

Subject: Internet Debt Acceptance (Instructions for the Collection System side)
Date: January 1999
Reference: TA0130

These instructions are for those offices that have arranged to have online debt submission available from an Internet web site for their clients.

Once the debt file has been downloaded to from the Internet and saved to a floppy, insert the floppy into the server and make the following selections on the collection system:

01 for Management Menu
12 for Data Transfer Menu 3
10 for Internet Debt Acceptance

You will now be at the Internet Debt Acceptance screen with the following question:

Transfer By Floppy Disk (A) or (B) or (M)odem enter (Q) to quit:

This answer will most likely be A. (Modem transfers are not currently available)

The system will respond...

Enter Filename or a ? to scan:

Enter the name of the file to be transferred to the collection system.

The system will respond...

Are you converting a (F)ixed Length, (D)elimited or D(B)ase File:

The files downloaded from the internet are delimited file types.

The system will respond...

Is this a zipped file (Y/N/Q):

This answer will most likely be N for no.

The system will respond...

Put the Floppy in the Floppy Drive, Hit any key to continue...

Hit any key.

The system will respond...

Transferring the information from the floppy drive, please stand by...
Note: We will rely on the debts involved to determine the client numbers.
Print a copy of the raw data (Y/N/Q):

Enter *Y* if you'd like a printout of the data, *N* if you don't and *Q* to quit.

The system will respond...

Input a Default Client number for this acceptance:

In theory, every debt about to be accepted is supposed to have a legitimate client code present as part of the debt. Unfortunately, at this time, testing for legitimate client codes, when clients are inputting the information, is not available. So, in the event that a debt is being accepted with an invalid client, this default client code will be used instead. At the end of the acceptance routine, a client inventory report can be run to list any and all accounts that need manual intervention to establish the legitimate clients.

The system will respond...

Would you like to Schedule New Debts (Y/N):

If you answer **Y**, you will have the ability to enter a schedule date and time.

The system will respond...

Will you be forwarding out any of these accounts (Y/N):

If you answer **Y**, you will have additional choices of forwarding using a Straight Commission or Percentage. Whichever you choose, you will be allowed to enter the specifics. You will also have the option of changing the Collector/Autouser on the forwarded debts.

The system will respond...

Override regular collector assignment (Y/N):

Answer **N** to allow debts to be assigned to Collectors according to the Extended Debt Ranges settings. If you answer **Y**, you will be presented with a table. The table will list collectors that have Extended Debt Ranges setup and the number of active debtors (a debtor with five multiples is one active debtor), the number of active debtors that are forwarded and the net number of debtors (Active Debtors - Forwarded Debtors). Use the ***Net Debtors*** column to determine how many debtors each collector should have. Enter this amount for the Maximum Number of Debtors per Collector. The system will update the ***Allowable Debtors*** column by subtracting ***Net Debtors*** from the ***Maximum Number of Debtors***. The user can override the value in the ***Allowable Debts***. For each collector, an overflow user must be entered. This must be one of the collectors in the table or the branch default collector.

When the system is assigning accounts according to the ***Extended Debt Ranges***, it will track the number of debts assigned to each collector and if the ***Allowable Debts*** is exceeded the debt will be assigned to the ***Collectors Overflow User***. This will help to balance the assignment of new accounts according to how many active debtors that each Collector currently has.

The system will respond...

Proceed with the creation of new debts (Y/N):

Enter **Y** to proceed or **N** to abort.

At this point, the data will go through an initial processing stage and you will be informed of...

Total number of Debts
Total amount of Debts
Number of Debts with unknown clients

At this point, you can choose enter **A** for **(A)abort the transfer** or **C** to **(C)ontinue**

Note 1: The Duplicate Debt warning process is active on this transfer

Note 2: Defaults such as **Commission Rate**, **Sending the First Notice**, etc. will be derived from what you have setup for this client.