

# **INTELEC REPORTS**

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## INTRODUCTION

This manual has been developed as a tool to provide information on the extensive reports that exist within Intelec. You will now have a handy reference that will allow you to locate a report on the system within minutes. You will also be able to glance at a report and determine if this is the information you require. We believe these reports will allow you to improve your decision-making ability concerning collectors, clients, and your overall business processes.

The approach taken divides the manual into area related categories. Each report will provide a description of the report, selection options, and the details of the fields. What you may notice lacking from the reports, is how to use these reports to build upon decisions that currently effect the way in which you operate your business. We felt that if we provide one use for a report you may cease to envision other uses for the report.

The categories of the manual are:

- Account Processing Reports
- Client Reports
- Collector Reports
- Payment Reports
- Purge Reports
- Other Related Reports

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**ACCOUNT PROCESSING REPORTS**

ACCOUNT PROCESSING ANALYSIS FOR - NELSON

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

| --Broken Promises-- |        | --Dated Follow-up-- |        | Days Not Worked | New Business | Work Phones | Home Phone Only | Skip Accounts | No Phones |
|---------------------|--------|---------------------|--------|-----------------|--------------|-------------|-----------------|---------------|-----------|
| Date                | Number | Date                | Number |                 |              |             |                 |               |           |
| 11/15/94            | 1      | 10/20/94            | 1      | 1               | 0            | 0           | 0               | 0             | 0         |
| 06/14/94            | 6      | 08/10/94            | 1      | 2               | 0            | 0           | 0               | 0             | 0         |
|                     |        | 11/20/93            | 1      | 3               | 0            | 0           | 0               | 0             | 0         |
|                     |        |                     |        | 4               | 0            | 0           | 0               | 0             | 0         |
|                     |        |                     |        | 5               | 0            | 0           | 0               | 0             | 0         |
|                     |        |                     |        | 6               | 0            | 0           | 0               | 0             | 0         |
|                     |        |                     |        | 7               | 0            | 0           | 0               | 0             | 0         |
|                     |        |                     |        | 8               | 0            | 0           | 0               | 0             | 0         |
|                     |        |                     |        | 9               | 0            | 0           | 0               | 0             | 0         |
|                     |        |                     |        | 10              | 0            | 0           | 0               | 0             | 0         |
|                     |        |                     |        | 11              | 0            | 0           | 0               | 0             | 0         |
|                     |        |                     |        | 12              | 0            | 0           | 0               | 0             | 0         |
|                     |        |                     |        | 13              | 0            | 0           | 0               | 0             | 0         |
|                     |        |                     |        | 14              | 0            | 0           | 0               | 0             | 0         |
|                     |        |                     |        | 15              | 0            | 0           | 0               | 0             | 0         |
|                     |        |                     |        | 18              | 0            | 0           | 0               | 0             | 0         |
|                     |        |                     |        | 21              | 0            | 0           | 0               | 0             | 0         |
|                     |        |                     |        | 25              | 0            | 0           | 0               | 0             | 0         |
|                     |        |                     |        | 30              | 0            | 0           | 0               | 0             | 0         |
|                     |        |                     |        | 35              | 0            | 0           | 0               | 0             | 0         |
|                     |        |                     |        | 40              | 0            | 0           | 0               | 0             | 1         |
|                     |        |                     |        | 45              | 0            | 0           | 0               | 0             | 0         |
|                     |        |                     |        | 50              | 0            | 0           | 0               | 0             | 0         |
|                     |        |                     |        | 55              | 0            | 0           | 0               | 0             | 0         |
|                     |        |                     |        | 60              | 0            | 0           | 0               | 0             | 0         |
|                     |        |                     |        | 65              | 0            | 0           | 0               | 0             | 0         |
|                     |        |                     |        | 70              | 0            | 0           | 0               | 0             | 0         |
|                     |        |                     |        | 75              | 0            | 0           | 0               | 0             | 0         |
|                     |        |                     |        | 90              | 0            | 0           | 0               | 0             | 0         |
|                     |        |                     |        | 90+             | 0            | 81          | 7               | 0             | 19        |

Skip Accounts with no Last Worked Date 0

No Phone Accounts with no Last Worked Date 0



## **REPORT TITLE: ACCOUNT PROCESSING ANALYSIS**

**REPORT DESCRIPTION:** Two reports are generated when this option is selected. This report is generated automatically during the nightly processing or can be requested at any time, by the user. The *Account Processing Workmap* lists, by account processing type (broken promises, dated follow-up, etc.), the number available for work in the different time frames. This information is also available for display by each collector on their screen. The *Account Processing Analysis* further breakdowns the workmap by processing types.

This report is accessed from the Management Menu, option 12,1.

**SELECTION OPTIONS:** Up to ten users can be selected, or if left blank all users will be selected.

**FILES ACCESSED:** Account Processing, Qcats.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

#### **Broken Promises:**

- **Date:** The date the promise was broken.
- **Number:** The number of broken promises for the above day.

#### **Dated Follow-up:**

- **Date:** The follow up date on the account.
- **Number:** The number of Dated Follow-ups for the above date.

**Days Not Worked:** The time period in days that accounts have not been worked. This grid maps the categories to the right.

**New Business:** The category to be worked that the accounts are assigned under.

**Work Phones:** The category to be worked that the accounts are assigned under.

**Home Phone Only:** The category to be worked that the accounts are assigned under.

**Skip Accounts:** The category to be worked that the accounts are assigned under.

**No Phones:** The category to be worked that the accounts are assigned under.

**Skip Accounts with no Last Worked Date:** The total number of skip accounts with no last worked date.

**No Phone Accounts with no Last Worked Date:** The total of accounts with no phones and no last worked date.

ACCOUNT PROCESSING WORK MAP FOR - NELSON

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

| Main Type        | Qcat | Description       | Best Time | -----Time Frame----- |   |   |
|------------------|------|-------------------|-----------|----------------------|---|---|
|                  |      |                   |           | A                    | M | P |
| Broken Promises  | 000  | STANDARD          | 14:00     | 6                    | 0 | 0 |
|                  | 008  | QCAT #8           |           | 0                    | 1 | 0 |
| Dated Follow-Up  | 716  | TREAT AS NEW BUS. | 16:00     | 1                    | 0 | 0 |
|                  | 996  | PAYING ACCOUNTS   |           | 0                    | 0 | 1 |
|                  | 998  | DIALER HOLD       |           | 0                    | 1 | 0 |
| Work Phones      | 000  | STANDARD          | 14:00     | 0                    | 1 | 0 |
|                  | 008  | QCAT #8           |           | 70                   | 6 | 0 |
|                  | 716  | TREAT AS NEW BUS. | 16:00     | 1                    | 0 | 0 |
|                  | 998  | DIALER HOLD       |           | 3                    | 0 | 0 |
| Home Phones Only | 000  | STANDARD          | 14:00     | 1                    | 4 | 1 |
|                  | 008  | QCAT #8           |           | 0                    | 1 | 0 |
| No Phones        | 000  | STANDARD          | 14:00     | 2                    | 1 | 0 |
|                  | 008  | QCAT #8           |           | 12                   | 1 | 1 |
|                  | 716  | TREAT AS NEW BUS. | 16:00     | 1                    | 0 | 0 |
|                  | 996  | PAYING ACCOUNTS   |           | 1                    | 1 | 0 |

## **REPORT TITLE: ACCOUNT PROCESSING WORKMAP**

**REPORT DESCRIPTION:** Two reports are generated when this option is selected. This report is generated automatically during the nightly processing or can be requested at any time by the user. The *Account Processing Workmap* lists, by account processing type(broken promises, dated follow-up, etc.),the number available for work in the different time frames. This information is also available for display by each collector on their screen. The *Account Processing Analysis* gives additional information on the workmaps.

This report may be accessed from the Management Menu, option 12,2.

**SELECTION OPTIONS:** Up to ten users can be selected, or if left blank all users will be selected.

**FILES ACCESSED:** Account Processing, Qcats, Set processing time for special user & Maximum # for each processing type.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Main Type:** The account processing work types.

#### **Processing Types**

- 1 = Broken Promises
- 2 = Dated Follow Up
- 3 = New Business
- 4 = Accounts with Work Phones
- 5 = Accounts with Home Phone Numbers Only
- 6 = Accounts with No Phone Numbers
- 8 = Non-Collector Accounts

**Qcat:** The Qcat code defined in the System Controls.

**Description:** Description of the Qcat.

**Best Time:** Best time to work the account.

**Time Frame:** A = AM, M = Midday, P = PM and the number of accounts to be worked in each time frame.

**Special Information:** If the user is set up for *Set Processing Time by Type* in System Controls, the selected information will be displayed. The information listed will include the processing type, the times those accounts can be worked, and the maximum number of accounts that can be worked.

ACCOUNT PROCESSING ANALYSIS

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

Client # : 000010

Client Name : PETERSBURG HOSPITAL

| Work<br>Type | Dollar Range | Number of Days Not Worked |     |     |     |     |      |      |      |      |      |      |      |      |      |        |   | -Total- |     |
|--------------|--------------|---------------------------|-----|-----|-----|-----|------|------|------|------|------|------|------|------|------|--------|---|---------|-----|
|              |              | -1-                       | -2- | -3- | -4- | -5- | -10- | -15- | -20- | -25- | -30- | -35- | -40- | -50- | -60- | -GT60- |   |         |     |
| 1            | 0 -          | 0                         | 0   | 0   | 0   | 0   | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0      | 0 | 0       | 0   |
|              | GT           | 0                         | 0   | 0   | 0   | 0   | 0    | 0    | 0    | 2    | 0    | 0    | 0    | 0    | 0    | 0      | 0 | 0       | 25  |
| 2            | 0 -          | 0                         | 0   | 0   | 0   | 0   | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0      | 0 | 0       | 0   |
|              | GT           | 0                         | 0   | 0   | 0   | 0   | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 1    | 0      | 0 | 0       | 16  |
| 3            | 0 -          | 0                         | 0   | 0   | 0   | 0   | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0      | 0 | 0       | 0   |
|              | GT           | 0                         | 0   | 0   | 0   | 0   | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0      | 0 | 0       | 0   |
| 4            | 0 -          | 0                         | 0   | 0   | 0   | 0   | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0      | 0 | 0       | 0   |
|              | GT           | 0                         | 0   | 0   | 0   | 0   | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0      | 0 | 0       | 65  |
| 5            | 0 -          | 0                         | 0   | 0   | 0   | 0   | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0      | 0 | 0       | 0   |
|              | GT           | 0                         | 0   | 0   | 0   | 0   | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0      | 0 | 0       | 0   |
| 6            | 0 -          | 0                         | 0   | 0   | 0   | 0   | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0      | 0 | 0       | 0   |
|              | GT           | 0                         | 0   | 0   | 0   | 0   | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0      | 0 | 0       | 0   |
| 7            | 0 -          | 0                         | 0   | 0   | 0   | 0   | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0      | 0 | 0       | 0   |
|              | GT           | 0                         | 0   | 0   | 0   | 0   | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0      | 0 | 0       | 3   |
| 8            | 0 -          | 0                         | 0   | 0   | 0   | 0   | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0      | 0 | 0       | 0   |
|              | GT           | 0                         | 0   | 0   | 0   | 0   | 0    | 0    | 0    | 1    | 3    | 0    | 0    | 0    | 0    | 2      | 0 | 0       | 427 |

## **REPORT TITLE: ACCOUNT PROCESSING ANALYSIS BY CLIENT**

**REPORT DESCRIPTION:** This report tracks, by client, the number of accounts that have not been worked by: balance range and number of days not worked for each processing type. This report can be requested by the user at any time.

This report may be accessed from the Management Menu, option 12,2.

**SELECTION OPTIONS:** Client and Balance Range for each processing type.

**FILES ACCESSED:** Account Processing and Client Master files.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Client#:** The code for the client.

**Client Name:** The name of the client in which the report has been requested.

**Work Type:**

#### Processing Types

1 = Broken Promises

2 = Dated Follow Up

3 = New Business

4 = Accounts with Work Phones

5 = Accounts with Home Phone Numbers Only

6 = Accounts with No Phone Numbers

8 = Non-Collector Accounts

**Dollar Range:** User defined dollar range for each processing type. (*Note: GT denotes greater than*)

**Number of Days Not Worked:** The range of days an account has not been worked.

**Total:** The total number of accounts within the processing type and balance range.



Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

User : PAT

| Work<br>Type | Dollar Range | Number of Days Not Worked |     |     |     |     |      |      |      |      |      |      |      |      |      |        |   | -Total- |    |
|--------------|--------------|---------------------------|-----|-----|-----|-----|------|------|------|------|------|------|------|------|------|--------|---|---------|----|
|              |              | -1-                       | -2- | -3- | -4- | -5- | -10- | -15- | -20- | -25- | -30- | -35- | -40- | -50- | -60- | -GT60- |   |         |    |
| 1            | 0 -          | 0                         | 0   | 0   | 0   | 0   | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0      | 0 | 0       | 0  |
|              | GT           | 0                         | 0   | 0   | 0   | 0   | 0    | 0    | 0    | 2    | 0    | 0    | 0    | 0    | 0    | 0      | 0 | 26      | 28 |
| 2            | 0 -          | 0                         | 0   | 0   | 0   | 0   | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0      | 0 | 0       | 0  |
|              | GT           | 0                         | 0   | 0   | 0   | 0   | 0    | 0    | 0    | 0    | 2    | 0    | 0    | 0    | 3    | 0      | 1 | 18      | 24 |
| 3            | 0 -          | 0                         | 0   | 0   | 0   | 0   | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0      | 0 | 0       | 0  |
|              | GT           | 0                         | 0   | 0   | 0   | 0   | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0      | 0 | 0       | 0  |
| 4            | 0 -          | 0                         | 0   | 0   | 0   | 0   | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0      | 0 | 0       | 0  |
|              | GT           | 0                         | 0   | 0   | 0   | 0   | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0      | 0 | 0       | 0  |
| 5            | 0 -          | 0                         | 0   | 0   | 0   | 0   | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0      | 0 | 0       | 0  |
|              | GT           | 0                         | 0   | 0   | 0   | 0   | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0      | 0 | 0       | 0  |
| 6            | 0 -          | 0                         | 0   | 0   | 0   | 0   | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0      | 0 | 0       | 0  |
|              | GT           | 0                         | 0   | 0   | 0   | 0   | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0      | 0 | 0       | 0  |
| 7            | 0 -          | 0                         | 0   | 0   | 0   | 0   | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0      | 0 | 0       | 0  |
|              | GT           | 0                         | 0   | 0   | 0   | 0   | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0      | 0 | 0       | 0  |
| 8            | 0 -          | 0                         | 0   | 0   | 0   | 0   | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0      | 0 | 0       | 0  |
|              | GT           | 0                         | 0   | 0   | 0   | 0   | 0    | 0    | 0    | 0    | 2    | 1    | 0    | 0    | 5    | 1      | 0 | 71      | 80 |

## **REPORT TITLE: ACCOUNT PROCESSING ANALYSIS BY USER**

**REPORT DESCRIPTION:** This report tracks, by user, the number of accounts that have been worked by: balance range and number of days not worked for each processing type. This report may be requested at any time.

This report is accessed from the Management Menu, option 12,3.

**SELECTION OPTIONS:** User Id, Balance Range for each work type.

**FILES ACCESSED:** Account Processing and User Master File.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**User:** The name of the user.

**Work Type:** Code for the work type.

#### Work Types

- 1 = Broken Promises
- 2 = Dated Follow-up
- 3 = New Business
- 4 = Accounts with Work Phones
- 5 = Accounts with Home Phones Only
- 6 = Skip Accounts
- 7 = Accounts with no Phone Numbers
- 8 = Non-Collector Accounts

**Dollar Range:** The dollar range for each work type. (Note: *GT* denotes greater than)

**Number of Days Not Worked:** The range of days that an account has not been worked.

**Total:** The total number of accounts for the particular work type and dollar range.





## **REPORT TITLE: ACCOUNT PROCESSING PROGRESS REPORT**

**REPORT DESCRIPTION:** This report analyzes the accounts in the collector's queues that have been worked and those that need to be worked. The totals are broken down into the different processing types. *(Note: If accounts are worked through account inquiry then the Productivity Summary by User Report should be used).*

This report is accessed from the Management Menu, option 15.

**SELECTION OPTIONS:** Up to ten users can be selected.

**FILES ACCESSED:** Work Queue file and QCat file.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Main Type:** The name of work type.

**Qcat:** The Qcat code.

**Description:** The description of the Qcat.

**Best Time:** Best time to work the accounts as defined in the System Control file.

**To Work:** Number of accounts to be worked.

**Worked:** Number of accounts that have been worked.

**Retry:** The total number of accounts that have been worked that were in the retry category for this time period.

DAILY ACCOUNT AUDIT BY SMART CODE

User : CHERYL CHERYL HAMOCKS

Smart Code: 015 CONTACT

Type: C

| Case #        | Name         | Amt. Placed | Tot.Balance | Att | Con | Letters Pending | All Smart Codes Used |
|---------------|--------------|-------------|-------------|-----|-----|-----------------|----------------------|
| 99-950320001* | MILLER, SEAN | 1000.00     | 1025.00     | 1   | 1   |                 | 015, 016, 069, 070   |

Smart Code: 016 ATTEMPT

Type: A

| Case #        | Name         | Amt. Placed | Tot.Balance | Att | Con | Letters Pending | All Smart Codes Used |
|---------------|--------------|-------------|-------------|-----|-----|-----------------|----------------------|
| 99-950320001* | MILLER, SEAN | 1000.00     | 1025.00     | 1   | 1   |                 | 015, 016, 069, 070   |

Smart Code: 069 CC NO HELP

Type: 0

| Case #        | Name         | Amt. Placed | Tot.Balance | Att | Con | Letters Pending | All Smart Codes Used |
|---------------|--------------|-------------|-------------|-----|-----|-----------------|----------------------|
| 99-950320001* | MILLER, SEAN | 1000.00     | 1025.00     | 1   | 1   |                 | 015, 016, 069, 070   |

Smart Code: 070 411 NO HELP

Type: 0

| Case #        | Name         | Amt. Placed | Tot.Balance | Att | Con | Letters Pending | All Smart Codes Used |
|---------------|--------------|-------------|-------------|-----|-----|-----------------|----------------------|
| 99-950320001* | MILLER, SEAN | 1000.00     | 1025.00     | 1   | 1   |                 | 015, 016, 069, 070   |

Smart Code: 150 STEVE TEST

Type: 0

| Case #        | Name       | Amt. Placed | Tot.Balance | Att | Con | Letters Pending | All Smart Codes Used |
|---------------|------------|-------------|-------------|-----|-----|-----------------|----------------------|
| 99-942940088* | LOUIS, KIM | 300.00      | 200.00      | 0   | 0   |                 | 537, 150             |

## **REPORT TITLE: DAILY ACCOUNT AUDIT BY SMART CODE**

**REPORT DESCRIPTION:** This report lists, by userid, all Smart Codes that have been applied to accounts for the above day.

This report is accessed from the Management Menu, option 11.

**SELECTION OPTIONS:** Users, Smart Codes.

**FILES ACCESSED:** Smart Code History, Account Master, Smart Code and the Note files.

### **DETAILS:**

**User:** The person who applied the Smart Code.

**Smart Code:** The Smart Code and its description.

**Type:** The Smart Code type, "A" (attempt) "P" (positive contact), "C" (regular contact), "N" (negative contact), "O" (other).

**Case #:** The code for the company and the number Intelec assigns to the account. (*Note: an asterisk "\*" after the case number indicates that this account is the Primary account*)

**Name:** The guarantors' name.

**Amount Placed:** The dollar amount listed by the client.

**Tot. Balance:** The total current balance of the account.

**Att:** The total number of attempts that have been made on this account.

**Con:** The total number of contacts (positive, regular and negative) that have been made on this account.

**Letters:** The code for the pending letters on this account.

**All Smart Codes Used:** A list of every smart code that has been applied to this account, with the most recent one listed last.

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

| QCat               | Name    | Case#<br>Account# | Placed   | Balance | Worked   | Patient<br>First Note |
|--------------------|---------|-------------------|----------|---------|----------|-----------------------|
| RIVERSIDE HOSPITAL |         | 301/123-4568      |          |         |          |                       |
| 000                | SCHWINN | B 942320060       | 09/01/94 | 125.00  | 10/20/94 |                       |
| FREE COLLECTIONS   |         | 202/345-5465      |          |         |          |                       |
| 000                | BARE    | N 942940003       | 10/26/94 | 100.00  |          |                       |
|                    | JOE     | S 942320094       | 10/20/94 | 455.49  | 11/04/94 | REOPEN<br>JOE STEVENS |
|                    | JOHN    | S 942320095       | 10/20/94 | 500.00  | 11/04/94 | JOHN ST JOHN          |
|                    | GREY    | J 942940014       | 12/07/94 | 500.00  | 12/27/94 | GREY JOHN             |
|                    | GRAY    | J 942940015       | 12/07/94 | 500.00  | 12/27/94 | GRAY JOHN             |
|                    | GREY    | C 942940016       | 12/07/94 | 500.00  | 12/27/94 | GREY CINDY            |
|                    | LEWIS   | C 942940051       | 12/27/94 | 500.00  | 01/27/95 | LEWIS CECIL           |

**REPORT TITLE: DETAIL LISTING FROM WORK-Q**

**REPORT DESCRIPTION:** This report generates details of accounts from a users' Work-Q and Q-Cat.

This report is accessed from Management Menu, option 12,5.

**SELECTION OPTIONS:** Users, QCats and Clients.

**FILES ACCESSED:** Client Master, Account Master.

**DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Qcat:** The selected Qcat code that the account resides in.

**Name:** The guarantor's name.

**Case#:** The number Intelec assigns at the time of account posting.

**Account#:** The account number provided by the client.

**Placed:** The date the account was placed for collection.

**Balance:** The balance on the account.

**Worked:** The last date the account was worked.

**Patient:** The name of the patient.

**First Note:** The last 2 notes entered on the account by the collector.

FUTURE FOLLOW-UP DATES BY WORKER  
STARTING DATE 11/01/94

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

| Link# | Name | Follow-up Date |
|-------|------|----------------|
|-------|------|----------------|

Worker : BC/BILL COLLECTOR

|           |           |           |          |
|-----------|-----------|-----------|----------|
| 000000305 | HENRY     | ALBERT    | 01/01/95 |
| 000000410 | CALLINS   | GLADYS    | 12/12/94 |
| 000000624 | GILLIAM   | WILLIAM   | 11/06/94 |
| 923020059 | LIPPMAN   | ROBERT    | 11/13/94 |
| 923020112 | ABATE     | JOSEPH    | 12/12/94 |
| 941530009 | AABRAHAMS | JOSEPH    | 01/01/95 |
| 942320025 | FRANCOIS  | MITTERAND | 11/16/94 |
| 942320055 | BAER      | NANCY     | 12/12/94 |
| 942940048 | GREY      | ZANE      | 12/30/94 |
| 942940049 | MAINZ     | JERRY     | 01/01/95 |
| 942940050 | BEANE     | JAMES     | 01/19/95 |



## **REPORT TITLE: FUTURE FOLLOW UP DATES BY WORKER**

**REPORT DESCRIPTION:** Two reports are generated when this option is selected. The first tracks future follow-up dates for all accounts by worker. The second tracks the number of future days and balance ranges for all accounts by worker.

This report is accessed from the Management Menu, option 12,4.

**SELECTION OPTIONS:** Workers, Starting Date, and Balance Range.

**FILES ACCESSED:** Account Master and Collector Master files.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Starting Date:** The date that is entered by the person requesting the report. This date coincides with the first day on the schedule of future days.

**Link#:** The guarantor's primary account number.

**Name:** The guarantor's name.

**Follow-up Date:** The follow-up date on the account.

**Worker:** The code and name of the person working the account.

FUTURE FOLLOW-UP DATES BY WORKER

STARTING DATE 11/01/94

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

| Open Balance | Schedule of Future Dates |     |     |     |     |      |      |      |      |      |      |      |      |      |        | Total |
|--------------|--------------------------|-----|-----|-----|-----|------|------|------|------|------|------|------|------|------|--------|-------|
| Dollar Range | -1-                      | -2- | -3- | -4- | -5- | -10- | -15- | -20- | -25- | -30- | -35- | -40- | -50- | -60- | -GT60- |       |

Worker : BC/BILL COLLECTOR

|              |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|--------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| GT 99999     | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1000 - 99999 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 50 - 1000    | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| LT 50        | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 2 | 0 | 4 |
| Subtotal     | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 2 | 0 | 5 |



## **REPORT TITLE: FUTURE FOLLOW UP DATES BY WORKER**

**REPORT DESCRIPTION:** This is the second report generated for Future Follow-up Dates by Worker. It lists the number of future days and the balance ranges for all accounts by worker.

This report may be selected from Management Menu, option 12,4.

**SELECTION OPTIONS:** Balance Range and a Starting Future Date.

**FILES ACCESSED:** Account Master and Collector Master files.

### **DETAILS:**

**Starting Date:** The date that is entered by the person requesting the report. This date coincides with the first day on the schedule of future dates.

**Company:** The name of the company entered in the System Control file.

**Open Balance Dollar Range:** The dollar range that is user defined at the time the report is requested. (*Note: GT denotes greater than*)

**Schedule of Future Dates:** Number of days into the future that accounts are due to be seen.

**Worker:** The code and name of the person working the account.

**Subtotal:** The total number of accounts scheduled into the future for that number of days.

**Total:** The total number of accounts scheduled into the future.

PRODUCTIVITY SUMMARY BY USER

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

| User                  | -----Type of Activity----- |          |                    |      |      |          |       | -----Type of Activity----- |                    |      |      |          |  |  |
|-----------------------|----------------------------|----------|--------------------|------|------|----------|-------|----------------------------|--------------------|------|------|----------|--|--|
|                       | Debtors                    | Attempts | ---- Contacts ---- |      |      | Other    | Cases | Attempts                   | ---- Contacts ---- |      |      | Other    |  |  |
|                       |                            |          | Pos.               | Neg. | Oth. | Activity |       |                            | Pos.               | Neg. | Oth. | Activity |  |  |
| CHERYL CHERYL HAMOCKS | 54                         | 5        | 0                  | 0    | 10   | 39       | 77    | 11                         | 0                  | 0    | 3    | 63       |  |  |
| PAT PAT LEONHART      | 13                         | 3        | 8                  | 1    | 0    | 1        | 21    | 4                          | 14                 | 1    | 0    | 2        |  |  |
| TOTALS                | 67                         | 8        | 8                  | 1    | 10   | 40       | 98    | 15                         | 14                 | 1    | 3    | 65       |  |  |

LETTERS REQUESTED Z1- 22 G1- 1 C1- 3 O1- 3 X1- 2

TOTAL LETTERS REQUESTED 31

## **REPORT TITLE: PRODUCTIVITY SUMMARY BY USER**

**REPORT DESCRIPTION:** This report gives the total number of accounts worked by user through the work map and inquiry only, counting an account only once even though it may have been worked multiple times.

This report may accessed from the Management Menu, option 14,4.

**SELECTION OPTIONS:** You may select up to ten or all users.

**FILES ACCESSED:** Smart Code History, Smart Codes, Account Master.

### **DETAILS:**

**Company:** The name of the company entered in System Control file.

**User:** The name of the person that worked the accounts.

**Debtors:** The number of primary accounts that have been worked.

**Type of Activity:** The number of Attempts, Positive Contact, Negative Contact, Other Contact, and Other Activity that were made on the primary account. The breakdown of these totals are based on the type of smart code that was applied to the account.

**Cases:** The number of linked accounts that have been worked.

**Type of Activity/Contacts:** The number of Attempts, Positive Contact, Negative Contact, Other Contact, and Other Activity that were made on the linked accounts. These totals will be larger if a smart code is applied that duplicates on all linked accounts.

**Totals:** The totals of the above fields.

**Letters Requested:** The letter code and quantity of letters that have been requested for the selected users.

**Total Letters Requested:** The total letters requested by the user.

USER PRODUCTIVITY - SMART CODE ANALYSIS

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

User : CHERYL CHERYL HAMOCKS

| Code   | Description              | Debtors | Attempts | -----Type of Activity----- |       |       | Cases | -----Type of Activity----- |       |       |          |
|--------|--------------------------|---------|----------|----------------------------|-------|-------|-------|----------------------------|-------|-------|----------|
|        |                          |         |          | Positive                   | Other | Other |       | Positive                   | Other | Other | Activity |
| 010    | TEST JAY                 | 4       | 4        | 0                          | 0     | 0     | 23    | 23                         | 0     | 0     | 0        |
| 011    | TEST JAY                 | 2       | 0        | 0                          | 2     | 0     | 5     | 0                          | 0     | 5     | 0        |
| 012    | CPS TEST                 | 3       | 3        | 0                          | 0     | 0     | 5     | 5                          | 0     | 0     | 0        |
| 013    | CPS TEST 2               | 4       | 4        | 0                          | 0     | 0     | 16    | 16                         | 0     | 0     | 0        |
| 015    | CONTACT                  | 7       | 0        | 0                          | 7     | 0     | 15    | 0                          | 0     | 15    | 0        |
| 016    | ATTEMPT                  | 3       | 3        | 0                          | 0     | 0     | 8     | 8                          | 0     | 0     | 0        |
| 029    | SPEC PMT PROCESSING INFO | 1       | 0        | 0                          | 0     | 1     | 2     | 0                          | 0     | 0     | 2        |
| 067    | REOPEN                   | 1       | 0        | 0                          | 0     | 1     | 1     | 0                          | 0     | 0     | 1        |
| 069    | CC NO HELP               | 5       | 0        | 0                          | 0     | 5     | 12    | 0                          | 0     | 0     | 12       |
| 070    | 411 NO HELP              | 1       | 0        | 0                          | 0     | 1     | 1     | 0                          | 0     | 0     | 1        |
| 071    | PULL CR                  | 1       | 0        | 0                          | 0     | 1     | 1     | 0                          | 0     | 0     | 1        |
| 072    | SKIP CLOSE               | 1       | 0        | 0                          | 0     | 1     | 1     | 0                          | 0     | 0     | 1        |
| 099    | CLOSE OLD ACCTS          | 3       | 0        | 0                          | 0     | 3     | 4     | 0                          | 0     | 0     | 4        |
| 115    | TEL RES - WRONG NUMBER   | 1       | 1        | 0                          | 0     | 0     | 1     | 1                          | 0     | 0     | 0        |
| 150    | TEST UNLINK              | 41      | 6        | 0                          | 1     | 34    | 96    | 25                         | 0     | 1     | 70       |
| TOTALS |                          | 78      | 21       | 0                          | 10    | 47    | 191   | 78                         | 0     | 21    | 92       |

LETTERS REQUESTED Z1- 22 01- 2 G1- 1 C1- 3

TOTAL LETTERS REQUESTED 28

## **REPORT TITLE: USER PRODUCTIVITY - SMART CODE ANALYSIS**

**REPORT DESCRIPTION:** This report lists, by user, all smart codes that have been applied to the accounts for the day.

This report may be accessed from the Management Menu, option 14,1.

**SELECTION OPTIONS:** Select up to ten users or all.

**FILES ACCESSED:** Smart Code History and Smart Codes.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**User:** The name of the person that applied the smart code.

**Code:**

**Description:** A description of the smart code.

**Debtors:** The number of primary accounts to which the smart code has been applied.

**Type of Activity/Debtors:** The Attempts, Positive Contacts, Other Contacts, and Other Activity that were made on the primary accounts. These totals are based on the type of smart code applied.

**Cases:** The number of linked accounts that have worked for the day.

**Type of Activity/Cases:** The number of Attempts, Positive Contact, Other Contacts, and Other Activity that has been performed on the linked accounts.

**Letters Requested:** The quantity of letters requested for that letter code.

**Total Letters Requested:** The total quantity of all letters requested for that user.



USER PRODUCTIVITY - SMART CODE SUMMARY REPORT

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

Users : ALL

| Code   | Description              | -----Type of Activity----- |          |                   |                |                | Cases | -----Type of Activity----- |                   |                |                |
|--------|--------------------------|----------------------------|----------|-------------------|----------------|----------------|-------|----------------------------|-------------------|----------------|----------------|
|        |                          | Debtors                    | Attempts | Positive Contacts | Other Contacts | Other Activity |       | Attempts                   | Positive Contacts | Other Contacts | Other Activity |
| 004    | TEST TRANSFER            | 5                          | 0        | 0                 | 0              | 5              | 6     | 0                          | 0                 | 0              | 6              |
| 010    | TEST JAY                 | 4                          | 4        | 0                 | 0              | 0              | 23    | 23                         | 0                 | 0              | 0              |
| 011    | TEST JAY                 | 2                          | 0        | 0                 | 2              | 0              | 5     | 0                          | 0                 | 5              | 0              |
| 012    | CPS TEST                 | 3                          | 3        | 0                 | 0              | 0              | 5     | 5                          | 0                 | 0              | 0              |
| 013    | CPS TEST 2               | 4                          | 4        | 0                 | 0              | 0              | 16    | 16                         | 0                 | 0              | 0              |
| 015    | CONTACT                  | 7                          | 0        | 0                 | 7              | 0              | 15    | 0                          | 0                 | 15             | 0              |
| 016    | ATTEMPT                  | 3                          | 3        | 0                 | 0              | 0              | 8     | 8                          | 0                 | 0              | 0              |
| 029    | SPEC PMT PROCESSING INFO | 1                          | 0        | 0                 | 0              | 1              | 8     | 0                          | 0                 | 0              | 8              |
| 031    | PMT TEST FOR SKIP        | 1                          | 0        | 1                 | 0              | 0              | 2     | 0                          | 2                 | 0              | 0              |
| 067    | REOPEN                   | 1                          | 0        | 0                 | 0              | 1              | 1     | 0                          | 0                 | 0              | 1              |
| 069    | CC NO HELP               | 5                          | 0        | 0                 | 0              | 5              | 12    | 0                          | 0                 | 0              | 12             |
| 070    | 411 NO HELP              | 1                          | 0        | 0                 | 0              | 1              | 1     | 0                          | 0                 | 0              | 1              |
| 071    | PULL CR                  | 1                          | 0        | 0                 | 0              | 1              | 1     | 0                          | 0                 | 0              | 1              |
| 072    | SKIP CLOSE               | 1                          | 0        | 0                 | 0              | 1              | 1     | 0                          | 0                 | 0              | 1              |
| 099    | CLOSE OLD ACCTS          | 3                          | 0        | 0                 | 0              | 3              | 4     | 0                          | 0                 | 0              | 4              |
| 100    | BROKEN PROMISE           | 4                          | 4        | 0                 | 0              | 0              | 4     | 4                          | 0                 | 0              | 0              |
| 101    | TEL RES - LEFT MESSAGE   | 1                          | 1        | 0                 | 0              | 0              | 2     | 2                          | 0                 | 0              | 0              |
| 112    | RE OPEN TEST             | 1                          | 0        | 0                 | 0              | 1              | 1     | 0                          | 0                 | 0              | 1              |
| 115    | TEL RES - WRONG NUMBER   | 1                          | 1        | 0                 | 0              | 0              | 1     | 1                          | 0                 | 0              | 0              |
| 120    | TEL RES - DEBTOR HUNG UP | 1                          | 0        | 0                 | 1              | 0              | 1     | 0                          | 0                 | 1              | 0              |
| 150    | TEST UNLINK              | 45                         | 7        | 0                 | 4              | 34             | 100   | 26                         | 0                 | 4              | 70             |
| 250    | TEL POE - PROMISED PMT   | 8                          | 0        | 8                 | 0              | 0              | 20    | 0                          | 20                | 0              | 0              |
| 499    | CLIENT VERIFIED DEBT     | 1                          | 1        | 0                 | 0              | 0              | 2     | 2                          | 0                 | 0              | 0              |
| 515    | SEND COUPON BOOK         | 2                          | 0        | 0                 | 0              | 2              | 2     | 0                          | 0                 | 0              | 2              |
| TOTALS |                          | 106                        | 28       | 9                 | 14             | 55             | 241   | 87                         | 22                | 25             | 107            |

LETTERS REQUESTED Z1- 22 01- 3 G1- 2 C2- 1 C1- 3 X1- 2

TOTAL LETTERS REQUESTED 33

## **REPORT TITLE: USER PRODUCTIVITY - SMART CODE REPORT**

**REPORT DESCRIPTION:** This report gives the total number of accounts worked, by the type of smart code applied, for all users.

This report may be accessed from the Management Menu, option 14,3.

### **SELECTION OPTIONS:**

**FILES ACCESSED:** Smart Code History and Smart Codes.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Users:** The name of the person that applied the smart code.

**Code:** The number of the smart code that was applied.

**Description:** A description of the smart code.

**Debtors:** The number of primary accounts to which the smart code has been applied.

**Type of Activity/Debtors:** The Attempts, Positive Contacts, Other Contacts, and Other Activity that were made on the primary accounts. These totals are based on the type of smart code applied.

**Cases:** The number of linked accounts that have worked for the day.

**Type of Activity/Cases:** The number of Attempts, Positive Contact, Other Contacts, and Other Activity that has been performed on the linked accounts.

**Letters Requested:** The quantity of letters requested for that letter code.

**Total Letters Requested:** The total quantity of all letters requested for that user.

USER PRODUCTIVITY - TIME MANAGEMENT ANALYSIS

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

User : CHERYL CHERYL HAMOCKS

| -----Time----- |       | -----Type of Activity----- |          |                      |                   |                   | -----Type of Activity----- |          |                      |                   |                   |
|----------------|-------|----------------------------|----------|----------------------|-------------------|-------------------|----------------------------|----------|----------------------|-------------------|-------------------|
| From           | To    | Debtors                    | Attempts | Positive<br>Contacts | Other<br>Contacts | Other<br>Activity | Cases                      | Attempts | Positive<br>Contacts | Other<br>Contacts | Other<br>Activity |
| 08:00          | 09:00 | 2                          | 1        | 0                    | 1                 | 0                 | 4                          | 1        | 0                    | 3                 | 0                 |
| 09:00          | 10:00 | 6                          | 2        | 0                    | 2                 | 2                 | 8                          | 4        | 0                    | 2                 | 2                 |
| 10:00          | 11:00 | 6                          | 1        | 0                    | 1                 | 4                 | 8                          | 1        | 0                    | 1                 | 6                 |
| 11:00          | 12:00 | 7                          | 3        | 0                    | 2                 | 2                 | 7                          | 3        | 0                    | 2                 | 2                 |
| 12:00          | 13:00 | 19                         | 1        | 0                    | 2                 | 16                | 29                         | 1        | 0                    | 2                 | 26                |
| 13:00          | 14:00 | 18                         | 0        | 0                    | 3                 | 15                | 23                         | 0        | 0                    | 3                 | 20                |
| 14:00          | 15:00 | 4                          | 2        | 0                    | 0                 | 2                 | 4                          | 2        | 0                    | 0                 | 2                 |
| 15:00          | 16:00 | 3                          | 2        | 0                    | 0                 | 1                 | 3                          | 2        | 0                    | 0                 | 1                 |
| 16:00          | 17:00 | 5                          | 2        | 0                    | 1                 | 2                 | 5                          | 2        | 0                    | 1                 | 2                 |
| 17:00          | 18:00 | 7                          | 2        | 0                    | 1                 | 4                 | 9                          | 3        | 0                    | 1                 | 5                 |
| 18:00          | 19:00 | 1                          | 0        | 0                    | 0                 | 1                 | 1                          | 0        | 0                    | 0                 | 1                 |
| TOTALS         |       | 78                         | 16       | 0                    | 13                | 49                | 101                        | 19       | 0                    | 15                | 67                |



## **REPORT TITLE: USER PRODUCTIVITY - TIME MANAGEMENT ANALYSIS**

**REPORT DESCRIPTION:** This report tracks the number of accounts worked by user and time of day.

This report may be accessed from the Management Menu, option 14,2.

**SELECTION OPTIONS:** None. The report is processed immediately.

**FILES ACCESSED:** Smart Code History, Smart Codes.

**DETAILS:** Account Master, Collector Master.

**Company:** The name of the company entered in the System Control file.

**User:** The userid of the collector.

**Time:** The hours of production for the above day.

**Debtors:** The number of accounts that were processed for the specified time frame.

**Type of Activity/Debtors:** The number of Attempts, Positive Contacts, Other Contacts, and Other Activity that were made on the primary accounts. The breakdown of these totals are determined by the smart code that was applied.

**Cases:** The number of linked accounts that were worked for this time period.

**Type of Activity/Cases:** The number of Attempts, Positive Contacts, Other Contacts, and Other Activity that were made on the linked accounts. This field will add to the debtor totals. These totals will be large if a smart code is applied that duplicates on all linked cases.

**Totals:** The totals of the above categories.











**CLIENT REPORTS**

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

Client # : 000056

Client Name : FREE COLLECTIONS  
14540 MAIN ST.

REF-

WASHINGTON, DC 20015

| Name     | Your Account# | Date Placed | Amount Placed |
|----------|---------------|-------------|---------------|
| CALDWELL | BOBBY         | 01/23/95    | 1000.00       |
| CARTER   | PAULA         | 01/23/95    | 1000.00       |
| FIELDS   | MARIE         | 01/23/95    | 1000.00       |
| FRANKS   | MICHEAL       | 01/23/95    | 1000.00       |
| GREEN    | DANIEL        | 01/23/95    | 1000.00       |
| HILL     | SUE           | 01/23/95    | 1000.00       |
| JONES    | ANITA         | 01/23/95    | 1000.00       |
| LEWIS    | CINDY         | 01/23/95    | 1000.00       |
| LINCOLN  | JOHN          | 01/23/95    | 1000.00       |
| MASON    | LEGG          | 01/23/95    | 1000.00       |
| PORTER   | ART           | 01/23/95    | 1000.00       |
| WEST     | LEE           | 01/23/95    | 1000.00       |

Total Accounts 12 Total Amount Assigned 12,000.00



## **REPORT TITLE: ACKNOWLEDGEMENTS**

**REPORT DESCRIPTION:** This report is designed to inform the client that their new business has been placed for collection activity.

This report can be accessed from the Daily Reports Menu, option 1. The report can also be generated from the Periodic Reports Menu, option 19.

**SELECTION OPTIONS:** Client type (Daily or Monthly), Client Number, Report Type, Placement Date Range.

**FILES ACCESSED:** Daily Transaction, Account Master, Client Master.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Client #:** The code number for the client.

**Client Name:** The name of the client.

**Name:** The guarantor or patient last and first name, depending on how the statement sort type is set up in the client master.

**Your Account#:** The client's account number for the debtor.

**Date Placed:** The date the the account was placed for collection activity.

**Amount Placed:** The amount being placed for collection.

**Total Accounts:** The aggregate quantity of accounts placed for collections.

**Total Amount Assigned:** The total dollar amount placed for collections.

ACTIVITY HISTORY

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

Client # : 000056

Client Name : FREE COLLECTIONS  
14540 MAIN ST.

WASHINGTON, DC 20015

| Month  | -----Placements----- |          |         | Payments<br>This Mth | ---- Payments ---- |      | To-Date<br>Commission | Comm<br>Rate<br>% | Unit<br>Yield | ---Total Payments--- |      |       |
|--------|----------------------|----------|---------|----------------------|--------------------|------|-----------------------|-------------------|---------------|----------------------|------|-------|
|        | No                   | Amount   | Average |                      | To-Date            | %    |                       |                   |               | In Period            | %    | YTD % |
| Prior  | 0                    | .00      | .00     | .00                  | .00                | .0   | .00                   | .0                | .00           | 7148.30              | N/A  | .0    |
| Oct 94 | 9                    | 16935.00 | 1881.67 | 6898.30              | 6898.30            | 40.7 | 2046.35               | 29.7              | 227.37        | .00                  | .0   | .0    |
| Nov 94 | 0                    | 75.00    | .00     | .00                  | .00                | .0   | .00                   | .0                | .00           | .00                  | .0   | .0    |
| Dec 94 | 5                    | 2225.00  | 445.00  | 250.00               | 250.00             | 11.2 | 93.75                 | 37.5              | 18.75         | .00                  | .0   | .0    |
| 1994   | 14                   | 19235.00 | 1373.93 | 7148.30              | 7148.30            | 37.2 | 2140.10               | 29.9              | 152.86        | .00                  | N/A  | .0    |
| Jan 95 | 12                   | 12075.00 | 1006.25 | 3150.00              | 3150.00            | 26.1 | 1975.00               | 62.7              | 164.58        | 3150.00              | 26.1 | 26.1  |
| 1995   | 12                   | 12075.00 | 1006.25 | 3150.00              | 3150.00            | 26.1 | 1975.00               | 62.7              | 164.58        | 3150.00              | N/A  | 26.1  |
| TOTALS | 26                   | 31310.00 | 1204.23 | 10298.30             | 10298.30           | 32.9 | 4115.10               | 39.0              | 158.27        | 10298.30             | N/A  | N/A   |

## REPORT TITLE: ACTIVITY HISTORY

**REPORT DESCRIPTION:** This is a statistical report which analyzes placements and payments by **PLACEMENT PERIOD** and **MONTH OF ACTIVITY**. One section of the report prints information about payments applied against the amount for **THAT** period. The other area shows information about all the payments received in the period. This will include placements for that month as well as prior placements. You also have the option to select this report for the entire company. See Management Menu, option 20, Company Statistics.

This report may be accessed from the Periodic Reports Menu, option 13.

**SELECTION OPTIONS:** Monthly or Quarterly Clients  
OR Client Numbers (if individual clients are required -- up to 10)  
If individual clients are required, enter code for Report Type

**FILES ACCESSED:** Placement History and Client Master.

### DETAILS:

**Company:** The name of the company entered in the System Control file.

**Client#:** The code for the client.

**Client Name:** The name of the client.

**Month:** The month and year the accounts were placed.

**Placements - No.:** The total number of accounts placed during the time period.

**Placements - Amount:** The total dollar amount of all the accounts placed during the time period.

**Placements - Average:** The average dollar amount of all the accounts placed during the time period.

**Payments this Mth:** The payments received for the month against the placements for the month.

**Payments - To-Date:** The total dollar amount collected to date against the placed amount for the specified period.

**Payments - %:** The percent of payments received to date against the placed amount for the time period.

**To-Date Commission:** Total commission earned to-date from the accounts listed during the time period.

**Comm Rate %:** The commission percent earned against the placements for the time period.

**Unit Yield:** Per account return. (To-Date Commission divided by number of placements)

**Total Payments - In Period:** The total dollar amount collected for the client during the specified period, regardless of the placements.

**Total Payments - %:** The percent of payments generated from the placed amount.

**Total Payments - YTD %:** Total year-to-date payments received against all accounts for this client

**NOTE:** Placement No. and Amount can change if accounts are closed with a close code that says "Remove from Placement." Remember, the Payments This Month column reflects transactions since the last Month-End Rest was run.



Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

Client # : 000056

Client Name : FREE COLLECTIONS  
14540 MAIN ST.

WASHINGTON, DC 20015

-----Placed-----

| Name | Client Account# | Date | Amount | Balance | Our Account# |
|------|-----------------|------|--------|---------|--------------|
|------|-----------------|------|--------|---------|--------------|

Close Code : E EFFORTS EXAUSTED

|         |         |          |       |       |              |
|---------|---------|----------|-------|-------|--------------|
| HOLMES  | JAMES   | 12/28/94 | 25.00 | 25.00 | 99-942940053 |
| JENKINS | CELESTE | 12/28/94 | 25.00 | 25.00 | 99-942940054 |

Total of 50.00 from 2 account(s)

Close Code : 2 DECEASED-NO ESTATE

|                |          |          |          |          |              |
|----------------|----------|----------|----------|----------|--------------|
| AMANDA         | JONES    | 10/20/94 | 1,000.00 | 415.00   | 99-942320087 |
| AMBULANCE      | RIDE     | 10/19/94 | 100.00   | 100.00   | 99-942320077 |
| AMBULANCE, II. | RIDE     | 10/19/94 | 130.00   | 130.00   | 99-942320078 |
| BASSETT        | SHIRLEY  | 12/06/94 | 525.00   | 500.00   | 99-942940011 |
| BASSETT        | SHIRLEY  | 12/06/94 | 525.00   | 500.00   | 99-942940012 |
| BRILL          | JAY      | 12/07/94 | 525.00   | 500.00   | 99-942940017 |
| BURGER         | KING     | 10/20/94 | 1,000.00 | 600.00   | 99-942320082 |
| FREEDOM        | RAINS    | 10/13/94 | 750.00   | 750.00   | 99-942320074 |
| GEORGES        | LARRY    | 12/08/94 | 525.00   | 500.00   | 99-942940022 |
| GEORGES        | LARRY    | 12/13/94 | 1,025.00 | 1,000.00 | 99-942940027 |
| GEORGES        | LARRY    | 12/13/94 | 525.00   | 500.00   | 99-942940028 |
| GREEN          | SHIRLEY  | 12/06/94 | 525.00   | 500.00   | 99-942940013 |
| GREGG          | SUE      | 12/08/94 | 525.00   | 500.00   | 99-942940023 |
| GREY           | CINDY    | 12/07/94 | 525.00   | 500.00   | 99-942940016 |
| GREY           | JOHN     | 12/07/94 | 525.00   | 500.00   | 99-942940014 |
| GRILL          | JAY      | 12/07/94 | 525.00   | 500.00   | 99-942940018 |
| GRILL          | JAY      | 12/13/94 | 525.00   | 500.00   | 99-942940030 |
| JODI           | MOORE    | 10/27/94 | 125.00   | 100.00   | 99-942940001 |
| JODIE          | GREEN    | 10/20/94 | 1,000.00 | 1,050.00 | 99-942320084 |
| JOHN           | ST JOHN  | 10/20/94 | 1,025.00 | 600.00   | 99-942320095 |
| LARRY          | GEORGES  | 12/13/94 | 525.00   | 475.00   | 99-942940026 |
| LOPEZ          | TOM      | 10/13/94 | 725.00   | 725.00   | 99-942320075 |
| MILLS          | GREG     | 12/07/94 | 525.00   | 500.00   | 99-942940020 |
| REDD           | CAROL    | 11/22/94 | 125.00   | 100.00   | 99-942940005 |
| RONALD         | MCDONALD | 10/20/94 | 1,000.00 | 800.00   | 99-942320083 |
| SHELL          | CRAIG    | 12/07/94 | 525.00   | 500.00   | 99-942940019 |
| SHELL          | CRAIG    | 12/13/94 | 525.00   | 500.00   | 99-942940029 |
| SMITH          | CARLA    | 11/28/94 | 525.00   | 500.00   | 99-942940009 |
| SMITH          | FRANK    | 12/14/94 | 525.00   | 500.00   | 99-942940032 |
| SMITH          | JOHN     | 12/05/94 | 1,025.00 | 825.00   | 99-942940010 |
| STEVENS        | STANLEY  | 11/28/94 | 125.00   | 100.00   | 99-942940007 |
| SUSIE          | SMITH    | 10/20/94 | 1,000.00 | 300.00   | 99-942320091 |
| SUSIE          | WONG     | 10/20/94 | 1,000.00 | 600.00   | 99-942320092 |
| TOM            | JONES    | 10/20/94 | 1,000.00 | 100.00   | 99-942320088 |

Total of 16,770.00 from 34 account(s)

## **REPORT TITLE: ALTERNATE CLOSE-OUT REPORT**

**REPORT DESCRIPTION:** Two reports are generated when this option is selected. The first report gives detailed information on closed accounts grouped by client. The second report gives a summary of closed accounts grouped by client. These reports were designed for clients.

This report is accessed from Periodic Report Menu, option 21.

**SELECTION OPTIONS:** Monthly or Quarterly Clients  
OR Client Numbers (if individual clients are required -- up to 10)  
If individual clients are required, enter code for Report Type  
Close-Out Date Range

**FILES ACCESSED:** Account Master, Client Master, Close Codes.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Client #:** The code for the client.

**Client Name:** The client name and address.

**Close Code:** The code and its description used to close the accounts.

**Name:** The name of the account that was closed. Last name first name format.

**Client Account#:** The number assigned to the account by the client.

**Placed - Date:** The date the client listed the account with the agency.

**Placed - Amount:** The original amount listed by the client.

**Balance:** The remaining amount of the original placed amount that is reportable to the client.

**Our Account#:** The account number Intelec assigns to the account.

**Total of:** The total balance amount and number of accounts closed using this code.

**NOTE:** When printing a Close-Out Report, the information in the Placed Amount, Balance, Number of Accounts and Total Balance columns can change if accounts are closed with a close code that has a "Y" or "C" in the field "Omit from Reports" (as defined in the System Controls).

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

Client # : 000056

Client Name : FREE COLLECTIONS  
14540 MAIN ST.

WASHINGTON, DC 20015

| Close Code | Description        | Number of Accounts | Total Balance |
|------------|--------------------|--------------------|---------------|
| E          | EFFORTS EXAUSTED   | 2                  | 50.00         |
| 2          | DECEASED-NO ESTATE | 34                 | 16,770.00     |
|            | Grand Total:       | 36                 | 16,820.00     |



## **REPORT TITLE: ALTERNATE CLOSE-OUT REPORT (SUMMARY)**

**REPORT DESCRIPTION:** This is the second report generated from the Alternate Close-Out Report. It gives a summary on closed accounts grouped by client. This report was designed for clients.

This report is accessed from Periodic Report Menu, option 21.

**SELECTION OPTIONS:** Monthly or Quarterly Clients  
OR Client Numbers (if individual clients are required -- up to 10)  
If individual clients are required, enter code for Report Type  
Close-Out Date Range

**FILES ACCESSED:** Account Master, Client Master, Close Codes.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Client #:** The code for the client.

**Client Name:** The client name and address.

**Close Code:** Listing of close codes that have been used during the specified time period.

**Description:** A description of why the account was closed.

**Number of Accounts:** Total number of accounts that were closed with this code.

**Total Balance:** The total dollar amount that has been closed with this code.

**Grand Total:** The total number of accounts and the total dollar amount closed with this code.

**NOTE:** When printing a Close-Out Report, the information in the Placed Amount, Balance, Number of Accounts and Total Balance columns can change if accounts are closed with a close code that has a "Y" or "C" in the field "Omit from Reports" (as defined in the System Controls).

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

Sort by : Client No.

| Client Name                 | ---Active--- |        | -----New Business----- |    |              |    | ----Payments---- |        | ----Commission--- |        | Client Pay-MTD |
|-----------------------------|--------------|--------|------------------------|----|--------------|----|------------------|--------|-------------------|--------|----------------|
|                             | Amount       | Number | ---Monthly---          |    | ---Yearly--- |    | Monthly          | Yearly | Monthly           | Yearly |                |
| 000001 RIVERSIDE HOSPITAL   | 127242       | 146    | 125                    | 4  | 125          | 4  | 1385             | 1843   | 617               | 764    | 0              |
| 000002 GENERAL HOSPITAL     | 26072        | 57     | 0                      | 0  | 0            | 0  | 1290             | 3609   | 619               | 1369   | 0              |
| 000003 SAN FRANCIS HOSPITAL | 12326        | 12     | 0                      | 0  | 0            | 0  | 10               | 1416   | 4                 | 600    | 0              |
| 000004 CONSOLIDATED GAS COM | 8628         | 22     | 0                      | 0  | 0            | 0  | 0                | 107    | 0                 | 0      | 0              |
| 000005 WAL-CHEM             | 928          | 3      | 0                      | 0  | 0            | 0  | 164              | 564    | 65                | 185    | 0              |
| 000006 PET STORES INC.      | 7289         | 6      | 0                      | 0  | 0            | 0  | 59               | 8073   | 14                | 2017   | 0              |
| 000008 Q-EM SERVICES        | 4146         | 34     | 0                      | 0  | 0            | 0  | 0                | 253    | 0                 | 76     | 0              |
| 000010 PETERSBURG HOSPITAL  | 86326        | 587    | 3545                   | 1  | 3545         | 1  | 240              | 1582   | 110               | 535    | 0              |
| 000011 DR. FREDERICK JAMESO | 14962        | 51     | 0                      | 0  | 0            | 0  | 0                | 2175   | 0                 | 591    | 0              |
| 000012 Q-MEDICAL CENTER     | 6976         | 32     | 0                      | 0  | 0            | 0  | 2425             | 2600   | 727               | 750    | 0              |
| 000013 SICKLY MEDICAL GROUP | 1605         | 1      | 0                      | 0  | 0            | 0  | 5995             | 5995   | 4542              | 4542   | 0              |
| 000022 BANGOR PC1           | 400          | 4      | 1100                   | 8  | 1100         | 8  | 0                | 0      | 0                 | 0      | 0              |
| 000023 BANGOR PC2           | 600          | 3      | 700                    | 4  | 700          | 4  | 0                | 0      | 0                 | 0      | 0              |
| 000024 BANGOR PC3           | 100          | 1      | 100                    | 1  | 100          | 1  | 0                | 0      | 0                 | 0      | 0              |
| 000025 BANGOR COMM COLL     | 100          | 1      | 100                    | 1  | 100          | 1  | 0                | 0      | 0                 | 0      | 0              |
| 000055 ABC BICYCLE          | 41129        | 45     | 300                    | 2  | 2350         | 4  | 760              | 5230   | 72                | 1199   | 0              |
| 000056 FREE COLLECTIONS     | 17600        | 20     | 14400                  | 20 | 14400        | 20 | 10298            | 10298  | 4115              | 4115   | 1595           |
| 000057 ZERO COLLECTIONS     | 0            | 0      | 1100                   | 5  | 1100         | 5  | 0                | 0      | 0                 | 0      | 0              |
| 000066 TEST CLIENT, LOOKING | 1100         | 3      | 0                      | 0  | 0            | 0  | 0                | 0      | 0                 | 0      | 0              |
| 000100 WAL-MART STORE 011   | 269          | 2      | 0                      | 0  | 0            | 0  | 0                | 12     | 0                 | 3      | 0              |
| 000101 WAL-MART STORE 121   | 147          | 1      | 0                      | 0  | 0            | 0  | 0                | 12     | 0                 | 3      | 0              |
| 000102 BATON ROUGE CREDIT   | 100883       | 48     | 0                      | 0  | 0            | 0  | 272              | 2465   | 87                | 1335   | 0              |
| 000716 XYZ BIKE             | 0            | 0      | 150                    | 1  | 150          | 1  | 0                | 0      | 0                 | 0      | 0              |
| 000850 PEPCO ELECTRIC       | 30           | 0      | 0                      | 0  | 0            | 0  | 66               | 66     | 22                | 22     | 0              |
| 001111 WENDY'S              | 30000285     | 12     | 0                      | 0  | 0            | 0  | 100              | 100    | 0                 | 0      | 0              |
| 001515 UHAUL                | 0            | 0      | 0                      | 0  | 0            | 0  | 155              | 155    | 0                 | 0      | 0              |
| 001616 U HAUL               | 12000055     | 5      | 0                      | 0  | 0            | 0  | 0                | 0      | 0                 | 0      | 0              |
| 100000 ARC                  | 7156         | 56     | 0                      | 0  | 0            | 0  | 2636             | 2636   | 93                | 93     | 0              |
| TOTALS                      | 42466354     | 1152   | 21620                  | 47 | 23670        | 49 | 25855            | 49191  | 11087             | 18199  | 1595           |

Date : 01/23/95

Page : 1

CLIENT COMPARISON REPORT-INACTIVE CLIENTS

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

| Client Name             | Start Date | Last New Business |
|-------------------------|------------|-------------------|
| 000000 ABC BICYCLE      | 08/29/94   | 08/15/94          |
| 000000 ABC BICYCLE      | 08/29/94   | 08/15/94          |
| 000000 ABC BICYCLE      | 08/29/94   | 08/15/94          |
| 000000 ABC BICYCLE      | 08/29/94   | 08/15/94          |
| 000000 ABC BICYCLE      | 08/29/94   | 08/15/94          |
| 000000 ABC BICYCLE      | 08/29/94   | 08/15/94          |
| 000000 JOE'S HARDWARE   | 08/29/94   |                   |
| 000000 JOE'S HARDWARE   | 08/29/94   |                   |
| 000000 JOE'S HARDWARE   | 08/29/94   |                   |
| 000007 FORWARDING AGENT | 03/24/93   |                   |
| 000059 JOE'S PIZZA      | 08/29/94   |                   |



## **REPORT TITLE: CLIENT COMPARISON**

**REPORT DESCRIPTION:** Two separate reports are generated when this option is selected: (1) a Client Comparison report that summarizes account information (active accounts, new business, payments, commissions, client payments) for each client and (2) a Client Comparison Report-Inactive Clients. This report should be run before the Month-End Reset has been run.

This report is accessed from the Periodic Report Menu, option 3.1, the Month-End and Year-End Processing Menus, option 1.

**SELECTION OPTIONS:** Sort by one of the following: client name, client number, placements for the month, commissions for the month or, payments for the month. You can also designate a maximum number of clients to select. The sort by placements, commissions and payments will present clients in descending amount order (largest first).

**FILES ACCESSED:** Client Master file.

### **DETAILS:**

1)

**Company:** The name of the company entered in the System Control file.

**Sort by:** The sort type the report was requested on.

**Client:** The code for the client.

**Name:** The name of the client.

**Active:** The total number and dollar amount of active accounts.

**New Business - Monthly:** The total number and dollar amount of accounts placed month-to-date.

**New Business - Yearly:** The total number and dollar amount of accounts placed year-to-date.

**Payments - Monthly:** The total month-to-date payments made to agency for the client.

**Payments - Yearly:** The total year-to-date payments made to the agency for the client.

**Commission:** The total fees earned month-to-date and year-to-date.

**Client Pay-MTD:** The total of client payments processed for the month.

2) Client Comparison - Inactive Clients

**Company:** The name of the company entered in the System Control file.

**Client:** The code for the client.

**Name:** The name of the client.

**Start Date:** The date the client first listed new business.

**Last New Business:** The date the client last placed business for collections.

**NOTE:** All figures in this report reflect statistics as they were in the Client Master *at the time the report was requested*. Remember, monthly and yearly figures reflect transactions since the last Month-End Reset and Year-End Reset procedures were run, respectively.

Company : IOU DWE-IT COLLECTIONS SERVICES, INC.

Processing Month-12 Year-94

| Client Number                               | L-PLC<br>L-COL    | -----Placements----- |                     |                |                      | -----Collections----- |                   |          | --Commissions-- |   | ---2 Years--  |           |
|---|-------------------|----------------------|---------------------|----------------|----------------------|-----------------------|-------------------|----------|-----------------|---|---------------|-----------|
|   |                   | -----Month-----      |                     | -----Year----- |                      | --Mth--               | --Year--          | %        | --Year--        | % | Avg.Coll Unit | Rec Yld % |
|   |                   | No.                  | Amount              | No.            | Amount               | Amount                | Amount            |          | Amount          |   |               |           |
| RIVERIDE HOSPITAL<br>0000.1 301-123-4568    | 03-95<br>01-95 LY | 3<br>20              | 1151.97<br>79761.39 | 354<br>39      | 58294.47<br>85172.33 | .00<br>8.64           | 3534.24<br>25.30  | 6        | .00<br>.00      |   | 9.05<br>.00   | 2         |
| GENERAL HOSPITAL<br>000002 703-654-7892     | 08-94<br>01-95 LY |                      | .00<br>460.00       | 8<br>21        | 1350.02<br>8418.02   | .00<br>23.92          | 2141.00<br>526.16 | 159<br>6 | .00<br>.00      |   | 91.97<br>.00  | 27        |
| SAN FRANCIS HOSPITAL<br>000003 637-267-2625 | 01-94<br>06-94 LY |                      | .00<br>.00          | 6<br>10        | 8287.88<br>5075.58   | .00<br>.00            | 132.74<br>111.67  | 2<br>2   | .00<br>.00      |   | 15.27<br>.00  | 2         |
| CONSOLIDATED GAS COMP<br>000004             | 06-94<br>02-94 LY |                      | .00<br>200.00       | 1<br>22        | 725.00<br>8735.60    | .00<br>.00            | 100.00<br>7.00    | 14       | .00<br>.00      |   | 4.65<br>.00   | 1         |
| WAL-CHEM<br>000005 703-550-1110             | 06-94<br>01-95 LY |                      | .00<br>.00          | 3<br>1         | 320.00<br>150.00     | .00<br>.00            | 164.76<br>.00     | 51       | .00<br>.00      |   | 41.19<br>.00  | 35        |

|                                   |   |           |                                   |   |            |
|-----------------------------------|---|-----------|-----------------------------------|---|------------|
| Number of Placements for Dec, 94  | - | 3         | Number of Placements for Dec, 93  | - | 27         |
| Number of Placements for Year 94  | - | 372       | Number of Placements for Year 93  | - | 93         |
| Amount of Placements for Dec, 94  | - | 1,151.97  | Amount of Placements for Dec, 93  | - | 80,421.39  |
| Amount of Placements for Year 94  | - | 68,977.37 | Amount of Placements for Year 93  | - | 107,551.53 |
| Amount of Collections for Dec, 94 | - | .00       | Amount of Collections for Dec, 93 | - | 15.28      |
| Amount of Collections for Year 94 | - | 6,072.74  | Amount of Collections for Year 93 | - | 670.13     |
| Percentage of Collections for 94  | - | 9         | Percentage of Collections for 93  | - | 1          |
| Amount of Commissions for Year 94 | - | .00       | Amount of Commissions for Year 93 | - | .00        |
| Percentage of Commissions for 94  | - | 0         | Percentage of Commissions for 93  | - | 0          |

Average Collection for Years 93 and 94 - 14.50

Average Commission for Years 93 and 94 - .00

Recovery Percentage for Years 93 and 94 - 4



## REPORT TITLE: CLIENT ANALYSIS (2-YEAR)

**REPORT DESCRIPTION:** This is a two-year summary report which provides information about Last Placement Date, Last Collection Date, Placements, Collections, Commissions, and two-year averages.

This report is accessed from the Periodic Report Menu Option 3,1. **Run this report after you have run your Month-End Reset**, since it uses information updated through the Month-End Reset. The current year statistics (see processing year below) are on the first line and the previous year's are on the second line (the line with "LY"). Information is printed for each client, with a summary at the end. Note: if the current year is 1993, the previous year refers to all transactions that occurred in 1992.

**SELECTION OPTIONS:** None, the report is processed immediately.

**FILES ACCESSED:** Placement History and Client Master.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Processing Month-XX Year-XX:** The month and year the last Month-End Reset was run. This is used to determine the current year and the previous year.

**Client:** The name of the client.

**Number:** The client number assigned by Inteltec.

**Last Placement (L-PLC):** The date this client last listed an account.

**Last Collection (L-COL):** The last date a payment was received for this client.

#### **Placements:**

- **Month:** The total number and dollar amount placed by the client for the last completed month.
- **Year Number:** The total number and dollar amount placed by the client for the current year.

#### **Collections:**

- **Month Amount:** The total amount of payments received during the last completed month.
- **Year Amount:** The total amount of payments received for the current year.
- **Percentage (%):** The payments for the year expressed as a percent of the listings for the year.

#### **Commissions:**

- **Year Amount:** The total amount of fees earned year-to-date.
- **Percentage (%):** The year-to-date commission expressed as a percentage of the listings for the year.

**2 Years:** Two years refers to the processing year and the previous year. If the processing month is August and the processing year is 1993, processing year refers to the period January through August 1993. Previous year is January through December 1992.

- **Average Collected:** On the first line for each client, indicates the average amount collected per account for the last two years against the listings made during that same two-year period.
- **Unit Yield:** On the second line for each client, indicates the average amount earned per account against the listings made during the two-year period.
- **Recovery %:** Sometimes called liquidation percentage in the industry, this percentage is based on the payments and the dollar amount of the accounts listed during the two-year period.

## CLIENT LIST REPORT

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

| Clnt#  | Name                        | Address                  | City         | State | Zip   | Phone Number   | Date Started | Last Placem |
|--------|-----------------------------|--------------------------|--------------|-------|-------|----------------|--------------|-------------|
| 000055 | ABC BICYCLE                 |                          | LAUREL       | MD    | 20707 | (301) 953-1113 | 09/22/93     | 01/19/95    |
| 000000 | ABC BICYCLE                 |                          | LAUREL       | MD    | 20707 | (301) 953-1113 | 08/29/94     | 08/15/94    |
| 000000 | ABC BICYCLE                 |                          | LAUREL       | MD    | 20707 | (301) 953-1113 | 08/29/94     | 08/15/94    |
| 000000 | ABC BICYCLE                 |                          | LAUREL       | MD    | 20707 | (301) 953-1113 | 08/29/94     | 08/15/94    |
| 000000 | ABC BICYCLE                 |                          | LAUREL       | MD    | 20707 | (301) 953-1113 | 08/29/94     | 08/15/94    |
| 000000 | ABC BICYCLE                 |                          | LAUREL       | MD    | 20707 | (301) 953-1113 | 08/29/94     | 08/15/94    |
| 100000 | ARC                         |                          | GREENBELT    | MD    | 20775 | (601) 588-7744 | 08/19/94     | 11/28/94    |
| 000102 | BATON ROUGE CREDIT          |                          | BETHESDA     | MD    | 20817 | (000) 000-0000 | 02/08/94     | 04/28/94    |
| 000004 | CONSOLIDATED GAS COMPANY    | 2500 BRANCH STREET       | BETHESDA     | MD    | 20817 | (000) 000-0000 | 12/09/92     | 06/15/94    |
| 000011 | DR. FREDERICK JAMESON       | 8300 WOODBURN DRIVE      | MCLEAN       | VA    | 22102 | (703) 445-6600 | 05/10/93     | 12/13/93    |
| 000007 | FORWARDING AGENT            | 3400 WISCONSIN AVENUE    | BETHESDA     | MD    | 20817 | (301) 645-3300 | 03/24/93     | 00/00/00    |
| 000056 | FREE COLLECTIONS            |                          | WASHINGTON,  | DC    | 20015 | (202) 345-5465 | 10/10/94     | 01/23/95    |
| 000002 | GENERAL HOSPITAL            | 1200 ANDERSON STREET     | MCLEAN       | VA    | 22102 | (703) 654-7892 | 06/26/92     | 08/15/93    |
| 000000 | JOE'S HARDWARE              | 178 WINE WAY             | VIENNA       | VA    | 22418 | (703) 528-9200 | 08/29/94     | 00/00/00    |
| 000000 | JOE'S HARDWARE              | 123 MILE WAY             | VIENNA       | VA    | 22180 | (703) 555-1012 | 08/29/94     | 00/00/00    |
| 000000 | JOE'S HARDWARE              | 123 ANY ST               | VIENNA       | VA    | 22180 | (000) 000-0000 | 08/29/94     | 00/00/00    |
| 000059 | JOE'S PIZZA                 | 8300 RIVERSIDE           | RIVERSIDE    | MD    | 20445 | (301) 123-4568 | 08/29/94     | 00/00/00    |
| 000850 | PEPCO ELECTRIC              |                          | WASHINGTON   | DC    | 20015 | (000) 000-0000 | 12/07/94     | 12/23/94    |
| 000006 | PET STORES INC.             | 2500 TY COURT            | VIENNA       | VA    | 22180 | (703) 580-1234 | 01/20/93     | 07/15/94    |
| 000010 | PETERSBURG HOSPITAL         | 5101 POE RD              | BETHESDA     | MD    | 20817 | (301) 599-6600 | 04/23/93     | 01/19/95    |
| 000008 | Q-EM SERVICES               | 8301 INTERNATIONAL DRIVE | MCLEAN       | VA    | 22102 | (703) 849-5600 | 04/15/93     | 06/24/93    |
| 000012 | Q-MEDICAL CENTER            | 180 TRUAX ROAD           | MCLEAN       | VA    | 22102 | (703) 740-5600 | 05/19/93     | 04/26/94    |
| 000001 | RIVERSIDE HOSPITAL          | 8300 RIVERSIDE           | RIVERSIDE    | MD    | 20445 | (301) 123-4568 | 06/09/92     | 01/19/95    |
| 000003 | SAN FRANCIS HOSPITAL        | 738439 ORLANDO           | TOMARON      | FL    | 83743 | (637) 267-2625 | 11/11/92     | 01/10/95    |
| 000013 | SICKLY MEDICAL GROUP        |                          | WASHINGTON,  | DC    | 20015 | (202) 345-5465 | 12/22/94     | 12/27/94    |
| 000066 | TEST CLIENT, LOOKING 4 ON R |                          | BETHESDA     | MD    | 20814 | (000) 000-0000 | 11/18/93     | 12/27/94    |
| 001616 | U HAUL                      |                          | ALEX         | VA    | 22310 | (703) 734-8338 | 07/13/94     | 08/10/94    |
| 001515 | UHAUL                       |                          | ALEX         | VA    | 22310 | (703) 734-8338 | 07/27/94     | 08/08/94    |
| 000005 | WAL-CHEM                    | 5401 MINOT WAY           | FALLS CHURCH | VA    | 22043 | (703) 550-1110 | 12/09/92     | 06/27/94    |
| 000100 | WAL-MART STORE 011          | 1704 CY COURT            | VIENNA       | VA    | 22180 | (703) 999-1234 | 04/23/93     | 08/10/93    |
| 000101 | WAL-MART STORE 121          | 5400 ARLINGTON BLVD      | FALLS CHURCH | VA    | 22143 | (703) 980-1226 | 04/23/93     | 04/23/93    |
| 001111 | WENDY'S                     |                          | ALEX         | VA    | 22310 | (703) 922-2121 | 07/13/94     | 08/16/94    |
| 000716 | XYZ BIKE                    |                          | LAUREL       | MD    | 20707 | (301) 953-1113 | 01/19/95     | 01/19/95    |
| 000057 | ZERO COLLECTIONS            |                          | WASHINGTON,  | DC    | 20015 | (202) 345-5465 | 01/05/95     | 01/19/95    |



**REPORT TITLE: CLIENT LIST**

**REPORT DESCRIPTION:** A list of all clients within the specific company.

This report is accessed from Periodic Reports Menu, option 2.

**SELECTION OPTIONS:** Sort by client number or client name.

**FILES ACCESSED:** Client Master.

**DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Clnt#:** The code for the client.

**Name:** The name of the client.

**Address\City State\Zip:** The full address of the client.

**Phone Number:** The phone number of the client.

**Date Started:** The date the client was entered into the system.

**Last Placement:** The date the client last listed an account.

| Client Name                     | Last Statement | As of Last Statement Processing |         |         |         | Client Payments | Current Balance |
|---------------------------------|----------------|---------------------------------|---------|---------|---------|-----------------|-----------------|
|                                 |                | Current                         | 30 Days | 60 Days | 90 Days |                 |                 |
| 000002 GENERAL HOSPITAL         | 01/30/95 MN    | 116.00                          | 90.00   | .00     | 500.00  | 9538.16         | 10154.16        |
| 000003 SAN FRANCIS HOSPITAL     | 01/30/95 MG    | 104.00                          | 67.00   | .00     | .00     | 329.84          | 500.84          |
| 000004 CONSOLIDATED GAS COMPANY | 01/30/95 MG    | 310.00                          | 65.00   | .00     | .00     | 6.00            | 381.00          |
| 000008 Q-EM SERVICES            | 01/30/95 MG    | 45.00                           | 69.00   | 58.00   | 25.00   | 226.00          | 423.00          |
| 000010 PETERSBURG HOSPITAL      | 01/30/95 MG    | .00                             | .00     | .00     | .00     | 610.57          | 610.57          |
| 000011 DR. FREDERICK JAMESON    | 01/30/95 MG    | 330.00                          | 160.00  | 57.00   | 92.00   | 2221.89         | 2860.89         |
| 000012 Q-MEDICAL CENTER         | 01/30/95 MG    | 625.00                          | 195.00  | 250.00  | .00     | 823.50          | 1893.50         |
| 000102 BATON ROUGE CREDIT       | 10/31/94 LN    | 250.00                          | 600.00  | .00     | 907.18  | .00             | 1757.18         |
| 000850 PEPCO ELECTRIC           | 01/30/95 MN    | 16.00                           | 85.00   | 95.00   | 78.00   | 44.40           | 318.40          |
| 001111 WENDY'S                  | 01/30/95 MG    | .00                             | .00     | .00     | .00     | 400.00          | 400.00          |
| 001515 UHAUL                    | 01/30/95 MG    | 270.00                          | 230.00  | 145.00  | .00     | .44             | 645.44          |
| 100000 ARC                      | 01/30/95 MN    | 75.00                           | 150.00  | .00     | 3537.50 | .00             | 3762.50         |
| TOTALS                          |                | 2141.00                         | 1711.00 | 605.00  | 5139.68 | 14200.80        | 23707.48        |

## **REPORT TITLE: CLIENT RECEIVABLES**

**REPORT DESCRIPTION:** Summary, by client, of amounts due owed by the client. With the exception of the current payments and current balance columns, this information is updated only when Client Statements are run. To determine the total amount owed by a client on the date the report is run, the current payments must be subtracted from the prior period's ending balance (see current balance column).

When the Client Statements are run and the client owes the agency any amounts, the amounts are applied to the client receivables. Receivables are maintained by period and, each time the Aging option is selected, the receivables are aged (Current amounts move to 30 days, 30-day amounts move to 60 days, etc.).

This report is accessed from Periodic Reports Menu, option 4, and the Client Statements Menu, option 5.

**SELECTION OPTIONS:** Sort by client number or client name.

**FILES ACCESSED:** Client Master.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Client:** The code for the client.

**Name:** The name of the client.

**Last Statement:** The date statements were last run for this client. The two characters to the right of the date denote the time frequency of the statements and the remitting type of the client.

**Current:** Current amount owed based on aging.

**30 Days:** Balance owed based on aging of one period.

**60 Days:** Balance owed based on aging of two periods.

**90 Days:** Balance owed based on aging of three periods.

**120 Days:** Balance owed based on aging of four or more periods.

**M-T-D Payments:** Amounts paid by the client since the last time the Statements were run.

**Current Balance:** Total amounts due at end of previous completed period, less Current Payments.

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

Client # : 000056

Client Name : FREE COLLECTIONS  
14540 MAIN ST.

WASHINGTON, DC 20015

| Name                | Client Account# | -----Placed----- |          | Balance  | Reason             | Our Account# |
|---------------------|-----------------|------------------|----------|----------|--------------------|--------------|
|                     |                 | Date             | Amount   |          |                    |              |
| AMANDA JONES        |                 | 10/20/94         | 1,000.00 | 415.00   | DECEASED-NO ESTATE | 99-942320087 |
| AMBULANCE RIDE      |                 | 10/19/94         | 100.00   | 100.00   | DECEASED-NO ESTATE | 99-942320077 |
| AMBULANCE, II. RIDE |                 | 10/19/94         | 130.00   | 130.00   | DECEASED-NO ESTATE | 99-942320078 |
| BASSETT SHIRLEY     |                 | 12/06/94         | 525.00   | 500.00   | DECEASED-NO ESTATE | 99-942940011 |
| BASSETT SHIRLEY     |                 | 12/06/94         | 525.00   | 500.00   | DECEASED-NO ESTATE | 99-942940012 |
| BRILL JAY           |                 | 12/07/94         | 525.00   | 500.00   | DECEASED-NO ESTATE | 99-942940017 |
| BURGER KING         |                 | 10/20/94         | 1,000.00 | 600.00   | DECEASED-NO ESTATE | 99-942320082 |
| CINDY SMITH         |                 | 10/20/94         | 1,000.00 | 13.27-   | PAID IN-FULL       | 99-942320085 |
| FREEDOM RAINS       |                 | 10/13/94         | 750.00   | 750.00   | DECEASED-NO ESTATE | 99-942320074 |
| GEORGES LARRY       |                 | 12/08/94         | 525.00   | 500.00   | DECEASED-NO ESTATE | 99-942940022 |
| GEORGES LARRY       |                 | 12/13/94         | 1,025.00 | 1,000.00 | DECEASED-NO ESTATE | 99-942940027 |
| GEORGES LARRY       |                 | 12/13/94         | 525.00   | 500.00   | DECEASED-NO ESTATE | 99-942940028 |
| GREEN SHIRLEY       |                 | 12/06/94         | 525.00   | 500.00   | DECEASED-NO ESTATE | 99-942940013 |
| GREGG SUE           |                 | 12/08/94         | 525.00   | 500.00   | DECEASED-NO ESTATE | 99-942940023 |
| GREY CINDY          |                 | 12/07/94         | 525.00   | 500.00   | DECEASED-NO ESTATE | 99-942940016 |
| GREY JOHN           |                 | 12/07/94         | 525.00   | 500.00   | DECEASED-NO ESTATE | 99-942940014 |
| GRILL JAY           |                 | 12/07/94         | 525.00   | 500.00   | DECEASED-NO ESTATE | 99-942940018 |
| GRILL JAY           |                 | 12/13/94         | 525.00   | 500.00   | DECEASED-NO ESTATE | 99-942940030 |
| HOLMES JAMES        |                 | 12/28/94         | 25.00    | 25.00    | EFFORTS EXAUSTED   | 99-942940053 |
| JENKINS CELESTE     |                 | 12/28/94         | 25.00    | 25.00    | EFFORTS EXAUSTED   | 99-942940054 |
| JODI MOORE          | 10005           | 10/27/94         | 125.00   | 100.00   | DECEASED-NO ESTATE | 99-942940001 |
| JODIE GREEN         |                 | 10/20/94         | 1,000.00 | 1,050.00 | DECEASED-NO ESTATE | 99-942320084 |
| JOHN ST JOHN        |                 | 10/20/94         | 1,025.00 | 600.00   | DECEASED-NO ESTATE | 99-942320095 |
| LARRY GEORGES       |                 | 12/13/94         | 525.00   | 475.00   | DECEASED-NO ESTATE | 99-942940026 |
| LOPEZ TOM           |                 | 10/13/94         | 725.00   | 725.00   | DECEASED-NO ESTATE | 99-942320075 |
| MILLS GREG          |                 | 12/07/94         | 525.00   | 500.00   | DECEASED-NO ESTATE | 99-942940020 |
| REDD CAROL          |                 | 11/22/94         | 125.00   | 100.00   | DECEASED-NO ESTATE | 99-942940005 |
| RONALD MCDONALD     |                 | 10/20/94         | 1,000.00 | 800.00   | DECEASED-NO ESTATE | 99-942320083 |
| SHELL CRAIG         |                 | 12/07/94         | 525.00   | 500.00   | DECEASED-NO ESTATE | 99-942940019 |
| SHELL CRAIG         |                 | 12/13/94         | 525.00   | 500.00   | DECEASED-NO ESTATE | 99-942940029 |
| SMITH CARLA         |                 | 11/28/94         | 525.00   | 500.00   | DECEASED-NO ESTATE | 99-942940009 |
| SMITH FRANK         |                 | 12/14/94         | 525.00   | 500.00   | DECEASED-NO ESTATE | 99-942940032 |
| SMITH JOHN          |                 | 12/05/94         | 1,025.00 | 825.00   | DECEASED-NO ESTATE | 99-942940010 |
| STEVENS STANLEY     |                 | 11/28/94         | 125.00   | 100.00   | DECEASED-NO ESTATE | 99-942940007 |
| SUSIE SMITH         |                 | 10/20/94         | 1,000.00 | 300.00   | DECEASED-NO ESTATE | 99-942320091 |
| SUSIE WONG          |                 | 10/20/94         | 1,000.00 | 600.00   | DECEASED-NO ESTATE | 99-942320092 |
| TOM JONES           |                 | 10/20/94         | 1,000.00 | 100.00   | DECEASED-NO ESTATE | 99-942320088 |

Total of 16,806.73 from 37 account(s)



## **REPORT TITLE: CLOSE-OUT REPORT**

**REPORT DESCRIPTION:** This report is designed to inform the client of their accounts that have been closed.

This report is accessed from Periodic Report Menu, option 17.

**SELECTION OPTIONS:** Monthly or Quarterly Clients  
OR Client Numbers (if individual clients are required -- up to 10)  
If individual clients are required, enter code for Report Type  
Close-Out Date Range  
Close Codes to be Omitted (up to 10)

**FILES ACCESSED:** Account Master, Client Master, Close Codes.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Client #:** The code for the client.

**Client Name:** The name and address of the client entered in the Client master.

**Name:** The name of the debtor.

**Client Account#:** The client's account number for the debtor.

**Placed:** The date and the amount placed by the client.

**Placed:** The amount listed by the Client.

**Balance:** The portion of the account's balance that is "Reportable to the Client" (as defined in Balance Type section of the System Control file).

**Reason:** The description of the Close Code.

**Our Account#:** The account number Intelec assigns to the account.

**Total of:** The aggregate value and quantity of accounts closed for the specified client.

**NOTE:** When printing a Close-Out Report, the information in the Placed Amount, and Balance columns can change if accounts are closed with a close code that has a "Y" or "C" in the field "Omit from Reports" (as defined in the System Controls).



Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

Client # : 000011

Client Name : DR. FREDERICK JAMESON

SUITE 303

8300 WOODBURN DRIVE

MCLEAN

VA 22102

| Month  | -----Placements----- |          |         | Payments<br>This Mth | -----Payments----- |     | To-Date<br>Commission | Comm<br>Rate<br>% | Unit<br>Yield | Total<br>This Mth<br>Payments | Costs |
|--------|----------------------|----------|---------|----------------------|--------------------|-----|-----------------------|-------------------|---------------|-------------------------------|-------|
|        | No                   | Amount   | Average |                      | To-Date            | %   |                       |                   |               |                               |       |
| May 93 | 58                   | 16847.25 | 290.47  |                      | 1408.88            | 8.4 | 399.70                | 28.4              | 6.89          |                               | 36.96 |
| 1993   | 58                   | 16847.25 | 290.47  |                      | 1408.88            | 8.4 | 399.70                | 28.4              | 6.89          |                               | 36.96 |
| TOTALS | 58                   | 16847.25 | 290.47  |                      | 1408.88            | 8.4 | 399.70                | 28.0              | 6.89          |                               | 36.96 |

## REPORT TITLE: COST ANALYSIS

**REPORT DESCRIPTION:** This report is similar to the Activity History report but was designed primarily for internal use. It reflects the costs incurred against each batch of listings. If you wish to run the report for several clients, the report will be run based on the clients who have been set up to receive the Activity History Report. This report should be run **after** the Month-End Reset has been run. The information in this report changes only when the option to "*Update Cost Information*" is selected from Nightly Processing. Two reports are generated when this option is selected. The second report is the Analysis of Recoveries and Costs Incurred.

This report is accessed from the Periodic Reports Menu, option 7.

**SELECTION OPTIONS:** Monthly or Quarterly Clients  
OR Client Numbers (if individual clients are required -- up to 10)  
If individual clients are required, enter code for Report Type

**FILES ACCESSED:** Placement History and Client Master.

### DETAILS:

**Company:** The name of the company entered in the System Control file.

**Client#:** The code for the client.

**Client Name:** The name of the client.

**Month:** The month and year the accounts were listed.

**Placements - No.:** The total number of accounts listed during the specified period.

**Placements - Amount:** The total dollar amount of all the accounts listed during the specified time period.

**Placements - Average:** The placement amount divided by number of listings.

**Payments this Mth:** Total dollar amount received this month against the accounts listed during the specified time period.

**Payments - To-Date:** Total dollar amount received to-date against the accounts listed during the specified time period.

**Payments - %:** Payment Amount divided by Placement Amount, expressed as a percentage.

**To-Date Commission:** Total commission earned to-date from the accounts listed during the specified time period.

**Comm Rate %:** Commission divided by payments to-date, expressed as a percentage.

**Unit Yield:** Commission divided by the number of accounts listed.

**Total Payments - This Mth:** Total dollar amount received this month against all accounts for that client, regardless of placement date.

**Costs:** Costs incurred against accounts listed during the specified period, to-date.

**TOTALS:** The totals of the above fields.

**NOTE:** Placement No. and Amount can change if accounts are closed with a close code that says "Remove from Placement."

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

| Client                      | MTD<br>Payments | Percentage<br>of Total | MTD<br>Commission | Percentage<br>of Total | MTD<br>Costs | Percentage<br>of Total | Variance<br>Factor | Unbilled<br>P/C Charge |
|-----------------------------|-----------------|------------------------|-------------------|------------------------|--------------|------------------------|--------------------|------------------------|
| 000001 RIVERSIDE HOSPITAL   | 4735.12         | 12.73                  | 1676.52           | 10.76                  | .50          | .09                    | 10.67 *            | 20.00                  |
| 000002 GENERAL HOSPITAL     | 2005.68         | 5.39                   | 968.33            | 6.21                   | 54.38        | 10.71                  | 4.50-              | .00                    |
| 000003 SAN FRANCIS HOSPITAL | 10.00           | .02                    | 4.50              | .02                    | 2.67         | .52                    | .50-               | .00                    |
| 000004 CONSOLIDATED GAS COM | .00             | .00                    | .00               | .00                    | 17.01        | 3.35                   | 3.35-              | .00                    |
| 000005 WAL-CHEM             | 164.76          | .44                    | 65.90             | .42                    | 4.19         | .82                    | .40-               | .00                    |
| 000006 PET STORES INC.      | 59.98           | .16                    | 14.20             | .09                    | 8.05         | 1.58                   | 1.49-              | .00                    |
| 000008 Q-EM SERVICES        | .00             | .00                    | .00               | .00                    | 17.09        | 3.36                   | 3.36-              | .00                    |
| 000010 PETERSBURG HOSPITAL  | 240.00          | .64                    | 110.01            | .70                    | 2.30         | .45                    | .25                | .00                    |
| 000011 DR. FREDERICK JAMESO | .00             | .00                    | .00               | .00                    | 38.41        | 7.56                   | 7.56-*             | .00                    |
| 000012 Q-MEDICAL CENTER     | 2607.00         | 7.00                   | 782.10            | 5.02                   | .50          | .09                    | 4.93               | .00                    |
| 000013 SICKLY MEDICAL GROUP | 5995.00         | 16.11                  | 4542.00           | 29.16                  | 9.20         | 1.81                   | 27.35 *            | .00                    |
| 000022 BANGOR PC1           | 50.00           | .13                    | 25.00             | .16                    | 19.65        | 3.87                   | 3.71-              | .00                    |
| 000023 BANGOR PC2           | 200.00          | .53                    | .00               | .00                    | 3.20         | .63                    | .63-               | 5.00                   |
| 000024 BANGOR PC3           | 350.00          | .94                    | 140.00            | .89                    | .50          | .09                    | .80                | .00                    |
| 000025 BANGOR COMM COLL     | .00             | .00                    | .00               | .00                    | .50          | .09                    | .09-               | .00                    |
| 000055 ABC BICYCLE          | 1065.00         | 2.86                   | 149.00            | .95                    | 68.28        | 13.44                  | 12.49-*            | .00                    |
| 000056 FREE COLLECTIONS     | 16155.66        | 43.43                  | 6810.72           | 43.72                  | 89.75        | 17.67                  | 26.05 *            | .00                    |
| 000057 ZERO COLLECTIONS     | .00             | .00                    | .00               | .00                    | .50          | .09                    | .09-               | .00                    |
| 000066 TEST CLIENT, LOOKING | .00             | .00                    | .00               | .00                    | 4.17         | .82                    | .82-               | .00                    |
| 000100 WAL-MART STORE 011   | .00             | .00                    | .00               | .00                    | 3.27         | .64                    | .64-               | .00                    |
| 000101 WAL-MART STORE 121   | 150.00          | .40                    | 45.00             | .28                    | .77          | .15                    | .13                | .00                    |
| 000102 BATON ROUGE CREDIT   | 272.00          | .73                    | 87.78             | .56                    | 13.22        | 2.60                   | 2.04-              | .00                    |
| 000716 XYZ BIKE             | .00             | .00                    | .00               | .00                    | .95          | .18                    | .18-               | .00                    |
| 000805 BAD CHECK CLIENT (TY | 50.00           | .13                    | 25.00             | .16                    | 6.00         | 1.18                   | 1.02-              | .00                    |
| 000850 PEPKO ELECTRIC       | 66.60           | .17                    | 22.20             | .14                    | 5.90         | 1.16                   | 1.02-              | .00                    |
| 000900 STATEMENT TEST       | .00             | .00                    | .00               | .00                    | 1.70         | .33                    | .33-               | .00                    |
| 000901 TEST FOR JUDY DIFF P | 50.00           | .13                    | 12.50             | .08                    | 1.70         | .33                    | .25-               | .00                    |
| 000902 TEST FOR JUDY SAME P | .00             | .00                    | .00               | .00                    | 1.70         | .33                    | .33-               | .00                    |
| 001111 WENDY'S              | 100.00          | .26                    | .00               | .00                    | 18.75        | 3.69                   | 3.69-              | .00                    |
| 001515 UHAUL                | 155.43          | .41                    | .11               | .00                    | 9.55         | 1.88                   | 1.88-              | .00                    |
| 001616 U HAUL               | .00             | .00                    | .00               | .00                    | 6.25         | 1.23                   | 1.23-              | .00                    |
| 100000 ARC                  | 2711.50         | 7.29                   | 93.81             | .60                    | 97.11        | 19.12                  | 18.52-*            | .00                    |
| TOTALS                      | 37193.73        |                        | 15574.68          |                        | 507.72       |                        |                    | 25.00                  |



## **REPORT TITLE: ANALYSIS OF RECOVERIES AND COSTS INCURRED**

**REPORT DESCRIPTION:** This is the second report generated from The Cost Analysis Report. It is similar to the Activity History report but was designed primarily for internal use. It reflects the costs incurred against each batch of listings. If you wish to run the report for several clients, the report will be run based on the clients who have been set up to receive the Activity History Report. This report should be run after the Month-End Reset has been run. The information in this report changes only when the option to "Update Cost Information" is selected from Nightly Processing. Two reports are generated when this option is selected.

This report is accessed from the Periodic Reports Menu, option 7.

**SELECTION OPTIONS:** Monthly or Quarterly Clients  
OR Client Numbers (if individual clients are required -- up to 10)  
If individual clients are required, enter code for Report Type

**FILES ACCESSED:** Placement History and Client Master.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Client:** The code and name of the client.

**MTD Payments:** The total dollar amount received this month.

**Percentage of Total:** The portion of the total payments for that client.

**MTD Commission:** The fees generated from collection activity for that client.

**Percentage of Total:** The portion of total commissions for that client.

**MTD Costs:** The amount incurred against the placed accounts.

**Percentage of Total:** The portion of total costs for that client.

**Variance Factor:** The difference between the percent commissions and the percent of costs incurred.

**Unbilled P/C Charge:** The per case charges that have not been billed to the client.

**TOTALS:** The totals of the above fields.

PER-CASE CHARGES UPDATED

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

| Clnt#  | Name       | Accounts | Per Acct# | Total Due |
|--------|------------|----------|-----------|-----------|
| 000022 | BANGOR PC1 | 4        | 1.00      | 4.00      |
| 000023 | BANGOR PC2 | 4        | 1.00      | 4.00      |
| 000024 | BANGOR PC3 | 1        | 2.00      | 2.00      |
|        |            |          | TOTAL     | 10.00     |



## **REPORT TITLE: PER-CASE CHARGES**

**REPORT DESCRIPTION:** This report lists clients that have "per-case-charges" which need to be billed. Per-case-charges exist when a Client is defined as a "Pre-Collections client, uses a pre-collect contact series and is charged a fee for each account entered into the system. No information is updated when this option is selected. Run this report prior to taking the "Per-Case Update" Option, because the information is cleared during this update process.

This report is accessed from the Client Statement Menu, option 8.

**SELECTION OPTIONS:** None

**FILES ACCESSED:** Client Master file.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Client#:** The code for the client.

**Name:** The name of the client.

**Accounts:** The total number of accounts the client has with a per-case-charge due.

**Per Acct#:** The dollar amount due for each per-case-account.

**Total Due:** The total per-case-charge dollar amount owed to the agency by the client.

**TOTAL:** The total per-case-charge dollar amount owed to the agency by all clients.

----- Age Analysis in Months -----

| Client Name           | 0 to 1 |       | 1 to 3 |       | 3 to 6 |        | 6 to 9 |        | 9 to 12 |        | 12 & Up |         | Avg Age |
|-----------------------|--------|-------|--------|-------|--------|--------|--------|--------|---------|--------|---------|---------|---------|
| 000056 FREE COLLECTIO | 1      | \$200 | 1      | \$125 | 6      | \$3700 | 6      | \$2400 | 1       | \$1000 | 11      | \$15550 | 311     |
| 100000 ARC            |        | \$0   | 2      | \$200 | 5      | \$700  | 7      | \$1200 | 11      | \$2100 | 43      | \$6264  | 608     |
| TOTALS                | 1      | 200   | 3      | 325   | 11     | 4400   | 13     | 3600   | 12      | 3100   | 54      | 21814   | 526     |

## **REPORT TITLE: PLACEMENT DISTRIBUTION (Age Analysis)**

**REPORT DESCRIPTION:** Three separate summary reports by client are automatically generated when the option to run this report is selected for all clients. If an individual client is requested, a fourth report, Age Analysis by Period, is also printed. The Amount Analysis and the Small Balance Analysis reports analyze placement amounts in various increments. The Age Analysis and the Age Analysis by Period reports analyze accounts by their age at the time they are listed. Age is determined by the calculating the number of days between the last transaction date and the placement date.

This report is accessed from Periodic Reports Menu, option 6.

**SELECTION OPTIONS:** Client and Date Range.

**FILES ACCESSED:** Client Master, Account Master.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Client Name:** The code for the client and client name.

**Age Analysis in Months:** This report summarizes, by client, accounts listed by their age at the time of placement in monthly increments of 0-1, 1-3, 3-6, 6-9, 9-12, 12 & Up. Each increment reflects the total number and total placement amount of accounts listed.

**Avg. Age:** The average age of all the listings computed by dividing the total age by the number of listings.

**TOTALS:** The aggregate value of the above fields.

----- Age Analysis in Months -----

| Placement Period        | 0 to 1 |       | 1 to 3 |       | 3 to 6 |        | 6 to 9 |        | 9 to 12 |        | 12 & Up |         | Avg Age |
|-------------------------|--------|-------|--------|-------|--------|--------|--------|--------|---------|--------|---------|---------|---------|
| 000056 FREE COLLECTIONS |        |       |        |       |        |        |        |        |         |        |         |         |         |
| 10/94                   | 1      | \$200 | 1      | \$125 | 1      | \$100  |        | \$0    |         | \$0    | 7       | \$13025 | 343     |
| 12/94                   |        | \$0   |        | \$0   |        | \$0    |        | \$0    |         | \$0    | 3       | \$1525  | 567     |
| 100000 ARC              |        |       |        |       |        |        |        |        |         |        |         |         |         |
| 01/95                   |        | \$0   |        | \$0   | 5      | \$3600 | 6      | \$2400 | 1       | \$1000 | 1       | \$1000  | 227     |
| 08/94                   |        | \$0   |        | \$0   | 3      | \$500  | 7      | \$1200 | 9       | \$1900 | 17      | \$2000  | 723     |
| 09/94                   |        | \$0   | 2      | \$200 |        | \$0    |        | \$0    | 2       | \$200  | 18      | \$3055  | 525     |
| 10/94                   |        | \$0   |        | \$0   | 2      | \$200  |        | \$0    |         | \$0    | 7       | \$1110  | 363     |
| 11/94                   |        | \$0   |        | \$0   |        | \$0    |        | \$0    |         | \$0    | 1       | \$100   | 545     |



**REPORT TITLE: PLACEMENT DISTRIBUTION (Age Analysis By Period)**

**REPORT DESCRIPTION:** Three separate summary reports by client are automatically generated when the option to run this report is selected for all clients. If an individual client is requested, a fourth report, Age Analysis by Period, is also printed. The Amount Analysis and the Small Balance Analysis reports analyze placement amounts in various increments. The Age Analysis and the Age Analysis by Period reports analyze accounts by their age at the time they are listed. Age is determined by calculating the number of days between the last transaction date and the placement date.

This report is accessed from Periodic Reports Menu, option 6.

**SELECTION OPTIONS:** Client and Date Range.

**FILES ACCESSED:** Client Master, Account Master.

**DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Placement Period:** The date in which new business was placed by the client.

**Client Name:** The code for the client and client name.

**Age Analysis in Months:** This report summarizes, by period, accounts listed by their age at the time of placement in monthly increments of 0-1, 1-3, 3-6, 6-9, 9-12, 12 & Up. Each increment reflects the total number and total placed amounts of accounts listed.

**Avg. Age:** The average age of all the listings computed by dividing the total age by the number of listings.

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

AMOUNT ANALYSIS

| Client Name             | ----- Amount Analysis ----- |             |             |             |             |              |             | TOTAL |
|-------------------------|-----------------------------|-------------|-------------|-------------|-------------|--------------|-------------|-------|
|                         | 0 to \$100                  | \$101-\$200 | \$201-\$300 | \$301-\$400 | \$401-\$500 | \$501-\$1000 | \$1001 Plus |       |
| 000056 FREE COLLECTIONS | 6                           | 2           | 0           | 0           | 3           | 13           | 2           | 26    |
| 100000 ARC              | 49                          | 11          | 2           | 0           | 4           | 2            | 0           | 68    |
| TOTALS                  | 55                          | 13          | 2           | 0           | 7           | 15           | 2           | 94    |

**REPORT TITLE: PLACEMENT DISTRIBUTION (Amount Analysis)**

**REPORT DESCRIPTION:** Three separate summary reports by client are automatically generated when the option to run this report is selected for all clients. If an individual client is requested, a fourth report, Age Analysis by Period, is also printed. The Amount Analysis and the Small Balance Analysis reports analyze placement amounts in various increments. The Age Analysis and the Age Analysis by Period reports analyze accounts by their age at the time they are listed. Age is determined by the calculating the number of days between the last transaction date and the placement date.

This report is accessed from Periodic Reports Menu, option 6.

**SELECTION OPTIONS:** Client and Date Range.

**FILES ACCESSED:** Client Master, Account Master.

**DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Client Name:** The code for the client and client name.

**Amount Analysis:** This report summarizes the placed amount in increments of \$100.

**Total:** The total number of accounts evaluated by amount.

**TOTALS:** The total accounts placed within the dollar balance range.

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

Client # : 000056

REF-

Client Name : FREE COLLECTIONS  
14540 MAIN ST.

WASHINGTON, DC 20015

| Month         | ---Placed--- |              | Payments<br>This Month | To-Date<br>Payments | To-Date<br>Commission | PIF<br>No. | ---Withdrawn--- |              | ----Closed---- |             | Recovery<br>% | ---Active--- |              |
|---------------|--------------|--------------|------------------------|---------------------|-----------------------|------------|-----------------|--------------|----------------|-------------|---------------|--------------|--------------|
|               | No.          | Amount       |                        |                     |                       |            | No.             | Amount       | No.            | Amount      |               | No.          | Amount       |
| 1992          | 0            | 0            | 0                      | 0                   | 0                     | 0          | 0               | 0            | 0              | 0           |               | 0            | 0            |
| Oct 94        | 22           | 23205        | 6898                   | 6898                | 2046                  | 5          | 13              | 6270         | 1-             | 100-        | 40.7          | 5            | 7700         |
| Nov 94        | 4            | 875          | 0                      | 0                   | 0                     | 0          | 4               | 800          | 0              | 0           |               | 0            | 75           |
| Dec 94        | 24           | 12075        | 250                    | 250                 | 93                    | 0          | 19              | 9850         | 2              | 50          | 11.2          | 3            | 1925         |
| 1994          | 50           | 36155        | 7148                   | 7148                | 2139                  | 5          | 36              | 16920        | 1              | 50-         | 37.2          | 8            | 9700         |
| Jan 95        | 24           | 14650        | 3150                   | 3150                | 1975                  | 0          | 3               | 1425         | 5              | 1925        | 23.8          | 16           | 8150         |
| 1995          | 24           | 14650        | 3150                   | 3150                | 1975                  | 0          | 3               | 1425         | 5              | 1925        | 23.8          | 16           | 8150         |
| <b>TOTALS</b> | <b>74</b>    | <b>50805</b> | <b>10298</b>           | <b>10298</b>        | <b>4114</b>           | <b>5</b>   | <b>39</b>       | <b>18345</b> | <b>6</b>       | <b>1875</b> | <b>31.7</b>   | <b>24</b>    | <b>17850</b> |



## **REPORT TITLE: PLACEMENT HISTORY (Report by Client)**

**REPORT DESCRIPTION:** This is a statistical report that analyzes payments based on placement period. Payments, commissions, account status and recovery percentages are the areas analyzed in this report. Information is updated as transactions are processed, which means that this report will contain updated information at all times. Six reports can be generated when this option is run. (1) Client number, (2) Group Number (3) Last Transaction Date, (4) Age at Placement, (5) Placement Amount Range, (6) Average Age and Balance.

This report may be accessed from the Periodic Reports Menu, option 15,1. The Placement History can also be accessed by Company from the Management Menu, option 20-Company Statistics.

**SELECTION OPTIONS:** Monthly or Quarterly Clients. You may select up to ten clients or if individual clients are required, enter the code for the report type. (Note: use the help key on the report type field to determine the report types.)

**FILES ACCESSED:** Placement History, Client Master.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Client#:** The code for the client.

**Client Name:** The name of the client.

**Month:** The month and year the accounts were placed.

**Placed:** The total number and dollar amount of accounts placed.

**Payments this Month:** The total dollar amount received in the current month against the accounts placed during the specified time period.

**To-Date Payments:** The total dollar amount received to-date against the accounts placed during the specified time period.

**To-Date Commission:** The total dollar amount received in fees to-date against the accounts placed during the specified time period.

**PIF No.:** The total number of paid-in-full accounts that were placed during the specified time period.

**Withdrawn:** The total dollar amount and number of accounts that were closed with an inactive code that were placed during the specified time period.

**Closed:** The total dollar balance and number of accounts that were closed with an active code during the specified time period.

**Recovery %:** Sometimes called liquidation percentage in the industry, this percentage is based on the payments and dollar amount of the accounts placed during the specified time period less inactive closes.

**Active - No.:** The total dollar amount and number of accounts still active (accounts placed during the specified time period, less paid-in-full, withdrawn, and closed accounts.

**TOTALS:** The totals of the above fields.

**NOTE:** Placement No. and Amount can change if accounts are closed with a close code that says "Remove from Placement." Remember, the Payments This Month column reflect transactions since the last Month-End Reset was run.

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

Client # : 000056

REF-

Client Name : FREE COLLECTIONS  
14540 MAIN ST.

WASHINGTON, DC 20015

| Month  | ---Placed--- |        | Payments<br>This Month | To-Date<br>Payments | To-Date<br>Commission | PIF<br>No. | ---Withdrawn--- |        | ----Closed---- |        | Recovery<br>% | ---Active--- |        |
|--------|--------------|--------|------------------------|---------------------|-----------------------|------------|-----------------|--------|----------------|--------|---------------|--------------|--------|
|        | No.          | Amount |                        |                     |                       |            | No.             | Amount | No.            | Amount |               | No.          | Amount |
| 1992   | 0            | 0      | 0                      | 0                   | 0                     | 0          | 0               | 0      | 0              | 0      |               | 0            | 0      |
| Aug 94 | 35           | 5500   | 925                    | 925                 | 32                    | 7          | 0               | 0      | 1-             | 100-   | 16.8          | 29           | 4377   |
| Sep 94 | 21           | 3354   | 957                    | 957                 | 25                    | 3          | 0               | 0      | 1-             | 100-   | 28.5          | 19           | 2305   |
| Oct 94 | 33           | 24715  | 7585                   | 7585                | 2075                  | 7          | 13              | 6270   | 1              | 100    | 41.1          | 12           | 8140   |
| Nov 94 | 5            | 975    | 67                     | 67                  | 6                     | 0          | 4               | 800    | 0              | 0      | 38.3          | 1            | 108    |
| Dec 94 | 24           | 12075  | 250                    | 250                 | 93                    | 0          | 19              | 9850   | 2              | 50     | 11.2          | 3            | 1925   |
| 1994   | 118          | 46619  | 9784                   | 9784                | 2231                  | 17         | 36              | 16920  | 1              | 50-    | 32.9          | 64           | 16855  |
| Jan 95 | 27           | 14725  | 3150                   | 3150                | 1975                  | 0          | 3               | 1425   | 5              | 1925   | 23.7          | 19           | 8225   |
| 1995   | 27           | 14725  | 3150                   | 3150                | 1975                  | 0          | 3               | 1425   | 5              | 1925   | 23.7          | 19           | 8225   |
| TOTALS | 145          | 61344  | 12934                  | 12934               | 4206                  | 17         | 39              | 18345  | 6              | 1875   | 30.1          | 83           | 25080  |



## **REPORT TITLE: PLACEMENT HISTORY (Report by Group Number)**

**REPORT DESCRIPTION:** This is a statistical report that analyzes payments based on placement period. Payments, commissions, account status and recovery percentages are the areas analyzed in this report. Information is updated as transactions are processed, which means that this report will contain updated information at all times. Two reports may be obtained when this option is selected

This report may be accessed from the Periodic Reports Menu, option 15,2.

**SELECTION OPTIONS:** Group number. You may select up to ten clients or if individual clients are required, enter the code for the report type. (Note: use the help key on the report type field to determine the report types.)

**FILES ACCESSED:** Placement History, Client Master

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Client#:** The code for the client.

**Client Name:** The name of the client.

**Month:** The month and year the accounts were placed.

**Placed:** The total number and dollar amount of accounts placed.

**Payments this Month:** The total dollar amount received in the current month against the accounts placed during the specified time period.

**To-Date Payments:** The total dollar amount received to-date against the accounts placed during the specified time period.

**PIF No.:** The total number of paid-in-full accounts that were placed during the specified time period.

**Withdrawn:** The total dollar amount and number of accounts that were closed with an inactive code that were placed during the specified time period.

**Closed:** The total dollar balance and number of accounts that were closed with an active code during the specified time period.

**Recovery %:** Sometimes called liquidation percentage in the industry, this percentage is based on the payments and dollar amount of the accounts placed during the specified time period less inactive closes.

**Active:** The total dollar amount and number of accounts still active (accounts placed during the specified time period, less paid-in-full, withdrawn, and closed accounts.

**TOTALS:** The totals of the above fields.

**NOTE:** Placement No. and Amount can change if accounts are closed with a close code that says "Remove from Placement." Remember, the Payments This Month column reflect transactions since the last Month-End Reset was run.

PLACEMENT HISTORY BY LAST TRANSACTION DATE

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

Client # : 000056

REF-

Client Name : FREE COLLECTIONS  
14540 MAIN ST.

WASHINGTON, DC 20015

| Period | ---Placed--- |        | To-Date<br>Payments | To-Date<br>Commission | PIF<br>No. | ---Withdrawn--- |        | ----Closed---- |        | Recovery<br>% | ---Active--- |        |
|--------|--------------|--------|---------------------|-----------------------|------------|-----------------|--------|----------------|--------|---------------|--------------|--------|
|        | No.          | Amount |                     |                       |            | No.             | Amount | No.            | Amount |               | No.          | Amount |
| 1993   | 38           | 32350  | 4622                | 1484                  | 3          | 28              | 13565  | 0              | 0      | 24.6          | 7            | 14175  |
| Jan 94 | 1            | 1000   | 0                   | 0                     | 0          | 0               | 0      | 0              | 0      |               | 1            | 1000   |
| Mar 94 | 1            | 1000   | 0                   | 0                     | 0          | 0               | 0      | 0              | 0      |               | 1            | 1000   |
| May 94 | 8            | 3450   | 850                 | 595                   | 0          | 1               | 100    | 3              | 1175   | 25.4          | 4            | 1325   |
| Jun 94 | 6            | 2775   | 75                  | 52                    | 0          | 3               | 1475   | 1              | 100    | 5.8           | 2            | 1125   |
| Jul 94 | 6            | 3575   | 1650                | 1155                  | 0          | 3               | 1500   | 2              | 350    | 79.5          | 1            | 75     |
| Aug 94 | 3            | 1550   | 0                   | 0                     | 0          | 1               | 500    | 0              | 0      |               | 2            | 1050   |
| Sep 94 | 9            | 5225   | 675                 | 172                   | 1          | 2               | 1475   | 3              | 550    | 18.0          | 3            | 2525   |
| Oct 94 | 3            | 430    | 200                 | 0                     | 1          | 2               | 230    | 0              | 0      | 100.0         | 0            | 0      |
| 1994   | 37           | 19005  | 3450                | 1974                  | 2          | 12              | 5280   | 9              | 2175   | 25.1          | 14           | 8100   |
| Jan 95 | 1            | 50     | 0                   | 0                     | 0          | 0               | 0      | 0              | 0      |               | 1            | 50     |
| 1995   | 1            | 50     | 0                   | 0                     | 0          | 0               | 0      | 0              | 0      |               | 1            | 50     |
| TOTALS | 76           | 51405  | 8072                | 3458                  | 5          | 40              | 18845  | 9              | 2175   | 24.8          | 22           | 22325  |



## **REPORT TITLE: PLACEMENT HISTORY (By Last Transaction Date)**

**REPORT DESCRIPTION:** This is a statistical report that analyzes payments based on placement period. Payments, commissions, account status and recovery percentages are the areas analyzed in this report. Information is updated as transactions are processed, which means that this report will contain updated information at all times.

This report may be accessed from the Periodic Reports Menu, option 15,3.

**SELECTION OPTIONS:** You may select up to ten clients or if individual clients are required, enter the code for the report type. (Note: use the help key on the report type field to determine the report types.)

**FILES ACCESSED:** Placement History, Client Master.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Client#:** The code for the client.

**Client Name:** The name of the client.

**Period:** The month and year the accounts were placed.

**Placed:** The total number and dollar amount of accounts placed.

**To-Date Payments:** The total dollar amount received to-date against the accounts placed during the specified time period.

**To-Date Commission:** The total dollar amount received in fees against the accounts placed during the specified time period.

**PIF No.:** The total number of paid-in-full accounts that were placed during the specified time period.

**Withdrawn:** The total dollar amount and number of accounts that were closed with an inactive code that were placed during the specified time period.

**Closed:** The total dollar balance and number of accounts that were closed with an active code during the specified time period.

**Recovery %:** Sometimes called liquidation percentage in the industry, this percentage is based on the payments and dollar amount of the accounts placed during the specified time period less inactive closes.

**Active:** The total dollar amount and number of accounts still active (accounts placed during the specified time period, less paid-in-full, withdrawn, and closed accounts).

**TOTALS:** The totals of the above fields.

**NOTE:** Placement No. and Amount can change if accounts are closed with a close code that says "Remove from Placement." Remember, the Payments This Month column reflect transactions since the last Month-End Reset was run.

PLACEMENT HISTORY BY AGE AT PLACEMENT

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

Client # : 000056

Client Name : FREE COLLECTIONS  
14540 MAIN ST.

REF-

WASHINGTON,

DC 20015

| Age-Months | ---Placed--- |        | To-Date<br>Payments | To-Date<br>Commission | PIF<br>No. | ---Withdrawn--- |        | ----Closed---- |        | Recovery<br>% | ---Active--- |        |
|------------|--------------|--------|---------------------|-----------------------|------------|-----------------|--------|----------------|--------|---------------|--------------|--------|
|            | No.          | Amount |                     |                       |            | No.             | Amount | No.            | Amount |               | No.          | Amount |
| 0 - 1      | 4            | 480    | 200                 | 0                     | 1          | 2               | 230    | 0              | 0      | 80.0          | 1            | 50     |
| 1 - 2      | 3            | 1600   | 100                 | 0                     | 1          | 2               | 1475   | 0              | 0      | 80.0          | 0            | 25     |
| 3 - 4      | 1            | 25     | 0                   | 0                     | 0          | 0               | 0      | 1              | 25     |               | 0            | 0      |
| 4 - 5      | 5            | 3600   | 575                 | 172                   | 0          | 0               | 0      | 2              | 525    | 16.0          | 3            | 2500   |
| 5 - 6      | 5            | 2175   | 0                   | 0                     | 0          | 2               | 1000   | 0              | 0      |               | 3            | 1175   |
| 6 - 7      | 8            | 4250   | 1650                | 1155                  | 0          | 5               | 2150   | 2              | 350    | 78.6          | 1            | 100    |
| 7 - 8      | 5            | 1725   | 75                  | 52                    | 0          | 1               | 425    | 2              | 125    | 5.8           | 2            | 1100   |
| 8 - 9      | 5            | 3200   | 850                 | 595                   | 0          | 0               | 0      | 2              | 1150   | 26.6          | 3            | 1200   |
| 10 - 11    | 1            | 1000   | 0                   | 0                     | 0          | 0               | 0      | 0              | 0      |               | 1            | 1000   |
| 12 - 15    | 8            | 14050  | 1629                | 473                   | 1          | 4               | 1915   | 0              | 0      | 13.4          | 3            | 10505  |
| 15 - 18    | 15           | 9900   | 1993                | 678                   | 2          | 10              | 5050   | 0              | 0      | 41.1          | 3            | 2870   |
| 18 - 21    | 14           | 7875   | 375                 | 147                   | 0          | 12              | 6025   | 0              | 0      | 20.3          | 2            | 1475   |
| 21 - 24    | 2            | 1525   | 625                 | 186                   | 0          | 2               | 575    | 0              | 0      | 65.8          | 0            | 325    |
| TOTALS     | 76           | 51405  | 8072                | 3458                  | 5          | 40              | 18845  | 9              | 2175   | 24.8          | 22           | 22325  |

## **REPORT TITLE: PLACEMENT HISTORY (Age at Placement)**

**REPORT DESCRIPTION:** This is a statistical report that analyzes payments based on placement period. Payments, commissions, account status and recovery percentages are the areas analyzed in this report. Information is updated as transactions are processed, which means that this report will contain updated information at all times.

This report may be accessed from the Periodic Reports Menu, option 15,4.

**SELECTION OPTIONS:** You may select up to ten clients or if individual clients are required, enter the code for the report type. *(Note: use the help key on the report type field to determine the report types.)*

**FILES ACCESSED:** Placement History, Client Master.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Client#:** The code for the client.

**Client Name:** The name of the client.

**Age-Months:** The age of the accounts in months at the time of placement.

**Placed:** The total number and dollar amount of accounts placed.  
accounts placed during the specified time period.

**To-Date Payments:** The total dollar amount received to-date against the accounts placed during the specified time period.

**To-Date Commission:** The total dollar amount received in fees against the accounts placed during the specified time period.

**PIF No.:** The total number of paid-in-full accounts that were placed during the specified time period.

**Withdrawn:** The total dollar amount and number of accounts that were closed with an inactive code that were placed during the specified time period.

**Closed:** The total dollar balance and number of accounts that were closed with an active code during the specified time period.

**Recovery %:** Sometimes called liquidation percentage in the industry, this percentage is based on the payments and dollar amount of the accounts placed during the specified time period less inactive closes.

**Active:** The total dollar amount and number of accounts still active (accounts placed during the specified time period, less paid-in-full, withdrawn, and closed accounts).

**TOTALS:** The totals of the above fields.

**NOTE:** Placement No. and Amount can change if accounts are closed with a close code that says "Remove from Placement." Remember, the Payments This Month column reflect transactions since the last Month-End Reset was run.



## PLACEMENT HISTORY BY PLACEMENT AMOUNT

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

Client # : 000056

REF-

Client Name : FREE COLLECTIONS  
14540 MAIN ST.

WASHINGTON,

DC 20015

| Placement<br>Range-\$ | ---Placed--- |        | To-Date<br>Payments | To-Date<br>Commission | PIF<br>No. | ---Withdrawn--- |        | ----Closed---- |        | Recovery<br>% | ---Active--- |        |
|-----------------------|--------------|--------|---------------------|-----------------------|------------|-----------------|--------|----------------|--------|---------------|--------------|--------|
|                       | No.          | Amount |                     |                       |            | No.             | Amount | No.            | Amount |               | No.          | Amount |
| 0 - 25                | 2            | 50     | 0                   | 0                     | 0          | 0               | 0      | 2              | 50     |               | 0            | 0      |
| 25 - 50               | 4            | 200    | 0                   | 0                     | 0          | 1               | 50     | 0              | 0      |               | 3            | 150    |
| 50 - 100              | 7            | 700    | 0                   | 0                     | 0          | 1               | 100    | 2              | 200    |               | 4            | 400    |
| 100 - 200             | 7            | 930    | 300                 | 0                     | 2          | 5               | 530    | 0              | 0      | 75.0          | 0            | 100    |
| 400 - 500             | 7            | 3500   | 75                  | 52                    | 0          | 4               | 1925   | 0              | 0      | 4.8           | 3            | 1500   |
| 500 - 750             | 20           | 10925  | 25                  | 6                     | 0          | 19              | 9950   | 0              | 0      | 2.6           | 1            | 950    |
| 750 - 1000            | 24           | 24000  | 7453                | 3300                  | 3          | 7               | 3865   | 5              | 1925   | 37.0          | 9            | 10770  |
| 1000 - 2000           | 4            | 4100   | 219                 | 100                   | 0          | 3               | 2425   | 0              | 0      | 13.1          | 1            | 1450   |
| 3000 and up           | 1            | 7000   | 0                   | 0                     | 0          | 0               | 0      | 0              | 0      |               | 1            | 7000   |
| TOTALS                | 76           | 51405  | 8072                | 3458                  | 5          | 40              | 18845  | 9              | 2175   | 24.8          | 22           | 22320  |



## **REPORT TITLE: PLACEMENT HISTORY (Placement Amount Range)**

**REPORT DESCRIPTION:** This is a statistical report that analyzes payments based on placement period. Payments, commissions, account status and recovery percentages are the areas analyzed in this report. Information is updated as transactions are processed, which means that this report will contain updated information at all times.

This report may be accessed from the Periodic Reports Menu, option 15,5.

**SELECTION OPTIONS:** You may select up to ten clients or if individual clients are required, enter the code for the report type. *(Note: use the help key on the report type field to determine the report types.)*

**FILES ACCESSED:** Placement History, Client Master.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Client:** The code for the client.

**Client Name:** The name of the client.

**Placement Range- $\$$ :** The dollar range of accounts placed.

**Placed:** The number and dollar amount of the accounts placed between the specified placement range.

**To-Date Payments:** The total dollar amount received to-date against the accounts placed during the specified time period.

**PIF No.:** The total number of paid-in-full accounts that were placed during the specified time period.

**Withdrawn:** The total dollar amount and number of accounts that were closed with an inactive code that were placed during the specified time period.

**Closed:** The total dollar balance and number of accounts that were closed with an active code during the specified time period.

**Recovery %:** Sometimes called liquidation percentage in the industry, this percentage is based on the payments and dollar amount of the accounts placed during the specified time period less inactive closes.

**Active:** The total dollar amount and number of accounts still active (accounts placed during the specified time period, less paid-in-full, withdrawn, and closed accounts).

**TOTALS:** The aggregate value of the above fields.

**NOTE:** Placement No. and Amount can change if accounts are closed with a close code that says "Remove from Placement." Remember, the Payments This Month column reflect transactions since the last Month-End Reset was run.

PLACEMENT HISTORY

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

Client # : 100000

Client Name : ARC

REF-

6598 EDMONSTON LN

GREENBELT

MD 20775

| Period | ---Placed--- |        | -Average-- |     | To-Date<br>Payments | To-Date<br>Commission | PIF<br>No. | ---Withdrawn-- |        | ----Closed---- |        | Recovery<br>% | ---Active--- |        |
|--------|--------------|--------|------------|-----|---------------------|-----------------------|------------|----------------|--------|----------------|--------|---------------|--------------|--------|
|        | No.          | Amount | Bal.       | Age |                     |                       |            | No.            | Amount | No.            | Amount |               | No.          | Amount |
| Aug 94 | 36           | 5600   | 155        | 382 | 925                 | 32                    | 7          | 0              | 0      | 0              | 0      | 16.5          | 29           | 4670   |
| Sep 94 | 22           | 3454   | 157        | 366 | 957                 | 25                    | 3          | 0              | 0      | 0              | 0      | 27.7          | 19           | 2497   |
| Oct 94 | 13           | 1710   | 131        | 389 | 673                 | 37                    | 3          | 0              | 0      | 3              | 300    | 39.4          | 7            | 669    |
| Nov 94 | 1            | 100    | 100        | 0   | 67                  | 6                     | 0          | 0              | 0      | 0              | 0      | 67.0          | 1            | 33     |
| 1994   | 72           | 10864  |            |     | 2622                | 100                   | 13         | 0              | 0      | 3              | 300    | 24.1          | 56           | 7869   |
| Jan 95 | 3            | 75     | 25         | 66  | 0                   | 0                     | 0          | 0              | 0      | 0              | 0      |               | 3            | 75     |
| 1995   | 3            | 75     |            |     | 0                   | 0                     | 0          | 0              | 0      | 0              | 0      |               | 3            | 75     |
| TOTALS | 75           | 10939  |            |     | 2622                | 100                   | 13         | 0              | 0      | 3              | 300    | 24.0          | 59           | 7944   |



## **REPORT TITLE: PLACEMENT HISTORY (With Average Age and Balance)**

**REPORT DESCRIPTION:** This is a statistical report that analyzes payments based on placement period. Payments, commissions, account status and recovery percentages are the areas analyzed in this report. Information is updated as transactions are processed, which means that this report will contain updated information at all times.

This report may be accessed from the Periodic Reports Menu, option 15,6.

**SELECTION OPTIONS:** You may select up to ten clients or if individual clients are required, enter the code for the report type. (Note: use the help key on the report type field to determine the report types.)

**FILES ACCESSED:** Placement History, Client Master.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Client:** The code for the client.

**Client Name:** The name of the client.

**Period:** The month and year the accounts were placed.

**Placed:** The total number and dollar amount of accounts placed.

**Average:** The average balance and age of the accounts placed for the specified time period.

**To-Date Payments:** The total dollar amount received in the to-date against the accounts placed during the specified time period.

**To-Date Commissions:** The total dollar amount received in fees to-date against the accounts placed during the specified time period.

**PIF No.:** The total number of paid-in-full accounts that were placed during the specified time period.

**Withdrawn:** The total dollar amount and number of accounts that were closed with an inactive code that were placed during the specified time period.

**Closed:** The total dollar balance and number of accounts that were closed with an active code during the specified time period.

**Recovery %:** Sometimes called liquidation percentage in the industry, this percentage is based on the payments and dollar amount of the accounts placed during the specified time period less inactive closes.

**Active:** The total dollar balance and number of accounts still active (accounts placed during the specified time period, less paid-in-full, withdrawn, and closed accounts).

**TOTALS:** The aggregate value of the above fields.

**NOTE:** Placement No. and Amount can change if accounts are closed with a close code that says "Remove from Placement." Remember, the Payments This Month column reflect transactions since the last Month-End Reset was run.

PRELIMINARY STATEMENT REPORT FOR PERIOD 11/01/94 TO 01/24/95

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

| Client                          | Prior Balance | Total Collected | Total Commission | Check    | Due Us     | Last Statement |
|---------------------------------|---------------|-----------------|------------------|----------|------------|----------------|
| STATEMENT FREQUENCY - M         |               |                 |                  |          |            |                |
| 000002 GENERAL HOSPITAL         | 10244.16      | 132.00          | 63.10            | .00      | 10,192.26  | 01/30/95       |
| 000003 SAN FRANCIS HOSPITAL     | 500.84        | .00             | .00              | .00      | 500.84 *   | 01/30/95       |
| 000004 CONSOLIDATED GAS COMPANY | 381.00        | .00             | .00              | .00      | 381.00 *   | 01/30/95       |
| 000005 WAL-CHEM                 | .00           | 164.76          | 65.90            | 98.86    | .00        | 12/19/94       |
| 000008 Q-EM SERVICES            | 423.00        | .00             | .00              | .00      | 423.00 *   | 01/30/95       |
| 000010 PETERSBURG HOSPITAL      | 610.57        | 150.00          | 70.00            | 150.00   | 631.15 *   | 01/30/95       |
| 000011 DR. FREDERICK JAMESON    | 2860.89       | .00             | .00              | .00      | 3,360.89 * | 01/30/95       |
| 000012 Q-MEDICAL CENTER         | 1893.50       | 1,550.00        | 465.00           | 1,550.00 | 2,358.50 * | 01/30/95       |
| 000013 SICKLY MEDICAL GROUP     | .00           | 5,995.00        | 4,542.00         | 7,347.00 | .00        | 12/22/94       |
| 000022 BANGOR PC1               | .00           | .00             | .00              | .00      | 4.00 *     |                |
| 000023 BANGOR PC2               | .00           | .00             | .00              | .00      | 4.00 *     |                |
| 000024 BANGOR PC3               | .00           | .00             | .00              | .00      | 2.00 *     |                |
| 000101 WAL-MART STORE 121       | .00           | .00             | .00              | 134.68   | .00 *      | 12/19/94       |
| 000850 PEPCO ELECTRIC           | 318.40        | 66.60           | 22.20            | .00      | 405.60     | 01/30/95       |
| 001111 WENDY'S                  | .00           | .00             | .00              | .00      | 180.00 *   | 01/30/95       |
| 001515 UHAUL                    | .00           | .00             | .00              | .00      | 300.00 *   | 01/30/95       |
| 100000 ARC                      | 3762.50       | 731.20          | 36.12            | .00      | 3,012.42   | 01/30/95       |
| NET CLIENT TOTAL                | 14325.06      | 7,089.56        | 4,729.32         | 7,445.86 | 13,610.28  |                |
| * GROSS CLIENT TOTAL            | 6669.80       | 1,700.00        | 535.00           | 1,834.68 | 8,145.38 * |                |



## **REPORT TITLE: PRELIMINARY STATEMENT REPORT (1)**

**REPORT DESCRIPTION:** Lists, by client and statement frequency (remittance code), clients that will be receiving remittance statements based on the payment period selected. Two separate reports are generated when the option to run this report is selected. The first report generated lists the prior balance; total payments collected and total commissions earned by both the agency and the client; amount of the check to be issued to the client; and what is due to the agency from the client. The second report generated, lists the same information except it separates total payments and commission received by the agency and the client.

This report is accessed from the Client Statement Menu, option 1.

**SELECTION OPTIONS:** Payment Date Range.

**FILES ACCESSED:** Payment Master and Client Master files.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Client:** The code and name of the client.

**Prior Balance:** The balance owed to the agency by the client prior to the payment date range selected.

**Total Collected:** The dollar amount received from the debtor(s) by both the agency and the client.

**Total Commission:** The fees earned from the Total Collected.

**Check:** The dollar amount of the check to be issued to the client based upon the transactions within the selected payment date range.

**Due Us:** The total amount owed by the client to the agency.

**Last Statement:** The last date a statement was generated for this client.

**Statement Frequency:** The Remitting Code defined in the Client Master.

**Net Client Total:** The totals for clients defined as a Net Client ("N" or "C" in the Remitting Type field of the Client Master).

**\*Gross Client Total:** The totals for clients defined as a Gross Client ("G" or "B" in the Remitting Type field of the Client Master). Please note that an asterisk "\*" in the detail portion of the report indicates that the client is a Gross client.

## PRELIMINARY STATEMENT REPORT FOR PERIOD 11/01/94 TO 01/24/95

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

| Client                          | Prior Balance | -----Paid To Agency----- |            | -----Paid To Client----- |            | Check    | Due Us     |
|---------------------------------|---------------|--------------------------|------------|--------------------------|------------|----------|------------|
|                                 |               | Amount                   | Commission | Amount                   | Commission |          |            |
| STATEMENT FREQUENCY - M         |               |                          |            |                          |            |          |            |
| 000002 GENERAL HOSPITAL         | 10244.16      | 32.00                    | 13.10      | 100.00                   | 50.00      | .00      | 10,192.26  |
| 000003 SAN FRANCIS HOSPITAL     | 500.84        | .00                      | .00        | .00                      | .00        | .00      | 500.84 *   |
| 000004 CONSOLIDATED GAS COMPANY | 381.00        | .00                      | .00        | .00                      | .00        | .00      | 381.00 *   |
| 000005 WAL-CHEM                 | .00           | 164.76                   | 65.90      | .00                      | .00        | 98.86    | .00        |
| 000008 Q-EM SERVICES            | 423.00        | .00                      | .00        | .00                      | .00        | .00      | 423.00 *   |
| 000010 PETERSBURG HOSPITAL      | 610.57        | 150.00                   | 70.00      | .00                      | .00        | 150.00   | 631.15 *   |
| 000011 DR. FREDERICK JAMESON    | 2860.89       | .00                      | .00        | .00                      | .00        | .00      | 3,360.89 * |
| 000012 Q-MEDICAL CENTER         | 1893.50       | 1,550.00                 | 465.00     | .00                      | .00        | 1,550.00 | 2,358.50 * |
| 000013 SICKLY MEDICAL GROUP     | .00           | 5,995.00                 | 4,542.00   | .00                      | .00        | 7,347.00 | .00        |
| 000022 BANGOR PC1               | .00           | .00                      | .00        | .00                      | .00        | .00      | 4.00 *     |
| 000023 BANGOR PC2               | .00           | .00                      | .00        | .00                      | .00        | .00      | 4.00 *     |
| 000024 BANGOR PC3               | .00           | .00                      | .00        | .00                      | .00        | .00      | 2.00 *     |
| 000101 WAL-MART STORE 121       | .00           | .00                      | .00        | .00                      | .00        | 134.68   | .00 *      |
| 000850 PEPCO ELECTRIC           | 318.40        | .00                      | .00        | 66.60                    | 22.20      | .00      | 405.60     |
| 001111 WENDY'S                  | .00           | .00                      | .00        | .00                      | .00        | .00      | 180.00 *   |
| 001515 UHAUL                    | .00           | .00                      | .00        | .00                      | .00        | .00      | 300.00 *   |
| 100000 ARC                      | 3762.50       | 711.20                   | 34.12      | 20.00                    | 2.00       | .00      | 3,012.42   |
| NET CLIENT TOTAL                | 14325.06      | 6,902.96                 | 4,655.12   | 186.60                   | 74.20      | 7,445.86 | 13,610.28  |
| * GROSS CLIENT TOTAL            | 6669.80       | 1,700.00                 | 535.00     | .00                      | .00        | 1,834.68 | 8,145.38 * |
| TOTALS FOR FREQUENCY - M        | 20994.86      | 8,602.96                 | 5,190.12   | 186.60                   | 74.20      | 9,280.54 | 21,755.66  |

## **REPORT TITLE: PRELIMINARY STATEMENT REPORT (2)**

**REPORT DESCRIPTION:** This is the second report generated from The Preliminary Statement Report. It lists the same information as the prior preliminary statement report except it separates total payments and commission received by the agency and the client.

This report is accessed from the Client Statement Menu, option 1.

**SELECTION OPTIONS:** Payment Date Range.

**FILES ACCESSED:** Payment Master and Client Master files.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Client:** The code and name of the client.

**Prior Balance:** The balance owed to the agency by the client prior to the payment date range selected.

**Paid to Agency - Amount:** The dollar amount received from the debtor(s).

**Paid to Agency - Commission:** The fees earned from payments to the agency.

**Paid to Client - Amount:** The dollar amount received from the debtor(s).

**Paid to Client - Commission:** The fees earned from payments to the client.

**Check:** The dollar amount of the check to be issued to the client based upon the transactions within the selected payment date range.

**Due Us:** The total amount owed by the client to the agency.

**Statement Frequency:** The Remitting Code defined in the Client Master.

**Net Client Total:** The totals for clients defined as a Net Client ("N" or "C" in the Remitting Type field of the Client Master).

**\*Gross Client Total:** The totals for clients defined as a Gross Client ("G" or "B" in the Remitting Type field of the Client Master). Please note that an asterisk "\*" in the detail portion of the report indicates that the client is a Gross client.

**TOTALS FOR FREQUENCY:** The totals of Net and Gross Clients for that Remitting Code.





## **REPORT TITLE: REGRESSION ANALYSIS**

**REPORT DESCRIPTION:** This is a statistical report which analyzes payments based on the month in which the payments were received. It indicates the amounts which were collected against the placement, during each month following the placement period.

This report is accessed from the Periodic Reports Menu, option 18.

**SELECTION OPTIONS:** Monthly or Quarterly Clients  
OR Client Numbers (if individual clients are required -- up to 10)  
If individual clients are required, enter code for Report Type

**FILES ACCESSED:** Client Master and Placement History files.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Client #:** The code for the client.

**Client:** The client name and address.

**Month:** Successive listing of months starting with the current month one year ago.

**Amount Placed:** The total amount that was placed for collection for that month.

**Total Collected:** The total dollar amount collected for each month.

**Percentage Collected by Months:** The percentage of the amount placed that has been collected for each month beginning with the placed month and continuing to the current month.

REQUEST FOR INFORMATION

IOU OWE-IT COLLECTIONS SERVICES, INC.  
1234 ANYWHERE STREET  
BETHESDA, MD 20817

Client Name : RIVERSIDE HOSPITAL  
8300 RIVERSIDE

RIVERSIDE MD 20445

Phone : (301) 123-4568 Fax # : (301) 123-8654

The following accounts were previously put on hold at your request. Please advise us if we should proceed with our collection efforts.

| Name    | Account# | Amt.Placed   | Date Placed |
|---------|----------|--------------|-------------|
|         |          |              | Last Charge |
| LIPPMAN | ROBIN    | K0117127     | 50.00       |
|         |          | 923020059-BC | 11/18/92    |
|         |          |              | 05/10/92    |
| LIPPMAN | ROBIN    | K0117127     | 50.00       |
|         |          | 931170010-BC | 04/29/93    |
|         |          |              | 05/10/92    |
| MORHAIM | ESDRA J  | K0125724     | 475.00      |
|         |          | 923020063-BC | 11/18/92    |
|         |          |              | 05/19/92    |

**REPORT TITLE: REPORT TO CLIENT FROM WORK-Q by USER**

**REPORT DESCRIPTION:** This option will print a report in the format of letter. This report requests additional information on particular accounts.

This report is accessed from Management Menu, option 12,6.

**SELECTION OPTIONS:** You may select Users, Clients, Qcats, Report Types, or apply a Smart Code.

There are 8 report type requests:

1. Checking Status
2. Request for Duplicate Bill
3. request for Itemized Bill
4. Checking for Direct Payments
5. Notification of transfer to Collection Agency Status
6. Request for UB-82 or 1500
7. Notification of disputes
8. Notification of accounts placed on hold

**FILES ACCESSED:** Account Master, Client Master, Smart Code file, Qcats.

**DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Client Name:** The name of the client.

**Body of the request:** The text of your request. The fields will vary depending upon the selected Report Type.

*Note: This report will not include any accounts that have future follow up dates.*

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

Client # : 000056

Client Name : FREE COLLECTIONS  
14540 MAIN ST.

WASHINGTON, DC 20015

| Name     | Your Account# | -----Placed----- |          | Balance  |          | Comments                | Our Account# |
|----------|---------------|------------------|----------|----------|----------|-------------------------|--------------|
|          |               | Date             | Amount   | Amount   |          |                         |              |
| BARE     | NANCY         |                  | 10/26/94 | 100.00   | 100.00   | ACTIVE - BEING PURSUED  | 99-942940003 |
| BEANE    | JAMES         |                  | 12/27/94 | 500.00   | 500.00   | DTEC PULLED             | 99-942940050 |
| CALDWELL | BOBBY         |                  | 01/23/95 | 1000.00  | 1000.00  | REPRESENTED BY ATTORNEY | 99-942940105 |
| CARTER   | PAULA         |                  | 01/23/95 | 1000.00  | 1000.00  | REPRESENTED BY ATTORNEY | 99-942940103 |
| ERICKSON | LEIF          | 987              | 01/23/95 | 500.00   | 500.00   | REPRESENTED BY ATTORNEY | 99-942940110 |
| FIELDS   | MARIE         |                  | 01/23/95 | 1000.00  | 1000.00  | REPRESENTED BY ATTORNEY | 99-942940101 |
| FRANKS   | MICHEAL       |                  | 01/23/95 | 1000.00  | 1000.00  | REPRESENTED BY ATTORNEY | 99-942940106 |
| GRAY     | JOHN          |                  | 12/07/94 | 525.00   | 500.00   | DTEC PULLED             | 99-942940015 |
| HART     | TOHART        | 121212           | 10/17/94 | 7000.00  | 7000.00  | ACTIVE - BEING PURSUED  | 99-942320076 |
| HILL     | SAM           | 125              | 01/23/95 | 100.00   | 100.00   | REPRESENTED BY ATTORNEY | 99-942940109 |
| JOE      | STEVENS       |                  | 10/20/94 | 1025.00  | 705.49   | ACTIVE - BEING PURSUED  | 99-942320094 |
| JUDY     | GARLAND       |                  | 10/20/94 | 1000.00  | 20.00    | ACTIVE - BEING PURSUED  | 99-942320089 |
| LEWIS    | CECIL         |                  | 12/27/94 | 500.00   | 500.00   | REPRESENTED BY ATTORNEY | 99-942940051 |
| LISA     | MARIE         |                  | 10/20/94 | 1000.00  | 20.00    | ACTIVE - BEING PURSUED  | 99-942320090 |
| MASON    | LEGG          |                  | 01/23/95 | 1000.00  | 1000.00  | REPRESENTED BY ATTORNEY | 99-942940100 |
| MILLER   | JODI          |                  | 01/24/95 | 50.00    | 50.00    | REPRESENTED BY ATTORNEY | 99-942940119 |
| PORTER   | ART           |                  | 01/23/95 | 1000.00  | 1000.00  | REPRESENTED BY ATTORNEY | 99-942940104 |
| WEST     | LEE           |                  | 01/23/95 | 1000.00  | 1000.00  | REPRESENTED BY ATTORNEY | 99-942940102 |
| WILLIAMS | RUTH          |                  | 01/24/95 | 50.00    | 50.00    | REPRESENTED BY ATTORNEY | 99-942940120 |
| YOUNG    | PAUL          |                  | 01/24/95 | 50.00    | 50.00    | REPRESENTED BY ATTORNEY | 99-942940118 |
|          |               |                  | TOTALS   | 19400.00 | 17095.49 | FROM 20 ACCOUNTS        |              |



## **REPORT TITLE: STATUS REPORT**

**REPORT DESCRIPTION:** This report is designed to inform the client of the status of their accounts.

This report is accessed from Periodic Reports Menu, option 14.

**SELECTION OPTIONS:** Monthly or Quarterly Clients  
OR Client Numbers (if individual clients are required -- up to 10)  
If individual clients are required, enter code for Report Type

**FILES ACCESSED:** Account Master, Client Master, Description Codes, Close Codes.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Client #:** The code for the client.

**Client Name:** The name and address of the client.

**Name:** The guarantor or patient last and first name, depending upon how the statement sort type is set up in the client master.

**Your Account#:** The client's account number for the debtor.

**Placed:** The date and the amount listed by the client.

**Balance Amount:** The current balance of the account.

**Comments:** This column is used to describe the status of an account.

**Our Account#:** The account number Intelec assigns to the account.

**NOTE:** When printing a Status Report Type that includes Close Codes, Placed No. and Placed Amount can change if accounts are closed with a close code that has a "Y" or "S" in the field "Omit from Reports" (as defined in the System Controls).

*Note: This report will not include any accounts that have future follow up dates.*

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

| Client                          | Prior Balance | ----Paid To Agency---- |            | ----Paid To Client---- |            | Trust Amount |
|---------------------------------|---------------|------------------------|------------|------------------------|------------|--------------|
|                                 |               | Amount                 | Commission | Amount                 | Commission |              |
| STATEMENT FREQUENCY - L         |               |                        |            |                        |            |              |
| 000000 ABC BICYCLE              | .00           | .00                    | .00        | .00                    | .00        | 137.00       |
| 000056 FREE COLLECTIONS         | .00           | 3,150.00               | 1,975.00   | .00                    | .00        | 1,675.00     |
| 000102 BATON ROUGE CREDIT       | 1757.18       | .00                    | .00        | .00                    | .00        | .00          |
| GROSS CLIENT TOTALS             | .00           | .00                    | .00        | .00                    | .00        | .00          |
| NET CLIENT TOTALS               | 1757.18       | 3,150.00               | 1,975.00   | .00                    | .00        | 1,812.00     |
| TOTALS FOR FREQUENCY - L        | 1757.18       | 3,150.00               | 1,975.00   | .00                    | .00        | 1,812.00     |
| STATEMENT FREQUENCY - M         |               |                        |            |                        |            |              |
| 000002 GENERAL HOSPITAL         | 10244.16      | .00                    | .00        | .00                    | .00        | .00          |
| 000004 CONSOLIDATED GAS COMPANY | 381.00        | .00                    | .00        | .00                    | .00        | .00 *        |
| 000005 WAL-CHEM                 | .00           | 164.76                 | 65.90      | .00                    | .00        | 98.86        |
| 000010 PETERSBURG HOSPITAL      | 610.57        | .00                    | .00        | .00                    | .00        | .00 *        |
| 000011 DR. FREDERICK JAMESON    | 2860.89       | .00                    | .00        | .00                    | .00        | .00 *        |
| 000022 BANGOR PC1               | .00           | .00                    | .00        | .00                    | .00        | .00 *        |
| 000023 BANGOR PC2               | .00           | .00                    | .00        | .00                    | .00        | .00 *        |
| 000024 BANGOR PC3               | .00           | .00                    | .00        | .00                    | .00        | .00 *        |
| 000101 WAL-MART STORE 121       | .00           | .00                    | .00        | .00                    | .00        | .00 *        |
| 000850 PEPCO ELECTRIC           | 318.40        | .00                    | .00        | .00                    | .00        | .00 *        |
| 001111 WENDY'S                  | .00           | .00                    | .00        | .00                    | .00        | .00 *        |
| 001515 UHAUL                    | .00           | .00                    | .00        | .00                    | .00        | .00 *        |
| 100000 ARC                      | 3762.50       | 524.50                 | 25.25      | .00                    | .00        | .00          |
| GROSS CLIENT TOTALS             | 3852.46       | .00                    | .00        | .00                    | .00        | .00          |
| NET CLIENT TOTALS               | 14325.06      | 689.26                 | 91.15      | .00                    | .00        | 98.86        |
| TOTALS FOR FREQUENCY - M        | 18177.52      | 689.26                 | 91.15      | .00                    | .00        | 98.86        |
| STATEMENT FREQUENCY - Z         |               |                        |            |                        |            |              |
| 000001 RIVERSIDE HOSPITAL       | .00           | 80.05                  | 28.52      | .00                    | .00        | 80.05 *      |
| GROSS CLIENT TOTALS             | .00           | 80.05                  | 28.52      | .00                    | .00        | 80.05        |
| NET CLIENT TOTALS               | .00           | .00                    | .00        | .00                    | .00        | .00          |
| TOTALS FOR FREQUENCY - Z        | .00           | 80.05                  | 28.52      | .00                    | .00        | 80.05        |
| GRAND TOTALS.....               | 19934.70      | 3,919.31               | 2,094.67   | .00                    | .00        | 1,990.91     |
| TOTAL COLLECTIONS....           | 3919.31       |                        |            | TOTAL COMMISSIONS....  | 2,094.67   |              |

## **REPORT TITLE: TRUST REPORT**

**REPORT DESCRIPTION:** This report indicates the amount of monies due to Clients (Trust Amount) if statements are run at that time. To reflect an accurate Trust Amount, this report should only be run for periods not yet reported. Listed, by client are, the prior balance, total payments collected by the agency, with the corresponding commissions and total payments collected by the client, with the corresponding commissions.

This report is accessed from the Client Statement Menu, Option 4.

**SELECTION OPTIONS:** Payment Date Range.

**FILES ACCESSED:** Payment Master and Client Master files.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Client:** The code and name of the client.

**Prior Balance:** The balance owed to the agency by the client prior to the payment date range selected.

**Paid to Agency - Amount:** The dollar amount received from the debtor(s).

**Paid to Agency - Commission:** The fees earned from payments to the agency.

**Paid to Client - Amount:** The dollar amount received from the debtor(s).

**Paid to Client - Commission:** The fees earned from payments to the client.

**Trust Amount:** The dollar amount owed to the client by the agency.

**Statement Frequency:** The Remitting Code defined in the Client master.

**Gross Client Totals:** The totals for clients defined as a Gross Client ("G" or "B" in the Remitting Type field of the Client Master). Please note that an asterisk "\*" in the detail portion of the report indicates that the client is a Gross client.

**Net Client Totals:** The totals for clients defined as a Net Client ("N" or "C" in the Remitting Type field of the Client Master).

**TOTALS FOR FREQUENCY:** The totals of Net and Gross Clients for that Remitting Code.

**GRAND TOTALS:** The totals of all the Remitting Codes combined.

**TOTAL COLLECTIONS:** The total dollar amount received from the debtor(s) by both the Agency and the Client.

**TOTAL COMMISSIONS:** The total fees earned from the Total Collections.











**COLLECTOR REPORTS**



COLLECTOR COMPARISON FROM 11/01/94 TO 01/01/95

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

| Collector                | -----Agency----- |            | -----Employee----- |            | ----- New Business----- |              |             |     |
|--------------------------|------------------|------------|--------------------|------------|-------------------------|--------------|-------------|-----|
|                          | Payment          | Commission | Payment            | Commission | ---Monthly---           | ---Yearly--- |             |     |
|                          |                  |            |                    |            | Amount                  | No.          | Amount      | No. |
| BC BILL COLLECTOR        | 50.00            | 20.00      | 50.00              | 20.00      | 1040394.08              | 86           | 1073425.05  | 102 |
|                          |                  |            |                    | Active     | 36373.30                | 107          | PIF         | 0   |
| HC HOUSE COLLECTOR       | 8312.09          | 5307.95    | 8312.09            | 5307.95    | .00                     | 0            | .00         | 0   |
|                          |                  |            |                    | Active     | .00                     | 0            | PIF         | 5   |
| NON-REPORTABLE PAYMENTS  |                  |            | 300.49             | 153.89     |                         |              |             |     |
| 01 PAMELA COLLECTOR 2    | 1810.00          | 572.50     | 1790.00            | 562.50     | 42004617.19             | 71           | 42090568.76 | 548 |
|                          |                  |            |                    | Active     | 42090199.79             | 469          | PIF         | 1   |
| FWD.AGENCY PAYMENTS      |                  |            | 70.00              | 28.00-     |                         |              |             |     |
| NON-REPORTABLE PAYMENTS  |                  |            | 25.00              | 12.50      |                         |              |             |     |
| 02 JOHN COLLECTOR        | 100.00           | 50.00      | 100.00             | 50.00      | 2496.95                 | 17           | 227637.06   | 322 |
|                          |                  |            |                    | Active     | 197218.56               | 291          | PIF         | 0   |
| 03 LEGAL COLLECTOR       | 25.00            | .00        | 25.00              | .00        | 1373.95                 | 5            | 1524.19-    | 7   |
|                          |                  |            |                    | Active     | 970.00                  | 4            | PIF         | 0   |
| NON-REPORTABLE PAYMENTS  |                  |            | 25.00              | .07        |                         |              |             |     |
| 11 CHERYL HAMOCKS        | 594.51           | 100.97     | 594.51             | 100.97     | 64185.23                | 104          | 64185.23    | 104 |
|                          |                  |            |                    | Active     | 112687.02               | 52           | PIF         | 1   |
| FWD.AGENCY PAYMENTS      |                  |            | 86.70              | 34.68-     |                         |              |             |     |
| NON-REPORTABLE PAYMENTS  |                  |            | 45.00              | 12.50      |                         |              |             |     |
| 19 SMALL BALANCE         | 2.00             | .60        | 2.00               | .60        | 153.34                  | 3            | 7622.04     | 214 |
|                          |                  |            |                    | Active     | 5120.47                 | 139          | PIF         | 0   |
| 22 JENY SMITH            | 100.00           | 50.00      | 20.00              | 10.00      | .00                     | 0            | .00         | 0   |
|                          |                  |            |                    | Active     | 35.98                   | 1            | PIF         | 0   |
| 33 KIM GREEN             | 10.00            | .00        | 10.00              | .00        | 2075.00                 | 3            | 2075.00     | 3   |
|                          |                  |            |                    | Active     | 1240.05                 | 3            | PIF         | 0   |
| NON-REPORTABLE PAYMENTS  |                  |            | 10.00              | 9.00       |                         |              |             |     |
| TOTAL WITHOUT FWD.AGENCY |                  |            | 10903.60           | 6052.02    |                         |              |             |     |
| FWD.AGENCY TOTAL         |                  |            | 156.70             | 62.68-     |                         |              | PIF TOTAL   | 7   |



## **REPORT TITLE: COLLECTOR COMPARISON (Date Range)**

**REPORT DESCRIPTION:** This is a summary report by collector, which prints information about payments and new business for a period of time. Two reports are generated when this option is selected. The first, lists new business entered today, for the month, and the year. The second report lists payments and new business. In addition to the printed reports, there is also (1) a Graph of Payments for the Month and (2) a Graph of Commissions for the Month that can be displayed.

This report is accessed from Periodic Report Menu, option 1, the Month-End and Year-End Processing Menus, option 1.

**SELECTION OPTIONS:** Date Range and Report Type.

**FILES ACCESSED:** Daily Transaction file and Collector Master file.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Collector:** The collector code and name of the owner (or split collector) on the account at the time the payment is entered.

**Non-Reportable Payments:** Those payments are not reportable to the client.

#### **FWD.Agency Payments:**

- **Payment:** The portion of the payment which pertains to a forwarded account.

- **Commission:** The fees due or retained by the forwarded agency. *(Note: A negative sign will denote commission due to the forwarded agency as opposed to commission earned.)*

#### **Agency:**

- **Payment:** The dollar amount of the payment received by the agency.

- **Commission:** The amount of fees earned from debtor payments.

#### **Employee:**

- **Payment:** The dollar amount of the payment for which the collector is to receive credit.

- **Commission:** The amount of fees for which the collector is to receive credit for. *(Note: The commission may vary between the agency and the employee if a split collector has been assigned.)*

**New Business:** Monthly and yearly, same as explained in the Monthly New Business report.

**PIF TOTAL:** The total number of accounts that have been paid-in-full for the reporting period.

**Total Without FWD.Agency:** The total of above fields that did not have the help of a forwarding agency.

**FWD.Agency Total:** The total of above fields that were collected by a forwarding agency.

COLLECTOR COMPARISON - MONTHLY NEW BUSINESS

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

| Collector             | ----Today----- |        | ---Monthly---- |        | ----Yearly---- |        | ----Active---- |        |
|-----------------------|----------------|--------|----------------|--------|----------------|--------|----------------|--------|
|                       | Amount         | Number | Amount         | Number | Amount         | Number | Amount         | Number |
| BC BILL COLLECTOR     | 37,591.85      | 77     | 1,040,394.08   | 86     | 1,073,425.05   | 102    | 36,373.30      | 107    |
| DC DEFAULT COLLECTOR  | 150.00         | 1      | 6,012,058.48   | 14     | 6,020,710.04   | 18     | 5,625.52       | 4      |
| 01 PAMELA COLLECTOR 2 | 125.00         | 1      | 42,004,617.19  | 71     | 42,090,568.76  | 548    | 42,090,199.79  | 469    |
| 02 JOHN COLLECTOR     | 628.90         | 4      | 2,496.95       | 17     | 227,637.06     | 322    | 197,218.56     | 291    |
| 03 LEGAL COLLECTOR    | .00            |        | 1,373.95       | 5      | 1,524.19-      | 7      | 970.00         | 4      |
| 11 CHERYL HAMOCKS     | 32,193.88      | 27     | 64,185.23      | 104    | 64,185.23      | 104    | 112,687.02     | 52     |
| 19 SMALL BALANCE      | .00            |        | 153.34         | 3      | 7,622.04       | 214    | 5,120.47       | 139    |
| 33 KIM GREEN          | 2,050.00       | 4      | 2,075.00       | 3      | 2,075.00       | 3      | 1,240.05       | 3      |
| TOTALS                | 72,739.63      | 114    | 9,127,354.22   | 303    | 49,484,698.99  | 1304   | 42,449,434.71  | 1069   |

## **REPORT TITLE: COLLECTOR COMPARISON (Monthly New Business)**

**REPORT DESCRIPTION:** This is a summary report by collector, which prints information about payments and new business for a period of time. Two reports are generated when this option is selected. The first, lists new business entered today, for the month, and the year. The second report lists payments and new business. In addition to the printed reports, there is also (1) a Graph of Payments for the Month and (2) a Graph of Commissions for the Month that can be displayed.

This report is accessed from Periodic Report Menu, option 1, the Month-End and Year-End Processing menus, option 1.

**SELECTION OPTIONS:** Date Range and Report Type.

**FILES ACCESSED:** Daily Transaction file and Collector Master file.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Collector:** The collector code and name of the owner of the account at the time the payment is entered or when linking occurred.

**Today:** The total number and dollar amount of accounts placed today.

**Monthly:** The amount and number of accounts placed month-to-date.

**Yearly:** The amount and number of accounts placed year-to-date.

**Active:** The amount and number of active accounts.

**Totals:** The totals for each column.

*Note:* New business figures are captured at the time an account is posted. When automatic linking occurs, these collector changes could cause the statistics to change.

DAILY COLLECTOR ACTIVITY SUMMARY FOR 01/26/95 - PART 1

Company : 99 IOU OWE-IT COLLECTIONS SERVICES, INC.

| ...Payments....       |          | ..Commission... |         | .....Promises..... |        |              |        | .....New Accounts..... |        |                |        |              |        |
|-----------------------|----------|-----------------|---------|--------------------|--------|--------------|--------|------------------------|--------|----------------|--------|--------------|--------|
| Today                 | MTD      | Today           | MTD     | ....Today.....     |        | ....MTD..... |        | Balance of Month       |        | ....Today..... |        | ....MTD..... |        |
|                       |          |                 |         | Amount             | Number | Amount       | Number | Amount                 | Number | Amount         | Number | Amount       | Number |
| BC-BILL COLLECTOR     |          |                 |         |                    |        |              |        |                        |        |                |        |              |        |
| 281.76                | 288.35   | 92.60           | 93.55   | 3.86               | 1      | 3.86         | 1      | .00                    | 0      | 37591.85       | 77     | 1040394.08   | 86     |
| DC-DEFAULT COLLECTOR  |          |                 |         |                    |        |              |        |                        |        |                |        |              |        |
| .00                   | .00      | .00             | .00     | .00                | 0      | .00          | 0      | .00                    | 0      | 150.00         | 1      | 6012058.48   | 14     |
| HC-HOUSE COLLECTOR    |          |                 |         |                    |        |              |        |                        |        |                |        |              |        |
| 14788.31              | 18779.75 | 8062.95         | 9198.27 | .00                | 0      | .00          | 0      | .00                    | 0      | .00            | 0      | .00          | 0      |
| LG-LARGE BALANCE      |          |                 |         |                    |        |              |        |                        |        |                |        |              |        |
| .00                   | .00      | .00             | .00     | .00                | 0      | .00          | 0      | .00                    | 0      | 146.97         | 1      | .00          | 0      |
| L1-LEGAL COLLECTOR    |          |                 |         |                    |        |              |        |                        |        |                |        |              |        |
| .00                   | .00      | .00             | .00     | .00                | 0      | .00          | 0      | .00                    | 0      | 1275.00        | 2      | .00          | 0      |
| M1-RANJAN MANAGER     |          |                 |         |                    |        |              |        |                        |        |                |        |              |        |
| .00                   | .00      | .00             | .00     | .00                | 0      | .00          | 0      | .00                    | 0      | .00            | 0      | .00          | 0      |
| Z1-COLLECTOR Z1       |          |                 |         |                    |        |              |        |                        |        |                |        |              |        |
| .00                   | 8.81     | .00             | 6.81    | .00                | 0      | .00          | 0      | .00                    | 0      | .00            | 0      | .00          | 0      |
| 01-PAMELA COLLECTOR 2 |          |                 |         |                    |        |              |        |                        |        |                |        |              |        |
| 2190.05               | 3564.84  | 753.02          | 1178.03 | 4.66               | 1      | 54.66        | 2      | .00                    | 0      | 125.00         | 1      | 2004617.19   | 71     |
| 02-JOHN COLLECTOR     |          |                 |         |                    |        |              |        |                        |        |                |        |              |        |
| 165.50                | 513.50   | 50.13           | 190.58  | .00                | 0      | .00          | 0      | .00                    | 0      | 628.90         | 4      | 2496.95      | 17     |
| 03-LEGAL COLLECTOR    |          |                 |         |                    |        |              |        |                        |        |                |        |              |        |
| 25.00                 | 25.00    | .00             | .00     | 100.00             | 1      | 100.00       | 1      | .00                    | 0      | .00            | 0      | 1373.95      | 5      |
| 06-JAY SMITH          |          |                 |         |                    |        |              |        |                        |        |                |        |              |        |
| .00                   | .00      | .00             | .00     | .00                | 0      | .00          | 0      | .00                    | 0      | 100.00         | 1      | .00          | 0      |
| 11-CHERYL HAMOCKS     |          |                 |         |                    |        |              |        |                        |        |                |        |              |        |
| 1161.51               | 4119.31  | 164.39          | 714.50  | .00                | 0      | .00          | 0      | .00                    | 0      | 32193.88       | 27     | 64185.23     | 104    |
| 12-WENDY HILL         |          |                 |         |                    |        |              |        |                        |        |                |        |              |        |
| .00                   | .00      | .00             | .00     | .00                | 0      | .00          | 0      | .00                    | 0      | .00            | 0      | .00          | 0      |
| 19-SMALL BALANCE      |          |                 |         |                    |        |              |        |                        |        |                |        |              |        |
| 24.00                 | 221.48   | 8.61            | 69.93   | .00                | 0      | .00          | 0      | .00                    | 0      | .00            | 0      | 153.34       | 3      |
| 22-JENY SMITH         |          |                 |         |                    |        |              |        |                        |        |                |        |              |        |
| .00                   | 20.00    | .00             | 10.00   | .00                | 0      | .00          | 0      | .00                    | 0      | .00            | 0      | .00          | 0      |
| 33-KIM GREEN          |          |                 |         |                    |        |              |        |                        |        |                |        |              |        |
| 10.00                 | 10.00    | .00             | .00     | .00                | 0      | .00          | 0      | .00                    | 0      | 2050.00        | 4      | 2075.00      | 3      |



## REPORT TITLE: DAILY COLLECTOR ACTIVITY SUMMARY

**REPORT DESCRIPTION:** This report allows the manager to review the activity of the owning collector's accounts through the workmap and inquiry. The following activity is reported: payments, commissions, promises, new accounts, attempts, contacts, postdated checks, and returned checks. If the collector's code has no activity, they will not be shown on this report. Two reports are generated when this report is run; the summary and the totals of the summary.

This report is accessed from the Management Menu, option 19 and will also produce automatically through the Nightly Processing.

**SELECTION OPTIONS:** None.

**FILES ACCESSED:** Collector Master File, Daily New Business File, Daily Payment Transaction File, Account Master.

### **DETAILS:**

**Company:** The code number and name of the company entered in the System Control file.

#### **Payments:**

- **Today:** Total dollar amount of payments received today.
- **Month to Date:** Total dollar amount of payments received month-to-date.

#### **Commissions:**

- **Today:** Total commissions for today.
- **Month to Date:** Total commissions received month-to-date.

#### **Promises:**

- **Today:** The number of accounts and total dollars set up for the day.
- **Month to Date:** The number of accounts and total dollars set up month-to-date
- **Balance of Month:** Total promises to pay in number of accounts and dollar amount that is expected to be received between the report date and the end of the month.

#### **New Accounts:**

- **Today:** The number of accounts and total dollars entered for the day.
- **Month to Date:** The number of accounts and total dollars that has been entered for month-to-date.

DAILY COLLECTOR ACTIVITY SUMMARY FOR 01/25/95 - PART 2

Company : 99 IOU OWE-IT COLLECTIONS SERVICES, INC.

|                       | ..Attempts.. |     | .....Contacts.....    |     |                       |     | ..Other...            |     | .....Post Dated Checks..... |        |                            |        | Returned<br>Checks<br>Today |
|-----------------------|--------------|-----|-----------------------|-----|-----------------------|-----|-----------------------|-----|-----------------------------|--------|----------------------------|--------|-----------------------------|
|                       | Today        | MTD | ..Positive..<br>Today | MTD | ...Other....<br>Today | MTD | ..Activity..<br>Today | MTD | Entered Today<br>Amount     | Number | Balance of Month<br>Amount | Number |                             |
| BC-BILL COLLECTOR     | 6            | 24  | 2                     | 43  | 6                     | 15  | 29                    | 99  | 115.00                      | 3      | .00                        | 0      | .00                         |
| DC-DEFAULT COLLECTOR  | 0            | 27  | 0                     | 1   | 0                     | 0   | 3                     | 22  | .00                         | 0      | .00                        | 0      | .00                         |
| HC-HOUSE COLLECTOR    | 0            | 0   | 0                     | 0   | 0                     | 0   | 0                     | 0   | .00                         | 0      | .00                        | 0      | 240.00                      |
| LG-LARGE BALANCE      | 1            | 8   | 0                     | 56  | 0                     | 3   | 2                     | 66  | .00                         | 0      | .00                        | 0      | .00                         |
| L1-LEGAL COLLECTOR    | 0            | 1   | 0                     | 2   | 0                     | 0   | 0                     | 1   | .00                         | 0      | .00                        | 0      | .00                         |
| M1-RANJAN MANAGER     | 0            | 4   | 0                     | 4   | 0                     | 0   | 1                     | 10  | .00                         | 0      | .00                        | 0      | .00                         |
| Z1-COLLECTOR Z1       | 0            | 0   | 0                     | 0   | 0                     | 0   | 0                     | 0   | .00                         | 0      | .00                        | 0      | .00                         |
| 01-PAMELA COLLECTOR 2 | 2            | 132 | 5                     | 315 | 1                     | 14  | 10                    | 824 | .00                         | 0      | 10.00                      | 1      | .00                         |
| 02-JOHN COLLECTOR     | 1            | 61  | 1                     | 250 | 0                     | 4   | 1                     | 313 | .00                         | 0      | .00                        | 0      | .00                         |
| 03-LEGAL COLLECTOR    | 0            | 13  | 1                     | 2   | 0                     | 0   | 3                     | 15  | .00                         | 0      | .00                        | 0      | .00                         |
| 06-JAY SMITH          | 0            | 0   | 0                     | 0   | 0                     | 0   | 1                     | 1   | .00                         | 0      | .00                        | 0      | .00                         |
| 11-CHERYL HAMOCKS     | 9            | 101 | 0                     | 17  | 5                     | 9   | 29                    | 81  | .00                         | 0      | 50.00                      | 1      | .00                         |
| 12-WENDY HILL         | 0            | 0   | 0                     | 0   | 0                     | 0   | 0                     | 0   | .00                         | 0      | 20.00                      | 1      | .00                         |
| 19-SMALL BALANCE      | 0            | 32  | 0                     | 109 | 0                     | 2   | 1                     | 143 | .00                         | 0      | .00                        | 0      | .00                         |
| 22-JENY SMITH         | 0            | 0   | 0                     | 0   | 0                     | 0   | 0                     | 0   | .00                         | 0      | .00                        | 0      | .00                         |
| 33-KIM GREEN          | 2            | 2   | 0                     | 0   | 2                     | 2   | 3                     | 3   | .00                         | 0      | .00                        | 0      | .00                         |

## **REPORT TITLE: DAILY COLLECTOR ACTIVITY SUMMARY - PART 2**

**REPORT DESCRIPTION:** This a continuation of the collector summary. The following activity is reported: attempts, contacts, other activity, postdated checks, and returned checks.

This report is accessed from the Management Menu, option 19. It will automatically produce through the Nightly Processing.

**SELECTION OPTIONS:** None

**FILES ACCESSED:** Daily Transaction file, Master Collector file, Smart Code Transaction file, Daily Payment Transaction file, Post-Dated Check file.

### **DETAILS:**

**Company:** The company name and number entered in the System Control file.

**Contacts:** The total number of accounts (today and month-to-date) that have had a smart code applied to them.

-**Attempts:** Number of attempts made the day the report was requested and month-to-date.

-**Positive:** Number of positive contacts made the day the report was requested and month-to-date.

-**Other:** Number of other contacts made on the day the report was requested and month-to-date.

**Other Activity:** Number of other activity for today and month-to-date.

#### **Post-Dated Checks:**

-**Entered Today:** The number and dollar amount of post-dated checks received for the day.

-**Balance of Month:** The number and dollar amount of post dated checks to be presented between the report date and the end of the month.

**Returned Checks:** The dollar amount of checks processed for the day.

*Note: Month-to-Date is contingent upon when the last Month End was run. Attempts and Contacts are based on the type of Smart Code used.*

TOTALS FOR DAILY COLLECTOR ACTIVITY SUMMARY FOR 01/26/95

Company : 99 IOU OWE-IT COLLECTIONS SERVICES, INC.

|                    | -----Today----- | -----MTD----- | -Balance of Month- |
|--------------------|-----------------|---------------|--------------------|
| Payments:          | 18646.13        | 27551.04      |                    |
| Commission:        | 9131.70         | 11448.05      |                    |
| New Accounts:      |                 |               |                    |
| Number:            | 118             | 303           |                    |
| Amount:            | 74261.60        | 9127354.22    |                    |
| Post Dated Checks: |                 |               |                    |
| Number:            | 0               |               | 3                  |
| Amount:            | .00             |               | 80.00              |
| Returned Checks:   | 240.00-         |               |                    |
| Promises:          |                 |               |                    |
| Number:            | 3               | 1             | 0                  |
| Amount:            | 108.52          | 158.52        | .00                |
| Attempts:          | 21              | 405           |                    |
| Positive Contacts: | 9               | 799           |                    |
| Other Contacts:    | 14              | 49            |                    |
| Other Activity:    | 83              | 1578          |                    |



## **REPORT TITLE: TOTALS FOR DAILY COLLECTOR ACTIVITY SUMMARY**

**REPORT DESCRIPTION:** This is the second part of the Daily Collector Activity Summary. This is a totals summary of all collector activity.

This report is accessed from Management Menu, option 19. It will also produce automatically through the Nightly Processing.

**SELECTION OPTIONS:** None

**FILES ACCESSED:** Daily transaction file, Collector Master, Post-Dated Check Transaction file.

### **DETAILS:**

**Company:** The company name and number entered in the System Control file.

**Payments:** Total payments received today and month-to-date.

**Commission:** Total commissions paid today and month-to-date.

**New Accounts:** The total number of accounts and amount of new business received today and month-to-date.

**Postdated Checks:** The total number and amount of postdated checks that were received during the day and are presented between the report date and the end of the month.

**Returned Checks:** The total amount of returned checks processed.

**Promises:** The total number of accounts and amount of promises that have been set up today, month-to-date, and are expected to be kept between the report date and the end of the month.

**Attempts:** The total number of attempts made on the account today and month-to-date.

**Positive Contacts:** The total number of positive contacts made today and month-to-date.

**Other Contacts:** The total number of other contacts made today and month-to-date.

**Other Activity:** The number of other activity made on the account.

Debtor/Case Comparison Report - BY OWNER

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

| --- OWNER --- |                       | Future       | Payment |             | In Contact | With Other |        |
|---------------|-----------------------|--------------|---------|-------------|------------|------------|--------|
| Code          | Name                  | # of Debtors | Dates   | Arrangement | # of Cases | Series     | Worker |
| BC            | BILL COLLECTOR        | 81           | 0       | 3           | 86         | 22         | 4      |
| DC            | DEFAULT COLLECTOR     | 3            | 0       | 0           | 4          | 0          | 0      |
| LG            | LARGE BALANCE         | 58           | 0       | 3           | 58         | 0          | 1      |
| L1            | LEGAL COLLECTOR       | 2            | 0       | 0           | 3          | 0          | 0      |
| M1            | RANJAN MANAGER        | 3            | 0       | 0           | 4          | 0          | 0      |
| NB            | NEW BUSINESS          | 2            | 0       | 0           | 2          | 0          | 0      |
| 01            | PAMELA COLLECTOR 2    | 388          | 1       | 10          | 429        | 0          | 363    |
| 02            | JOHN COLLECTOR        | 265          | 0       | 2           | 293        | 0          | 6      |
| 03            | LEGAL COLLECTOR       | 4            | 0       | 1           | 4          | 0          | 1      |
| 04            | PRELEGAL COLLECTOR    | 1            | 0       | 0           | 5          | 0          | 0      |
| 05            | JOE PETERSON          | 14           | 0       | 0           | 14         | 0          | 0      |
| 06            | JAY SMITH             | 1            | 0       | 0           | 1          | 1          | 0      |
| 11            | CHERYL HAMOCKS        | 42           | 1       | 4           | 53         | 0          | 2      |
| 12            | WENDY HILL            | 1            | 0       | 0           | 1          | 0          | 1      |
| 19            | SMALL BALANCE         | 124          | 0       | 1           | 136        | 0          | 6      |
| 22            | JENY SMITH            | 1            | 0       | 0           | 1          | 0          | 0      |
| 33            | KIM GREEN             | 3            | 1       | 0           | 3          | 0          | 1      |
| 50            | MULTY-APPLY COLLECTOR | 1            | 0       | 0           | 1          | 0          | 0      |
| TOTALS        |                       | 994          | 3       | 24          | 1098       | 23         | 385    |

## **REPORT TITLE: DEBTOR CASE COMPARISON REPORT BY OWNER**

**REPORT DESCRIPTION:** This report analyzes the total number of open accounts by owner. It includes those accounts with future follow-up dates, payment arrangements, and those in a contact series.

This report is accessed from Management Menu, option 18,1.

**SELECTION OPTIONS:** None.

**FILES ACCESSED:** Collector Master, Account Master.

### **DETAILS:**

**Company:** The name of the company entered in the System Control files.

**Owner:** The code and name of the collector who owns the account.

**# of Debtors:** The total number of primary accounts.

**Future Dates:** The number of accounts with a future follow-up date.

**Payment Arrangement:** The number of accounts with payment arrangements.

**# of Cases:** The total number of primary and linked accounts.

**In Contact Series:** The number of accounts in a Contact Series.

**With Other Worker:** The number of accounts that are being worked by another user.

**TOTALS:** The aggregate value of the above fields.

*Note: The total number of debtors and cases may differ. A debtor may have 5 cases linked together. ex: 1 debtor would equal 5 cases.*

## Debtor/Case Comparison Report - BY WORKER

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

| --- WORKER --- |                       |              | Future | Payment     |            | In Contact | With Different |
|----------------|-----------------------|--------------|--------|-------------|------------|------------|----------------|
| Code           | Name                  | # of Debtors | Dates  | Arrangement | # of Cases | Series     | Owner          |
| BC             | BILL COLLECTOR        | 93           | 0      | 3           | 98         | 22         | 16             |
| DC             | DEFAULT COLLECTOR     | 3            | 0      | 0           | 4          | 0          | 0              |
| I1             | NELSON INSURANCE      | 1            | 0      | 0           | 1          | 0          | 1              |
| LG             | LARGE BALANCE         | 57           | 0      | 3           | 57         | 0          | 0              |
| L1             | LEGAL COLLECTOR       | 2            | 0      | 0           | 3          | 0          | 0              |
| M1             | RANJAN MANAGER        | 3            | 0      | 0           | 4          | 0          | 0              |
| NB             | NEW BUSINESS          | 2            | 0      | 0           | 2          | 0          | 0              |
| 01             | PAMELA COLLECTOR 2    | 51           | 0      | 8           | 69         | 0          | 3              |
| 02             | JOHN COLLECTOR        | 259          | 0      | 2           | 287        | 0          | 0              |
| 03             | LEGAL COLLECTOR       | 3            | 0      | 1           | 3          | 0          | 0              |
| 04             | PRELEGAL COLLECTOR    | 1            | 0      | 0           | 5          | 0          | 0              |
| 05             | JOE PETERSON          | 355          | 1      | 1           | 376        | 0          | 362            |
| 06             | JAY SMITH             | 1            | 0      | 0           | 1          | 1          | 0              |
| 11             | CHERYL HAMOCKS        | 43           | 1      | 5           | 54         | 0          | 3              |
| 19             | SMALL BALANCE         | 118          | 0      | 1           | 130        | 0          | 0              |
| 22             | JENY SMITH            | 1            | 0      | 0           | 1          | 0          | 0              |
| 33             | KIM GREEN             | 2            | 1      | 0           | 2          | 0          | 0              |
| 50             | MULTY-APPLY COLLECTOR | 1            | 0      | 0           | 1          | 0          | 0              |
| TOTALS         |                       | 996          | 3      | 24          | 1098       | 23         | 385            |



## **REPORT TITLE: DEBTOR CASE COMPARISON REPORT BY WORKER**

**REPORT DESCRIPTION:** This report analyzes the number of open accounts by worker code. It includes those accounts with Future dates, Payment Arrangements, in Contact series and assigned to a different worker.

This report is accessed from Management Menu, option 18,2.

**SELECTION OPTIONS:** None.

**FILES ACCESSED:** Account Master, Contact Series, Payment Arrangements, Collector Master.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Worker:** The code and the name of the worker on the account.

**# of Debtors:** The number of primary accounts assigned to that worker.

**Future Dates:** The Number of accounts with a future date.

**Payment Arrangement:** The number of accounts with payment arrangements.

**# of Cases:** The number of primary and linked accounts assigned to that worker.

**In Contact Series:** The number of accounts in a contact series.

**With Different Owner:** The number of accounts that are owned by another user.

**TOTALS:** The aggregate value of the above fields.

*Note: The total number of debtors and cases may differ. A debtor may have 5 cases linked together. ex: 1 debtor would equal 5 cases.*

## Analysis of Responsibility

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

| --- WORKER ---        | ---- Pay.Arr ---- |          | ---Cont.Series---- |         | ---Future Dates--- |         | ---Others Owned--- |             | --Others Working-- |          |
|-----------------------|-------------------|----------|--------------------|---------|--------------------|---------|--------------------|-------------|--------------------|----------|
|                       | Cases             | Amount   | Cases              | Amount  | Cases              | Amount  | Cases              | Amount      | Cases              | Amount   |
| BC BILL COLLECTOR     | 4                 | 1493.26  | 22                 | 9125.06 | 0                  | .00     | 56                 | 5299.95     | 16                 | 11124.25 |
| DC DEFAULT COLLECTOR  | 0                 | .00      | 0                  | .00     | 0                  | .00     | 4                  | 5625.52     | 0                  | .00      |
| I1 NELSON INSURANCE   | 0                 | .00      | 0                  | .00     | 0                  | .00     | 0                  | .00         | 1                  | 91.30    |
| LG LARGE BALANCE      | 3                 | 599.41   | 0                  | .00     | 0                  | .00     | 54                 | 10911.16    | 0                  | .00      |
| L1 LEGAL COLLECTOR    | 0                 | .00      | 0                  | .00     | 0                  | .00     | 3                  | 2076.86     | 0                  | .00      |
| M1 RANJAN MANAGER     | 0                 | .00      | 0                  | .00     | 0                  | .00     | 4                  | 673.08      | 0                  | .00      |
| NB NEW BUSINESS       | 0                 | .00      | 0                  | .00     | 0                  | .00     | 2                  | 975.00      | 0                  | .00      |
| 01 PAMELA COLLECTOR 2 | 13                | 8237.22  | 0                  | .00     | 0                  | .00     | 53                 | 42010682.08 | 3                  | 455.89   |
| 02 JOHN COLLECTOR     | 2                 | 1430.66  | 0                  | .00     | 0                  | .00     | 285                | 195629.84   | 0                  | .00      |
| 03 LEGAL COLLECTOR    | 1                 | 120.00   | 0                  | .00     | 0                  | .00     | 2                  | 550.00      | 0                  | .00      |
| 04 PRELEGAL COLLECTOR | 0                 | .00      | 0                  | .00     | 0                  | .00     | 5                  | 580.00      | 0                  | .00      |
| 05 JOE PETERSON       | 1                 | 125.00   | 0                  | .00     | 1                  | 125.00  | 14                 | 115382.41   | 360                | 36131.50 |
| 06 JAY SMITH          | 0                 | .00      | 1                  | 100.00  | 0                  | .00     | 0                  | .00         | 0                  | .00      |
| 11 CHERYL HAMOCKS     | 6                 | 10296.76 | 0                  | .00     | 1                  | 7025.00 | 45                 | 9287.95     | 2                  | 67.35    |
| 19 SMALL BALANCE      | 1                 | 16.57    | 0                  | .00     | 0                  | .00     | 129                | 4248.17     | 0                  | .00      |
| 22 JENY SMITH         | 0                 | .00      | 0                  | .00     | 0                  | .00     | 1                  | 35.98       | 0                  | .00      |
| 33 KIM GREEN          | 0                 | .00      | 0                  | .00     | 1                  | 525.00  | 1                  | 200.05      | 0                  | .00      |
| 50 MULTY-APPLY COLLEC | 0                 | .00      | 0                  | .00     | 0                  | .00     | 1                  | 100.00      | 0                  | .00      |

## **REPORT TITLE: ANALYSIS OF RESPONSIBILITY**

**REPORT DESCRIPTION:** This report analyzes accounts by worker code and lists the number and dollar amount of those accounts that have payment arrangements, are in a contact series, have future dates, are owned by others, and others are working.

This report is accessed from Management Menu, option 18,3.

**SELECTION OPTIONS:** None.

**FILES ACCESSED:** Collector Master, Payment Arrangements, Contact Series, and Future Dates.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Worker:** The name and code of the collector working the account.

**Pay Arrangements:** The number of accounts and total qualifying amount currently under a payment arrangement.

**Contact Series:** The number of accounts and dollar amount in a Contact Series.

**Future Dates:** The number of accounts and dollar amount Future Follow-up Dates.

**Others Owned:** The number of accounts and dollar amount *not* owned by the worker.

**Others Working:** The number of accounts and dollar amount being worked by another collector.

COMPANY 99  
 SELECTED CLIENT NUMBER 000056  
 SELECTED COLLECTOR CODE \*ALL\*  
 SELECTED CLOSE CODES 12E  
 SELECTED MINIMUM BALANCE  
 SELECTED MAXIMUM BALANCE 9,999,999.99  
 PLACEMENT DATE RANGE \*ALL\*  
 HAS NOT MADE PMT SINCE \*ALL\*

SELECT CASES WITH SAME COLLECTOR AND WORKER

PERCENTAGE SELECTED 25

NO NOTES AND PAYMENTS

SORT BY DEBTOR NAME

\* - BAD ADDRESS

| CASE#       | D E B T O R         |          |         |         |          | C R E D I T S |                  | C L I E N T |    | CO |
|-------------|---------------------|----------|---------|---------|----------|---------------|------------------|-------------|----|----|
|             | NAME                | PLACED   |         | PRI.BAL | LAST PMT | NAME          | ACCOUNT NO.      | TRAN.       |    |    |
| --942320087 | AMANDA JONES        | 10/20/94 | 1000.00 | 985.00  | 15.00    | 11/28/94      | FREE COLLECTIONS |             | 17 |    |
|             |                     |          |         |         |          |               | Close Code - 2   |             |    |    |
| --942320077 | AMBULANCE RIDE      | 10/19/94 | 100.00  | 100.00  | .00      |               | FREE COLLECTIONS |             | 11 |    |
|             |                     |          |         |         |          |               | Close Code - 2   |             |    |    |
| --942320078 | AMBULANCE, II. RIDE | 10/19/94 | 130.00  | .00     | 130.00   |               | FREE COLLECTIONS |             | 02 |    |
|             |                     |          |         |         |          |               | Close Code - 2   |             |    |    |
| --942940003 | BARE NANCY          | 10/26/94 | 100.00  | .00     | 100.00   |               | FREE COLLECTIONS |             | 11 |    |
| --942940011 | BASSETT SHIRLEY     | 12/06/94 | 525.00  | 25.00   | 500.00   |               | FREE COLLECTIONS |             | 1  |    |
|             |                     |          |         |         |          |               | Close Code - 2   |             |    |    |
| --942940012 | BASSETT SHIRLEY     | 12/06/94 | 525.00  | 25.00   | 500.00   |               | FREE COLLECTIONS |             | 3  |    |
|             |                     |          |         |         |          |               | Close Code - 2   |             |    |    |
| --942940017 | BRILL JAY           | 12/07/94 | 525.00  | 25.00   | 500.00   |               | FREE COLLECTIONS |             | 1  |    |
|             |                     |          |         |         |          |               | Close Code - 2   |             |    |    |
| --942320082 | BURGER KING         | 10/20/94 | 1000.00 | 600.00  | 400.00   | 10/20/94      | FREE COLLECTIONS |             | 11 |    |
|             |                     |          |         |         |          |               | Close Code - 2   |             |    |    |
| --942940105 | CALDWELL BOBBY      | 01/23/95 | 1000.00 | .00     | 1000.00  |               | FREE COLLECTIONS |             | BC |    |
| --942940103 | CARTER PAULA        | 01/23/95 | 1000.00 | .00     | 1000.00  |               | FREE COLLECTIONS |             | B  |    |
| --942320085 | CINDY SMITH         | 10/20/94 | 1000.00 | 1013.27 | 13.27-   | 11/28/94      | FREE COLLECTIONS |             | 1  |    |



## REPORT TITLE: DETAILED COLLECTOR AUDIT

**REPORT DESCRIPTION:** This report can be used as a tool to determine how collectors are working their accounts. The report is requested by specifying a number of selection criteria.

This report is accessed from the Management Menu, option 10.

**SELECTION OPTIONS:** *See below.*

**FILES ACCESSED:** Account Master, Client Master, the Note and Payment files.

### DETAILS:

1) **Selection Options:** The first portion of this report reflects the Selection Options that were taken at the time the report was run.

**Company:** The company number entered in the Systems Control.

**Selected Client Number:** The selected client code. If left blank, \*ALL\* will appear. If this field is left blank, the Collector Code field must have an entry in it.

**Selected Collector Code:** The selected collector code. If left blank, \*ALL\* will appear. If this field is left blank, the Client Number field must have an entry in it.

**Selected Close Codes:** The selected close codes. If left blank, \*NONE\* will appear.

**Selected Minimum Balance:** The first amount entered in the Primary Balance Range or, if left blank, the field will be blank. Accounts with a primary balance less than this amount will not be included.

**Selected Maximum Balance:** The second amount entered in the Primary Balance Range or, if left blank, 9,999,999.99 will be filled in the field. Accounts with a primary balance larger than this amount will not be included.

**Placement Date Range:** If a date range is entered here, accounts that were not listed within that range will not appear in this report. If left blank, \*ALL\* will appear.

**Has Not Made Pmt Since.:** The date entered in the Omit with Payment Transactions After field. Accounts with no payments after this date will not appear in the report. If left blank, \*ALL\* will appear.

#### Select Cases with:

- **Different Worker:** The worker assigned to the case is different from the owner.
- **Same Collector and Worker:** The owner and worker assigned to the case are the same.
- **Regardless of Worker:** The owner and worker assigned to the case will not be taken into consideration in the selection process.

**Percentage Selected:** The percentage of accounts designated to be included in the report.

**Print Notes/Payments:** If the option to print notes/payments was selected:

- **Notes:** The following information will be included for all notes on the account: date and time the note was entered, along with the first three initials of the UserID of the person who entered the note, the Smart Code and the note entered.
- **Payments:** The following information will be included for all payments on the account: payment date, collector who received credit for the payment, payment and balance types and payment amount.

**No Notes/Payments:** If the option to print notes was not selected, this notation will be made and no notes or payments will be included in the report.

**Sort by:** Debtor Name or Client Account# or Case#.

**Bad Address:** An asterisk "\*" before an account, indicates that there is returned mail on the account.

| CASE#              | D E B T O R    |          |               |           |                   | C L I E N T      |             |    | CO |
|--------------------|----------------|----------|---------------|-----------|-------------------|------------------|-------------|----|----|
|                    | NAME           | PLACED   | CREDITS       | PRI.BAL   | LAST PMT<br>TRAN. | NAME             | ACCOUNT NO. |    |    |
| --942320085        | CINDY SMITH    | 10/20/94 | 1000.00       | 1013.27   | 13.27- 11/28/94   | FREE COLLECTIONS |             | 1  |    |
|                    |                |          |               |           | Close Code - 1    |                  |             |    |    |
| --942320093        | DAVE ATKINS    | 10/20/94 | 1000.00       | 1000.00   | .00 10/21/94      | FREE COLLECTIONS |             | 0  |    |
|                    |                |          |               |           | Close Code - 1    |                  |             |    |    |
| --942940110        | ERICKSON LEIF  | 01/23/95 | 500.00        | .00       | 500.00            | FREE COLLECTIONS | 987         | B  |    |
| --942940101        | FIELDS MARIE   | 01/23/95 | 1000.00       | .00       | 1000.00           | FREE COLLECTIONS |             | BC |    |
| --942940106        | FRANKS MICHEAL | 01/23/95 | 1000.00       | .00       | 1000.00           | FREE COLLECTIONS |             | B  |    |
| --942320074        | FREEDOM RAINS  | 10/13/94 | 750.00        | .00       | 750.00            | FREE COLLECTIONS |             | BC |    |
|                    |                |          |               |           | Close Code - 2    |                  |             |    |    |
| *--942940022       | GEORGES LARRY  | 12/08/94 | 525.00        | 25.00     | 500.00            | FREE COLLECTIONS |             | 11 |    |
|                    |                |          |               |           | Close Code - 2    |                  |             |    |    |
| NUMBER OF ACCOUNTS |                | 19       | AMOUNT PLACED | 13,205.00 | PRIMARY BALANCE   | 9,381.73         |             |    |    |

## **REPORT TITLE: DETAILED COLLECTOR AUDIT (continued)**

2) **Debtor and Client Information:** The second portion of this report reflects the following information:

### **Debtor:**

- **Case #:** The number Intelec assigns to the account.
- **Name:** The guarantor's name.
- **Placed - Date:** The date the client listed the account with the agency.
- **Placed - Amount:** The dollar amount listed by the client.
- **Credits:** The Placement Amount less the Primary Balance.
- **Pri.Bal:** The Primary balance of the account (does not include secondary balances).
- **Last Pmt. Tran.:** Date the last payment was made on the account.

### **Client:**

- **Name:** The client's name .
- **Account No.:** The clients' account number for the debtor.
- **Coll:** The collector code for the owner of the account.

### 3) **Totals Information:**

**Number of Accounts:** Total number of accounts listed in this report.

**Amount Placed:** Total dollar amount listed for the accounts in this report.

**Primary Balance:** Total primary balance dollar amount of the accounts listed in this report.

HOLDING COLLECTOR REPORT

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

| Clnt#  | Name                             | Amount    | Number |
|--------|----------------------------------|-----------|--------|
| 000001 | RIVERSIDE HOSPITAL               | 1,075.00  | 10     |
| 000002 | GENERAL HOSPITAL                 | 25.00     | 1      |
| 000004 | CONSOLIDATED GAS COMPANY         | 137.04    | 1      |
| 000010 | PETERSBURG HOSPITAL              | 2,886.84  | 37     |
| 000011 | DR. FREDERICK JAMESON            | 53.79     | 2      |
| 000012 | Q-MEDICAL CENTER                 | 165.08    | 6      |
| 000013 | SICKLY MEDICAL GROUP             | 2,025.00  | 1      |
| 000022 | BANGOR PC1                       | 300.00    | 3      |
| 000023 | BANGOR PC2                       | 600.00    | 3      |
| 000024 | BANGOR PC3                       | 100.00    | 1      |
| 000055 | ABC BICYCLE                      | 97.50     | 2      |
| 000056 | FREE COLLECTIONS                 | 7,750.00  | 12     |
| 000066 | TEST CLIENT, LOOKING 4 ON REPORT | 1,000.00  | 2      |
| 100000 | ARC                              | 275.00    | 5      |
|        | TOTALS                           | 16,490.25 | 86     |



## **REPORT TITLE: HOLDING COLLECTOR REPORT**

**REPORT DESCRIPTION:** This report tracks, by client, the number of all new accounts retained by the holding collector which have not been assigned to a regular collector.

This report may be accessed from the Special Options Menu, option 17.

**SELECTION OPTIONS:** None, the report is printed immediately.

**FILES ACCESSED:**

**DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Clnt#:** The code for the client.

**Name:** The name of the client.

**Amount:** The dollar amount owned by the holding collector.

**Number:** The number of accounts owned by the holding collector.

**Totals:** The total number and amount of accounts for all clients held by the holding collector.

Company : 99

| Client Account#                         | Name            | Date     | Amount   | Total Balance | Client             | User | Case#        |
|---|-----------------|----------|----------|---------------|--------------------|------|--------------|
| Collector : BC BILL COLLECTOR           |                 |          |          |               |                    |      |              |
| Smart Code : 015 CONTACT                |                 |          |          |               |                    |      |              |
|   | BEANE JAMES     | 01/05/95 | 500.00   | 500.00        | 000057             | CHE  | 99-942940077 |
| Smart Code : 016 ATTEMPT                |                 |          |          |               |                    |      |              |
|   | BEANE JAMES     | 01/05/95 | 500.00   | 500.00        | 000057             | CHE  | 99-942940077 |
| Smart Code : 069 CC NO HELP             |                 |          |          |               |                    |      |              |
|   | BEANE JAMES     | 01/05/95 | 500.00   | 500.00        | 000057             | CHE  | 99-942940077 |
|   | HOLMES JAMES    | 01/13/95 | 25.00    | 25.00         | 000057             | CHE  | 99-942940078 |
|   | JENKINS CELESTE | 01/18/95 | 25.00    | 25.00         | 000057             | ***  | 99-942940079 |
| Smart Code : 070 411 NO HELP            |                 |          |          |               |                    |      |              |
|   | HOLMES JAMES    | 01/13/95 | 25.00    | 25.00         | 000057             | CHE  | 99-942940078 |
| Smart Code : 071 PULL CR                |                 |          |          |               |                    |      |              |
|   | HOLMES JAMES    | 01/13/95 | 25.00    | 25.00         | 000057             | CHE  | 99-942940078 |
| Smart Code : 072 SKIP CLOSE             |                 |          |          |               |                    |      |              |
|   | HOLMES JAMES    | 01/13/95 | 25.00    | 25.00         | 000057             | ***  | 99-942940078 |
| Smart Code : 115 TEL RES - WRONG NUMBER |                 |          |          |               |                    |      |              |
|   | BEANE JAMES     | 01/05/95 | 500.00   | 500.00        | 000057             | CHE  | 99-942940077 |
| Smart Code : 150 STEVE TEST             |                 |          |          |               |                    |      |              |
|   | LEWIS CECIL     | 01/05/95 | 500.00   | 500.00        | 000057             | CHE  | 99-942940075 |
|   | JONAS WENDY     | 01/05/95 | 50.00    | 50.00         | 000057             | CHE  | 99-942940076 |
|   | BEANE JAMES     | 01/05/95 | 500.00   | 500.00        | 000057             | CHE  | 99-942940077 |
|   | HOLMES JAMES    | 01/13/95 | 25.00    | 25.00         | 000057             | CHE  | 99-942940078 |
|   | JENKINS CELESTE | 01/18/95 | 25.00    | 25.00         | 000057             | CHE  | 99-942940079 |
| Smart Code : 537                        |                 |          |          |               |                    |      |              |
|   | JOLSON AL       | 01/20/95 | 100.00   | 100.00        | 000023             | ***  | 99-942940086 |
|   | LAINE CLEO      | 01/20/95 | 200.00   | 200.00        | 000023             | ***  | 99-942940087 |
|   | LOUIS KIM       | 01/20/95 | 300.00   | 300.00        | 000023             | ***  | 99-942940088 |
| Collector Totals                        |                 |          | 3,825.00 | 3,825.00      | from 17 account(s) |      |              |

## **REPORT TITLE: SMART CODE AUDIT BY COLLECTOR**

**REPORT DESCRIPTION:** Lists by collector, in Smart Code order, accounts that the smart codes were applied to. The information listed includes the client account number, debtor name, placement date and amount, account balance, client code, the UserID of the user who applied the Smart Code, the Company code and Intelec account number of that account.

This report is accessed from the Management Menu, option 7.

**SELECTION OPTIONS:** Special Password, (can be found in Company Information) Date Range, Smart Codes, and Client Codes - up to four individual codes or all codes; Collector Codes - up to eight individual codes or all codes may be selected.

**FILES ACCESSED:** Account Master, Smart Codes, Collector Master, and Notes.

### **DETAILS:**

**Company:** The company number entered in the System Control file.

**Client Account#:** The client's account number for the debtor.

**Collector:** The collector code and name of the User who applied the Smart Code.

**Smart Code:** The Smart Code that was applied and its description.

**Name:** The name of the debtor.

**Placed:** The date and the dollar amount listed by the client.

**Total Balance:** The total current balance of the accounts the Smart Code was applied to.

**Client:** The code for the client.

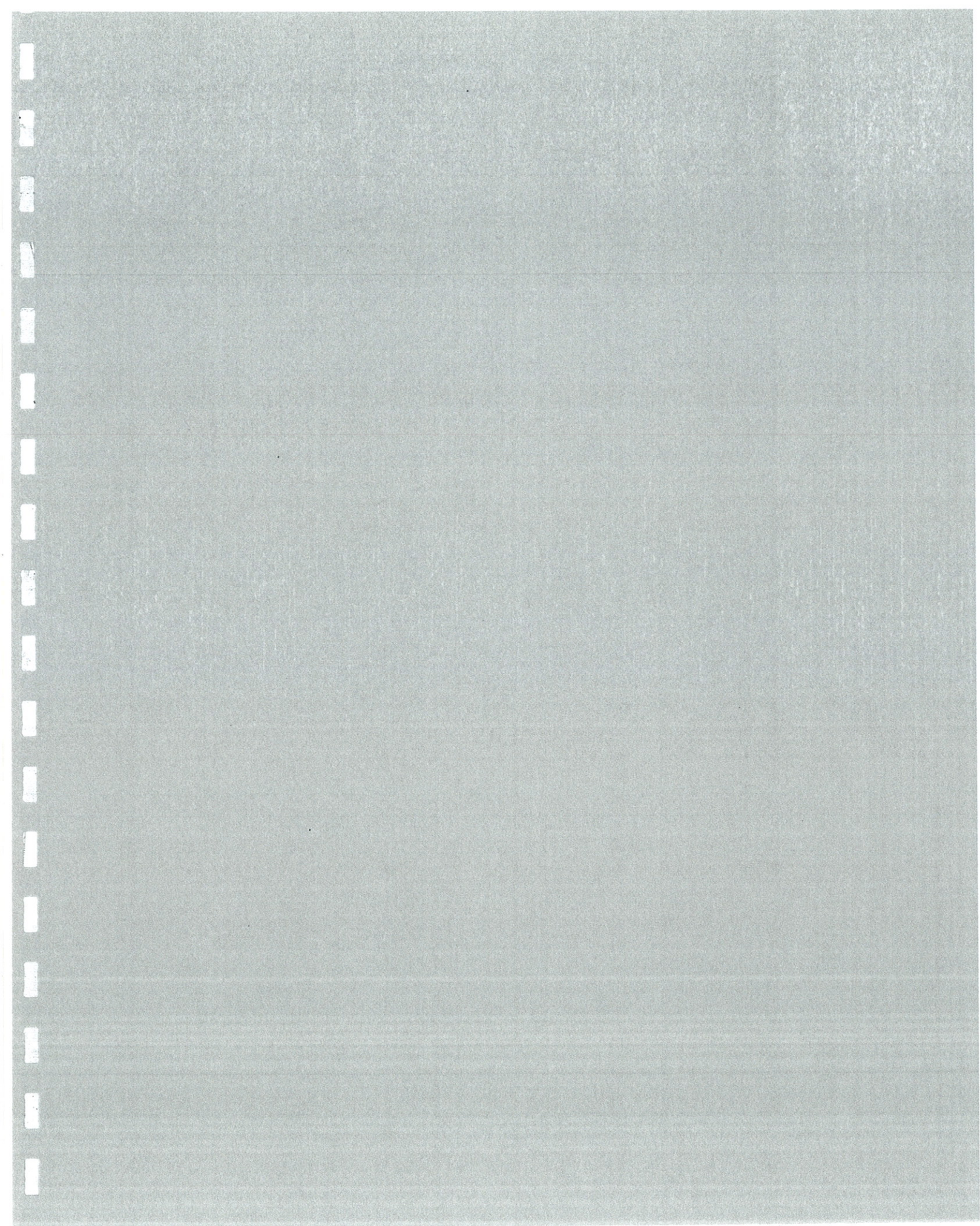
**User:** The first three characters of the UserID of the user who applied the Smart Code.

**Case #:** The code for the company and the number Intelec assigns to the account.

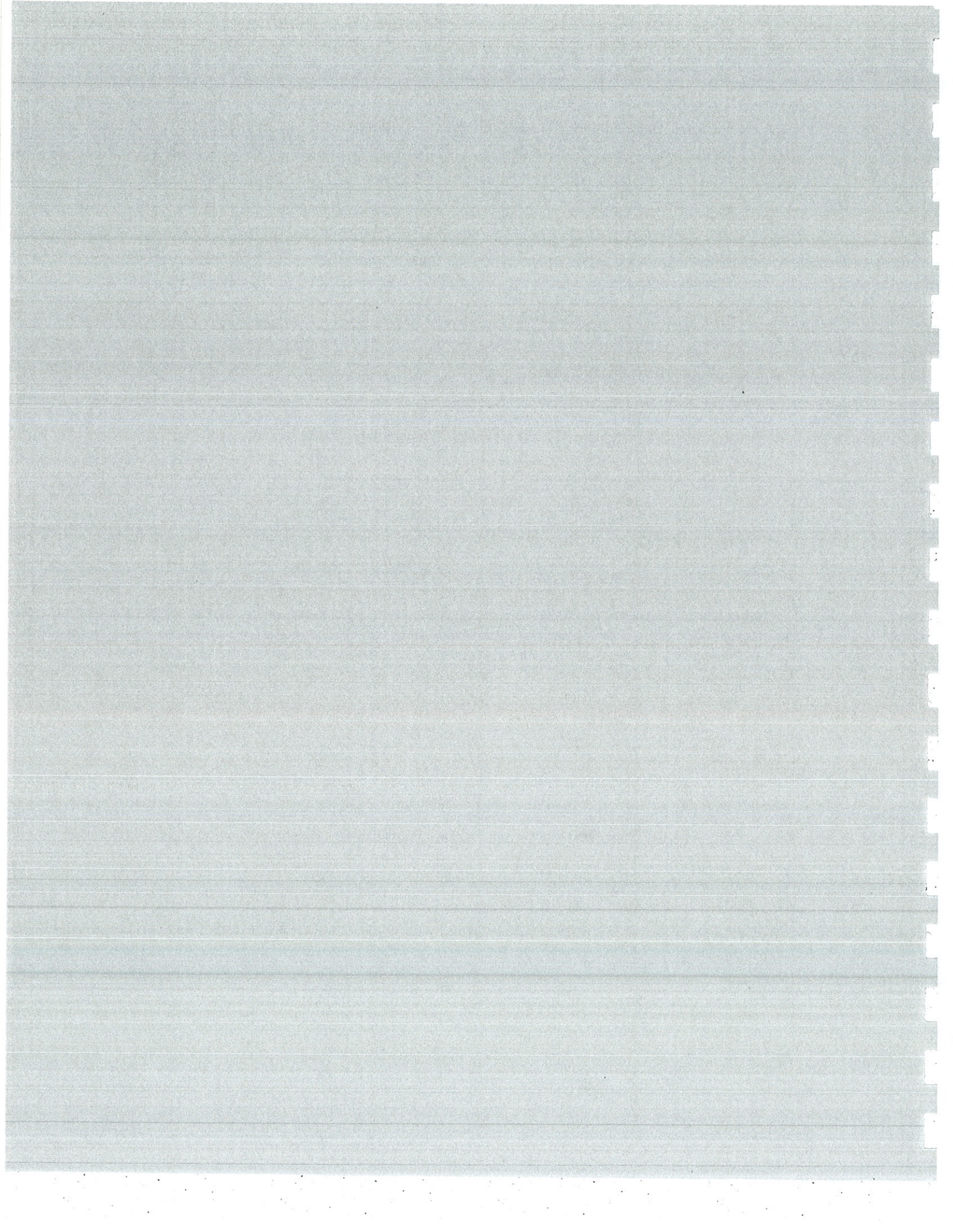
**Collector Totals:** The account total for all the Smart Codes applied, by collector, dollar amount listed, account balance and number of accounts listed.













## **OTHER REPORTS**

ACCOUNT ENTRY - BATCH ERRORS FROM POSTING OPTION

CHE

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

| Client Name      | Client Number | --Entered--             |        | --Calculated-- |        |
|------------------|---------------|-------------------------|--------|----------------|--------|
|                  |               | Amount                  | Number | Amount         | Number |
| FREE COLLECTIONS | 000056        | \$1,000.00              | 1      | \$1,000.00     | 1      |
|                  |               | Pre-Collection Accounts |        | \$1,000.00     | 1      |
|                  |               | GRAND TOTAL             |        | \$1,000.00     | 1      |



## **REPORT TITLE: ACCOUNT ENTRY - BATCH ERRORS FROM POSTING OPTION**

**REPORT DESCRIPTION:** This edit is generated at the time of account posting. It will compare batch amounts to those amounts actually entered.

This edit is generated upon exit from the Daily Operations Menu, option 3.

**SELECTION OPTIONS:** None, the edit is processed immediately.

**FILES ACCESSED:** Account Master.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Client Name:** The name of the client.

**Client Number:** The code for the client.

**Entered:** The dollar amount and number of accounts entered.

**Calculated:** The dollar amount and number of accounts computed from the batch amount entered.

ACCOUNT ENTRY - EDIT LIST - CHERYL

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

| Last Name                 | First Name | Address      | City         | Client Account# | Date     | Amount  | Reference  |
|---------------------------|------------|--------------|--------------|-----------------|----------|---------|------------|
| CLIENT - FREE COLLECTIONS |            |              |              |                 |          |         |            |
| P/C LINGON                | SHARI      | 5898 MAIN ST | ALEXANDRIA   |                 | 02/21/95 | 1000.00 | 1704330221 |
| P/C SINGER                | MARY       | 1587 MAIN ST | ALEXANDRIA   |                 | 02/21/95 | 1000.00 | 1706190221 |
| P/C JONES                 | APRIL      | 1594 MAIN ST | FALLS CHURCH |                 | 02/21/95 | 1000.00 | 1707230221 |

## **REPORT TITLE: ACCOUNT ENTRY EDIT LIST**

**REPORT DESCRIPTION:** This report lists, by client, new business entered into the system by a user. The purpose of the report is to compare the accuracy of accounts manually keyed into the system to actual information given by the client.

This edit can be accessed from the Daily Operations Menu, option 2.

**SELECTION OPTIONS:** None.

**FILES ACCESSED:** Transaction Files, Client Master.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Client:** The name of the client.

**Last Name:** The guarantor's last name.

**First Name:** The guarantor's first name.

**Address:** The guarantor's address at the time of placement.

**City:** The guarantor's city.

**Client Account#:** The account number assigned to the guarantor by the client.

**Date:** The date the account was entered into the system.

**Amount:** The dollar value placed with the agency.

**Reference:** The number assigned to the account for the purpose of making adjustments to the account before posting.

ACCOUNTS TO BE LOADED FROM SMART CODE TRANSFER

| CLIENT#  | NAME   | NUMBER | AMOUNT |
|----------|--------|--------|--------|
| 99100000 | ARC    | 2      | 170.00 |
|          | TOTALS | 2      | 170.00 |



## **REPORT TITLE: ACCOUNTS TO BE LOADED FROM SMART CODE TRANSFER**

**REPORT DESCRIPTION:** This report lists those accounts moved to another client through smart codes. It lists the total number of accounts and total dollar amount being transferred.

This report is accessed from the Daily Operations Menu, option 8.

**SELECTION OPTIONS:** None.

**FILES ACCESSED:** Account Transfer and Client Master.

### **DETAILS:**

**Client #:** The code for the client.

**Name:** The name of the client.

**Number:** The total number of accounts being transferred to this client.

**Amount:** The total dollar amount of accounts being transferred to this client.

**Totals:** The total number and dollar amount of accounts being transferred for all clients.



## **REPORT TITLE: AUTOMATIC LINKING REPORTS - LINKED ACCOUNTS**

**REPORT DESCRIPTION:** This report is produced automatically through the Nightly Processing and will list all accounts that have met the linking criteria and have linked with the primary account.

**SELECTION OPTIONS:** None, the report is produced during the Nightly.

**FILES ACCESSED:** Account Master.

### **DETAILS:**

**Run Date:** The date the report was run.

**Activity Date:** The date the activity occurred.

**Company:** The name of the company entered in the System Control file.

**Case#:** The number Intelec assigns to the account.

**REF#:** The reference number that may be used to link accounts.

**Last Name:** The guarantor's last name.

**First Name:** The guarantor's first name.

**S.S.#:** The guarantor's social security number.

**Client:** The code for the client.

**Home Phone:** The guarantor's home phone.

**Address:** The guarantor's address.

**Zip:** The guarantor's zip code.

**Points:** The points assigned by the system based on the linking parameters.

**Pri. Balance:** The placed amount of the account.

**Colls.:** The codes for the owner and worker on the account.





## **REPORT TITLE: AUTOMATIC LINKING REPORTS - POSSIBLE LINKS**

**REPORT DESCRIPTION:** This is report also prints automatically through the Nightly Processing. It will list all accounts that have come close to the linking criteria. These accounts should be checked for data entry errors.

**SELECTION OPTIONS:** None, the report is produced during the Nightly.

**FILES ACCESSED:** Account Master.

### **DETAILS:**

**Run Date:** The date the report was run.

**Activity Date:** The date the activity occurred.

**Company:** The name of the company entered in the System Control file.

**Case#:** The number Intelec assigns to the account.

**REF#:** The reference number that may be used to link accounts.

**Last Name:** The guarantor's last name.

**First Name:** The guarantor's first name.

**S.S.#:** The guarantor's social security number.

**Client:** The code for the client.

**Home Phone:** The guarantor's home phone.

**Address:** The guarantor's address.

**Zip:** The guarantor's zip code.

**Points:** The points assigned by the system based on the linking parameters.

**Pri. Balance:** The placed amount of the account.

**Colls.:** The codes for the owner and worker on the account.

CASES BY DEFENDANT ATTORNEY NUMBER

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

| CODE#   | NAME            | ADDRESS                | C/S/Z                    | CASE#     |
|---------|-----------------|------------------------|--------------------------|-----------|
|         | BRANDY JONES    | 1234 NOWHERE STREET    | MCLEAN, VA 22102         | 000000010 |
|         | MARINA ABANTO   | 5 MAIN STREET          | MIAMI BEACH, FL 33139    | 931530091 |
|         | ONE CARGO       | 6701 DEMOCRACY BLVD.   | BETHESDA, MD 20817       | 940770213 |
|         | JAMES BAKER     | 555 NORTH WEST         | BETHESDA, MD 20817       | 000000115 |
|         | FOUR CARGO      | 4 BUSTED BAG DR.       | BETHESDA, MD 20814       | 940770216 |
|         | FIVE CARGO      | 3000 MARLOW RD.        | BETHESDA, MD 20904       | 940770217 |
|         | CARL CASTILLO   | 3134 HANZI DR #D       | CORPUS CHRISTI, TX 78415 | 931530018 |
|         | KARLA CULLIPHER | 146 PRITCHARD RD       | VA BEACH, VA 23452       | 000000490 |
|         | JAMES BAKER     | 1700 PENN AVE.         | WASHINGTON, DC 20015     | 000000116 |
|         | CHARLES BAIER   | 5700 DEMOCRACY BV      | BETHESDA, MD 20817       | 000000303 |
|         | PATRICIA DALEY  | 16602 BURKE TOWN COURT | BURKE, VA 22015          | 922770002 |
|         | DUCK DAFFY      |                        |                          | 941530013 |
|         | DUCK DAFFY      | 777 MAIN ST            | ALEXANDRIA, VA 22310     | 942320007 |
|         | JUNIOR C BURNS  | 777 MAIN ST            | ALEXANDRIA, VA 22310     | 942320006 |
|         | SMITH CINDY     | 1 DEM BLVD             | BETHESDA, MD 20817       | 940220001 |
| 2222222 | WENDY JOSEPH    | 778 MAIN ST            | ALEXANDRIA, VA 22310     | 942320085 |
| 5555555 | FRED OGILVY     | 2510 BYLANE ST         | VIENNA, VA 22180         | 000000003 |
| 5555555 | CESAR ABAD      | 254 WYE ST             | VIENNA, VA 22180         | 000000111 |
| 5555555 | BRIAN KANE      | 251 E. 62ND ST         | HIALEAH, FL 33013        | 923020107 |
|         |                 | 739 GOODARD DR         | VA BEACH, VA 23454       | 000000784 |

## **REPORT TITLE: CASES BY DEFENDANT ATTORNEY**

**REPORT DESCRIPTION:** This report lists debtors represented by an attorney. The reported is sorted by attorney number.

This report may be accessed from the Management Menu, option 17.

**SELECTION OPTIONS:** None.

**FILES ACCESSED:** Account Master, Legal Master.

### **DETAILS:**

**Company:** The name of the company listed in System Control file.

**Code#:** The attorney code setup in the Management Menu, option 17, Update Legal Master Files.

**Name:** The guarantor's name.

**Address:** The guarantor's address.

**C/S/Z:** The guarantor's city, state, and zip code.

**Case#:** The case number assigned by Intelec.

DEFENDANT ATTORNEY INFORMATION

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

| CODE#   | NAME               | ADDRESS                              | C/S/Z                 | PHONE       |
|---------|--------------------|--------------------------------------|-----------------------|-------------|
| 1111111 | FRANCIS F. FUENTES | BLD. 3RD SUITE 329 7381 WEST ROUNDAR | SAN FANCIS, VA 72839  | 703 652-62  |
| 2222222 | SAM CORTEZ         | 8389 WEISTAIMER RD.                  | HOUSTON, TX. 77081    | 713 827-47  |
| 3333333 | NANCY P. SHEFFER   | 8940 GRAND H. PRINTS                 | HOUSTON, TX. 77091    | 703 828-474 |
| 4444444 | PETER JONES        | 1501 JONES WAY                       | BETHESDA, MD 20817    | 301 558-11  |
| 5555555 | TONY J. BONILLA    | BLD. 3RD SUITE 429 7385 CIRCULAR CT. | SAN ANTONIO, TX 72839 | 703 652-62  |



## **REPORT TITLE: DEFENDANT ATTORNEY INFORMATION**

**REPORT DESCRIPTION:** This report lists the attorney representing a debtor who may or may not be in litigation with the agency. This refers to the information set up in the full legal screen. (CMD 6)

This report can be accessed from the Management Menu, option 17.

**SELECTION OPTIONS:** None.

**FILES ACCESSED:** Account Master, Legal Master.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Code#:** The attorney code.

**Name:** The name of the attorney.

**Address:** The attorney's address.

**C/S/Z:** The attorney's city, state, zip code.

**Phone:** The attorney's phone number.

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

Client # : 000056

Client Name : FREE COLLECTIONS

14540 MAIN ST.

WASHINGTON,

DC 20015

| Case #    | Name    |       | Date<br>Placed | Amount<br>Placed | Age  | Collec-<br>tor | Comm%        | Contact<br>Series | Fee<br>Code | Ret.<br>Mail | Desc.<br>Codes |
|-----------|---------|-------|----------------|------------------|------|----------------|--------------|-------------------|-------------|--------------|----------------|
| 950320001 | MILLER  | SEAN  | 02/06/95       | 1000.00          | 281  | BC             | .7000        | 01                | 13          |              | 2 10 81 82     |
| 950320005 | FRANK   | MARY  | 02/10/95       | 100.00           | 285  | 06             | .7000        | 01                | 13          | M            | 2 10           |
| 950320006 | ATKINS  | DAVE  | 02/10/95       | 2000.00          | 162  | 06             | .3000        | 01                | 13          |              | 2 10           |
| 950320007 | BANKS   | SUE   | 02/13/95       | 1000.00          | 288  | 11             | .7000        | 01                | 13          |              |                |
| 950320008 | MAJOR   | JAMES | 02/13/95       | 1000.00          | 257  | 02             | .7000        | 01                | 13          |              |                |
| 950320009 | NICHOLS | PENNY | 02/13/95       | 1000.00          | 318  | 12             | .9000        | 01                | 13          |              |                |
| 950320010 | FRANK   | MARY  | 02/13/95       | 1000.00          | 318  | 06             | .9000        | 01                | 13          | M            |                |
| 950320011 | ATKINS  | DAVE  | 02/13/95       | 1000.00          | 288  | 06             | .7000        | 01                | 13          |              |                |
| Total of  |         |       |                | 8100.00          | from |                | 8 account(s) |                   |             |              |                |

## **REPORT TITLE: NEW BUSINESS LIST**

**REPORT DESCRIPTION:** This report lists new accounts that have been posted to the system.

This report is accessed from the Daily Reports Menu, option 2, and the Periodic Reports Menu, option 20.

**SELECTION OPTIONS:** Individual Client Number or all Clients and a Placement Date Range.

**FILES ACCESSED:** Daily Transaction, Account Master, Client Master.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Client #:** The code for the client.

**Client Name:** The name of the client.

**Case #:** The number Intelec assigned to the account.

**Name:** The guarantor or patient last and first name, depending upon how the statement sort type is set up in the client master.

**Date Placed:** The date the account was listed by the client.

**Amount Placed:** The dollar amount listed.

**Age:** The age of the account at the time of placement

**Collector:** The owner of the account at the time the report is run.

**Comm%:** The commission rate on the account.

**Contact Series:** The contact series assigned to the account.

**Fee Code:** If applicable, the fee schedule code assigned to this account.

**Ret. Mail:** Indicates if the account has a returned mail status.

**Desc. Codes:** The first four (4) description on the account.

**Total of:** The total number and dollar amount of the accounts placed for the selected client.

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.  
Client # : 000056 FREE COLLECTIONS

| Case #      | Name                                  | Placed  | Patient/Other    | Phones | Desc.Codes | Age |
|-------------|---------------------------------------|---|------------------|--------|------------|-----|
| *950320001* | MILLER<br>669 MAIN ST<br>ALEXANDRIA   | SEAN<br>Acct# -<br>Other<br>VA 22310            | 1000.00<br>POE - |        | 2 10 81 82 | 281 |
| *950320005* | FRANK<br>111 MAIN ST<br>SPFLD         | MARY<br>Acct# -<br>Other<br>VA 222310           | 100.00<br>POE -  |        | 2 10       | 285 |
| *950320006* | ATKINS<br>10000 MAIN ST<br>ALEXANDRIA | DAVE<br>Acct# -<br>Other<br>VA 22310            | 2000.00<br>POE - |        | 2 10       | 162 |
| *950320007* | BANKS<br>587 MAIN ST<br>ALEXANDRIA    | SUE<br>Acct# -<br>Other CHECK NOTES<br>VA 22310 | 1000.00<br>POE - |        |            | 288 |
| *950320008* | MAJOR<br>1047 MAIN ST<br>FAIRFAX      | JAMES<br>Acct# -<br>Other<br>VA 22311           | 1000.00<br>POE - |        |            | 257 |
| *950320009* | NICHOLS<br>1598 MAIN ST<br>ALEXANDRIA | PENNY<br>Acct# -<br>Other<br>VA 22310           | 1000.00<br>POE - |        |            | 318 |
| *950320010* | FRANK<br>111 MAIN ST<br>SPFLD         | MARY<br>Acct# -<br>Other<br>VA 222310           | 1000.00<br>POE - |        |            | 318 |
| *950320011* | ATKINS<br>10000 MAIN ST<br>ALEXANDRIA | DAVE<br>Acct# -<br>Other<br>VA 22310            | 1000.00<br>POE - |        |            | 288 |
| Total of    |                                       |   | 8100.00 from     | 8      | account(s) |     |



## REPORT TITLE: NEW BUSINESS LIST - DETAIL

**REPORT DESCRIPTION:** This report gives a detailed listing of new accounts entered into the system. Some additional information includes debtor's address, place of employment, and telephone numbers.

This report is accessed from the Daily Reports Menu, option 3.

**SELECTION OPTIONS:** One or all Clients and Placement Date Range.

### **FILES ACCESSED:**

**DETAILS:** Daily Transaction, Account Master, Client Master

**Company:** The name of the company entered in the System Control file.

**Client #:** The code and name for the client.

**Case #:** The number Intelec assigns to the account.

**Name:** The guarantor or patient last and first name, depending upon how the statement sort type is set up in the client master.

**Placed:** The dollar amount listed.

**Patient/Other:** The information in the account field designated Patient (L/F) (medical client), Reason (bad check client) or Other, depending upon the type of client.

**Phones:** The home and work telephone numbers listed on the account.

**Desc. Codes:** Any description codes placed on the account.

**Age:** The age of the account at the time it was listed (the days between the placement date and the last transaction date).

**Acct#:** The client's account number for the debtor.

**POE:** The name of the guarantor's place of employment.

The guarantor's address

**Other:** The first three lines of Notes from the reusable note area of the account.

**Total of:** The aggregate value and quantity of accounts placed for collections.

## PAYMENT TRANSACTION EDIT

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

UserID : CHER

| Date                  | Case#     | Debtor Name | Client             | Codes           | Amount  | Credit | Comm.% | Tran#   | CLS-C/S  | Warning |
|-----------------------|-----------|-------------|--------------------|-----------------|---------|--------|--------|---------|----------|---------|
| 02/17/95              | 942320021 | CRISS C     | ARC                | 71 P            | 50.00-  |        |        | 50018   | 9        |         |
| 02/17/95              | 942320044 | SMITH J     | ARC                | 72 P            | 78.00-  |        |        | 50008   | 9        |         |
| 02/17/95              | 942320050 | EDOUARD M   | ARC                | 21 P            | 50.00-  |        |        | 50016   | 9        |         |
| 02/17/95              | 942320055 | BAER N      | RIVERSIDE HOSPITAL | 71 P            | 50.00-  |        |        | 50007   | 9        |         |
| 02/17/95              | 942320061 | PAUL G      | ARC                | 72 P            | 100.00- |        |        | 50019   | 9        |         |
| 02/17/95              | 950320012 | PETERS F    | ABC BICYCLE        | 01 P            | 50.00   |        |        | 50009   | 9        |         |
|                       |           |             |                    | 01 P            | 100.00  |        |        | 50001   | 9        |         |
|                       |           |             |                    |                 |         |        |        | BALANCE | 125.00   | OVERPMT |
| 02/17/95              | 950320013 | PETTERSON T | ABC BICYCLE        | 01 P            | 50.00   |        |        | 50003   | 9        |         |
|                       |           |             |                    | 01 P            | 65.00   |        |        | 50010   | 9        |         |
|                       |           |             |                    |                 |         |        |        | BALANCE | 125.00   | OVERPMT |
| 02/17/95              | 950320014 | RYAN P      | ABC BICYCLE        | 01 P            | 45.00   |        |        | 50011   | 9        |         |
|                       |           |             |                    | 01 P            | 75.00   |        |        | 50002   | 9        |         |
|                       |           |             |                    |                 |         |        |        | BALANCE | 125.00   | OVERPMT |
| 02/17/95              | 950320015 | RYAN, II. P | ABC BICYCLE        | 01 P            | 50.00   |        |        | 50012   | 4 9      |         |
|                       |           |             |                    |                 |         |        |        | BALANCE | 6.25     | OVERPMT |
| 02/17/95              | 950320016 | LEWIS C     | RIVERSIDE HOSPITAL | 02 P            | 50.00   |        |        | 50017   | 0        |         |
|                       |           |             |                    | 02 P            | 160.00  |        |        | 50004   | 0        |         |
| 02/17/95              | 950320017 | MILLER S    | RIVERSIDE HOSPITAL | CASH ADJUSTMENT | 60.00   |        |        |         |          |         |
|                       |           |             |                    | 02 P            | 75.00   |        |        | 50013   | 0        |         |
|                       |           |             |                    | 02 P            | 275.00  |        |        | 50005   | 0        |         |
|                       |           |             |                    | 02 4            | 25.00   |        |        | 50005   | 0        |         |
|                       |           |             |                    | 02 4            | 25.00   |        |        | 50013   | 0        |         |
|                       |           |             |                    |                 |         |        |        | BALANCE | 1,027.50 | OVERPMT |
| 02/17/95              | 950320018 | MORHAIM F   | Q-MEDICAL CENTER   | 11 P            | 82.00   |        |        | 50014   | 0        |         |
|                       |           |             |                    | 11 P            | 100.00  |        |        | 50006   | 0        |         |
| 02/17/95              | 950320019 | LAINÉ C     | BANGOR PC3         | 11 P            | 500.00  |        |        | 50015   | 0Y       |         |
|                       |           |             |                    |                 |         |        |        | BALANCE | 200.00   | OVERPMT |
| TOTAL FOR PAID AGENCY |           | 1,045.00    |                    |                 |         |        |        |         |          |         |

## **REPORT TITLE: PAYMENT TRANSACTION EDIT**

**REPORT DESCRIPTION:** Three edits may be generated when entering payments. The first lists payments for the day, the second summarizes transactions by payment code, and the third lists payments by entry order. The Payment Transaction Edit tracks, by case, payments entered for the current day. The purpose is to compare the accuracy of payments entered into the system.

This report is generated upon exit from the Payment Transaction Menu, option 1.

**SELECTION OPTIONS:** None, the report is processed immediately.

**FILES ACCESSED:** Payment Master, Account Master.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Date:** The current date.

**Case#:** The number Intelec assigns to the account.

**Debtor Name:** The name of the debtor.

**Client:** The name of the client.

**Codes:** The payment code and the balance type used to post a payment.

**Amount:** The dollar amount applied to the account.

**Credit:** The person to receive credit for the payment. *(Note: This field will remain blank unless the collector to receive credit has been overridden.)*

**Comm.%:** The commission rate generated from the payment. *(Note: This field will remain blank unless the commission rate has been overridden.)*

**Tran#:** The transaction number of the payment.

**CLS:** The close code generated from the payment.

**C/S:** The C/S denotes what sequence the account resides in the Contact Series.

**Warning:** This field will signal an overpayment has been generated on the transaction.

PAYMENT TRANSACTION LIST (ENTRY ORDER)

UserID : CHER

| Date     | Case#        | Debtor Name | Client             | Codes | Amount  | Credit | Comm.% | Tran# | Client Ref | Adj |
|----------|--------------|-------------|--------------------|-------|---------|--------|--------|-------|------------|-----|
| 02/17/95 | 99-950320012 | PETERS F    | ABC BICYCLE        | 01    | 100.00  |        |        | 50001 |            |     |
| 02/17/95 | 99-950320014 | RYAN P      | ABC BICYCLE        | 01    | 75.00   |        |        | 50002 |            |     |
| 02/17/95 | 99-950320013 | PETTERSON T | ABC BICYCLE        | 01    | 50.00   |        |        | 50003 |            |     |
| 02/17/95 | 99-950320016 | LEWIS C     | RIVERSIDE HOSPITAL | 02    | 160.00  |        |        | 50004 |            |     |
| 02/17/95 | 99-950320017 | MILLER S    | RIVERSIDE HOSPITAL | 02    | 300.00  |        |        | 50005 |            |     |
| 02/17/95 | 99-950320018 | MORHAIM F   | Q-MEDICAL CENTER   | 11    | 100.00  |        |        | 50006 |            |     |
| 02/17/95 | 99-942320055 | BAER N      | RIVERSIDE HOSPITAL | 71 P  | 50.00-  |        |        | 50007 |            |     |
| 02/17/95 | 99-942320044 | SMITH J     | ARC                | 72 P  | 78.00-  |        |        | 50008 |            |     |
| 02/17/95 | 99-950320012 | PETERS F    | ABC BICYCLE        | 01    | 50.00   |        |        | 50009 |            |     |
| 02/17/95 | 99-950320013 | PETTERSON T | ABC BICYCLE        | 01    | 65.00   |        |        | 50010 |            |     |
| 02/17/95 | 99-950320014 | RYAN P      | ABC BICYCLE        | 01    | 45.00   |        |        | 50011 |            |     |
| 02/17/95 | 99-950320015 | RYAN, II. P | ABC BICYCLE        | 01    | 50.00   |        |        | 50012 |            |     |
| 02/17/95 | 99-950320017 | MILLER S    | RIVERSIDE HOSPITAL | 02    | 100.00  |        |        | 50013 |            |     |
| 02/17/95 | 99-950320018 | MORHAIM F   | Q-MEDICAL CENTER   | 11    | 82.00   |        |        | 50014 |            |     |
| 02/17/95 | 99-950320019 | LAINÉ C     | BANGOR PC3         | 11    | 500.00  |        |        | 50015 |            |     |
| 02/17/95 | 99-942320050 | EDOUARD M   | ARC                | 21 P  | 50.00-  |        |        | 50016 |            |     |
| 02/17/95 | 99-950320016 | LEWIS C     | RIVERSIDE HOSPITAL | 02    | 50.00   |        |        | 50017 |            |     |
| 02/17/95 | 99-942320021 | CRISS C     | ARC                | 71 P  | 50.00-  |        |        | 50018 |            |     |
| 02/17/95 | 99-942320061 | PAUL G      | ARC                | 72 P  | 100.00- |        |        | 50019 |            |     |

NUMBER OF TRANSACTIONS 19



## REPORT TITLE: PAYMENT TRANSACTION LIST (ENTRY ORDER)

**REPORT DESCRIPTION:** The Payment Transaction List tracks payments in the order in which the payment was entered for the day. The purpose is to compare the accuracy of payments entered into the system.

This report is generated upon exit from the Payment Transaction Menu, option 1.

**SELECTION OPTIONS:** None, the report is processed immediately.

**FILES ACCESSED:** Payment Master, Account Master.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Date:** The current date.

**Case#:** The two-digit company code and number Intelec assigns to the account.

**Debtor Name:** The guarantor's last name and first initial.

**Client:** The name of the client.

**Codes:** The payment code and the balance type used to post a payment.

**Amount:** The dollar amount applied to the account.

**Credit:** The person to receive credit for the payment. *(Note: This field will remain blank unless the collector to receive credit has been overridden.)*

**Comm.%:** The commission rate generated from the payment. *(Note: This field will remain blank unless the commission rate has been overridden.)*

**Tran#:** The transaction number of the payment.

**Client Ref:** A client defined number used to track the payment. *(Note: This number will also appear on the Client's Statement.)*

**Adj:** Any balance adjustment posted to the account.

**NUMBER OF TRANSACTIONS:** The total quantity of payments entered into the system.

## SALESMAN COMPARISON REPORT-SUMMARY

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

| Salesman               | ----Active----- |        | -----New Business----- |        |        |        | ----Payments----- |        | ----Commission--- |        |
|------------------------|-----------------|--------|------------------------|--------|--------|--------|-------------------|--------|-------------------|--------|
|                        | Amount          | Number | Amount                 | Number | Amount | Number | Monthly           | Yearly | Monthly           | Yearly |
| No Salesman            | 12042437        | 113    | 36250                  | 54     | 94185  | 67     | 24841             | 27215  | 12171             | 12791  |
| B JOE SMITH            | 123118          | 680    | 3545                   | 1      | 3545   | 1      | 2304              | 14232  | 1092              | 4346   |
| 01 QUANTRAX SALES PERS | 30136892        | 225    | 30500                  | 73     | 32654  | 81     | 6366              | 6824   | 1411              | 1559   |
| 10 GINA GEOFF          | 50932           | 71     | 3725                   | 15     | 5880   | 19     | 810               | 5387   | 84                | 1211   |
| 20 ALLAN ALDEN         | 114137          | 63     | 0                      | 0      | 0      | 0      | 446               | 4445   | 156               | 2120   |

## **REPORT TITLE: SALESMAN COMPARISON**

**REPORT DESCRIPTION:** A report, by salesman, that summarizes active accounts, new business, payments, commissions, etc., for each client the salesman is assigned to. The report uses statistical information from the Client Master file. This report should be run before the Month-End Reset has been run.

This report is accessed from Periodic Report Menu, option 5, the Month-End and Year-End Processing Menus, option 1.

**SELECTION OPTIONS:** Sort by Client Name or Client Number.

**FILES ACCESSED:** Client Master, Placement History.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Salesman Name:** The name of the salesman.

**Active:** The total dollar amount and number of active accounts associated with that salesman.

**New Business - Monthly:** The total amount and number of accounts listed month-to-date. (New business information is obtained from the placement history, and does not include accounts "Remove from Placement").

**New Business - Yearly:** The total amount and number of accounts listed year-to-date.

**Payments - Monthly:** The total dollar amount collected month-to-date.

**Payments - Yearly:** The total dollar amount collected year-to-date.

**Commission - Monthly:** The total fees earned month-to-date.

**Commission - Yearly:** The total fees earned year-to-date.

## TRANSACTION SUMMARY

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

UserID :CHER

|                              | Amount   |
|------------------------------|----------|
| Paid To Agency               | 1,045.00 |
| Paid To Client               | 682.00   |
| <br>                         |          |
| Total Payments               | 1,727.00 |
| <br>                         |          |
| Overpayments to Agency       | .00      |
| Overpayments to Client       | .00      |
| <br>                         |          |
| Total of Overpayments        | .00      |
| <br>                         |          |
| Returned Checks (Agency)     | 50.00-   |
| Returned Checks (Client)     | .00      |
| <br>                         |          |
| Client Payments              | .00      |
| <br>                         |          |
| Balance Adjustments          | .00      |
| <br>                         |          |
| Increase Balance/Bill Client | .00      |
| <br>                         |          |
| Cash Adjustments             | 60.00    |
| <br>                         |          |
| Total Cash                   | 985.00   |



## **REPORT TITLE: TRANSACTION SUMMARY**

**REPORT DESCRIPTION:** This edit summarizes by payment code, the transactions for the payment batch.

This report is generated upon exit from the Payment Transaction Menu, option 1.

**SELECTION OPTIONS:** None, the report is processed immediately.

**FILES ACCESSED:** Payment Master, Account Master.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Paid to Agency:** Totals from payment codes 01 and 02 (does not include NSF's).

**Paid to Client:** Totals from payment code 11 (does not include NSF's).

**Total Payments:** Sum of paid to agency and paid to client.

**Overpayments to Agency:** Totals from payment code 03.

**Overpayments to Client:** Totals from payment code 13.

**Total Overpayments:** Sum of Overpayments to Agency and Client.

**Returned Checks (Agency):** Totals from payment code 21.

**Returned Checks (Client):** Totals from payment code 31.

**Client Payments:** Totals from payment code 51.

**Balance Adjustments:** Totals from payment codes 41-49.

**Increase Balance/Bill Client:** Totals from payment code 59.

**Cash Adjustments:** Total Cash Adjustment portion of Payment codes 01 and 02. Cash Adjustment normally refers to that portion of a payment retained as commission by an agent, such as, an attorney or other agency.

**Total Cash:** Total from Payment codes 01, 02, 03 and 51, less any Cash Adjustments.













## **PAYMENT REPORTS**

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

| Case#     | Last Name | Primary<br>Balance | ----- Secondary Balances ----- |        |      |         |     | Client # | Last Pmt. |      |
|-----------|-----------|--------------------|--------------------------------|--------|------|---------|-----|----------|-----------|------|
|           |           |                    |                                |        |      |         |     |          | Date      | Type |
| 000000005 | JONES     | 10.05-             | .00                            | .00    | .00  | .00     | .00 | 000001   | 01/23/95  | 03   |
|           |           |                    | .00                            | .00    | .00  | .00     | .00 |          |           |      |
| 000000113 | JONES     | 90.65-             | 6.30                           | 2.00   | .00  | .00     | .00 |          | 01/30/95  | 01   |
|           |           |                    | .00                            | .00    | .00  | .00     | .00 |          |           |      |
| 923020026 | CASTILLO  | 23.35-             | .00                            | .00    | .00  | .00     | .00 |          | 01/10/95  | 03   |
|           |           |                    | .00                            | .00    | .00  | .00     | .00 |          |           |      |
| 923020062 | MESSA     | 48.00-             | .00                            | .00    | .00  | .00     | .00 |          | 02/02/95  | 03   |
|           |           |                    | .00                            | .00    | .00  | .00     | .00 |          |           |      |
| 923020067 | LUNA      | 35.30-             | .00                            | .00    | .00  | .00     | .00 |          | 01/30/95  | 03   |
|           |           |                    | .00                            | .00    | .00  | .00     | .00 |          |           |      |
| 923020209 | RICH      | 45.00-             | .00                            | .00    | .00  | .00     | .00 |          | 02/02/95  | 03   |
|           |           |                    | .00                            | .00    | .00  | .00     | .00 |          |           |      |
| 000000010 | JONES     | 15.24              | .00                            | 25.00- | 2.00 | .00     | .00 | 000005   | 01/23/95  | 61   |
|           |           |                    | .00                            | .00    | .00  | .00     | .00 |          |           |      |
| 942940089 | SNYDER    | 25.00-             | .00                            | .00    | .00  | .00     | .00 | 000024   | 01/30/95  | 03   |
|           |           |                    | .00                            | .00    | .00  | .00     | .00 |          |           |      |
| 942940059 | KUDER     | 425.00             | .00                            | .00    | .00  | 20.00-  | .00 | 000056   | 01/10/95  | 03   |
|           |           |                    | .00                            | .00    | .00  | .00     | .00 |          |           |      |
| 942940136 | LINKS     | 375.00-            | .00                            | .00    | .00  | .00     | .00 |          | 01/30/95  | 01   |
|           |           |                    | .00                            | .00    | .00  | .00     | .00 |          |           |      |
| 942940145 | KNIGHT    | 742.37             | .00                            | .00    | .00  | 25.00-  | .00 |          | 02/15/95  | 01   |
|           |           |                    | .00                            | .00    | .00  | .00     | .00 |          |           |      |
| 942940146 | JONES     | 575.93             | .00                            | .00    | .00  | 25.00-  | .00 |          | 02/15/95  | 01   |
|           |           |                    | .00                            | .00    | .00  | .00     | .00 |          |           |      |
| 942940147 | JONES     | 575.84             | .00                            | .00    | .00  | 25.00-  | .00 |          | 02/15/95  | 01   |
|           |           |                    | .00                            | .00    | .00  | .00     | .00 |          |           |      |
| 942940154 | TAYLOR    | 1,000.00-          | .00                            | .00    | .00  | .00     | .00 |          | 02/10/95  | 03   |
|           |           |                    | .00                            | .00    | .00  | .00     | .00 |          |           |      |
| 942940158 | LEWIS     | 850.00             | .00                            | .00    | .00  | 25.00-  | .00 |          | 01/30/95  | 03   |
|           |           |                    | .00                            | .00    | .00  | .00     | .00 |          |           |      |
|           | TOTALS    | 1,532.03           | 6.30                           | 23.00- | 2.00 | 120.00- | .00 |          |           |      |
|           |           |                    | .00                            | .00    | .00  | .00     | .00 |          |           |      |

## **REPORT TITLE: CREDIT BALANCE REPORT**

**REPORT DESCRIPTION:** This report lists all cases that have a credit amount in the primary balance or any of the secondary balances.

This report is accessed from the Payment Transaction Menu, option 20.

**SELECTION OPTIONS:** None, report is immediately processed.

**FILES ACCESSED:** Account Master, Client Master, and Payment Master.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Case #:** The number Intelec assigned to the account.

**Last Name:** The guarantor's last name.

**Primary Balance:** The primary balance of the account.

**Secondary Balances:** The balance of each of secondary balance Types 1 through 10.

**Client#:** The code for the client.

**Last Payment Date:** The date a payment was last posted to this account.

**Last Payment Type:** The payment code of the last payment posted to this account.

**Totals:** The aggregate value of each balance type.

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

| Case#                   | Name   |         | Date     | Client | Bal. | Payment | Commission | Rate  | Cash Adj | Lgl | Credit | User |
|-------------------------|--------|---------|----------|--------|------|---------|------------|-------|----------|-----|--------|------|
| 01 PAID AGENCY          |        |         |          |        |      |         |            |       |          |     |        |      |
| 942940145               | KNIGHT | PAUL    | 02/16/95 | 000056 | P    | 98.58   | 69.01      | 70.00 | .00      |     | 11     | CHER |
| 942940146               | JONES  | PAUL    | 02/16/95 | 000056 | P    | 75.73   | 53.01      | 70.00 | .00      |     | 11     | CHER |
| 942940147               | JONES  | PAUL    | 02/16/95 | 000056 | P    | 75.69   | 22.71      | 30.00 | .00      |     | 11     | CHER |
| 942940147               | JONES  | PAUL    | 02/16/95 | 000056 | P    | 160.00  | 48.00      | 30.00 | .00      |     | 11     | CHER |
| 000000111               | OGILVY | FRED    | 02/16/95 | 000001 | P    | 250.00  | 112.50     | 45.00 | .00      | Y   | L1     | CHER |
| 000000111               | OGILVY | FRED    | 02/16/95 | 000001 | P    | 600.00  | 270.00     | 45.00 | .00      | Y   | L1     | CHER |
| 02 PAID AGENCY (FWD)    |        |         |          |        |      |         |            |       |          |     |        |      |
| 942940148               | JONES  | P.      | 02/16/95 | 000056 | P    | 55.00   | 38.50      | 70.00 | .00      |     | 11     | CHER |
| 03 OVERPAYMENT TO AGCY. |        |         |          |        |      |         |            |       |          |     |        |      |
| 942940149               | YOUNG  | JUDY    | 02/16/95 | 000056 | P    | 100.00  | .00        | 30.00 | .00      |     | 11     | CHER |
| 11 PAID CLIENT          |        |         |          |        |      |         |            |       |          |     |        |      |
| 942940150               | POTTER | JOHN    | 02/16/95 | 000002 | P    | 75.00   | 37.50      | 50.00 | .00      |     | 11     | CHER |
| 942940152               | HALL   | SUE     | 02/16/95 | 000056 | P    | 60.00   | 42.00      | 70.00 | .00      |     | BC     | CHER |
| 21 RETURN CHECK-AGENCY  |        |         |          |        |      |         |            |       |          |     |        |      |
| 942320089               | JUDY   | GARLAND | 02/16/95 | 000056 | P    | 50.00-  | 25.00-     | 50.00 | .00      |     | 01     | CHER |
| 31 RETURN CHECK-CLIENT  |        |         |          |        |      |         |            |       |          |     |        |      |
| 942320090               | LISA   | MARIE   | 02/16/95 | 000056 | P    | 75.00-  | 22.50-     | 30.00 | .00      |     | 01     | CHER |
| 51 CLIENT PAYMENT       |        |         |          |        |      |         |            |       |          |     |        |      |
| FREE COLLECTIONS        |        |         | 02/16/95 | 000056 |      | 300.00- | .00        | 30.00 |          |     | 01     | CHER |
| 57 DUE FROM CLIENT      |        |         |          |        |      |         |            |       |          |     |        |      |
| FREE COLLECTIONS        |        |         | 02/16/95 | 000056 |      | 500.00- | .00        | 30.00 |          |     | 01     | CHER |
| 61 FWD.AGENCY COMM. DUE |        |         |          |        |      |         |            |       |          |     |        |      |
| 942320089               | JUDY   | GARLAND | 02/16/95 | 000101 | P    | 50.00-  | 20.00-     | 40.00 | .00      |     | 01     | CHER |
| 942940150               | POTTER | JOHN    | 02/16/95 | 000010 | P    | 75.00   | 22.50      | 30.00 | .00      |     | 11     | CHER |
| 71 OVERPMT.REFUND (CLT) |        |         |          |        |      |         |            |       |          |     |        |      |
| 942320090               | LISA   | MARIE   | 02/16/95 | 000056 | P    | 60.00-  | .00        | .00   | .00      |     | HC     | CHER |
| 72 OVERPMT.REFUND (DEB) |        |         |          |        |      |         |            |       |          |     |        |      |
| 942320065               | GREEN  | DANIEL  | 02/16/95 | 100000 | P    | 75.00-  | .00        | .00   | .00      |     | HC     | CHER |



## **REPORT TITLE: DAILY PAYMENT DETAIL LIST (1)**

**REPORT DESCRIPTION:** This report will print a list of all payment transactions posted for the day. There are two reports generated when this option is selected. The first report displays individual payment transactions for the day. The second report displays the totals for the different types of payment transactions. This report may also be requested for a time period. See option 13, Payment Reports for a Period.

This report may be accessed from the Payment Transaction Menu, option 5.

**SELECTION OPTIONS:** None, report is immediately processed.

**FILES ACCESSED:** Daily Transactions, Company, Account Master, Client Master and Payment Codes

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Case#:** The number Intelec assigned to the account.

**Name:** The guarantor of the account.

**Date:** The payment date.

**Client:** The code for the client who turned over the accounts for collection.

**Bal.:** The type of balance which the payment has been applied.

**Payment:** The amount of the payment.

**Commission:** The fee earned from the payment.

**Rate:** The percentage of commissions on the debtor's account.

**Cash Adj:** This normally refers to that portion of a payment retained as commission by an agent, such as, an attorney or other agency.

**Legal:** A "Y" will appear in this column if the payment was applied to an account that is currently assigned to a collector who is defined as legal.

**Credit:** The person(s) who received credit for the payment.

**User:** The person that posted the payment.

PAYMENT SUMMARY

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

1) Analysis by Balance Type

|          | ----Paid To Agency---- |            | ----Paid To Client---- |            | --From Legal Accounts-- |            |
|----------|------------------------|------------|------------------------|------------|-------------------------|------------|
|          | Amount                 | Commission | Amount                 | Commission | Amount                  | Commission |
| PRIMARY  | 1,265.00               | 588.73     | 60.00                  | 57.00      | 850.00                  | 382.50     |
| INTEREST | .00                    | .00        | .00                    | .00        | .00                     | .00        |
| TOTALS   | 1,265.00               | 588.73     | 60.00                  | 57.00      | 850.00                  | 382.50     |

2) Analysis by Type of Payment

|                                       | Amount   | Commission |
|---------------------------------------|----------|------------|
| Paid To Agency                        | 1,315.00 | 613.73     |
| Paid To Client                        | 135.00   | 79.50      |
| Total Payments                        | 1,450.00 | 693.23     |
| Overpayments to Agency                | 100.00   | N/A        |
| Overpayments to Client                | .00      | N/A        |
| Total of Overpayments                 | 100.00   | N/A        |
| Returned Checks (Agency)              | 50.00-   | 25.00-     |
| Returned Checks (Client)              | 75.00-   | 22.50-     |
| Client Payments                       | 300.00-  | N/A        |
| Balance Adjustments                   | .00      | N/A        |
| Increase Balance/Bill Client          | .00      | N/A        |
| Forwarded Account Commission Due      | 2.50     | N/A        |
| Cash Adjustments                      | .00      | N/A        |
| TOTAL CASH                            | 1,115.00 | N/A        |
| Payment Code 54 - Commission Due      | .00      | N/A        |
| Payment Code 55 - Charges Due         | .00      | N/A        |
| Payment Code 56 - Per-Account Charges | .00      | N/A        |
| Payment Code 57 - Due from Client     | 500.00-  | N/A        |
| Payment Code 58 - Due from Client     | .00      | N/A        |
| Payment Code 71 - Refund to Client    | 60.00-   | N/A        |
| Payment Code 72 - Refund to Debtor    | 75.00-   | N/A        |
| Payment Code 73 - Overpayment Adj.    | .00      | N/A        |

## **REPORT TITLE: DAILY PAYMENT SUMMARY**

**REPORT DESCRIPTION:** This report analyzes payment transactions processed for the current day. This report may also be selected for a specific time frame. See option 13, Payment Reports for a Period.

This report is accessed from Payment Transaction Menu, option 6.

**SELECTION OPTIONS:** None, report is immediately processed.

**FILES ACCESSED:** Daily Transactions, Company, and Balance Types.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**1) Analysis by Balance Type:** a breakdown of payment transactions Paid to Agency, Paid to Client and From Legal Accounts, by the balance types defined in the System Controls. This includes reversals and NSF's.

**Paid to Agency:** The dollar amount paid to the agency and the commissions generated from those payments.

**Paid to Client:** The dollar amount paid to the client and the commissions generated from those payments.

**From Legal Accounts:** The dollar amount paid to the client or agency and the commissions generated from those payments for legal accounts. The commission amounts are also included in the Paid to Agency and Paid to Client columns.

**TOTALS:** The totals of the above fields.

**2) Analysis by Type of Payment:** a breakdown of dollar amounts received and commissions earned by payments types, regardless of balance types.

**Paid to Agency:** Totals from payment codes 01 and 02 (does not include NSF's).

**Paid to Client:** Totals from payment code 11 (does not include NSF's).

**Total Payments:** Sum of paid to agency and paid to client.

**Overpayments to Agency:** Totals from payment code 03.

**Overpayments to Client:** Totals from payment code 13.

**Total Overpayments:** Sum of Overpayments to Agency and Client.

**Returned Checks (Agency):** Totals from payment code 21.

**Returned Checks (Client):** Totals from payment code 31.

**Client Payments:** Totals from payment code 51

**Balance Adjustments:** Totals from payment codes 41-49

**Increase Balance/Bill Client:** Totals from payment code 59

**Forwarded Account Commission Due:** The amount due to or retained by an agent on a forwarded account.

**Cash Adjustments:** Total Cash Adjustment portion of Payment codes 01 and 02. Cash Adjustment normally refers to that portion of a payment retained as commission by an agent, such as, an attorney or other agency.

**Total Cash:** Total from Payment codes 01, 02, 03 and 51, less any Cash Adjustments.

**Payment Codes 54-58 and 71-72:** A brief description and total for each payment code (on a separate line for each).

PAYMENTS BY COLLECTOR

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

Collector : 11 CHERYL HAMOCKS

| Case #                   | Debtor Name | Payment    |                | Bal. Type | -----Agency----- |            | -----Employee----- |            | ---PIF--- |     | Spl Client |
|--------------------------|-------------|------------|----------------|-----------|------------------|------------|--------------------|------------|-----------|-----|------------|
|                          |             | Date       | Pay Type       |           | Payment          | Commission | Payment            | Commission | 1st       | (Y) |            |
| 942940148                | JONES       | P 02/16/95 | PAID TO AGENCY | P         | 55.00            | 38.50      | 55.00              | 38.50      |           |     | 000056     |
| 942940146                | JONES       | P 02/16/95 | PAID TO AGENCY | P         | 75.73            | 53.01      | 75.73              | 53.01      |           |     | 000056     |
| 942940147                | JONES       | P 02/16/95 | PAID TO AGENCY | P         | 75.69            | 22.71      | 75.69              | 22.71      |           |     | 000056     |
| 942940147                | JONES       | P 02/16/95 | PAID TO AGENCY | P         | 160.00           | 48.00      | 160.00             | 48.00      |           |     | 000056     |
| 942940145                | KNIGHT      | P 02/16/95 | PAID TO AGENCY | P         | 98.58            | 69.01      | 98.58              | 69.01      |           |     | 000056     |
| 942940150                | POTTER      | J 02/16/95 | PAID TO CLIENT | P         | 75.00            | 37.50      | 75.00              | 37.50      |           |     | 000002     |
| 942940150                | POTTER      | J 02/16/95 | * FWD.AGENCY * | P         | 75.00            | 22.50      | 75.00              | 22.50-     |           |     | 000002     |
| TOTAL WITHOUT FWD.AGENCY |             |            |                |           |                  |            | 540.00             | 268.73     | 0         | 0   |            |
| FWD.AGENCY TOTAL         |             |            |                |           |                  |            | 75.00              | 22.50-     | 0         | 0   |            |
| NON-REPORTABLE PAYMENTS  |             |            |                |           |                  |            | .00                | .00        |           |     |            |
| MONTH-TO-DATE TOTALS     |             |            |                |           |                  |            | 7116.67            | 2228.13    |           |     |            |



## **REPORT TITLE: DAILY PAYMENTS BY COLLECTOR (STANDARD)**

**REPORT DESCRIPTION:** This report analyzes, by collector, payment transactions processed for the current day.

This report is accessed from Payment Transaction Menu, option 8.

**SELECTION OPTIONS:** The following report types: (1) standard; (2) no commissions, with payment arrangement information and link information; (3) graph for payments; and (4) graph for commissions.

**FILES ACCESSED:** Daily Transactions, Company and Collector Master.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Collector:** The user's code and name.

**Case #:** The number Intelec assigned to the account.

**Debtor Name:** The last name and first initial of the guarantor of the account.

**Payment Date:** The date the transaction was posted.

**Pay Type:** The name of the payment code.

**Bal Type:** Th Primary, Interest, or Secondary Balance in which a payment has been applied.

**Agency:** The dollar amount paid to the agency by the debtor and the commissions generated.

**Employee - Payment:** The dollar amount the collector will receive credit for collecting. *Please note that this amount can vary from the Agency amount if the account has a split collector.*

**Employee - Commission:** Fees earned from payment to the collector. *Please note that this amount can vary from the Agency amount if the credit was split.*

**PIF - 1st:** a "Y" indicates the account was paid in full with the first payment.

**PIF - (Y):** a "Y" indicates the account was paid in full.

**Spl.:** a "Y" indicates a split collector payment.

**Client:** The code for the client.

**Total Without Fwd. Agency:** Totals of all transactions, excluding payment code 61.

**Fwd. Agency Total:** Totals for payment code 61 (negative commissions indicate amounts being paid out).

**Non-Reportable Payments:** Any of the balance type payments that will not appear on the client's statement.  
Payment Codes 54-58 and 71-72: A brief description and total for each payment code (on a separate line for each).

**Month-To-Date Totals:** The total payments and commissions generated by the collector.

## PAYMENTS BY COLLECTOR

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

Collector : 11 CHERYL HAMOCKS

| Case #                   | Debtor Name | Payment |          | Bal. Type      | Agency Payment | Employee Payment | ---PIF--- |     | Spl Client | P/Ar   | Linked Balance | QCat |
|--------------------------|-------------|---------|----------|----------------|----------------|------------------|-----------|-----|------------|--------|----------------|------|
|                          |             | Date    | Pay Type |                |                |                  | 1st       | (Y) |            |        |                |      |
| 942940148                | JONES       | P       | 02/16/95 | PAID TO AGENCY | P              | 55.00            | 55.00     |     |            | 000056 | 620.00         |      |
| 942940146                | JONES       | P       | 02/16/95 | PAID TO AGENCY | P              | 75.73            | 75.73     |     |            | 000056 | 1409.14        |      |
| 942940147                | JONES       | P       | 02/16/95 | PAID TO AGENCY | P              | 75.69            | 75.69     |     |            | 000056 | 1409.14        |      |
| 942940147                | JONES       | P       | 02/16/95 | PAID TO AGENCY | P              | 160.00           | 160.00    |     |            | 000056 | 1409.14        |      |
| 942940145                | KNIGHT      | P       | 02/16/95 | PAID TO AGENCY | P              | 98.58            | 98.58     |     |            | 000056 | 1409.14        |      |
| 942940150                | POTTER      | J       | 02/16/95 | PAID TO CLIENT | P              | 75.00            | 75.00     |     |            | 000002 | 819.00         |      |
| 942940150                | POTTER      | J       | 02/16/95 | * FWD.AGENCY * | P              | 75.00            | 75.00     |     |            | 000002 | 819.00         |      |
| TOTAL WITHOUT FWD.AGENCY |             |         |          |                |                | 540.00           |           | 0   | 0          |        |                |      |
| FWD.AGENCY TOTAL         |             |         |          |                |                | 75.00            |           | 0   | 0          |        |                |      |
| NON-REPORTABLE PAYMENTS  |             |         |          |                |                | .00              |           |     |            |        |                |      |

## **REPORT TITLE: DAILY PAYMENTS BY COLLECTOR (NO COMMISSIONS)**

**REPORT DESCRIPTION:** This report analyzes, by collector, payment transactions processed for the current day. This report tracks those accounts with payment arrangements, linked balances, and Qcat codes.

This report is accessed from Payment Transaction Menu, option 8,2.

**SELECTION OPTIONS:** The following report types: (1) standard; (2) no commissions, with payment arrangement information and link information; (3) graph for payments; and (4) graph for commissions.

**FILES ACCESSED:** Daily Transactions, Company and Collector Master.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Collector:** The user's code and name.

**Case #:** The number Intelec assigned to the account.

**Debtor Name:** The last name and first initial of the guarantor of the account.

**Payment Date:** The date the transaction was posted.

**Pay Type:** The name of the payment code.

**Agency Payment:** The dollar amount paid to the agency by the debtor and the commissions generated.

**Employee - Payment:** The dollar amount the collector will receive credit for collecting. *Please note that this amount can vary from the Agency amount if the account has a split collector.*

**PIF - 1st:** a "Y" indicates the account was paid in full with the first payment.

**PIF - (Y):** a "Y" indicates the account was paid in full.

**Spl:** a "Y" indicates a split collector payment.

**Client:** The code for the client.

**P/Ar:** A "Y" in this field will denote an account is in a payment arrangement.

**Linked Balance:** The linked balance amount currently due on the account.

**QCat:** The category the account resides in.

**Total Without Fwd. Agency:** Totals of all transactions, excluding payment code 61.

**Fwd. Agency Total:** Totals for payment code 61 (negative commissions indicate amounts being paid out).

**Non-Reportable Payments:** Any of the balance type payments that will not appear on the client's statement.

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

| Debtor Name                    | Case#       | Client Name        | Bal.Type | Pay Type       | Amount | Commission | Balance |
|--------------------------------|-------------|--------------------|----------|----------------|--------|------------|---------|
| OGILVY                         | F 000000111 | RIVERSIDE HOSPITAL | PRIMARY  | Paid to Agency | 250.00 | 112.50     | 540.25  |
| OGILVY                         | F 000000111 | RIVERSIDE HOSPITAL |          | Paid to Agency | 600.00 | 270.00     | 540.25  |
| Total for Balance Type PRIMARY |             |                    |          |                | 850.00 | 382.50     |         |
| Final Totals                   |             |                    |          |                | 850.00 | 382.50     |         |



## **REPORT TITLE: DAILY LEGAL PAYMENTS**

**REPORT DESCRIPTION:** This report will print a list of the payments received from legal accounts for the day.

This report is accessed from the Payment Transaction Menu, option 9,1.

**SELECTION OPTIONS:** None, the report is processed immediately.

### **DETAILS:**

**FILES ACCESSED:** Daily Transactions, Company, Balance Types, Account Master and Client Master.

**Company:** The name of the company entered in the System Control file.

**Debtor Name:** The last name and first initial of the guarantor of the account.

**Case #:** The number Intelec assigned to the account.

**Client Name:** The name of the client.

**Bal.Type:** The balance type the payment to which a payment has been applied.

**Pay Type:** The payment code description.

**Amount:** The dollar amount received from the guarantor.

**Commission:** Fees earned from guarantor payments.

**Balance:** The total balance on the account.

**Total for Balance Type:** The amount and commission totals for each balance type.

**Final Totals:** The amount and commission totals for all payments received.

LEGAL PAYMENTS BY CLIENT FROM 02/16/95 TO 02/16/95

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

| Case#                              | Debtor Name          | Balance Type | Code      | Payment     | Balance |        |       |       |        |  |
|------------------------------------|----------------------|--------------|-----------|-------------|---------|--------|-------|-------|--------|--|
| Client : 000001 RIVERSIDE HOSPITAL |                      |              |           |             |         |        |       |       |        |  |
| 000000111                          | FRED                 | OGILVY       | PRINCIPAL | 01          | 250.00  | 540.25 |       |       |        |  |
| 000000111                          | FRED                 | OGILVY       | PRINCIPAL | 01          | 600.00  | 540.25 |       |       |        |  |
| Sub-Total                          | PRINCIPAL Filing fee | Bal 2        | Bal 3     | Service Chg | Bal 5   | Bal 6  | Bal 7 | Bal 8 | TOTAL  |  |
|                                    | 850.00               |              |           |             |         |        |       |       | 850.00 |  |
| Totals                             | 850.00               |              |           |             |         |        |       |       | 850.00 |  |

## **REPORT TITLE: LEGAL PAYMENTS BY CLIENT**

**REPORT DESCRIPTION:** This report lists individual debtor payment transactions, by client, processed for a specified time period.

This report is accessed from the Payment Transaction Menu, option 9,3.

**SELECTION OPTIONS:** Date Range.

### **DETAILS:**

**FILES ACCESSED:** Payment Master, Account Master, Client Master, Company and Balance Types.

**Company:** The name of the company entered in the System Control file.

**Case#:** The number Intelec assigned to the account.

**Debtor Name:** The last and first name of the guarantor on the account.

**Balance Type:** The balance type to which the payment was applied.

**Code:** The payment code used when entering this payment.

**Payment:** The dollar amount received from the debtor.

**Balance:** The total balance on the account at the time the report is requested.

**Client:** The client's name and code.

**Sub-Totals:** The totals of each balance type for each client.

**Totals:** The totals of each balance type for all clients.





## **REPORT TITLE: LEGAL PAYMENTS BY COLLECTOR**

**REPORT DESCRIPTION:** This report lists individual debtor payment transactions, by collector, processed for a specified time period.

This report is accessed from the Payment Transaction Menu, option 9,2.

**SELECTION OPTIONS:** Date Range.

### **DETAILS:**

**FILES ACCESSED:** Payment Master, Account Master, Collector Master, Company and Balance Types.

**Company:** The name of the company entered in the System Control file.

**Case#:** The number Intelec assigned to the account.

**Principal:** The portion of the payment that was applied to the principal balance.

**Secondary Balance Types:** A heading for each of the secondary balances defined in the System Controls will print on this report, along with any portion of the payment that was applied to any of these secondary balance types.

**Interest:** The portion of the payment that was applied to the interest.

**Total:** Total dollar amount received from the debtor.

**Collector:** The collector code and name of the owner (or split collector) on the account at the time the payment is entered.

**Sub-Totals:** The totals of each balance type, by collector.

**Totals:** The totals of each balance type.

LIST OF CHECKS TO BE PRESENTED

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

| Link #    | Last Name | First Name | To be    |           | Check # | Amount  |
|-----------|-----------|------------|----------|-----------|---------|---------|
|           |           |            | Entered  | Presented |         |         |
| 000000010 | JONES     | BRANDY     | 02/03/95 | 02/15/95  | 0000012 | \$75.00 |
| 000000010 | JONES     | BRANDY     | 02/03/95 | 02/15/95  | 0000013 | \$75.00 |
| 942940146 | JONES     | PAUL       | 02/03/95 | 02/10/95  | 0000001 | \$75.00 |
| 942940146 | JONES     | PAUL       | 02/03/95 | 02/10/95  | 0000002 | \$53.56 |
| 942940146 | JONES     | PAUL       | 02/03/95 | 02/15/95  | 0000003 | \$25.00 |
| 942940153 | HALL      | SUE        | 02/03/95 | 02/15/95  | 0000010 | \$25.00 |
| 942940153 | HALL      | SUE        | 02/03/95 | 02/15/95  | 0000011 | \$50.00 |
| 942940155 | JOHNSON   | LARRY      | 02/03/95 | 02/15/95  | 0000009 | \$60.00 |

## **REPORT TITLE: LIST CHECKS TO BE PRESENTED**

**REPORT DESCRIPTION:** This report lists postdated checks ready to be presented based on presentation dates at the time the checks were entered. This list should be used to enter the payments for those debtors.

This report is accessed from the Payment Transaction Menu, option 12.

**SELECTION OPTIONS:** None. Report is processed immediately.

**FILES ACCESSED:** Account Master, Daily Transaction File.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Link#:** The debtor primary account number.

**Last Name:** The debtor's last name.

**First Name:** The debtor's first name.

**Entered:** The date the check was entered into the system.

**To be Presented:** The date the check is to be presented for payment.

**Check#:** The check sequence number.

**Amount:** The dollar value of the check to be presented.

## PAYMENT ANALYSIS FROM 02/15/95 TO 02/17/95

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

| Date     | Code 01 | Code 02 | Code 03 | Code 51 | Cash    | Code 11 | Code 21 | Code 71 | Code 72 |
|----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 02/15/95 | 130.00  | 340.00  | 160.00  | 1100.00 | 1630.00 | 775.00  | 350.00- | .00     | .00     |
| 02/16/95 | 1260.00 | 55.00   | 100.00  | 300.00- | 1115.00 | 135.00  | 50.00-  | 60.00-  | 75.00-  |
| TOTALS : | 1390.00 | 395.00  | 260.00  | 800.00  | 2745.00 | 910.00  | 400.00- | 60.00-  | 75.00-  |



**REPORT TITLE: PAYMENT ANALYSIS (By Date With Cash)**

**REPORT DESCRIPTION:** This report analyzes payments based on payment codes.

This report can be accessed from the Payment Transaction Menu, option 13,3.

**SELECTION OPTIONS:** Payment Date Range, Payment Codes. You may select up to nine Payment Codes.

**FILES ACCESSED:** Payment Master File.

**DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Date:** The date the payment was posted to the system.

**Code:** The payment code used to apply the payment.

**Cash:** The total daily dollar amount of cash posted to each payment code.

**Totals:** The total value of payments by code and cash posted for the payment date range.

## PAYMENT DETAIL LISTING FROM 02/14/95 TO 02/17/95

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

Client : 000056 FREE COLLECTIONS

PAYMENT CODES : 01 02 11 21 51 71 72

BALANCE CODES : P 4 I

| Case#             | Debtor Name  | Payment Date | Payment Amount | Commission | Comm Rate | Pmt. Code | Adj. Code | Balance Type | Credit | Cash Adj. |
|-------------------|--------------|--------------|----------------|------------|-----------|-----------|-----------|--------------|--------|-----------|
| 942940145         | PAUL KNIGHT  | 02/15/95     | 11.32          | 7.92       | 70.00     | 01        |           | Primary      | 11     |           |
| 942940145         | PAUL KNIGHT  | 02/15/95     | 37.72          | 26.40      | 70.00     | 01        |           | Primary      | 11     |           |
| 942940146         | PAUL JONES   | 02/15/95     | 9.34           | 6.54       | 70.00     | 01        |           | Primary      | 11     |           |
| 942940146         | PAUL JONES   | 02/15/95     | 31.14          | 21.80      | 70.00     | 01        |           | Primary      | 11     |           |
| 942940147         | PAUL JONES   | 02/15/95     | 9.34           | 2.80       | 30.00     | 01        |           | Primary      | 11     |           |
| 942940147         | PAUL JONES   | 02/15/95     | 31.14          | 9.34       | 30.00     | 01        |           | Primary      | 11     |           |
| 942940152         | SUE HALL     | 02/15/95     | 100.00         | 50.00      | 50.00     | 02        |           | Primary      | BC     | 100.00    |
| 942940153         | SUE HALL     | 02/15/95     | 75.00          | 37.50      | 50.00     | 02        |           | Primary      | BC     |           |
| 942940153         | SUE HALL     | 02/15/95     | 25.00          | .00        | .00       | 02        |           | Service Chg  | BC     |           |
| 942940149         | JUDY YOUNG   | 02/15/95     | 475.00         | 142.50     | 30.00     | 11        |           | Primary      | 11     |           |
| 942940145         | PAUL KNIGHT  | 02/15/95     | 50.00-         | 35.00-     | 70.00     | 21        |           | Primary      | 11     |           |
| 942940152         | SUE HALL     | 02/15/95     | 300.00-        | 210.00-    | 70.00     | 21        |           | Primary      | BC     |           |
| Client            | 000056       | 02/15/95     | 600.00         | .00        |           | 51        | 1         |              |        |           |
| Client            | 000056       | 02/15/95     | 500.00         | .00        |           | 51        | 0         |              |        |           |
| 942940145         | PAUL KNIGHT  | 02/16/95     | 98.58          | 69.01      | 70.00     | 01        |           | Primary      | 11     |           |
| 942940146         | PAUL JONES   | 02/16/95     | 75.73          | 53.01      | 70.00     | 01        |           | Primary      | 11     |           |
| 942940147         | PAUL JONES   | 02/16/95     | 75.69          | 22.71      | 30.00     | 01        |           | Primary      | 11     |           |
| 942940147         | PAUL JONES   | 02/16/95     | 160.00         | 48.00      | 30.00     | 01        |           | Primary      | 11     |           |
| 942940148         | P. JONES     | 02/16/95     | 55.00          | 38.50      | 70.00     | 02        |           | Primary      | 11     |           |
| 942940152         | SUE HALL     | 02/16/95     | 60.00          | 42.00      | 70.00     | 11        |           | Primary      | BC     |           |
| 942320089         | GARLAND JUDY | 02/16/95     | 50.00-         | 25.00-     | 50.00     | 21        |           | Primary      | 01     |           |
| Client            | 000056       | 02/16/95     | 300.00-        | .00        |           | 51        | 0         |              |        |           |
| 942320090         | MARIE LISA   | 02/16/95     | 60.00-         | .00        | .00       | 71        |           | Primary      | HC     |           |
| Totals for Client |              |              | 1670.00        | 308.03     |           |           |           |              |        |           |

## **REPORT TITLE: PAYMENT DETAIL LISTING (Sort by Client)**

**REPORT DESCRIPTION:** This report lists payments by client for a user defined period.

The report may be accessed from Payment Transaction Menu, option 13,5.

**SELECTION OPTIONS:** Payment Date Range, Balance Codes, and Payment Codes. You may select up to four balance codes or all and up to eight or all payment codes.

**FILES ACCESSED:** Daily Payment Transaction file, Account Master, and Client Master.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Client:** The name and code for the client being analyzed.

**Payment Codes:** The selected payment codes.

**Balance Codes:** The selected balance codes.

**Case#:** The system assigned debtor number.

**Debtor Name:** The guarantor's name.

**Payment Date:** The date the payment was posted to the debtor's account.

**Payment Amount:** The dollar amount of the payment.

**Commission:** The dollar fee charged to the client for collecting on the account.

**Commission Rate:** The percentage of the payment eligible for commission.

**Payment Code:** The code used to describe what type of payment being applied to the debtors' account.

**Adjustment Code:** A user defined code used to modify the payment. (*Note: The adjustment code has been applied against the specified payment code and balance type.*)

**Balance Type:** The Primary, Interest, or secondary balances the payment was applied against.

**Credit:** The collector to receive credit for the payment.

**Cash Adjustment:** The dollar modification associated with the adjustment code that was applied.

**Totals for Client:** The gross payments and commissions received for named client.

## PAYMENT DETAIL LISTING FROM 02/14/95 TO 02/17/95

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

PAYMENT CODES : 01 02 21 11 51 57 71 72

BALANCE CODES : P 4 I

| Case#              | Debtor Name |        | Payment<br>Date | Payment<br>Amount | Commission | Comm<br>Rate | Pmt.<br>Code | Adj.<br>Code | Balance<br>Type | Credit | Cash<br>Adj. |
|--------------------|-------------|--------|-----------------|-------------------|------------|--------------|--------------|--------------|-----------------|--------|--------------|
| 00000111           | FRED        | OGILVY | 02/16/95        | 250.00            | 112.50     | 45.00        | 01           |              | Primary         | L1     |              |
| 00000111           | FRED        | OGILVY | 02/16/95        | 600.00            | 270.00     | 45.00        | 01           |              | Primary         | L1     |              |
| 942940145          | PAUL        | KNIGHT | 02/15/95        | 11.32             | 7.92       | 70.00        | 01           |              | Primary         | 11     |              |
| 942940145          | PAUL        | KNIGHT | 02/15/95        | 37.72             | 26.40      | 70.00        | 01           |              | Primary         | 11     |              |
| 942940145          | PAUL        | KNIGHT | 02/16/95        | 98.58             | 69.01      | 70.00        | 01           |              | Primary         | 11     |              |
| 942940146          | PAUL        | JONES  | 02/15/95        | 9.34              | 6.54       | 70.00        | 01           |              | Primary         | 11     |              |
| 942940146          | PAUL        | JONES  | 02/15/95        | 31.14             | 21.80      | 70.00        | 01           |              | Primary         | 11     |              |
| 942940146          | PAUL        | JONES  | 02/16/95        | 75.73             | 53.01      | 70.00        | 01           |              | Primary         | 11     |              |
| 942940147          | PAUL        | JONES  | 02/15/95        | 9.34              | 2.80       | 30.00        | 01           |              | Primary         | 11     |              |
| 942940147          | PAUL        | JONES  | 02/15/95        | 31.14             | 9.34       | 30.00        | 01           |              | Primary         | 11     |              |
| 942940147          | PAUL        | JONES  | 02/16/95        | 75.69             | 22.71      | 30.00        | 01           |              | Primary         | 11     |              |
| 942940147          | PAUL        | JONES  | 02/16/95        | 160.00            | 48.00      | 30.00        | 01           |              | Primary         | 11     |              |
| Totals for Type 01 |             |        |                 | 1390.00           | 650.03     |              |              |              |                 |        |              |
| 923020013          | BRIAN       | POTTER | 02/15/95        | 25.00             | 11.25      | 45.00        | 02           |              | Primary         | BC     |              |
| 942940148          | P.          | JONES  | 02/16/95        | 55.00             | 38.50      | 70.00        | 02           |              | Primary         | 11     |              |
| 942940150          | JOHN        | POTTER | 02/15/95        | 100.00            | 50.00      | 50.00        | 02           |              | Primary         | 11     |              |
| 942940152          | SUE         | HALL   | 02/15/95        | 100.00            | 50.00      | 50.00        | 02           |              | Primary         | BC     | 100.00       |
| 942940153          | SUE         | HALL   | 02/15/95        | 75.00             | 37.50      | 50.00        | 02           |              | Primary         | BC     |              |
| 942940153          | SUE         | HALL   | 02/15/95        | 25.00             | .00        | .00          | 02           |              | Service Chg     | BC     |              |
| Totals for Type 02 |             |        |                 | 380.00            | 187.25     |              |              |              |                 |        |              |
| 942940149          | JUDY        | YOUNG  | 02/15/95        | 475.00            | 142.50     | 30.00        | 11           |              | Primary         | 11     |              |
| 942940150          | JOHN        | POTTER | 02/15/95        | 300.00            | 150.00     | 50.00        | 11           |              | Primary         | 11     |              |
| 942940150          | JOHN        | POTTER | 02/16/95        | 75.00             | 37.50      | 50.00        | 11           |              | Primary         | 11     |              |
| 942940152          | SUE         | HALL   | 02/16/95        | 60.00             | 42.00      | 70.00        | 11           |              | Primary         | BC     |              |
| Totals for Type 11 |             |        |                 | 910.00            | 372.00     |              |              |              |                 |        |              |
| 942320089          | GARLAND     | JUDY   | 02/16/95        | 50.00-            | 25.00-     | 50.00        | 21           |              | Primary         | 01     |              |
| 942940145          | PAUL        | KNIGHT | 02/15/95        | 50.00-            | 35.00-     | 70.00        | 21           |              | Primary         | 11     |              |
| 942940152          | SUE         | HALL   | 02/15/95        | 300.00-           | 210.00-    | 70.00        | 21           |              | Primary         | BC     |              |
| Totals for Type 21 |             |        |                 | 400.00-           | 270.00-    |              |              |              |                 |        |              |
| Client             | 000056      |        | 02/15/95        | 600.00            | .00        |              | 51           | 1            |                 |        |              |
| Client             | 000056      |        | 02/15/95        | 500.00            | .00        |              | 51           | 0            |                 |        |              |
| Client             | 000056      |        | 02/16/95        | 300.00-           | .00        |              | 51           | 0            |                 |        |              |
| Totals for Type 51 |             |        |                 | 800.00            | .00        |              |              |              |                 |        |              |
| Client             | 100000      |        | 02/15/95        | 950.00-           | .00        |              | 57           | 0            |                 |        |              |
| Client             | 000056      |        | 02/16/95        | 500.00-           | .00        |              | 57           | 3            |                 |        |              |
| Totals for Type 57 |             |        |                 | 1450.00-          | .00        |              |              |              |                 |        |              |
| 942320090          | MARIE       | LISA   | 02/16/95        | 60.00-            | .00        | .00          | 71           |              | Primary         | HC     |              |



**REPORT TITLE: PAYMENT DETAIL (Sort by Payment Code)**

**REPORT DESCRIPTION:** This report lists all payment information applicable to the debtors account. The report is sorted by payment code.

This report is accessed from the Payment Transaction Menu, option 13,2.

**SELECTION OPTIONS:** Payment Date Range, up to eight Payment Codes or all codes if blank, and up to four Balance Codes or all if blank.

**FILES ACCESSED:** Account Master, Payment Master.

**DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Payment Codes:** The selected payment codes.

**Balance Codes:** The selected balance codes.

**Case#:** The system number assigned to the debtor.

**Debtor Name:** Guarantors' name.

**Payment Date:** The day the payment was applied to the debtors' account.

**Payment Amount:** The dollar value of the payment.

**Commission:** The dollar fee obtained from collecting a payment on the account.

**Commission Rate:** The percentage used to calculate the amount charged to the client.

**Payment Code:** The payment standard applied to the account.

**Adjustment Code:** A user defined standard to allow payment corrections to made to an account to the specified balance type.

**Balance Type:** Reflects the Primary, Interest, or secondary balance type the payment was applied to.

**Credit:** The collector to receive credit.

**Cash Adjustment:** A portion of the payment retained as commission by an agent, such as an attorney or other agency.

## PAYMENTS BY CLIENT FROM 02/15/95 TO 02/17/95

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

| Client                    | ----Paid To Agency---- |            | ----Paid To Client---- |            | --From Legal Accounts-- |            |
|---------------------------|------------------------|------------|------------------------|------------|-------------------------|------------|
|                           | Amount                 | Commission | Amount                 | Commission | Amount                  | Commission |
| 000001 RIVERSIDE HOSPITAL | 850.00                 | 382.50     | .00                    | .00        | 850.00                  | 382.50     |
| 000056 FREE COLLECTIONS   | 395.00                 | 123.53     | 261.50                 | 102.45     | .00                     | .00        |
| TOTALS                    | 1,245.00               | 506.03     | 261.50                 | 102.45     | 850.00                  | 382.50     |

## **REPORT TITLE: PAYMENTS BY CLIENT FOR A PERIOD**

**REPORT DESCRIPTION:** This report compares payments by listing all clients for a specified period of time.

This report can be accessed from Payment Transaction Menu, option 14.

**SELECTION OPTIONS:** Payment Date Range.

**FILES ACCESSED:** Daily Transaction, Client Master, Legal Master.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Client:** The name of the client found in the Client Master.

**Paid to Agency:** The dollar value collected and the fees generated from the payments.

**Paid to Client:** The dollar value collected and the fees generated from the payments.

**From Legal Accounts:** The total dollar value and fees collected from legal accounts.

**Totals:** The total value of payments posted by each of the three categories.

PAYMENTS BY COLLECTOR FROM 02/14/95 TO 02/17/95

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

Collector : 11 CHERYL HAMOCKS

| Case#                    | Debtor Name | Payment Date | Pay Type       | Bal. Type | -----Agency----- |            | -----Employee----- |            | ----PIF---- |     |     |        |
|--------------------------|-------------|--------------|----------------|-----------|------------------|------------|--------------------|------------|-------------|-----|-----|--------|
|                          |             |              |                |           | Payment          | Commission | Payment            | Commission | 1st         | (Y) | Spl | Client |
| 942940148                | JONES       | P 02/16/95   | PAID TO AGENCY | P         | 55.00            | 38.50      | 55.00              | 38.50      |             |     |     |        |
| 942940146                | JONES       | P 02/15/95   | PAID TO AGENCY | P         | 9.34             | 6.54       | 9.34               | 6.54       |             |     |     | 000056 |
| 942940146                | JONES       | P 02/15/95   | PAID TO AGENCY | P         | 31.14            | 21.80      | 31.14              | 21.80      |             |     |     | 000056 |
| 942940147                | JONES       | P 02/15/95   | PAID TO AGENCY | P         | 9.34             | 2.80       | 9.34               | 2.80       |             |     |     | 000056 |
| 942940146                | JONES       | P 02/16/95   | PAID TO AGENCY | P         | 31.14            | 9.34       | 31.14              | 9.34       |             |     |     | 000056 |
| 942940147                | JONES       | P 02/16/95   | PAID TO AGENCY | P         | 75.73            | 53.01      | 75.73              | 53.01      |             |     |     | 000056 |
| 942940147                | JONES       | P 02/16/95   | PAID TO AGENCY | P         | 75.69            | 22.71      | 75.69              | 22.71      |             |     |     | 000056 |
| 942940145                | KNIGHT      | P 02/15/95   | PAID TO AGENCY | P         | 160.00           | 48.00      | 160.00             | 48.00      |             |     |     | 000056 |
| 942940145                | KNIGHT      | P 02/15/95   | PAID TO AGENCY | P         | 11.32            | 7.92       | 11.32              | 7.92       |             |     |     | 000056 |
| 942940145                | KNIGHT      | P 02/15/95   | NSF TO AGENCY  | P         | 37.72            | 26.40      | 37.72              | 26.40      |             |     |     | 000056 |
| 942940145                | KNIGHT      | P 02/16/95   | PAID TO AGENCY | P         | 50.00-           | 35.00-     | 50.00-             | 35.00-     |             |     |     | 000056 |
| 942940150                | POTTER      | J 02/15/95   | PAID TO AGENCY | P         | 98.58            | 69.01      | 98.58              | 69.01      |             |     |     | 000056 |
| 942940150                | POTTER      | J 02/15/95   | PAID TO CLIENT | P         | 100.00           | 50.00      | 100.00             | 50.00      |             |     |     | 000002 |
| 942940150                | POTTER      | J 02/15/95   | * FWD.AGENCY * | P         | 300.00           | 150.00     | 300.00             | 150.00     |             |     |     | 000002 |
| 942940150                | POTTER      | J 02/16/95   | PAID TO CLIENT | P         | 300.00           | 90.00      | 300.00             | 90.00-     |             |     |     | 000002 |
| 942940150                | POTTER      | J 02/16/95   | * FWD.AGENCY * | P         | 75.00            | 37.50      | 75.00              | 37.50      |             |     |     | 000002 |
| 942940149                | YOUNG       | J 02/15/95   | PAID TO CLIENT | P         | 75.00            | 22.50      | 75.00              | 22.50-     |             |     |     | 000002 |
| 942940149                | YOUNG       | J 02/15/95   | NSF TO CLIENT  | P         | 475.00           | 142.50     | 475.00             | 142.50     |             |     |     | 000056 |
|                          |             |              |                |           | 198.50-          | 59.55-     | 198.50-            | 59.55-     |             | Y   |     | 000056 |
| TOTAL WITHOUT FWD.AGENCY |             |              |                |           |                  |            | 1296.50            | 591.48     |             |     |     |        |
| FWD.AGENCY TOTAL         |             |              |                |           |                  |            | 375.00             | 112.50-    |             |     |     |        |
| NON-REPORTABLE PAYMENTS  |             |              |                |           |                  |            | .00                | .00        |             |     |     |        |



## REPORT TITLE: PAYMENTS BY COLLECTOR FOR A PERIOD

**REPORT DESCRIPTION:** This report analyzes, by collector, payment transactions processed for a user defined time period.

This report is accessed from Payment Transaction Menu, option 15.

**SELECTION OPTIONS:** Payment Date Range and up to four or all Collector Codes.

**FILES ACCESSED:** Daily Transactions, Company and Collector Master.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Collector:** The user's code and name.

**Case #:** The number Intelec assigned to the account.

**Debtor Name:** The last name and first initial of the guarantor of the account.

**Payment Date:** The date the transaction was posted.

**Pay Type:** The name of the payment code.

**Bal. Type:** The balance to which the payment was applied.

**Agency:** The dollar amount paid to the agency by the debtor and the commissions generated.

**Employee - Payment:** The dollar amount the collector will receive credit for collecting. *Please note that this amount can vary from the Agency amount if the account has a split collector.*

**Employee - Commission:** Fees earned from payment to the collector. *Please note that this amount can vary from the Agency amount if the credit was split.*

**PIF - 1st:** a "Y" indicates the account was paid in full with the first payment.

**PIF - (Y):** a "Y" indicates the account was paid in full.

**Spl:** a "Y" indicates a split collector payment.

**Client:** The code for the client.

**Total Without Fwd. Agency:** Totals of all transactions, excluding payment code 61.

**Fwd. Agency Total:** Totals for payment code 61 (negative commissions indicate amounts being paid out).

**Non-Reportable Payments:** Any of the balance type payments that will not appear on the client's statement.

ite : 2/17/95 14:03:45

PAYMENT SUMMARY BY CLIENT FROM 02/15/95 TO 02/17/95

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

PAYMENT CODES : 01 02 11 21 51 71 72

BALANCE CODES : P 4

| Client                                 | Payment Amount | Commission |
|--|----------------|------------|
| Payment Code : 01 PAID AGENCY          |                |            |
| 000001 RIVERSIDE HOSPITAL              | 850.00         | 382.50     |
| 000056 FREE COLLECTIONS                | 540.00         | 267.53     |
| Totals for Payment Code 01             | 1390.00        | 650.03     |
| Payment Code : 02 PAID AGENCY (FWD)    |                |            |
| 000002 GENERAL HOSPITAL                | 125.00         | 61.25      |
| 000056 FREE COLLECTIONS                | 255.00         | 126.00     |
| Totals for Payment Code 02             | 380.00         | 187.25     |
| Payment Code : 11 PAID CLIENT          |                |            |
| 000002 GENERAL HOSPITAL                | 375.00         | 187.50     |
| 000056 FREE COLLECTIONS                | 535.00         | 184.50     |
| Totals for Payment Code 11             | 910.00         | 372.00     |
| Payment Code : 21 RETURN CHECK-AGENCY  |                |            |
| 000056 FREE COLLECTIONS                | 400.00-        | 270.00-    |
| Totals for Payment Code 21             | 400.00-        | 270.00-    |
| Payment Code : 51 CLIENT PAYMENT       |                |            |
| 000056 FREE COLLECTIONS                | 800.00         | .00        |
| Totals for Payment Code 51             | 800.00         | .00        |
| Payment Code : 71 OVERPMT.REFUND (CLT) |                |            |
| 000056 FREE COLLECTIONS                | 60.00-         | .00        |
| Totals for Payment Code 71             | 60.00-         | .00        |
| Payment Code : 72 OVERPMT.REFUND (DEB) |                |            |
| 100000 ARC                             | 75.00-         | .00        |
| Totals for Payment Code 72             | 75.00-         | .00        |

**REPORT TITLE: PAYMENT BY TYPE AND CLIENT (Summary Report)**

**REPORT DESCRIPTION:** This report tracks debtor payments by client for a user defined period.  
This report may be accessed from the Payment Transaction Menu, option 13,6.

**SELECTION OPTIONS:** Payment Date Range, up to eight or all Payment Codes, and up to four or all Balance Codes.

**FILES ACCESSED:** Daily Payment Transaction, Client Master.

**DETAILS:**

**Company:** The name of the company entered in System Controls.

**Payment Codes:** The selected payment codes used for the payment transaction.

**Balance Codes:** The selected balance code.

**Client:** The client name and code entered in the Client Master.

**Payment Code:** The payment code associated with the payment received and the type of payment code.

**Payment Amount:** The dollar amount of the payment.

**Commission:** The dollar fee received from the payment.

**Totals for Payment Code:** The gross payment and the commission for the stated code.

e : 02/17/95 14:03:44

PAYMENT SUMMARY FROM 02/15/95 TO 02/17/95

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

Analysis by Balance Type

|               | ----Paid To Agency---- |               | ----Paid To Client---- |               | --From Legal Accounts-- |               |
|---------------|------------------------|---------------|------------------------|---------------|-------------------------|---------------|
|               | Amount                 | Commission    | Amount                 | Commission    | Amount                  | Commission    |
| PRIMARY       | 1,345.00               | 567.28        | 636.50                 | 289.95        | 850.00                  | 382.50        |
| INTEREST      | .00                    | .00           | .00                    | .00           | .00                     | .00           |
| Filing fee    | 15.00                  | .00           | .00                    | .00           | .00                     | .00           |
| Service Chg   | 25.00                  | .00           | .00                    | .00           | .00                     | .00           |
| <b>TOTALS</b> | <b>1,385.00</b>        | <b>567.28</b> | <b>636.50</b>          | <b>289.95</b> | <b>850.00</b>           | <b>382.50</b> |

2) Analysis by Type of Payment

|                                       | Amount          | Commission      |
|---------------------------------------|-----------------|-----------------|
| Paid To Agency                        | 1,785.00        | 837.28          |
| Paid To Client                        | 910.00          | 372.00          |
| <b>Total Payments</b>                 | <b>2,695.00</b> | <b>1,209.28</b> |
| Overpayments to Agency                | 260.00          | N/A             |
| Overpayments to Client                | 125.00          | N/A             |
| <b>Total of Overpayments</b>          | <b>385.00</b>   | <b>N/A</b>      |
| Returned Checks (Agency)              | 400.00-         | 270.00-         |
| Returned Checks (Client)              | 273.50-         | 82.05-          |
| Client Payments                       | 800.00          | N/A             |
| Balance Adjustments                   | .00             | N/A             |
| Increase Balance/Bill Client          | .00             | N/A             |
| Forwarded Account Commission Due      | 92.50           | N/A             |
| Cash Adjustments                      | 100.00          | N/A             |
| <b>Total Cash</b>                     | <b>2,745.00</b> | <b>N/A</b>      |
| Payment Code 54 - Commission Due      | .00             | N/A             |
| Payment Code 55 - Charges Due         | .00             | N/A             |
| Payment Code 56 - Per-Account Charges | .00             | N/A             |
| Payment Code 57 - Due from Client     | 1,450.00-       | N/A             |
| Payment Code 58 - Due from Client     | .00             | N/A             |
| Payment Code 71 - Refund to Client    | 60.00-          | N/A             |
| Payment Code 72 - Refund to Debtor    | 75.00-          | N/A             |
| Payment Code 73 - Overpayment Adj.    | .00             | N/A             |



## **REPORT TITLE: PAYMENT SUMMARY**

**REPORT DESCRIPTION:** This report analyzes payment transactions processed for a user specified time frame. The report duplicates the information found on the Daily Payment Summary.

This report is accessed from Payment Transaction Menu, option 13,1.

**SELECTION OPTIONS:** Payment Date Range.

**FILES ACCESSED:** Daily Transactions, Company, and Balance Types.

### **DETAILS:**

**Company:** The name of the company entered in the System Control file.

**1) Analysis by Balance Type:** a breakdown of payment transactions Paid to Agency, Paid to Client and From Legal Accounts, by the balance types defined in the System Controls. This includes reversals and NSF's.

**Paid to Agency:** The dollar amount paid to the agency and the commissions generated from those payments.

**Paid to Client:** The dollar amount paid to the client and the commissions generated from those payments.

**From Legal Accounts:** The dollar amount paid to the client or agency and the commissions generated from those payments for legal accounts. The commission amounts are also included in the Paid to Agency and Paid to Client columns.

**TOTALS:** The totals from the above fields.

**2) Analysis by Type of Payment:** a breakdown of dollar amounts received and commissions earned by payments types, regardless of balance types.

**Paid to Agency:** Totals from payment codes 01 and 02 (does not include NSF's).

**Paid to Client:** Totals from payment code 11 (does not include NSF's).

**Total Payments:** Sum of paid to agency and paid to client.

**Overpayments to Agency:** Totals from payment code 03.

**Overpayments to Client:** Totals from payment code 13.

**Total Overpayments:** Sum of Overpayments to Agency and Client.

**Returned Checks (Agency):** Totals from payment code 21.

**Returned Checks (Client):** Totals from payment code 31.

**Client Payments:** Totals from payment code 51

**Balance Adjustments:** Totals from payment codes 41-49

**Increase Balance/Bill Client:** Totals from payment code 59

**Forwarded Account Commission Due:** Total commission due to a forwarding agent.

**Cash Adjustments:** Total Cash Adjustment portion of Payment codes 01 and 02. Cash Adjustment normally refers to that portion of a payment retained as commission by an agent, such as, an attorney or other agency.

**Total Cash:** Total from Payment codes 01, 02, 03 and 51, less any Cash Adjustments.

**Payment Codes 54-58 and 71-72:** A brief description and total for each payment code (on a separate line for each).

Date : 02/17/95 14:06:15

P/D CHECKS ENTERED BETWEEN 02/01/95 AND 02/17/95

Company : IOU OWE-IT COLLECTIONS SERVICES, INC.

| Name         | Entered  | Amount | Present On | Link#     |
|--------------|----------|--------|------------|-----------|
| JONES BRANDY | 02/17/95 | 50.00  | 02/20/95   | 000000010 |
| JONES PAUL   | 02/17/95 | 75.00  | 02/20/95   | 942940146 |
| JONES PAUL   | 02/03/95 | 25.00  | 03/15/95   | 942940146 |
| HALL SUE     | 02/17/95 | 60.00  | 03/15/95   | 942940153 |
| JONES PAUL   | 02/03/95 | 25.00  | 04/15/95   | 942940146 |
| HALL SUE     | 02/17/95 | 60.00  | 04/15/95   | 942940153 |
| JONES PAUL   | 02/03/95 | 25.00  | 05/15/95   | 942940146 |
| HALL SUE     | 02/17/95 | 60.00  | 05/15/95   | 942940153 |
| JONES PAUL   | 02/03/95 | 25.00  | 06/15/95   | 942940146 |
| HALL SUE     | 02/17/95 | 60.00  | 06/15/95   | 942940153 |
| JONES PAUL   | 02/03/95 | 25.00  | 07/15/95   | 942940146 |

Total of 490.00 from 11 check(s)

**REPORT TITLE: POST DATED CHECKS BY ENTRY DATE**

**REPORT DESCRIPTION:** This report lists checks that have been entered into the system but have not been posted as a payment. This report can be used to verify post dated checks entered for the day.

This report may be accessed from the Payment Transaction Menu, option 16.

**SELECTION OPTIONS:** Entry Date Range.

**FILES ACCESSED:** Daily Transaction File, Account Master.

**DETAILS:**

**Company:** The name of the company entered in the System Control file.

**Name:** The debtor's name.

**Entered:** The date the check was entered into the system.

**Amount:** The dollar value of the check.

**Present On:** The date the check will be applied to the debtor's account.

**Link#:** The number Intelec assigned to the account.

**Total:** The total value of checks and their quantity entered into the system.





