

# Company Information – Creating a Company (Multi-company system)

- You must be signed on as QMASTER
- You will need access to Security and System Control files.
- Change Company (CC) to the Company you want to create.
- Output Queue, is where you want your print jobs to go.
- No sign-on from, controls when users can sign onto the system.
- Special Password is a two character code that users will be asked in order to perform certain functions. For example a Multiple Smart Code Assignment requires this code.
- Continued...

Company Information

Company code	99		
Company name	IOU OWE-IT COLLECT SERVICES, INC. RMEx		
Extra address	SUITE 106		
Address	106/5 MONGOMERY AVENUE		
City/State/Zip	BETHESDA, MD 20817		
Phone number	( 301 )	555 -	5555
Output queue	PRT01		
No sign-on from	<input type="text"/>	to	<input type="text"/>
Special password	CD	S/Codes on links (N=No,C=Client)	<input type="checkbox"/> N
Letters sent MTD:	2009	YTD:	2372
		No queue if any in C/Series (N)	<input type="checkbox"/>
Delete (D/I)	<input type="checkbox"/>	Special data library	SCDATARM
(I=Inactive)			

ENTER-Update Information      F7-Exit

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- S/Code on links can force the collector to ONLY work the Primary account. If you use the “C” option, you must set up the field at the Client Master called “Smart Code on links”.
- No D/Checks if NSF means that collector cannot accept a check if one has already returned as NSF.
- No Queue if C/Series. If ANY linked account is in a Contact Series, the debtor will not be put into a Work Queue
- Delete allows you to deactivate this company or to omit the statistical data from consolidated reports.
- Press enter for additional options

Continued....

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City/State/Zip	BETHESDA, MD 20817		
Phone number	( 301 )	555 -	5555
Output queue	PRT01		
No sign-on from		to	
Special password	CD	S/Codes on links (N=No,C=Client)	<input type="checkbox"/> N
Letters sent MTD:	2009	YTD:	2372
		No D/Checks if NSF exists (N)	<input type="checkbox"/>
		No queue if any in C/Series (N)	<input type="checkbox"/>
Delete (D/I)	<input type="checkbox"/>	Special data library	SCDATARM
	(I=Inactive)		

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QUANTRAX CORPORATION INC.

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- You can email reports, letter and statements. See setting up KeyesMail
- You can force users to enter an Authentication Code.
- Use process log if you want to maintain a history of all the processes that have been run.
- Time Offset is used if you have collectors in a different time zone than where your I-Series is.
- EPP interface is used if you use EPP to process your credit cards and Direct Checks
- Use “Stop dup of non-Med to Med if you do not want the collector to be able to duplicate information from a non-medical account to a medical account.
- Use “Stop dup of Med to non-Med if you do not want to duplicate information from a medical account to a non-medical account.
- Continued...

Company Information

Company code      99

Company name      IOU OWE-IT COLLECT SERVICES, INC. RMEx

E-mail address     

SMTP mail server   

Copy e-mails to    

Require authentication code (Y)          Use process log (Y)                           

Time Offset N+ OR N-                          EPP Interface (Y)                               

Stop dup. of non-Med to Med. (Y)          Stop dup. of Med.to non-Med. (Y)              

Prompt Tab+ when no phones (Y)          Stop automatic CC for P/A (Y,S)          

Smart Code for acct.viewed        P/D        P/A        Dir.Chk        C/Cd        PAP   

Delay second part of nightly processing until (HHMM)   

User ID s for Smart Code disabled message       

Smart Code for unauthorized acct.viewed          Stop prior pmt. dates (Y)                   

Consolidate Tab+ numbers on primary (Y)          Do when primary changes-Y                      

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- Prompt Tab+ to the users if an account is presented to them and the account has no phone numbers on it but there are phone numbers in the Tab + window
- Put a “Y” or “S” in “Stop automatic CC or P/A” if you do NOT want the collector to accept or process Credit Cards.
- You can have the system apply Smart Codes in the background if the users has done something like, looked at an account but did not work it, accepted a Post Dated Check, Direct Check, Payment Arrangement, accepted a Credit Card or set up a PAP.
- You can run part of your nightly while users are still on the system, however a portion of the nightly does require a dedicated system, you can specify at what time the second part of the nightly should start.

Continued...

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E-mail address     

SMTP mail server    \*DEFAULT

Copy e-mails to   

Require authentication code (Y)          Use process log (Y)   

Time Offset N+ OR N-          EPP Interface (Y)     Y

Stop dup. of non-Med to Med. (Y)     Y      Stop dup. of Med.to non-Med. (Y)     Y

Prompt Tab+ when no phones (Y)     Y      Stop automatic CC for P/A (Y,S)   

Smart Code for acct.viewed     P/D 100 P/A 200 Dir.Chk 500 C/Cd 400 PAP 500

Delay second part of nightly processing until (HHMM)   

User ID s for Smart Code disabled message   

Smart Code for unauthorized acct.viewed          Stop prior pmt. dates (Y)   

Consolidate Tab+ numbers on primary (Y)     Y      Do when primary changes-Y     Y

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# Company Information – Creating a Company (Multi-company system)

- If a Smart Code is disabled, you can specify a specific user (message queue) to receive that message. Default will be Intelopr.
- If a collector views an account that they does not belong to them, a Smart Code can be applied by using “Smart Code for unauthorized acct. viewed”.
- Stop prior payment dates is used if you do NOT want to allow a user to enter payment with a date that statements have already been run for.
- Consolidate Tab + numbers on primary will take all of the phone numbers form the linked accounts and put them in one place.
- If you want to consolidate all the numbers in the Tab+ when the primary is changed, you can put a “Y” in Do when primary changes.

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Company name      IOU OWE-IT COLLECT SERVICES, INC. RMEx

E-mail address     

SMTP mail server    \*DEFAULT

Copy e-mails to   

Require authentication code (Y)          Use process log (Y)   

Time Offset N+ OR N-          EPP Interface (Y)   

Stop dup. of non-Med to Med. (Y)          Stop dup. of Med.to non-Med. (Y)   

Prompt Tab+ when no phones (Y)          Stop automatic CC for P/A (Y,S)   

Smart Code for acct.viewed     P/D 100 P/A 200 Dir.Chk 500 C/Cd 400 PAP 500

Delay second part of nightly processing until (HHMM)   

User ID s for Smart Code disabled message   

Smart Code for unauthorized acct.viewed          Stop prior pmt. dates (Y)   

Consolidate Tab+ numbers on primary (Y)          Do when primary changes-Y   

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