



**scottish pacific**  
BUSINESS FINANCE



**A quick guide  
to your  
new operating  
platform**

**Bulk Facilities**

**smart money for smart business**

# Logging In and Overview

This document provides a quick overview to allow you to get a basic understanding of the key functions you will require on the new system, to help you get up and running as soon as possible.

## Logging in

You'll soon receive your logon details to access your new portal.  
Your new URL is <https://scotpac.hpdc.com/>

When logging into the portal for the first time you will be prompted to reset your password and you will then be taken back to the client login screen to log in for the first time with your newly created password. \*See the section User Administration at the end of this document for details of how to create additional users on the account  
*Tip – Passwords expire every 60 Days, must be between 6-50 characters long, and can't be re-used for the next 2 password changes. Triplicate characters cannot be accepted (i.e. Password111) but duplicates can be (i.e. Password11)*

## What you'll see

When accessing the portal, you will see the Agreement Summary Screen. This screen will show you your availability, is used to request drawdowns as well as providing real time balances for account facilities including Sales Ledger, Funding Disapproved & Funds In Use. Please note that each widget can be moved on your screen, so it may not be an exact replica of the below:

Agreement Summary	Movements	In-Payment Enquiry	Out-Payment Enquiry	Ageing	Statistics	Portal Help Resources
<b>Breakdown</b>						<b>Main Balances</b>
<b>Availability Breakdown</b>	<b>Disapproved Breakdown</b>					<b>Sales Ledger</b> 4,686,371.40 AUD
Borrowing Base 3,796,415.69 AUD	Deductions 3,650,243.13 AUD	Availability 146,172.56 AUD				Funding Disapproved 220,000.00 AUD
<b>Borrowing Base</b> 3,796,415.69 AUD					Client Balance -1,037,949.74 AUD	
Sales Ledger 4,686,371.40 AUD					Funds In Use 3,648,421.66 AUD	
Funding Disapproved 220,000.00 AUD					Value Dated Funds In Use 3,648,421.66 AUD	
Funding Approved Balance 4,466,371.40 AUD					New Reserve Fund - no EFT & no Client Balance 0.00 AUD	
Advance Deduction Rate @ 85%					Close of Day Availability 3,436.66 AUD	
<b>Deductions</b> 3,650,243.13 AUD					Close of Day Availability Excl. Increase Advance 3,436.66 AUD	
Funds In Use 3,648,421.66 AUD					Close of Day Available Funds 3,436.66 AUD	
Accrued Fees 0.00 AUD					Available Funds 146,172.56 AUD	
Accrued Interest 1,821.47 AUD					<b>Request Funds</b>	
Pending Out-Payments 0.00 AUD					Available Funds 146,172.56 AUD	
<b>Additional Information</b>					Payment Type: EFT (23)	
Retention on Approved Funding 669,955.71 AUD					Payment Recipient: Main	
<b>Movements This Month</b>					Amount Requested: 146,172.56 AUD	
Out-Payments 433,115.67 AUD					<input type="button" value="Add Payment Details"/> <input type="button" value="Request Funds"/>	
Last Out-Payment 30,000.00 AUD						

# Availability and Drawing Funds

**Sales Ledger** – This is the net value of the invoices and credit notes that you upload with every ledger refresh.

**Funding Disapproved** – This is the same as in your current portal; invoices which are not approved for funding.

**Funds in Use** – This is the amount owing on the facility. On your current system this would be referred to as your Current Account.

**In-Payment Enquiry** – This menu option at the top of the Agreement Summary Screen will show you details of debtor payments that have been received into the facility debtor deposit account.

## How you check availability and drawdown funds

In the Agreement Summary screen, you will see a Request Funds widget where you can view your available funds and then request either an EFT or an RTGS (same day) payment. The amount in the 'amount requested' field will automatically be set to the full availability you have but you can change this to the amount you require. Then select 'Request Funds'.

Agreements	<u>Agreement Summary</u>	Movements	In-Payment Enquiry	Outstanding
	Request Funds <span>×</span>			
	Available Funds	78,813.91 AUD		
Debtors	Payment Type	EFT (21) <span>▼</span>		
	Payment Recipient	Main <span>▼</span>		
Ledger	Amount Requested	78,813.91 AUD		
Data Exchange	Add Payment Details		Request Funds	

# Uploading Invoice Schedules

## How you upload invoice and credit note schedules

All uploaded information is completed via Ledger -> Schedule Entry menu option along the top of the page.

The screenshot shows the 'Schedule Entry' menu in the software interface. The menu is located at the top of the page and includes options for 'Ledger Item Search', 'Ledger Analysis', 'Schedule Entry', and 'Portal Help Resources'. The 'Schedule Entry' option is selected. Below the menu, there are fields for 'Batch Type' (set to 'Bulk ID Batch'), 'Currency' (set to 'Australian Dollars'), and 'Batch Reference'. There are also buttons for 'Create Schedule Header' and 'Submit Schedule'.

Select the Batch type as Bulk ID Batch where it will allow you to upload credits and invoices together. Fill in the following information: Debtor name (this will default to the control account), doc. no. (use the same as the batch reference for ease of tracking), Doc. Date, Invoice amount, Invoice Items, Credit Note Amount & Credit Note Items.

Choose File – attach the file that you will then also forward through to Scottish Pacific by email. This can be in any format. Once all data is imported select 'Submit Schedule'.

The screenshot shows the 'Schedule Entry' form with data entered. The 'Batch Type' is 'Bulk ID Batch', 'Currency' is 'Australian Dollars', and 'Batch Reference' is 'test'. The 'Create Schedule Header' and 'Submit Schedule' buttons are visible. Below the form, there is a table with the following columns: Type, Debtor Name, Doc. No., Doc. Date, Invoice Amount, Invoice Items, Credit Note Amount, Credit Note Items, File Location, and Extra Fields. The table contains one row with the following data: Type: Bulk ID Batch, Debtor Name: CONTROL ACCOUNT, Doc. No.: 123, Doc. Date: 2/04/15, Invoice Amount: (empty), Invoice Items: (empty), Credit Note Amount: (empty), Credit Note Items: (empty), File Location: Choose File, Extra Fields: None. There is also a warning message at the bottom: '! Invoice Amount: At least one amount is required., Credit Note Amount: At least one amount is required., File Location: Field is required'.

# Viewing Customer Payments

## How you view payments

The In-payment enquiry screen will provide you with details of all payments received for a chosen date range.

Go to Agreements and then select In-Payment Enquiry

	Agreement Summary	Movements	In-Payment Enquiry	Out-Payment Enquiry	Ageing	Statistics	Portal Help Resources
Agreements	Date Range From 1/04/19 To 2/04/19						
Debtors	Debtor Name	Debtor Reference	Type of In-payment	Amount SAC	Payment Details	Entry Date	Doc. Date
Ledger	CONTROL ACCOUNT	900000001/001 AUD	Debtor Bank Transfer	-8,720.31 AUD		1/04/19	29/03/19
Data Exchange	CONTROL ACCOUNT	900000001/001 AUD	Debtor Bank Transfer	-707.55 AUD		1/04/19	29/03/19
Reporting	CONTROL ACCOUNT	900000001/001 AUD	Debtor Bank Transfer	-4,152.72 AUD		1/04/19	29/03/19
Administration	CONTROL ACCOUNT	900000001/001 AUD	Debtor Bank Transfer	-373.42 AUD		1/04/19	29/03/19
	CONTROL ACCOUNT	900000001/001 AUD	Debtor Bank Transfer	-3,498.68 AUD		2/04/19	1/04/19
	CONTROL ACCOUNT	900000001/001 AUD	Debtor Bank Transfer	-13,113.30 AUD		2/04/19	1/04/19
	CONTROL ACCOUNT	900000001/001 AUD	Debtor Bank Transfer	-771.73 AUD		2/04/19	1/04/19
	CONTROL ACCOUNT	900000001/001 AUD	Debtor Bank Transfer	-2,595.43 AUD		2/04/19	1/04/19
	CONTROL ACCOUNT	900000001/001 AUD	Debtor Bank Transfer	-937.51 AUD		2/04/19	1/04/19
	CONTROL ACCOUNT	900000001/001 AUD	Debtor Bank Transfer	-5,494.36 AUD		2/04/19	1/04/19
	CONTROL ACCOUNT	900000001/001 AUD	Debtor Bank Transfer	-8,408.98 AUD		2/04/19	1/04/19

To generate a list of references for all bank deposits, Go to Reporting and select the in-payment details report. This report will generate information based on the bank statement date. To generate details of deposits you see in your Halo account, the date you will need to enter is the business day immediately prior to the date you see the payments in the system. Once you Select “request report” the report will generate in the lower section of the page (click “retrieve reports” to refresh). Tick the box for the report you want to view and within the red outline you can select the format you wish to view and then download.

The screenshot shows the 'Request Report' interface. On the left is a navigation menu with 'Reporting' selected. The main area is divided into 'Request Report' and 'Report Generator'. The 'Request Report' section has 'Report Type' set to 'Inpayment Details Report' and 'Date Range' from 10/05/19 to 10/05/19. The 'Report Generator' section has 'Report Type' set to 'Internet Service' and 'Date Range' from 21/05/19 to 21/05/19. A red box highlights the 'Report Format' dropdown menu, which is currently set to 'pdf', and the 'Download' button next to it. Below the form is a table with columns: Report Name, Report Number, Request Timestamp, and Request Status. The table contains one entry: 'Inpayment Details Report' with Report Number 8000 and Request Timestamp 21/05/19 09:01, with a status of 'Report generated successfully'.



# User Administration

The 'administrator' can create additional users in the system. This feature can be accessed by clicking the 'Administration' button on the left-hand side of the screen.

Select the 'Create New User' button.

Complete the 'Profile Details' by creating a username and password etc.

On the far-right hand side of the screen select the 'Permissions' for the user. Click the arrow next to 'Client Manager' to expand the menu and view the permissions available. By simply unticking a box you are removing access to that function.

In the example on the right we have provided the user with access to 'Out-Payment Enquiry' so they can see historically what has been drawn down, but we have not given them access to 'Out-Payment Entry', therefore they cannot request funds. These permissions allow you to customise the user accounts you create.

*\*TIP: Press the arrow next to each permission to view more options.*

Select the relevant agreement from the bottom of the screen that you would like the user to have access to. There will only be multiple options if you have multiple agreements with Scottish Pacific Business Finance.

Press the 'Save Profile' button.

*\*TIP: If you can't see the button, scroll to the bottom of the top half of the screen and the button will appear below the 'Profile Details' area.*

