

CLIENT ONLINE QUICK START GUIDE



This guide has been designed for users of our Client Online portal and gives a summary of the key functionality available

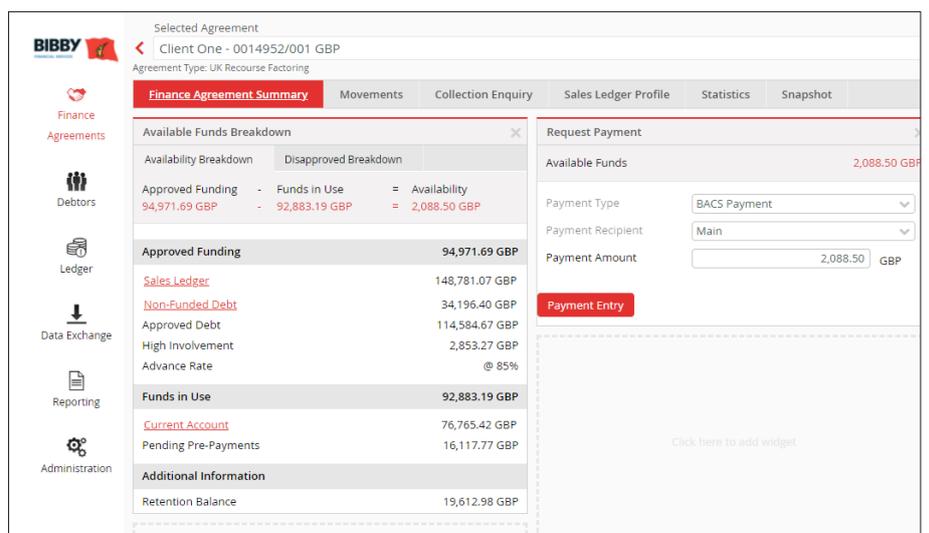
WIDGETS

The Finance Agreement and Debtor screen have inter-changeable sections (widgets). The default screen for the Finance Agreement Summary is shown opposite.

Once widgets are selected, they will remain in place for future logins.

'Click' on an empty box for the option to add widgets from the available list. Similarly, you can remove an item by pressing the 'X' in the top right corner of the box.

Payment can be requested by selecting the payment type and inputting the amount you want to draw down then click the Payment Entry button



Selected Agreement
Client One - 0014952/001 GBP
Agreement Type: UK Recourse Factoring

Finance Agreement Summary | Movements | Collection Enquiry | Sales Ledger Profile | Statistics | Snapshot

Available Funds Breakdown

Availability Breakdown	Disapproved Breakdown	
Approved Funding	Funds in Use	= Availability
94,971.69 GBP	92,883.19 GBP	= 2,088.50 GBP

Approved Funding 94,971.69 GBP

- Sales Ledger: 148,781.07 GBP
- Non-Funded Debt: 34,196.40 GBP
- Approved Debt: 114,584.67 GBP
- High Involvement: 2,853.27 GBP
- Advance Rate: @ 85%

Funds in Use 92,883.19 GBP

- Current Account: 76,765.42 GBP
- Pending Pre-Payments: 16,117.77 GBP

Additional Information

- Retention Balance: 19,612.98 GBP

Request Payment

Available Funds: 2,088.50 GBP

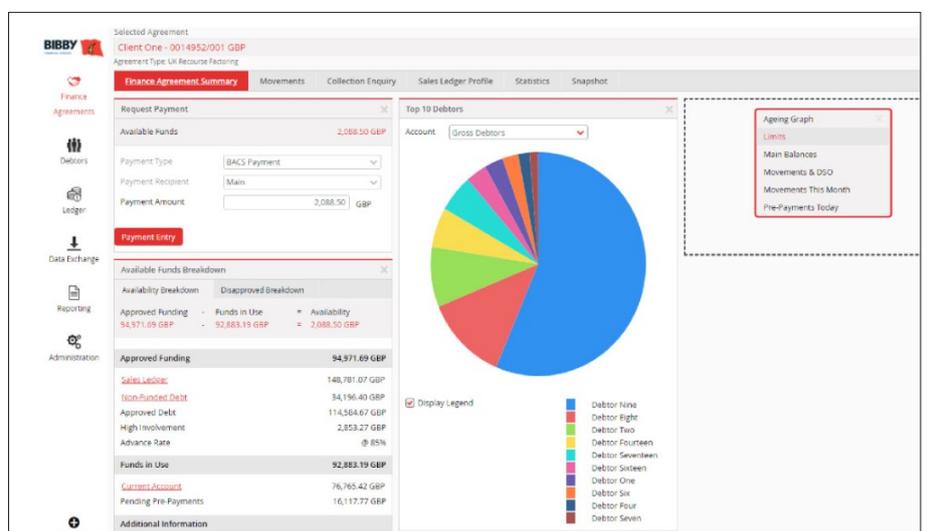
Payment Type: BACS Payment

Payment Recipient: Main

Payment Amount: 2,088.50 GBP

Payment Entry

Click here to add widget



Selected Agreement
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Request Payment

Available Funds: 2,088.50 GBP

Payment Type: BACS Payment

Payment Recipient: Main

Payment Amount: 2,088.50 GBP

Payment Entry

Top 19 Debtors

Account: Gross Debtors

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Ageing Graph

- Limits
- Main Balances
- Movements & DSO
- Movements This Month
- Pre-Payments Today

Display Legend

- Debtor Nine
- Debtor Eight
- Debtor Two
- Debtor Fourteen
- Debtor Seventeen
- Debtor Sixteen
- Debtor One
- Debtor Six
- Debtor Four
- Debtor Seven

DEBTOR SEARCHES

You are able to see all debtors from a drop down menu as shown opposite:

Alternatively, you can enter the details of the debtor in the search field.

VIEWS

You have the ability to customise grid views. Remove or add the columns you want to see by selecting the 'tick' button. To remove the tick just 'click' on the line.



EXPORT

The down arrow button indicates the data you are viewing can be downloaded.

You can set the format and column data you wish to download.



FILE UPLOADS

To send a file upload for either a new debtor or assignment, navigate to 'Data Exchange' and select 'Upload Files'. You can either search and select the required file, or drag and drop the file as required.

Your relationship team can help you set up the File upload format.

Step by step learning is available on the Client area of our website: www.bibbyfinancialservices.com
If you have any further questions or need additional support please contact a member of your Relationship Team.