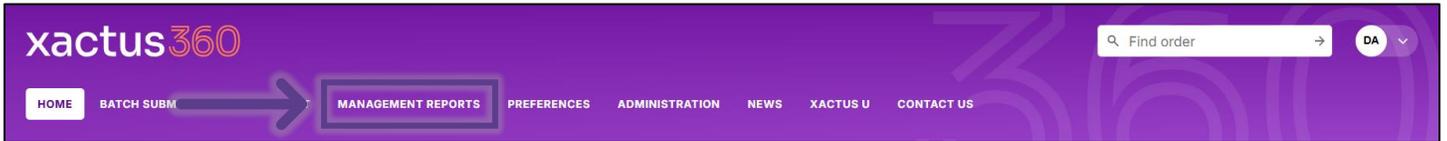


1. Start by logging into Xactus360 and from the home page, click on Management Reports.



2. Next, select the type of report you need by clicking on the arrow to the right of the report.

**Reports**

**Invoicing and Activity**

- Activity** > Displays ordered products and costs, including charges, credits and taxes.
- Invoices** > Displays billing records with the capability to filter by date, client, and amount.
- Cost Center** > Displays product name, totals and cost per cost center(s).
- Credit Card Transactions** > Displays credit card transactions, including auto-charges, POS, and account payments.

**Products**

- Credit Summary** > Displays borrower credit risk, including scores, models, and debts.
- Score Analysis** > Displays borrower credit scores, and subsequent score model details for evaluation.
- Risk-based Pricing Notice Mail** > Displays risk-based pricing notices and notice date.
- Credit Analysis** > Displays borrower name, address, product and program.
- OFAC/Fraud** > Displays borrower name, report ID and fraud messages present on file.
- Undisclosed Debt X** > Displays monitoring start date, notification date, and activity for any undisclosed debts, new accounts, and recent credit inquiries.
- Employment Verification X** > Displays employment and income verification reports with statuses.
- Flood Report X** > Displays flood report statuses, including address, zone classification, and disputes.
- Tax Transcript X Summary** > Displays borrower tax transcript orders and statuses.

**Administrative**

- Operator Audit Log** > Logs operator activities like logins, account changes, and security actions.
- Operator List** > Displays system operators, roles, access details, and status.
- Operator Security Event** > Displays date, time, IP address and security-related actions performed by operators.
- Operator View Access** > Provides view of operator access, including roles, privileges, and authorization level.

Below is an explanation of each report.

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

**Activity Report**

Report Period:  Start date:  End date:

**Specify the Output**

Include transactions from All Accounts  
 Include transactions from Operator(s)  
 Include transactions from State(s)

Output:  Output Format:

Invoices Report will be 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:  Period:  Start Date:  End Date:

Date	Status	Total	Code	Customer Name	Company Identifier	Invoice ID	<input type="checkbox"/> Select All
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Cost Centers Report will display totals for each billed line item by Cost Centers in a specified period. Select/Deselect which cost centers to include on the report.

**Cost Center Report**

Report Period:  Start date:  End date:

Specify the Output

Select/Deselect All Cost Centers

---

Charges To Include

Credit Card Transaction Report will display all reports requested by credit card including auto-charges, POS and account payments.

**Credit Card Transactions Report**

Report Period:  Start date:  End date:

Specify the Type of Transaction

Specify the Output

Include All Transactions

Credit Summary Report will display borrower credit risk, including scores, models, and debts.

**Credit Summary Report Notifications**

Report Period:  Start date:  End date:

Specify the Output

All Reports  
 Include Reports From Operators  
 Include Reports From Account

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**

Output:  Output Format:

Report Period:  Start date:  End date:

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   
 Middle FICO score is less than . Addition of Credit Assure causes score to exceed

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

**Risk-based Pricing Notice Mail Report**

Report Period:  Start date:  

End date:  

Specify the Output

Credit Analysis Report will display a summary of the results of 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:  Start date:  

End date:  

Specify the Output

OFAC/Fraud Report will display all OFAC and fraud 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.

**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

Undisclosed Debt X Report display start date, notification dates, and activity for any undisclosed debts, new accounts and recent credit inquiries.

**Undisclosed Debt Verification X Report**

Report Period: **None** ▼ Start date:    
End date:  

Select UDx Report option

**UDx Notifications Report** ▼

Specify the Output

**HTML** ▼

Include All  
 Include All From Operator  
 Include All From Batch

**Submit**

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

### Employment Verification X Report

Report Period:  Start Date:   
End Date:

**Provider**

All  Experian Verify  
 Xactus - Manual  Thomas and Company  
 The Work Number  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**

**Output Format**

Flood Report X will display flood report statuses, including Address, zone classification, and disputes.

Ill display

Report Period:  Start Date:  End Date:  Output:

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Transactions:

**SUBMIT**

Tax Transcript X Summary Report will produce a report of all Tax Transcript orders and statuses.

**Tax Transcript X Summary Report**

Report Period:  Start Date:  End Date:

Provider:  All  4506-C  8821

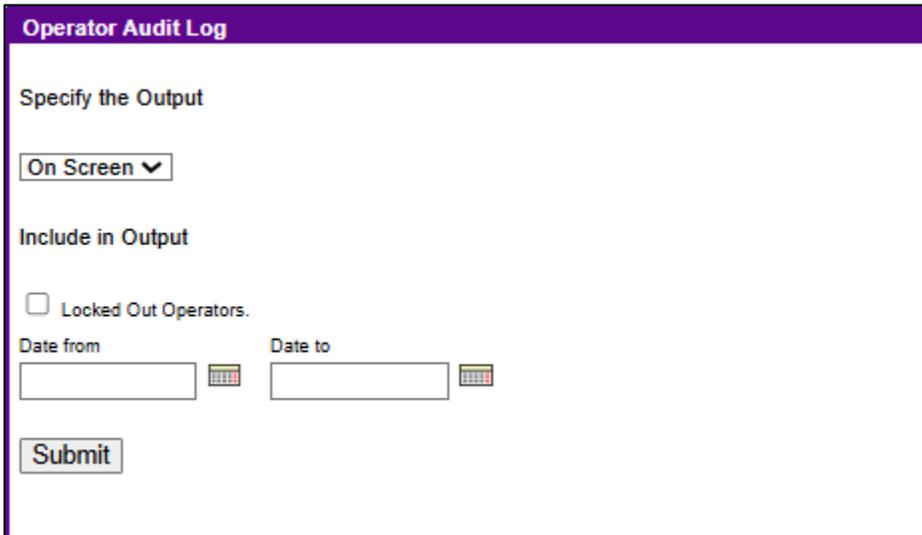
Transcript Type:

Request Type:

Output Format:

**Submit**

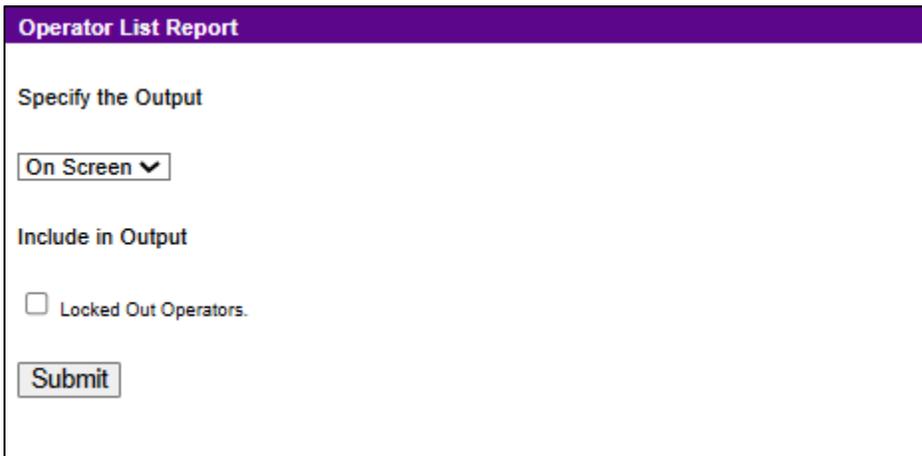
Operator Audit Log will display any changes made to an operator by Xactus or an administrator. The report will list what operator was updated, by who, the date it was done, the field that was changed, and what the field value was before the change and after.



The screenshot shows a web form titled "Operator Audit Log" with a purple header. The form contains the following elements:

- Specify the Output:** A dropdown menu with "On Screen" selected.
- Include in Output:** A checkbox labeled "Locked Out Operators." which is currently unchecked.
- Date from:** A text input field with a calendar icon to its right.
- Date to:** A text input field with a calendar icon to its right.
- Submit:** A button at the bottom left of the form.

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 you can choose to include locked operators or not.



The screenshot shows a web form titled "Operator List Report" with a purple header. The form contains the following elements:

- Specify the Output:** A dropdown menu with "On Screen" selected.
- Include in Output:** A checkbox labeled "Locked Out Operators." which is currently unchecked.
- Submit:** A button at the bottom left of the form.

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:  Start date:  End date:

Specify the Operator

Specify the Output

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 you can choose to include locked operators or not.

### Operator View Access Report

Specify the Output

Include in Output

Locked Out Operators.

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