**Quantrax Corporation Inc**. Due date: \_\_\_\_\_\_\_\_\_\_

***RMEx***

**IMPLEMENTATION**

**Phase II:**

1. **Install RMEx**
2. **Conversion File Layouts**
3. **Modification Review**

**This information must be returned to Quantrax before the due date. Any delay in returning this information could cause the final conversion to be moved to a later date.**

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**Step 1**

**Ship RMEx to non-hosting clients**

This cannot be done until we have received answers to the questions in Phase I.

Responsible Party: **QUANTRAX**

Notes

**Step 2**

**Read the “Conversion Implementation Plan”, known as “The Plan”**

This is a very important and will introduces the user to RMEx and will give you a big picture overview of the Conversion Process, and expectations, and some “How-to” information.

Responsible Party: **CLIENT**

Notes

**Step 3**

**Install RMEx – for NON-Hosting Clients**

The procedures to install the software can be found within “Preparing for RMEx”. Depending on the size and speed of your AS/400, the installation may take up to a couple of hours. After the software has been installed, you can sign on to the system with the initial ID we supply you with in RMEx: QMASTER. QMASTER is a very special and powerful User ID and is reserved for use by Quantrax or for some special options within the software such as setting up a new company.

Responsible Party: **CLIENT**

Notes

Step 4

**VPN - Install Communication Line**

**Information that you will need to send us so we can use a SITE-TO-SITE VPN connections**

**Once the VPN is setup We will need FTP and TELNET access to your iSeries.**

**For Hosting clients, we will provide you an IPAddress for GUI access.**

Firewall Type:

Remote Ip Address:

Your Lan Ipaddress:

Your Lan Subnet:

Iseries address:

Itel address (if used):

HOSTING CLIENTs

What is your IPAddress Range. (Example: 192.168.0.100 to 192.168.0.120.):

**Information YOU will need to setup the VPN connection at your office.**

\* Our firewall Type: Sonicwall NSA 2400

\* Our Remote FQDN: vpn.quantrax.com (If you can't use a domain name the ip address is 67.90.175.166)

\* Encryption: AES-256

\* Authentication: SHA1

\* Key Lifetime: 86400

\* Shared Secret:

\* Our lan: 192.169.0.0

\* Our Subnet: 255.255.255.0

Responsible Party: **CLIENT**

Notes

**Step 5**

**Conversion File Layouts**

This step refers to the file layouts for your existing system . This information is needed for the programming of the data conversion phase. Please fill out the information as soon as possible. If you are not able to answer these questions or to provide us with the required file layouts, you will need to contact your current software company to obtain this information.

**CONVERTING YOUR EXISTING DATA – YOU MUST FILL OUT THE DATA BELOW**

With reference to converting from an existing automated system, please supply the following information regarding your current system. If we have previously written a conversion for that type of system, we may not require this all of this information, and we will notify you if this is the case. This information is required in order for us to understand your existing data and to write programs that will transfer information from your present system to RMEx. It is possible that you will need input from your existing software company in order to complete the following information.

At the end of this section we will provide you with a Mapping Worksheet Following is the field level information for the major files used by RMEx. *It can be used as a guideline for mapping the data from your existing system to RMEx.*

NOTE: Many of your answers here will also need to be added to the Phase 3 Mapping.

Responsible Party: **CLIENT**

Notes

**Your Business**

Please tell us a little about the type of collections, and business you are currently engaged in (Medical, legal etc):

**Account Information**

File name

Library (for AS/400)

Record length (in bytes)

No. of records

How many accounts will you be converting?

1) Does your internal account number contain alphabetic characters?

2) Could an account have more than 1 balance type? (e.g. court costs)

1. If so, how are they identified (Make sure to add this to the Phase 3 mapping)?

B) Give us an example of a secondary balance type (e.g. court cost)

3) How can we identify which collector an account belongs to?

1. How do we determine if an account is in legal status?
	1. Do you maintain legal data on the account other than just the debtor’s demographics?

5) Do you have any co-signer (co-maker) information?

 A) If yes how do we identify them, and where is the information?

6) How do you identify that an account is in a dunning series? (A series of letters is in progress)

1. Are multiple letters generated by the series, meaning day 1 do you send a letter, then day 10, and day 30. Are there pre-determined dates that letters should go out?

B) If so, how can we determine the last letter and the date for the next letter?

7) Do you forward accounts?

A) If so, how are they identified and how is the forwarded agency and the rate to the forwarded agency determined?

8) Do you have follow up dates on your accounts, how do we know it and where is the follow up date in the file.

9) How do you identify payment arrangements?

1. Do you have one payment arrangement for multiple debts for the same debtor?
2. Does your system automatically track and maintain payment arrangements?

10) How do you identify an account that has a promise to pay amount, where is the promise date and amount?

11) How do you identify if an account has:

 A) Post-dated check? What information is available, and where is that information?

 B) Credit Cards? What information is available, and where is that information?

12) How do you know an account is closed? (Stop collection activity)

1. Is there a date the account was closed?
2. Are there codes that indicate the account is closed? (If Yes we will need a table of those codes)

13) Is there a last-worked date field on each account?

1. If yes where?
2. If no can we tell by looking in the notes?

14) Is there a field that identifies an account as having returned mail? (A bad address)

* 1. If yes where?

15) Do you purge (remove or physically delete) accounts?

A) If so, how do you flag them as being ready to be purged?

16) Do you reopen purged accounts?

A) If so, is there a field that identifies an account as being reopened?

17) Do you have “Status Codes” for accounts?

A) If so we will need a list of them and there location.

18) Do you have any type of codes on an account with special meanings that we will need to map onto your new system?

1. Where and what are they?

19) Do you Link / Companionate accounts?

1. If yes how do you identify them?

**20) Do you credit report? This MUST be filled out in GREAT detail to make sure the accounts are reported correctly**

1. **If yes how is the account identified as having been credit reported?**
2. **How do we know, how the account was reported for example, new placement, paid in full, disputed, bankrupt etc.? (note: In RMEx a “blank= New Pending a 1= Reported as New a 2= Paid in Full a 3= Placed in Error a 4= Do Not Report**
3. **What type of credit reporting do you do (Balance or Exception reporting)**

21) Do you store the **commission rate** at the account level?

Notes for additional information:

**Client Information**

File name

Library name (for AS/400)

Record length (in bytes)

No. of records

1. Client number: Is your current field numeric or can it contain alphabetic characters?

2. Remittance type: Do your clients receive separate statements for returned checks, court costs, direct payments etc.?

3. How are statements sorted?

4. Is the balance after payment printed on client statements?

5. Do you charge sales tax from clients?

6. Do you charge a flat rate or does the rate vary depending on the status of the account? (forwarded, legal, etc.)

7. Do you have a field to identify the type of client? (Medical, utility etc.)

8. Do you print acknowledgments every day?

9. Do all of your clients want credit reporting?

If not, how can the clients who do or do not credit report be identified?

10. Do you have a field for the date the client was entered into your system?

11. Do you have a field for the date the client last placed an account?

12. Do you charge interest on debts?

If so, where is the rate and current interest balance stored?

**Payment Information**

File name

Library name (for AS/400)

Record length (in bytes)

No. of records

1. Is there a separate field for the following?

a) Payment amount

If so, how is it identified?

How do you identify a positive or negative transaction?

b) Date posted

c) Individual account to which the payment was posted

d) How do you identify payment types?

e.g. paid to agency, paid to client, balance adjustments, client payments etc.

e) Balance type the payment was entered against

e.g. court costs, interest etc.

f) Client number

g) Collector who received credit

h) Commission amount for the transaction

i) Commission rate for the transaction

2. In what order are payments, within the payments file? (usually payment date)

3. How is the payment date formatted? (e.g. MMDDYY)

**Collector Information**

File name

Library name (for AS/400)

Record length (in bytes)

No. of records

1. What is the maximum number of characters your current collector code can contain?

2. Can the collector code contain alphabetic characters?

3. Can the same collector handle legal and non-legal accounts?

4. Do you different large and small balance collectors?

5. Do you use alphabetic assignment?

**Account Notes Information**

File name

Library Name (for AS/400)

Record Length (in bytes)

No. of Records

1. Are there separate fields for the following? (Yes/No)

a) note text

b) date

c) time

d) collector who applied note

2. How are the notes sequenced?

3. How is the date formatted?

**Statistics**

1. Do you maintain client statistics based on the placement period?

2. Are there fields for client month-to-date and year-to-date statistics?

3. Are there files containing collector statistics?

**Post-Dated Checks**

1. Do you keep post-dated checks on your present system?

**Credit Cards**

1. Do you keep credit card information stored on your present system?

**Payment Arrangements**

1. Do you keep payment arrangements on your present system?

2. Does the system print reminders?

**Other areas:**

1. Do you send your letters to a third party to be printed and sent out, or do you print your letters in house?
	1. If you use a 3rd party, who do you use?
	2. Do you create one file of all the letters for a day when sending to a letter vender or do you send multiple files?
2. Will you need a process for creating files and transmitting data for such things as
	1. Payments?
	2. Credit cards?
	3. New Business uploads
	4. Others, please list.

**Keep in mind that we will need the layout information for these so we will be able to program them.**

Following is the field level information for the major files used by RMEx. It can be used as a guideline for mapping the data from your existing system to RMEx.

**Account File Layout**

| **DESCRIPTION** | **Field length** | **FROM FILE** | **Starting****Position** | **Ending Position** | **COMMENTS** |
| --- | --- | --- | --- | --- | --- |
| LAST NAME | 15 |  |  |  |  |
| FIRST NAME | 15 |  |  |  |  |
| EXTRA ADDRESS | 20 |  |  |  |  |
| STREET ADDRESS | 25 |  |  |  |  |
| CITY | 20 |  |  |  |  |
| STATE | 2 |  |  |  |  |
| ZIP CODE | 9 |  |  |  |  |
| HOME PHONE | 10.0 |  |  |  |  |
| WORK PHONE | 11.0 |  |  |  |  |
| PLACE OF EMPLOYMENT | 20 |  |  |  |  |
| SOCIAL SECURITY # | 9.0 |  |  |  |  |
| DATE OF BIRTH | 6.0 |  |  |  |  |
| FOLLOW-UP/PROMISE DATE | 6.0 |  |  |  |  |
| PROMISE AMOUNT | 7.2 |  |  |  |  |
| DESCRIPTION CODE | 20 |  |  |  |  |
| RETURNED MAIL | 1 |  |  |  |  |
| QCAT | 3.0 |  |  |  |  |
| LAST WORKED DATE | 6.0 |  |  |  |  |
| CLIENT NUMBER | 6.0 |  |  |  |  |
| AMOUNT PLACED | 9.2 |  |  |  |  |
| DATE PLACED | 8.0 |  |  |  |  |
| PRIMARY BALANCE | 9.2 |  |  |  |  |
| SECONDARY BALANCE – 1 | 9.2 |  |  |  |  |
| SECONDARY BALANCE – 2 | 9.2 |  |  |  |  |
| SECONDARY BALANCE – 3 | 9.2 |  |  |  |  |
| SECONDARY BALANCE – 4 | 9.2 |  |  |  |  |
| SECONDARY BALANCE – 5 | 9.2 |  |  |  |  |
| INTEREST BALANCE | 7.2 |  |  |  |  |
| LAST TRANSACTION DATE | 6.0 |  |  |  |  |
| LAST PAYMENT TO CLIENT PRIOR TO PLACEMENT DATE | 6.0 |  |  |  |  |
| COMMISSION RATE | 5.4 |  |  |  |  |
| FORWARD AGENCY COMMISSION RATE | 5.4 |  |  |  |  |
| FORWARD AGENCY NUMBER | 6.0 |  |  |  |  |
| CONTACT SERIES | 2 |  |  |  |  |
| CONTACT SERIES SEQUENCE NUMBER | 1.0 |  |  |  |  |
| CLOSE CODE | 1 |  |  |  |  |
| CLOSED DATE | 8.0 |  |  |  |  |
| CLIENT ACCOUNT NUMBER | 25 |  |  |  |  |
| FEE CODE | 2 |  |  |  |  |
| COMMISSION CODE | 2 |  |  |  |  |
| NUMBER OF ATTEMPTS | 3.0 |  |  |  |  |
| NUMBER OF CONTACTS | 3.0 |  |  |  |  |
| COLLECTOR-WORKER | 2 |  |  |  |  |
| COLLECTOR – OWNER | 2 |  |  |  |  |
| COLLECTOR – SPLIT | 2 |  |  |  |  |
| CREDIT REPORTING FLAG | 1 |  |  |  |  |
| PATIENT LAST NAME | 15 |  |  |  |  |
| PATIENT FIRST NAME | 15 |  |  |  |  |
| SCORE | 3.0 |  |  |  |  |
| BANK INFORMATION | 25 |  |  |  |  |
| INTEREST RATE | 5.4 |  |  |  |  |
| LAST INTEREST DATE | 6.0 |  |  |  |  |
| SPOUSE LAST NAME | 12 |  |  |  |  |
| SPOUSE FIRST NAME | 12 |  |  |  |  |
| SPOUSE SOCIAL SECURITY NUMBER | 9.0 |  |  |  |  |
| WORK PHONE EXTENSION | 5.0 |  |  |  |  |
| DATE FORWARDED | 6.0 |  |  |  |  |
| ACAT | 2 |  |  |  |  |
| SMART CODE SERIES | 2 |  |  |  |  |
| STATUS CODE | 1 |  |  |  |  |
| LAST PAYMENT DATE | 6.0 |  |  |  |  |
| LAST PAYMENT AMOUNT | 9.2 |  |  |  |  |
| X-REFERNCE LAST NAME | 15 |  |  |  |  |
| X-REFERENCE FIRST NAME | 15 |  |  |  |  |
| COMPANY NUMBER | 2.0 |  |  |  |  |
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**Additional Fields** that need to be mapped to RMEx such User Defined Windows or OTHER information screens on the account detail

**Notes:**

| **DESCRIPTION** | **Field length** | **FROM FILE** | **Starting****Position** | **Ending Position** | **COMMENTS** |
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**Client Information Layout**

| DESCRIPTION | **Field Length** | **FROM FILE** | **Starting Position** | **Ending Position** | **COMMENTS** |
| --- | --- | --- | --- | --- | --- |
| COMPANY LOCATION | 2.0 |  |  |  |  |
| CLIENT NUMBER | 6.0 |  |  |  |  |
| CLIENT NAME | 40 |  |  |  |  |
| ADDRESS LINE 1 | 25 |  |  |  |  |
| ADDRESS LINE 2 | 25 |  |  |  |  |
| CITY | 20 |  |  |  |  |
| STATE | 2 |  |  |  |  |
| ZIP | 9 |  |  |  |  |
| CLIENT TYPE | 1 |  |  |  |  |
| REMITTING FREQ | 1 |  |  |  |  |
| REMITTING TYPE | 1 |  |  |  |  |
| COMMISSION RATE | 5.4 |  |  |  |  |
| FEE CODE | 2 |  |  |  |  |
| COMMISSION CODE | 2 |  |  |  |  |
| CLIENT PHONE | 10.0 |  |  |  |  |
| DATE CLIENT ENT | 6.0 |  |  |  |  |
| LINK CODE | 2 |  |  |  |  |
| CLIENT CLASSIFICATION | 2 |  |  |  |  |
| INTEREST RATE | 5.4 |  |  |  |  |
| NO CRED.REPORT-N | 1 |  |  |  |  |
| COLL.WORK GROUP | 2 |  |  |  |  |
| LAST BUSINESS DT | 6.0 |  |  |  |  |
| STATEMENTS TO | 40 |  |  |  |  |
| ADDRESS 1 | 25 |  |  |  |  |
| ADDRESS 2 | 25 |  |  |  |  |
| CITY | 20 |  |  |  |  |
| STATE | 2 |  |  |  |  |
| ZIP | 9 |  |  |  |  |
| CHECK PAYABLE TO | 40 |  |  |  |  |
| SEARCH NAME | 15 |  |  |  |  |
| SALESMAN CODE | 2 |  |  |  |  |
| INTEREST-M/D | 1 |  |  |  |  |
| PER ACCT.CHARGE | 5.2 |  |  |  |  |
| STMTS-ATTENTION | 30 |  |  |  |  |
| CONTACT SERIES | 2 |  |  |  |  |
| CLIENT DESCRIPTION | 40 |  |  |  |  |
| FAX# | 10.0 |  |  |  |  |
| CONTACT NAME | 30 |  |  |  |  |
| LAST STATEMENT DATE | 6.0 |  |  |  |  |
| CURRENT A/R BALANCE | 9.2 |  |  |  |  |
| 30 DAY A/R BALANCE | 9.2 |  |  |  |  |
| 60 DAY A/R BALANCE | 9.2 |  |  |  |  |
| 90 DAY A/R BALANCE | 9.2 |  |  |  |  |
| 120 PLUS DAY A/R BALANCE | 9.2 |  |  |  |  |
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Notes:

##### Payment Layout – Make sure to specify what payment types increase or decrease an account balance.

#####

| **DESCRIPTION** | **Field Length** | **FROM FILE** | **Starting Position** | **Ending Position** | **COMMENTS** |
| --- | --- | --- | --- | --- | --- |
| COMPANY | 2.0 |  |  |  |  |
| GUARANTOR#' | 9.0 |  |  |  |  |
| CLIENT NUMBER | 6.0 |  |  |  |  |
| PAYMENT DATE | 8.0 |  |  |  |  |
| PAYMENT TYPE | 2.0 |  |  |  |  |
| BALANCE TYPE  | 1 |  |  |  |  |
| PAYMENT AMOUNT | 9.2 |  |  |  |  |
| COMMISSION | 8.2 |  |  |  |  |
| BALANCE AFTER PAYMENT | 9.2 |  |  |  |  |
| COLLECTOR CREDIT | 2 |  |  |  |  |
| ADJUSTMENT CODE | 1 |  |  |  |  |
| LEGAL | 1 |  |  |  |  |
| CLIENT REFERENCE INFORMATION | 10 |  |  |  |  |
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**Notes:**

**Step 6**

**Provide Test Data**

Refer to “Preparing For RMEx” for the file requirements needed to convert your data. Initially, we will require approximately 200-400 records in each file. If you are currently running on the AS/400, provide us with the file/member name and the library where the data is stored, and we may be able to transfer the files to our AS/400. If you are not on an AS/400, we can accept the data on a 3½" diskette, 1/4"inch cartridge, or 8mm tape provided it is not in a proprietary format.

Responsible Party: **CLIENT**

Notes

**Step 7**

**Review Modifications**

The need for custom modifications will usually be discovered during the training phases within the Implementation Plan. Potential modifications may also have been identified when you were considering RMEx for your business. In all cases, it is suggested that the options within RMEx are considered prior to modifying the system. In spite of good planning, it is possible that the need for a modification may not be identified until after the final conversion.

Responsible Party: **QUANTRAX / CLIENT**

**Modifications**

Program modifications are usually either -

* The transfer of magnetic or electronic data between 2 or more remote sites. Such as client information that is be uploaded or downloaded to/from RMEx about payments or new business loads etc.
* Dialers
* Letter service
* Custom reports
* Changes made to RMEx to accommodate your business requirements.
* Statements

When a client has a request that involves data transfer between systems, it usually consists of specifications describing how the data should be handled, the name of the input and output file that is produced, and how you will access the data once it is on your system if the client produces a file for you (e.g. New Business). Some examples are Skip Tracing interfaces, mail outsourcing, payment files to a client and New Business loads. You will need to supply us with clear specifications required for Quantrax to write the required interfaces.

If there are no special custom modifications or you have your own programming department who will perform the modifications let us know. If you will maintain the programs yourself they should be stored in a library other than SCMOD, which contains the modification provided and supported by Quantrax. Please complete the following information to us when it is available.

**Modification Information**

1. **Modifications – If Quantrax is going to program the modifications, please give us a brief description each modification.**

|  |  |
| --- | --- |
| **Description** | **Note** |
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1. **If Quantrax will not be programming any Modifications.**

If you have decided to convert your new business loads, there are two options. You can change your programs to write to our file formats (we will provide you with the necessary technical details) or a bridge program can be written (by Quantrax or you) to convert the output file from your programs into RMEx’s format.

A) **□** Quantrax should build bridge to read your file(s) and map them into RMEx’s transaction file format.

B) **□** You will build the bridge program.

C) **□** You will write to our transaction files.

1. **Modification Requirements**

In the client section of our web site, <http://www.quantrax.com>, you will find a “Project Request Form” to provide specifications and instructions for any new business loads that will be needed for the conversion. After you fill out the project request form with all of the details needed, you will receive a project number for tracking purposes. Other projects will also need to be submitted to Quantrax on the Project Request form or other suitable media