

Required Fields For Reporting:

**PAID TRANSACTIONS REPORTS:**

Reporting on ASI DISTRIBUTORS

- Distributor ASI#
- Invoice #
- Invoice Date
- Payment Due Date
- Invoice Amount
- Date Paid
- Amount Paid
- Extended Credit Amount
- Invoice Balance (Optional)

Reporting on Non-ASI Distributors

- Company Name
- Address
- City
- State
- Zip / Postal Code
- Phone Number
- Invoice #
- Invoice Date
- Payment Due Date
- Invoice Amount
- Date Paid
- Amount Paid
- Extended Credit Amount
- Invoice Balance (Optional)

## **PAST DUE TRANSACTIONS REPORTS:**

### Reporting on ASI DISTRIBUTORS

- Distributor ASI#
- Invoice #
- Invoice Date
- Payment Due Date
- Invoice Amount
- Past Due Amount

### Reporting on Non-ASI Distributors

- Company Name
- Address
- City
- State
- Zip / Postal Code
- Phone Number
- Invoice #
- Invoice Date
- Payment Due Date
- Invoice Amount
- Past Due Amount

## **TURNED OVER FOR COLLECTIONS TRANSACTIONS REPORTS:**

- Distributor ASI#
- Invoice #
- Invoice Date
- Payment Due Date
- Invoice Amount
- Agency Name
- Collections Date
- Collections Amount

- Note: the following fields are optional, but if you provide one, you must provide the other as well:
  - Collections Payment Date
  - Collections Payment Amount

**WRITE-OFFS TRANSACTIONS REPORTS:**

- Distributor ASI#
- Invoice #
- Invoice Date
- Payment Due Date
- Invoice Amount
- Write-Off Date
- Write-Off Amount

**NON-SUFFICIENT FUNDS TRANSACTIONS REPORTS:**

- Distributor ASI#
- Invoice #
- Invoice Date
- Payment Due Date
- Reported Date
- NSF Amount