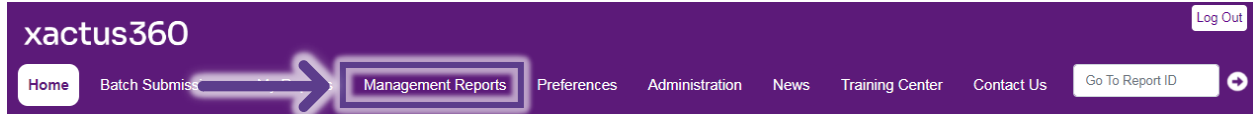


1. Start by logging into Xactus360 and from the home page, click Management Reports.



2. Next, select the type of report you need.

| Reports              |                                       |
|----------------------|---------------------------------------|
| <a href="#">Open</a> | Invoices                              |
| <a href="#">Open</a> | Activity Report (New!)                |
| <a href="#">Open</a> | Credit Summary Report                 |
| <a href="#">Open</a> | Credit Card Transactions Report       |
| <a href="#">Open</a> | OFAC/Fraud Report                     |
| <a href="#">Open</a> | Score Analysis Report                 |
| <a href="#">Open</a> | Flood ReportX                         |
| <a href="#">Open</a> | Operator List Report                  |
| <a href="#">Open</a> | Operator Audit Log                    |
| <a href="#">Open</a> | Operator Security Event Report        |
| <a href="#">Open</a> | Operator View Access Report           |
| <a href="#">Open</a> | Risk-based Pricing Notice Mail Report |
| <a href="#">Open</a> | Cost Center Report                    |
| <a href="#">Open</a> | Undisclosed Debt VerificationX Report |
| <a href="#">Open</a> | Employment Verification Report        |
| <a href="#">Open</a> | Tax TranscriptX Summary Report        |



3. Below is an explanation of each report.

Invoices will display all customer invoices and allow a month to be selected as well. Click View to open the invoice or check the box next to the invoices needed and click View Selected Invoices.

| Search Invoices                        |                   |        |               |        |                  |                    |            |                                     |
|--|-------------------|--------|---------------|--------|------------------|--------------------|------------|-------------------------------------|
| Select customer:                       |                   |        | Select date:  |        |                  |                    |            |                                     |
| (All Customers) ▼                      |                   |        | (All Dates) ▼ |        |                  |                    |            |                                     |
|  | Date ▼            | Status | Total         | Code   | Customer Name    | Company Identifier | Invoice ID | <input type="checkbox"/> Select All |
| <a href="#">View</a>                   | November 30, 2022 | Active |               | CP2022 | OUR TEST ACCOUNT |                    | 3485394    | <input type="checkbox"/>            |
| <a href="#">View Selected Invoices</a> |                   |        |               |        |                  |                    |            |                                     |

Activity Report (New!) will display all transactions from a specified period. Transactions can be displayed On Screen or in an Excel (.csv) file. The Output can reflect either Total, Total Per Product or Details. If non-billed products are needed, check the box.

**Activity Report (New!)**

Report Period: None ▼ Start date:   End date:  

Specify the Output

On Screen ▼

Accounts:

☒ All Accounts



Output: Total ▼

☐ Show non-billed products

Submit

Credit Card Transactions Report will display all reports requested by credit card.

**Credit Card Transactions Report**

Report Period: None ▼ Start date:   End date:  

Specify the Type of Transaction

All ▼

Specify the Transaction of Reconciled

Show All Transactions ▼

Specify the Output

HTML ▼

☒ Include All Transactions

☐ Include Transactions From Customer

Submit

OFAC/Fraud Report will display all OFAC and fraud report alerts within a specified period. Specify the output by selecting to view the report in HTML or Excel. Then check the boxes next to the product type to be included.

**OFAC/Fraud Report**

Report Period: None ▼

Start date:

End date:

Specify the Output

HTML ▼

☒ OFAC

☐ No hit OFAC

☒ High Risk Fraud Alert

☒ Fraud Shield

☒ SAFESCAN

☐ FACTA address mismatch messages

☒ Include OFAC Details

☐ MLA


☐ Red Flag


☐ Mismatched Social

Submit

Score Analysis Report will list all files with a completed score analysis in a specified period. The output can be specified either on the web browser or in an excel file. Select additional output information including details on the Middle FICO score.

**Score Analysis Report**

Report Period: None ▼ Start date:  

End date:  

Specify the Output

On Screen ▼

Include in Output

☒ All Reports.

☐ Middle FICO score is less than .


☐ Middle FICO score is more than .


☐ Middle FICO score is more than , but less than .

Submit

Flood ReportX will produce a report of all flood determinations orders returned

**Flood ReportX**

Report Period: None ▼ Start date:  

End date:  

Specify the Output

HTML ▼

☒ Include All Transactions

☐ Include Transactions From Customer

☐ Include Transactions From Cost Center

☐ Include Transactions From Operators

Submit

Operator List Report will display a list of all operators for the specified customer. The output can be specified either on the web browser or in an excel file. Then, choose to include locked operators or not.

**Operator List Report**

Select Customer

(All) ▼

Specify the Output

On Screen ▼

Include in Output

☐ Locked Out Operators.

Submit

Operator Audit Log will display any changes made to an operator by Xactus or an administrator. This report will list the what operator was updated, by who, the date it was done, the field that was changed, and what the field value was before the change and after.

**Operator List Report**

Specify the Output

On Screen ▼

Include in Output

☐ Locked Out Operators.

Date from

(MM/DD/YYYY)

Date to


(MM/DD/YYYY)


Submit

Operator Security Event Report will display an audit log of all activity regarding invalid logins, an unknown IP address prompting security questions, creation of additional logins, etc. The results will be filtered by the report period or date range selected.

**Operator Security Event Report**

Report Period: None ▼

Start date:  

End date:  

Specify the Operator

\*All Operators\* ▼

Specify the Output

On Screen ▼

Operator View Access Report will display a user list detailing permissions and any custom settings they may have access to. The output can be specified either on the web browser or in an excel file. Then, choose to include locked operators or not.

**Operator View Access Report**

Select Customer

(All) ▼

Specify the Output

On Screen ▼

Include in Output

☐ Locked Out Operators.

Credit Analysis Report will display a summary of the results for every attribute on each file. The output can be specified either on the web browser or in an excel file.

**Credit Analysis Report**

Report Period: None ▼

Start date:

End date:

Specify the Output

On Screen ▼

Risk-based Pricing Exception Notice Mail Report will display all instances of the risk-based pricing notice being sent. This report will include the report ID and reference number as well as the date the report was ordered.

**Risk-based Pricing Exception Notice Mail Report**

Select Customer

(All) ▼

Report Period: None ▼

Start date:

End date:

Specify the Output

On Screen ▼

Cost Center Report will display totals for each billed line item by cost center in a specified period. Select/Deselect which cost centers to include on the report.

**Cost Center Report**

Report Period: 

None

 ▼

Start date:

End date:

**Specify the Output**

HTML

 ▼

☒ Select/De-select All Cost Centers

☒ CENTRAL

☒ EAST

☒ WEST

**Charges To Include**

Applied Charges

 ▼

Submit



Undisclosed Debt NotificationX Report will produce a report of all notifications returned for undisclosed debt orders.

**Undisclosed Debt VerificationX**

Report Period: 

None

Start date:

End date:

Select UDx Report option

UDx Notifications Report

Specify the Output

HTML

☒ Include All

☐ Include All From Customer

☐ Include All From Cost Center

☐ Include All From Operator

Submit

Employment Verification Report will produce a report of all Employment Verification orders of specific criteria.

**Employment Verification**

Report Period: 

None

Start Date:

End Date:

**Provider**

☒ All

☐ Xactus - Manual

☐ The Work Number

☐ Experian Verify

☐ Thomas and Company

☐ TRUV

**Type**

☒ All

☐ Verification of Employment

☐ Verification of Employment & Income

☐ Reverify

☐ Supplement

**Manual Verification Status**

☒ All

☐ Completed

☐ Canceled

☐ Pending

**Instant Verification Results**

☒ All

☐ Hit

☐ No Hit

☐ Pending

**Specify Output**

☒ Include transactions from All Accounts

☐ Include transactions from the Account(s)

☐ Include transactions from Cost Center(s)

☐ Include transactions from Operator(s)

**Include in Output**

Details

**Output Format**

On-Screen

Submit

Tax TranscriptX Summary Report will produce a report of all Tax Transcript orders of specific criteria.

**Tax TranscriptX Summary Report**

Report Period: 

None

Start Date:

End Date:

Provider

☒ All

☐ 4506-C

☐ 8821

Transcript Type

All

Request Type

All

Output Format

On-Screen

Submit

PLEASE LET US KNOW IF YOU HAVE ANY QUESTIONS OR CONCERNS AND WE WILL BE HAPPY TO HELP.