

# Automated Schedule Upload Guide



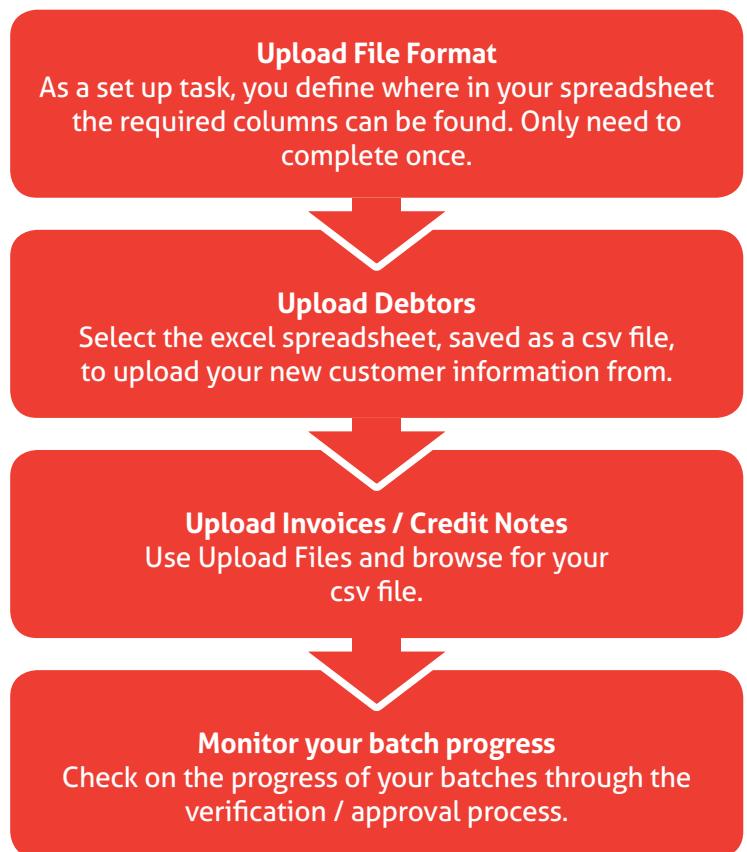
## Automated Entry

The automated process of submitting your debtors, invoices and credit notes to Bibby Financial Services enables you to use csv files from your Accounting Package or spreadsheets such as Excel.

It is a simple process to follow, with only one key thing to remember; **you must create your Debtors first before attempting to enter an item for them.** This is because you need to be able to specify the debtor by entering the CUSTOMER ID within the CSV file.

New debtors will be reviewed and approved by Bibby Financial Services in preparation for you to load invoices to the debtors account.

*We will look at each step in turn.*



## Upload file format

You can use your current data file extracts or spreadsheet saved as a csv file to record your invoices/credit notes

The Upload File Format option is used to tell Client Online which columns in your file contain the key information that is needed to upload the invoices./ credit notes.

### Important:

Please note the following steps should be taken when undertaking your **first** upload only:

- Configure the "Upload File Format"
- Upload the file via "Upload Files"
- Check "Assignment Confirmation"; there will be three options:
  1. Assignment Confirmation is empty – Check Messages for details of any batch errors.
  2. Assignment Confirmation: "Batch Contains Errors" – Check Messages for details of any batch errors.
  3. Assignment Confirmation: "Batch Waiting to be Posted" – the schedule is correct and will be posted at the next cut off time as normal



A Sage export will look similar to the example below.

You will use the Upload File format to tell Client Online how many columns your file has, and which column the required information is in e.g. the Customer ID.

If Row 1 (shown below) contains headings it should be removed from the csv prior to upload.

1	Customer ID	Document Ref	Document Date	Document Type	Contact Name	Net Value	Vat	Gross Value	Order No
2	ALLFOUND00	IN-05422	01/09/2013	INVOICE	Andrew	434.67	86.93	521.6	Ord-05422
3	ANNO01	IN-05024	02/09/2013	INV	George	725.5	145.1	870.6	Ord-05024
4	ANNO01	IN-05037	04/09/2013	I	Bert	2054.38	410.88	2465.26	Ord-04626
5	ANNO01	IN-05062	09/09/2013	SI	Andrew	1065.76	213.15	1278.91	Ord-04228
6	ANNO01	IN-05136	25/09/2013	INVOICE	George	1117.32	223.46	1340.78	Ord-03830
7	ANT002	IN-05553	01/09/2013	INVOICE	Bert	673.08	134.62	807.7	Ord-03432
8	APHR01	IN-05436	02/09/2013	INVOICE	Andrew	2199.6	439.92	2639.52	Ord-03034

## Upload file format

Select **Upload File Format** from the menu.

Select the interface you want to define; Debtors or Schedules.

In this example, we will define the format of our schedule file.

Click on **OK**.

The screen updates to show the column count.

**Column Count** - Enter the number of columns you have in your data file/Excel spreadsheet.

Client Online requires a minimum of 4 of fields to be completed for schedule upload.

You enter the total number of columns you have in your file.

Click on **OK** to continue.

The number of columns you have defined will be converted to fields and the screen will update to display one field for each column.

Use the drop down list to define which column the Client Online required information can be found.

The required fields are:

(Please note the fields do not need to be completed in this order. The fields need to match the order of the titles in your CSV file)

- Customer ID

**Upload File Format**

Please select file format to maintain

Interface Type	Format Name	Description
<input type="radio"/> Debtor upload	UK_Debtor_Upload	UK Debtor upload
<input checked="" type="radio"/> Schedules	UK_Schedules	UK Assignment upload

**Upload File Format**

Please select file format to maintain

Interface Type	Format Name	Description
Schedules	UK_Schedules	UK Assignment upload

Please select the number of columns in your file

Column Count



- Document Type – there are two options when defining your document type:
- If your invoices are shown as a positive figure in the spreadsheet and credit notes as a negative figure then you do not need to specify Document Type. If you do have a column in your CSV specifying whether the document is either a credit note or invoice, you need to instruct Client Online not to use this information by selecting "Not used" from the drop down list.
  - However, if you don't show credit notes as a negative figure in the spreadsheet you will need to input the document type as this will advise the system if you are uploading a credit note or an invoice. Please select Document Type from the drop down menu.  
You will then need to use the Conversion button to define how your file identifies an Invoice or a Credit Note.

Field	Format
1	Customer ID
2	<Not Used>
3	Date DD-MM-YYYY
4	Reference
5	Order number
6	Total amount

Field	Format
1	Customer ID
2	Document type
3	Date DD-MM-YYYY
4	Reference
5	Order number
6	Total amount 1234

When you press the conversion button you will see this screen:

This field is case sensitive so needs to match what is in your spreadsheet. This field is limited to fourteen characters

For Example: - if your document type in the spreadsheet is INVOICE in capital letters this needs to be exactly the same in Client Online. Other examples may include

- SI = invoice
- SC = credit note
- S/I = invoice
- S/C = credit note

**Date**

Use the drop down menu to specify the Date format you use.

**Reference**

Invoice or credit note number

**Order Number**

Not mandatory

From Value(s)	To Value
SI	Invoice
SC	Credit Note

Please select file format to maintain

Interface Type	Format Name	Description
Schedules	UK_IE_Schedules	UK Assignment upload

Please select which field each column applies to, using the drop down selector box.

Field	Format
1	Customer ID
2	Document type
3	Date DD-MM-YYYY
4	Reference
5	Order number
6	Total amount 1234



- **Total amount (this amount is the total for the invoice including VAT)**

Use the drop down menu to select the number format you use for the amount column.

There are two options:

1. If you have NOT defined the document in the Document Type field (i.e. you have selected "Not Used") your total amount format will always be – (negative).
2. If you have defined the document in the Document Type field your total amount format will always be + (positive).

You will need to select the format from the drop down menu that matches your file.

Any unused fields should be selected as "not used" from the drop down menu as they will be ignored by Client Online and not uploaded.

Click on **OK** to continue.

## Upload files

1. Click on **Upload Files** in the Data Exchange menu section.

Select the type of file to upload; either Debtors or Schedules.

Click on the **Browse** button and select your file. A Notice of Assignment clause will be displayed. This asks you to confirm that you are legally assigning the debts to Bibby Financial Services as per the terms of your Invoice Finance Agreement with us.

Add a tick to the check box to confirm the file complies with the Notice of Assignment. Click on **Submit**.

# Assignment Confirmation

Once you have uploaded your schedule, you can use the Assignment Conf menu option to review the current status of the uploaded schedules.

Assignment Confirmation				
Schedules				
Entry Date	Batch Type	Batch Number	Batch Total	Status
<input type="checkbox"/> 01/08/13	Invoice	0000017	53,014.00 GBP	Awaiting Item Entry
<input type="checkbox"/> 02/08/13	Invoice	0000018	26,000.00 GBP	Awaiting Item Entry
<input type="checkbox"/> 05/08/13	Invoice	0000092	10,000.00 GBP	Awaiting Item Entry

The Status column will display one of the following status messages;

Description	Action
In Validation Job Queue	The Batch is in the queue for validation
Validation in Progress	Bibby Financial Services are processing the batch
Batch Contains Errors	Bibby Financial Services have found errors during processing and need to reject. Please call your daily contact to discuss why the batch has errors.
Batch Waiting to be Posted	The batch is waiting to be processed by Bibby Financial Services
Fully Posted	The batch has been fully processed and posted
Batch Cancelled	This batch has been cancelled

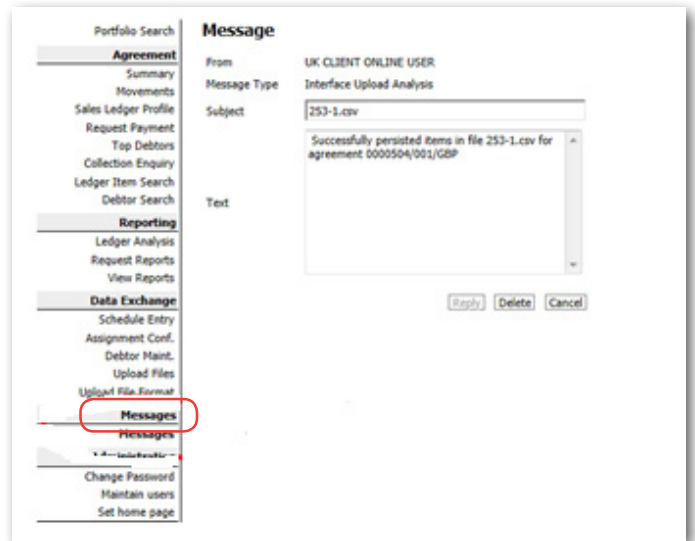
# Messages

The Messages field has been enabled in order to communicate to you the status of schedule uploads. If your schedule does not appear in the Assignment Conf menu option, check your messages.

The messages will tell you if:

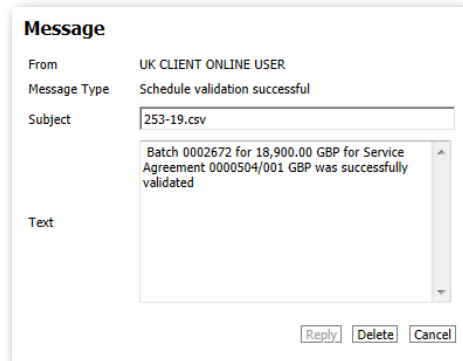
- Client Online has received the upload
- The upload has been successful or unsuccessful
- If unsuccessful, what is wrong with the CSV file

Whenever you upload a schedule you will receive this acknowledgement message:



## Passed Validation

If successful you will receive a schedule validation message that quotes the name of the CSV file that has been uploaded:



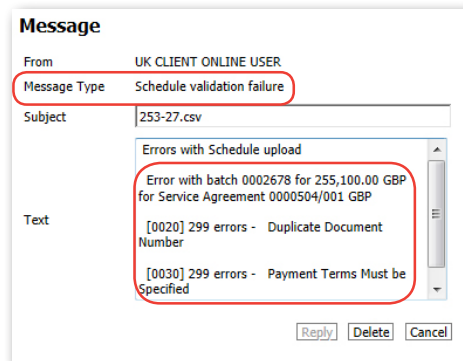
## Not Passed Validation

If a schedule is posted with information within it that does not include the required criteria, you will be informed of the error through the Messages function.

Most error messages will direct you to the exact document number within the CSV file that the error took place.

In the example below, you can see there is:

- A duplicate document number
- Payment Terms are missing.



# Schedule Assignment Reports

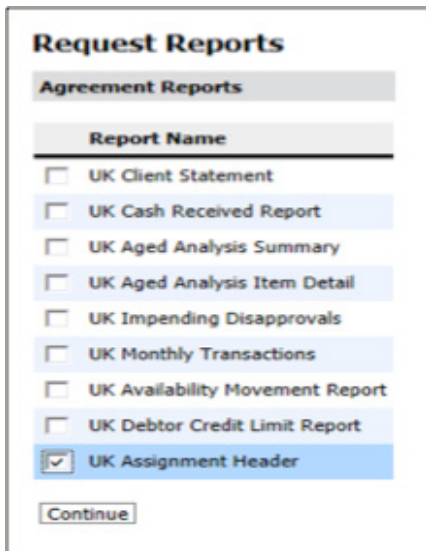
Please note that for Clients based in Scotland there is a requirement to complete and return a Schedule Assignment Report.

When uploading a schedule in Client Online, you will need to generate a Schedule Assignment Report. Once generated you will be able to sign and send on to Bibby financial Services together with any other supporting documents (invoices, POD's timesheets etc.) required under your Invoice Finance agreement with us.

We will need the Schedule Assignment Report to be emailed to us before we process your invoices for funding.

## How to access your Assignment Header

On the Main Menu list select **Request Reports**

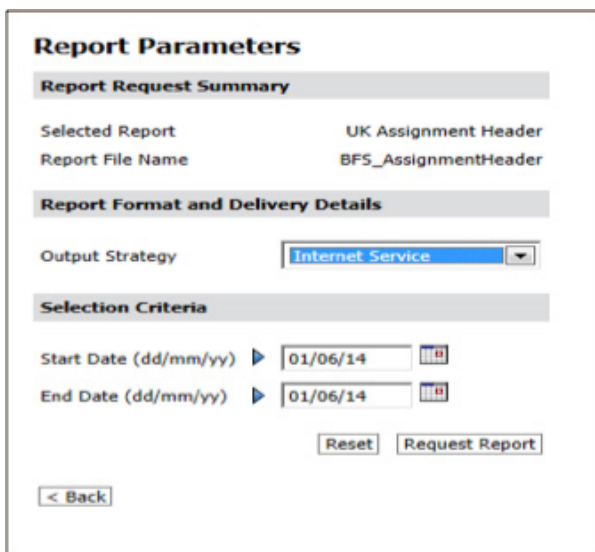


**Request Reports**

**Agreement Reports**

Report Name
<input type="checkbox"/> UK Client Statement
<input type="checkbox"/> UK Cash Received Report
<input type="checkbox"/> UK Aged Analysis Summary
<input type="checkbox"/> UK Aged Analysis Item Detail
<input type="checkbox"/> UK Impending Disapprovals
<input type="checkbox"/> UK Monthly Transactions
<input type="checkbox"/> UK Availability Movement Report
<input type="checkbox"/> UK Debtor Credit Limit Report
<input checked="" type="checkbox"/> UK Assignment Header

From the Agreement Reports list that appears on your screen select **UK Assignment Header** and click **Continue**



**Report Parameters**

**Report Request Summary**

Selected Report	UK Assignment Header
Report File Name	BFS_AssignmentHeader

**Report Format and Delivery Details**

Output Strategy:

**Selection Criteria**

Start Date (dd/mm/yy) ▶

End Date (dd/mm/yy) ▶

A Report Parameters screen will appear, leave the Output strategy as **Internet Service** and input the date criteria e.g. today's date (date schedule was uploaded) and click **Request Report**





This will take you back to the Main Menu

Note that the date range can be left blank and it will then return the latest report at the top of the list.

From here select **View Reports**

**View Reports**

**View Reports**

Output Strategy:

Reports Requested: From (dd/mm/yy)  To (dd/mm/yy)

Leave the Output strategy as **Internet Service**, enter the date range (as above) and click **Retrieve Reports**.

Click in the box next to the UK Assignment header you require and click **View Report**

Note that the report will show all schedules that have been uploaded that day, the report cannot be run by schedule number or time uploaded. The latest schedule will be the last page of the document

**View Reports**

**View Reports**

Output Strategy:

Reports Requested: From (dd/mm/yy)  To (dd/mm/yy)

**Requested Reports**

	Report Name	Report Number	Request Date	Request Time	Request Status	Output Strategy
<input checked="" type="checkbox"/>	UK Assignment Header	6072	16/07/14	11:17	Report generated successfully	Internet Service
<input type="checkbox"/>	UK Assignment Header	6072	16/07/14	11:16	Report generated successfully	Internet Service
<input type="checkbox"/>	UK Assignment Header	6072	16/07/14	10:49	Report generated successfully	Internet Service
<input type="checkbox"/>	UK Assignment Header	6072	16/07/14	09:22	Report generated successfully	Internet Service

Alternate Report Format:

Select all reports for download

You will then be able to Print and Save the report.

**NB Please print, sign and forward your Assignment Header to your Bibby Financial Services team.**