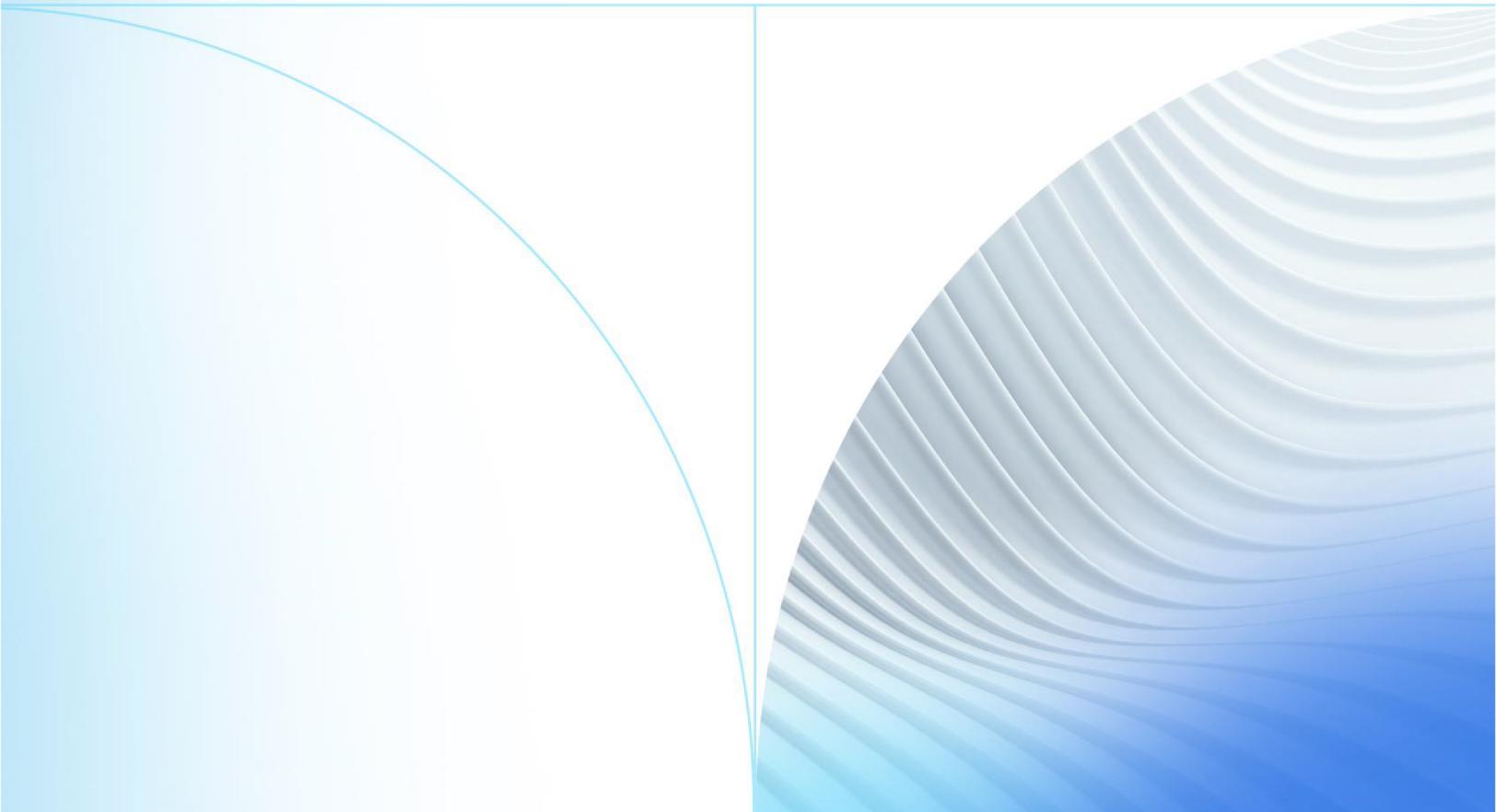




FactorSoft™

• 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 then-current FactorSoft™ product documentation

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

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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:

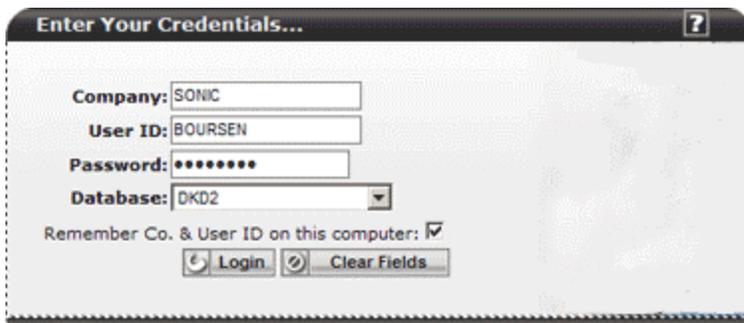
- View their financial information on-demand.
- Examine and understand the status of accounts receivables.
- Print any generated screen in a secure PDF format.
- Upload invoices and new debtor information to the database, thus reducing your data entry time.
- Use Web Chat (if utilized) to quickly get 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** check-box to automatically display the Company and User ID each time they reach this page, requiring only the **Password** to log in.



Enter Your Credentials...

Company: SONIC

User ID: BOURSEN

Password: *****

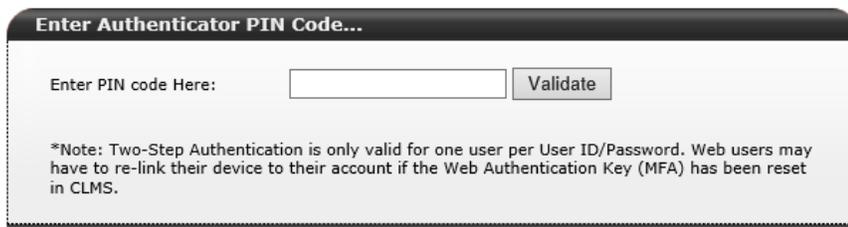
Database: DKD2

Remember Co. & User ID on this computer:

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 PIN Code...

Enter PIN code Here: Validate

*Note: Two-Step Authentication is only valid for one user per User ID/Password. Web users may have to re-link their device to their account if the Web Authentication Key (MFA) has been reset in CLMS.

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

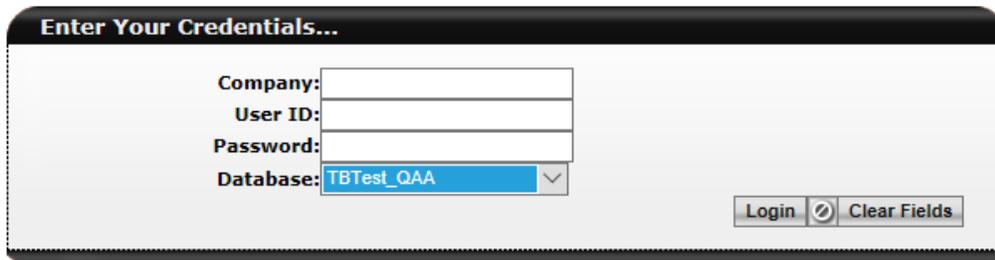
Once your ClientWeb administrator has set you up as a user, you will set your password on your first ClientWeb login and if enabled, link your Two-Step Authenticator device to your account. See the Two-Step Authentication section for more information.

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:

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



v4.2.0.608 Best viewed in Explorer™ 9.x and above, Firefox™ 35.x and above, Chrome™ 50.x and above.

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.



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

A message confirms your password creation.



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

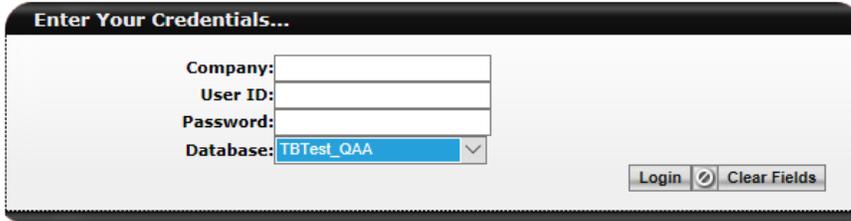
To log into the ClientWeb with 2-Step Authentication turned on:



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 **Database**. Click the **Login** button.



v4.2.0.608 Best viewed in Explorer™ 9.x and above, Firefox™ 35.x and above, Chrome™ 50.x and above.

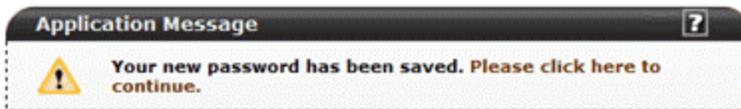
You are prompted to create a password. (although the prompt reads, "Change Your Password," at the first login, you're actually creating a new password).

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.



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

A message confirms your password creation.



2. The 2-Step Authentication Instruction Screen is displayed for the initial 2-Step Authentication Log In.

ProfitStars - ClientWeb Custom Message

Your Account Requires Two-Step Authentication

Please follow the instructions below to link your device to your account:

Step 1: Download and Install the third-party Authenticator of your choice. We recommend the following free options: Google Authenticator App or Microsoft Authenticator App.

Step 2: From the third-party App, link your device to your CLMS Account using one of the following methods:

- Scan the Unique QR Code below. The third-party App will request access to your phone's camera in order to scan the QR code.



- Manually link using Secret Key below. If scanning the QR Code fails or you prefer to link your account manually, enter the Account Name and Secret Key by hand.

Account Name: CLMS-FactorSoft

Secret Key: GQZTMNRVMU3DEOBQ

Enter PIN code Here:

*Note: Two-Step Authentication is only valid for one user per User ID/Password. Web users may have to re-link their device to their account if the Web Authentication Key (MFA) has been reset in CLMS.

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 PIN Code...

Enter PIN code Here:

*Note: Two-Step Authentication is only valid for one user per User ID/Password. Web users may have to re-link their device to their account if the Web Authentication Key (MFA) has been reset in CLMS.

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

NOTE

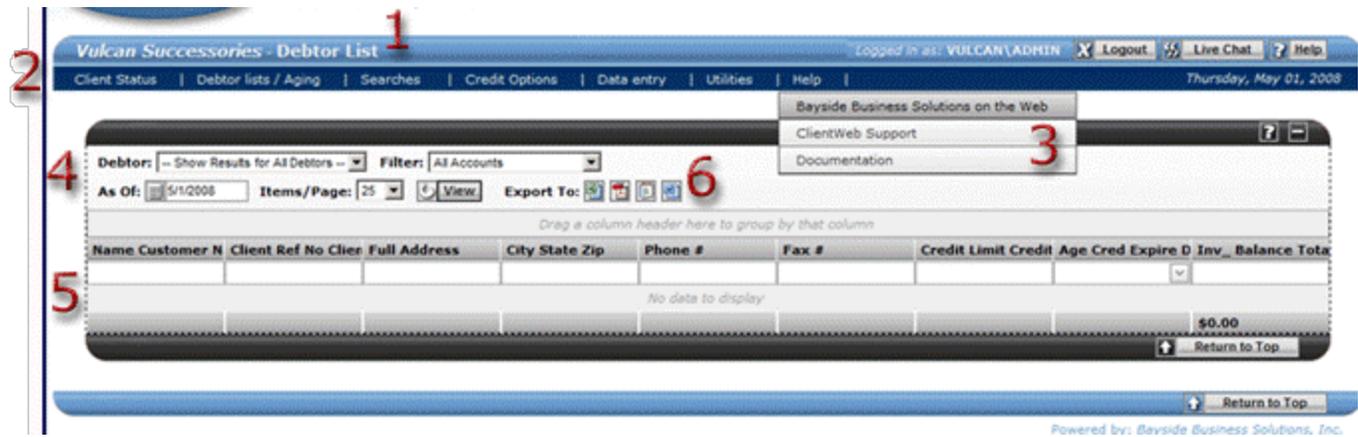
Generated codes are time-based and expire quickly. If your log in fails, generate a new code and be sure to log in before the code expires

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.

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.



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.

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	\$10,000,000.00	\$8,075,000.00
BEDFORD READY MIX	19448	11/28/2008 12:00:00 AM	123	9	\$65.00	\$52.00
Big Fee Lease Company	123456	11/28/2008 12:00:00 AM	-1	14	\$4,000.00	--
Gradys Grommets	ymc77a2	11/28/2008 12:00:00 AM	173	11	\$300.00	--
Gradys Grommets	ymc77B	11/28/2008 12:00:00 AM	173	7	\$300.00	--
					\$10,006,665.00	\$8,075,859.41

Click the **Debtor Name** to open the associated [Debtor Detail](#) 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 X Logout ? Help

Status | Debtor lists/aging | Collection/Purchase history | Data entry | CADENCE Reports | Utilities Tuesday, April 19, 2011

Client Activity Statements | Help

Export Page To:  

- AABSCO ? -

Starting Date: Export To:  

Drag a column header here 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

[Core Process: DebtorDetail](#)

Notes - AABSCO ? -

Starting Date: Export To:  

Drag a column header here to group by that column

Date	By	Promise	Text	Invoices
3/14/2012 4:23:14 PM	STEVE	WP 3/19/2012	Will Pay this week.	WT1

[Core Process: DebtorDetail](#)



Adjustments - Invoice Detail

BBS Trucking - Invoice Detail 1 Logged in as: BBS\ADMIN X Logout ? Help

Status | Debtor lists/aging | Collection/Purchase history | Data entry | CADENCE Reports | Utilities Tuesday, April 19, 2011

Client Activity Statements | Help

Export Page To:  

Summary - AABSCO ? -

Export To:  

Drag a column header here to group by that column

Item	Value
Invoice #:	2141A1
Debtor:	AABSCO
Invoice Date:	1/1/2008
Amount:	\$1,000.00
Batch #:	2

 Return to Top

[Core Process: InvoiceDetail](#)

Payments - AABSCO ? -

Export To:  

Drag a column header here to group by that column

Check #	Check Date	Payment Date	Post Date	Payment Type	Status	Fee Escrow	Reserve Earned	Amount	Description
		11/28/20...	11/28/20...	C/B	Processed	--	\$807.41	\$1,000.00	

 Return to Top

[Core Process: InvoiceDetail](#)

Notes - AABSCO ? -

Export To:  

Drag a column header here to group by that column

Date	By	Promise	Text
<i>No data to display</i>			

 Return to Top

[Core Process: InvoiceDetail](#)

Images - AABSCO ? -

 Return to Top

[Core Process: InvoiceThumbnails](#)

Adjustments - Purchase Detail (Batch) - Adj. Batch ID

BBS Trucking - Batch Detail Logged in as: BBS\ADMIN X Logout ? Help

Status Debtor lists/aging Collection/Purchase history Data entry CADENCE Reports Utilities Tuesday, April 19, 2011
Client Activity Statements Help

Export Page To:  

Invoices ? -

Export To:  

Drag a column header here to group by that column

Invoice#	Debtor	Date	Funded Amount	Held Amount	Denied Amount	Bought Amount	Reserve Escrow
inc12a2	ABC Company	7/9/2008	\$240.00	--	--	\$300.00	\$60.00
inc22a2	ABC Company	7/9/2008	\$240.00	--	--	\$300.00	\$60.00
inc32a2	ABC Company	7/9/2008	\$240.00	--	--	\$300.00	\$60.00
inc44a2	Franks Forms	7/9/2008	\$240.00	--	--	\$300.00	\$60.00
inc55a2	Gradys Grommets	7/9/2008	\$240.00	--	--	\$300.00	\$60.00
inc66a2	Gradys Grommets	7/9/2008	\$240.00	--	--	\$300.00	\$60.00
inc77a2	Gradys Grommets	7/9/2008	\$240.00	--	--	\$300.00	\$60.00
			\$1,680.00	\$0.00	\$0.00	\$2,100.00	

[Return to Top](#)

Core Process: TransactionDetail

Hold Invoices ? -

Export To:  

Drag a column header here to group by that column

Invoice#	Debtor	Date	Recours- Day	Denied Amount	Bought Amount
No data to display					
				\$0.00	\$0.00

[Return to Top](#)

Core Process: TransactionDetail

Adjustments ? -

Export To:  

Drag a column header here to group by that column

Description	Account	Expense Amount	Tax Amount	Total Amount
No data to display				
		\$0.00	\$0.00	\$0.00

[Return to Top](#)

Core Process: TransactionDetail

Recourse Items ? -

Export To:  

Drag a column header here to group by that column

Invoice#	Debtor	Date	Buy#	Invoice Amount	Unpaid Balance	Fee Earned	Rec Days	Fee Age	Inv Age	Explanation	Recourse Amount
No data to display											
				\$0.00	\$0.00	\$0.00					\$0.00

[Return to Top](#)

Core Process: TransactionDetail

Fees ? -

Export To:  

Drag a column header here to group by that column

Batch#	Posted	Invoice#	Debtor...	Amount	Rate	Thru	Fee
No data to display							
				\$0.00			\$0.00

[Return to Top](#)

Core Process: TransactionDetail

Summary ? -

Export To:  

Drag a column header here to group by that column

Total Of In Fee Deduc Reserves:	Reserve E:	Expenses	Recourse i	Fees:	Additional Process O:	Column1	Column2	Column3
\$2,100.00	--	--	(\$420.00)	--	--	\$1,680.00		Paid by Check#571 to BBS Trucking for \$1,680.00

[Return to Top](#)

Core Process: TransactionDetail



Purchase Detail (Batch) - Adjustments - Batch ID

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

Super Sonic Tech - Purchase Detail (Batch) | Logged in as: SON101\ADMIN | Logout | Live Chat | Help | Thursday, December 1, 2007

Main Summaries | Aging Reports | Transaction Reports | Credit Information | Requests & Data Entry | Utilities | External Links

Invoices

Export To: [Icons]

Drag a column header here to group by that 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
7755 (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:

Status:

MC Number:

Name	Debtor Number	MC#	State	ZIP Code	Credit Rating	Check Credit
BB TEE'S INC.(TESTA)	TESTA	10999999	AL		N	No relationship, check credit
AABSCO(AABSCO)	AABSCO	20999999	AL		D	
ABC Warehouse(100)	100	n/a	AL		N	
Brow & Root, Inc.()		n/a	AL		D	No relationship, check credit
Grady's Grommets (2222)	2222	30999999	AL		N	
Master Debtor()		n/a	AL		N	No relationship, check credit
Tri-State Medical Supply (TRISTATE)	TRISTATE	40999999	AL		N	No relationship, check credit

Core Process: AdvancedDebtorSearch

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	<p>Select the credit approval status by which to limit the search.</p> <ul style="list-style-type: none"> • 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	<p>Enter the complete or partial Motor Carrier Number by which to limit the search.</p>
View	<p>Click this button to search the database by the entered selection criteria.</p>
(Grid)	<p>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:</p>

Field	Description
	<ul style="list-style-type: none"> • 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 relationship with the client) <p>Note: The Motor Carrier Number links to the website entered in System Preference Identification/system constants, ClientWeb, Miscellaneous, Motor Carrier Search URL.</p>

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 Debtor 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

Debtor 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 Amount	Balance	Days Past Due
TEST INVOICE	10/15/2020	10/23/2020	5030	5,000.00	5,000.00	54
		0.00	0.00	10,000.00	0.00	0.00

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 Tracking - Buyout Summary Logged in as: BBS\ADMIN X Logout ? Help

Status | Debtor lists/aging | Collection/Purchase history | Data entry | CADENCE Reports | Utilities Tuesday, April 19, 2011

Client Activity Statements | Help

Debtor: -- Show Results for All Debtors -- Filter: With Unpaid Balances Only

As Of: 4/19/2011 Items/Page: 25 View Export To: [Icons]

Drag a column header here to group by that column

Debtor...	Credit Limit	Balance	Rebates	Earned Fee	Additional Fee	Buyout Amount
AABSCD	\$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
Bio Fee Lease Company	\$1,000,000.00	\$28,700.00	\$5,740.00	\$2,345,792.49	--	\$2,368,752.49
Frankis Forms	\$1,000,000.00	\$1,000.00	\$200.00	\$84,757.07	--	\$85,557.07
Frankis Forms	\$1,000,000.00	\$300.00	\$60.00	\$34,489.15	--	\$34,729.15
Grandys Gnommets	\$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

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Core Process: DebtorList

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

(Retired) Aging Detail ? -

Filter: Unpaid only

As Of: [] Items/Page: 25 View Export To: [Icons]

Drag a column header here to group by that column

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
245678	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
7896322	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
221654987	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

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Core Process: AgingDetail

Carrier Items

The Carrier Items list displays the details of carrier payments.

BBS Trucking - Carrier Items Logged in as: BBS\ADMIN X Logout ? Help

Status Debtor lists/aging Collection/Purchase history Data entry CADENCE Reports Utilities Tuesday, April 19, 2011

Client Activity Statements Help

Selection: All Range: Invoice Purchase Date

Starting Date: 4/1/2008 Ending On: 4/19/2011 Items/Page: 25 View Export To: [Icons]

Drag a column header here to group by that column

Carrier	Invoice #	Post Date	Batch #	Carrier Invoice #	Terms	Gross Amt	Previous Amt	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 Process: CarrierItems 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.



Passwords are limited to 12 characters.

Change Your Password... ?

Enter your current password:

Enter your new password:

Retype your new password:

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

A message confirms your password change.

Application 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 window.

Logged in as: SONI01\REBECCA

Cash Postings

The Cash Postings Debtors 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

Status Debtor lists/aging Collection/Purchase history Data entry CADENCE Reports Utilities
 Client Activity Statements Help Tuesday, April 19, 2011

Debtor: -- Show Results for All Debtors --
 Check ID: Include all dates with Check ID
 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	Check Amount	Applied To A/R	Charge Back	Give Back	Escrow Released	Fee Earned
4/19/2011	AABSCO	25	17514	4/19/2011	\$2,000.00	\$2,000.00	--	--	\$400.00	\$157,487.44
4/19/2011	AABSCO	21	0889787	4/30/2011	\$15,000.00	\$15,000.00	--	--	\$3,000.00	\$1,226,180.83
4/19/2011	AABSCO	22	324475	4/30/2011	\$15,000.00	\$15,000.00	--	--	\$3,000.00	\$1,226,180.83
4/19/2011	AABSCO	20	332332	4/30/2011	\$1,000.00	\$1,000.00	--	--	\$1,000.00	--
					\$33,000.00	\$33,000.00	\$0.00	\$0.00	\$7,400.00	\$2,609,849.10

Core Process: CashPostings Return to Top

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

Debtor: -- Show Results for All Debtors --
 Check ID: Include all dates with Check ID
 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	Check Amount	Applied To A/R	Charge Back	Give Back	Escrow Released	Fee Earned
4/19/2011	AABSCO	25	17514	4/19/2011	\$2,000.00	\$2,000.00	--	--	\$400.00	\$157,487.44

Invoice #	Date Posted	Date Funded	Invoice Amount	Batch#	Fee Days	Payment Amount	Adjustment Type	Adjustment Amount	Escrow Amount	Fee Earned	Description
7896352	12/28/2008	12/28/2008	\$2,000.00	45	842	\$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.

BBS Tracking - Client Activity Statement by Date Logged in as: BBS\ADMIN X Logout ? Help

Status | Debtor lists/aging | Collection/Purchase history | Data entry | CADENCE Reports | Utilities Tuesday, April 19, 2011

Client Activity Statements | Help

Client Activity Statement by Date ? -

Starting Date: 12/28/2008 Ending: 12/28/2008 Items/Page: 25 View Export To: [Icons]

Drag a column header here to group by that column

Date	Purchase	Gross Receipts	Discounts	Other	Adjustme	Funding	Cash Receipts	Charges i Fee	Expense	Adjustme	Accoun Receivab	Funding Balance	Reserve
12/27/20...	--	--	--	--	--	--	--	--	--	--	\$74,492...	\$50,887...	(\$859.41)
12/28/20...	--	\$1,000.00	--	(\$1,000...	--	--	\$1,000.00	--	--	\$1,000.00	\$74,492...	\$50,887...	(\$859.41)
12/28/20...	--	--	--	--	(\$1,000...	--	--	--	--	(\$800.00)	\$73,492...	\$50,087...	(\$859.41)
12/28/20...	--	--	--	--	(\$300.00)	--	--	--	--	(\$240.00)	\$73,192...	\$49,847...	(\$859.41)
12/28/20...	--	--	--	--	(\$300.00)	--	--	--	--	(\$240.00)	\$72,892...	\$49,607...	(\$859.41)
12/28/20...	\$1,000.00	--	--	--	--	\$784.52	--	\$15.48	--	--	\$73,892...	\$50,407...	(\$859.41)
12/28/20...	\$1,000.00	--	--	--	--	--	--	--	--	--	\$74,892...	\$50,407...	(\$859.41)
12/28/20...	\$1,000.00	--	--	--	--	\$467.50	--	\$2.50	--	--	\$75,892...	\$51,047...	(\$779.41)
12/28/20...	\$3,000.00	--	--	--	--	\$652.50	--	\$7.50	--	--	\$78,892...	\$52,967...	(\$539.41)
12/28/20...	\$100.00	--	--	--	--	\$71.75	--	\$0.25	--	--	\$78,992...	\$53,031...	(\$531.41)
12/28/20...	--	--	--	--	--	\$5.00	--	--	(\$5.00)	--	\$78,992...	\$53,031...	(\$531.41)
12/28/20...	--	--	--	--	--	\$735.00	--	--	(\$735.00)	--	\$78,992...	\$53,031...	(\$531.41)
	\$6,100.00	\$1,000.00	\$0.00	(\$1,000.00)	(\$1,600.00)	\$2,716.25	\$1,000.00	\$25.73	(\$740.00)	(\$280.00)	\$909,104	\$615,240	(\$8,928.50)

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Core Process: ClientActivity

Client Summary

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



Vulcan Successories - Client Summary				Logged in as: VULCAN\ADMIN		Logout	Live Chat	Help
Client Status	Debtor lists / Aging	Searches	Credit Options	Data entry	Utilities	Help	Thursday, May 01, 2008	
Funds Employed								
Emp_ArBal	\$142,699.00	Act_BegBal	\$142,699.00					
Emp_FeeEscrow	--	Act_Purchases	\$100.00					
Emp_RsvEscrow	--	Act_Collects	\$100.00					
Emp_AdvBal	\$142,699.00	Act_Recourse	--					
Emp_CashRsv	\$145,598.02	Act_DebitCb	--					
Emp_Settle	--	Act_CreditCb	--					
Emp_SimpLoan	\$0.00	Act_WriteOff	--					
Emp_AmortLoan	\$0.00	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_PastAmt4+5	--	--		
Collateral								
				Col_Balance	\$142,699.00			
				Col_InDispute	--			
				Col_RecDaysShortOver	--			
				Col_InelTable	(\$17,400.00)			
				Col_InelInvOver	--			
				Col_InelTierBCross	--			
				Col_Collateral	\$160,099.00			
Reserves								
Rsv_Collateral	\$160,099.00	Rsv_CashRsv	\$145,598.02					
Rsv_AdvanceRate	90%	Rsv_TotRsv	\$145,598.02					
Rsv_MaxAdvance	\$144,089.10	Rsv_Ineligible	--					
Rsv_FundsEmpl	(\$2,899.02)	Rsv_AccInvFees	--					
Rsv_AvailRsv	\$146,988.12	Rsv_IntFees	(\$0.54)					
Rsv_AccInvFees	--	Rsv_AdjRsv	\$145,598.56					
Rsv_IntFees	(\$0.54)	Rsv_ReqRsv	\$16,009.90					
Rsv_Available	\$146,988.66	Rsv_Available	\$146,988.66					

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.

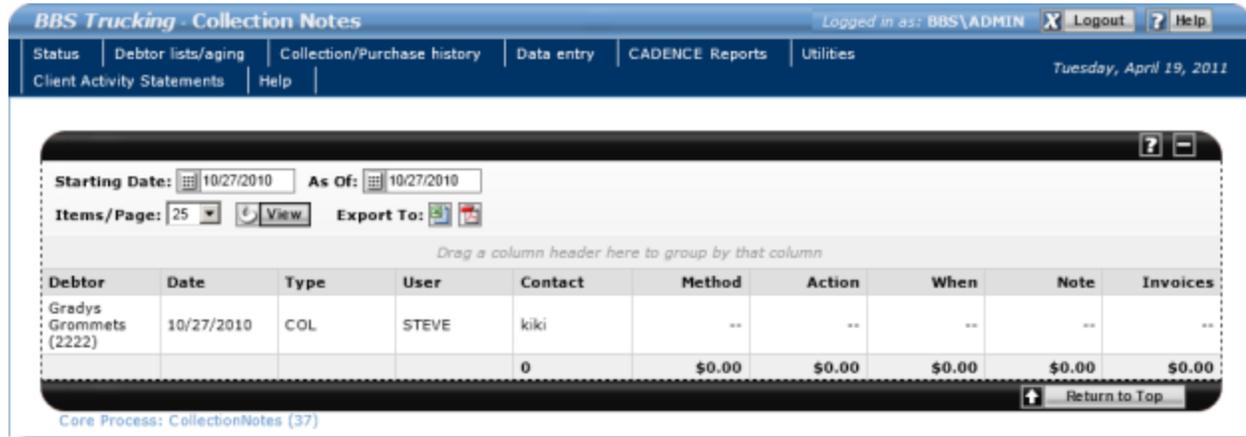
BBS Trucking - Client History			Logged in as: BBS\ADMIN		Logout	Help
Status	Debtor lists/aging	Collection/Purchase history	Data entry	CADENCE Reports	Utilities	Tuesday, April 19, 2011
Client Activity Statements	Help					
Client Activity						
Starting Date:		4/18/2011	As Of:		4/19/2011	
Items/Page:	25	View	Export To:			
Drag a column header here to group by that column						
Date/Time	Screen Title	User				
4/18/2011	(Login or untitled page.)	ADMIN				
4/18/2011	Manage WebUsers	ADMIN				
4/18/2011	Sales Authorization	ADMIN				
4/18/2011	(Login or untitled page.)	ADMIN				
4/18/2011	(Login or untitled page.)	ADMIN				
4/18/2011	Manage WebUsers	ADMIN				
4/18/2011	Sales Authorization	ADMIN				

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

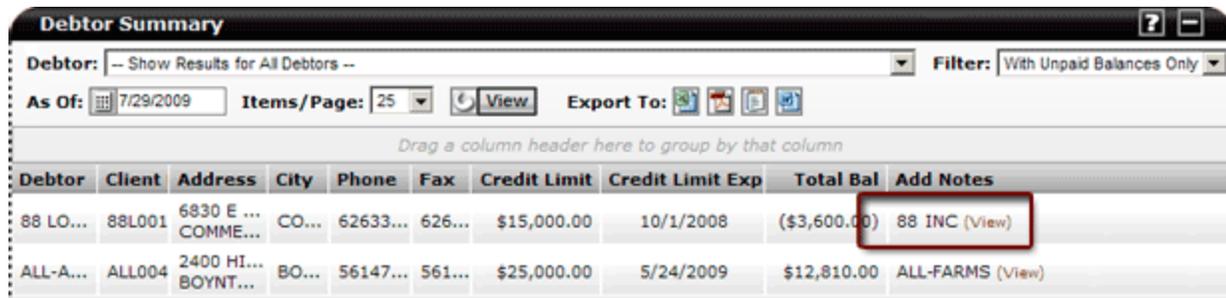
Use the Collection Notes option to view a set of notes made during collections call for a specified date range.



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.



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.

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 representatives 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 Verification/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: <ul style="list-style-type: none"> • 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 automatically. Note that if no open invoices exist for the debtor and the user attempts to add a collection note, a message is displayed 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.

BBS Tracking - Credit Request Activity Logged in as: BBS\ADMIN X Logout ? Help

Status | Debtor lists/aging | Collection/Purchase history | Data entry | CADENCE Reports | Utilities Tuesday, April 19, 2011

Client Activity Statements | Help

Debtor: -- Show Results for All Debtors --

Request ID: PO ID: Selection: All

Starting Date: 4/19/2011 Ending On: 4/19/2011 Items/Page: 25 [View](#) Export To:

Drag a column header here to group by that column

#	Debtor	Amount	PO #	Ship Date	Status	Response
10138	Master Debtor	\$100.00			Pending	
10140	ABC Company	\$100.00	ABC3325	5/1/2011 12:00:00 AM	W/T Line	
10141	AABSCO	\$100.00			Pending	

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Core Process: CreditRequestActivity

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.
PO ID	Enter the purchase order number to view credit requests specific to that PO number.
Selection	Select the desired filter to limit the credit requests displayed in the grid: <ul style="list-style-type: none"> • 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.

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.

After making a debtor selection, click the **Next** button to begin entering 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 (AI0001)
(Incomplete or no address data for this debtor.)

Click next to finish the submission of your credit request.

Complete the Request Details Below...

Amount Requested: 7500

Ship Date: 4/19/2010

Purchase Order#: 778899

Shipping Terms:

Comments:

Previous Finish

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Core Process: CreditRequestEntry

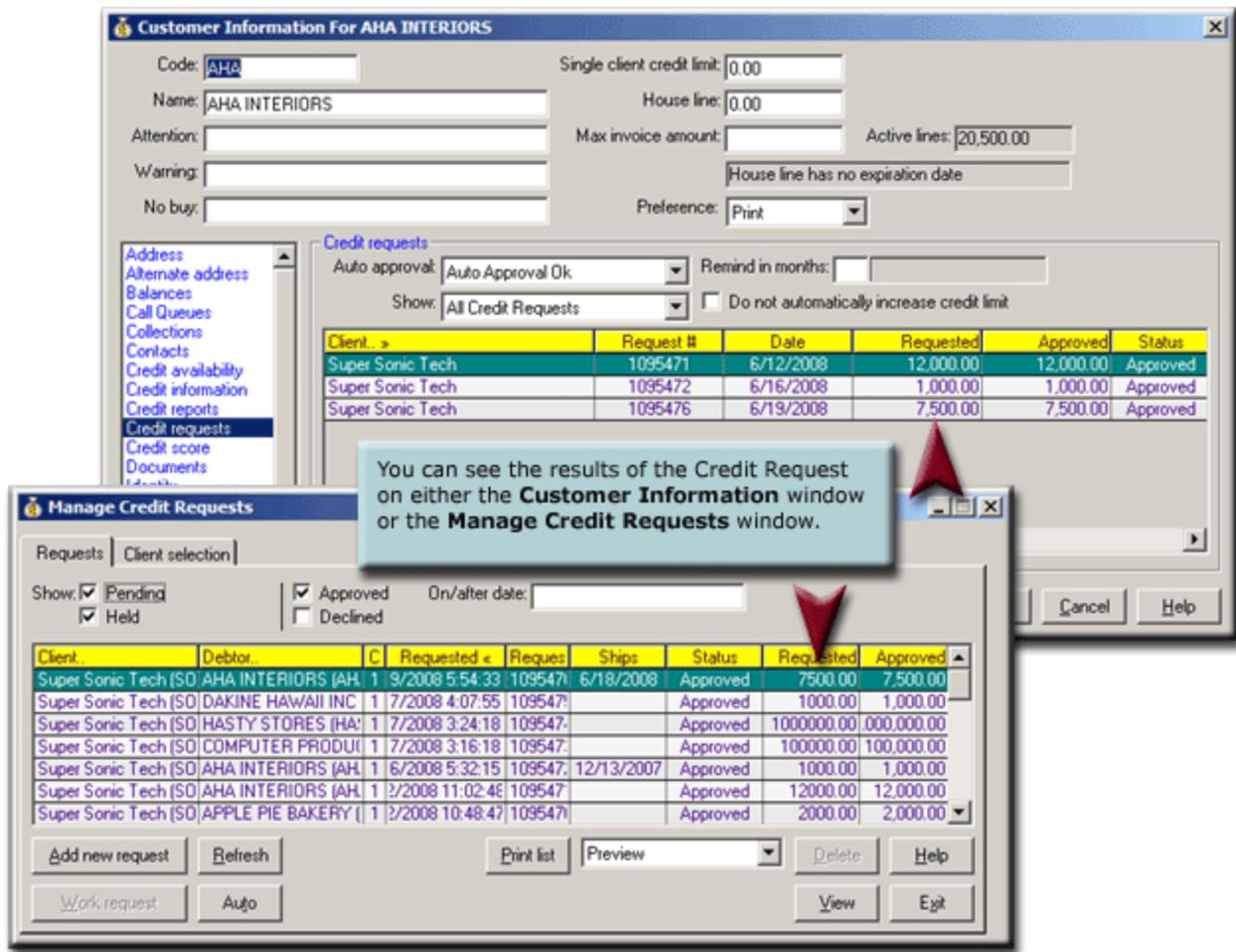
3. Click the **Finish** button to submit the request.

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



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.



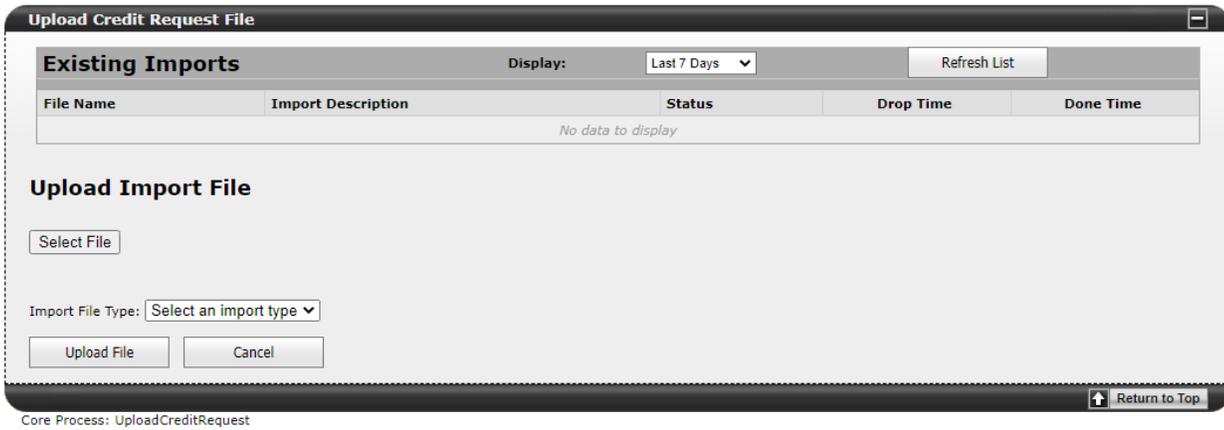
NOTE

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.





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.

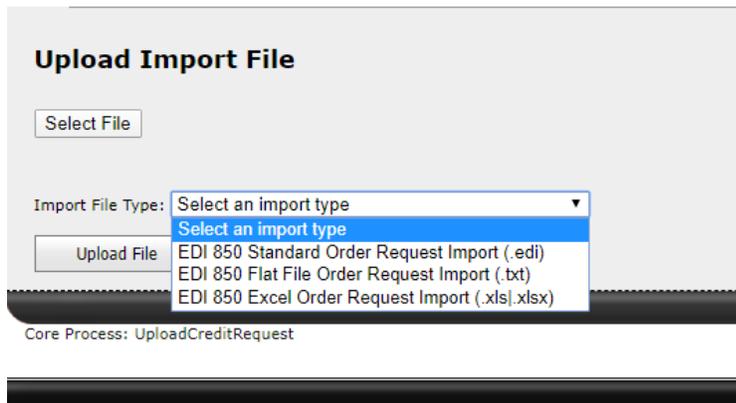
1. Click **Select a File** to browse and select the import file.

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.

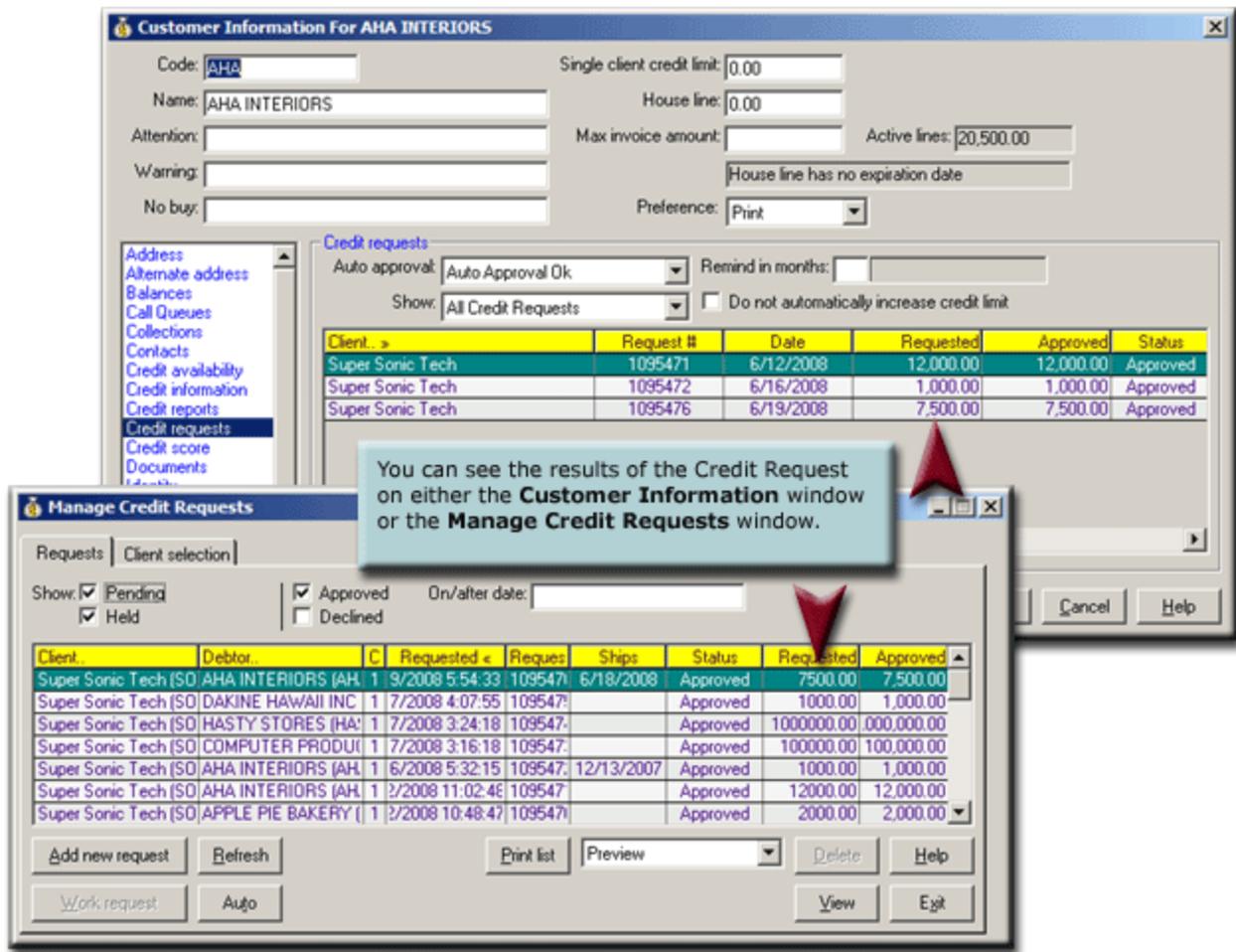
2. Drop down to select the file type you are uploading.



3. Click the **FinishUpload** 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.



Credit Summary

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

BBS Trucking - Credit Summary Logged in as: BBS\ADMIN [X](#) [Logout](#) [?](#) [Help](#)

Status | Debtor lists/aging | Collection/Purchase history | Data entry | CADENCE Reports | Utilities Tuesday, April 19, 2011

Client Activity Statements | Help

Export To:  

Drag a column header here to group by that column

Rating	% Total	Total	Current	1-22	23-44	45-55	56-Up
D	52.54%	\$41,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41,500.00
N	47.46%	\$37,492.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,492.00

[Return to Top](#)

Core Process: CreditRatingSummary

Export To:  

Drag a column header here to group by that column

Rating	% Total	Total	Current	1-22	23-44	45-55	56-Up
D	52.54%	\$41,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41,500.00
N	47.46%	\$37,492.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,492.00

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Core Process: CreditRatingSummary

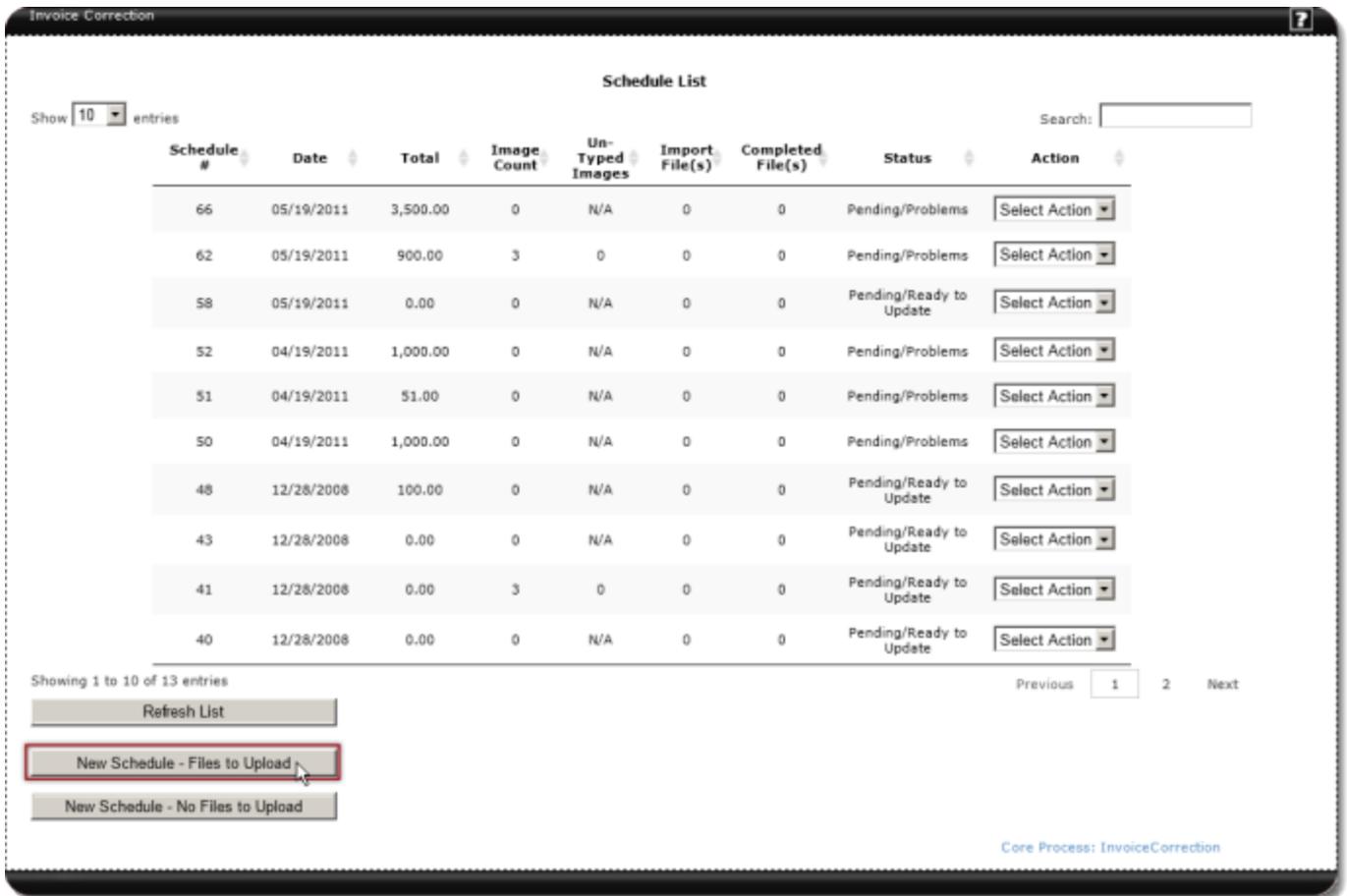
Dashboard

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.

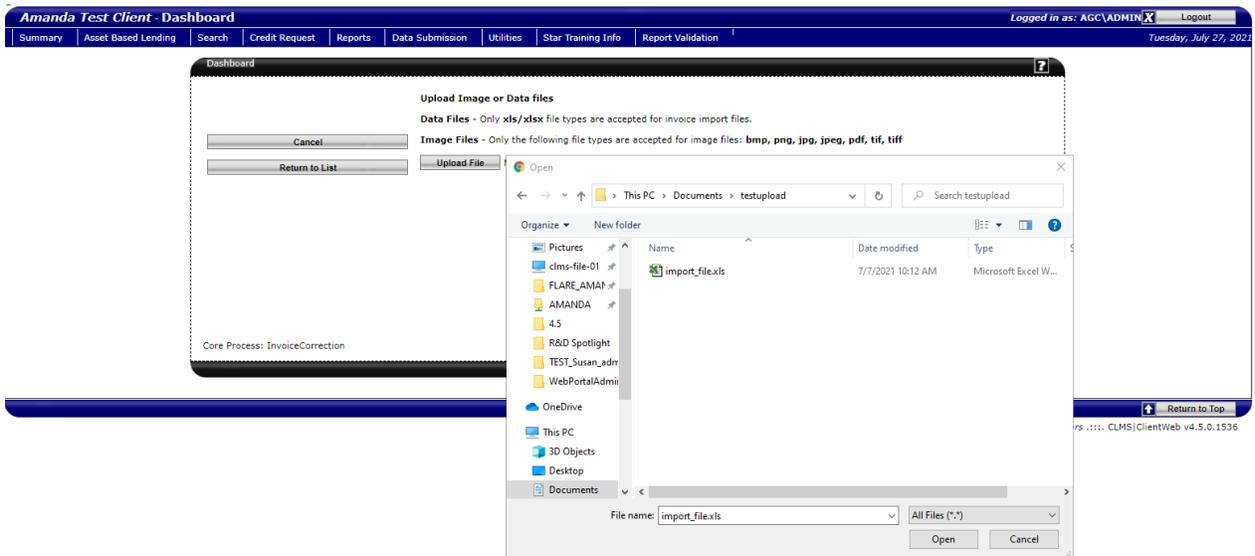
To upload an invoice import file and associated images, select the Dashboard page and perform the following steps:

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.



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



- 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.

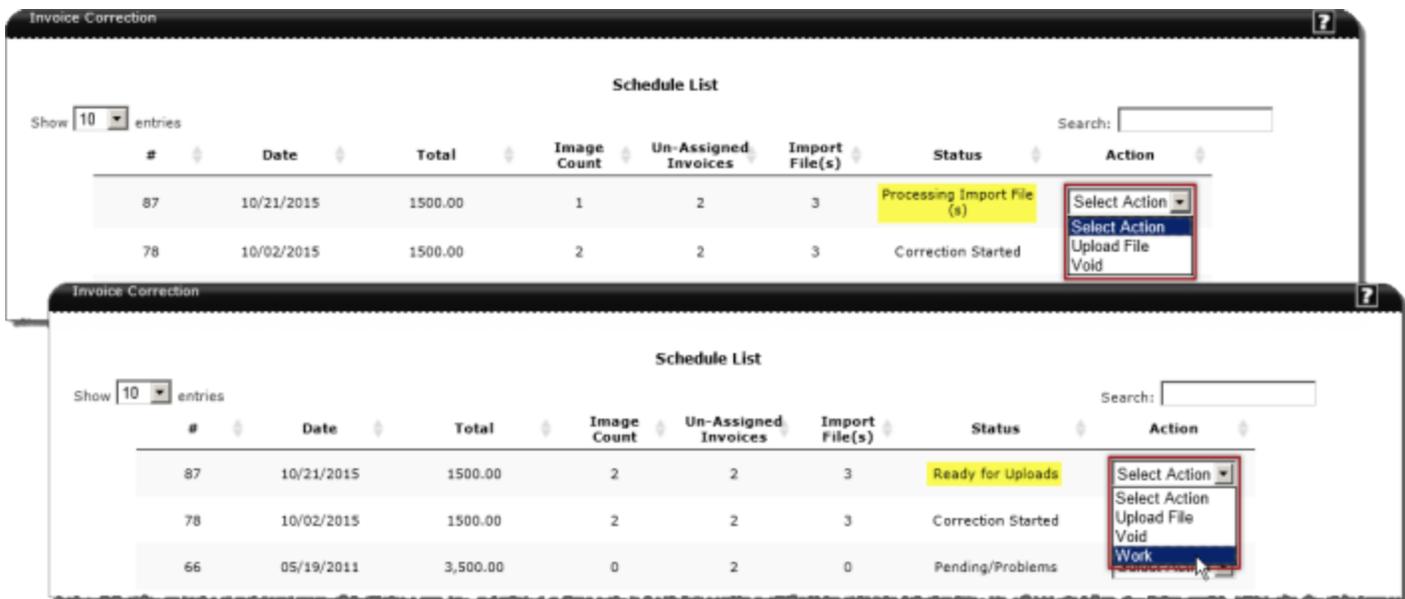
3. Upload image files:

- 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 **Correction Started**.



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

View Unassigned Invoices

Id:5455
Type: Unknown

Id:5456
Type: Unknown

AnyCo Inc.
AnyCo Communications, Inc.
123 South Center Street
Waukegan, IL, 60079
817-333-9090

Invoice
Date: 8/15/2012
Invoice #: 0916873

Ship To

Bill To
665439
AFFORDABLE TREE SERVICE
1254 W. NORTH STREET
CHICAGO, IL 60642
708-555-6766

Item	Description	Qty	U M	Rate	Amount
7.020417 Tru...	Truck Driver	2	MRS	0.00	0.00
5.0054 Heavy ...	Heavy Truck	2	MRS	0.00	0.00
5.0054 Tractor ...	Vacuum Tractor	2	MRS	60.00	120.00
7.020417 Oil Ro	Salt Water Deposit - Del Ro	130	BBLS	0.45	58.50
PULL SW	PULLED 130 BBLS OF SALT WATER AND DISPOSED				0.00

Schedule Calculated Total: 1500.00

* - Required Information

Image Type: Invoice

Please select an invoice # from the dropdown list or enter a new invoice # in the text field.

Invoice Number: Select Invoice Number or

Invoice Date:

Debtor: Select Customer

Invoice Amount: (Do not include currency symbols)

Purchase Order:

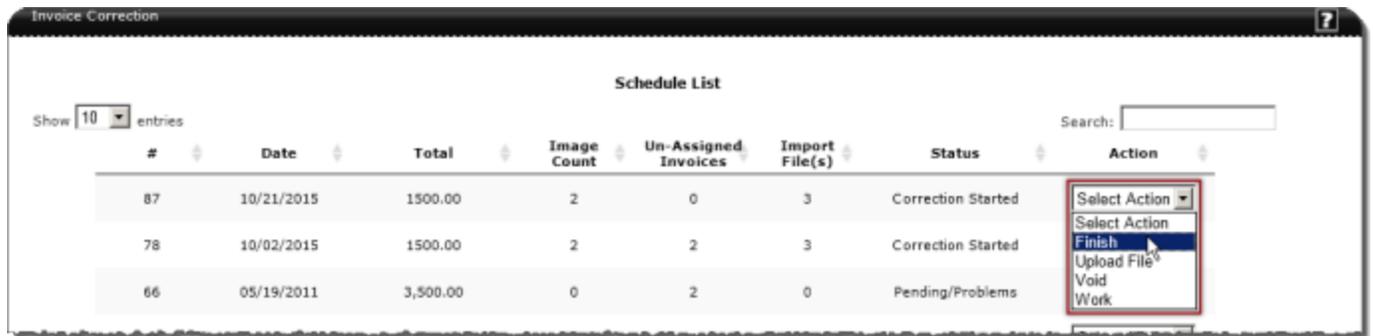
Save Data
Return to List

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 adjacent 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**.



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.

BBS Tracking - Debtor Availability Logged in as: BBS\ADMIN X Logout ? Help

Status | Debtor lists/aging | Collection/Purchase history | Data entry | CADENCE Reports | Utilities Tuesday, April 19, 201

Client Activity Statements | Help

Debtor Availability ? -

Debtor: -- Show Results for All Debtors --

Selection: All

As Of: 4/19/2011 Items/Page: 25 View Export To:

Drag a column header here to group by that column

Debtor	Credit Limit	Total Balance	Past Due Balance	Unshipped Approvals	Unused S.O.A.	Available Credit	Factor Risk	Client Risk
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	--	--	--	--	\$900.00
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	--	\$1,000.00
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	--	\$168.00
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

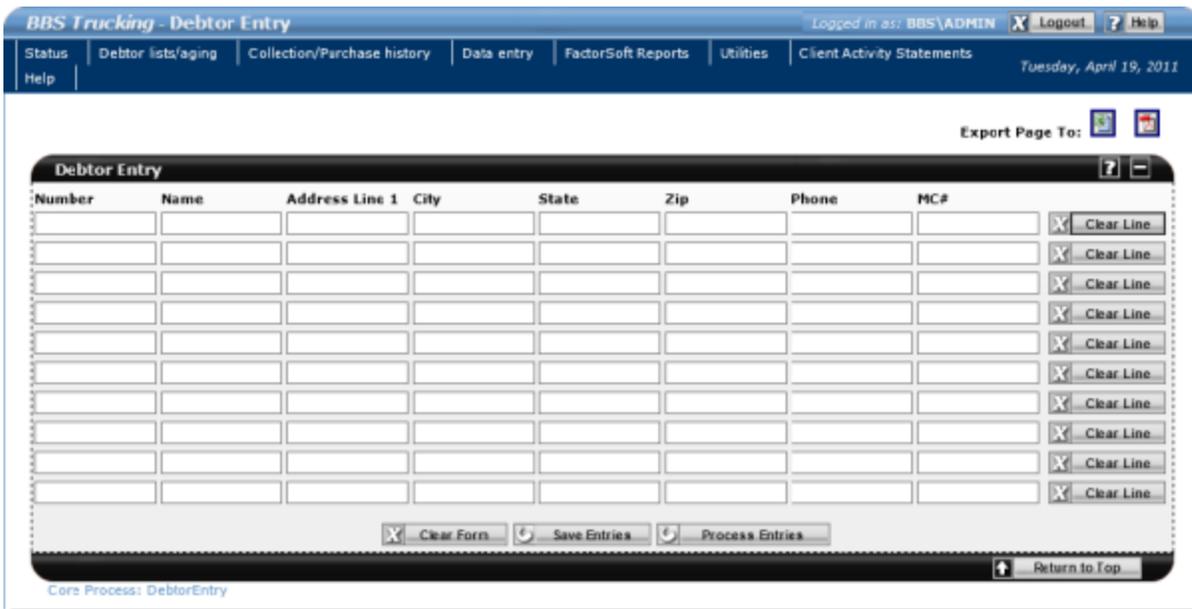
Page 1 of 2 (34 items) < (1) 2 >

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Core Process: DebtorCreditAvailability

Debtor Entry

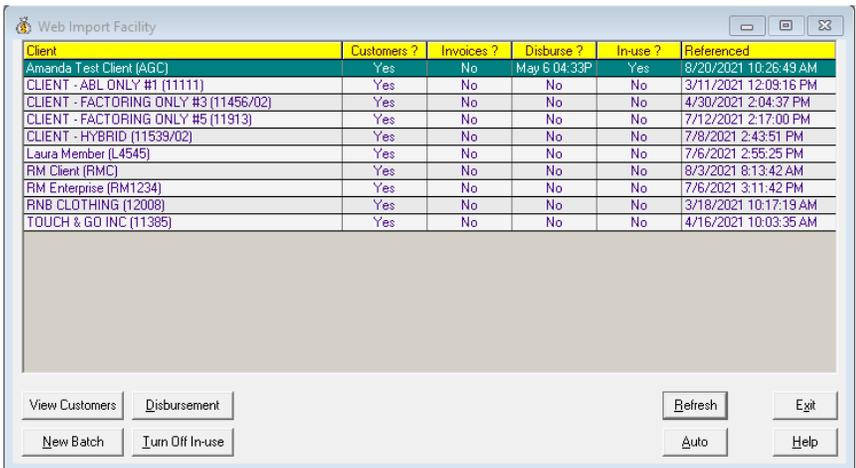
The Debtor Entry screen allows your clients to add new debtors to the system.



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.



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

Clients 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.

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:		→	

Buttons:

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.

BBS Trucking - Debtor List Logged in as: BBS\ADMIN X Logout ? Help

Status | Debtor lists/aging | Collection/Purchase history | Data entry | CADENCE Reports | Utilities | Client Activity Statements Tuesday, April 19, 2011

Help

Debtor: -- Show Results for All Debtors -- Filter: With Unpaid Balances Only

As Of: 4/19/2011 Items/Page: 25 View Export To:

Drag a column header here to group by that column

Debtor...	Code	City	Total Balance	View	Credit Limit	Individual Cred Limit
AABSCO	AX0001	Birmingham, AL 35200	\$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 35205	\$900.00	View Detail	\$75,000.00	--
Bio Fee Lease Company		New Orleans, LA 70114	\$28,700.00	View Detail	\$1,000,000.00	--
Frank's Forms	11111		\$1,000.00	View Detail	\$1,000,000.00	--
Frank's Forms	105	Memphis, TN 15132	\$300.00	View Detail	\$1,000,000.00	--
Grady's Grommets	2222	Grommetville, AL 35200-1234	\$2,400.00	View Detail	\$1,000,000.00	--
Grady's Gourmet	106	Jackson, MI 21544	\$1,124.00	View Detail	\$1,000,000.00	--
Kikis Sports	111	Kikiville, OH 99999	\$168.00	View Detail	\$1,000,000.00	--
			\$78,992.00			

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Core Process: DebtorList

Click on an individual Debtor in the list to view the [Debtor Detail](#) page.

Debtor Detail

BBS Trucking - Debtor Detail Logged in as: BBS\ADMIN X Logout ? Help

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Help

Export Page To:

- AABSCO ? -

Starting Date: 4/1/2011 View Export To:

Drag a column header here 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 here to group by that column

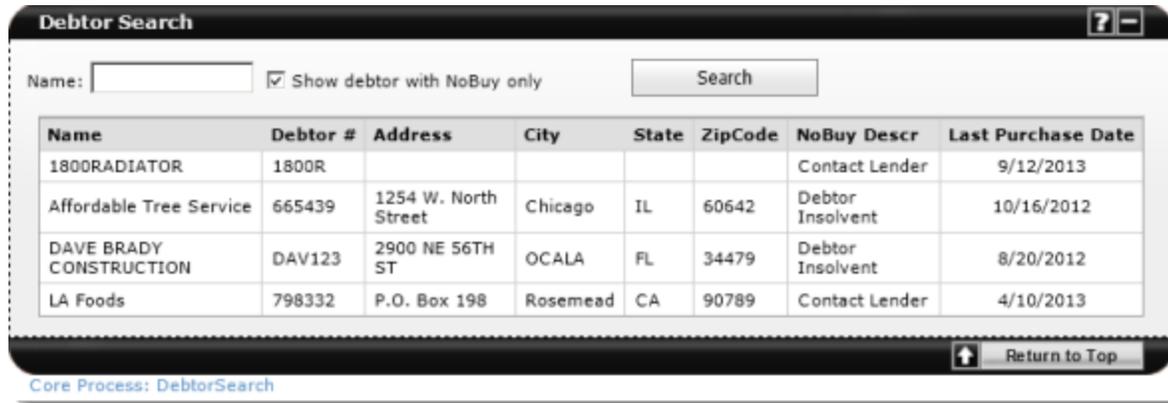
Date	By	Promise	Text	Invoices
3/14/2012 4:23:14 PM	STEVE	WP 3/19/2012	Will Pay this week.	WT1

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Core Process: DebtorDetail

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**.



The screenshot shows a web application window titled "Debtor Search". At the top, there is a search form with a "Name:" input field, a checked checkbox labeled "Show debtor with NoBuy only", and a "Search" button. Below the form is a table with the following data:

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

At the bottom of the window, there is a "Return to Top" button and a status bar that reads "Core Process: DebtorSearch".

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:

1. **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 > Dispute/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-balance records

Items/Page: 25 Export To:

Drag a column header here to group by that 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	--	--

Core Process: DebtorSummary

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.

BBS Trucking - Held Invoices Logged in as: BBS\ADMIN

Status Debtor lists/aging Collection/Purchase history Data entry CADENCE Reports Utilities
 Client Activity Statements Help Tuesday, April 19, 2011

Export To:

Drag a column header here to group by that column

Invoice #	Debtor	Invoice Date	Batch #	Amount
852741	Big Fee Lease Company	11/28/2008 12:00:00 AM	30	\$1,000.00
852741			30	\$1,000.00

Core Process: HeldInvoices

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.

Customer	Invoice #	Purchase Orde	Invoice Da	Purchase Da	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	
Big Fee Lease Company	456322		11/30/2...	11/28/2008	12/28/2...	10,000.00	10,000.00	InDispute	
Big Fee Lease Company						00.00	100.00	InDispute	
Big Fee Lease Company						00.00	100.00	InDispute	
Franks Forms						00.00	300.00	InDispute	<input checked="" type="checkbox"/>
Franks Forms						00.00	300.00	InDispute	<input type="checkbox"/>
Franks Forms						00.00	300.00	InDispute	<input type="checkbox"/>
Franks Forms						00.00	300.00	InDispute	<input type="checkbox"/>
Franks Forms						00.00	100.00	InDispute	<input type="checkbox"/>
Gradys Grommets						00.00	300.00	InDispute	<input type="checkbox"/>
Gradys Grommets						00.00	300.00	InDispute	<input type="checkbox"/>
Gradys Grommets						00.00	300.00	InDispute	<input type="checkbox"/>
Gradys Grommets						00.00	300.00	InDispute	<input type="checkbox"/>
Gradys Grommets						00.00	300.00	InDispute	<input type="checkbox"/>
Gradys Grommets						00.00	300.00	InDispute	<input type="checkbox"/>
Gradys Grommets						00.00	300.00	InDispute	<input type="checkbox"/>
Gradys Grommets						00.00	300.00	InDispute	<input type="checkbox"/>
Gradys Grommets						00.00	100.00	InDispute	<input type="checkbox"/>
Gradys Grommets						00.00	100.00	InDispute	<input type="checkbox"/>
Grandys Gourmet	Inv424A	c414	4/15/2008	11/28/2008	12/28/2...	28.00	28.00	InDispute	<input type="checkbox"/>
Grandys Gourmet	Inv524A	c514	4/15/2008	11/28/2008	12/28/2...	28.00	28.00	InDispute	<input type="checkbox"/>
Total Invoices: 0							102,942.00		

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.



Customer	Invoice #	Purchase Orde	Invoice Da	Purchase Da	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					InDispute	
AABSCO	4567893		11/28					InDispute	
AABSCO	456321		11/30					InDispute	
AABSCO	456321		11/30					InDispute	
AABSCO	345678		11/30					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	BBS150090		12/28						
ABC Company	jmc12a1	c111111a	7/9/2008	11/28/2008	12/28/2008	300.00	300.00		
ABC Company	jmc22a1	c222211a	7/9/2008	11/28/2008	12/28/2008	300.00	300.00		
ABC Company	jmc33a1	c333331a	7/9/2008	11/28/2008	12/28/2008	300.00	300.00		
ABC Company	jmc12a2	c111111a	7/9/2008	11/28/2008	12/28/2008	300.00	300.00		
ABC Company	jmc22a2	c222211a	7/9/2008	11/28/2008	12/28/2008	300.00	300.00		

InDispute

Invoice in dispute on 11/28/2008 by STEVE.

Dispute Code: Verification Required

Notes:

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.

Logged in as: BBS\ADMIN Logout Live Chat Help

Wednesday, May 26, 2010

Comments:

Line	Invoice#	Invoice Date	Debtor#	Debtor Name	Invoice Amount	Problem	
1	123456	12/28/2008	AX0001	AABSCO (AX0001)	1258.25		X Clear Line
2	123457	12/28/2008		A1 GARAGE (AG0001)			X Clear Line
3				AABSCO (AX0001)			X Clear Line
4				Abazaba INC (AI0001)			X Clear Line
5				ABC Company (A1111)			X Clear Line
6				ABC Warehouse (100)			X Clear Line
7				ACUFF BUILDERS (AB0001)			X Clear Line
8				Ais Appliances (109)			X Clear Line
9							X Clear Line
10							X Clear Line

Total Invoice Amount: 0.00

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Core Process: InvoiceEntry



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	<p>Enter the customer/debtor name for each invoice to be included in the batch.</p> <p>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.</p>
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:

BBS Trucking - Invoice Entry Logged in as: BBS1ADMIN X Logout 55 Live Chat ? Help

Inquiry Reports Data Entry Utilities Links Tuesday, June 01, 2010

Export Saved Entries To

These invoices are marked locked and in-use.

Comments:

Line	Invoice#	Invoice Date	Debtor#	Debtor Name	Invoice Amount	Problem
1	9123456	12/28/2008	AX0001	AABSCO (AX0001)	1250.25	
2	9123457	12/28/2008	AB001	Abacaba INC (AB001)	2505.50	
3						
4						
5						
6						
7						
8						
9						
10						

Total Invoice Amount: \$3,755.75

Make Changes

Return to Top

Core Process: InvoiceEntry

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

Selection: Starting Date: As Of: Items/Page: [View](#) Export To: [Excel](#) [PDF](#) [Print](#)

Drag a column header here to group by that column

Inv No	Deb Name	Recourse Amt	Amount	Reason Dispute/ Ineligible Reason
1000095 (View)	SOS MILLS, INC		\$0.00	
1000096 (View)	SOS MILLS, INC		\$0.00	
1000097 (View)	SOS STORES, INC		\$0.00	
1000098 (View)	ROS STORES, INC		\$0.00	

[Return to Top](#)

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

Summary

Export To: [Excel](#) [PDF](#) [Print](#)

Drag a column header here to group by that column

Item	Value
Invoice #:	1000095
Customer:	SOS MILLS, INC
Invoice Date:	5/28/2008
Amount:	\$4,275.00
PostDate:	5/28/2008
PurchOrd:	303289
BatchNo:	141
Desc:	
Amt:	\$4,275.00
Balance:	\$4,275.00

[Return to Top](#)

Payments

Export To: [Excel](#) [PDF](#) [Print](#)

Drag a column header here to group by that column

Check No	Check Date	Post Date	Date	Post Date	Post Type	Desc	Col Status	Desc	Fee	Extrow	Rev Earned	Amt	Desc	Per Tax Amt	Batch No
No data to display															

[Return to Top](#)

Notes

Export To: [Excel](#) [PDF](#) [Print](#)

Drag a column header here to group by that column

Date	By	Premise	Text
No data to display			

[Return to Top](#)

Images

Export To: [Excel](#) [PDF](#) [Print](#)

Drag a column header here to group by that column

Image #
No data to display

[Return to Top](#)

Invoice Search

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



BBS Trucking Invoice Search Logged in as: BBS\ADMIN X Logout ? Help

Status | Debtor lists/aging | Collection/Purchase history | Data entry | CADENCE Reports | Utilities Tuesday, April 19, 2011

Client Activity Statements | Help

1 Invoice ID: REF: Description:

2 Exact Matches Only Show Paid/Held/Denied Invoices 3

Items/Page: 4 Export To:

Drag a column header here to group by that column

Invoice #	Debtor Name	Invoice Date	Batch #	Purchase Order	Description	Invoice Amount	Balance
89764501	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: InvoiceSearch

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.

BBS Trucking - Invoice Detail Logged in as: BBS\ADMIN X Logout ? Help

Status | Debtor lists/aging | Collection/Purchase history | Data entry | CADENCE Reports | Utilities Tuesday, April 19, 2011

Client Activity Statements | Help

Export Page To: [Icons]

Summary - AABSCO [?] [-]

Export To: [Icons]

Drag a column header here to group by that column

Item	Value
Invoice #:	89764503
Debtor:	AABSCO
Invoice Date:	11/28/2008
Amount:	\$650.00
Batch #:	24

Return to Top [Up Arrow]

Core Process: InvoiceDetail

Payments - AABSCO [?] [-]

Export To: [Icons]

Drag a column header here to group by that column

Check #	Check Date	Payment Date	Post Date	Payment Type	Status	Fee Escrow	Reserve Earned	Amount	Description
No data to display									

Return to Top [Up Arrow]

Core Process: InvoiceDetail

Notes - AABSCO [?] [-]

Export To: [Icons]

Drag a column header here to group by that column

Date	By	Promise	Text
No data to display			

Return to Top [Up Arrow]

Core Process: InvoiceDetail

Images - AABSCO [?] [-]

Return to Top [Up Arrow]

Core Process: InvoiceThumbnails

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 Tracking - Invoice Summary Logged in as: BBS\ADMIN [Logout](#) [Help](#)

Status | Debtor lists/aging | Collection/Purchase history | Data entry | CADENCE Reports | Utilities Tuesday, April 19, 2011

Client Activity Statements | Help

Invoice Summary ? -

Starting Date: Ending: Debtor: Ignore Date Range

Search For: Invoice ID: PO ID: Description: Exact Matches Only

Age by: Filter To: Unpaid Ineligible Past Due Recourse

Items/Page: [View](#) Export To: [Excel](#) [PDF](#)

Drag a column header here to group by that column

Invoice #	Debtor Name	Description	Date	Amount	Balance
WT1	AABSCO		11/28/2008 12:00 AM	1500.0...	1500.0...
456789	AABSCO		11/28/2008 12:00 AM	100.0000	100.0000
4567893	AABSCO		11/28/2008 12:00 AM	1250.0...	1250.0...
89764501	AABSCO		11/28/2008 12:00 AM	1000.0...	1000.0...
89764503	AABSCO		11/28/2008 12:00 AM	650.0000	650.0000

[Return to Top](#)

Core Process: InvoiceSummary

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:

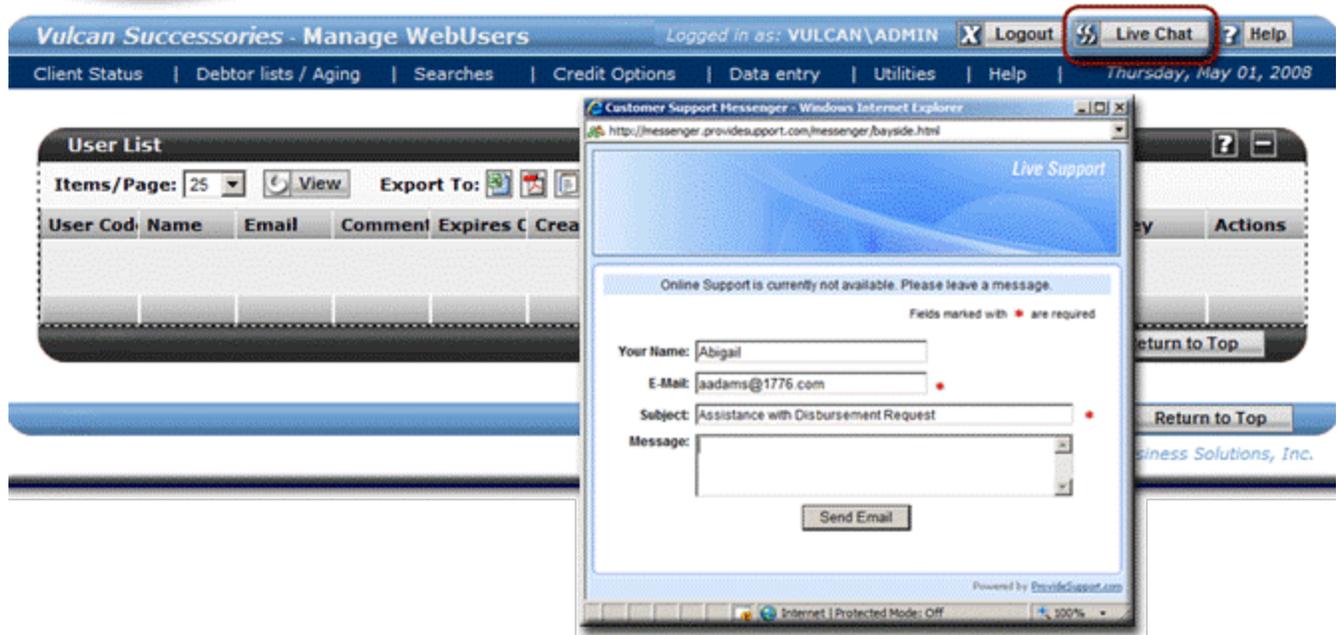
Field	Description
	<ul style="list-style-type: none"> • Invoice ID: Search for invoices by a specific invoice number (or a portion thereof depending on the setting of Exact Matches Only). • PO ID: Search for invoices by a specific purchase order number (or a portion thereof depending on the setting of 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.



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.



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

Main Dashboard

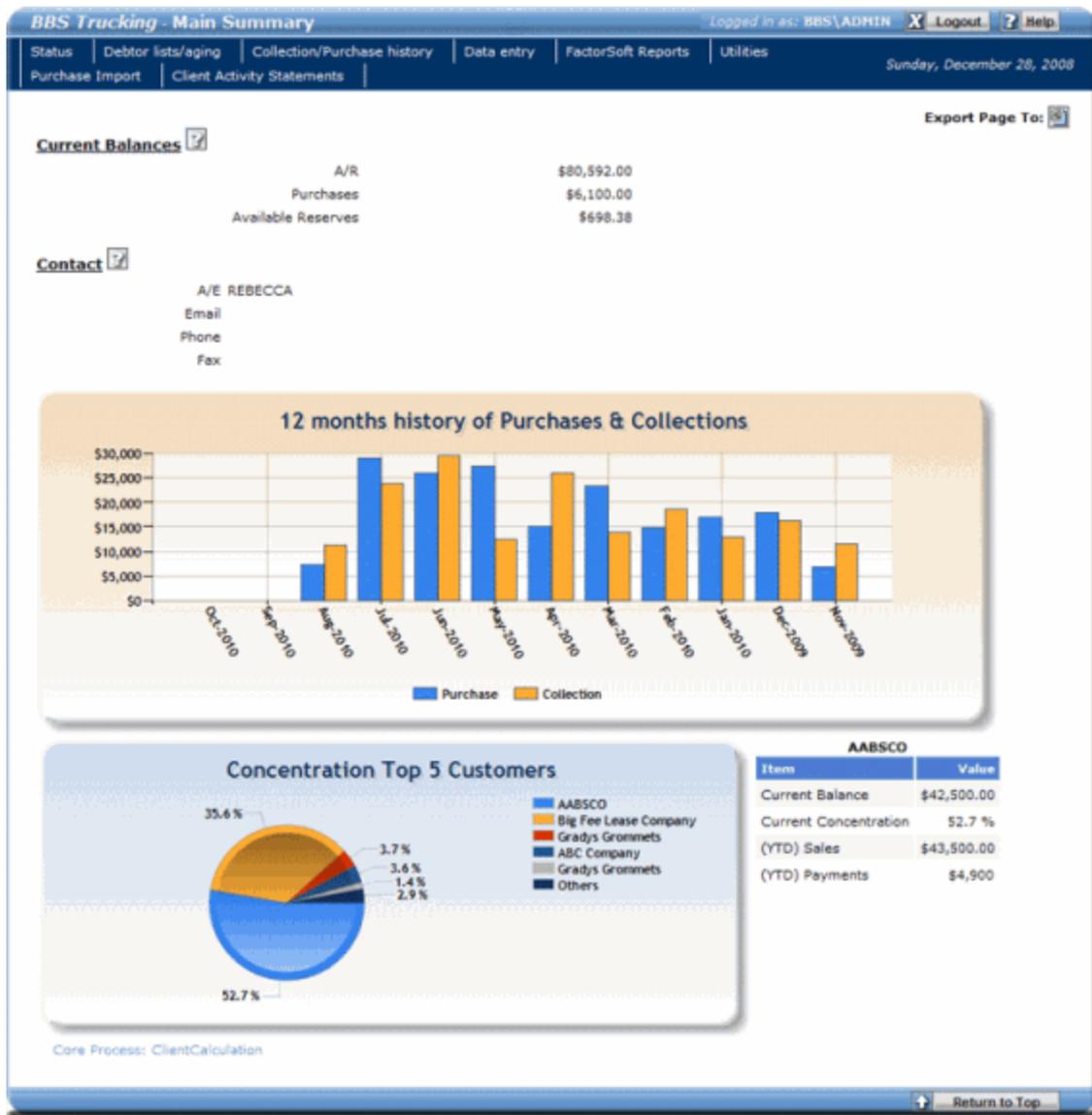
The Main Dashboard feature allows you to configure views that display graphical representations of client and account specific 12 month trends.

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:

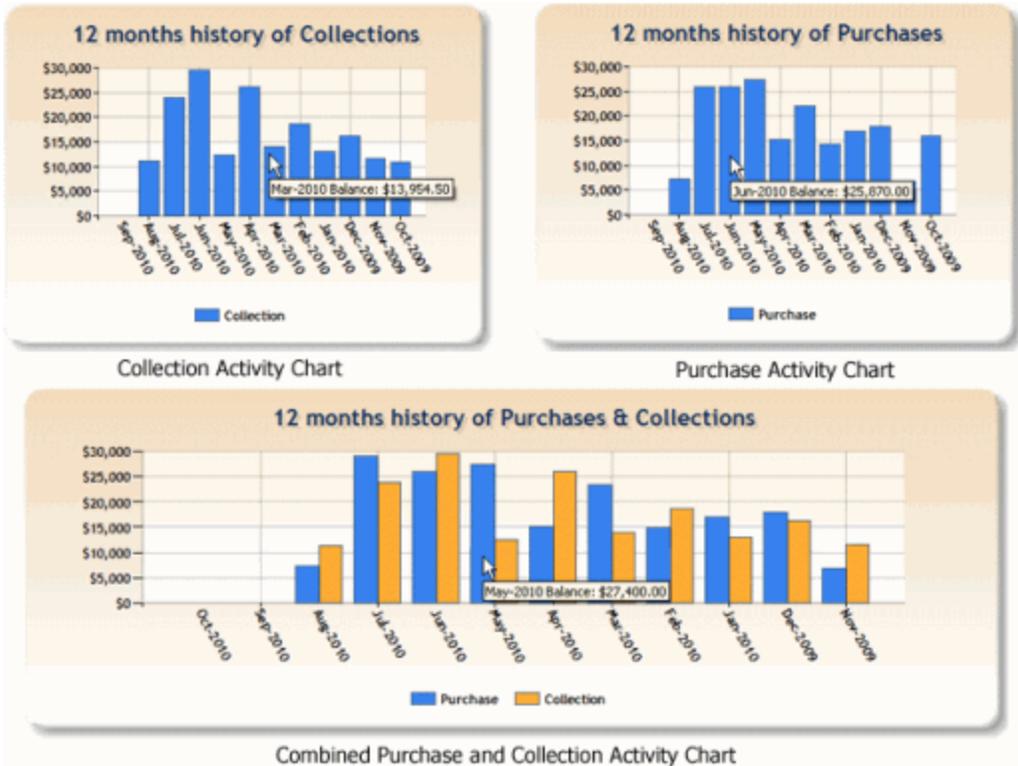
The default page for all non-Admin users is determined by the setting of System Preference **Identification/system constants, FactorSoft | CleintWeb, Default start pages, Start page URL**.



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:



Collection Activity Chart

Purchase Activity Chart

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.

Vulcan Successories - Main Summary Logged in as: VULCAN\ADMIN [Logout](#) [Live Chat](#) [Help](#)

Client Status | Debtor lists / Aging | Searches | Credit Options | Data entry | Utilities | Help | Thursday, May 01, 2008

Current Balances

A/R:	\$142,699.00
Act_Purchases	\$100.00
Emp_CashRsv	\$145,598.02

Contacts

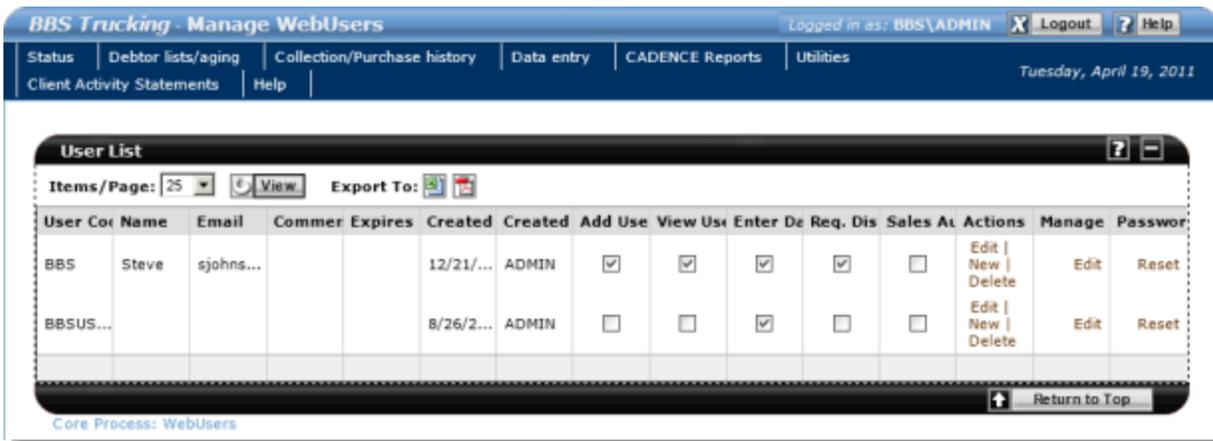
AcctExecName Cash Feeler
 AcctExecEmail cpeeler@email.com
 AcctExecPhone (205)100-1009

[Return to Top](#)

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.

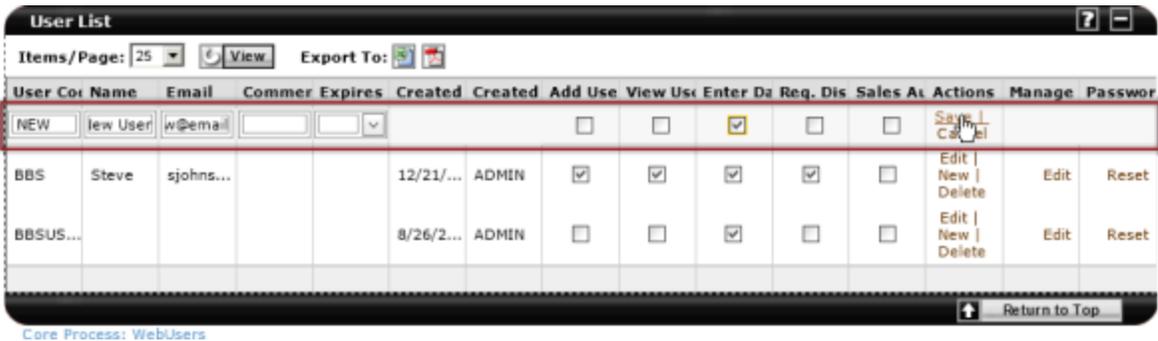
An expiration date may be set for a user, after which that account will be locked. For example, if you have a temporary data entry employee for a three-month job, you may set that user's access to expire in three months.



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:



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.

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)

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.

Client #	Client Name
WALWART	Next Celebration World
MONEY	The Money Company

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.

The screenshot shows the 'Import' window with two tabs: 'Invoices' and 'Images'. The 'Invoices' tab is active, showing a 'Select an Invoice File:' field with a 'Browse...' button and an 'Import Invoice' button. The 'Images' tab is also visible, showing a 'Select an Image File:' field with a 'Browse...' button, a 'Batch:' dropdown menu set to '20', and an 'Import Image' button. Below the tabs, a note states: 'Note: Only Images & PDF Files can be uploaded as Images. Maximum file size allowed: 50 MB'. A 'Return to Top' button is located at the bottom right of the import area. Below the import area, the 'Pending Batches' section is visible, showing an 'Export To:' button and a table of pending batches.

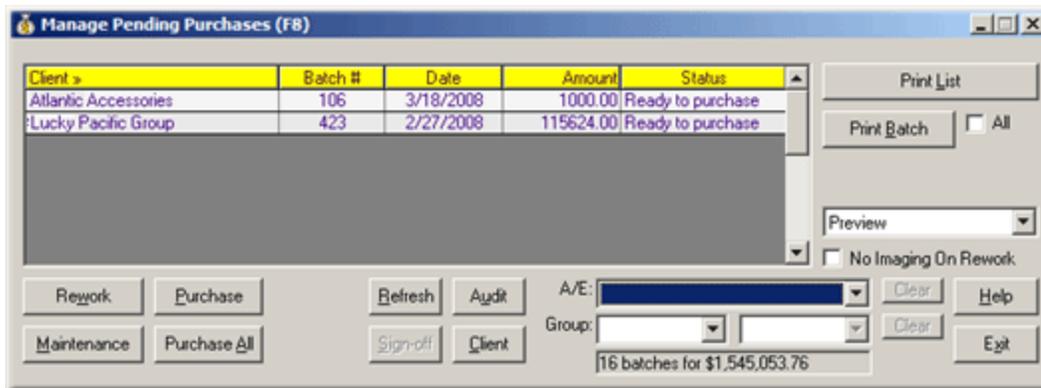
Batch #	State	# of Invoices	Date Created
20	Pending	3	2/24/2010 3:33:48 PM
41	Pending	0	9/15/2010 10:00:31 AM
43	Pending	0	10/14/2010 11:14:40 AM
36	Pending	1	4/27/2010 11:12:40 AM
40	Pending	0	7/7/2010 4:10:58 PM
48	Pending	1	3/31/2011 1:50:13 PM
51	Pending	0	3/13/2012 3:43:59 PM

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**.



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.



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.

Starting Date: 11/16/2020 Ending: 11/16/2020 Show Reserve Items/Page: 25 View Export To: [PDF] [Excel] [Word]

Drag a column header here to group by that column

Schedule #	Post Date	Status	A/R Amount	Check Amount	Check #
No data to display					
			0.00	0.00	

Return to Top

Starting Date: 11/16/2020 Ending: 11/16/2020 Show Reserve Items/Page: 25 View Export To: [PDF] [Excel] [Word]

Drag a column header here to group by that column

Schedule #	# of Invoices
No data to display	

Return to Top

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

Super Sonic Tech - Purchase Summary (Batch) Logged in as: SONI01\ADMIN X Logout Live Chat Help Thursday, December 13, 2007

Main Summaries | Aging Reports | Transaction Reports | Credit Information | Requests & Data Entry | Utilities | External Links

Purchase List

Starting Date: 12/13/2007 As Of: 12/13/2007 Show Reserve Items/Page: 25 View Export To: [PDF] [Excel] [Word]

Drag a column header here to group by that column

Invoice Batch ID	Post Date	Status	A/R Amount	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

Super Sonic Tech - Invoice Detail Logged in as: SONI01\ADMIN X Logout Live Chat Help Thursday, December 13, 2007

Main Summaries | Aging Reports | Transaction Reports | Credit Information | Requests & Data Entry | Utilities | External Links

Summary

Export To: [PDF] [Excel] [Word]

Drag a column header here to group by that column

Item	Value
Invoice ID:	2212
Customer:	B&H HARDWARE
Invoice Date:	11/20/2007
Amount:	\$18.01
Purchase Date:	12/13/2007
Purchase ID:	LW071119407
Batch ID:	187
Description:	
Invoice Amount:	\$18.01
Balance:	\$18.01

Return to Top

Payments

Export To: [PDF] [Excel] [Word]

Drag a column header here to group by that column

Check ID	Check Date	Payment Date	Post Date	Payment Type	Status	Fee Escrow	Reserve Earn	Amount	Description	Fee Tax	Batch ID
No data to display											
						\$0.00	\$0.00	\$0.00			

Return to Top

Notes

Export To: [PDF] [Excel] [Word]

Drag a column header here to group by that column

Date	By	Promise	Text
No data to display			

Return to Top

Images

Export To: [PDF] [Excel] [Word]

Drag a column header here to group by that column

Image #
No data to display

Return to Top

Return to Top

Powered by: Baystate Business Solutions, Inc.



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	<input type="checkbox"/>
View Report	Payment History Report	4/24/2013	4/24/2013	<input type="checkbox"/>
No Data found	Collection Summary	4/26/2013	4/26/2013	<input type="checkbox"/>
View Report	Daily Client Purchase Excel			<input type="checkbox"/>
View Report	Purchase Summary			<input type="checkbox"/>

Request Reports		
	Report Name	Last Submitted
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 AM
Submit Request	Collection Summary	4/26/2013 11:38 AM

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
	<ul style="list-style-type: none"> • 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 ending 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 clicking 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 produced from ClientWeb.

Field	Description
	<ul style="list-style-type: none"> • 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.

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**.

BBS Tracking - Reserve Activity Logged in as: BBS\ADMIN X Logout ? Help

Status | Debtor lists/aging | Collection/Purchase history | Data entry | CADENCE Reports | Utilities Tuesday, April 19, 2011

Client Activity Statements | Help

Selection: All

Starting Date: 4/19/2008 As Of: 4/19/2011 Items/Page: 25

View Export To: Details: Expand all Collapse all

Date	Type	Description	Reference
11/28/2008	Adj	Adjustment Batch#6	Z000196
12/28/2008	Adj	Adjustment Batch#16	Z000200
12/28/2008	Adj	Adjustment Batch#17	Z000202
12/28/2008	Adj	Adjustment Batch#18	Z000203
4/19/2011	Rsv	Reserve Release	600
4/19/2011	Fund	Funding#53	Pending
4/19/2011	Misc	Transfer held funds to cash reserves	Z000205

Invoice #	Debtor	Buy Date	Days Open	Activity Type	Applied to A/R	Applied to Advance	Applied to Fee	Reserve Amount
2141A1	AABSCO	1/1/2008	332	7	\$0.00	\$800.00	\$7.41	(\$807.41)
19448	BEDFORD REA...	11/28/20...	0	6	\$0.00	\$52.00	\$0.00	(\$52.00)
123456	Big Fee Lease ...	11/28/20...	0	6	\$0.00	\$0.00	\$0.00	\$0.00

Core Process: ReserveActivity

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

Starting Date: 4/19/2011 As Of: 4/19/2011

Items/Page: 25 View Export To:

Drag a column header here to group by that column

Batch #	Post Date	Amount Released	Expenses	Check Amount
27	4/19/2011	\$50.00	--	\$50.00

Core Process: ReserveRelease

Sales Authorizations

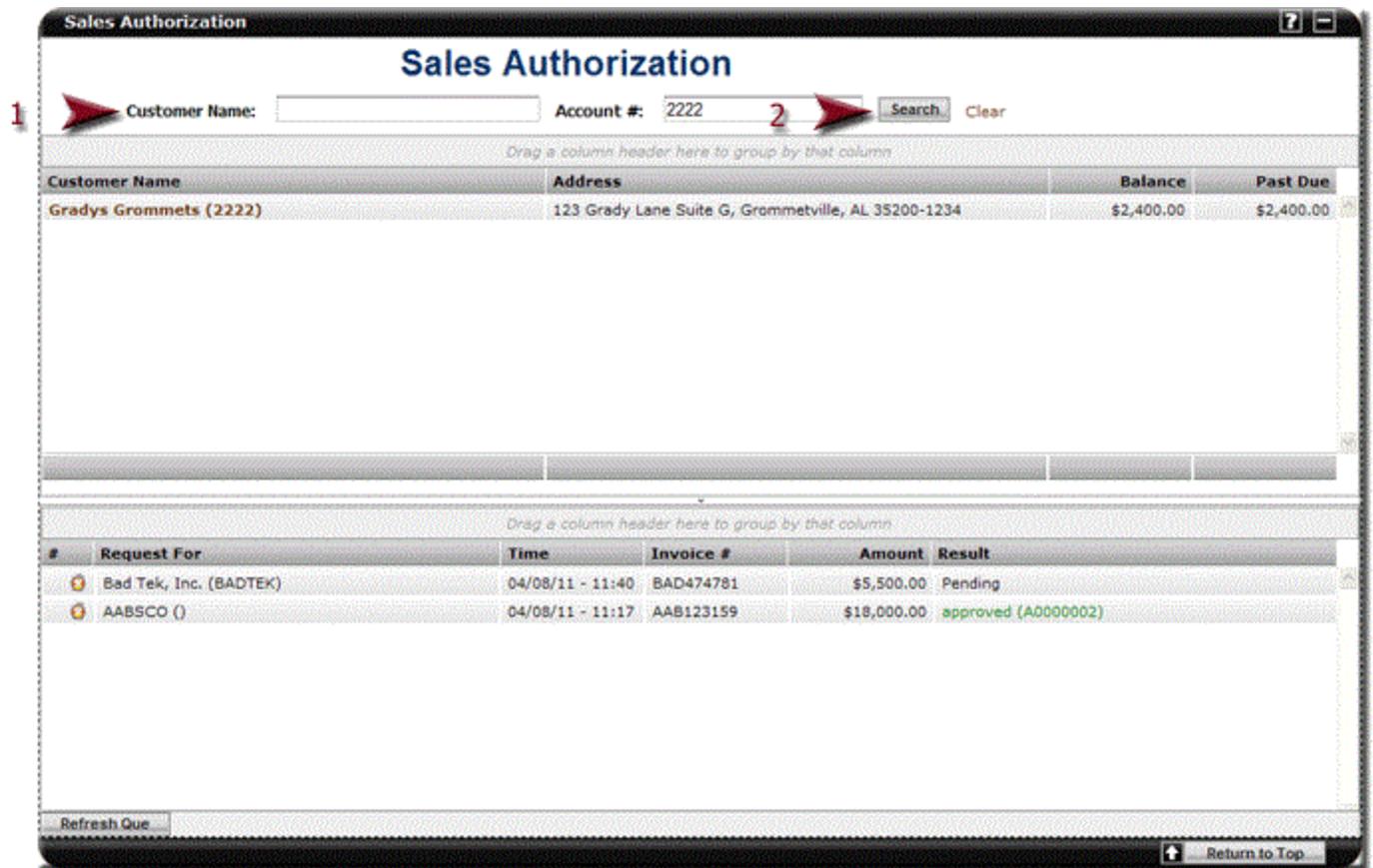
For implementations of FactorSoft that utilize ClientWeb, sales authorization requests can be entered in ClientWeb by your customer that will be automatically imported into Sales Authorization. These requests are subject to the same rule set as those manually entered, so that those requests that pass 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:

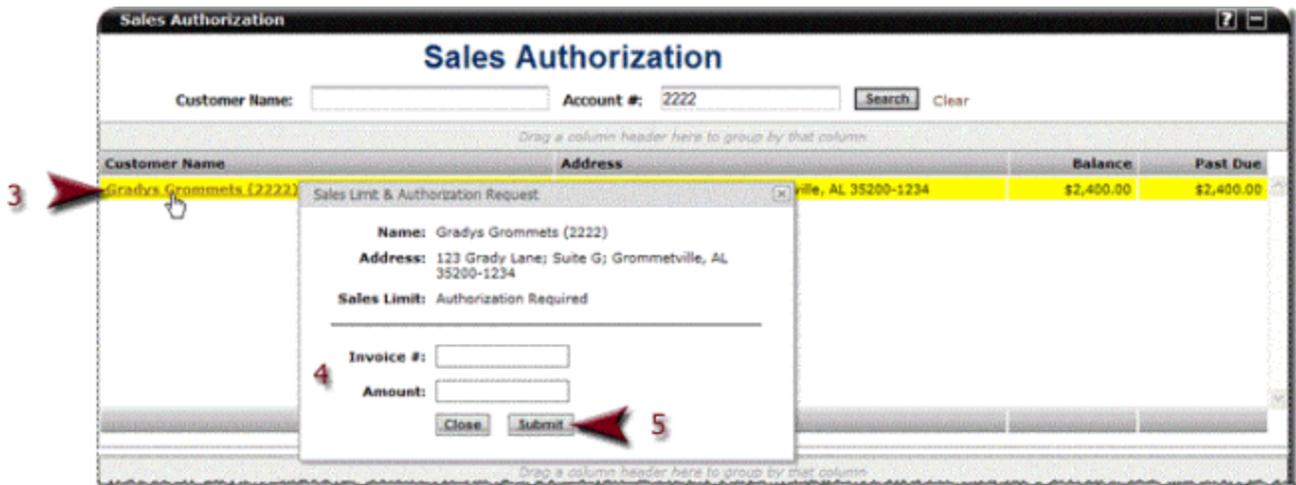
1. Enter either the **Customer Name** and/or number (**Acct #**) in the appropriate fields.
2. Click **Search**.

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



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:

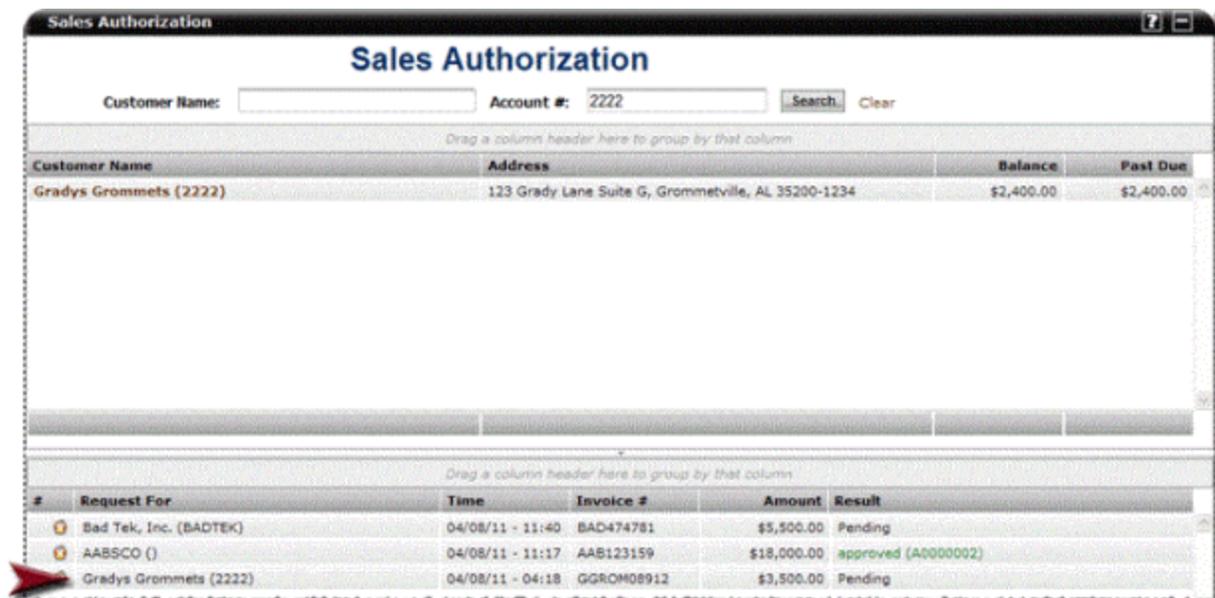


4. Enter the sales authorization details:

- **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.



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 pre-approved.

Client Name: Client #: Show Current Activity

Customer No: Invoice #: Approval Code:

Total Authorization Requests Found: 10

Auth #	Client	Client No	Customer	Customer No	Invoice	Amount	Status	Time	Submitted By	Approved By	Approved On	Approval Code	Assigned To
1	BBS Tr...	BBS	AABSCO		AAB123159	18,000.00	Approved	3h 46m		STEVE	4/8/2011	A0000002	STEVE
2	Flat F...	SIEMANS2	DRIFTWOOD	543233	DR100231	8,000.00	Pending	5h					STEVE
3	Fee St...	FEESTMT	Bar G Tex...		BARG22496	2,500.00	Pending	4h 49m					CREDIT 2
4	Next ...	WALMART	New Wav...		NEWW33214	2,000.00	Pending	4h 46m					CREDIT1
5	Recycl...	FCC01	BUTLERS ...		BUT002567	15,000.00	Pending	4h 43m					CREDIT 2
6	Fee Es... 19		A1 GARAGE	A1GARA	A1984668	36,000.00	Pending	4h 41m					CREDIT1
7	BBS Tr...	BBS	Bad Tek, I...	BADTEK	BAD474781	5,500.00	Pending	4h 40m					CREDIT 2
8	Flat F...	SIEMANS2	Bad Tek, I...	BADTEK	BAD665645	6,500.00	Pending	4h 38m					CREDIT1
9	Maste...	MONEYC...	LaFleur Pu...		LAF0002345	3,000.00	Approved			STEVE	4/8/2011	A0000001	
10	BBS Tr...	BBS	Grady's Gr...	2222	GGROM08...	3,500.00	Pending	2m	---WEB				

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: Ending: Items/Page:

Drag 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	--	

Core Process: ZipCheckImages

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 **Collateral** supporting each facility.

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
	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

Additionally, the Facility Summary displays:

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

Column	Description
Ineligible collateral	Displays receivables or inventory that does not meet the criteria 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	<p>For each collateral supporting a facility, this column displays the gross collateral value, less ineligible.</p> <p>For each facility, this column displays the sum total of the eligible collateral supporting the facility.</p> <p>For each client, this column displays the sum total of the eligible collateral supporting each facility related to the client.</p>
Net collateral	<p>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.</p> <p>For each facility, this column displays the sum total of the net collateral supporting the facility.</p> <p>For each client, this column displays the sum total of the net collateral supporting each facility related to the client.</p>
Available	<p>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 available limit or net collateral, whichever is the lesser.</p> <p>For each facility, this column displays the sum total of the available collateral supporting the facility.</p> <p>For each client, this column displays the sum total of the available collateral supporting each facility related to the client.</p>
Balance	<p>For each facility, this column displays the loan balance of the facility.</p> <p>For each client, this column displays the sum total the loan balances of each facility related to the client.</p>
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.

The screenshot shows the 'Facility Ledger' window with the following data:

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

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
	<ul style="list-style-type: none"> • Date: the transaction posting date. • Trans Descr: the user-defined transaction description • Trans Type: • Beginning Bal: the facility balance before the transaction • Amt: the transaction dollar amount - transaction amounts in parentheses decrease the balance, transaction 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.

Facility Web Activity

Facility: Eastern Industries, Inc.

Current	
Gross Collateral:	3,900,177.86
Less Ineligibles:	407,211.99
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:	860,307.72
Less Reserves:	0.00
Less Fee Reserves:	2,192.28
Less Loan Balance:	364,979.37
Excess/Deficit:	129,478.69

Collateral Availability			
	Collateral Description	Current Available	Pending Available
<input type="button" value="New"/>	Account Receivable	400,000.00	0.00
<input type="button" value="New"/>	Inventory	250,000.00	0.00
	Tools & Supplies	212,500.00	0.00

ClientWeb for Bulk Collaterals

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 Availability. 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**.

Facility Web Activity ?

Facility: Eastern Industries, Inc. ▾

Current		Collateral Availability			
Gross Collateral:	3,900,177.86	<input type="button" value="New"/>	Collateral Description	Current Available	Pending Available
Less Ineligibles:	407,211.99	<input type="button" value="New"/>	Account Receivable	400,000.00	0.00
Less Cash Reserves:	65,550.00		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				
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				

ClientWeb Process: FacilityCollateralment

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.

Facility Web Activity

Facility: Eastern Industries, Inc.

Current	
Gross Collateral:	3,900,177.86
Less Ineligibles:	407,211.99
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
Less Loan Balance:	364,979.37
Excess/Deficit:	129,478.69

Advance Request Supporting Documents

*** - All fields below are required - ***

Funding Instructions: Custom Lender, Client, or Facility funding instructions can be displayed here.

Payee: Eastern Industries, Inc.

Amount: (Do not include currency symbols)

Account: General Checking

Funding Description:

Submit Request Close

Collateral Availability			
	Collateral Description	Current Available	Pending Available
<input type="button" value="New"/>	Account Receivable	400,000.00	0.00
<input type="button" value="New"/>	Inventory	250,000.00	0.00
	Tools & Supplies	212,500.00	0.00

Core Process: FacilityDisbursement

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 overridden at either the client or facility level.
Payee	<p>Displays the selected Account's Payable to name as listed on the Client Information > Bank Relationship > select Account > click view > Payable to field.</p> <p>A system preference is used to determine the Payee field on this screen:</p> <p>System Preference > Identification/system constants > CLMS ClientWeb > Booleans > Web Core Process Facility Disbursement Payee – use bank information</p> <p>If False: Payee = Client Name / Facility Name</p> <p>If True: Payee = Bank Relationship Account's "Payable To" field. (If the Payable to field is blank , then Client name only will be shown.)</p>

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.

The screenshot shows the FactorSoft web interface. At the top, the facility is identified as 'Eastern Industries, Inc.'. On the left, a 'Current' collateral summary table is displayed:

Current	
Gross Collateral:	3,900,177.86
Less Ineligibles:	407,211.99
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
Less Loan Balance:	364,979.37
Excess/Deficit:	129,478.69

The main 'Supporting Documents' panel is highlighted with a red border. It contains a 'Description' text box and an 'Upload File' button. Below this panel is a 'Collateral Availability' table:

Collateral Availability			
	Collateral Description	Current Available	Pending Available
<input type="button" value="New"/>	Account Receivable	400,000.00	0.00
<input type="button" value="New"/>	Inventory	250,000.00	0.00
	Tools & Supplies	212,500.00	0.00

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

A file browser dialog is opened.

- 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.

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
	<ul style="list-style-type: none"> • Description: the unique identity of the collateral • Type: the collateral type • Latest Declaration: the date of the most recent reported collateral valuation • Inactive: True for inactive collateral, False for active collateral • Currency: displays the currency type used to report the collateral's value • Current Avail Limit: displays the collateral limit set for the collateral
Availability...	<p>Displays the following availability data for the collateral:</p> <ul style="list-style-type: none"> • 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...	<p>Displays a summary of Bulk A/R collateral ledger activity:</p> <ul style="list-style-type: none"> • Ineligible: the current total ineligible status • Reserve: the balance of cash reserve against the reported collateral value • Unapplied Cash: the held back cash balance not yet applied to the loan or the collateral.
Select a Data Grid	<p>Select the items to be displayed the grid:</p> <ul style="list-style-type: none"> • 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	<p>The grid columns are dependent on the data grid selected:</p> <p>Certificate Posting columns:</p> <ul style="list-style-type: none"> • Post Date: the posting date of the certificate posting transaction • Beginning Collateral: current gross receivables balance from the previously posted update • Current Collateral: total system-calculated receivable balance • Eligible Collateral: current collateral minus ineligible and reserves • Options: Click the link to display the Bulk A/R - Loan Posting page for the posting <p>Ineligible Posting columns:</p> <ul style="list-style-type: none"> • 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.



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

 A screenshot of a web form titled "Bulk A/R - Loan Postings". At the top, it says "Return to: Bulk AR Postings". The form contains several sections:

- Collateral:** A dropdown menu showing "Eastern Industries, Inc. >> Account Receivable".
- Date Posted:** A date picker set to "5/25/2011" and a "Ref #:" text input field.
- Beginning Collateral:** A text input field containing the value "921,412.71".
- Adjustment Fields:** A series of text input fields with labels: "Sales: (+)", "Credit: (-)", "Adjustments: (+)", "Adjustments: (-)", "Discount: (-)", "Net Collections: (-)", "Over Payment: (+)".
- Current Collateral:** A text input field.
- Ineligible:** A text input field with a "(-)" label.
- Reserve:** A text input field with a "(-)" label.
- Eligible Collateral:** A text input field.
- Comment:** A large text area for notes.
- Documents:** A section with an "Upload - Select File and click Upload" prompt, a "Browse..." button, a "Remove" link, and an "Add Upload" link.
- Uploaded Documents:** A list area for files that have been uploaded.

 At the bottom of the form are buttons for "Clear Form", "Calculate", and "Save", along with a "Return to Top" link.

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, unedited field.
Beginning Collateral	The current gross receivable balance generated by previously 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 ineligible, 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 ineligible 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 certificate 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 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 loan agreement) in the grid. To add a new Ineligible Posting for the collateral:

1. Click the **Add Posting** button.



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

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, uneditied 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 dollar amount for this posting.
Documents	Used to select and upload supporting documents for the certificate 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.

- 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.

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

Item	Description
Collateral...	<p>Displays general information identifying and describing the collateral:</p> <ul style="list-style-type: none"> • Description: the unique identity of the collateral • Type: the collateral type • Latest Declaration: the date of the most recent reported collateral valuation • Inactive: True for inactive collateral, False for active collateral • Currency: displays the currency type used to report the collateral's value • Current Avail Limit: displays the collateral limit set for the collateral
Availability...	<p>Displays the following availability data for the collateral:</p> <ul style="list-style-type: none"> • 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	<p>Select the items to be displayed the grid:</p> <ul style="list-style-type: none"> • Category Rates • Inventory Declaration
Add Posting	<p>Click this button to open the Inventory - Declaration Posting Items page to add a new inventory declaration posting for the collateral.</p> <p>This button is unavailable if the Category Rates grid is selected.</p>

Item	Description
Grid	<p>The grid columns are dependent on the data grid selected:</p> <p>Category Rates columns:</p> <ul style="list-style-type: none"> • 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 <p>Inventory Declarations columns:</p> <ul style="list-style-type: none"> • Date: the posting date of the ineligible posting transaction • Amount: the ineligible posting amount • Available: the availability amount for the collateral • Options: Click the link to display the Inventory - Declaration Posting Items page for the posting

Inventory - Declaration Posting Items

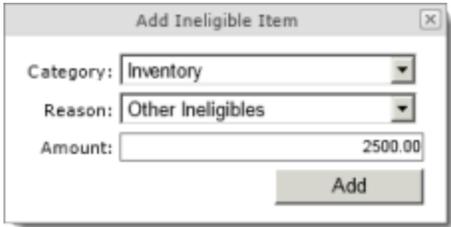
The Inventory Declaration page is used to create new inventory declarations, including updates to the inventory value by category and ineligible value by category.

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 categories 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
	<p>inventory posting to FactorSoft.</p> <p>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.</p>

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.



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.

Loan Statements

Facility: Easton Industries, Inc. Statement: 05/01/2011 thru 05/24/2011 Items/Page: 25 View Export To: [Excel] [PDF]

Days ▾ Rate ▾

Date	Beginning Bal	Disbursement	Payment	Other	Ending Bal
0 days @ Interest Rate 5.75%					
5/1/2011	526,354.49	--	--	--	526,354.49
5/2/2011	526,354.49	--	--	--	526,354.49
5/3/2011	526,354.49	--	--	--	526,354.49
5/4/2011	526,354.49	--	--	--	526,354.49
5/5/2011	526,354.49	--	--	--	526,354.49
5/6/2011	526,354.49	--	--	--	526,354.49
5/7/2011	526,354.49	--	--	--	526,354.49
5/8/2011	526,354.49	--	--	--	526,354.49
5/9/2011	526,354.49	--	--	--	526,354.49
5/10/2011	526,354.49	--	--	--	526,354.49
5/11/2011	526,354.49	--	--	--	526,354.49
5/12/2011	526,354.49	--	--	--	526,354.49
5/13/2011	526,354.49	--	--	--	526,354.49
5/14/2011	526,354.49	--	--	--	526,354.49
5/15/2011	526,354.49	--	--	--	526,354.49
5/16/2011	526,354.49	--	--	50.00	526,404.49
5/17/2011	526,404.49	--	--	--	526,404.49
5/18/2011	526,404.49	--	--	--	526,404.49
5/19/2011	526,404.49	--	--	--	526,404.49
5/20/2011	526,404.49	--	--	--	526,404.49
5/21/2011	526,404.49	--	--	--	526,404.49
5/22/2011	526,404.49	--	--	--	526,404.49
5/23/2011	526,404.49	--	--	--	526,404.49
		0.00	0.00	50.00	

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Other Charges	Average Daily Balance:	526,373.24
Service Fee: 3,947.80	Interest Charge:	2,017.78
	Other Charges Summary:	3,947.80
	Total Statement Charges:	5,965.56

Core Process: LoanStatements [Return to Top](#)

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 grid before breaking to multiple pages.
View	Click this button to display the statement for the selected criteria.
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 (ascending 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)	<p>Each day of the statement period is presented as a line-item with the following data:</p> <ul style="list-style-type: none"> • 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 Balance	Displays the average of the ending balances for the statement period.
Interest Charge	Displays the interest accrued on the loan balance for the statement period.
Other Charges Summary	Displays the total of Other charges for the statement period.
Total Statement Charges	Displays the total amount for the statement period.