



Comprehensive Reporting for Cash Application Teams

Match remits and invoices, perform audits and measure team performance with Billtrust's comprehensive reporting suite



Billtrust's Cash Application Reports include valuable insights to empower your accounts receivable managers to:

- Perform reconciliation
- Track team and individual user performance
- Monitor cash application system performance
- Audit specific matches and actions
- Gain visibility of remote check deposits

The purpose of this guide is to highlight Billtrust Cash Application's robust reporting capabilities and insights, which you can export to PDF, Excel or your preferred report formats.



Apply cash faster than ever before with Reconciliation Reports

Every week, accounts receivables managers are under pressure to apply incoming payments to open invoices as soon as possible so their firms can access cash and replenish their customers' credit faster.

Billtrust Cash Application's 4 Reconciliation Reports can help accelerate your matching process:

Import Export Report

Gain real-time visibility of names, total amounts and envelope counts of files loaded into Cash Application. This summary screen makes it easy to find specific payments or remittance files that you're looking for.

Amount Variance Report

Empower your staff to view all invoice items that have amounts paid different from the invoice amount. Quickly and easily identify short payments and overpayments with this real-time report, saving hours every week.

Unknown Receivables Report

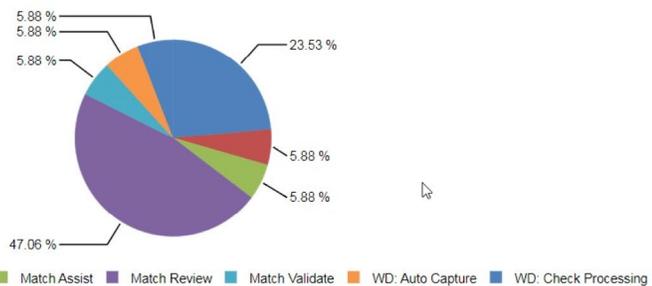
Enable your team to view details about all payments that have been marked as unknown or cash on account. You can filter payments by credit date, job name, batch ID, envelope ID and more!

Workflow Report

Display all active and rejected payments currently in Billtrust Cash Application in real time. You can even drill down to view envelope details in each queue to identify specific job names.



Workflow Report



Queue Name	Total Amount	Number Of Envelopes	Number Of Unlocked Envelopes	Number Of Locked Envelopes	Number of Envelopes Over 5 Min	Number of Envelopes Over 30 Min
Correlation Review	\$269,657.42	4	0	0	0	0
WD: Auto Capture	\$0.00	1	1	0	0	0
WD: Check Processing	\$7,709.52	1	1	0	0	0
Match Review	\$101,044.54	8	8	0	0	0



Unknown Receivables Report

Bank Credit Date	Receivables Type	Envelope ID	Batch ID	Job Name	Parent Customer Number	Customer Number	Customer Name	Amount	Check Number	Invoice Number	Search1	Search2
2/1/2021	COA	72	39	BPN Cards				\$51.28	111000027205999	99999999	985685	
2/1/2021	COA	61	34	Electronics				\$3,180.91	111000027205817	99999999		
2/1/2021	COA	71	38	Electronics				\$120.00	006798000006822000000000006756	99999999	5865462	SMGB69444
2/1/2021	COA	64	37	Lockbox				\$298,280.52	19083	99999999		



Measure team performance with Performance Reports

AR teams that manage cash application manually don't typically have real-time visibility of each team member's cash application actions and productivity such as number of envelopes processed, envelopes processed per hour and manual actions performed.

Billtrust Cash Application's Team Performance Reports can help AR managers monitor their individual team members' performance and take action to boost productivity with a User Action and User Statistics Report.

User Action Report

Gain real-time visibility of all manual actions associated with an envelope and who performed each action. Easily track team members' contributions to a particular envelope through our system.

User Statistics Report

View a summary of user-level performance information such as the number of envelopes processed by specific team members and the number of envelopes processed per hour. Easily measure and improve team performance.

User Statistics Report ¹

User Full Name:

Queue Name	Count of Envelopes	Count of Line Items	Elapsed Time (min)	Minutes per Envelope	Envelopes per Hour
Match Assist	2	0	1.52	0.76	79.12
Match Review	3	0	6.18	2.06	29.11
MICR Review	1	0	0.58	0.58	102.86
Total:	6	0	8.28		

User Full Name:

Queue Name	Count of Envelopes	Count of Line Items	Elapsed Time (min)	Minutes per Envelope	Envelopes per Hour
Amount Review 1	799	0	185.75	0.23	258.09
Amount Review 2	436	0	81.43	0.19	321.24
Match Assist	441	273	224.65	0.51	117.78
Match Review	3273	4839	9,443.15	2.89	20.80
Match Validate	2	347	4.10	2.05	29.27
MICR Review	1628	0	410.50	0.25	237.95
Total:	6,579	5,459	10,349.58		

User Full Name:

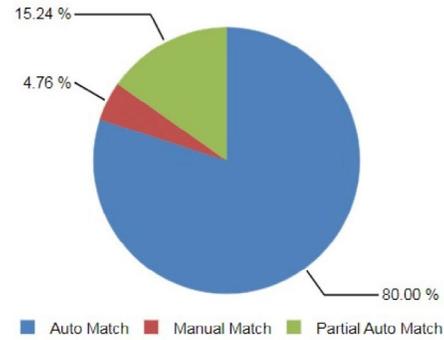
Queue Name	Count of Envelopes	Count of Line Items	Elapsed Time (min)	Minutes per Envelope	Envelopes per Hour
Amount Review 1	4076	0	707.83	0.17	345.51
Amount Review 2	2548	0	380.38	0.15	401.91
Deduction Review	36	12	22.48	0.62	96.07
Match Assist	2357	170	758.60	0.32	186.42
Match Review	24029	17960	35,075.45	1.46	41.10
Match Validate	782	1907	657.73	0.84	71.34
MICR Review	4350	0	1,223.02	0.28	213.41
Total:	38,178	20,049	38,825.50		



Monitor historical match rates with System Performance Reports

Billtrust Cash Application has 5 insightful System Performance Reports that enable you to visualize how match rates improve over time at both the envelope and invoice line-item levels, as well as investigate individual matches.

Match Report - Envelope Level



Credit Date	Count of Auto Matched	Total Count	Auto Match Percentage
1/31/2021	84	105	80.00 %
		105	



Match Envelope Trend Report



Match Envelope Trend Report

Provide AR teams with monthly envelope-level match rates broken down over the past 12 months and weekly trends over the past 3 months.

Match Line Item Trend Report

Give your team visibility of monthly line-item match rates broken down over the past 12 months and weekly trends over the past 3 months.

Match Envelope Level Report

Display a summary of how many envelopes were matched and balanced automatically without human intervention with Billtrust Cash Application.

Match Line Item Level Report

View the percentage of line items that were matched for envelopes and made it to export. View the total number of remittances matched.

Match Line Item Detail Report

Provide context by sharing how invoices were matched within Billtrust Cash Application on an envelope level and who matched a payment in the system, streamlining the investigation process for specific matches.



Retrieve financial reports for auditors quickly with Audit Research Reports

External or internal audits of financial statements can be stressful experiences for many AR teams. Billtrust Cash Application makes it easy to retrieve the financial data that you need with historical payment volume, checks processed and envelope reports.

Checks Processed Report

Summary

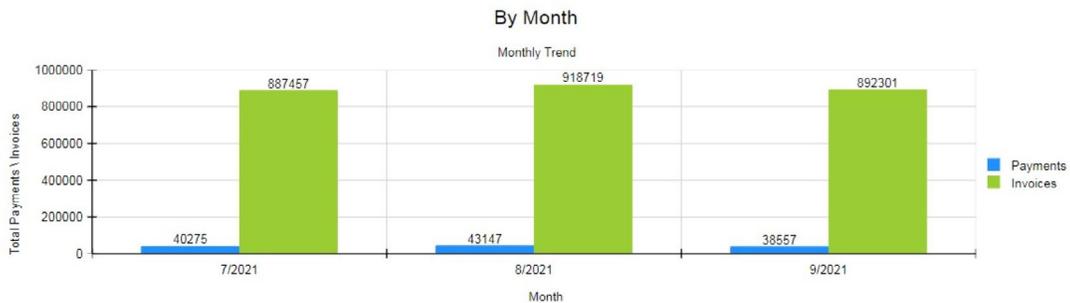
Envelope Export Date	Job Name	Total Amount
2/1/2021	BPN Cards	\$80,134.94
2/1/2021	Electronics	\$29,392.48
2/1/2021	Lockbox	\$648,292.19
2/1/2021	Mobile Deposit Capture	\$3,180.91
2/1/2021	Remote Mail Scan	\$7,709.52
		\$768,710.04

Detail

Envelope Export Date	Job Name	Batch ID	Check Number	Envelope ID	Check Amount
2/1/2021	BPN Cards	39	111000027205999	72	\$80,134.94
2/1/2021	Electronics	34	111000027205817	61	\$3,180.91
2/1/2021	Electronics	35	111000027205817	62	\$7,467.06
2/1/2021	Electronics	36	111000027205817	63	\$15,563.60



Payment \ Invoice Volume Report



Month/Year	Total Payments	Total Invoices
7/2021	40275	887457
8/2021	43147	918719
9/2021	38557	892301
Total	121979	2698477

Payment Invoice Volume Report

View overall payment and invoice volume processed through Billtrust Cash Application.

Envelope PIN Details Report

View how envelopes were applied in Billtrust Cash Application.

Checks Process Report

Gain visibility of all checks that were processed successfully within a specific date range.

Large Envelopes Report

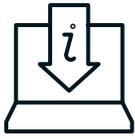
Review envelopes that contain large numbers of remittance pages in real time.

Envelope History Report

Audit the path each envelope took through Cash Application by displaying workflow queues.

User Actions Report

Display manual actions performed on specific envelopes for auditing and research purposes.



Gain visibility of remote check deposits with Remote Scanning Reports

Receiving checks in the field for most AR teams can be a challenge. These checks need to be deposited quickly to support your business, but applying this cash can result in difficult and time-consuming work for your field teams. Billtrust Cash Application's Remote Scanning Reports empower your staff with visibility of image cash letters, rejected payments, and exceptions.

Image Cash Letter Summary Report

Summarize total payments and deposit amounts for all remote deposits during a specific date range.

Image Cash Letter Detail Report

Provide check details for all remote deposits for a specific date.

Rejected Payments Report

Give AR staff a summary of all rejected payments, most commonly associated with Remote Main Scan (RMS).

Manual Deposit Pull Report

Share visibility of payments that can't be sent via an Image Cash Letter (ICL) file. This report provides insight into how many checks are deposited manually.

Scanned Check Image Report

Display exceptions identified within a scanned credit image for your staff to easily view in one streamlined location.

What about custom reports?

If there is a nonstandard report that your cash application team needs, Billtrust's Professional Services team can build a custom report for you. To learn more about any of Billtrust Cash Application's reports and get a live demo, please reach out to sales@billtrust.com.