



**scottish pacific**  
BUSINESS FINANCE



# A quick guide to your new operating platform

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 the new portal.

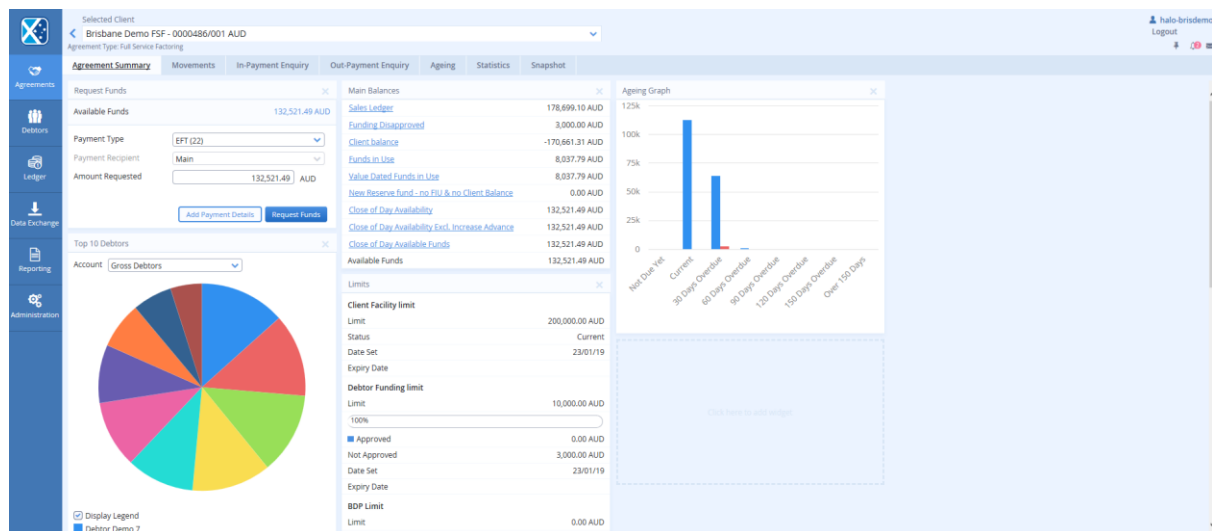
The new URL is <https://scotpac.hpdsc.com/>

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:



# 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. However, we recommend that you produce the In-payment enquiry report, instructions under 'Viewing customer payments' on last page of this guide.

## 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'.

The screenshot displays the 'Request Funds' widget within the 'Agreement Summary' screen. The interface includes a sidebar with navigation icons for Agreements, Debtors, Ledger, and Data Exchange. The main content area shows the following details:

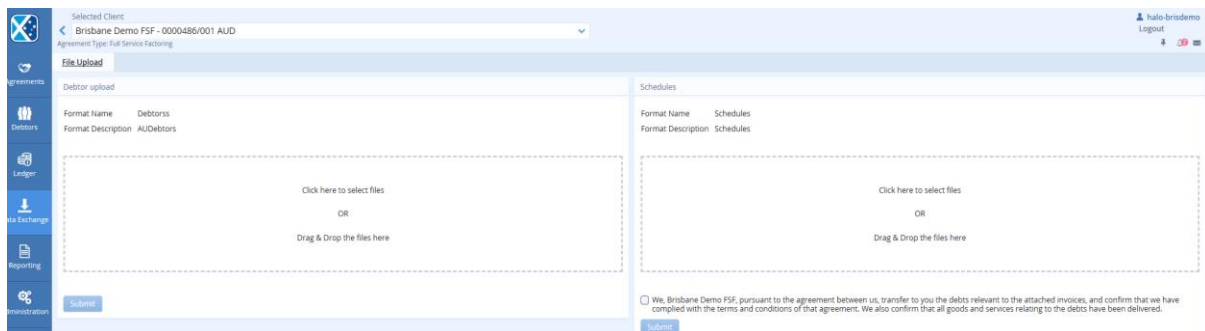
- Selected Client:** Brisbane Demo FSF - 0000486/001 AUD
- Agreement Type:** Full Service Factoring
- Agreement Summary** (selected tab), Movements, In-Payment Enquiry, Out
- Request Funds** (widget title)
- Available Funds:** 132,521.49 AUD
- Payment Type:** EFT (22) (dropdown menu)
- Payment Recipient:** Main (dropdown menu)
- Amount Requested:** 132,521.49 AUD (input field)
- Buttons:** Add Payment Details, Request Funds



# Uploading Invoices and Debtor Information

## How you upload invoice schedules and debtor information

All uploaded information is completed via the **Data Exchange** menu option on the left-hand column of the portal. This is used to upload information for new debtors as well as uploading your debtor ledger. Uploads must be in an Excel CSV. file with data in the required column order and specified cell format.



### Invoice (schedule) upload

	A	B	C	D	E	F
1	Customer Number	Document Number	Document Date DD/MM/YYYY (max 10 characters)	Document Amount (Max 14 characters)	Purchase Order Number Optional (Max 20 characters)	
2	(max 30 characters)	(max 12 characters)				
3						
4						
5						

Invoices and credit notes can be loaded in the same file, credits will need a negative sign in front of the amount, file must be saved as a CSV and columns must be in order detailed here.

### Debtor upload

A	B	C	D	E	F	G	H	I	J	K	L	M
<b>Client debtor reference</b>	<b>Debtor Name</b>	<b>Address 1</b>	<b>Address 2</b>	<b>Suburb</b>	<b>State</b>	<b>Postcode</b>	<b>Country</b>	<b>Phone No</b>	<b>Contact Name</b>	<b>Email</b>	<b>ABN</b>	<b>Debtor Statement email</b>
(max 30 characters)	(max 30 characters)	(Max 40 characters)	(Max 40 characters)	(Max 40 characters)	(Max 25 characters)	(Max 4 characters)	(Max 20 characters)	(Max 20 characters)	(Max 30 characters)	(Max 50 characters)	(Max 14 characters)	

*\*Note: Please do not upload the header fields in the spreadsheet – these are included here as a guide to correct formatting*

# Viewing Customer Payments

## How you view payments from your customers

The In-payment enquiry report will provide you with details of all payments received for a chosen date range. Please note that the dates show as the date of transaction not the date received.

To run this report, go to the reporting tab on the left of your page

- Select In-Payment report
- Choose the output strategy (this is how you will receive/ download the report, the Internet Service option will produce a PDF copy)
- Choose the date range
- Click request report
- The report requested will show at the bottom of the page, to update the status click 'retrieve reports' and it should update to show 'report generated successfully'
- Tick to select the report you wish to review, hit 'download'

The screenshot displays the 'Request Report' interface. On the left, a sidebar contains navigation icons for Agreements, Debtors, Ledger, Data Exchange, Reporting, and Administration. The main content area is split into two panels: 'Request Report' and 'Report Generator'. The 'Request Report' panel includes a 'Report Type' dropdown, a list of report types with checkboxes (e.g., Client Summary Report, Schedule acknowledgement, Debtor payment received, etc.), an 'Output Strategy' dropdown set to 'Internet Service', and a 'Date Range' selector with 'From' and 'To' date pickers. A 'Request Report' button is located at the bottom of this panel. The 'Report Generator' panel features a 'Report Type' dropdown, a 'Return top debtors' input field, a 'Report Date Range' selector with radio buttons for 'Last 30 Days', 'Current Month', and 'Custom Date Range', and a 'Select Debtor Accounts to include in Report' search box. A 'Generate Report' button is at the bottom right of this panel. Below the main panels, there is a 'Reports Requested' section with a table showing the status of the report. The table has columns for Report Name, Report Number, Request Timestamp, Request Status, and Output Strategy. A single report is listed: 'Inpayment Details Report' with Report Number 8000, Request Timestamp 2/04/19 15:27, Request Status 'Report generated successfully', and Output Strategy 'Internet Service'. A 'Retrieve Reports' button is visible above the table.

Report Name	Report Number	Request Timestamp	Request Status	Output Strategy
Inpayment Details Report	8000	2/04/19 15:27	Report generated successfully	Internet Service

# Customer Payments - Unallocated Payments

## How you view unallocated customer payments

You can view any unallocated cash by selecting the **Ledger** tab on the left side of the screen, **Ledger Analysis** and changing the ledger analysis tool dropdown to: **All open in-payments**. This will show you all unallocated payments, including those that are part allocated.

The screenshot displays the user interface for viewing unallocated customer payments. The top navigation bar shows the selected client as 'Brisbane Demo FSF - 0000486/001 AUD' and the selected debtor. The left sidebar contains navigation tabs for Agreements, Debtors, Ledger, Data Exchange, Reporting, and Administration. The 'Ledger' tab is active, and the 'Ledger Analysis' tool is selected. A dropdown menu is open, listing various analysis tools. The 'All open in-payments' option is highlighted. The main content area shows a table with columns for Doc. Type, Due Date, Doc. Amount, Doc. Balance, Collection Status, Last Reminder Date, Doc. Date, Pending Action, Funding Status, and BDP Status.

Doc. Type	Due Date	Doc. Amount	Doc. Balance	Collection Status	Last Reminder Date	Doc. Date	Pending Action	Funding Status	BDP Status
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# 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.

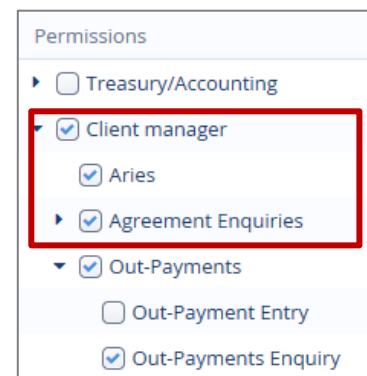
In the example on the right we have provided the user with access to '**Out-Payment Enquiry**' so they can see historically what has been drawn down, but we have not given them access to 'Out-Payment Entry', therefore they cannot request funds. These permissions allow you to customise the user accounts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



Permissions	
▶	<input type="checkbox"/> Treasury/Accounting
▶	<input checked="" type="checkbox"/> Client manager
	<input checked="" type="checkbox"/> Aries
▶	<input checked="" type="checkbox"/> Agreement Enquiries
▼	<input checked="" type="checkbox"/> Out-Payments
	<input type="checkbox"/> Out-Payment Entry
	<input checked="" type="checkbox"/> Out-Payments Enquiry