

AUTOPOST COLLECTION-MASTER

Presented by Luis Gomez



What is AutoPost?

- Collection of features:
 - Accounting functions to be entered in an Excel Spreadsheet
 - Validation process
 - Splitting the transactions by bank account
- Each Operator builds their own list of transactions
 - Posted later as a batch process
 - Several operators may use a single Collection-Master user
 - Significantly reduces sharing problems
- Transactions will be presented to the firm
 - Payment systems, Garnishments, Cost Invoices
- Its best value is in filtering and preventing certain transactions from being posted.

Click to buy (It's free)

- Part of the Total Subscription plan
- Click to buy the features
- Go to vPortal to check which modules are registered.
- Within Collection-Master:
 - Use Tools → Interface Registration

AutoPost – Modules

- AutoPost – Primary AutoPost feature.
- Financial Backdate – Allows payments to support “INTEREST_DATE.”
- AutoCost Back Date – Allow transactions to be “Back Dated.”
- AutoCost R/N/P field – Supports a field called “CHARGE_WHO”
- Auto-Remit/Auto-Cost – Fully automatic automation.
- AutoPost Apply TA’s – Facilitates posting Cost Bill & Fee Bill Payments in Batch.
- AutoReversal – Allows automating reversals.
- Buy them all (It’s included with your Total Subscription Plan).

AutoPost Module

- Facilitates financial transaction posting automation in Collection-Master. The program will absorb comma-delimited (CSV) data for posting automation defined in the 'AutoPost' section of the Collection-Master Help Manual.
- Automation of payment posting, and cost disbursement checks are included with this automation programming. The routines will be bank account aware to ensure transactions are posted in the appropriate account. Summary reports of accepted and rejected payments will be produced.

Financial Backdate

- AutoPost will use the date specified in the PAY_DATE column of the source file for calculating interest. In absence of a specified "pay date," the current date will be used. A "pay date" will cause a note to be added to the Paperless File notes in addition to the normal financial transaction for the current date. This note will have a link to the predated transaction and be useful for matrix reporting in the event the predate falls outside of the reporting date for the EDI export file. This module requires AutoPost.

AutoCost Back Date

- Enhance the AutoCost program to recognize `OVERRIDE_DATE` heading that will be used as the transaction date for the cost expenditure. If the column exists, but the individual record does not have date data, or the date is in the future, the current date will be used for that transaction. *30 Day Free Trial.
- This module also enables payments to support the same feature.

AutoPost Apply TA's

- Facilitates posting Cost Bill and Fee Bill payments in batch. File Number or Forwarder File Number, Invoice Number, and Amount Paid are required headings.

Auto-Remit/AutoCost

- Create automation routines to allow for configuration of remittance reports and cost bills to be run automatically as scheduled. The automation routines will allow for the following: Auto-switching of bank accounts, a text-file list for forwarder numbers to create remittances by bank account, draft or final remittance options, and printer selection. All other remittance options will be obtained from the configuration of the Forwarder File. Windows Scheduler will handle the automation initiation. Additionally, AutoCost offers similar automation functionally for cost transactions.
- The AutoCost automation routines will include the following: Cost Pre-Bills, Final Cost Bills, and Auto-combining of cost bill data with remittances to net costs expended from dollars collected. Auto-Remit and AutoCost will save many hours of bookkeeper time every month.

AutoPost - Related Features

- Excel_It – SAVEONLY
- Setup Printer 1-S-5
 - Select E3
- Reports will “Print & Save” without being displayed on the screen
- Many other choices!

AutoPost - Related Modules

- AutoPost – Primary AutoPost feature.
- Financial Backdate – Allows payments to support “INTEREST_DATE.”
 - "FINANCIAL","BACK DATE“
- Financial PendCost -- Enables Pending Costs 2-1-2-W.
- Mass Convert PJ Firm to Pending Costs.
- Mass-Convert Pre-J NR Costs to Pending Cost.
- Multi-State – Define each registered state with a different set of rules.

AutoPost Required Fields

- Primary Key
 - FILENO, FOFILE, MEDREC_NO
 - Multi_Lookup
- Check_AMT
- That's all it takes, provide a Primary Key like FILENO and a Check_AMT and AutoPost will do the rest!
 - NOTE: Custom Interfaces have their own requirements.

AutoPost – Multi_Lookup

- Put your Primary key in a field called: MULTI_LOOKUP.
- It will search open / closed and reject closed claims.
- If no match is found, it will also be rejected.
- The process will look up your key in the following order:
 - Claim (FILENO)
 - Forwarder File #
 - Medical Records Number (MedRec Relation)

AutoPost Optional Fields

- COMMENT
- SIF (Y = SIF)
- RET_CODE
- CHECK_DATE
- PAY_DATE
- FILE # (Instead of FILENO)
- AMOUNT (Instead of CHECK_AMT)
- DEBT_NAME / DEBTOR NAME
- STAT1_CODE
- SUB_CODE
- INTEREST_DATE
- RELEASE_DATE
- INVOICE_NO
- DEBTOR_NO
- RELATION_TYPE
- RELATION_NO
- CHECK_FROM

AutoPost Directives (Custom\AutoPost.ini)

- ||DIARY_CODES: -- Filter Claims with matching diary codes.
- ||DIARY_QUEUES: -- Filter Claims with matching diary queues.
- ||S-F: -- Filter claims with matching S-F codes.
- ||FILTER_DUPS: -- Filter Duplicate Checks.
- ||FILTER_OVERPAY: -- Filter Overpayments.
- ||DEBTOR_LAST_NAME: -- Confirm Last Name Matches (Filter).
- ||COST RETURNED VALIDATION – Costs Returned may (Filter).

AutoPost Custom folder

Custom\

- AutoPostHeadings.txt – Required Headings to process files.
- AlwaysPartialSettlements.txt – Use Partial SIF (Ret_Code=3).

Custom AutoPost Interfaces

- CMvX / YGC.R30 – Support Transactions through AutoPost
- Payment Vision – Payment Processor
- SCANLINE – Custom Interface
- EPP – Custom Interface
- HealPay – Payment Processor

AutoPost – Methodology Process

- Look for Primary Key.
- Reject if Closed or no key found.
- Reject “UNKOWN” if a Forwarder is not assigned to the Claim.
- Reject “BLANK” if a Trust Account is not assigned to the Forwarder.
- Reject “Filter”
 - Diary Codes Defined in Autopost.ini (Match Found)
 - Queues Defined in Autopost.ini (Match Found)
 - S-F Filter Defined in Autopost.ini (Match Found)
 - Debtor Last Name Defined (Debtor Last Name does not match)
 - Costs Returned Defined (Costs Returned is too much)
- Reject “Reject”:
 - Required headings requirement is not met
 - Duplicate payment detected
 - Overpayment detected

Fields that Update the Claim

- **PAY_SUBCODE – Payment Subcode**
 - Update the claim and is then used while posting.
 - NOTE: A claim in a batch may only have a single subcode, so you cannot post multiple subcodes for a specific claim in a single batch.
- **STAT1_CODE – Claim Status Code**
 - Update the claim and is then used while posting.
 - NOTE: A claim in a batch may only have a single status code, so you cannot post multiple status code for a specific claim in a single batch.

AutoPost – Dates

- INTEREST_DATE – Specifies the date that should be used when calculating interest.
- PAY_DATE – Release Date, the date the payment will be remitted.
- CHECK_DATE – Same as Pay_Date.
- REMIT_DATE – Date that the payment was remitted by the agent.

AutoPost – Invoices

- INVOICE_NO – Defines the specific invoice to apply to the payment.
- When provided, will specify the “F9 Invoice” to be applied.
- Only one invoice may be provided per record.

Payment Screen from Claim

Ctrl-F10

Submit Payment

Enter AutoPost Payment Information
Trust: CPRT

Payment Sub Code: 0

Amount: 0.00

Effective Date: 03/09/2021

Release Date: 03/09/2021

Settled in Full:

Comment:

Status Code:

[F1] Submit [Esc] Cancel

- Process by going to 2-1-8-5 (Pending Payments)

AutoPost - Practical Example

- (2-1-8-1) Simple Example.xlsx – Excel Report (XLS,Tab or CSV)
 - Documents\AutoPost\simple Example.xlsx
- 1000 Sample Payments
 - FILTER – Print Sample EDI Payment Report
 - Samples Filter by Diary Code 10
 - REJECT
 - Payment that were not found or didn't meet the requirements.
 - Many “Trust Accounts” – ANTT – For example Print out Payment Report – Review before Posting, make sure totals agree with deposit.
- Process Payments – F20 to process all.
- Special Warning May Pop Up – These issues must be addressed.

AutoPost - Practical Example

- (2-1-9-1) Continue processing.
- After you complete posting for one account, come back to process the next account.

AutoTRA – Import DP - Costs/Fees Rcvd

- 2-1-8-2
- Automated Direct Payments Costs/Fees Received
 - Automate posting 2-1-2 Transactions.
- Each menu item is a “Separate Feature”, detailed documentation in the Help Manual.
 - NOTE: Not every 2-1-2 transaction has been automated.

AutoTRA Directives (Custom\AutoTra.ini)

- ||DIARY_CODES: -- Filter Claims with matching diary codes.
- ||DIARY_QUEUES: -- Filter Claims with matching diary queues.
- ||S-F: -- Filter claims with matching S-F codes.
- ||FILTER_DUPS: -- Filter Duplicate Transactions.
- ||FILTER_OVERPAY: -- Filter Overpayments ??? Overpay on TRA ???
- ||DEBTOR_LAST_NAME: -- Confirm Last Name Matches (Filter).
- ||SUBCODE_MATRIX: -- Custom Matrix to translate Codes.

AutoTRA – TRANS_TYPE

Code	Trans_Type	Select When	Menu	Description
1	1		1	Suit Requirements Received
2	2	Direct Payment	2	Direct Payment
3	3		3	Costs_Returned to Us
5	5		5	Final Adjustment
9	9		9	Fees Received
12	12		Y	Adjust Claim Balance
13	X		X	Transfer Recoverable/Non-Recoverable Costs
14	W		W	Move Pending Costs to R/NR
17	S	_Nr2p_Amt>0	S	Convert NR Cost to Pending
18	R	_F2p_Amt>0	R	Convert Firm Cosatr to Pending
92	T	_Enter_Judgment = Y	T	Enter Judgment

AutoTRA Required Fields

- Primary Key
 - FILENO, FORW_FILE
- TRANS_TYPE

- Provide a Primary Key like FILENO and TRANS_TYPE along with the other required fields.
 - NOTE: Custom Interfaces have their own requirements.

AutoTRA -- Suit Requirements Received (1)

- TRANS_TYPE=1
- SR_AMT_REC'D – Total Amount of Suit Requirements Received.
 - AMT_DUE – Alternate field for Amount Due
- SR_SFEE – Suit Requirements Applied to Suit Fee.
- SR_COST – Suit Requirements Applied to Costs (BR=N).
 - Optional, if not Provided will be Total Amount – Applied to Suit Fee.

AutoTRA Direct Payment (2) Fields

- TRANS_Type=2
- DP_DATE
- COMMENT
- DP_CASH
- DP_MERCH
- DP_NOFEE
- Optional
 - PRIN – amt(1)
 - INTEREST – amt(2)
 - COSTS_EXPENDED – amt(3)
 - LEGAL – amt(4)
 - CONTRACT – amt(5)
 - OTHER – amt(6)
 - COSTS
 - FEES

Direct Payments & DPRefno (2)

- DPRefno – Client Direct Payment Reference # is supported as part of the format.
- DP_DATE – Direct payments will apply an “Interest Credit” based on this date.
- At this time, Direct Payment Reference # is not supported for other interfaces.
- AutoPost will support direct payments from YGC & vExchange.
- In order to activate AutoPost for YGC & vExchange/CMvX set policy.
 - EDI:AUTOPOST YGCRT30 – Set Policy to “N” to use AutoPost.

Direct Payments (2)

Practical Examples:

- Documents\AutoPost\AutoPost_DP.tab
- Documents\AutoPost\CMvX Direct Payment.txt

AutoTRA Costs Returned to Us (3)

- TRANS_TYPE=3
- COST_RETURNED – Amount of Costs Returned

AutoTRA Fees Received (9)

- TRANS_TYPE=9
- FR_REC'D – Optional – Total Fees Received
 - If Provided, must equal the sum of the following:
 - FR_COMM – Commissions Received
 - FR_SFEE – Suit Fees Received
 - FR_STAT – Statutory Fees Received “S” (Not Legal Fees “L”)
 - FR_TAX – Tax Received (N/A)
 - FR_COST – Costs Received 2(6)
 - FR_MISC_COST – Apply to Misc Cost Charge 2(5)
 - FR_CRED_D_STAT – (Y/N) – Deduct Stat Fee from Debtor Balance

AutoTRA Claim Adjustments (12)

- TRANS_TYPE = 12
- TRANS_DATE – “Release or Remit Date” for Claim Adjust
 - Interest Credit will be applied!
- DEBT_NAME – Consumer Name
- COMMENT – Transaction Comment
- Buckets to Adjust:
 - PRIN
 - INTEREST
 - COSTS_EXPENDED
 - LEGAL
 - CONTRACT

AutoTRA Claim Adjustments (12)

Practical Example:

- Documents\AutoPost\AutoTA_Claim_Adjust.tab

AutoTRA Move Pending Costs (W/14)

- TRANS_TYPE=W
- RECOVERABLE – Amount to Apply as Recoverable.
- NONRECOVERABLE – Amount to Apply as Non-Recoverable.
- RECOVERABLE + NONRECOVERABLE must equal total amount in pending.
- ENTER_JUDGMENT – (Y/N) When set to Yes, enter Judgment.
 - Judgment Wizard will be automatically run.
- JUDGMENT_NUMBER – Update claim with Judgment #
- JUDGMENT_DATE – Update Claim with Judgment Date

AutoTRA Move Pending Costs (W/14)

Practical Example:

- Documents\AutoPost\AutoTA_Pending2Recoverable.tab

AutoTRA – Judgments (T / 92)

- ENTER_JUDGMENT
- JUDGMENT_#
- JUDGMENT_DATE
- Combine with “Move Pending costs” to perform both

AutoTRA Optional Fields

- PAY_SUBCODE
- STAT1_CODE
- COSTS
- FEES
- CATEG
- NR2P_AMT
- F2P_AMT
- DEBTOR_NO
- RELATION_NO
- RELATION_TYPE
- CHECK_FROM
- ENTER_JUDGMENT
- JUDGMENT_#
- JUDGMENT_DATE
- DIARY_CODE
- DIARY_QUEUE
- INVOICE_NO
- TRANS_DATE

AutoTRA – Non-Recoverable to Pending Costs

- Move Non-Recoverable to Pending Costs in Batch [2-1-8-6].
- Available Fields:
 - CODE
 - TRANS_DATE
 - REFNO
 - NR2P_AMT
- Use this custom feature to mass convert true Non-Recoverable costs to Pending. The purpose of this customization is designed to modify this Non-Recoverable cost and have this cost now exist as a Pending cost, which could in turn be transferred to a recoverable cost or non-recoverable cost from pending.

TIME CHECK 2:45PM EST

- There are additional slides covering the following Topics
 - AutoCost
 - AutoRev
 - AutoBill_Cost
 - AutoBill_Fee

AutoCost Required Fields

- Primary Key
 - FILENO, FORW_FILE
- RET_CODE or DESCRIPTION with Cost Table Lookup
- That's all it takes, provide a Primary Key like FILENO and AutoCost will do the rest!
 - NOTE: Custom Interfaces have their own requirements.

AutoCost

- RET_CODE (33-80) & (501-599) – Define the type of check.
 - DESCRIPTION –Used for Cost Table Lookup (Optional).
- CHECK_AMT -- Override the internal calculations and use this \$.
- COMMENT – Comment to be recorded with the transaction.
- DEBT_NAME – The consumer's name.
- OVERRIDE_DATE – Assigns Effective_Date (Custom Feature)
 - Changes the System Date and Posts the Check “Effective This date”
 - CHECK_DATE – Assigns the “Posting Date” May be used in stead of OVERRIDE_DATE
- SHER_NO – Allows you to assign a Sheriff # to the claim!

AutoCost - CHARGE_WHO

- **CHARGE_WHO**
 - **C** or **1**: Charge Client Only
 - **DC** or **2**: Charge Debtor and Client
 - **F** or **5**: Charge the Firm
 - **D** or **7**: Funded by Deposit
 - **M** or **8**: Funded by Misc. Cost Charge
 - **P** or **9**: Pending Costs
 - **T** or **3**: Different Each Time
 - **V** or **6**: Variable bill Client/Debtor/Firm

AutoCost - Specifying a Payee

- AutoCost does not have a specific feature to type the “Payee.”
- You can set up “Special Costs” that have a particular Payee defined.
- Multi-State allows a cost code to be setup differently for each state. As an example, a check defined as Service could cut a check to the Sheriff in one state, and in another state, it could be a “Specific Person.”

AutoCost Directives (Custom\AutoCost.ini)

- ||DIARY_CODES: -- Filter Claims with matching diary codes.
- ||DIARY_QUEUES: -- Filter Claims with matching diary queues.
- ||S-F: -- Filter claims with matching S-F codes.

AutoCost

Practical Example:

- Documents\AutoPost\AutoCost Example.tab

AutoRev – Automated Reversals

- Technically you can reverse “Anything.”
- Originally built to reverse Costs.
- Sometimes, a pop-up will appear, and you must enter the required information. (It’s not entirely automatic.)
- Your mileage may vary. There are limits to the automation.

AutoRev Directives (Custom\AutoRev.ini)

- ||DIARY_CODES: -- Filter Claims with matching diary codes
- ||DIARY_QUEUES: -- Filter Claims with matching diary queues
- ||S-F: -- Filter claims with matching S-F codes.
- ||FILTER_DUPS: -- Filter Duplicate Checks
- ||FILTER_OVERPAY: -- Filter Overpayments
- ||DEBTOR_LAST_NAME: -- Confirm Last Name Matches (Filter)
- ||COST RETURNED VALIDATION – Costs Returned may (Filter)

AutoRev Required Fields

- Primary Key
 - FILENO, FORW_FILE
- REFNO
- CHECK_AMT
- RET_CODE
- DATE

AutoRev – Exceptions & Validation

- You may not Auto-Reverse.
 - Claim Adjustments (12)
 - Reversals
 - Payments where a Co_Fee (Agent) has been applied.
- Missing Required Fields.
 - REFNO & RET_CODE are required and must match a specific transactions.
 - Transaction Date must match the DATE provided.
 - The Amount of the transaction must match CHECK_AMT
 - NOTE: CHECK_AMT is the amount recorded in the paperless and may not actually be a check amount.
- # of Days for Reversal Warning: [1-S-4-3].
 - AutoPost will not continue. Set to zero days to disable warning or increase the value.

Reversals & Interest Credit

- AutoRev will not “Backdate” a reversal.
- While not an AutoRev feature, Collection-Master was recently enhanced to calculate “Interest Credit” when reversing a payment.
 - In this case the Credit is a (-) value.
- Some people backdate their system to reverse the payment on the same date. That has a similar impact but does make the chronology look strange. (Altering Chronology is not recommended).
- You can enter a batch of reversals and backdate the system to force a “Particular Back Date.”

AutoRev

Practical Example:

- Documents\AutoPost\Auto Reversal.tab

AutoBill_Cost – Import Automated Cost Bill

- 2-2-X-1-1 - Import Automated Cost Bill.
- Allows paying Cost Bills through automation.
- Payments are Applied at the transaction level.
- Relaxed Posting Rules allow posting things like ‘(-)’ Amounts.
- Outside the scope of this presentation, see documentation.

AutoBill_Fee – Import Automated Fee Bill

- 2-2-X-1-2 - Import Automated Fee Bill.
- Allows paying Fee Bills through automation.
- Payments are Applied at the transaction level.
- Relaxed Posting Rules allow posting things like ‘(-)’ Amounts.
- Outside the scope of this presentation, see documentation.