

Invoice Detail Report (IDR)

- Details of payments included in the weekly invoicing process
- Three components to invoicing:
 - **Summary Reports (.pdf)** - high level totals for all payments included in the invoice
 - **AGENCY payment details (.csv)** - payments made through AGO
 - **CREDITOR payment details (.csv)** - direct pays reported by your agency
- Where these can be found:

These .csv files make up the "IDR"



Items available here:	Best use:
<ul style="list-style-type: none"> • Summary Reports (.pdf) • AGENCY payment details (.csv) • CREDITOR payment details (.csv) 	Manual download/review by individual users ⇒ Users who need access to these reports must fill out our ITSEC03 security forms and be set up with the Manager portal role



Items available here:	Best use:
<ul style="list-style-type: none"> • AGENCY payment details (.csv) • CREDITOR payment details (.csv) 	Automated file pickup for system processing ⇒ Users needing access to the SFTP folder location must fill out our ITSEC03 security forms. If a user needs both FitPortal and SFTP access, a single ITSEC03 form can be submitted. ⇒ Authorization for automated file pickup from the SFTP location requires an ITSEC01 form

- When these will be available:



Summary Reports (.pdf)	IDR Files (.csv)
<u>Tuesdays</u> , Wednesdays on holiday weeks	<u>Sundays</u> , Mondays/(<u>Tuesdays</u> on holiday weeks) if Accounting intervention needed



Invoices Available for Individual User Access

- FitPortal training available for new users
- FitPortal training documentation & video demos available
- ITSEC03 security forms required for each user
- “Manager” role needed for Financials section
- **Summary Reports** indicated by .pdf file type
- **IDR files** indicated by .csv file type



Financials

From Date: 03/21/2026 To Date: 04/21/2026 Report Name

Document Name	Generation Date
PUC0100_AGO_INVC_RPT_AGENCY_58618_20260419.csv	04/19/2026
PIT100_AGO_INVC_RPT_AGENCY_58200_20260419.csv	04/19/2026
HI100_AGO_INVC_RPT_AGENCY_58452_20260419.csv	04/19/2026
PIT100_AGO_INVC_RPT_AGENCY_58200_20260419.csv	04/19/2026
HI100_AGO_INVC_RPT_AGENCY_58452_20260419.csv	04/19/2026
ST100_8605_2026_04_15.pdf	04/15/2026
ST100_8607_2026_04_15.pdf	04/15/2026
ST100_8606_2026_04_15.pdf	04/15/2026
ADJ100_AGO_INVC_RPT_AGENCY_57817_20260412.csv	04/12/2026
PIT100_AGO_INVC_RPT_AGENCY_57802_20260412.csv	04/12/2026

Items Per Page: 10

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IDR Available for Automated & Individual User Access

- ITSEC03 security forms required for individual users
- ITSEC01 security forms are required for automated pickup
- Files no longer available at this location 7 days after their placement

Summary Files – Mixed Remittance Type

- AGENCY and CREDITOR payments are summarized separately
- CREDITOR summary will provide breakdown of outstanding invoice balances

Creditor Invoice Summary	
Cutoff Date: 3/3/2026	
Direct Payment To Creditor	
Total Paid Creditor	\$80,891.94
AG Fees Owed	\$8,850.57
FWD Fees Owed	\$1,055.64
Total Direct Pay Fees Owed	\$9,906.21
Outstanding Balance	\$742.19
See details in Statement of Account	

Agency Invoice Summary	
Cutoff Date: 9/10/2025	
Payment To AGO	
Total Paid AGO	\$1094.24
AG Fees Withheld	\$106.55
FWD Fees Withheld	\$28.00
Due Creditor	\$959.69
Outstanding Balance	\$0.00
See details in Statement of Account	

STATEMENT OF ACCOUNT			
Invoice Number	Invoice Date	Original Invoice Balance	Remaining Invoice Balance
6207	11/21/2024	\$49.55	\$49.55
6216	11/25/2024	\$11.88	\$11.88
6505	12/12/2024	\$179.64	\$179.64
6605	12/16/2024	\$152.33	\$152.33
7101	4/24/2025	\$0.50	\$0.50
7104	4/25/2025	\$90.09	\$90.09
7113	4/25/2025	\$8.04	\$8.04
7304	5/27/2025	\$160.95	\$160.95
7410	6/23/2025	\$3.74	\$3.74
7422	6/25/2025	\$36.86	\$36.86
7436	7/2/2025	\$48.61	\$48.61
Outstanding Balance			\$742.19

This would be the amount of the payment remitted to your agency for the invoicing period.

If the Due Creditor amount is negative for an invoicing period (i.e., payment reversals outweigh payment postings), the Agency portion of the invoice will be held back until more transactions are posted the following week. In other words, if you don't receive an Agency report, and AGO Accounting has not reached out with an issue, it's likely due to this Due Creditor amount being negative for the week.

IDR AGENCY and CREDITOR Files

- Primary design document: layout with field lengths/formats provided in Excel file



AutoSave Off InvoiceReport_Layout_Mapping - Editable General

File Home Insert Draw Page Layout Formulas Data Review View Automate Help

Calibri 11 A A Wrap Text

U18

C&R Software
Collections & Recovery Simplified

Title Invoice Report Layout Mapping
Version 1
Modified 8/31/2024
File Direction Outbound from Debt Manager to Clients
Frequency TBD
File Name [creditor ID] _AGO_INV_C_RPT_AGENCY_(INVOICE_NUM)_YYYYMMDD.csv

NOTES

- 1 ASCII Comma Delimited, Quotation mark qualified fields.
- 2 There will be 1 header line at the top of the file with the column names.
- 3 Two files will be generated - one for the "CREDITOR" location transactions, a second for the "AGENCY" location.
- 4 Transaction Type exclusions: FORGIVE, ADJUSTMENT, REAPP, RECEIVERCASH, RECEIVERCREDITORCASH,
- 5 Memo Code exclusions: AUTOREFUND, MANUALREFUND, IRSOFFSETFEEREFUND, OVRPYMTPAYIN
- 6 10/23: Do not include record if PaymentAmount, AGFeeAmount, FWDfeeAmount, DueClientAmount, PRI, and
- 7 11/14: To determine if a transaction is dual make whole or partial make whole on FWDfee, ETL will evaluate fe
- 8 2/5/25: Updated DueClientAmount, for GROSS clients, will be populated with the PaymentAmount. Do NOT subtr

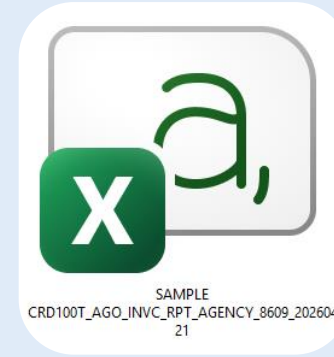
DETAIL RECORD FILE MAPPING

Position	Field Name	Length	Req	Format	Comments	DM GUI Field
1	CreditorID	8	Y	Text		Creditor Short Name
2	CreditorReferenceNum	40	Y	Text		Creditor Reference Number
3	CreditorExtAcctNo	40	N	Text		Creditor Ext Account Number
4	DMAccountNumber	16	Y	Text		Account Number
5	DebtorName	200	Y	Text		Debtor Name
6	PaymentDate	10	Y	CCYY-MM-DD		Entered Date
7	PaymentType	32	N	Text		Memo Code Name
8	PaymentAmount	20	Y	Decimal(19,2)		Transaction Amount

AGENCY Report CREDITOR Report Trailer Record +

Supplemental Resources:

- Sample AGENCY & CREDITOR files



- Informational Guide



AGENCY File - Mixed Remittance Type

- Details for payments posted during the invoicing cycle.

 SAMPLE CRD100T_AGO_INVC_RPT_AGENCY_8610_20260421

 Invoice number is in the file name


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	CreditorID	CreditorReferenceNum	CreditorExtAcctNo	DMAccountNumber	DebtorName	PaymentDate	PaymentType	PaymentAmount	AGFeeAmount	FWDfeeAmount	DueClientAmount	PRI	AGInt	AccountBalance	PlacementDate	AGTransactionID
2	CRD100T	CRN0981	DRL101	300216036	GOODALL, JANE	4/17/2026	PAY	140	12.73	0	127.27	127.27	0	9309.54	11/14/2023	7363
3	CRD100T	CRN43210	DRL12345	300216020	WHITE, WALTER	4/20/2026	PAY	1500	136.36	0	1363.64	1363.64	0	8976.79	11/14/2023	7361
4	CRD100T	CRN-1-23	DRL-00-127	300216027	BIRD, MARTY	4/16/2026	OFFSET	206.5	18.77	0	187.73	187.73	0	3041.21	11/14/2023	7367
5	CRD100T	CRN-XYZ6	DRL-XYZ	300216038	GAUSS, CARL	7/31/2025	CC	500	81.82	127.27	290.91	454.55	0	14665.32	11/14/2023	7376
6	CRD100T	CRN-1-23	DRL-00-123	300216040	BIRD, MARTY	4/15/2026	CC	1220	110.91	0	1109.09	1109.09	0	3249.65	11/14/2023	7364
7	CRD100T	CRN-1-23	DRL-00-123	300216040	BIRD, MARTY	6/1/2024	PAY	236.25	110.91	60.14	65.2	214.77	0	3249.65	11/14/2023	7383
8	CRD100T	CRN12345	DRL12345	300216017	WHITE, WALTER	4/17/2026	PAY	625	56.82	0	568.18	568.18	0	5515.45	11/14/2023	7362
9	CRD100T	CRN-XYZ6	DRL-XYZ	300216038	GAUSS, CARL	4/1/2026	PC	900	81.82	0	818.18	818.18	0	14665.32	11/14/2023	7365
10	CRD100T	CRN43210	DRL12345	300216020	WHITE, WALTER	4/20/2026	PAY	-1500	-136.36	0	-1363.64	-1363.64	0	8976.79	11/14/2023	7381
11		XXTRAILERXX	REC COUNT:	9				3827.75	473.78	187.41	3166.56	3479.77	0	62672.93		

DueClientAmount is the total remitted to your agency.
It is the PaymentAmount total less AG and FWD fees.

CREDITOR File - Mixed Remittance Type

- If direct pays are not reported by your agency, you will not receive this file.

 SAMPLE CRD100T_AGO_INV_CREDITR_8609_20260421

 Invoice number is in the file name

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	CreditorID	CreditorReferenceNum	CreditorExtAcctNo	DMAccountNumber	DebtorName	PaymentDate	PaymentType	PaymentAmount	AGFeeAmount	FWDfeeAmount	DueAGO	PRI	AGInt	AccountBalance	PlacementDate	AGTransactionID
1	CRD100T	CRN-XYZ6	DRL-XYZ	300216038	GAUSS, CARL	7/31/2025	DIRECTPAY	500	136.36	127.27	263.63	454.55	0	14665.32	11/14/2023	7374
2	CRD100T	CRN12345	DRL12345	300216017	WHITE, WALTER	4/15/2026	DIRECTPAY	125.56	11.41	0	11.41	114.15	0	5515.45	11/14/2023	7370
3	CRD100T	CRN-1-23	DRL-00-123	300216040	BIRD, MARTY	6/1/2024	DIRECTPAY	650.75	59.16	165.65	224.81	591.59	0	3249.65	11/14/2023	7380
4	CRD100T	CRN43210	DRL12345	300216020	WHITE, WALTER	4/14/2026	DIRECTPAY	350	31.82	0	31.82	318.18	0	8976.79	11/14/2023	7368
5	CRD100T	CRN0981	DRL101	300216036	GOODALL, JANE	4/15/2026	DIRECTPAY	1280.7	116.43	0	116.43	1164.27	0	9309.54	11/14/2023	7372
6		XXTRAILERXX	REC COUNT:	5				2907.01	355.18	292.92	648.1	2542.74	0	41716.75		

DueAGO is the total fees due from direct pays posted.
It is the sum of AG and FWD fees due.

For Mixed Remittance Creditors, a payment should be remitted to AGO for the DueAGO total.


AGENCY & CREDITOR Files – Additional Information

- PaymentType field possible values are:

Payment Types	
ACH	A bank payment made through our debtor payment portal
CC	A credit card payment made through our debtor payment portal
DIRECTPAY	A payment made to the client agency for a certified debt
OFFSET	Payments from various offset programs, such as state refund, lottery, unclaimed funds, etc.
PAY	A payment submitted through our lockbox
PC	A personal check payment submitted through our lockbox
WIRE	Wired funds

- **CreditorID** – through our migration process, some Creditor IDs may have been shortened or split into more than one ID. We will provide you with the possible IDs you will see in reports and payment files, like in the example below:

AGO Example			
Name	CUBS ID	DM ID - use to certify new accounts	Additional DM ID - may appear on reports and payment files
AGO Parking Fines	AGO100	AGO100	
AGO Non-Student	AGO200	AGO200	AGO200N



The Additional DM IDs are usually older inventory that had a different fee structure than current certifications, but are otherwise the same as the current associated Creditor ID. They will appear on the same invoices and payment files/reports as the current Creditor ID.