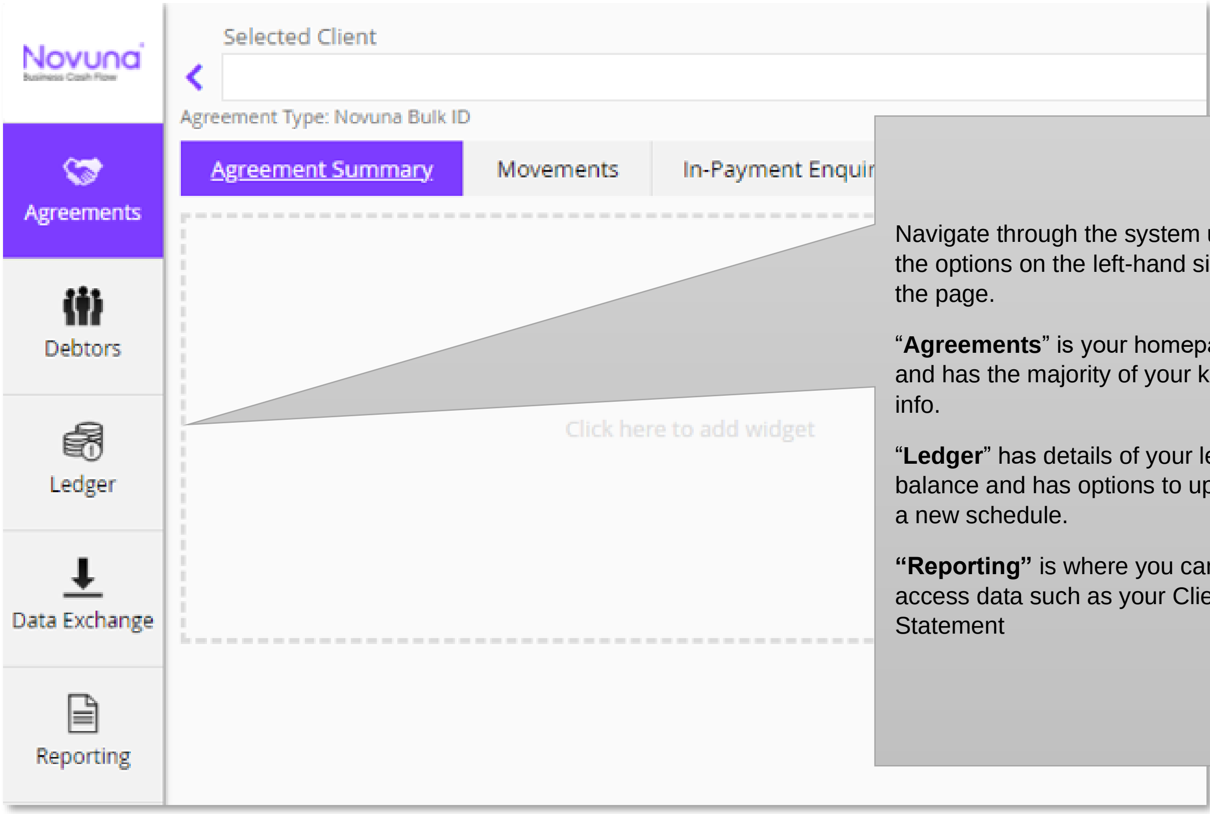
Novuna®
Business Cash Flow

Halo Quick Start Guide

For Invoice Discounting Clients

Tomorrow. Together

Navigating Through Your New System

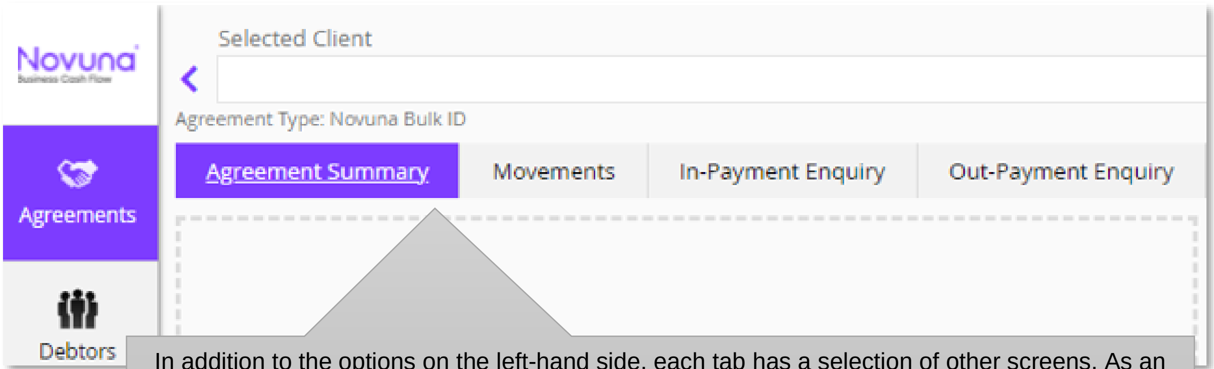


Navigate through the system using the options on the left-hand side of the page.

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

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

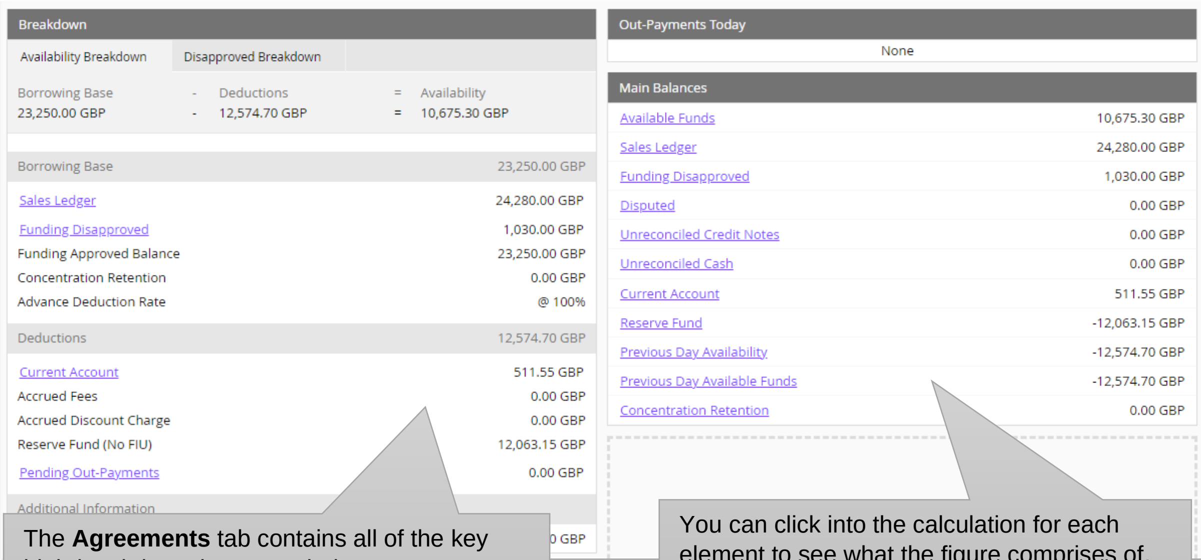
“Reporting” is where you can access data such as your Client Statement



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

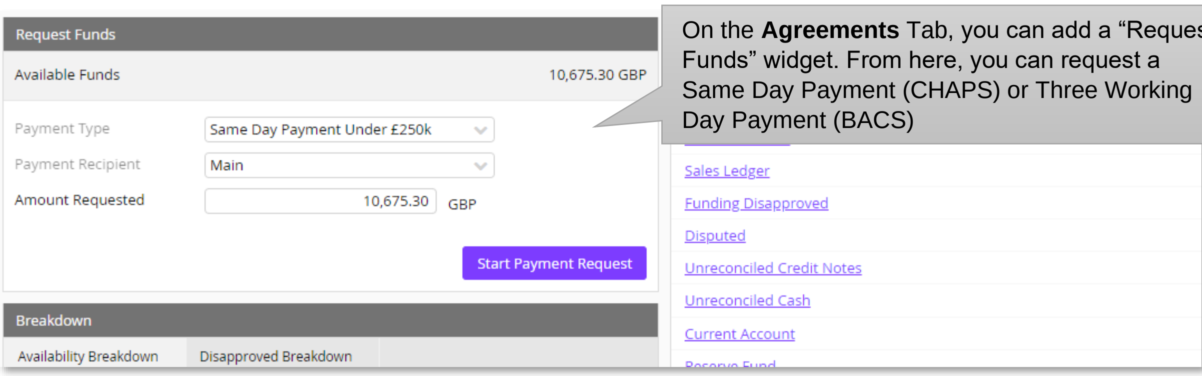
On the **Agreements** Tab, you can customise your view. If you “left click” in dotted rectangles you can chose to add “widgets” with more detailed information on certain elements of your facility. If you want to close a widget, click the “red X” in the top right-hand corner

Checking Availability & Requesting Payments



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)

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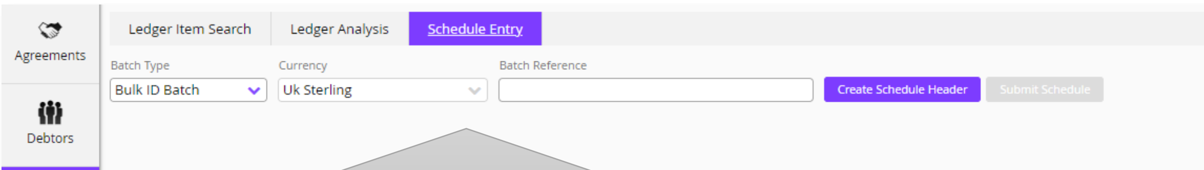
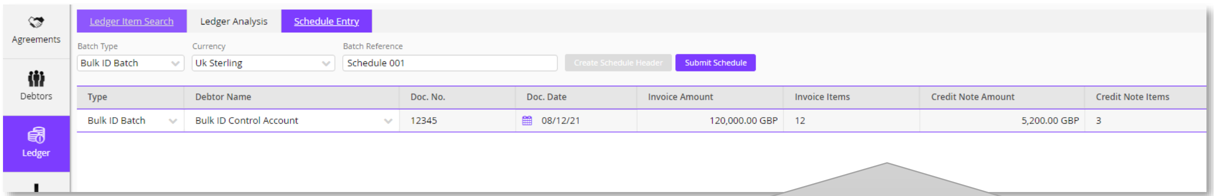
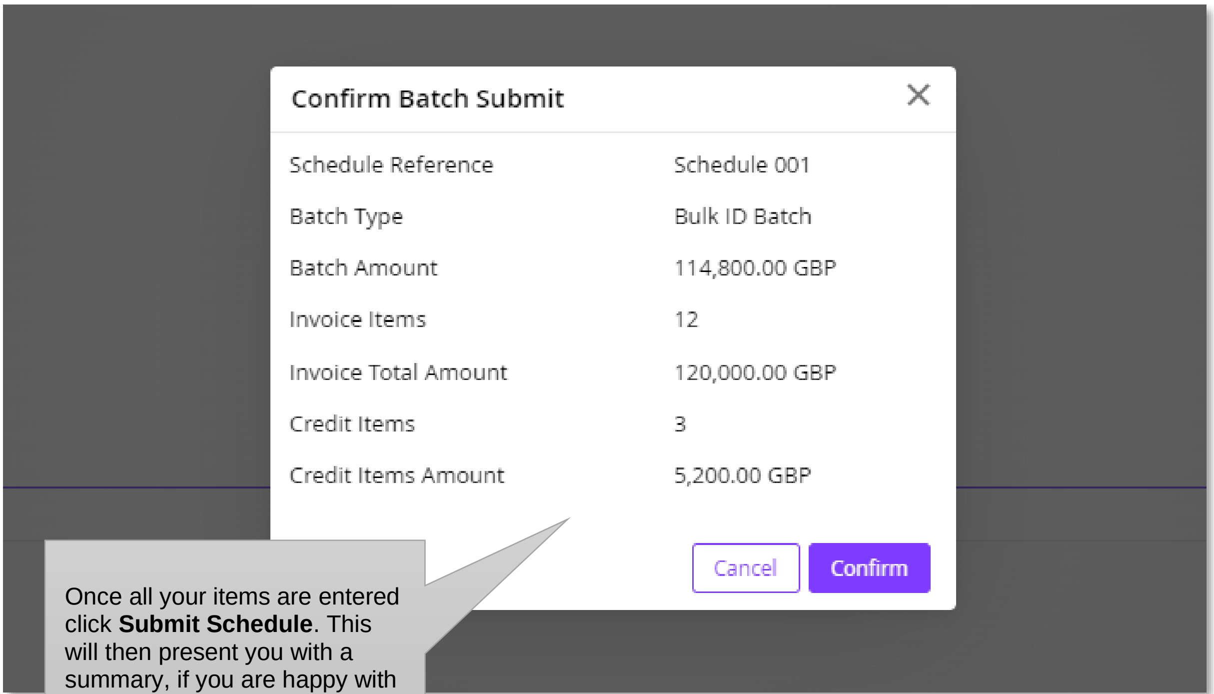
Invoice & Credit Note Upload



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**



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**.

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