Client Online Access Tutorial

Client Online Access Tutorial

To sign on to the website:

1. Next to "Company" enter your user name

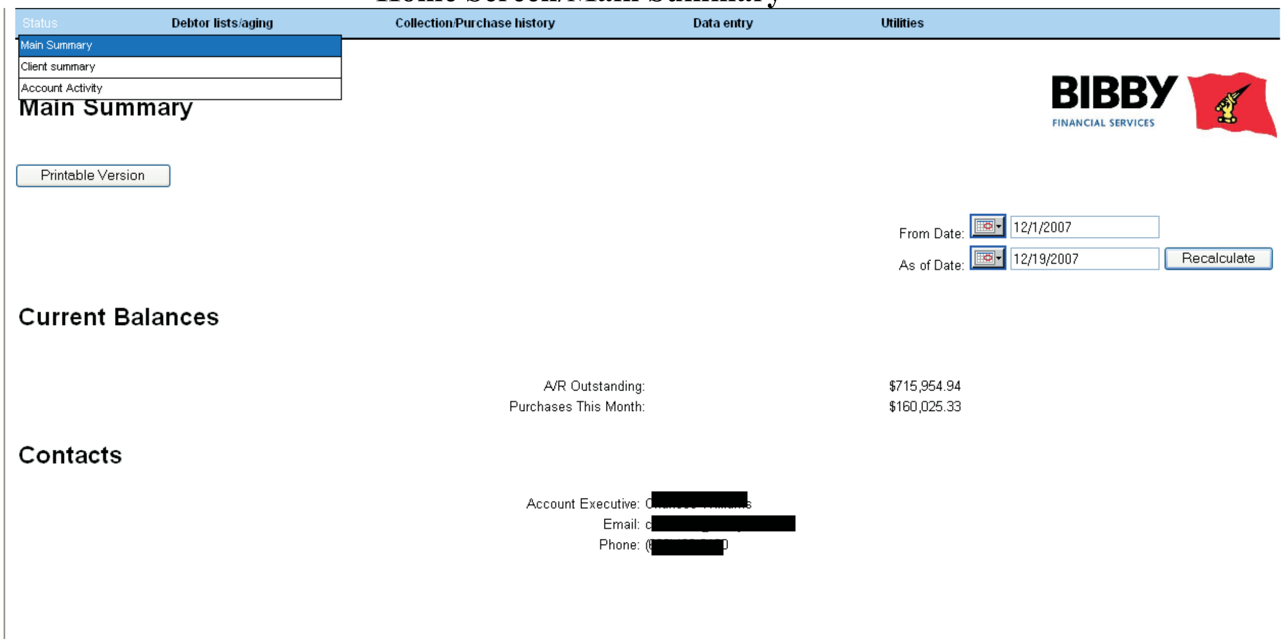
2. Leave "User ID" blank

3. Enter your password

4. Under "Database Name" choose "Bibby Los Angeles"

5. Click Submit

Home Screen/Main Summary



When you sign on to the website you will see your Main Summary screen. From this screen, you will access all reporting options, which are located on the toolbar across the top of the page.

You can also view your current outstanding A/R, total purchases this month, and your current available reserves (which is just bookkeeping entry. This number is simply the difference between the current funds employed and the total A/R balance. This number does not represent available funds to you). The above balances can be recalculated based on your choice of date range.

From the Main Summary screen under "Status" on the toolbar, you can view the "main summary" (which you are already in), your current "client summary" (which demonstrates the funds that you have available for release), "account activity" (which shows all account activity for a specified date range) and you can do an invoice search (search for an invoice that is open or paid). See samples of all reports on the following pages.

Client Account Summary

Status | Debtor lists/aging | Collection/Purchase history | Data entry | Utilities

Main Summary
Client summary
Account Activity

Client Summary

BIBBY FINANCIAL SERVICES

Printable Version

From Date: 12/1/2007
As of Date: 12/19/2007 Recalculate

Funds Employed

Collateral

A/R Balance	$715,954.94
Invoice In Dispute:	--
Invoices Available For Recourse:	$233,933.14
Ineligible Set Asides	--
Ineligible Invoices:	$2,545.16
Cross Ineligibility:	--
Available Collateral:	$479,476.64

Reserves

Available Collateral:	$479,476.64	Cash Reserves:	$329,644.38
x Maximum Advance Rate:	80%	+ Escrow Reserves:	--
Gross Available:	$383,581.31	Total Reserves:	$329,644.38
- Funds Employed:	$386,310.56	- Recourse/Ineligible	$236,478.30
Available Reserves:	($2,729.25)	- Accrued Invoice Fees:	$24,295.55
- Accrued Invoice Fees:	$24,295.55	- Accrued Interest:	$2,013.83
- Accrued Interest:	$2,013.83	Adjusted Reserves:	$91,152.25
Available For Release:	($4,743.08)	- Required Reserves:	$95,895.33
		Available For Release:	($4,743.08)

Reserve Activity

Status | Debtor lists/aging | Collection/Purchase history | Data entry | Utilities

Main Summary
Account Activity
All

BIBBY FINANCIAL SERVICES

Reserve Activity

Printable Version

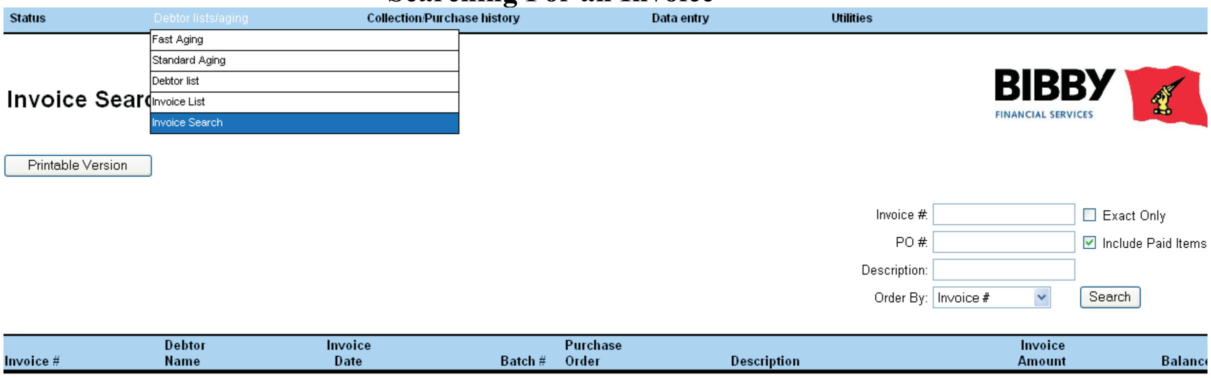
From date: 12/1/2007
As of date: 12/19/2007
Selection: All
Expand All Details:
Recalculate

Date	Invoice #	Type / Invoice Amt	Description / Debtor	Buy Date	Days Open	Activity Type	Reference / Check #	Applied to A/R	Applied to Advance	Applied to Fee	Reserve Amount
11/30/2007		Bal									
					0	0		$0.00	$0.00	$0.00	$94.27
12/4/2007		Buy	Schedule#567				11642				
					0	99		$0.00	$0.00	$0.00	($89.39)
12/4/2007		Cash	Collection Report#568				Z069990				
	804	$10,202.57		11/6/2007	29	2	26383	$10,202.57	$8,162.06	$255.06	$1,785.45
12/10/2007		Cash	Collection Report#570				Z070568				
	806	$9,526.01		11/13/2007	28	2	26443	$9,526.01	$7,620.81	$238.15	$1,667.05
12/11/2007		Buy	Schedule#569				11776				
		$9,526.01			0	99		$0.00	$0.00	$0.00	($3,420.74)
12/19/2007		Buy	Schedule#571				Pending				
		$9,526.01			0	99		$0.00	$0.00	$0.00	($11.84)

Pages: 1

Total Payments	Total Checks	Total Advances	Total Fees	Total Tax	Total Reserves
$19,728.58	$19,728.58	$15,782.87	$493.21	$0.00	$24.80

Searching For an Invoice



From the invoice search screen you can find an invoice by entering the Invoice #, PO# or Description if you know it. You can also filter your search by checking the "exact only" box or by including Paid Items. If you don't know any of the above information, simply click search to have all invoices come up ordered by invoice# (as seen above), debtor name, invoice date, batch #, purchase order, description, invoice amount or balance. Below is an example of all the functions that can be performed when performing an invoice search.

STATUS – INVOICE SEARCH

Sample of a paid item:

Invoice #	Debtor Name	Invoice Date	Batch #	Purchase Order	Description	Invoice Amount	Balance
251722	XXXXXXXXXXX	1/2/2006	133			$468.00	--

If you click on the invoice number 251722 you can view a summary of the invoice details, payment details (including check #, payment date, fee paid on invoice), any notes that we have made for that invoice, and a copy of the invoice. See sample below.

Summary

Invoice #: 251722
Debtor: XXXXXXXXXX
Invoice Date: 1/2/2006
Amount: $468.00
Batch #: 133

Payments

Check #	Check Date	Payment Date	Post Date	Payment Type	Status	Fee Escrow	Reserve Earned	Amount	Description
1225057	2/7/2006	2/7/2006	2/7/2006	PMT	Processed	--	--	$468.00	

Notes

Date	By	Promise	Text
2/3/2006 3:13:44 PM	BETHANY		Invoice Approved - No Payment Scheduled 2/3-bz-Amy verified receipt of all invoices on debtor statement
2/3/2006 1:59:57 PM	BETHANY		2/3-bz-faxed debtor statement to Amy for invoice verification

Images

1 **In this box you will see a small version of your invoice, if you click on the image it will enlarge for your viewing.**

Invoice #	Debtor Name	Invoice Date	Batch #	Purchase Order	Description	Invoice Amount	Balance
251722	XXXXXXXXXXX	1/2/2006	133			$468.00	--

If you click on the batch number 133 (seen above) you can view the invoice batch that was entered as a schedule for factoring (the date of the batch is the date that the invoices were purchased). Once again, if you click on the invoice numbers in the left hand column below, you will be routed back to the invoice summary screen which shows the invoice summary, any payments if applicable, and any notes that have been entered for each invoice.

1/5/2006 Batch Detail #133

Invoices

Invoice#	Debtor	Date	Funded Amount	Held Amount	Denied Amount	Bought Amount
251722	XXXXXXXXXX	1/2/2006	$468.00	--	--	$468.00
251723	XXXXXXXXXX	1/2/2006	$219.74	--	--	$219.74
251727	XXXXXXXXXX	1/3/2006	$376.79	--	--	$376.79
			$1,064.53			**$1,064.53**

Summary

Total Of Invoices Sold:	$1,064.53
Fee Deducted:	--
Reserves:	($1,064.53)
Reserve Escrow Deducted:	--
Expenses Deducted/Returned:	--
Recourse items Deducted:	--
Fees:	--
Additional Reserves Held:	--
Process Owed/Paid to Client:	--

Sample of an open/ unpaid invoice:

Invoice #	Debtor Name	Invoice Date	Batch #	Purchase Order	Description	Invoice Amount	Balance
251746	XXXXXXXXX	1/9/2006	137			$296.49	$296.49

Once again, by clicking on the invoice #, 251746, you can view the summary details of the invoice, any notes written about the invoice, and a copy of the invoice.

Summary

Invoice #: 251746
Debtor: XXXXXXXXXXX
Invoice Date: 1/9/2006
Amount: $296.49
Batch #: 137

Notes

Date	By	Promise	Text
2/3/2006 3:13:44 PM	BETHANY		Invoice Approved - No Payment Scheduled 2/3-bz-Amy verified receipt of all invoices on debtor statement
2/3/2006 1:59:57 PM	BETHANY		2/3-bz-faxed debtor statement to Amy for invoice verification

Images

1 **In this box you will see a small version of your invoice, if you click on the image it will enlarge for your viewing.**

By clicking on the batch #, 137, you can view copies of all invoices entered for that particular schedule that was purchased.

1/10/2006 Batch Detail #137

Invoices

Invoice#	Debtor	Date	Funded Amount	Held Amount	Denied Amount	Bought Amount
251729	AXXXXXXXXXX	1/4/2006	$340.50	--	--	$340.50
251732	AXXXXXXXXXX	1/5/2006	$361.75	--	--	$361.75
251738	AXXXXXXXXXX	1/6/2006	$365.24	--	--	$365.24
251740	BXXXXXX	1/7/2006	$431.25	--	--	$431.25
251741	CXXXXXXXXX	1/7/2006	$368.17	--	--	$368.17
251742	AXXXXXXXXXX	1/7/2006	$511.00	--	--	$511.00
251746	AXXXXXXXXXX	1/9/2006	$296.49	--	--	$296.49
			$2,674.40			**$2,674.40**

Summary

Total Of Invoices Sold:	$2,674.40
Fee Deducted:	--
Reserves:	($2,674.40)
Reserve Escrow Deducted:	--
Expenses Deducted/Returned:	--
Recourse items Deducted:	--
Fees:	--
Additional Reserves Held:	--
Process Owed/Paid to Client:	--

DEBTOR LIST/ AGING

From the "Debtor Lists/Aging" Header on the toolbar you are able to access your Aging, Debtor List, Invoice List, and Reserve Activity

DAY, DATE, 2006

Status **Debtor lists/aging** **Collection/Purchase history** **Data entry** **Utilities**

- **Aging**
  - **With unpaid balances only**
  - **All debtors**
- **Debtor list**
  - **With unpaid balances only**
  - **All debtors**
- **Invoice List**
  - **Recourse or ineligible only (by debtor)**
  - **Recourse or ineligible only (by invoice #)**
  - **All invoices (by debtor)**
  - **All invoices (by invoice #)**
- **Reserve Activity**

Above you have listed all options available under the header "Debtor Lists/ Aging"

When you choose "Aging/ With unpaid balances only" you will view a summary aging as seen below. You can choose as of what date to view the aging and you can change to view the aging to "Aging/ All Debtors" which will show an aging that lists all debtors and their credit limits regardless of whether they have open invoices or not. See samples below.

DEBTOR LIST/ AGING [AGING (WITH UNPAID BALANCES ONLY)]

As of date: 2/9/2006

With unpaid balances only — Recalculate

Debtor	Credit Limit	Total Balance	Current Due	1-30 Past Due	31-60 Past Due	61-90 Past Due	91-UP Past Due
XXXX	$3,000.00	$2,443.50	$2,012.25	$431.25	--	--	--
XXXX	$10,500.00	$7,699.35	$7,049.20	$673.74	($23.59)	--	--
XXXX	$1,000.00	$785.46	$785.46	--	--	--	--
XXXX	$1,500.00	$559.68	$559.68	--	--	--	--
XXXX	$1,000.00	$718.77	$451.87	--	$266.90	--	--
		$12,206.76	**$10,858.46**	**$1,104.99**	**$243.31**		

In this view, you can click on the debtor name, XXXX, and view each debtor's details as well as any collection notes pertaining to that debtor. See sample below.

Debtor Detail-XXXX (name)

Address: 123 Street Address
City, STATE Zip Code
United States

Country: United States
Attn: Accounts Payable
Email:
Credit Limit: $3,000.00
Phone: (XXX)xxx-xxxx
(XXX)xxx-xxxx
Fax: (XXX)xxx-xxxx

From Date: 2/1/2006 Recalculate

Notes

Date	By	Promise	Text	Invoices
2/6/2006 11:31:37 AM	BETHANY		No committment - followup 2/6-bz-faxed copies of invoices to Janie at Corporate for invoice verification	251802, 251808, 251810

You can also click on the total balance per each debtor, i.e. $2443.50, and view the details of that particular debtor's open invoices. See sample below.

Aging Detail-XXXX (Debtor Name)

Account Unpaid 91+ days past due Recalculate

Invoice#	Invoice Date	Funded Date	Batch#	Invoice Amount	Balance	Over Due Days
251740	1/7/2006	1/10/2006	137	$431.25	$431.25	4
251762	1/14/2006	1/19/2006	142	$555.98	$555.98	--
251783	1/20/2006	1/24/2006	145	$316.25	$316.25	--
251802	1/27/2006	1/31/2006	151	$508.25	$508.25	--
251808	1/28/2006	1/31/2006	151	$354.52	$354.52	--
251810	1/30/2006	1/31/2006	151	$277.25	$277.25	--
				$2,443.50	**$2,443.50**	

When you click on the invoice # you will be able to view the invoice details and when you click on the batch # you can view all of the invoices that were entered in that batch/ schedule.

DEBTOR LIST/ AGING [DEBTOR LIST (WITH UNPAID BALANCES ONLY)]

When you choose "Debtor List/ With Unpaid Balances Only" you will view a summary list of all customers with an open balance. See sample below.

As of date: 2/9/2006

With unpaid balances only Recalculate

Debtor…	Code	City	Total Balance
AXXXXXXX		City, STATE Zip Code	$2,443.50
BXXXXXXX		City, STATE Zip Code	$7,727.94
CXXXXXXX		City, STATE Zip Code	$785.46
DXXXXXXX		City, STATE Zip Code	$559.68
EXXXXXXX		City, STATE Zip Code	$718.77
			$12,235.35

Summary

Invoice #: 4474
Debtor: XXXXX
Invoice Date: 2/3/2006
Amount: $1,200.18
Batch #: 154

Payments

Check #	Check Date	Payment Date	Post Date	Payment Type	Status	Fee Escrow	Reserve Earned	Amount	Description
		2/15/2006	2/15/2006	C/B	Processed	--	$1,221.18	$1,200.18	

Images

In this box you will see a small version of your invoice and its backup and if you click on the images they will enlarge for your viewing.

DEBTOR LIST/ AGING [INVOICE LIST/ RECOURSE OR INELIGIBLE ONLY (BY INVOICE #)]

When you choose "Invoice List/ Recourse or Ineligible Only (by invoice #)" you will see a numerical list of all invoices that are disapproved and the reason that they are disapproved. See sample below.

Invoice#	Debtor Name	Ineligible Type	Eligible Amount	Recourse Amount	Ineligible Amount	Cross Amount	Reason
4191	XXXXX	11	--	$1,673.91	--	--	C3-B disputed
4294	XXXXX	11	--	$3,226.23	--	--	C3-B disputed
4311	XXXXX	11	--	$3,924.29	--	--	C3-B disputed
4346	XXXXX	11	--	$2,292.02	--	--	C3-C needs to be verified
4432	XXXXX	11	--	$164.78	--	--	C3-B disputed
4435	XXXXX	11	--	$3,352.30	--	--	C3-B disputed
4456	XXXXX	11	--	$1,611.83	--	--	C3-B disputed
4464	XXXXX	11	--	$2,404.03	--	--	C3-B disputed
4470	XXXXX	11	--	$2,392.36	--	--	C3-C needs to be verified
4480	XXXXX	11	--	$2,336.56	--	--	C3-C needs to be verified
4488	XXXXX	11	--	$6,025.66	--	--	C3-C needs to be verified
				$29,403.97			

DEBTOR LIST/AGING [INVOICE LIST/ ALL INVOICES (BY DEBTOR)]

When you choose "Invoice List/ All Invoices (by debtor)" you will be able to view an aging in alphabetical order by debtor. See sample below (some rows have been deleted in order to use less space).

From Date: 2/1/2006

As of Date: 2/16/2006

All invoices (by debtor) Recalculate

Invoice#	Debtor Name	Ineligible Type	Eligible Amount	Recourse Amount	Ineligible Amount	Cross Amount	Reason
251740	BXXXXXXX	0	$431.25	--	--	--	
251762	BXXXXXXX	0	$555.98	--	--	--	
259233	HXXXXXXXXXXX	0	($23.59)	--	--	--	
251746	HXXXXXXXXXXX	0	$296.49	--	--	--	
251809	NXXXXXXXXX	0	$233.77	--	--	--	
251829	NXXXXXXXXX	0	$199.95	--	--	--	
251814	PXXXXXXXXXXX	0	$559.68	--	--	--	
251652	ZXXXXX	0	$266.90	--	--	--	
251755	ZXXXXX	0	$97.94	--	--	--	
			$14,854.90				

DEBTOR LIST/ AGING [INVOICE LIST/ ALL INVOICES (BY INVOICE #)]

When you choose "Invoice List/ All Invoices (by invoice #) you will view an aging that demonstrates the invoices in numerical order. See sample below (some rows have been deleted in order to use less space).

From Date: 2/1/2006

As of Date: 2/16/2006

All invoices (by invoice #) Recalculate

Invoice#	Debtor Name	Ineligible Type	Eligible Amount	Recourse Amount	Ineligible Amount	Cross Amount	Reason
251652	ZXXXXX	0	$266.90	--	--	--	
251740	BXXXXXXXX	0	$431.25	--	--	--	
251746	HXXXXXXXXXXXXX	0	$296.49	--	--	--	
251749	HXXXXXXXXXXXXX	0	$382.25	--	--	--	
251755	ZXXXXX	0	$97.94	--	--	--	
251762	BXXXXXXXX	0	$555.98	--	--	--	
251809	NXXXXXXXXXX	0	$233.77	--	--	--	
251814	PXXXXXXXXXXXX	0	$559.68	--	--	--	
251829	NXXXXXXXXXX	0	$199.95	--	--	--	
251835	HXXXXXXXXXXXXX	0	$325.24	--	--	--	
			$14,854.90				

DEBTOR LISTS/ AGING (RESERVE ACTIVITY)

The remaining category to view is the “Reserve Activity;” when you choose this option you will be able to see all activity on the account for the time period chosen. See sample below.

From date: 2/1/2006

As of date: 2/15/2006

Expand All Details: ☐

Date	Type	Description	Invoice #	Debtor	Buy Date	Days Open	Activity Type	Reference	Applied to A/R	Applied to Advance	Applied to Fee	Reserve Amount
1/31/2006	Bal											
						0	0		$0.00	$0.00	$0.00	$2,913.96
2/2/2006	Buy	Schedule#155						Z006775				
						0	99		$0.00	$0.00	$0.00	$1,028.68
2/2/2006	Rsv	Reserve Release						DR020206				
						0	99		$0.00	$0.00	$0.00	($513.90)
2/6/2006	Cash	Collection Report#157						Z006927				
			251717	Debtor Name	1/4/2006	34	2		$431.25	$431.25	$4.31	($4.31)
2/7/2006	Buy	Schedule#158						Z006984				
						0	99		$0.00	$0.00	$0.00	$1,566.05
2/7/2006	Cash	Collection Report#159						Z007027				
			251722	Debtor Name	1/5/2006	34	2		$468.00	$468.00	$4.68	($4.68)
			251723	Debtor Name	1/5/2006	34	2		$219.74	$219.74	$2.20	($2.20)
			251727	Debtor Name	1/5/2006	34	2		$376.79	$376.79	$3.77	($3.77)
			251729	Debtor Name	1/10/2006	29	2		$340.50	$340.50	$3.41	($3.41)
			251732	Debtor Name	1/10/2006	29	2		$361.75	$361.75	$3.62	($3.62)
			251738	Debtor Name	1/10/2006	29	2		$365.24	$365.24	$3.65	($3.65)
			251742	Debtor Name	1/10/2006	29	2		$511.30	$511.00	$5.11	($5.11)
			251742	Debtor Name	1/10/2006	29	16		$0.00	$0.00	$0.00	$0.30
						0	99		$0.00	$0.00	$0.00	($0.30)
2/7/2006	Rsv	Reserve Release						dr020706				
						0	99		$0.00	$0.00	$0.00	($1,278.04)
2/8/2006	Rsv	Reserve Release						DR020806				
						0	99		$0.00	$0.00	$0.00	($634.31)
2/10/2006	Rsv	Reserve Release						DR021006				
						0	99		$0.00	$0.00	$0.00	($610.34)
2/13/2006	Buy	Schedule#163						Z007238				
						0	99		$0.00	$0.00	$0.00	$1,597.24
2/13/2006	Rsv	Reserve Release						bs021306				
						0	99		$0.00	$0.00	$0.00	($1,277.79)
2/14/2006	Cash	Collection Report#165						Z007358				
			251764	Debtor Name	1/24/2006	22	2		$351.74	$351.74	$0.00	$0.00
2/15/2006	Buy	Schedule#167						Z007421				
						0	99		$0.00	$0.00	$0.00	$1,397.64
2/15/2006	Adj	Adjustment Batch#166						Z007434				
			251629 OP	Debtor Name	12/29/2005	0	7		$0.00	$0.00	$0.00	$5.00
2/15/2006	Rsv	Reserve Release						dr021506				
						0	99		$0.00	$0.00	$0.00	($1,188.46)

Pages: 1

Total Payments	Total Checks	Total Advances	Total Fees	Total Tax	Total Reserves
$3,421.01	$3,426.31	$3,426.01	$30.75	$0.00	$2,974.98

COLLECTION/ PURCHASE HISTORY

From the "Collection/ Purchase History" Header on the toolbar you are able to access information about all processed checks and assignment schedules (batches)

DAY, DATE, 2006

Status **Debtor lists/aging** **Collection/Purchase history** **Data entry** **Utilities**

Checks processed
Order By Date
Order By Check Number
Order By Check Payor
Processed Invoice Batches

Above you have listed all options available under the header "Collection/ Purchase History"

COLLECTION/ PURCHASE HISTORY [CHECKS PROCESSED]

From the Collection/ Purchase History Header on the toolbar you are able to access all checks that have been processed for payment and all invoice schedules that have been entered within the selected time period. You able to view all checks that have been processed:

1. In order by date
2. In order by check number
3. In order by check payor

1. In order by date: See sample below.

From Date: 2/1/2006 Order By Date

Through Date: 2/15/2006 Recalculate

Date Posted	Debtor	Batch#	Check#	Check Date	Check Amount	Applied To A/R	Charge Back	Give Back	Escrow Released	Fee Earned
2/6/2006	XXXXXXXX	157	141663	2/6/2006	$431.25	$431.25	--	--	--	$4.31
2/7/2006	XXXXX	159	1225057	2/7/2006	$2,643.32	$2,643.32	--	--	--	$26.44
2/14/2006	XXXXXX	165	1868	2/14/2006	$351.74	$351.74	--	--	--	--
					$3,426.31	$3,426.31				$30.75

2. In order by check number: See sample below.

From Date: 2/1/2006 Order By Check Number

Through Date: 2/15/2006 Recalculate

Date Posted	Debtor	Batch#	Check#	Check Date	Check Amount	Applied To A/R	Charge Back	Give Back	Escrow Released	Fee Earned
2/7/2006	XXXXX	159	1225057	2/7/2006	$2,643.32	$2,643.32	--	--	--	$26.44
2/6/2006	XXXXXXXX	157	141663	2/6/2006	$431.25	$431.25	--	--	--	$4.31
2/14/2006	XXXXXX	165	1868	2/14/2006	$351.74	$351.74	--	--	--	--
					$3,426.31	$3,426.31				$30.75

3. In order by check payor will appear in alphabetical order: See sample below.

From Date: 2/1/2006 Order By Check Payor

Through Date: 2/15/2006 Recalculate

Date Posted	Debtor	Batch#	Check#	Check Date	Check Amount	Applied To A/R	Charge Back	Give Back	Escrow Released	Fee Earned
2/6/2006	XXXXXXXX	157	141663	2/6/2006	$431.25	$431.25	--	--	--	$4.31
2/7/2006	XXXXX	159	1225057	2/7/2006	$2,643.32	$2,643.32	--	--	--	$26.44
2/14/2006	XXXXXX	165	1868	2/14/2006	$351.74	$351.74	--	--	--	--
					$3,426.31	**$3,426.31**				**$30.75**

COLLECTION/ PURCHASE HISTORY [PROCESSED INVOICE BATCHES]

Processed Invoice Batches

The following is a list of all batches/ schedules that were purchased for the chosen time period and can be sorted by the following options (see the drop down box where Invoice Batch # is shown) Invoice Batch#, Post Date, Status, A/R Amount, Check Amount, Check Number. See sample below.

From Date: 2/1/2006 Invoice Batch #

Through Date: 2/15/2006 Recalculate

Invoice Batch #	Post Date	Status	A/R Amount	Check Amount	Check #
155	2/2/2006	Processed	$1,060.49	--	Z006775
156	2/2/2006	Processed	$0.00	$488.90	DR020206
158	2/7/2006	Processed	$1,566.05	--	Z006984
160	2/7/2006	Processed	$0.00	$1,253.04	dr020706
161	2/8/2006	Processed	$0.00	$609.31	DR020806
162	2/10/2006	Processed	$0.00	$585.34	DR021006
163	2/13/2006	Processed	$1,597.24	--	Z007238
164	2/13/2006	Processed	$0.00	$1,252.79	bs021306
167	2/15/2006	Processed	$1,397.64	--	Z007421
168	2/15/2006	Processed	$0.00	$1,163.46	dr021506
			$5,621.42	**$5,352.84**	

If you click on a batch #, 155, you can view all invoices that were entered in that batch/ schedule. Additionally, each amount listed under the Check Amount column is the amount of a wire sent, if you click on the batch number for that wire you will be able to view any fees associated with that wire, specifically a wire fee.

DATA ENTRY – INVOICE ENTRY/ DEBTOR ENTRY

From the "Data Entry" Header, you can do the following: Invoice Entry, Debtor Entry, or Purchase Import (Upload a Schedule from Excel).

DAY, DATE, 2006

Status Debtor lists/aging Collection/Purchase history Data entry Utilities

Invoice Entry
Debtor Entry
Purchase Import

Invoice Entry

Utilize this area of the website to submit invoices to Bibby. Fill in each area: Invoice#, Invoice Date, Debtor#, Debtor Name (the debtor name will appear if a debtor # has been assigned to the debtor name), Invoice Amount, Purchase Order #, and a Description (if applicable). See sample below.

Comments:

Invoice#	Invoice Date	Debtor#	Debtor Name	Invoice Amount	Problem	Purchase Order	Description
			No debtors currently exist.				
			No debtors currently exist.				
			No debtors currently exist.				

Debtor Entry

When submitting invoices to Bibby create your debtor information here. You will create a debtor number and then you must enter all information requested per the database: Address, City, State, Zip Code, Phone Number. See sample below.

Comments:

Debtor Number	Debtor Name	Address	City	State	Zip Code	Phone Number
	No debtors currently exist.					
	No debtors currently exist.					

Purchase Import

In this area of the website you can actually upload a spreadsheet that contains the information mentioned above in the Invoice Entry and Debtor Entry sections. The format to be used is as follows:

Invoice#	DebtorNo	InvDate	InvAmt	PO	Address	City	ST	Zip	Phone	Fax	Email

You will always enter information in the Invoice#, DebtorNo, InvDate, and InvAmt, and PO# (if applicable) columns. The only time that it is necessary to utilize the Address, City, State, Zip, Phone, Fax, and Email columns is when you are uploading a new debtor.

UTILITIES

From the "Utilities" Header, you can do the following:

DAY, DATE, 2006

Status **Debtor lists/aging** **Collection/Purchase history** **Data entry** **Utilities**

Manage Web Users
Log Off

From this screen, you can add additional users to your profile and where you where you will log off of the website to end your session.

FREQUENTLY ASKED QUESTIONS

1. ***How do I view collection notes on my invoices?***
   There are a number of ways to view collection notes on invoices. One of the simplest ways is to utilize the invoice search engine. Enter the invoice number you are inquiring about, you will come to a screen where the invoice will be listed and underlined in blue. Click on the invoice number and you will be brought to the invoice summary details, which lists all notes entered for that specific invoice. Furthermore, any time that you can click on an invoice number, you will be brought to the same invoice summary screen that includes notes on invoices.

2. ***Where can I see what fees have been charged per invoice?***
   Fees can be viewed by going to Collection/ Purchase History and choosing any one of the options under Checks Processed. Choose the date range that you would like to view the details for and a list of checks will appear. Click on the information that appears underlined and highlighted in blue for the details as to which invoices were closed and the corresponding fee per invoice will be shown.

3. ***How do I view my ineligible invoice list?***
   From the toolbar, go to Debtor Lists/ Aging and choose Invoice List/ Recourse or Ineligible Only (By Debtor). All invoices that are ineligible will be listed alphabetically by debtor. You will then see the reason that the invoice is ineligible listed down the right hand column; i.e. C3-C needs to be verified, C3-B disputed, C3-A aged, over recourse age, cross ineligible, invoice disputed by customer. You can then view the collection notes which may be detailed as to why the invoice is ineligible.

4. ***Where can I view all transactions that have occurred on my account?***
   Under Debtor Lists/ Aging choose Reserve Activity; this will list all activity on your account for a particular date range. If you click on each transaction you are able to view further details.

5. ***How do I know what funds I have available for release?***
   You can see your available funds for release by going to Status and choosing Client Summary; scroll down to the bottom of the page and the amount next to Available for Release is the amount that is available to you for that day.