, this column displays the available collateral, which is the lower of net collateral or the available limit. This amount will always be either the avail- able limit or net collateral, whichever is the lesser.
	For each facility, this column displays the sum total of the available collateral supporting the facility.
	For each client, this column displays the sum total of the avail- able collateral supporting each facility related to the client.
Balance	For each facility, this column displays the loan balance of the facility.
	For each client, this column displays the sum total the loan balances of each facility related to the client.
Excess/Deficit	For each facility, this column displays the excess-cash that can be distributed-or deficit-amount that needs to be made



Column	Description
	up.
	For each client, this column displays the sum total of excess or deficit for each facility related to the client.

Facility Ledger

The Facility Ledger lists all transactions for a selected facility within a specified date range, including new Accrual Postings, Adjustments, Claimed Cash Postings, Disbursements, Payments, and Transfers.

Facility Ledger						
For Facil	ity: Eastern Industries, Inc. 💌 Starting I	Date: #5/1/2011 Ending: #5/25/2	011 Items/Page: 25 • 5 V	iew. Export To: 🛐 📷		
Date	Trans Descr	Beginning Bal	Amt	Ending Bal		
5/5/2011	Client	532,824.27	(1,000,000.00)	(467,175.73)		
5/16/2011	Service Sales Fees	2,532,824.27	50.00	2,532,874.27		
5/17/2011	Client	2,532,874.27	(2,000,000.00)	532,874.27		
5/24/2011	Accrual Posting	532,874.27	9,319.93	542,194.20		
5/25/2011	Service Sales Fees	542,194.20	22,500.00	564,694.20		
5/25/2011	testing with 10 bucks	564,694.20	10.00	564,704.20		
5/25/2011	bc123	564,704.20	125,000.00	689,704.20		
5/25/2011	fund	689,704.20	125,000.00	814,704.20		
5/25/2011	Lockbox	814,704.20	(115,000.00)	699,704.20		
5/25/2011	Client	699,704.20	(1.00)	699,703.20		
5/25/2011	Other Fee	699,703.20	3.00	699,706.20		
5/25/2011	Unclaimed Cash Posting	699,706.20	(1.00)	699,705.20		
5/25/2011	Service Sales Fees	699,710.20	50.00	699,760.20		
5/25/2011	Client	699,760.20	(1,500.00)	698,260.20		
				Return to Top		
Core Proc	cess: FacilityLedger					

Column	Description
For Facility	Select the facility for which to display transaction ledger items.
Starting Date/ Ending	Enter the beginning and ending dates of the date range for which to display transaction ledger items for the facility.
Items/Page	Select the maximum number of items to display in the grid before breaking to another page. If the number of line-items exceeds this number, links are provided at the bottom of the grid to access additional pages.
Grid	Each line-item displays the following data for the transaction:



Column	Description
	• Date: the transaction posting date.
	Trans Descr: the user-defined transaction description
	• Trans Type:
	 Beginning Bal: the facility balance before the trans- action
	 Amt: the transaction dollar amount - transaction amounts in parentheses decrease the balance, trans- action amounts not in parentheses increase the loan balance.
	• Ending Bal: the facility balance after the transaction

Facility Data Entry

Facility Activity

The Facility Activity page replaces the Facility Disbursement page. The Facility Activity page combines the display of collateral activity and availability with the capability to submit collateral postings and to request advances.

Availability Summary

The page is laid out with a facility collateral summary displayed on the left-hand side of the page. This section displays the current facility position along with all pending submission not yet approved, either posted in FactorSoft or activity saved and submitted in ClientWeb but not yet approved. The title for the summary displays "Current" when there are no pending postings, and "Pending" (along with a message and **Refresh** button at the bottom on the section) when pending postings are outstanding on collaterals.



Current			Collate	eral Availability	
Gross Collateral:	3,900,177.86		Collateral Description	Current Available	Pending Available
Less Ineligibles:	407,211.99	Nie w	Account Receivable	400,000.00	0.00
Less Cash Reserves:	65,550.00	New	Inventory	250,000.00	0.00
Less Set Asides:	750.00		Tools & Supplies	212,500.00	0.00
Eligible Collateral:	3,427,415.87				
Net Collateral:	2,290,926.55		New A	dvance Request	
Less Set Asides:	0.00				
Available Collateral:	860,307.72				
Less Reserves:	0.00				
Less Fee Reserves:	2,192.28				
Less Loan Balance:	364,979.37				
Excess/Deficit:	129.478.69				

Collateral Availability

On the right-hand side of the page, Collateral Availability lists each collateral supporting the facility along with the Current Availability and (for collaterals on which there is a pending posting) the Pending Avail-ability. For Bulk A/R, Summary A/R (aka Medical Receivables), Inventory, and Bulk Inventory collateral types, the user can submit posting transactions from the Facility Activity page. Clicking the **New** button opens the applicable posting form. Once posted, the button will display as **Pending**, and **Rework** will indicate that a pending submission has been returned for additional work. If the collateral is inactive, this is indicated in place of the action button.

A System Preference has been provided to allow or disallow collateral submissions from the Facility Activity page of ClientWeb. Set System Preference **Identification/system constants**, **CADENCE|ClientWeb**, **Booleans**, **Do Not Allow Collateral Submissions From Facility Disbursement**to **True** to enable the **New** buttons for collaterals in the Collateral Availability section so that collateral submissions can be posted. Set this System Preference to **False** to disallow the New buttons, thus disallowing collateral submissions from the Facility Activity page.

If a change is made to this System Preference, you must refresh the ClientWeb System Preferences to activate the change in the web. In the Client Web AppAdministration module, select the System Preferences menu item and click **Refresh System Preferences**.



Current			Col	lateral Availability	
Gross Collateral:	3,900,177.86		Collateral Description	Current Available	Pending Available
Less Ineligibles:	407,211.99	New	Account Receivable	400,000.00	0.00
Less Cash Reserves:	65,550.00	New	Inventory	250,000.00	0.00
Less Set Asides:	750.00		Tools & Supplies	212,500.00	0.00
Eligible Collateral:	3,427,415.87	L			
Net Collateral:	2,290,926.55		Ne	w Advance Request	
Less Set Asides:	0.00				
Available Collateral:	860,307.72				
Less Reserves:	0.00				
Less Fee Reserves:	2,192.28				
Less Loan Balance:	364,979.37				
Excess/Deficit:	129,478,69				

New Advance Request

For facilities that are eligible to request advances, a **New Advance Request** button is displayed below the Collateral Availability list. Clicking this button opens the Advance Request panel, which allows the user to submit a request for an advance and, using the Supporting Documents panel, attach supporting collateral documents.



Current		Advance Request Supporting Documents		
Gross Collateral:	3,900,177.86			
Less Ineligibles:	407,211.99	*** - All fields be	low are required - ***	
Less Cash Reserves:	65,550.00	Funding Instructions:		
Less Set Asides:	750.00	Custom Lender, be displayed be	Client, or Facility funding instru re.	ctions can
Eligible Collateral:	3,427,415.87			
Net Collateral:	2,290,926.55			
Less Set Asides:	0.00	Payee: Eastern Industrie	es, Inc.	
Available Collateral:	860,216.38	Amount:		
Less Reserves:	0.00	currency symbols	(Do not include	
Less Fee Reserves:	2,283.62	Account: Lo La La La	,	
Less Loan Balance:	364,979.37	General Checkin		
Excess/Deficit:	129,478.69	Funding Description:	*	
		Subr	it Request Close	I
		Collate	eral Availability	
		Collateral Description	Current Available	Pending Available
		New Account Receivable	400,000.00	0.0
		New Inventory	250,000.00	0.0
		Tools & Supplies	212,500.00	0.0

Core Process: FecilityDisbursement

Field	Description
Funding Instructions	Displays funding instructions defined at the lender, client, or facility levels. The instruction text can be defined at the lender level, and can be over- ridden at either the client or facility level.
Payee	Displays the selected Account's Payable to name as listed on the Client Information > Bank Relationship > select Account > click view > Payable to field.
	A system preference is used to determine the Payee field on this screen:
	System Preference > Identification/system constants > CLMS Cli- entWeb > Booleens > Web Core Process Facility Disbursement Payee – use bank information
	If False : Payee = Client Name / Facility Name
	If True : Payee = Bank Relationship Account's "Payable To" field. (If the Pay- able to field is blank , then Client name only will be shown.)

Field	Description
Amount	Enter the advance amount.
Account	Select the account to which to pay the advance.
Funding Description	Enter notes specific to the advance in this field.
Submit Request	Click this button to submit the advance request.
Close	Click this button to close the Advance Request panel.

Supporting Documents

This panel is used to select and upload supporting documents for the advance request to FactorSoft.

c				
Gross Collateral:	3,900,177.86	Advance Request Supporting Do	cuments	
Less Ineligibles:	407,211.99	Supporting Documents		
Less Cash Reserves:	65,550.00			*
Less Set Asides:	750.00			
Eligible Collateral:	3,427,415.87			
Net Collateral:	2,290,926.55			
Less Set Asides:	0.00			
Available Collateral:	860,216.38	-		*
Less Reserves:	0.00			
Less Fee Reserves:	2,283.62	Description:		
		•		
Less Loan Balance:	364,979.37	Upload File		
Excess/Deficit:	364,979.37 129,478.69	Upload File		
Ess Loan Balance:	364,979.37 129,478.69	Upload File	Collateral Availability	
Ess Loan Balance:	364,979.37 129,478.69	Upload File	Collateral Availability	Pending Available
Ess Loan Balance:	364,979.37 129,478.69	Collateral Description	Collateral Availability Current Available 400.000.00	Pending Available
Ess Loan Balance: Excess/Deficit:	364,979.37 129,478.69	Collateral Description New Account Receivable Inventory	Collateral Availability Current Available 400,000.00 250,000.00	Pending Available

ore Process: FacilityDisbursem

- 1. Enter a **Description**, if required.
- 2. Click the **Upload File** button to display.

A file browser dialog is opened.

3. Navigate to the file to be uploaded and either double-click the file, or select the file and then click the **Open** button in the dialog.

The document name is then displayed in the Supporting Documents box.

Collateral Data Entry

The Collateral screens contain information regarding the collateral supporting a facility and allow certificate and ineligible postings. ClientWeb currently supports three common types of collateral used in Asset Based Lending: Accounts Receivable, Inventory, and Medical Receivables.

Accounts Receivable Collateral Information

The Accounts Receivable data entry page allows you to view the Accounts Receivable collateral information and create certificate and ineligible postings for the A/R collaterals.

Collateral Description: Type: Latest Declaration: Inactive: Current Avail Limit:	Account Receivable Bulk A/R 5/25/2011 False US Dollar 350,000.00	ability Eligible Collateral: 739,353.38 Net Collateral: 584,089.17 Available Collateral: 350,000.00	Bulk A/R Ineligible: Reserve: Unapplied Cash:	182,059.33 0.00 9.00
elect a Data Grid: Certific	ate Posting 💌			Add Postings
Post Date	Beginning Collateral	Current Collateral	Eligible Collateral	Options
5/25/2011	786,413.71	911,413.71	729,354.38	View Posting
5/25/2011	911,413.71	911,412.71	729,353.38	View Posting
5/25/2011	911,412.71	921,412.71	739,353.38	View Posting
5/24/2011	787,413.71	786,413.71	604,354.38	View Posting
5/16/2011	777,413.71	787,413.71	605,354.38	View Posting
3/3/2011	777,703.71	777,403.71	595,344.38	View Posting
2/1/2011	771,953.71	777,703.71	595,644.38	View Posting
12/1/2010	821,953.71	771,953.71	589,894.38	View Posting
10/4/2010	721,953.71	821,953.71	639,894.38	View Posting
9/30/2010	726,953.71	721,953.71	539,894.38	View Posting
f 4 (38 items) (1) 2	3 4 🔊			

Item	Description
Select a Collateral	Select the collateral for which to display collateral information and posting items.
Collateral	Displays general information identifying and describing the collateral:



Item	Description
	• Description: the unique identity of the collateral
	• Type: the collateral type
	 Latest Declaration: the date of the most recent repor- ted collateral valuation
	 Inactive: True for inactive collateral, False for active col- lateral
	Currency: displays the currency type used to report the collateral's value
	 Current Avail Limit: displays the collateral limit set for the collateral
Availability	Displays the following availability data for the collateral:
	 Eligible Collateral: is the gross reported collateral value less Ineligibles
	• Net Collateral : is the eligible collateral value multiplied by the Advance Rate (%)
	• Available Collateral: the lower of the Net Collateral or the Available Limit. This amount will always be either the Availability Limit or the Net Collateral, whichever is the lesser
Bulk A/R	Displays a summary of Bulk A/R collateral ledger activity:
	Ineligible: the current total ineligible status
	• Reserve : the balance of cash reserve against the repor- ted collateral value
	 Unapplied Cash: the held back cash balance not yet applied to the loan or the collateral.
Select a Data Grid	Select the items to be displayed the grid:
	Certificate Posting
	Ineligible Posting



Item	Description
Add Posting	Click this button to open the New Certificate Posting page to add a new certificate posting for the collateral.
Grid	The grid columns are dependent on the data grid selected:
	Certificate Posting columns:
	 Post Date: the posting date of the certificate posting transaction
	 Beginning Collateral: current gross receivables bal- ance from the previously posted update
	Current Collateral: total system-calculated receivable balance
	• Eligible Collateral: current collateral minus ineligibles and reserves
	 Options: Click the link to display the Bulk A/R - Loan Post- ing page for the posting
	Ineligible Posting columns:
	• Post Date : the posting date of the ineligible posting transaction
	Ineligible Amount: the ineligible posting amount
	 Options: Click the link to display the Bulk A/R - Ineligible Posting Items page for the posting

New Certificate Postings

To enter a new Certificate posting:



1. Click the **Add Posting** button to the middle far right of the Accounts Receivable Collateral Information screen.

Select a Data Grid: Certificate Posting	Add Postings	

A new borrowing Certificate form (**Bulk A/R >> Loan Postings**) is opened allowing you to select the **Collateral** to post against.

Bulk A/R - Loan Pos	stings
	Return to: Buik AK Postings
Collateral:	Eastern Industries, Inc. >> Account Receivable
Date Posted:	
Beginning Collateral:	921,412.71
Sales:	(+)
Credit:	(-)
Adjustments:	(+)
Adjustments:	(-)
Discount:	(-)
Net Collections:	(•)
Over Payment:	(+)
Current Collateral:	
Ineligible:	(-)
Reserve:	(•)
Eligible Collateral:	
Comment:	×
	<u> </u>
Documents:	Upload - Select File and click Upload Browse Remove
	Add Upload
	Uploaded Documents
	Clear Form Calculate Save
	Return to Top

Field	Description
Date Posted	Select the certificate posting date, i.e., the date on which the posting became effective.
Ref#	Enter the identifier for the posting. This is a free-form, uned- ited field.
Beginning Collateral	The current gross receivable balance generated by pre- viously reported update (the last ending balance reported).



Field	Description
	This amount is generated by the system, and cannot be edited here.
Sales	Enter the current reported sales (increases A/R).
Credit	Enter the current reported credits (reduces A/R).
Adjustments (+)	Enter the current positive adjustment (increases A/R).
Adjustments (-)	Enter the current negative adjustment (reduces A/R).
Discount	Enter the current reported discounts (reduces A/R).
Net Collections	Enter the current A/R collections (reduces A/R).
Over Payment	Enter the current reported overpayments (adds value back).
Current Collateral	Updated A/R total balance, calculated and displayed when the Calculate button is clicked.
Ineligible	Total of current ineligibles, calculated and displayed when the Calculate button is clicked.
Reserve	Balance of cash reserves against the reported collateral value, calculated and displayed when the Calculate button is clicked.
Eligible Collateral	Available collateral value (current collateral less ineligibles and reserves) calculated and displayed when the Calculate button is clicked.
Comment	Enter free-form notes or comments about the certificate.
Documents	Used to select and upload supporting documents for the cer- tificate to FactorSoft. Note that you must first select the document using the Browse feature, and once the document name is displayed on the data entry field adjacent to the Browse button, you click Upload to upload the document to FactorSoft. The doc-
	ument name is then displayed in the Uploaded Documents box.

- 2. Once you have entered the information for the new Certificate posting, click the **Calculate** button to calculate **Current Collateral**, **Ineligible**, **Reserve**, and **Eligible Collateral**.
- 3. Click the **Save** button to save the borrowing Certificate.

New Ineligible Posting

Selecting Ineligible Posting on the Accounts Receivable Collateral Information page displays Ineligible Postings (pledged receivables or inventory that do not meet the criteria specified in the Ioan agreement) in the grid. To add a new Ineligible Posting for the collateral: 1. Click the Add Posting button.

Select a Data Grid: neigible Posting	Add Postings

The Bulk A/R - Ineligible Posting Items page appears:

Keturn to: In	engible Poscings
Declaration Date 1 5/25/2011	Ref#:
Comment	
ineligible Category	Amount
Aged credits (over90)	82,059.33
COD - Counter Sales	100,000.00
Concentration (35%)	0.00
Concentration (25%)	0.00
Contra	0.00
Credit Card	0.00
Cross Aged (25%)	0.00
Cross Aged (35%)	0.00
Foreign	0.00
ndividuals	0.00
hsurance	0.00
Other Ineligibles	0.00
Over 90 Days	0.00
Stan's Brokerage	0.00
Decu	mente
Upload - Select File and click Upload	interta.
	Browse Remove
Add Upload	
Uploaded Documents	
	Clear Form

Field	Description
Declaration Date	Select the declaration date for the ineligible posting, i.e., the date on which the ineligibility became effective.
Ref#	Enter the identifier for the posting. This is a free-form, uned- ited field.
Comment	Enter free-form notes or reminders about the posting.
Ineligible Category	The categories listed on this form are predefined in Fact-



Field	Description
	orSoft on the Ineligible/Reservation Title Table.
Amount	For the desired Ineligibility Category, enter the ineligible dol- lar amount for this posting.
Documents	Used to select and upload supporting documents for the cer- tificate to FactorSoft.
	Note that you must first select the document using the Browse feature, and once the document name is displayed on the data entry field adjacent to the Browse button, you click Upload to upload the document to FactorSoft. The document name is then displayed in the Uploaded Documents box.

2. Once you have entered the information for the new Ineligible posting, click the Save Entries button to save the Ineligible posting.

Inventory Collateral Information

To view the Inventory collateral information, select the Inventory menu option from the Collateral Information menu.

	Collateral		Availability		
	Description:	Inventory	Eligible Collateral:	340,436.79	
	Type:	Inventory	Net Collateral:	114,424.72	
	Latest Declaration:	5/13/2011	Available Collateral:	114,424.72	
	Inactive:	False			
	Currency:	US Dollar			
	Current Avail Limit:	250,000.00			
Select a Data Grid: In	ventory Declaration				Add Postings
				Available	Ontions
Date		Amout		Available	options
Date 5/13/2011		350,000.00		114,424.72	View Posting Items
Date 5/13/2011 7/2/2010		350,000.00 192,886.65		114,424.72 75,329.38	View Posting Items View Posting Items
Date 5/13/2011 7/2/2010 6/3/2010		350,000.00 192,886.65 178,964.65		75,329.38 79,960.34	View Posting Items View Posting Items View Posting Items
Date 5/13/2011 7/2/2010 6/3/2010 5/23/2010		Amout 350,000.00 192,886.65 178,964.65 159,847.32		79,960.34 71,931.29	Vew Posting Items Vew Posting Items Vew Posting Items Vew Posting Items

Item	Description
Select a Collateral	Select the collateral for which to display collateral information and posting items.



ih

Item	Description
Collateral	Displays general information identifying and describing the collateral:
	• Description: the unique identity of the collateral
	• Type: the collateral type
	• Latest Declaration: the date of the most recent repor- ted collateral valuation
	 Inactive: True for inactive collateral, False for active col- lateral
	 Currency: displays the currency type used to report the collateral's value
	Current Avail Limit: displays the collateral limit set for the collateral
Availability	Displays the following availability data for the collateral:
	Eligible Collateral: is the gross reported collateral value less Ineligibles
	• Net Collateral : is the eligible collateral value multiplied by the Advance Rate (%)
	• Available Collateral: the lower of the Net Collateral or the Available Limit. This amount will always be either the Availability Limit or the Net Collateral, whichever is the lesser
Select a Data Grid	Select the items to be displayed the grid:
	Category Rates
	Inventory Declaration
Add Posting	Click this button to open the Inventory - Declaration Posting Items page to add a new inventory declaration posting for the collateral.
	This button is unavailable if the Category Rates grid is selec- ted.



Item	Description		
Grid	The grid columns are dependent on the data grid selected:		
	Category Rates columns:		
	Category: the inventory category Description		
	Alt Rate: the alternate advance rate for the inventory category		
	Max Advance: the Maximum advance amount for the inventory category		
	• Adv rate : the Advance rate for the Cost Valuation Method for the inventory category		
	• Date Range: start and End month and days for the inventory category date range		
	Liq Rate: The Liquidation expense rate for the inventory category		
	AVM Rate: the Alternate Valuation Method advance rate for the inventory category		
	Inventory Declarations columns:		
	 Date: the posting date of the ineligible posting trans- action 		
	Amount: the ineligible posting amount		
	• Available: the availability amount for the collateral		
	Options: Click the link to display the Inventory - Declar- ation Posting Items page for the posting		

Inventory - Declaration Posting Items

The Inventory Declaration page is used to create new inventory declarations, including updates to the inventory value by category and ineligible value by category.

Inventory - Decla	ration Posting Items		2
	Retur	n to: Declaration Postings	
	Declaration Date 🗮 5/25/2011	Ref #	
	Comment		×
	Invoice Category	Sub Category	Inventory
	Inventory		200,000.00
	Shipments in Process		150,000.00
	- Inelgibles Ineligible Category Inventory Shipments in Process	Click here to add a n Reason	ew ineligible item. Amount 4,563.21 5,000.00
	Upload - Select File and click Uplo	ad Documents:	
			Browse Remove
	Add Upload		
	Uploaded Documents		
		Clear Form	Save Entries
			Return to Top

Field	Description
Declaration Date	Select the declaration date for the ineligible posting, i.e., the date on which the ineligibility became effective.
Ref #	Enter the identifier for the posting. This is a free-form, unedited field.
Comment	Enter free-form notes or reminders about the posting.
Invoice Category (Grid)	Displays the Inventory Categories with the description and Sub Category description.
	To update inventory values, select the Inventory field for the desired category and enter the new amount.
Ineligibles	This group is used to display and update ineligible cat- egories and values.
	To update ineligible values, select the Amount field for the desired category and enter the new amount.
	Click the Click here to add a new ineligible item link to add a new ineligible item. See Adding a new Ineligible Item below.
Documents	Used to select and upload supporting documents for the



Field	Description
	inventory posting to FactorSoft.
	Note that you must first select the document using the Browse feature, and once the document name is displayed on the data entry field adjacent to the Browse button, you click Upload to upload the document to FactorSoft. The document name is then displayed in the Uploaded Documents box.

Adding a New Ineligible Item

The Add Ineligible Item dialog is accessed from the **Click here to add a new ineligible item** link on the Inventory - Declaration Posting Item page, and is used to add ineligible items to the Inventory Category for the collateral.

	Add Ineligible It	em 🗵
Category:	Inventory	•
Reason:	Other Ineligibles	•
Amount:		2500.00
		Add

Field	Description	
Category	Select the Inventory Category for which to add the ineligible item.	
Reason	Select the ineligibility reason code.	
Amount	Enter the ineligibility amount.	

Reports

Loan Statement

The Loan Statement provides an up-to-date financial statement for a specific facility. When run, this statement calculates the interest fee for the period selected.



acility	Eastern Industries, Inc.	Statement: 05/01/2011 thru 05/24	12011 • Items/Page: 25 • 0	View Export To	n 🔝 📷	
Days ∆	Rate 🗅					
	Date	Beginning Bal	Disbursement	Payment	Other	Ending B
⊟ 0 d	lays @ Interest Rate 5.	75%				
5	/1/2011	526,354.49				526,354.
5	/2/2011	526,354.49				526,354.
5	/3/2011	526,354.49				526,354
5	/4/2011	526,354.49				526,354
5	/5/2011	526,354.49				526,354
5	/6/2011	526,354.49				526,354
5	/7/2011	526,354.49				526,354
5	/8/2011	526,354.49				526,354
5	/9/2011	526,354.49				526,354
5/	/10/2011	526,354.49				526,354
5/	/11/2011	526,354.49				526,354
5	/12/2011	526,354.49				526,354
5	/13/2011	526,354.49				526,354
5	/14/2011	526,354.49				526,354
5	15/2011	526,354.49				526,354
5	/16/2011	526,354.49			50.00	526,404
5	/17/2011	526,404.49				526,404
5	/18/2011	526,404.49				526,404
5/	/19/2011	526,404.49				526,404
5	20/2011	526,404.49				526,404
5	/21/2011	526,404.49				526,404
5/	/22/2011	526,404.49				526,404
5/	23/2011	526,404.49				526,404
			0.00	0.00	50.00	
ge 1 of	2 (26 items) ((1) 2					
	•			Ave	rane Daily Balance:	526.373
nher C	narges				Interest Charges	2.017
ervice	PEE: 3,947.80			Other	Charges Summary	3.947
				Total St	atement Charges	5.965
				Total St	rement charges:	5,863

Item	Description
Facility	Select the facility for which to display transaction ledger items.
Statement	Select the date range for the previously generated statement to display.
Items/Page	Select the number of items to display in the gird before break- ing to multiple pages.
View	Click this button to display the statement for the selected cri- teria.
Export To	Click the button for the desired format to export the statement results to either Microsoft Excel or Adobe PDF format.
(Sort Row)	The Days and Rate buttons in this row indicate the statement is sorted by days within interest rate, and the direction (ascend- ing or descending) is indicated by the adjacent arrows. If the interest rate is changed during the reporting period, a new sub- heading will appear in the statement grid at the break point,



Item	Description
	showing the new interest rate and the number of days in the period that that interest rate applied.
(Statement Grid)	Each day of the statement period is presented as a line-item with the following data:
	• Date: the day of the month date
	• Beginning Bal : the loan balance for the day of the month before activity
	• Disbursement : the disbursement amount for the day of the month
	• Payment : the payment amount for the day of the month
	 Other: the amount of other financial activity applied to the loan for the day of the month
	• Ending Bal: the loan balance for the day of the month after activity
Other Charges	Details other charges (such as Interest Fees, Maintenance Fees, Transaction Fees, etc.) not listed in the grid for the statement period, with the description and amount of each charge.
Average Daily Bal- ance	Displays the average of the ending balances for the statement period.
Interest Charge	Displays the interest accrued on the loan balance for the state- ment period.
Other Charges Sum- mary	Displays the total of Other charges for the statement period.
Total Statement Charges	Displays the total amount for the statement period.