

On-line Client – An Online Client can be set up to view, document, enter new business account and enter payments/adjustments

- On-line Client menu will be displayed once you have logged into the system.
- Account inquiry allows you to access or search accounts that belong to your client only. From this option you can view an account, notate the account or close the account.
- Account Entry allows the on-line client to enter new accounts into the system.
- Payment Transaction entry allows the on-line client to post payments directly to their accounts.
- Reports allow the on-line client to access a Placement History, Status and Activity report.

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ENTER
ATTN
PAGEUP
PAGEDN
EXIT
HELP
CALENDAR

Company: 99 MENU: ONLINE Date : 4/20/11
 On-line Client Menu Time : 11:08:47

1. Account inquiry 13.
 2. 14. Reports
 3. Account entry 15.
 4. Account entry edit list 16.
 5. Account posting 17.
 6. 18.
 7. Payment transaction entry 19.
 8. Payment transaction posting 20.
 9. 21.
 10. 22.
 11. 23.
 12. 90. SIGN OFF

INTELEC
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Ready for option

20U OWE-IT COLLECT SERVICES, INC. RMEx User : ONLINE

Account Inquiry – Allows the on-line client to search and access their accounts

- On-line clients can search by the agency case number, debtors name, the on-line client’s account number and many other options.
- To search for an account you will need to enter the search type, then the search data and enter..
- On the lower right side of the screen there is also a point and click option to access the “Most recently accessed accounts.
- Depending on the information entered you will either be brought directly to the account or to a list of possible accounts.

The screenshot shows the 'Account Inquiry' page for RMEx. At the top, there is a navigation menu with buttons for ENTER, ATTN, PAGEUP, PAGEDN, EXIT, HELP, and CALENDAR. The main content area is titled 'Account Inquiry' and displays the company name '20U OWE-IT COLLECT SERVICES, INC. RMEx'. Below this is a search interface with two columns: 'Search Type' and 'Search Data'. The 'Search Type' column lists 11 options, including Case number, Name, Client account number, Social security number, Street address, Home phone number, Place of employment, Phone numbers, Primary balance, Case number with company, Guarantor name, and Multi-company search. The 'Search Data' column provides corresponding input fields for each search type. At the bottom of the search area, there are input fields for 'Company code' (with '99' entered), 'Search type', 'Search data' (with sub-fields 'a)' and 'b)'), and 'Only open (Y)' (with a checkbox). To the right of the search area is a section titled 'Most recently accessed accounts' which lists several accounts with their IDs and names, such as '99-071870022 MASON' and '99-000906443 MCCOLLUM'. At the very bottom of the page, there are five function key buttons: F3 - Sounds Like, F9 - Purge, F12 - Multiple Accts, F20 - Recalls, and F24 - Num.cl.Acct#.

Account Inquiry Continued

- If you search on a last name only, you will see a list of possible accounts. These accounts will ONLY be for accounts belonging to the on-line client.
- From this list you can access the account by entering the corresponding number to the left of the name at the bottom of the screen, where it says "Select line number" then press enter to display the account.

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Account Inquiry

1	JONES	BOY L	253-60-0000 (757)224-3430	5601-5601	090960770
	255 UNION ST	HAMPTON	VA 23669	NX907849173	
	11/03/09	P-	79.00	B- 79.00	ST MARYS HOSPITAL 99 UNCOLL
2	JONES	BRADLEY	000-00-5015	2 4- 2 4	090960047
	883 BALTIC ST	MEMPHIS	TN 38112	4447962163405255	
	04/22/09	P-	407.98	B- 407.98	ST MARYS HOSPITAL 99
3	JONES	GEORGIA S	237-66-5636 (828)297-3601	CL-CL	000016241
	XX 1199 HWY 105	BYP BOONE	NC 28607	398392	
	06/16/10	P-	215.00	B- 215.00	ST MARYS HOSPITAL 99
4	JONES	J		BC-BC	082820008
	5454 MAIN	BARRETT PARKWAY	GA 30144		
	11/12/08	P-	100.00	B- 142.56	ST MARYS HOSPITAL 99
5	JONES	JAMES	412-60-6469 (301)555-8989	CL- 2 4	000016402
	1135 W SUNSET AVE	DECATUR	IL 62522	00001438	
	07/16/10	P-	33.81	B- 33.81	ST MARYS HOSPITAL 99

Select line number

F1-New selection F3-Sounds like F7-Exit F9-Purge inquiry F20-Recalls

Account Detail Screen – An on-line client can update account information, view account information and close accounts

• On-line clients have the ability to view, update account information, notate accounts and close accounts from this screen.

• Any area not shaded in blue on the account detail screen may be updated by changing the information and then F12 to save.

• To access notes us F11 or click on the F11-Notes button on the bottom of the screen. Then click F9 and then F6 to add notes. Note lines will then be displayed and you will be able to notate the account and then press enter to update.

• To close an account you will need to enter the predefined close code provided to you by the agency and enter the information on the lower left side “Close Code then F12 to save

ENTER
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Company# 99 Case# 090960770
 Client Number 000002 ST MARYS HOSPITAL
 Owner 5601 Worker 5601 Split
 Client Acct# NX907849173

Home Phone 757-224-3430
 Work Phone
 Cell Phone
 Follow Up Date Time
 Promise Amount

INQUIRY
000
A

Guarantor None S JONES LATASIA
 Extra Address APT A R
 Street Address 3663 WEST TOWER RD
 City/State/Zip HAMPTON VA 23669
 Email
 Place of Employment Home
 Social Security No 253-60-0000 Date of Birth
 Patient (L/F) JONES BOY L
 X-Reference (L/F)
 Spouse (Last/First)
 ACat CC Status RM Once
 Letters Pending Cred.Rpt Reported-NEW

Amount Placed 79.00
 Balance 79.00
 Total Balance 79.00
 No. Of Accts 1
 No. Paid In Full 0
 Date Placed 11/03/09
 Last Transaction 6/22/09
 Last Worked
 Last Letter 22 5/13/10
 Last Payment .00
 L. Pay Date
 PD Check \$
 From
 PD Check Date

Smart Code
 Description Codes
 Code Description
 50
 Payments
 Date Description Amount

Close Code 3 JAMIE IS UNCOLLECTABLE Closed Date 10/26/10

Notes						Temporary Notes	
Time	Date	Code	Note	User	Date	Note	
06:46	10/26/10	99	Close Code - 3	BUR *			
06:46	10/26/10	99	Close Code -	BUR			
03:55	11/18/10		Credit Reporting - ALL	XRI			
11:17	01/03/11		Work# 4043882020 is call	JAM			
12:42	04/20/11	98	255 UNION ST	ONL			

F1: Inquiry F2: Attorney F3: Duplication F4: Skip F5: Linked Accts F6: Full Legal F7: Exit F8: Contacts F9: PIA F10: Second Sern F11: Notes
 F12: Update F14: DC F15: Phone F16: Other Info F17: Legal F18: Recalls F19: Primary F20: Client Info F21: Payments F22: Client Type

Account Entry – Allows you to enter new accounts directly into the agencies system

- To enter new accounts you will access this feature from the on-line client menu take option 3 “Account Entry”
- You will need your assigned client number along with the first 5 characters of your assigned client name.
- To assign a case number as the accounts are entered put a “Y” in the field Assign case no. at input
- Press enter to continue to next screen

ENTER

ATTN

PAGEUP

PAGEDN

EXIT

HELP

CALENDAR

Account Entry

Company name 20U OWE-IT COLLECT SERVICES, INC. RMEx

Client number

Client name *

Assign case no.

 at input (Y)

F3-Client Search F7-Exit F12-Update *First 5 Characters of Client Name

Account Entry – Continued

- This screen allows you to enter the remaining account details.
- The last transaction date field is used for the date of service or last transaction that occurred prior to placement.
- You will also be able to enter insurance information by selecting the F16 option at the bottom of the screen
- You can also set up Co-signer information using the F17 option at the bottom of the screen
- Press enter to continue

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Account Entry

<p>ENTER</p> <p>ATTN</p> <p>PAGEUP</p> <p>PAGEDN</p> <p>EXIT</p> <p>HELP</p> <p>CALENDAR</p>	<p>Client name ST MARYS HOSPITAL</p> <p>Orig.Creditor and acct# _____</p> <p>S.S.# _____</p> <p>Guarantor (L/F) KASSERMAN DELIGHT</p> <p>Extra address _____</p> <p>Street address 1239-0---</p> <p>City/State/Zip ANYCITY FL 32060</p> <p>Home Phone _____</p> <p>Cell Phone _____</p> <p>Employed at _____</p> <p>Work Phone _____</p> <p>Spouse S.S.# _____</p> <p>Spouse (L/F) _____</p> <p>Date placed 04/21/11</p> <p>Client Acct# _____</p> <p>Patient (L/F) _____</p> <p>Desc.Codes _____</p> <p>Special Notes _____</p> <p style="text-align: center;">Other rate (Y) _____</p>	<p>Client number 000002</p> <p>Date of Birth _____</p> <p>Greeting Code _____</p> <p>RM <input type="checkbox"/></p> <p>Amount placed _____ .00</p> <p>Last trn.date _____</p> <p>Last Clt.Pmt. _____</p> <p>Interest (N=No) <input type="checkbox"/></p> <p>Rate _____ .0000000</p> <p>Bank _____</p> <p>ACat <input type="checkbox"/> QCat <input type="checkbox"/> Coll <input type="checkbox"/></p> <p>Contact Inf. (Y) <input type="checkbox"/></p>
--	--	--

F1-New Client F2-Clear F13-New Acct F16-More Info F17-Co-Maker F24-Num.Cl.Acc#

Account Entry – Continued

- Input the primary balance and any other amount associated with the account, such as interest amount owed or additional fees in the appropriate balance type field. These amounts must total the amount placed.

- Press enter to continue

- If you selected to input insurance or co-signer information, those screens will now be presented.

- Press enter to input the next account

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ENTER

ATTN

PAGEUP

PAGEDN

EXIT

HELP

CALENDAR

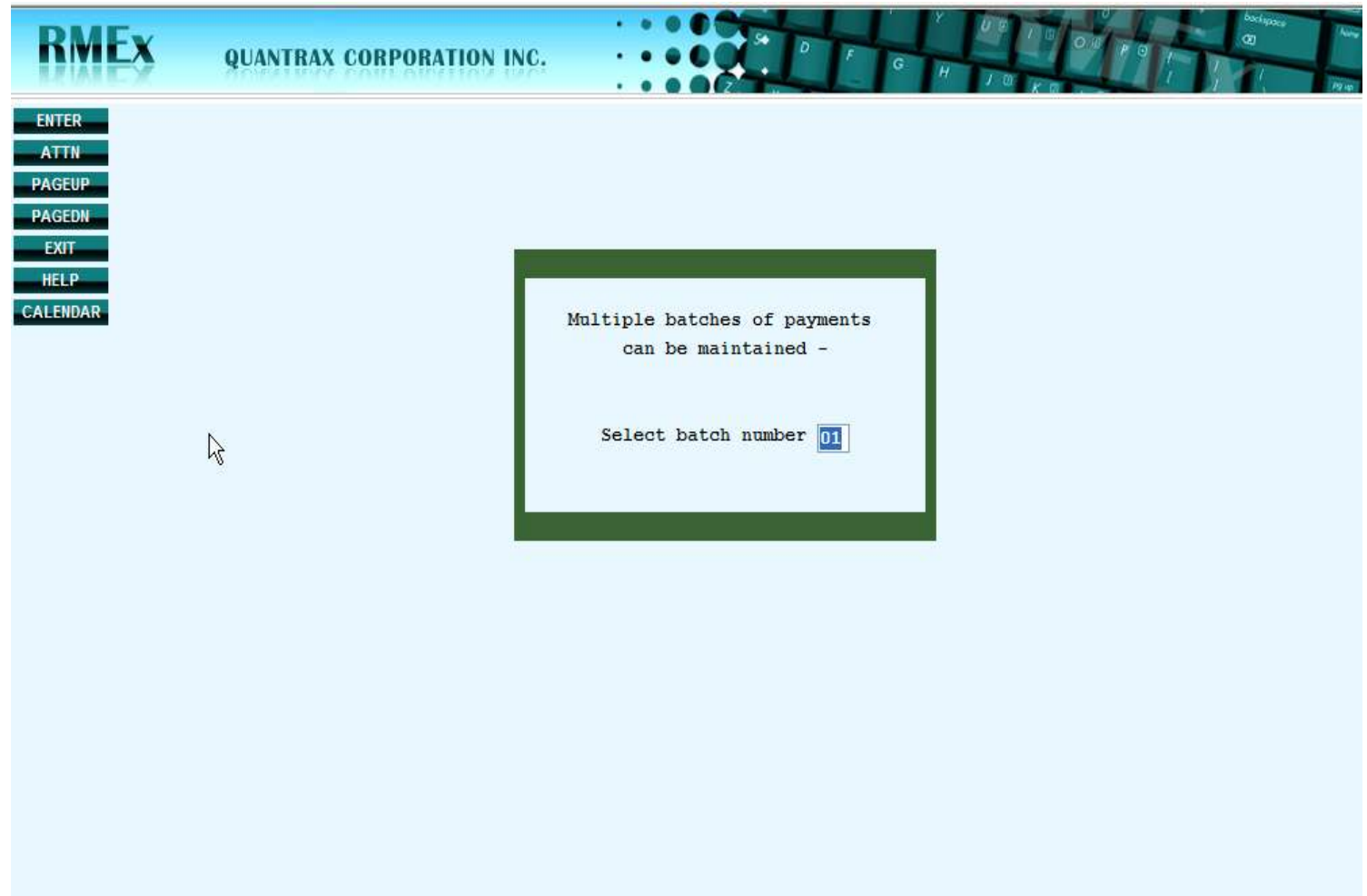
Account Entry

Client name	ST MARYS HOSPITAL	Primary bal.	.00
Orig.Creditor and acct#	_	Interest	.00
S.S.#	_ _ _	bal.type 1	.00
Guarantor (L/F)	KASSERMAN DELIGHT	bal.type 2 r	.00
Extra address	_ RM _	bal.type 4	.00
Street address	1239-0---	bal.type 5	.00
City/State/Zip	ANYCITY FL 32060	bal.type 6	.00
Home Phone	_ _ _ - _ _	bal.type 7	.00
Cell Phone	_ _ _ - _ _	bal.type 8	.00
Employed at	_	bal.type 9 r	.00
Work Phone	_ _ _ - _ _	bal.type 10	.00
Spouse S.S.#	_ _ _	Amount placed	50.00
Spouse (L/F)	_	Last trn.date	20211
Date placed	04/21/11	Last Clt.Pmt.	-
Client Acct#	123453	Interest (N=No)	N
Patient (L/F)	KASER DELIGHT	Rate	.0000000
Desc.Codes	_ _ _ _ _	Bank	_
Special Notes	_	Other rate (Y)	_
		ACat	_
		QCAt	_
		Coll	_

F1-New Clnt
F7-Exit
F13-New Acct
F16-More Info.
F17-Co-Maker

Payment Transaction Entry – Allows you to enter payments and adjustments from the On-line client Menu

- You have the option to post multiple payment batches. To do this you must assign a batch number to each payment batch.
- From this screen you will assign the batch number and press enter
- The next screen allows you the option to print a receipt and number of receipts to print. If you do not want to print receipts just press enter



Payment Transaction Entry – Continued

• The following fields are required to post payments or adjustments:

• Payment Date, this is automatically populated with the system date.

• Details on Part Pmt: On-line clients should always use the D option to post the payment directly to the account specified

• Payment code: 11 this indicates the payment was made to the client and not the agency

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Debtor/Agency Payment Transaction Entry

Company name 20U OWE-IT COLLECT SERVICES, INC. RMEx

Payment date 042111 Original posting date

Details on Part Pmt. (Y,A,D)

Payment code

Balance code (P,I,1-9,0,X,L)

Adjustment code

Amount

You can enter a case# and use F6 to add notes.

Enter ONE of the following :

1. Case number Initials Client Ref

2. Street address Initials (or date for reversal)

3. Client number Client Acct#

(or Group#)

Other info.

Session totals #
(F22 to reset) \$.00

Credit to split

Receipt required (Y,C) Type (CA,CK,CC,MO,OT)

Last entry -
Ref#

F1-Inq **F3-Tran** **F4-Del** **F9-Last** **F12-Adj** **F13-Rcp** **F15-PD/CC** **F20-Batch** **F24-Num.Acct#**

Payment Transaction Entry – Continued

- Balance code: indicate what balance type the payment will be applied to. The valid codes are:
 - P - Apply payment to Primary balance only
 - I - Apply payment to Interest balance only
 - 1 through 0 - Apply payment to a specific Balance type (0 = 10)
 - X - Apply payment across all linked accounts using the distribution rules in the balance type system controls. The goal: to pay off all of the same balance types for the whole linked group.
- "blank" - Apply payment to one account using the distribution rules in the balance type system controls.
- NOTE: Using the "X" will distribute the payment according to the rules for the balance types at the company level. With the "X" feature you can only use; a payment code of 01 and a "D" in the field Details on Part Pmt.(Y,A,D).

The screenshot shows the RMEx software interface for 'Debtor/Agency Payment Transaction Entry'. On the left, there is a vertical menu with buttons for ENTER, ATTN, PAGEUP, PAGEDN, EXIT, HELP, and CALENDAR. The main window contains the following fields and options:

- Company name:** 20U OWE-IT COLLECT SERVICES, INC. RMEx
- Payment date:** 042111
- Original posting date:** [Empty field]
- Details on Part Pmt. (Y,A,D):** [Empty field]
- Payment code:** [Empty field]
- Balance code (P,I,1-9,0,X,L):** [Empty field]
- Adjustment code:** [Empty field]
- Amount:** .00
- Notes:** You can enter a case# and use F6 to add notes.
- Enter ONE of the following :**
 - 1. Case number [Empty field] Initials [Empty field] Client Ref [Empty field]
 - 2. Street address [Empty field] Initials [Empty field] (or date for reversal)
 - 3. Client number [Empty field] Client Acct# [Empty field]
 - (or Group#) Other info. [Empty field]
- Session totals # (F22 to reset) \$:** .00
- Credit to split:** [Empty field]
- Receipt required (Y,C):** [Empty field] **Type (CA,CK,CC,MO,OT):** [Empty field]
- Last entry - Ref#:** [Empty field]

At the bottom, there is a row of function key buttons: F1-Inq, F3-Tran, F4-Del, F9-Last, F12-Adj, F13-Rcp, F15-PD/CC, F20-Batch, and F24-Num.Acct#.

Payment Transaction Entry – Continued

- Adjustment code: should be provided by the agency
- Amount
- Case number: if you do not know the case number or have your client account number you are able to F1 and search through inquiry for the information.
- Client Ref: can be used for check # or payment source
- Receipt required: enter a Y to print receipt for debtor and C for co-signer
- Type: CA – cash, CK – check, CC- credit card, MO – money order and OT – other
- Press enter to update information and post new payment
- F7 to exit posting screen

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Debtor/Agency Payment Transaction Entry

Company name 20U OWE-IT COLLECT SERVICES, INC. RMEx

Payment date 042111 Original posting date

Details on Part Pmt. (Y,A,D)

Payment code

Balance code (P,I,1-9,0,X,L)

Adjustment code

Amount You can enter a case# and use F6 to add notes.

Enter ONE of the following :

1. Case number Initials Client Ref

2. Street address Initials (or date for reversal)

3. Client number Client Acct#

(or Group#) Other info.

Session totals # (F22 to reset) \$.00

Credit to split

Receipt required (Y,C) Type (CA,CK,CC,MO,OT) Last entry -

Ref#

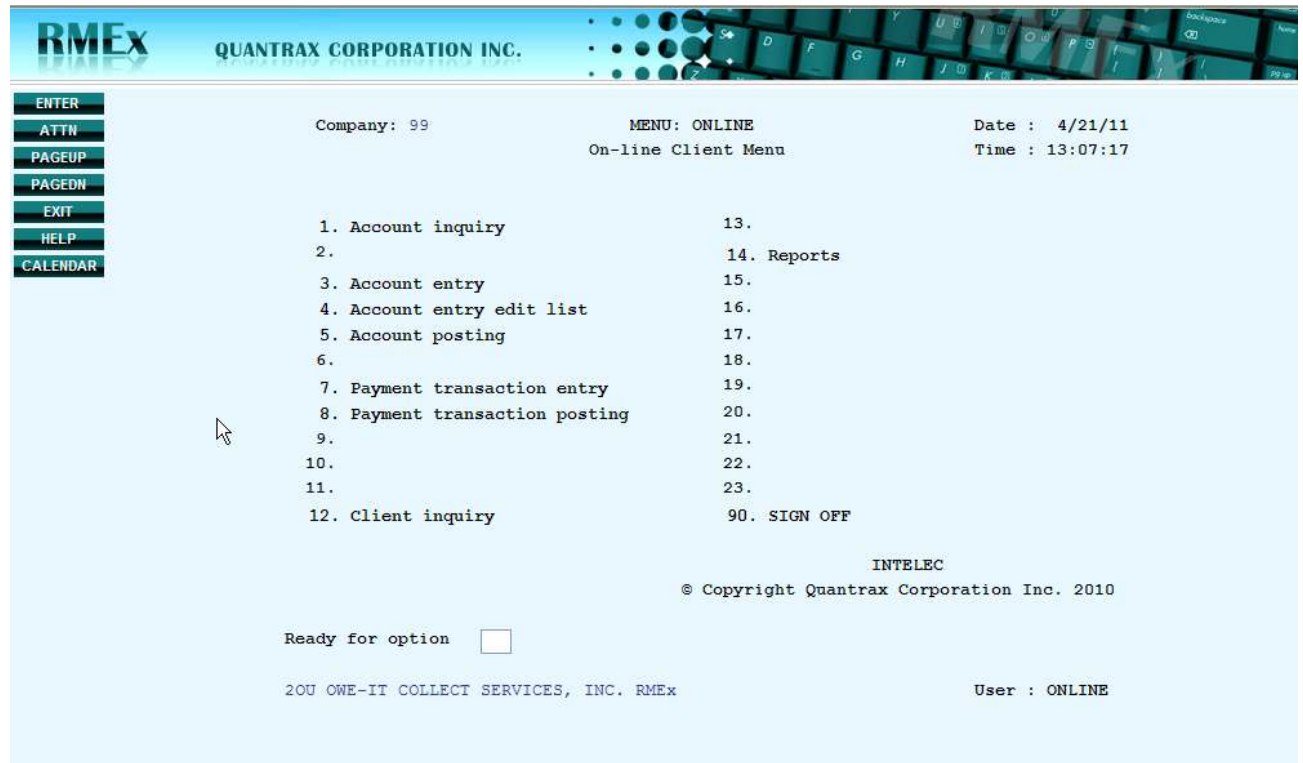
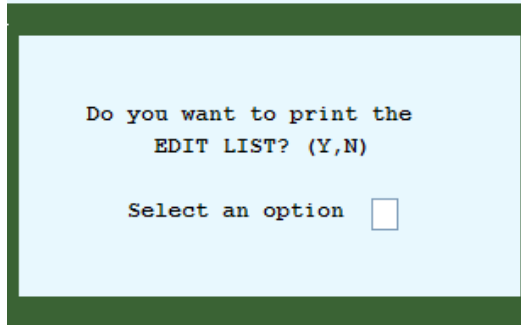
F1-Inq **F3-Tran** **F4-Del** **F9-Last** **F12-Adj** **F13-Rcp** **F15-PD/CC** **F20-Batch** **F24-Num.Acct#**

Payment Transaction Entry – Continued

• Once you F7 you will be presented with the option to print an Edit list. Enter Y to print and press enter. If you do not want to print the edit (not recommended) enter N and press enter.

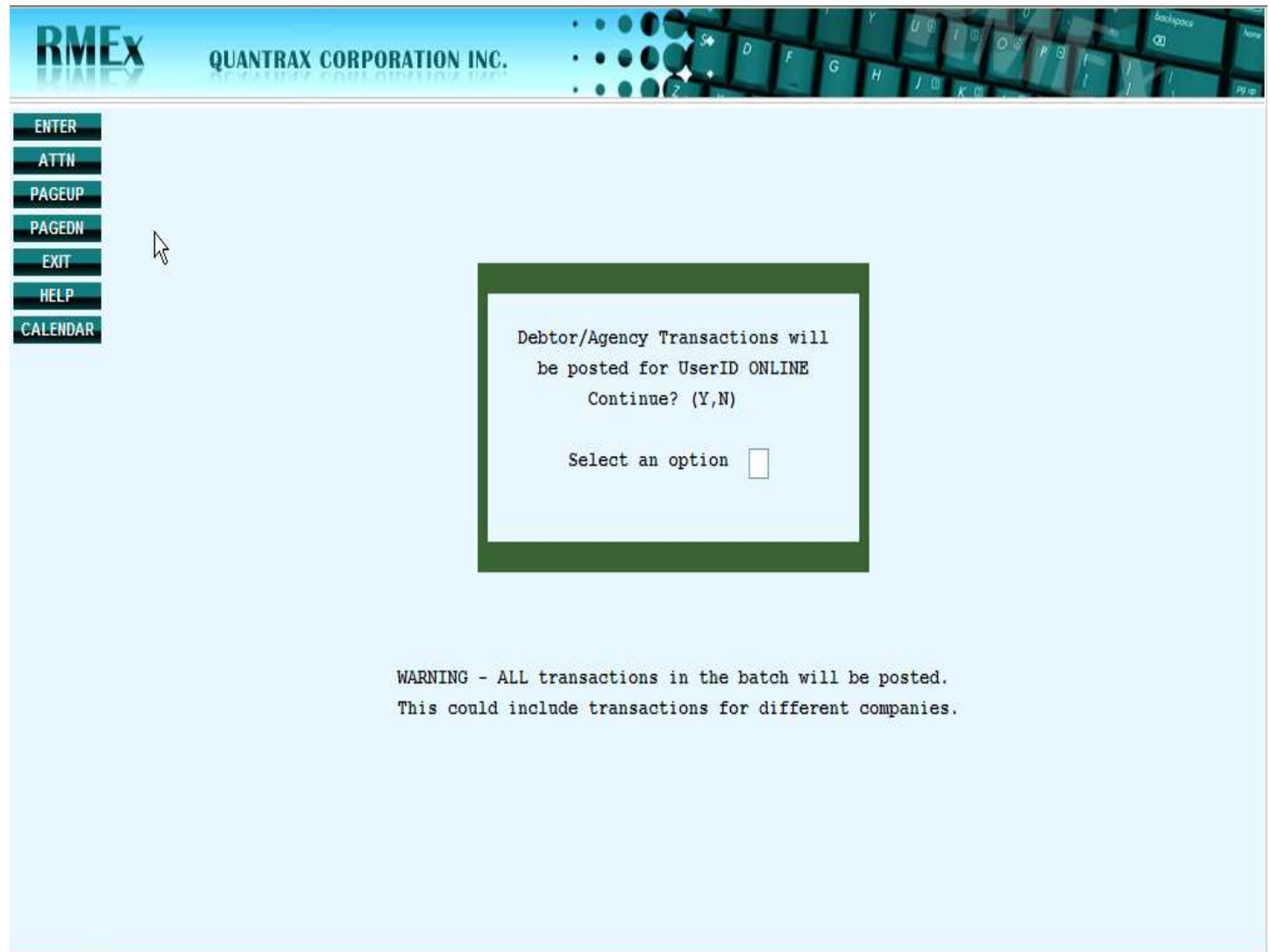
• You will now be taken back to the On-line Client Menu

• Take option 8 Payment transaction posting option to post the payments you have just entered.



Payment Transaction Entry – Continued

- Enter a Y to post payment transactions and press enter
- on the next screen enter the batch number you are posting and press enter
- You will then be taken back to the On-line Client Menu



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Debtor/Agency Transactions will
be posted for UserID ONLINE
Continue? (Y,N)

Select an option

WARNING - ALL transactions in the batch will be posted.
This could include transactions for different companies.