The Factor Manager - Add-on Module

People in the textile, garment, and home furnishing business know that when you have a *Factored Sales Invoice*, you have to fill-up a form from the *Factor* to assign that invoice. It is truly a waste of time, especially if you are working in a large company that generates 40 to 60 set of Sales Invoice in one day and 50% of that is Factored. Can you imagine how long it will take you to finish one assignment for Factored Sales Invoices? And not only that! There are more, you still need to check and compute for the total amount of each assignment. Well, worry not! In MOD2 software, we developed a feature that will solve your burden "***The Factor Manager***".

This shows a great support for people in the textile business. The procedure is very simple and user friendly, it does not differ from other features of MOD2. The first thing we need to do is go to *Sales* and select *Factor Manager* then press **<F1>** for "*Add Assignment*". See figure on the right.
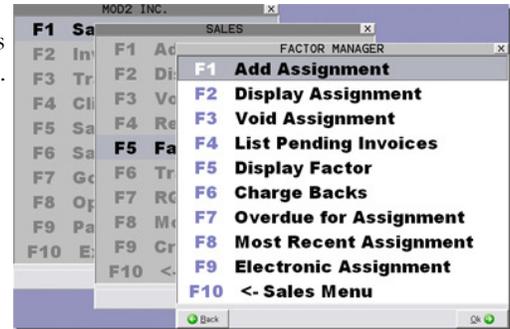
In the next screen, the system will prompt you to enter the *Model, Factor Assignment Number, Date* and the *Name of the Factor*. After typing the necessary details for the above screen the system will bring you to another screen which will ask you to enter your reference number (If you have any, if not just press **<Enter>** to proceed to the next screen) and if the assignment is a Client Risk or not (put Yes or No).
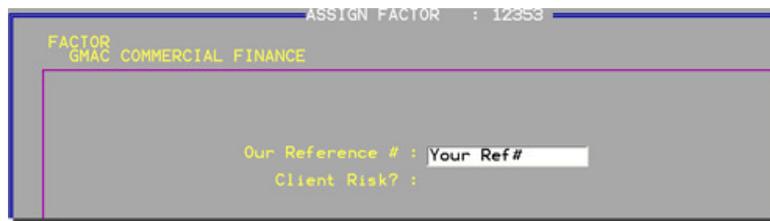
As soon as you entered your reference number, the system will automatically bring you to the screen where you can assign the Factored Sales Invoice. (***Tips:*** *It is better for you to prepare a list of all Sales Invoices that is Factored before you create your assignment. Factored Sales Invoice that does not have returns and not yet been assigned.*) **Note:** Make sure that you define your factor first before you create your Factor Assignment. Ex. "GMAC Commercial Finance" This must be tagged as "Factor" in the client membership.

For the next screen, it shows the Assignment #, the name of the Factor and the date for your assignment. On this screen, you will find three helpful keys in managing your Factor Assignment. Namely, ***Insert*** key, ***Delete*** key and ***Enter*** key.

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Once you have finalized everything for your assignment, you can simply press the **Esc** key until the system gives you the prompt "**Accept this assignment? (Yes/No)**". After selecting "Yes" the system automatically prints two (2) copies of Factor Assignment.
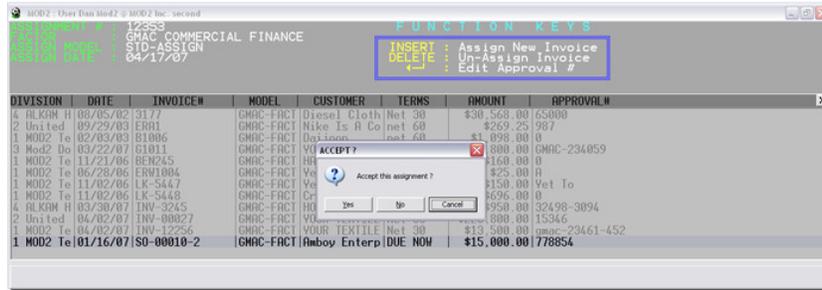
Note: Maximum of 1000 Invoices per Assignment.

To *Modify*, assignment go to *Factor Manager* then select *Display*. Enter the *Factor Assignment Number* and press *Enter*. The system will prompt you to a screen that contains *Factored Sales Invoice* for that particular assignment. To see the selection to *Change*, press **Esc** key.
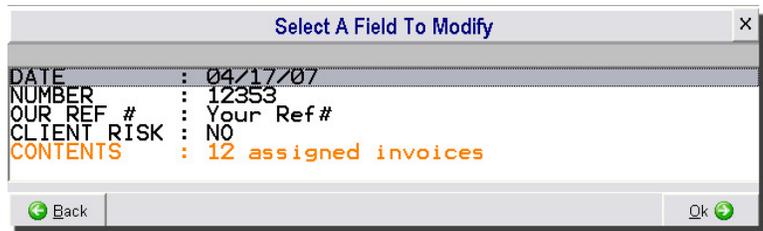
To *Edit* your details, first highlight the *Change* on the screen and press *Enter key*. The system will transfer you to another screen where you can directly change the information of your *Factor Assignment*. You can do these by selecting or highlighting which field you would like to modify.

If you wish to modify the contents, select the "**Contents**" field and press **Enter**. The system will take you back to the screen where you can *Add* or *Delete* an Invoice.

(**Tips:** Once you assign a Factored Sales Invoice, further changes is prohibited. **Hint:** If you want to change an assigned Factored Sales Invoice, you need to *Un-assign* first the invoice.)