Automated Schedule Upload Guide





V2AutomatedScheduleUploadGuideSept2014

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

As a set up task, you define where in your spreadsheet the required columns can be found. Only need to complete once.

Upload Debtors

Select the excel spreadsheet, saved as a csv file, to upload your new customer information from.

Upload Invoices / Credit Notes Use Upload Files and browse for your csv file.

Monitor your batch progress Check on the progress of your batches through the verification / approval process.

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.
- 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.

	B24	▼ (*	f_{x}						
1	А	В	С	D	E	F	G	н	1
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
~	4.00014.004	101 05 407	0.4.100.10040	NUMBER .	~		400	700	out opene

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

 C
 Debtor upload
 UK_Debtor_Upload
 UK Debtor upload

 C
 Schedules
 UK_Schedules
 UK Assignment upload

OK Cancel

Upload File Format					
Please select file format to maintain					
Interface Type	Format Name	Description			
Schedules	UK_Schedules	UK Assignment upload			
Please select the n Column Count	umber of columns i	n your file			
		OK Cancel			
< Back					





- Document Type there are two options when defining your document type:
- 1. 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.
- 2. 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.

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

This field is case sensitive so needs to match what is in your spread sheet. 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 ٠

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

Reference

Invoice or credit note number

Order Number ٠

Not mandatory

1 Customer ID	۷		
2 <not used=""></not>	۷		
3 Date	~	DD-MM-YYYY 💌	1
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 💌

Conversion Values for: Document type

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

	mat to maintain		
Interface Type Schedules	Format Name	Description	
Please select which	field each column a	pplies to, using the drop do	own selector l
Field	Format		
1 Customer ID	~		
2 Document type	×	Conversion	
3 Date	DD-MM-YYY	ry 💌	
4 Reference	~		
5 Order number	M		
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:

- 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).
- 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**.

Upload File Format

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

Upload Files

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To upload your file please select one of the following interface types, specify the file location and click on the submit button

	Interface Type	Format Name	Description
Г	Debtor upload	UK_IE_Debtor_Upload	UK & IE Debtor Upload
	Schedules	UK_IE_Schedules	UK & IE Schedules



	load Files	se select one of the following int	erface types, specify the file location and cliv	rk on the submit hutton
10.0	Interface Type	Format Name	Description	ck on the submit button
	Debtor upload	BG_Migration_Debtor_Upload.	001 BFS C3 Data Migration - Debtor Upload	
7	Schedules	UK_IE_Schedules	UK & IE Schedules	
	Agreement)	between You and Us (includin	ce Agreement (may be known as Factorin ing the conditions currently in effect) We, in this Debt Schedule (may be known as I	ABC Limited, Hereby essign to You
(to it. We con	firm that We have complied w	ith all Our Promises in the Invoice Finance der which each Debt arises and Our oblige	e Agreement between us for You t
U	ully carried a	out. Where applicable, we also	Notify you of the Credit notes detailed i e, credit note and such other documents	n the Credit Note Schedule. Unless
			e attached. If our Invoice Finance Agreem	

Sub





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.

Sch	Schedules				
	Entry Date	Batch Type	Batch Number	Batch Total	Status
	01/08/13	Invoice	0000017	53,014.00 GBP	Awaiting Item Entry
Г	02/08/13	Invoice	0000018	26,000.00 GBP	Awaiting Item Entry
Г	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:

Portfolio Search Message Agreement UK CLIENT ONLINE USER From Summary Message Type Interface Upload Analysis Movements s Ledger Profile 253-1.csv Subject **Request Payment** ccessfully persisted items in file 253-1.csv fo rement 0000504/001/G8P Top Debtors ction Enquiry edger Item Search Debtor Search Ted Reporting Ledger Analys Request Reports View Reports Data Exchange Reply Delete Cancel ignment Conf. Debtor Maint Upload Files d File Format Messages A designed at the Change Passwo Maintain users Set home page

Message

From	UK CLIENT ONLINE USER
Message Type	Interface Upload Analysis
Subject	253-42.csv
Text	Successfully persisted items in file 253-42.csv for agreement 0000504/001/GBP
	Reply Delete Cancel

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

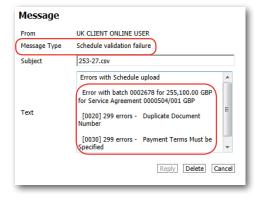
If a schedule is posted with information within it that does not include the required criteria, you will be informed of the error through the Messages function.

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.

Message From UK CLIENT ONLINE USER Message Type Schedule validation successful Subject 253-19.csv Batch 0002672 for 18,900.00 GBP for Service Agreement 0000504/001 GBP was successfully validated Text Reply Delete Cancel







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				
	UK Client Statement				
	UK Cash Received Report				
	UK Aged Analysis Summary				
	UK Aged Analysis Item Detail				
	UK Impending Disapprovals				
	UK Monthly Transactions				
	UK Availability Movement Report				
	UK Debtor Credit Limit Report				
	UK Assignment Header				
Cor	ntinue				

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

Report Request Sum	mai	ry .			
Selected Report		UK Assignment Header			
Report File Name		BFS_AssignmentHeader			
Report Format and D	eliv	ery Details			
Output Strategy		Internet Service			
Selection Criteria					
Start Date (dd/mm/yy)		01/06/14			
End Date (dd/mm/yy)		01/06/14			
		Reset Request Report			

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			
Output Strategy	Internet Service	-	
Reports Requested: From (dd/mm/yy)		To (dd/mm/yy)	
Retrieve Reports View Report Dow	nload Refresh List Firs	t] < Previous] [Next >]	Last

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

	teports							
Output Strategy Reports Requested: From (dd/mm/yy)			Internet Service		To (dd/mm/yy)	6/07/14		
							Requested Reports	
R	eport Name	Report Number	Request Date	Request Time	Request Status	Output Strategy		
VI	K Assignment Header	6072	16/07/14	11:17	Report generated successfully	Internet Service		
U	K Assignment Header	6072	16/07/14	11:16	Report generated successfully	Internet Service		
- U	K Assignment Header	6072	16/07/14	10:49	Report generated successfully	Internet Service		
	K Assignment Header	6073	16/07/14	09:22	Report generated successfully	Internet Service		

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.



