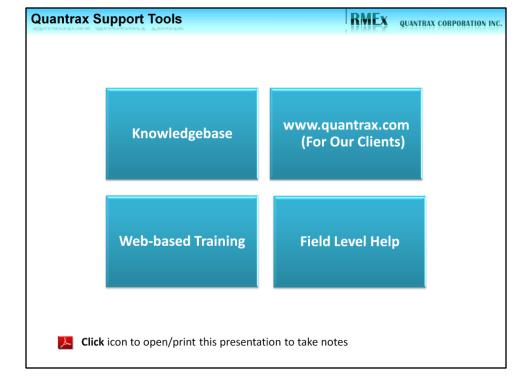
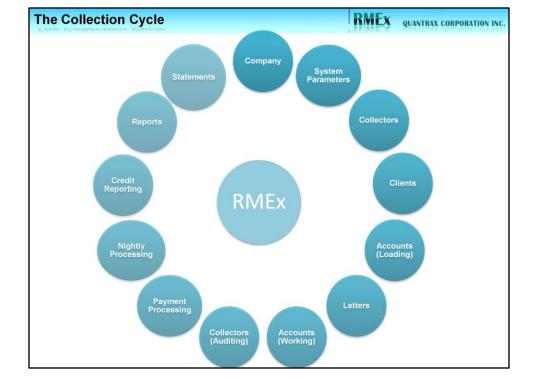


The information contained in this manual is proprietary and should not be reproduced, copied or disclosed to a third party without the prior written consent of Quantrax Corporation inc © Copyright 2012 — Quantrax Corporation, inc April 30, 2012

(Preparing for RMEx Conversion)





Setting Up A Company	RMEx	QUANTRAX CORPORATION INC.
Special password for certain features		
Default collector (should not have account	ts)	
Default contact series		
□ Balance types		
Default - primary and insurance		
☐ 10 additional balance types		
Track Changes considerations		
Credit Report (not set by default)		
Rules for payment arrangement		
☐ Smart Codes		
☐ State Options		
Company goals and targets		
Click icon for PMEy Management Training		
Click icon for RMEx Management Training		

System Parameters	RMEx	QUANTRAX CORPORATION INC.
□ Special warnings for clerical and collectors□ New business settings□ Timeframes (attempts)	S	
Click icon for RMEx Management Training		

Collectors	RMEX	QUANTRAX CORPORATION INC.
☐ Security		
☐ Workgroup		
☐ Legal vs. non-legal		
☐ Different workflows		
☐ Balance range		
☐ Prioritize accounts		
Click icon for RMEx Management Training		

Clients	RMEx	QUANTRAX CORPORATION INC.
 □ Remittance schedule □ Gross vs. Net □ Bad checks statements □ Billing □ Fee codes □ "Early out" programs 		
☐ Linking accounts		
☐ Reporting☐ Client classification (medical, commercial,	utility e	etc)
- Cheft classification (medical, commercial,	utility, e	sic.)
Click icon for RMEx Management Training		

Loading Accounts	RMEX	QUANTRAX CORPORATION INC.
□ Manual account entry□ Electronic loads□ I-Load feature		
Click icon for RMEx Management Training		

Letters	RMEx	QUANTRAX CORPORATION INC.
☐ Sending Letters		
☐ Smart Code		
☐ Manual request by collector		
☐ Contact Series		
Merge Codes (data within the account file))	
□ Type of Letters		
☐ Link vs. single letter		
☐ Letter translation		
Letter reports via the nightly		
☐ Failed letters		
Click icon for RMEx Management Training		

Working Accounts	RMEx	QUANTRAX CORPORATION INC.
 □ During nightly processing RMEx looks at all accounts are not worked if it: □ Does not have payment arrangement ar □ Has a future follow-up date □ Is in a Contact Series □ Is in a Smart Code Series □ Is a closed account is closed □ All eligible accounts go to Work Queue □ Nightly processing □ Features to manage work queues (queue) □ Closing accounts (close code) □ Make accounts easy for collectors to find: □ Qcats □ Description Codes □ Multiple Smart Code assignment 	nd is cu	ırrent
Click icon for RMEx Management Training		

Auditing Collectors	RMEX	QUANTRAX CORPORATION INC.
☐ Look at worked accounts ☐ Smart Codes ☐ Notes ☐ "Account List For Audit"		
Click in a few DASS Advances and Tradition		
Click icon for RMEx Management Training		

RMEX	QUANTRAX CORPORATION INC.
	KMEX

Nightly Processing	RMEx	QUANTRAX CORPORATION INC.
Nightly Processing □ Runs after business hours □ Some processes needs dedicated system □ Processed during nightly: □ Account linking □ Letters □ Payment arrangements □ New work queues □ Acknowledgements □ Smart Codes Series □ Custom Programs for nightly □ Backup □ Manually or automatic	RMEX	QUANTRAX CORPORATION INC.
☐ Unique user id to start the system after nig	htly	
Click icon for RMEx Management Training		

Standard Reports (Nightly)	RMEX	QUANTRAX CORPORATION INC.
□ Productivity□ Payment Summary□ Linking Report□ Letter Failed		
Click icon for RMEx Management Training		

Credit Reporting	RMEX	QUANTRAX CORPORATION INC.
□ Report to major credit reporting agency □ Exception Reporting □ When account is new □ When balance is Paid in Full □ When account is withdrawn from the □ Balance Reporting □ When account is new and each time yreporting (whether anything changes)	you run	
Click icon for RMEx Management Training		

Statements	RMEX	QUANTRAX CORPORATION INC.
 □ Date driven □ Payment date range □ Remitting code (tied back to your client) □ Not tied to month end)	
Click icon for RMEx Management Training		

Month End Processing	RMEX	QUANTRAX CORPORATION INC.
 □ Not tied to statements □ Resets all statistics to 0 (same for year end □ Example: Any reports set month-to-day □ Do not post payments prior to running n □ Payment transactions can be entered a when you run month-end (payments will current month) 	are set nonth e ind then	nd posted
Click icon for RMEx Management Training		

