Invoicing & Funding Quick Reference

February 2018

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This quick reference document provides you with an overview of Invoicing & Funding features and functions as well as the Wage Garnishment Client Refund Data Viewer experience.

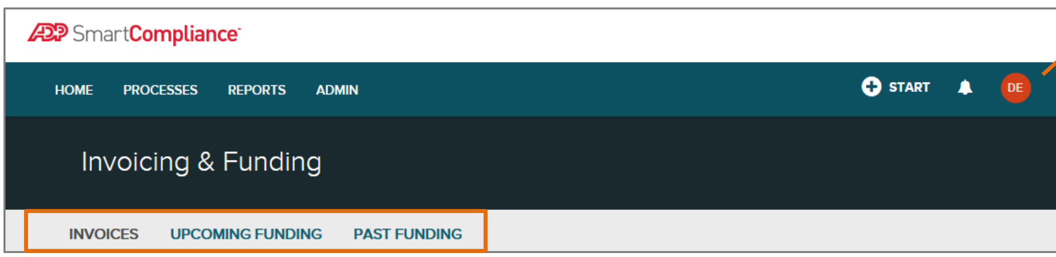
Invoicing & Funding *

Reconciling and funding has never been easier! Use the Invoicing & Funding workspace to help manage your needs.

1. Click **Processes** > **Invoicing & Funding**.

*Applicable to Employment Tax & Comprehensive Wage Garnishment clients only

2. Click to select Invoicing & Funding tab options. Detail tabs display for the following:
   - **Invoices**
   - **Upcoming Fundings**
   - **Past Funding**

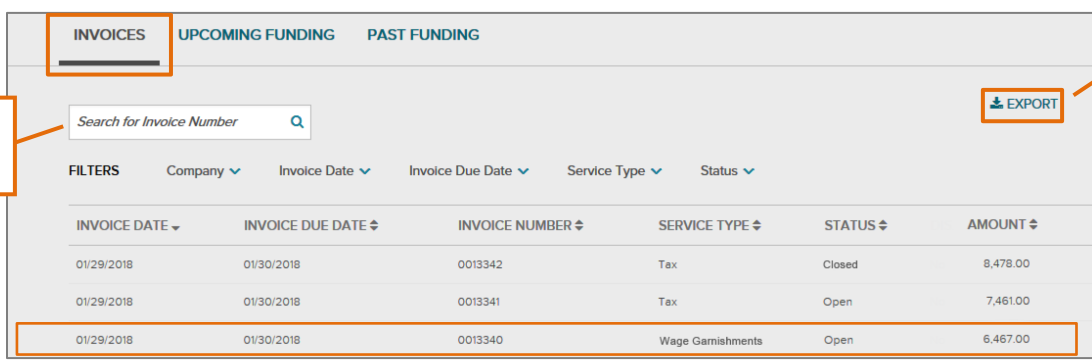


Be sure to view the Tour for additional details!

Invoices

The default view is the Invoices tab. The following features and functions help provide optimized solutions for working with your funding and invoicing data.

- View Tax and/or Wage Garnishment invoice details (including debit, credit, or adjustments)
- Reconcile invoices by Status (Open or Closed)
- Display Tax and Wage Garnishment invoices or versioned invoice updates when applicable



Search by Invoice Number

Export data

Click line item to display details

Use the robust drop-down filter selections for an optimal experience to locate what you need quickly. Select your criteria, and click **Apply** for each.

Company
- Company Name

Invoice Date
- Past 10 days
- Past 30 days
- Past 90 Days
- Custom Date Range

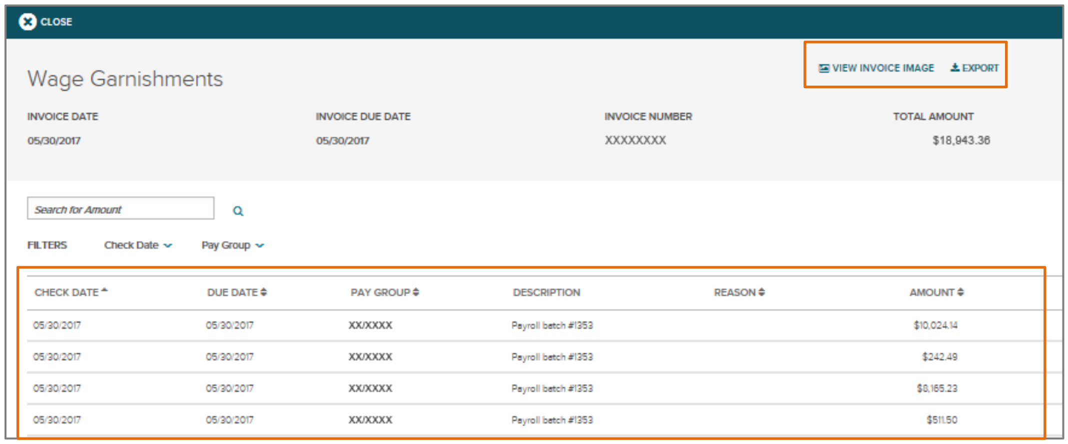
Invoice Due Date
- Past 10 days
- Past 30 days
- Past 90 Days
- Custom Date Range

Description
- Wage Garnishments
- Tax

Status
- Open
- Closed

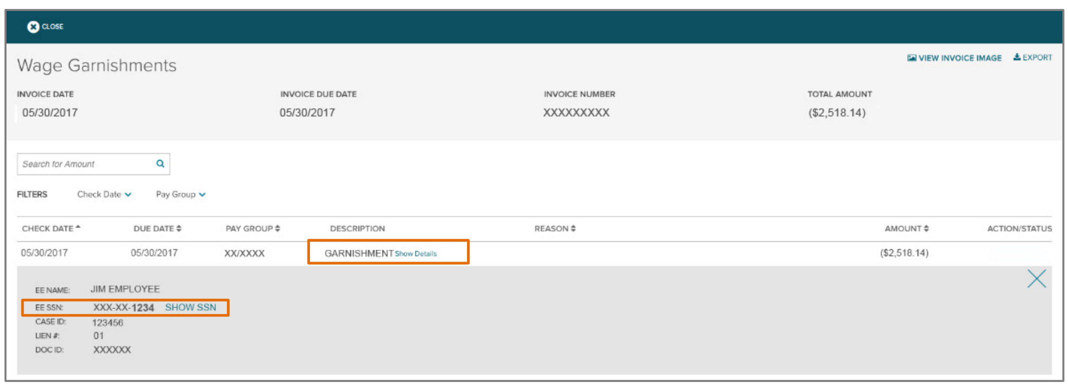
Invoice Details

- Itemized invoice details display for each line item and include debits, credits, or adjustments
- Links available for **View Invoice Image** and **Export**



- View more specific details with **Show Details** link
- Unmask to view a full SSN with **SHOW SSN** link

NOTE: Availability to unmask Employee SSN is based on account permission.



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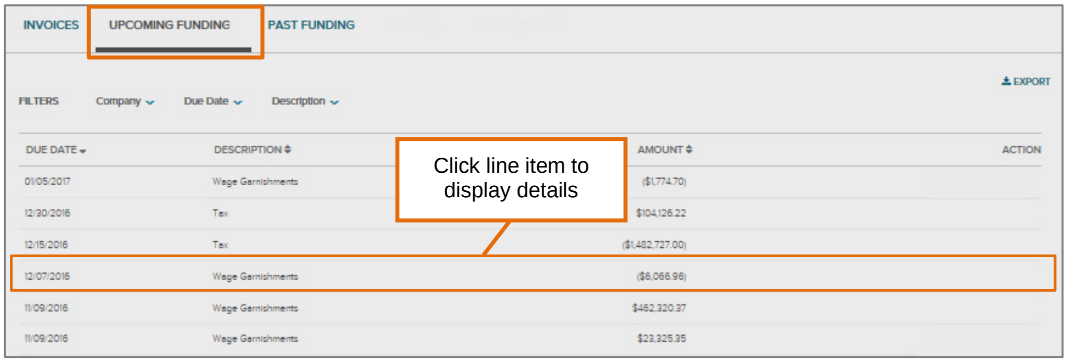
Upcoming Funding

Locate your information quickly using the Filters which include Company, Due Date, or Descriptions. Default view is most current due dates first.

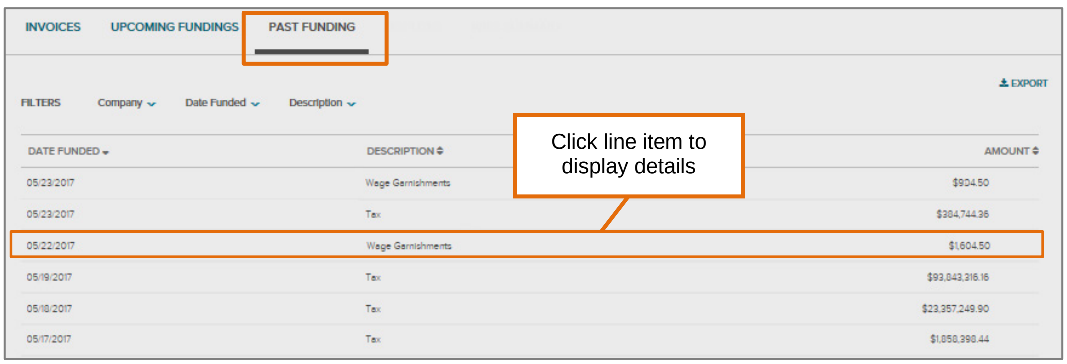
- View upcoming scheduled funding details



Past Funding

Locate Past/Historical details using the Filters which include Company, Date Funded, or Description.

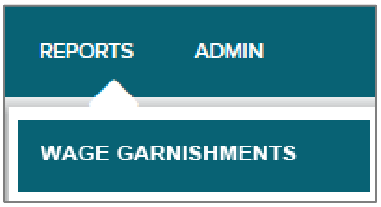
- View past/historical funding details for easier reconciliation



Client Refund Data Viewer *

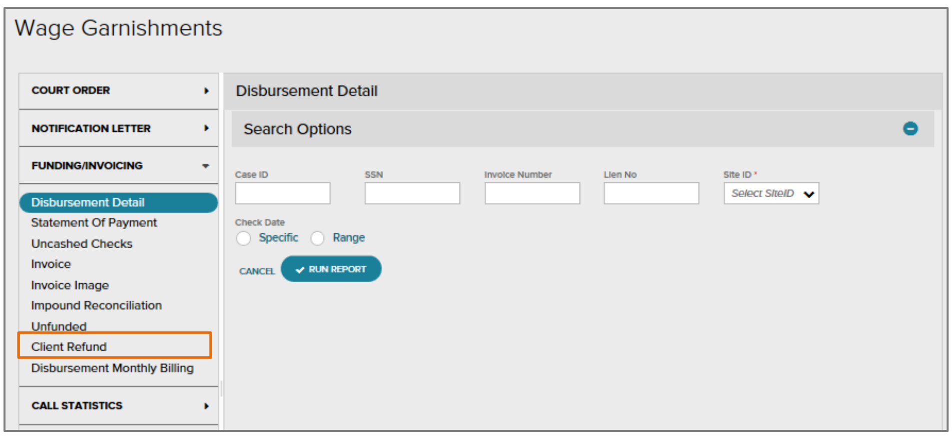
Wage Garnishments provides an enhanced solution for building custom Client Refund reports as well as immediate access to a pre-defined Client Refund report with a collection of fields we know you can use for your day-to-day operations.

1. Click **Reports** > **Wage Garnishments**.



*Applicable to Comprehensive Wage Garnishment clients only

2. Select **Funding/Invoicing** report options and click **Client Refund**.



Search

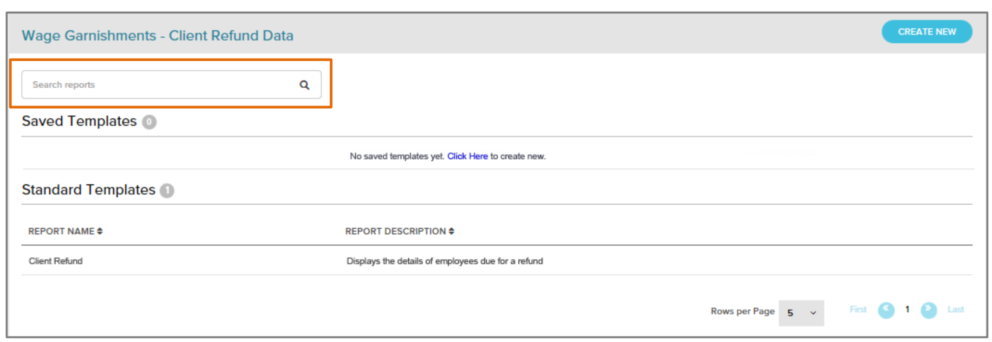
Use the Search reports field to narrow down your search within Saved Templates by report name or description.

Saved Templates

Create custom reports using a variety of data points. You can save your most commonly used custom reports and run them as needed.

Standard Templates

Access the standard Client Refund report and/or save report templates with the most commonly used fields.



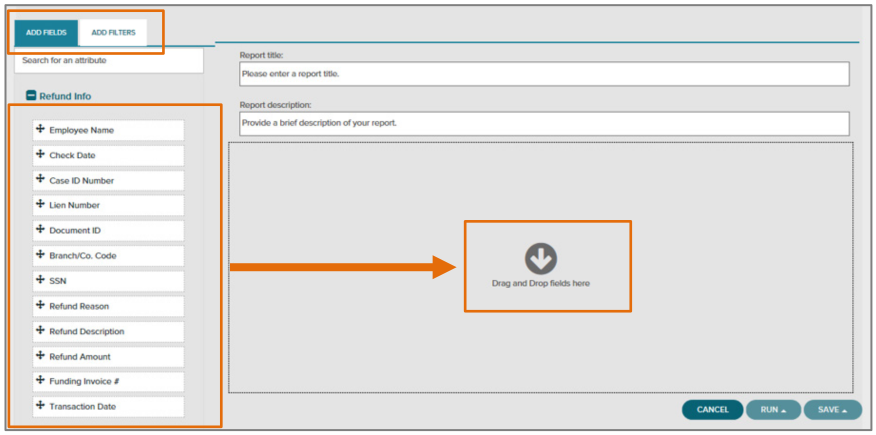
Standard fields include:

- Employee Name
- Check Date
- Case ID Number
- Lien Number
- Document ID
- Branch & Co. Code
- SSN
- Refund Reason
- Refund Description
- Refund Amount
- Funding Invoice Number
- Transaction Date

Create New Report

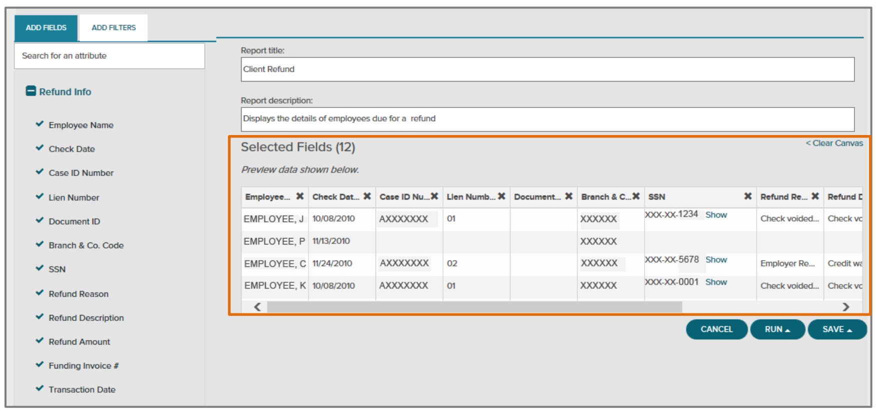
1. Click **Create New** to start a new report.

2. From the **Add Fields** view, click to select fields, or drag and drop fields to the center.



Alternate Option

1. Click **Client Refund** from **Standard Templates**.
   - Report will display with a default of the 12 standard fields (as noted on previous page).
2. From the **Add Fields** view, choose the **Refund Info** you desire on report.
   - Select or deselect fields using the check marks on the left column.
   - Move the order of the columns to create a custom view. Select the column and drag to desired location.

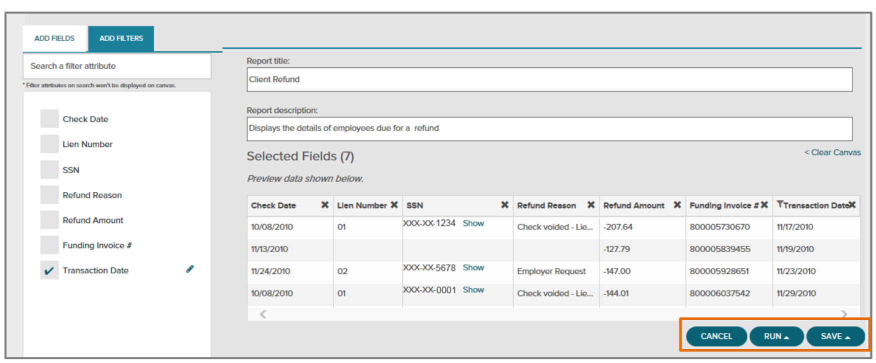


Transaction Date

Choosing a transaction date is important to limit the report for client refund results for the period desired.

3. Click **Add Filters** tab.
4. Click to choose **Transaction Date** and click **Edit** icon.

   The Selected Filter Conditions window displays.



Run Report

Once all selected fields are applied and complete.

1. Enter report title/description.
2. Click **Run** to display options.
   - Click **View Online** to preview **Client Refund** Report.
   - Click **Export** if you want to save to your computer in a specific format.

NOTE: Default for report format is Microsoft Excel.