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FactorSoft™

• Release v4.7

Web Portal Implementation Quick Reference

Quick Guide for Implementation and Support

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FI Admin Access

Manage Users –

- Web Admin

Account Access

Clients

Client Information –

- Allow Web Access
- Allow Payer web
- Allow Disputes

Brokers

Broker Information –

- Allow Web Access

Debtors

Debtor Information –

- Allow payer web
- Allow address changes
- Allow disputes

Account User Access

Clients, Brokers, and Debtors

Contacts Panel –

- Web Access
- Web Admin
  Note: Client, Debtor and Broker Admins can add their own users via their Portal Admin

Engine Tasks

Portal Credit Request Approval –

- FactorSoft > Engine Administration > Task Type must be enabled and set to Default Priority 9 for credit requests to be sent to the Manage Credit Requests screen

Folder Monitor Imports –

- FactorSoft > Engine Administration > Task Type must be enabled and set to Default Priority 9 for imports from the Web Portal

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System Preferences and FactorSoft Settings by Screen

Landing Page

Lender's Name –

- FactorSoft > System Preferences > Identification/System Constants > Name & Address > Lender Name.

Dashboard

Top Debtors and Total Aging Widget –

- Non-standard aging columns set in FactorSoft > Client Information > Collections panel

Credit Summary Widget –

- Credit ratings are set in FactorSoft > Debtor Information > Credit Score panel.

Debtor Account Profile Widget –

- FactorSoft > Administration module > System Preferences > Identification/system constants > CLMS|PayerWeb > PayerWeb website folder:
  1. Show Customer Name
  2. Show Customer Address
  3. Show Attn Field
  4. Show Customer Phone
  5. Show Customer Fax
  6. Show Customer Email
  7. Show Customer MC No
  8. Update Customer Name
  9. Update Customer Address
  10. Update Customer Phone
  11. Update Customer Fax
  12. Update Customer Email
  13. Update Customer Primary Contact
  14. Update Customer MC No
  15. Update PO Reqd
  16. Update Signature Reqd
  17. Update Do not mail statement

- FactorSoft > Administration module > System Preferences > Identification/system constants > CLMS|PayerWeb > PayerWeb desktop folder:
  1. Address Change Denied Email Subject
  2. Address Change Approval Email Subject

Credit Requests

Allow Pending Debtors to display for Credit Request form –

- FactorSoft > Administration > System > System Preferences > Identification/System Constant > Web Interface > Data Entry > Show Pending Debtors: True
- FactorSoft > Administration > System > System Preferences > Identification/System Constant > CLMS|ClientWeb > Booleans > Data Entry - Show Pending Debtors: True

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Internal Submission Notifications –

- FactorSoft > Administration > System > System Preferences > Identification/System constants > Web Interface > Credit request > Send Internal email on submission
- FactorSoft > Administration > System > System Preferences > Identification/System constants > Web Interface > Credit request > Submission To Address
- FactorSoft > Administration > System > System Preferences > Identification/System constants > Web Interface > Credit request > Submission Message
- FactorSoft > Administration > System > System Preferences > Identification/System constants > Web Interface > Credit request > Submission subject line

External Approval/Denial Notifications –

- FactorSoft > Administration > System > System Preferences > Identification/System constants > Web Interface > Credit request > Denial message
- FactorSoft > Administration > System > System Preferences > Identification/System constants > Web Interface > Credit request > Standard approval message

Credit Import –

- FactorSoft > Administration > System > System Preferences > Identification/system constants > Interface parameters > EDI Import Export > 850 Transactions are, set to Credit Requests
- FactorSoft > Administration > System > System Preferences > Identification/system constants > Interface parameters > EDI 850 Standard/Flat/Excel Order Request Import > Folder to watch

Facility List

Float Ineligibility Calculation –

- FactorSoft > System Preference > Client rules/defaults > Ineligibility/summary calculation > Reserves tab

Disbursement Payee Field –

- FactorSoft > System Preference > Identificationsystem constants > CLMS/ClientWeb > Booleans: Web Core Process Facility Disbursement Payee – use bank information

Disbursement Funding Instructions –

- FactorSoft > Client Information > Funding Instructions panel and Facility Information > Funding Instructions panel.

Disbursement Account drop down –

- Defined at FactorSoft > Client Information > Bank Relationship panel.

Allow Updates to Ineligibilities for Bulk Certificate Postings –

- FactorSoft > Administration module > System Preferences > Indentification/system constants > CLMS|ClientWeb > Booleans > Allow Ineligible collateral submissions from facility disbursement

Allow Updates to Ineligibilities for Inventory Declarations –

- FactorSoft > Administration module > System Preferences > Facility/Collateral Rules (formerly Asset Based Lending) > Rules > General > Allow Inventory Ineligibles from WEB

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Categories on Ineligibility form for Inventory Declarations –

- Defined in FactorSoft > Tables > Facility & Collateral > Ineligible/Reservation Title Table

Allow Tracked A/R Uploads –

- FactorSoft > Administration module > System Preferences > Facility/Collateral Rules (Formerly Asset Based Lending) > Rules > Tracked AR LB and Healthcare Detail > folder location for the Tracked submission templates

Tracked A/R Report Types –

- Set up in FactorSoft > Bulk A/R Collateral Information > Submission Template

Allow Asset Detail Uploads –

- FactorSoft > Administration module > System Preferences > Facility/Collateral Rules (Formerly Asset Based Lending) > Rules > Tracked AR LB and Healthcare Detail > folder location for the AssetImporter application

Purchases

Control Batch Numbers –

- FactorSoft > Administration > System Preferences > Data entry behavior > Purchase Entry > Assign own batch numbers to purchases and set it to False.

Control Client Reference Numbers –

- FactorSoft > Administration > System Preferences > Debtor Rules/Defaults > Rules > Automatically assign client reference numbers when blank and set it to True.
- FactorSoft > System Preferences > Data entry behavior > Purchase import folder > Client reference number is not a required field and set it to False. (Meaning each invoice record in the import file must have the Client Reference Number).

For DocAI Image Capture, see the DocAI Add-on Module Guide.

XML Invoice Import System Preferences apply to the following Purchase Uploads: Manual, Spreadsheet with Images, Zip File, Image only (see the Import Guide for details) –

- FactorSoft > Administration module > System Preferences > Identification/system constants > Interface parameters > Invoice XML Importer:
  1. Folder to Watch
  2. Skip new debtor creation during import
  3. Allow incorrect totals
  4. Allow missing images
  5. Successful import report emails
  6. Failed Import report emails

- FactorSoft > Administration module > System Preferences > Identification/System constants > Performance > Scanning:
  1. Maximum scanned images per file
  2. Optimize scanned images

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- FactorSoft > Administration module > System Preferences > Data entry behavior > Imaging:
    1. PDF resolution value for TIFF Conversion

- FactorSoft > Administration module > System Preferences > Data entry behavior > Intelligent data collection > Invoices interpretation:
    1. Force all batches to rework

- FactorSoft > Administration module > System Preferences > Data entry behavior > Purchase Entry > Imaging:
    1. Default to support instead of Invoice

Spreadsheet Imports (without Images) –

- FactorSoft > Administration Module > System Preferences > Identification/system constants > Interface parameters > Excel Invoices Import > Folder to watch

Allow Pending Debtors to display for Manual Entry form (also controls Credit Request Form) –

- FactorSoft > Administration > System > System Preferences > Identification/System Constant > Web Interface > Data Entry > Show Pending Debtors: True
- FactorSoft > Administration > System > System Preferences > Identification/System Constant > CLMS|ClientWeb > Booleans > Data Entry - Show Pending Debtors: True

Allow Negative Invoice Amount on Manual Entry –

- FactorSoft > Administration > System > System Preferences > Identification/system constants > Web interface > Data entry > Allow negative invoices

Allow Load Number field on Manual Entry –

- FactorSoft > Client Information > Load/Order Processing > Include in load processing

Sales Authorizations

- FactorSoft > Administration Module > System Preferences > Data entry behavior > Purchase authorization > Use Purchase Authorization

Debtors

No Buy Column Custom Message –

- FactorSoft > Administration > System Preference > Identification/system constants > CLMS|ClientWeb > Messages and text > Credit Request Warning as No-Buy Message

Invoices

Invoice Detail Payments grid (Hold Account payments) –

- FactorSoft > Administration > System > System Preferences > Identification/System Constant > Web Interface > Invoice Detail > Hide payments to hold accounts
- FactorSoft > Administration > System > System Preferences > Identification/System Constant > Web Interface > Collection Summary > Hide payments to hold accounts: True

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Invoice Dispute (Debtor accounts) -

- FactorSoft > Administration module > System Preferences > Identification/system constants > CLMS|PayerWeb > PayerWeb desktop folder:
  1. Invoice Dispute Approval Email Subject
  2. Invoice Dispute Denied Email Subject

Invoice Partial Payments (Debtor accounts) –

- FactorSoft > Administration Module > System Preferences > Identification/System Constants > CLMS|PayerWeb > PayerWeb Website > Allow Partial Payments

Invoice Payments (Debtor accounts) –

- FactorSoft > Administration Module > System Preferences > Identification/System Constants > CLMS|PayerWeb > ePayment
  1. ePayment User ID
  2. ePayment Password
  3. ePayment Return Page URL
  4. ePayment Cancel Page URL
  5. Allow electronic payments
  6. Check source for electronic payment

Payments

Hold Account Payments (also for Invoice Detail Payment grid)–

- FactorSoft > Administration > System > System Preferences > Identification/System Constant > Web Interface > Invoice Detail > Hide payments to hold accounts
- FactorSoft > Administration > System > System Preferences > Identification/System Constant > Web Interface > Collection Summary > Hide payments to hold accounts: True

Allow Pending Payments –

- FactorSoft > Administration > System > System Preferences > Identification/System Constant > Web Interface > Collection detail-check# > Show pending checks: True

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