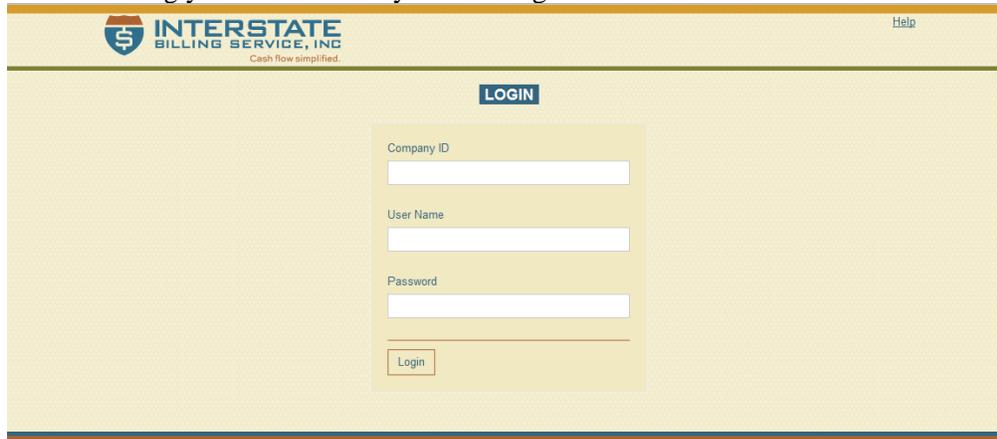


IBS Web Application Dealer Guide

The IBS Web Application provides you with access to your Purchasing, Liability, Ageing, Charge backs, Customers, and Invoices.

Logging In

Before viewing your information you must log in:



The screenshot shows the login page of the Interstate Billing Service, Inc. web application. At the top left is the company logo with the tagline "Cash flow simplified." and a "Help" link at the top right. The main heading is "LOGIN". Below this is a form with three input fields: "Company ID", "User Name", and "Password". A "Login" button is positioned at the bottom of the form.

Enter your Company ID (Dealer or Customer ID)

Enter your User Name

Enter your Password

Press the Enter key or click the Log In button

Contact your administrator for your login information.

The first time you sign in you will be required to change your password provided by your administrator. After the password has been changed the dashboard will appear the next time you log in.



The screenshot shows the "CHANGE PASSWORD" page of the Interstate Billing Service, Inc. web application. It features the same header as the login page. The main heading is "CHANGE PASSWORD". Below this is a form with three input fields: "Old password", "New password", and "Confirm New Password". A "Change" button is located at the bottom of the form. At the bottom of the page, there is a copyright notice: "© 2012 - Interstate Billing Service".

Enter your Password provided by the administrator.

Enter your new password

Enter your new password for confirmation

Press your enter key or click Change Button



The Password Changed screen appears. Click on the [Go to dashboard link](#).

Viewing the Dashboard

The dashboard presents Purchasing, Liability, and Ageing information. All may be downloaded to Microsoft Excel by clicking the 'Download...' link below each section.

DASHBOARD - AS OF PREVIOUS BUSINESS DAY

Batch Purchasing Reports		Dealer Liability		Ageing	
Date	Deposit	Reason	Total	Age	Total
06/26/2012	\$12,414.97	CLOSED ACCOUNT	\$-45.73	FUTURE	\$152,075.57
06/25/2012	\$16,378.73	TOTAL	\$-45.73	CURRENT	\$98,495.89
06/22/2012	\$8,997.53	Download...		OVER 30	\$11,837.02
06/21/2012	\$12,768.84			OVER 60	\$4,900.53
06/20/2012	\$5,784.52			OVER 90	\$-623.07
	Download...			OVER 120	\$-913.72
				BALANCE	\$265,772.22
				Download...	

Purchasing

The purchasing section displays the Date and Amount of last 5 deposits. By clicking the Deposit column you can drill down into the deposit details.

BATCH PURCHASING DETAIL FOR 06/20/2012

[Back to Dashboard](#)

Batches and Chargebacks		\$5,784.52	Invoices		
Type	Comments	Amount	Customer	Refno	Amount
Batch		\$5,784.52			

[Back to Dashboard](#)

The drill down displays the batches and/or charge backs that made up the deposit. Clicking on the Amount column will display the invoices information that made up the batch or chargeback.

The purchasing download link will download the Date and Amount of the last 12 month's deposits.

Liability

The liability section displays the Reason and Total of all your liability. Clicking the Total column will drills down into the liability details.

INTERSTATE BILLING SERVICE, INC. Cash flow simplified.

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[Dashboard](#) [Customers](#) [Invoices](#)

DEALER LIABILITY DETAILS - AS OF PREVIOUS BUSINESS DAY

[Back to Dashboard](#)

Dealer Liability		By Customer		Invoices		
Reason	Total	Customer	Total	Date	Refno	Balance
CLOSED ACCOUNT	\$-45.73	(504859) Sleete Trading	\$58.57			
TOTAL	\$-45.73	(442777) Teatee Gardens	\$-104.30			

[Back to Dashboard](#)

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The drill down displays the Totals, Customer Totals, and Invoices for that Customer and Reason. Click the total columns to change Reason and Customer.

The liability download link will download the Dealer, Reason, Customer, Invoice Date, Invoice Number, and Invoice Balance for all liability.

Ageing

The ageing section displays the Age and Total of all your unpaid invoices. You can drill down into the ageing details by clicking the Total column. The drill down displays the Ageing details by Customer for that Age. Click the Balance columns to drill into the Invoices for that Customer and Age.

INTERSTATE BILLING SERVICE, INC. Cash flow simplified.

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FUTURE AGEING BY CUSTOMER - AS OF PREVIOUS BUSINESS DAY

[Back to Dashboard](#)

FUTURE							
Customer	Future	Current	30	60	90	120	Balance
(442546) Benashash Repair	\$49.02	0.00	0.00	0.00	0.00	0.00	\$49.02
(308294) Betho	\$379.05	0.00	0.00	0.00	0.00	0.00	\$379.05
(566414) Ceighlo Rental	\$4,695.62	0.00	0.00	0.00	0.00	0.00	\$4,695.62
(552173) Coatoal Trading	\$316.32	\$654.74	0.00	0.00	0.00	0.00	\$971.06
(565265) Deritay Industries	\$30.85	\$186.04	0.00	0.00	0.00	0.00	\$216.89
(318816) Detaski City Of	\$10,090.30	0.00	0.00	0.00	0.00	0.00	\$10,090.30
(444580) Doosla Equipment	\$305.25	\$389.47	\$72.59	0.00	\$-60.73	0.00	\$706.58
(595059) Dosmeash Excavating	\$36.49	0.00	0.00	0.00	0.00	0.00	\$36.49
(442953) Faroud Ranch	\$44.10	\$380.62	0.00	0.00	0.00	0.00	\$424.72
(474687) Feecis Bros	\$443.11	\$78.86	0.00	0.00	0.00	0.00	\$521.97
(415576) Ferisla Greenhouse	\$251.87	0.00	0.00	0.00	0.00	0.00	\$251.87
(443063) Fotoque Construction	\$24.31	0.00	0.00	0.00	0.00	0.00	\$24.31

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The ageing download link will download the Dealer, Customer, Balance, Future, Current, Over 30, Over 60, Over 90, and Over 120 details for all your unpaid invoices by customer total.

Viewing Customers

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Dashboard Customers Invoices

CUSTOMERS - AS OF PREVIOUS BUSINESS DAY

IBS account number | name | city st | phone |

Customers			
Name	Status	Invoice Limit	Balance

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You can search for your customers by the IBS Customer Account Number, Name, City State, or Phone. You may enter as many or few the search criteria to better isolate the result of your search.

The Customer search results will display the Customer Account Number (in parenthesis), Customer Name, Address and Phone Number, IBS Status, Invoice Limit and the Customers Balance.

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Dashboard Customers Invoices

CUSTOMERS - AS OF PREVIOUS BUSINESS DAY

IBS account number | | city st | phone |

Customers			
Name	Status	Invoice Limit	Balance
(506060) Deathea North 1899 VICTORIA AVE Waterloo NE 93003 088.642.8517	To be Deleted	1000	\$0.00

Customers			
Name	Status	Invoice Limit	Balance
(553652) Sideau Equipment PO BOX 80844 Slicklizard PA 93880 086.387.1972	Open	1000	\$0.00
(511555) Stoundea Roofing 1621 S ILLINOIS ST Pinetop TN 61364 088.515.9891	Open	2000	\$5,811.12 PO Required

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Note that two different groups are displayed. The first group displayed is customers that begin with the name search entered. The second group is customers that have the letters searched within the name (see sample above).

Viewing Invoices

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Cash flow simplified.

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[Dashboard](#) [Customers](#) [Invoices](#)

INVOICES - AS OF PREVIOUS BUSINESS DAY

invoice number

Invoices				
Date	Customer	Refno	Amount	Balance

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You can search for your invoices and credit memos by invoice number.

The Invoice search results display the Invoice:

Date

Customer

Invoice/Reference Number

Amount

Balance

INTERSTATE BILLING SERVICE, INC
Cash flow simplified.

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[Dashboard](#) [Customers](#) [Invoices](#)

INVOICES - AS OF PREVIOUS BUSINESS DAY

1234

Invoices				
Date	Customer	Refno	Amount	Balance
08/23/2011	Lola West	01212340024	\$112.75	\$0.00
08/23/2011	Shote Construction	01212340019	\$202.73	\$0.00
08/23/2011	Shote Construction	01212340031	\$73.82	\$0.00
09/20/2011	Shote Construction	1212340068	\$139.58	\$0.00
09/20/2011	Shote Construction	01212340068	(\$139.58)	\$0.00
08/23/2011	Sheesmee Co	01212340011	\$32.51	\$0.00
08/23/2011	Sheesmee Co	01212340012	\$13.21	\$0.00
08/23/2011	Shesoez Orchards	01212340002	\$146.59	\$0.00
08/23/2011	Shesoez Orchards	01212340030	\$45.71	\$0.00
08/23/2011	Leightar Dairy	01212340089	\$171.19	\$0.00

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Logging off

Click the log off tab at the top of the dashboard to sign out of the system.

 **INTERSTATE BILLING SERVICE, INC**
Cash flow simplified.

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[Dashboard](#) [Customers](#) [Invoices](#)

DASHBOARD - AS OF PREVIOUS BUSINESS DAY

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