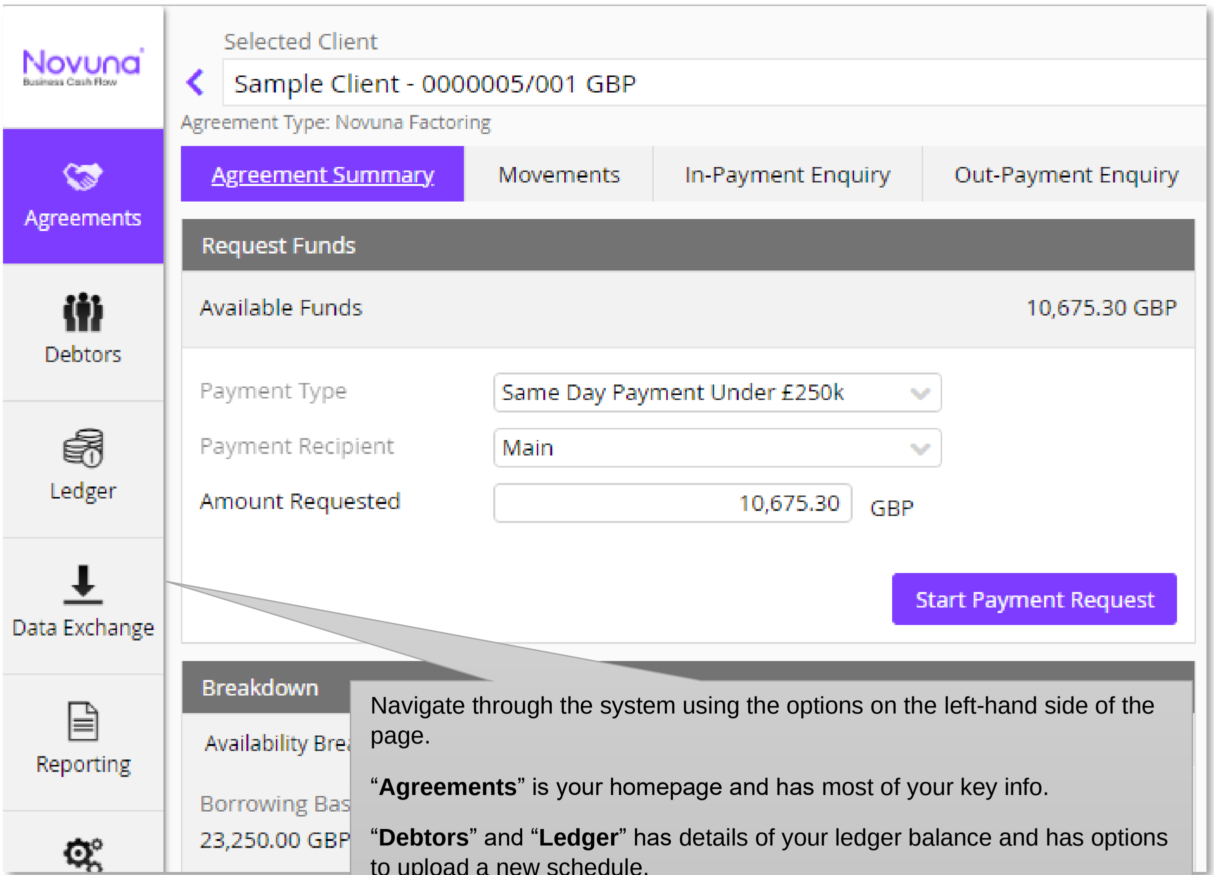
Novuna
Business Cash Flow

# Halo Quick Start Guide

For Factoring Clients

Tomorrow. Together

# Navigating Through Your New System



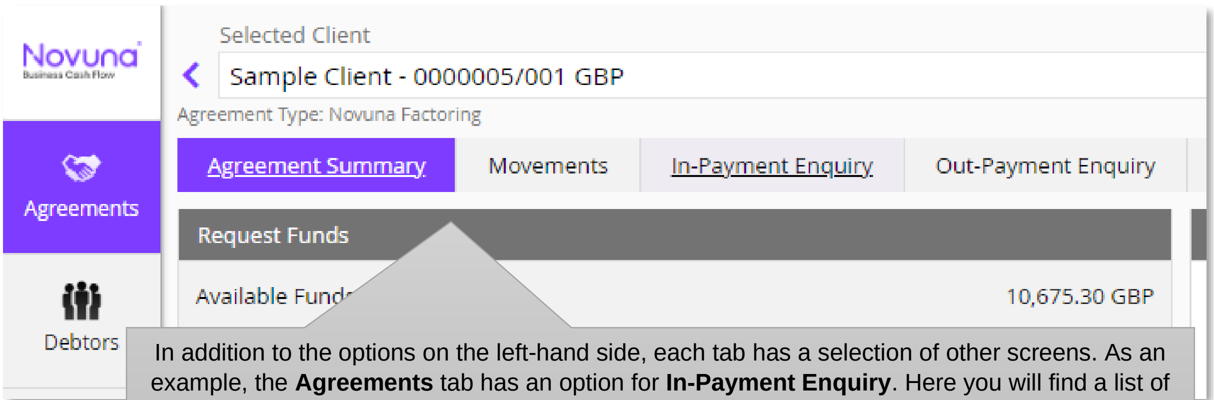

Navigate through the system using the options on the left-hand side of the page.

"**Agreements**" is your homepage and has most of your key info.

"**Debtors**" and "**Ledger**" has details of your ledger balance and has options to upload a new schedule.

"**Data Exchange**" is where you upload schedules or create new Debtor Accounts.

**"Reporting"** is where you can access data such as your client statement




In addition to the options on the left-hand side, each tab has a selection of other screens. As an example, the **Agreements** tab has an option for **In-Payment Enquiry**. Here you will find a list of all the payments received into your account, perfect for when you complete your bank reconciliation



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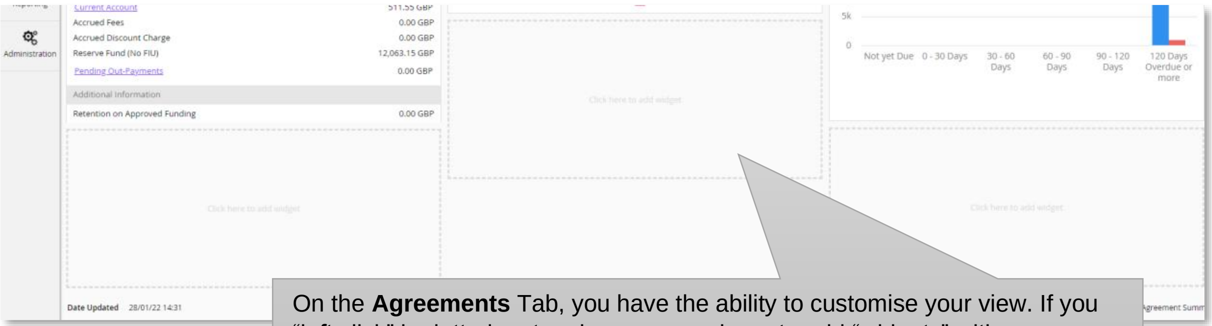
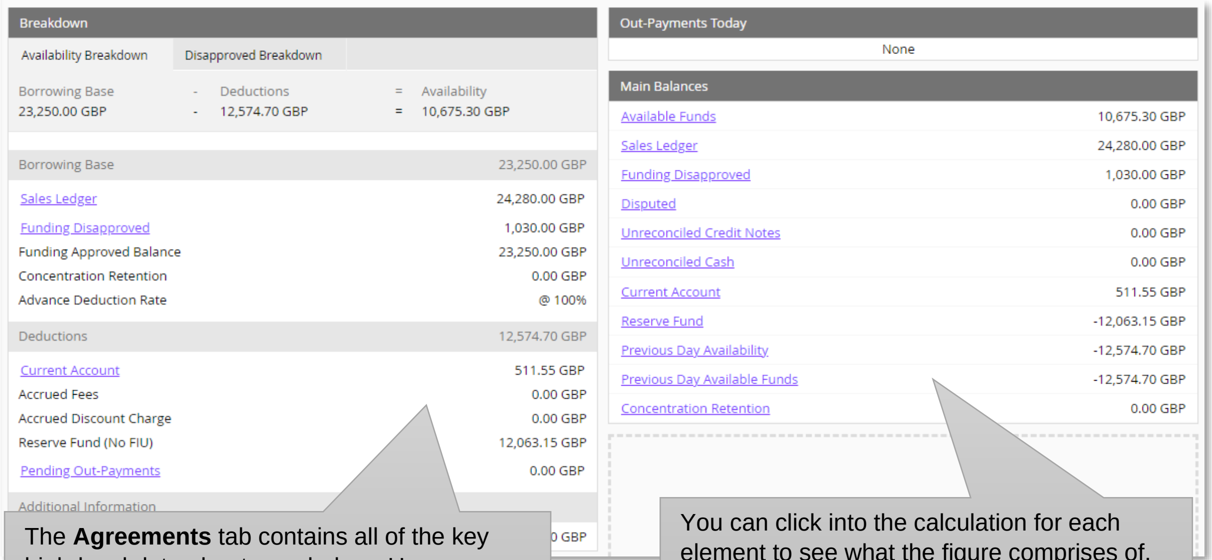


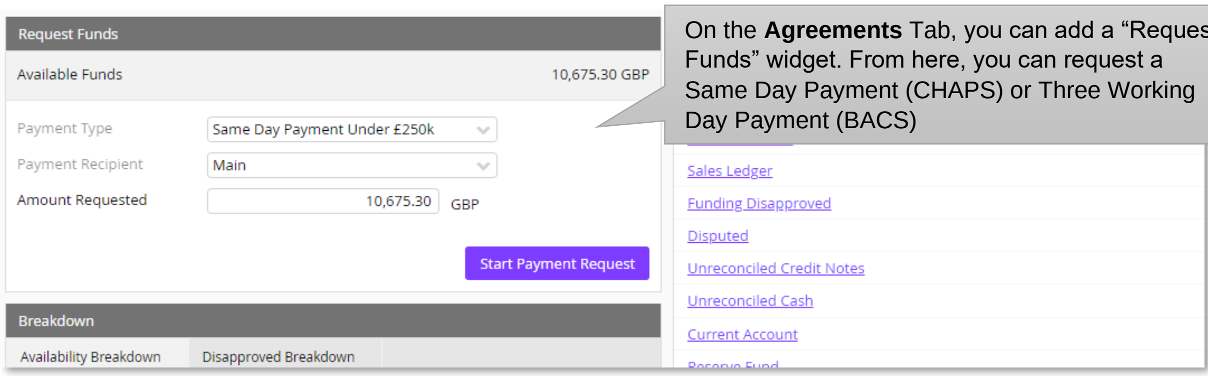

On the **Agreements** Tab, you have the ability to customise your view. If you "left click" in dotted rectangles you can chose to add "widgets" with more detailed information on certain elements of your facility. If you want to close a widget, click the "red X" in the top right-hand corner

## Checking Availability & Requesting Payments



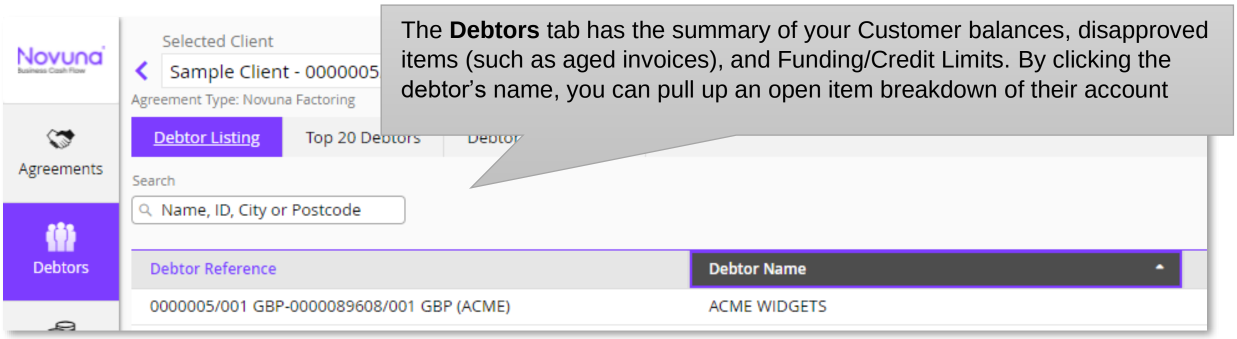

The **Agreements** tab contains all of the key high-level data about your ledger. Here you can see what is approved for funding and how much you can advance.

You can click into the calculation for each element to see what the figure comprises of. Handy for more details on disapproved items.

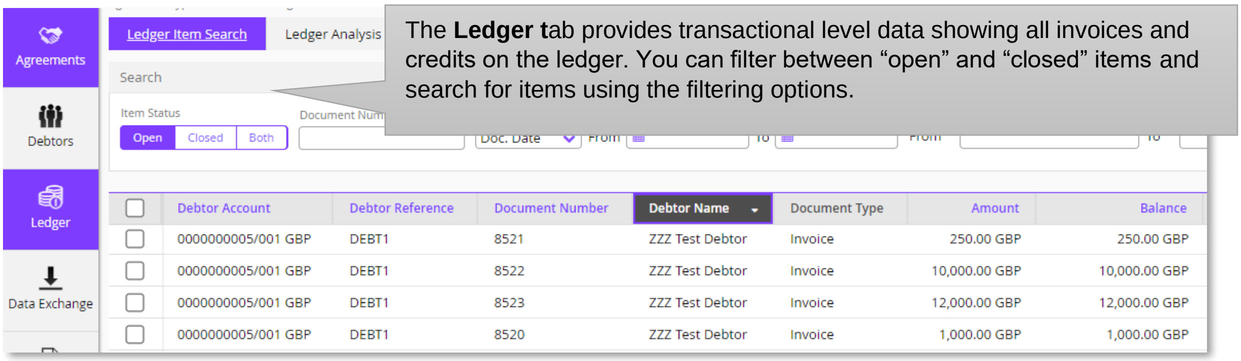



On the **Agreements** Tab, you can add a "Request Funds" widget. From here, you can request a Same Day Payment (CHAPS) or Three Working Day Payment (BACS)

# Accessing Ledger Information

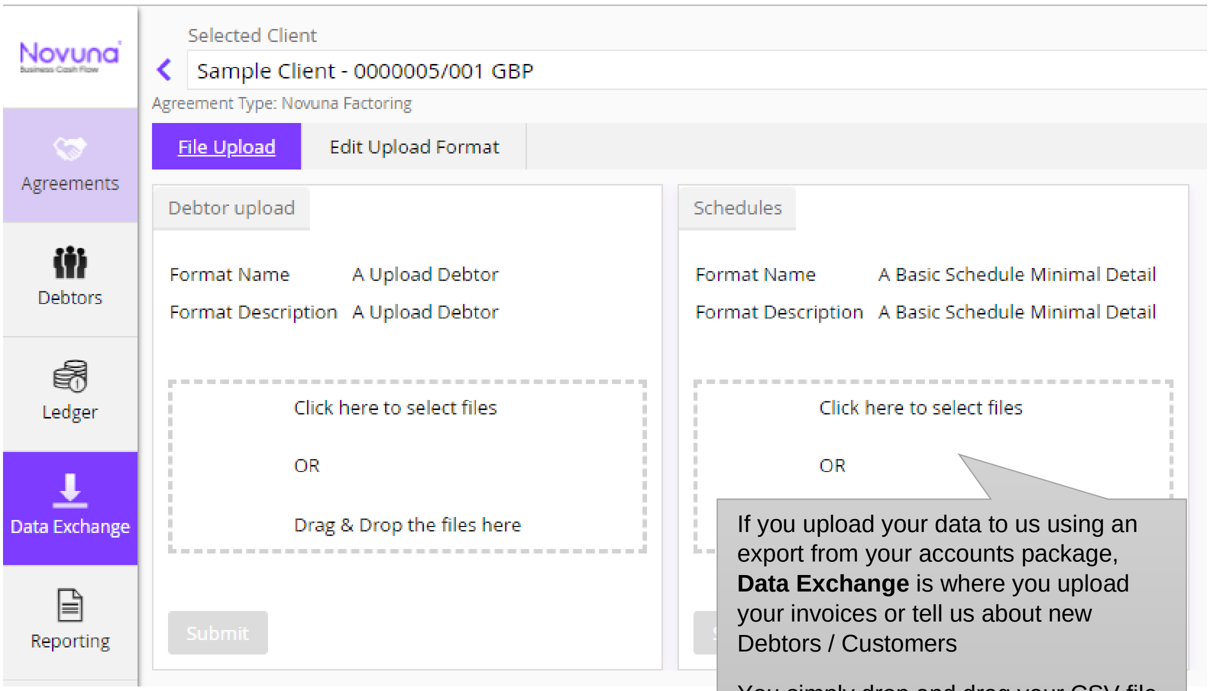



The **Debtors** tab has the summary of your Customer balances, disapproved items (such as aged invoices), and Funding/Credit Limits. By clicking the debtor's name, you can pull up an open item breakdown of their account



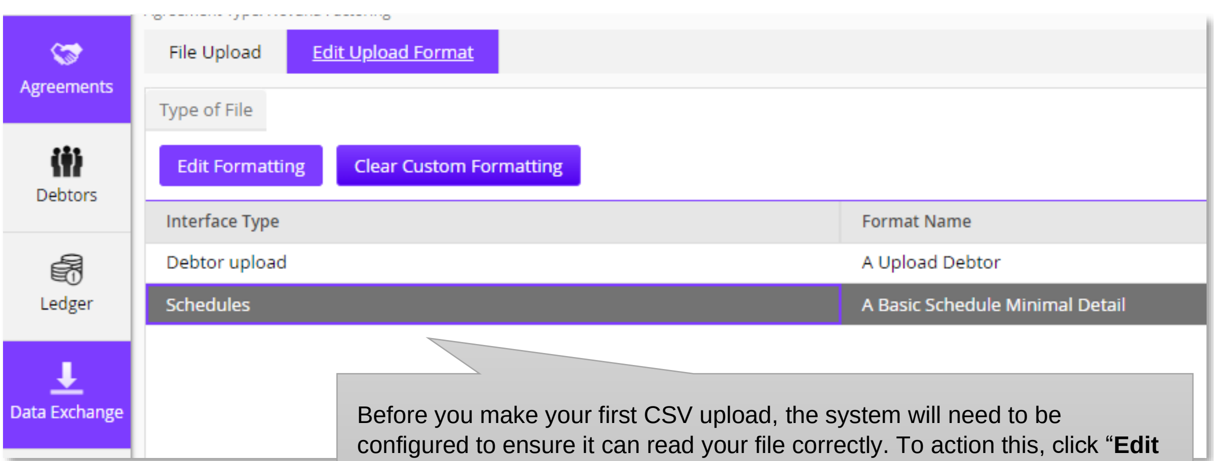

The **Ledger t**ab provides transactional level data showing all invoices and credits on the ledger. You can filter between "open" and "closed" items and search for items using the filtering options.

# Uploading New Invoicing & Customer Details

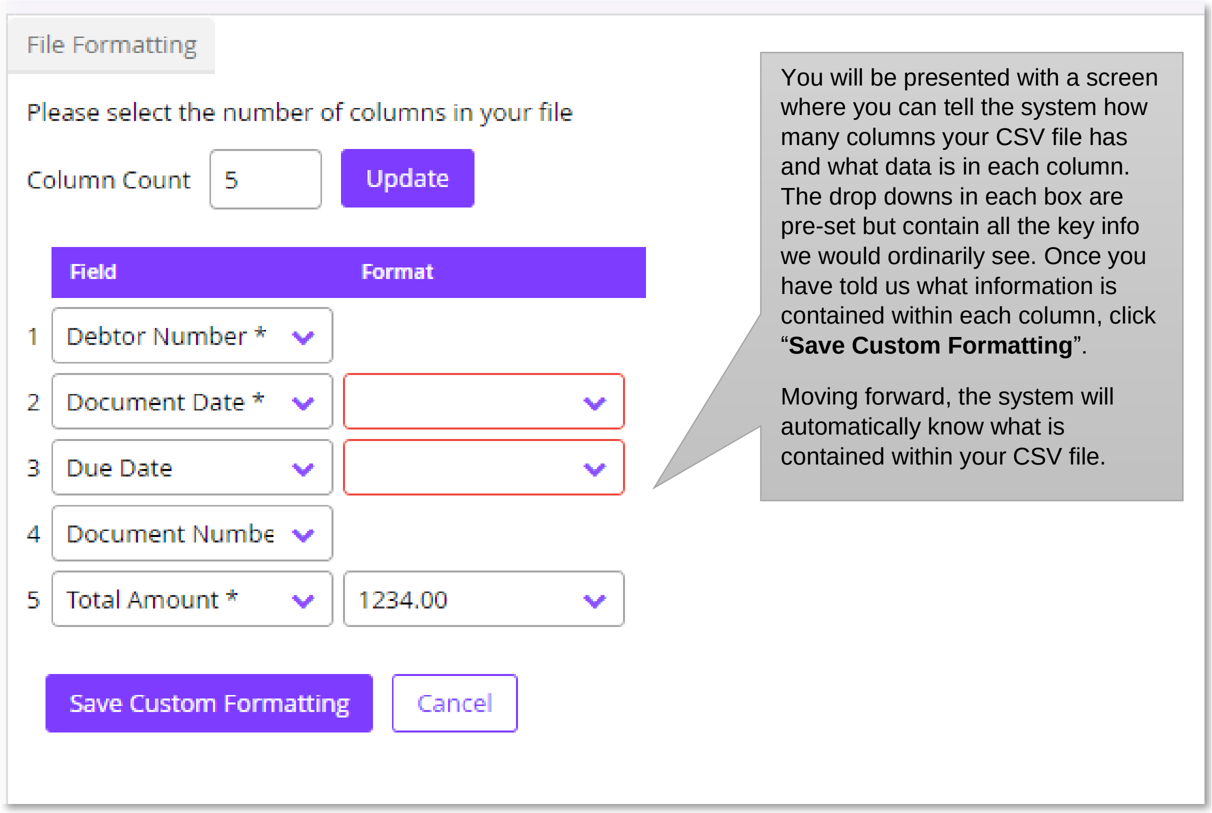



If you upload your data to us using an export from your accounts package, **Data Exchange** is where you upload your invoices or tell us about new Debtors / Customers

You simply drop and drag your CSV file to the area relevant to your upload or select the file path the CSV file is saved to.



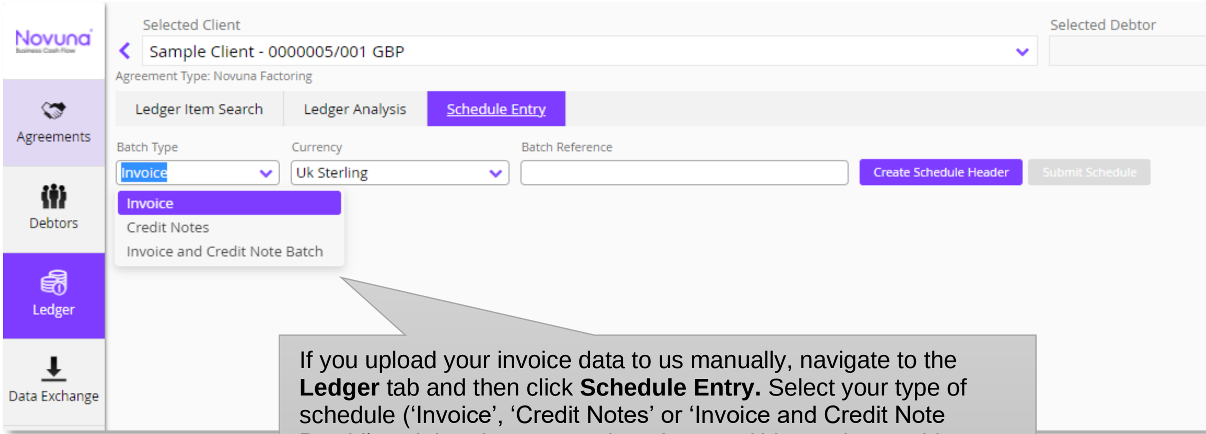

Before you make your first CSV upload, the system will need to be configured to ensure it can read your file correctly. To action this, click “**Edit Upload Format**” and then select which type of file you are looking to modify (“Schedules” or Debtor Upload”). Finally click “Edit Formatting”




You will be presented with a screen where you can tell the system how many columns your CSV file has and what data is in each column. The drop downs in each box are pre-set but contain all the key info we would ordinarily see. Once you have told us what information is contained within each column, click "**Save Custom Formatting**".

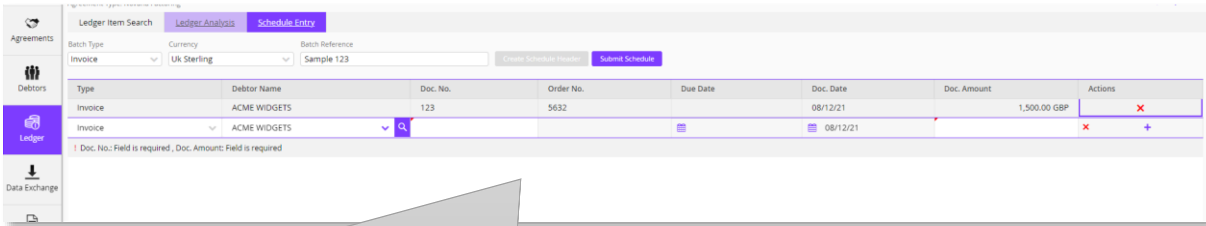
Moving forward, the system will automatically know what is contained within your CSV file.

# Manual Invoice / Credit Note Upload



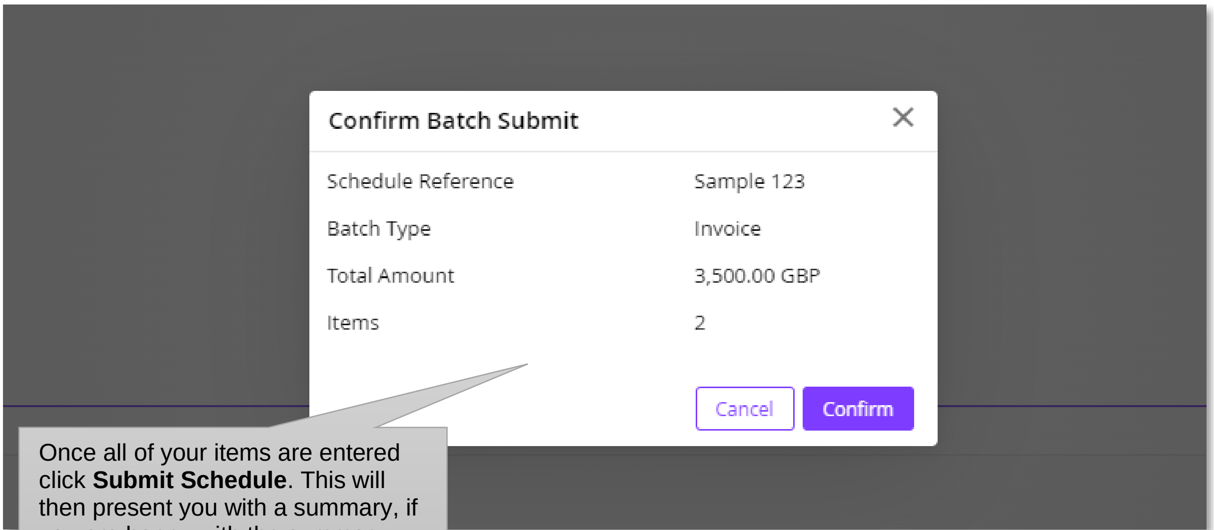

If you upload your invoice data to us manually, navigate to the **Ledger** tab and then click **Schedule Entry.** Select your type of schedule (‘Invoice’, ‘Credit Notes’ or ‘Invoice and Credit Note Batch’) and then input a Batch Reference (this can be anything which identifies the batch you are uploading).

Once Complete click **Create Schedule Header**



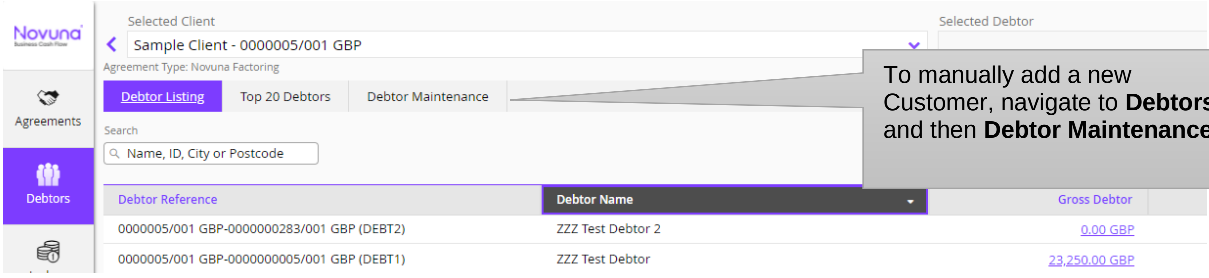

On the next screen you can start to add each schedule item. From the dropdown select your Customer (**Debtor Name**) and enter the invoice or credit note details using the fields provided. You can also choose to enter an additional reference (such as Purchase Order number) as well as a due date (if left blank the due date will default to your standard terms).

Click on the **+** icon to add another item to the schedule

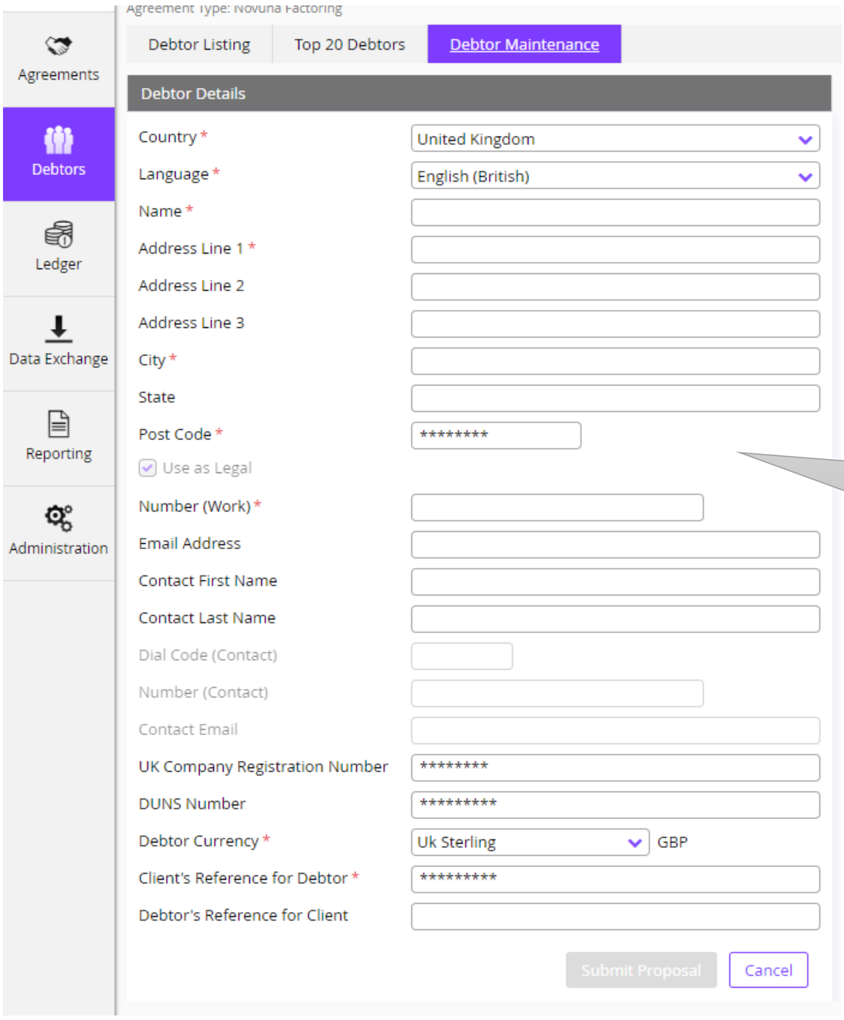



Once all of your items are entered click **Submit Schedule**. This will then present you with a summary, if you are happy with the summary click on **Confirm**.

# Manual Customer Upload




To manually add a new Customer, navigate to **Debtors** and then **Debtor Maintenance**




Add your customer details, including their company registration details. Once complete click **Submit Proposal**



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