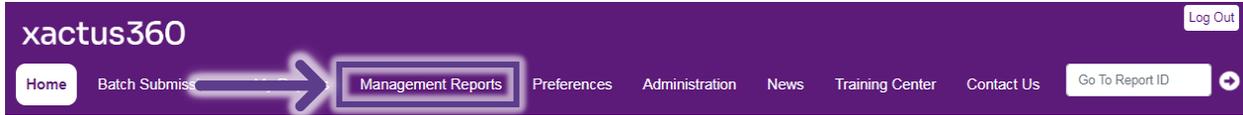


1. Start by logging into Xactus360 and from the home page, click Management Reports.



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		3485304	<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:  Start date:  End date:

Specify the Output

Accounts:

All Accounts

Output:

Show non-billed products

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

### Credit Card Transactions Report

Report Period:  Start date:  End date:

Specify the Type of Transaction      Specify the Transaction of Reconciled

Specify the Output

Include All Transactions  
 Include Transactions From Customer

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:  Start date:  End date:

Specify the Output

OFAC

No hit OFAC

High Risk Fraud Alert

Fraud Shield

SAFESCAN

FACTA address mismatch messages

Include OFAC Details

MLA

Red Flag

Mismatched Social

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:  Start date:  End date:

Specify the Output

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

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

### Flood ReportX

Report Period:  Start date:  End date:

Specify the Output

Include All Transactions

Include Transactions From Customer

Include Transactions From Cost Center

Include Transactions From Operators

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:  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, choose to include locked operators or not.

### Operator View Access Report

Select Customer

Specify the Output

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:  Start date:  End date:

Specify the Output

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

Report Period:  Start date:  End date:

Specify the Output

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:  Start date:  End date:

Specify the Output

Select/De-select All Cost Centers

---

CENTRAL

EAST

WEST

---

Charges To Include

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

**Undisclosed Debt VerificationX**

Report Period:  Start date:  End date:

Select UDx Report option

Specify the Output

Include All  
 Include All From Customer  
 Include All From Cost Center  
 Include All From Operator

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

### Employment Verification

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**

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

### Tax TranscriptX Summary Report

Report Period:  Start Date:  End Date:

Provider  
 All  4506-C  8821

Transcript Type

Request Type

Output Format

**Submit**

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