

# Halo Quick Start Guide

For Factoring Clients

Tomorrow. Together

## Navigating Through Your New System

Selected Client  
Sample Client - 0000005/001 GBP

Agreement Type: Novuna Factoring

Agreement Summary | Movements | In-Payment Enquiry | Out-Payment Enquiry

Request Funds

Available Funds 10,675.30 GBP

Payment Type Same Day Payment Under £250k

Payment Recipient Main

Amount Requested 10,675.30 GBP

Start Payment Request

Data Exchange

Breakdown

Availability Bre

Borrowing Bas

23,250.00 GBP

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

Selected Client  
Sample Client - 0000005/001 GBP

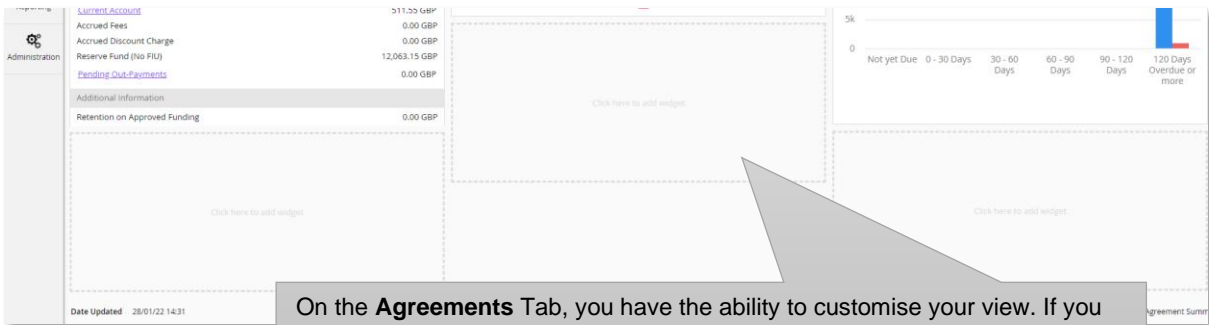
Agreement Type: Novuna Factoring

Agreement Summary | Movements | In-Payment Enquiry | Out-Payment Enquiry

Request Funds

Available Funds 10,675.30 GBP

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



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

Breakdown			Out-Payments Today	
Availability Breakdown	Disapproved Breakdown		None	
Borrowing Base	- Deductions	= Availability		
23,250.00 GBP	- 12,574.70 GBP	= 10,675.30 GBP		
Main Balances				
Borrowing Base		23,250.00 GBP	Available Funds	10,675.30 GBP
<a href="#">Sales Ledger</a>		24,280.00 GBP	<a href="#">Sales Ledger</a>	24,280.00 GBP
<a href="#">Funding Disapproved</a>		1,030.00 GBP	<a href="#">Funding Disapproved</a>	1,030.00 GBP
Funding Approved Balance		23,250.00 GBP	<a href="#">Disputed</a>	0.00 GBP
Concentration Retention		0.00 GBP	<a href="#">Unreconciled Credit Notes</a>	0.00 GBP
Advance Deduction Rate		@ 100%	<a href="#">Unreconciled Cash</a>	0.00 GBP
Deductions			<a href="#">Current Account</a>	511.55 GBP
		12,574.70 GBP	<a href="#">Reserve Fund</a>	-12,063.15 GBP
<a href="#">Current Account</a>		511.55 GBP	<a href="#">Previous Day Availability</a>	-12,574.70 GBP
Accrued Fees		0.00 GBP	<a href="#">Previous Day Available Funds</a>	-12,574.70 GBP
Accrued Discount Charge		0.00 GBP	<a href="#">Concentration Retention</a>	0.00 GBP
Reserve Fund (No FIU)		12,063.15 GBP		
<a href="#">Pending Out-Payments</a>		0.00 GBP		

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.

Request Funds	
Available Funds	10,675.30 GBP
Payment Type	Same Day Payment Under £250k
Payment Recipient	Main
Amount Requested	10,675.30 GBP
<a href="#">Start Payment Request</a>	
Breakdown	
Availability Breakdown	Disapproved Breakdown

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)

<a href="#">Sales Ledger</a>
<a href="#">Funding Disapproved</a>
<a href="#">Disputed</a>
<a href="#">Unreconciled Credit Notes</a>
<a href="#">Unreconciled Cash</a>
<a href="#">Current Account</a>
<a href="#">Reserve Fund</a>

## 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

Debtor Reference	Debtor Name
0000005/001 GBP-0000089608/001 GBP (ACME)	ACME WIDGETS

The **Ledger** tab 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.

Debtor Account	Debtor Reference	Document Number	Debtor Name	Document Type	Amount	Balance
0000000005/001 GBP	DEBT1	8521	ZZZ Test Debtor	Invoice	250.00 GBP	250.00 GBP
0000000005/001 GBP	DEBT1	8522	ZZZ Test Debtor	Invoice	10,000.00 GBP	10,000.00 GBP
0000000005/001 GBP	DEBT1	8523	ZZZ Test Debtor	Invoice	12,000.00 GBP	12,000.00 GBP
0000000005/001 GBP	DEBT1	8520	ZZZ Test Debtor	Invoice	1,000.00 GBP	1,000.00 GBP

## Uploading New Invoicing & Customer Details

Selected Client  
Sample Client - 0000005/001 GBP

Agreement Type: Novuna Factoring

File Upload Edit Upload Format

Debtor upload Schedules

Format Name A Upload Debtor  
Format Description A Upload Debtor

Format Name A Basic Schedule Minimal Detail  
Format Description A Basic Schedule Minimal Detail

Click here to select files  
OR  
Drag & Drop the files here

Click here to select files  
OR

Submit

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.

File Upload Edit Upload Format

Type of File

Edit Formatting Clear Custom Formatting

Interface Type	Format Name
Debtor upload	A Upload Debtor
Schedules	A Basic Schedule Minimal Detail

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"

File Formatting

Please select the number of columns in your file

Column Count

	Field	Format
1	Debtor Number *	<input type="text"/>
2	Document Date *	<input type="text"/>
3	Due Date	<input type="text"/>
4	Document Numbe	<input type="text"/>
5	Total Amount *	1234.00

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**

Type	Debtor Name	Doc. No.	Order No.	Due Date	Doc. Date	Doc. Amount	Actions
Invoice	ACME WIDGETS	123	5682		08/12/21	1,500.00 GBP	X
Invoice	ACME WIDGETS				08/12/21		X +

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

Selected Client: Sample Client - 0000005/001 GBP  
 Selected Debtor: [Dropdown]  
 Agreement Type: Novuna Factoring  
 Agreement Type: Novuna Factoring  
 Debtors | Top 20 Debtors | Debtor Maintenance

Debtor Reference	Debtor Name	Gross Debtor
0000005/001 GBP-0000000283/001 GBP (DEBT2)	ZZZ Test Debtor 2	0.00 GBP
0000005/001 GBP-0000000005/001 GBP (DEBT1)	ZZZ Test Debtor	23,250.00 GBP

Agreement type: novuna factoring  
 Debtor Listing | Top 20 Debtors | Debtor Maintenance

Debtor Details

Country\* [United Kingdom] [v]  
 Language\* [English (British)] [v]  
 Name\* [ ]  
 Address Line 1\* [ ]  
 Address Line 2 [ ]  
 Address Line 3 [ ]  
 City\* [ ]  
 State [ ]  
 Post Code\* [\*\*\*\*\*]  
 Use as Legal  
 Number (Work)\* [ ]  
 Email Address [ ]  
 Contact First Name [ ]  
 Contact Last Name [ ]  
 Dial Code (Contact) [ ]  
 Number (Contact) [ ]  
 Contact Email [ ]  
 UK Company Registration Number [\*\*\*\*\*]  
 DUNS Number [\*\*\*\*\*]  
 Debtor Currency\* [Uk Sterling] [v] GBP  
 Client's Reference for Debtor\* [\*\*\*\*\*]  
 Debtor's Reference for Client [ ]

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