

Halo Quick Start Guide

For Invoice Discounting Clients

Tomorrow. Together

Navigating Through Your New System

The screenshot shows the Novuna Business Cash Flow interface. On the left is a vertical navigation menu with icons and labels for Agreements, Debtors, Ledger, Data Exchange, and Reporting. The main area displays 'Selected Client' with a dropdown arrow, 'Agreement Type: Novuna Bulk ID', and three tabs: 'Agreement Summary' (highlighted), 'Movements', and 'In-Payment Enquiry'. A dashed box in the main area contains the text 'Click here to add widget'. A grey callout box on the right contains the following text:

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

“**Agreements**” is your homepage and has the majority of your key info.

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

“**Reporting**” is where you can access data such as your Client Statement

The screenshot shows the Novuna Business Cash Flow interface. On the left is a vertical navigation menu with icons and labels for Agreements and Debtors. The main area displays 'Selected Client' with a dropdown arrow, 'Agreement Type: Novuna Bulk ID', and four tabs: 'Agreement Summary' (highlighted), 'Movements', 'In-Payment Enquiry', and 'Out-Payment Enquiry'. A grey callout box at the bottom contains the following text:

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 can 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			
Availability Breakdown		Disapproved Breakdown	
Borrowing Base	-	Deductions	= Availability
23,250.00 GBP	-	12,574.70 GBP	= 10,675.30 GBP
<hr/>			
Borrowing Base			23,250.00 GBP
Sales Ledger			24,280.00 GBP
Funding Disapproved			1,030.00 GBP
Funding Approved Balance			23,250.00 GBP
Concentration Retention			0.00 GBP
Advance Deduction Rate			@ 100%
<hr/>			
Deductions			12,574.70 GBP
Current Account			511.55 GBP
Accrued Fees			0.00 GBP
Accrued Discount Charge			0.00 GBP
Reserve Fund (No FIU)			12,063.15 GBP
Pending Out-Payments			0.00 GBP
<hr/>			
Additional Information			

Out-Payments Today	
	None
<hr/>	
Main Balances	
Available Funds	10,675.30 GBP
Sales Ledger	24,280.00 GBP
Funding Disapproved	1,030.00 GBP
Disputed	0.00 GBP
Unreconciled Credit Notes	0.00 GBP
Unreconciled Cash	0.00 GBP
Current Account	511.55 GBP
Reserve Fund	-12,063.15 GBP
Previous Day Availability	-12,574.70 GBP
Previous Day Available Funds	-12,574.70 GBP
Concentration Retention	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
Start Payment Request	
<hr/>	
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)

Sales Ledger
Funding Disapproved
Disputed
Unreconciled Credit Notes
Unreconciled Cash
Current Account
Reserve Fund

Invoice & Credit Note Upload

To enter a new schedule, navigate to the **Ledger** tab and then click **Schedule Entry**. Please input a Batch Reference (this can be anything which identifies the batch you are uploading) and once Complete click **Create Schedule Header**

Type	Debtor Name	Doc. No.	Doc. Date	Invoice Amount	Invoice Items	Credit Note Amount	Credit Note Items
Bulk ID Batch	Bulk ID Control Account	12345	08/12/21	120,000.00 GBP	12	5,200.00 GBP	3

On the next screen you can start to add you schedule data. Not all fields are mandatory, however you will need to give the value of all invoices and credit notes as well as detailing how many items make up each value. If you wish, you can add individual schedules for each Client including details of the document number. This data is not mandatory.

Once all 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**.