



# A quick guide to The ScotPac Halo Portal



# 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 for the ScotPac Client Portal – Halo, 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 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.

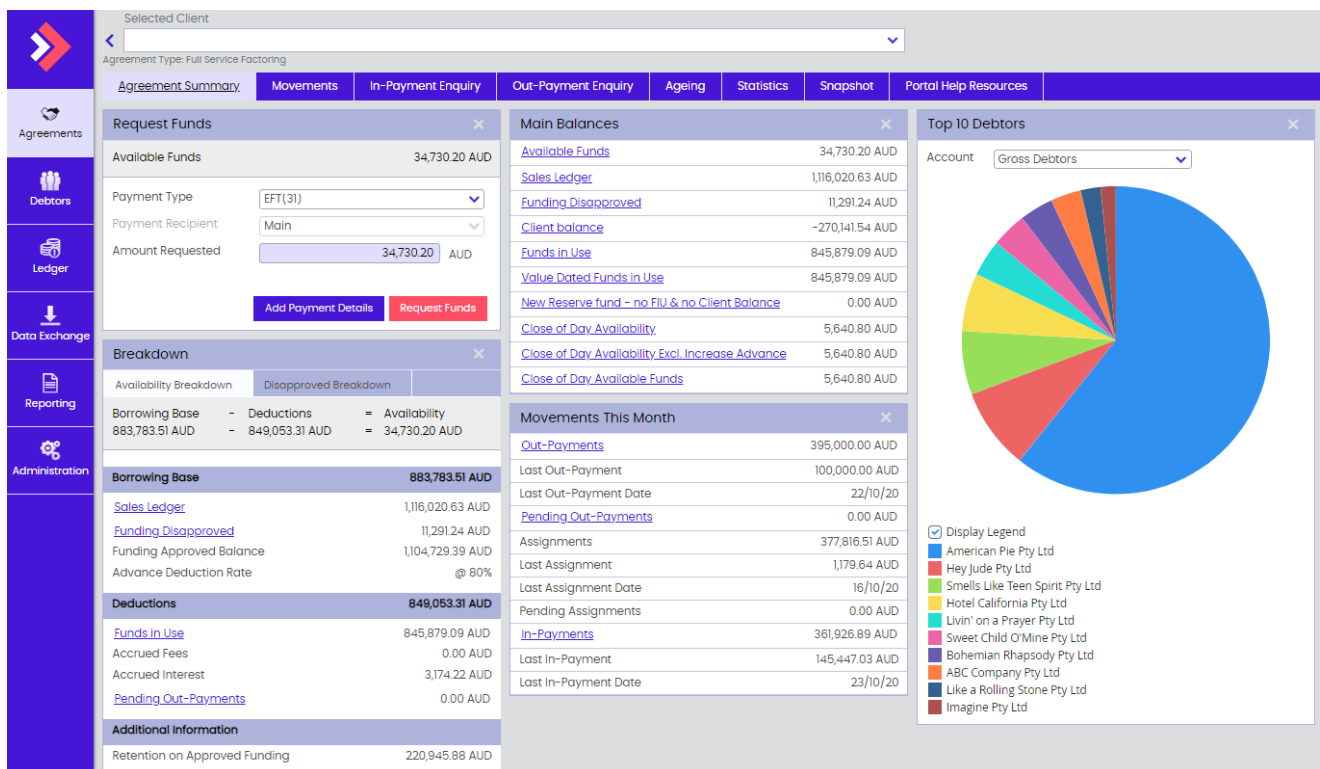
*\*See the section User Administration at the end of this document for details of how to create additional users on the account.*

**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:



**Request Funds**

Available Funds: 34,730.20 AUD

Payment Type: EFT(31)

Payment Recipient: Main

Amount Requested: 34,730.20 AUD

**Breakdown**

Availability Breakdown	Disapproved Breakdown	Availability
Borrowing Base	- Deductions	= Availability
883,783.51 AUD	- 849,053.31 AUD	= 34,730.20 AUD

**Main Balances**

Available Funds	34,730.20 AUD
Sales Ledger	1,116,020.63 AUD
Funding Disapproved	11,291.24 AUD
Client balance	-270,141.54 AUD
Funds in Use	845,879.09 AUD
Value Dated Funds in Use	845,879.09 AUD
New Reserve fund - no FIU & no Client Balance	0.00 AUD
Close of Day Availability	5,640.80 AUD
Close of Day Availability Excl. Increase Advance	5,640.80 AUD
Close of Day Available Funds	5,640.80 AUD

**Movements This Month**

Out-Payments	395,000.00 AUD
Last Out-Payment	100,000.00 AUD
Last Out-Payment Date	22/10/20
Pending Out-Payments	0.00 AUD
Assignments	377,816.51 AUD
Last Assignment	1,179.64 AUD
Last Assignment Date	16/10/20
Pending Assignments	0.00 AUD
In-Payments	361,926.89 AUD
Last In-Payment	145,447.03 AUD
Last In-Payment Date	23/10/20

**Top 10 Debtors**

Account: Gross Debtors

Legend:

- American Pie Pty Ltd
- Hey Jude Pty Ltd
- Smells Like Teen Spirit Pty Ltd
- Hotel California Pty Ltd
- Livin' on a Prayer Pty Ltd
- Sweet Child O' Mine Pty Ltd
- Bohemian Rhapsody Pty Ltd
- ABC Company Pty Ltd
- Like a Rolling Stone Pty Ltd
- Imagine Pty Ltd

# Availability and Drawing Funds

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

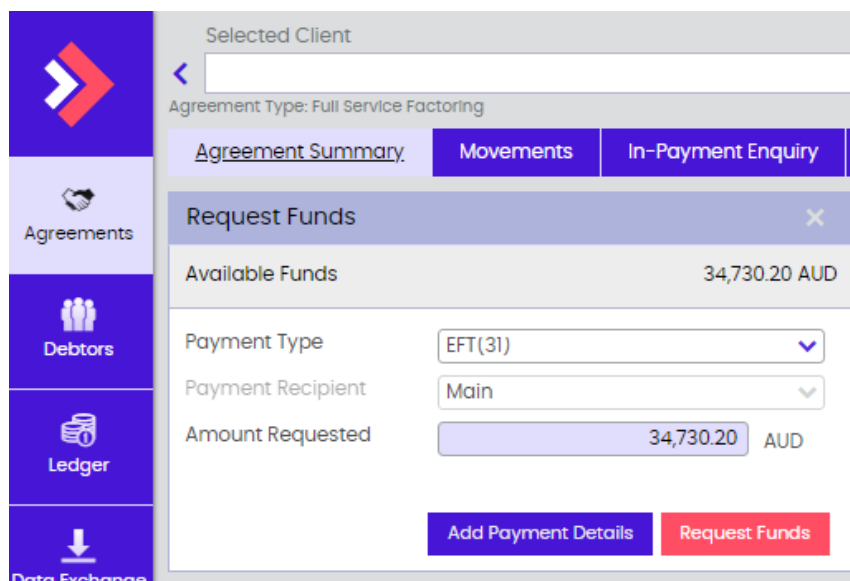
**Funding Disapproved** – This is the same as in your current portal; invoices which are not approved for funding.

**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 shows the 'Request Funds' widget within the 'Agreement Summary' screen. The widget displays the following information:

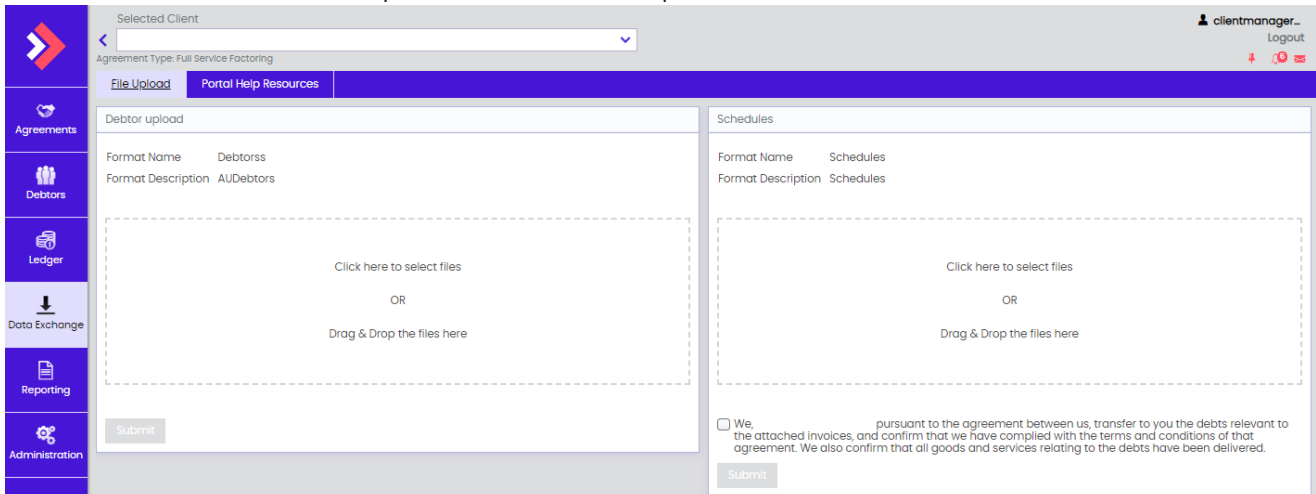
- Available Funds:** 34,730.20 AUD
- Payment Type:** EFT(31)
- Payment Recipient:** Main
- Amount Requested:** 34,730.20 AUD

At the bottom of the widget, there are two buttons: 'Add Payment Details' and 'Request Funds'.

## How you upload invoice schedules and debtor information

### Open Item Facilities (Full Service, Co-Operation, Shadow, Open Item)

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.



The screenshot shows the ScotPac portal interface. On the left is a navigation menu with options: Agreements, Debtors, Ledger, Data Exchange (highlighted), Reporting, and Administration. The main content area is split into two panels: 'Debtors' and 'Schedules'. Each panel has a 'Format Name' and 'Format Description' field, a large dashed box for file upload with the text 'Click here to select files' and 'OR Drag & Drop the files here', and a 'Submit' button. Below the 'Schedules' panel is a checkbox with a disclaimer: 'We, pursuant to the agreement between us, transfer to you the debts relevant to the attached invoices, and confirm that we have complied with the terms and conditions of that agreement. We also confirm that all goods and services relating to the debts have been delivered.'

### Invoice (schedule) upload

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.

*Note, for Shadow Ledgers, Column E needs to be "INV" or "CRN" respective to the document type.*

	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 15 Characters)	
2	(max 30 characters)	(max 12 characters)				
3						
4						
5						

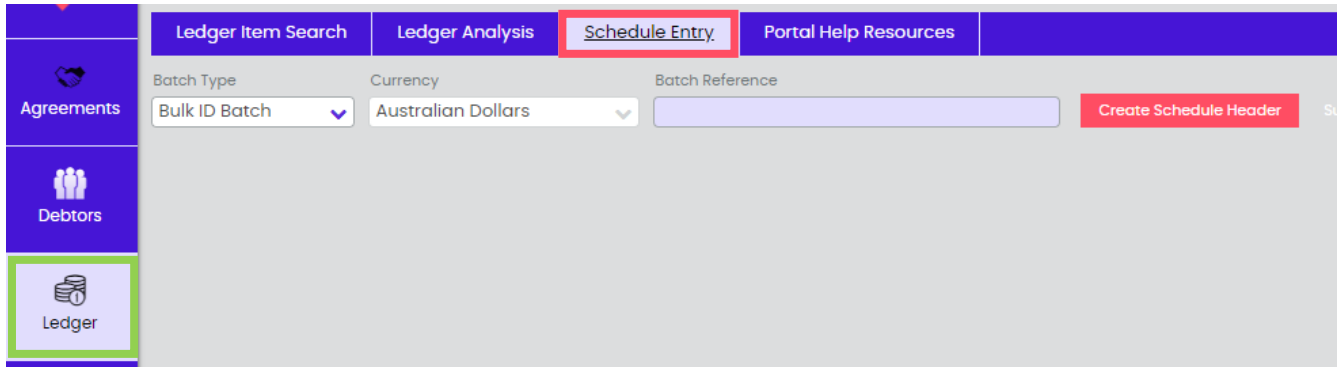
### Debtor upload

A	B	C	D	E	F	G	H	I	J	K	L	M
Client debtor reference	Debtor Name	Address 1	Address 2	Suburb	State	Postcode	Country	Phone No	Contact Name	Email	ABN	Debtor Statement email
(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.

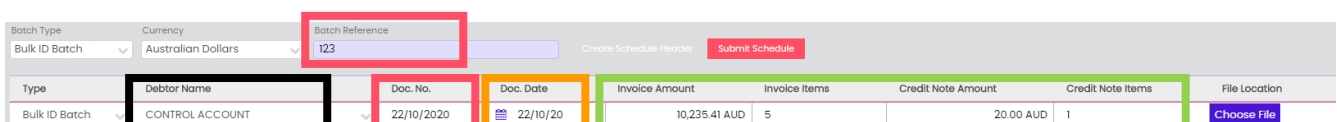
## Uploading a Schedule Bulk Facilities

- To upload your Invoice and Credit Note schedules go to 'Ledger' - then select 'Schedule Entry' along the top of the page.



The screenshot shows the ScotPac portal interface. On the left, a vertical menu has three items: 'Agreements', 'Debtors', and 'Ledger'. The 'Ledger' item is highlighted with a green border. At the top, there are four navigation tabs: 'Ledger Item Search', 'Ledger Analysis', 'Schedule Entry', and 'Portal Help Resources'. The 'Schedule Entry' tab is highlighted with a red border. Below the tabs, there are three dropdown menus: 'Batch Type' (set to 'Bulk ID Batch'), 'Currency' (set to 'Australian Dollars'), and 'Batch Reference' (empty). To the right of these is a red button labeled 'Create Schedule Header'.

- Select the Batch type as Bulk ID Batch where it will allow you to upload credits and invoices together. To upload fill in the following information:
  - Batch Reference** - This is your reference for the Batch – generally a date or schedule No.
  - Debtor name** - this will default to the control account.
  - Doc. no.** - Use the same as the batch reference for ease of tracking.
  - Doc date** - Today's Date
  - Invoice amount, Invoice Items, Credit Note Amount & Credit Note Items** – Enter the bulk value of each (a minus symbol is not required for the credit notes) also the number of items.
  - Choose File** - this is not required to be loaded through the portal but to be sent separately to your dedicated ScotPac team. This can be in any format.
  - Once all data is entered select **Submit Schedule**.



The screenshot shows the 'Submit Schedule' button highlighted in red. Below it is a table with the following data:

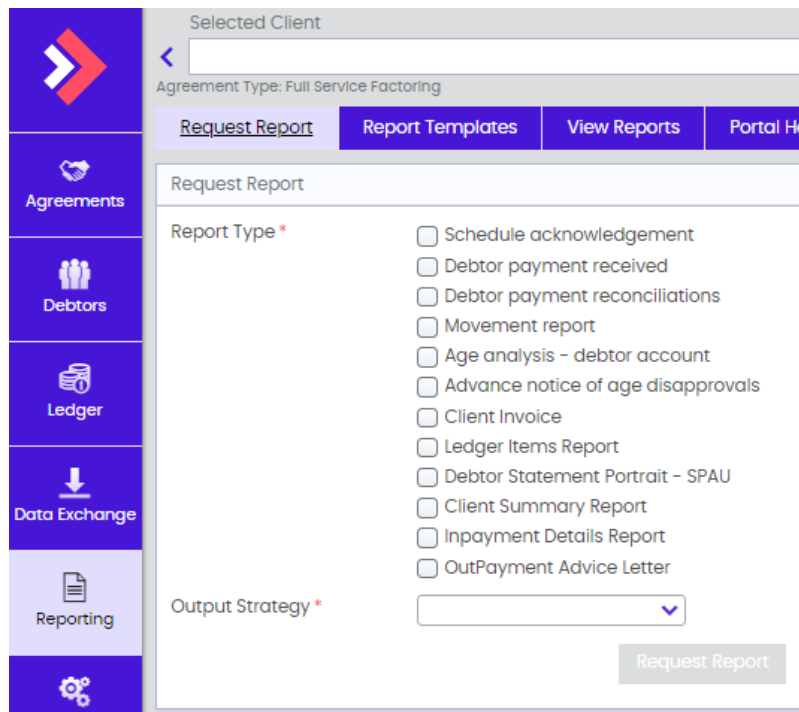
Type	Debtor Name	Doc. No.	Doc. Date	Invoice Amount	Invoice Items	Credit Note Amount	Credit Note Items	File Location
Bulk ID Batch	CONTROL ACCOUNT	22/10/2020	22/10/20	10,235.41 AUD	5	20.00 AUD	1	Choose File

## 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:

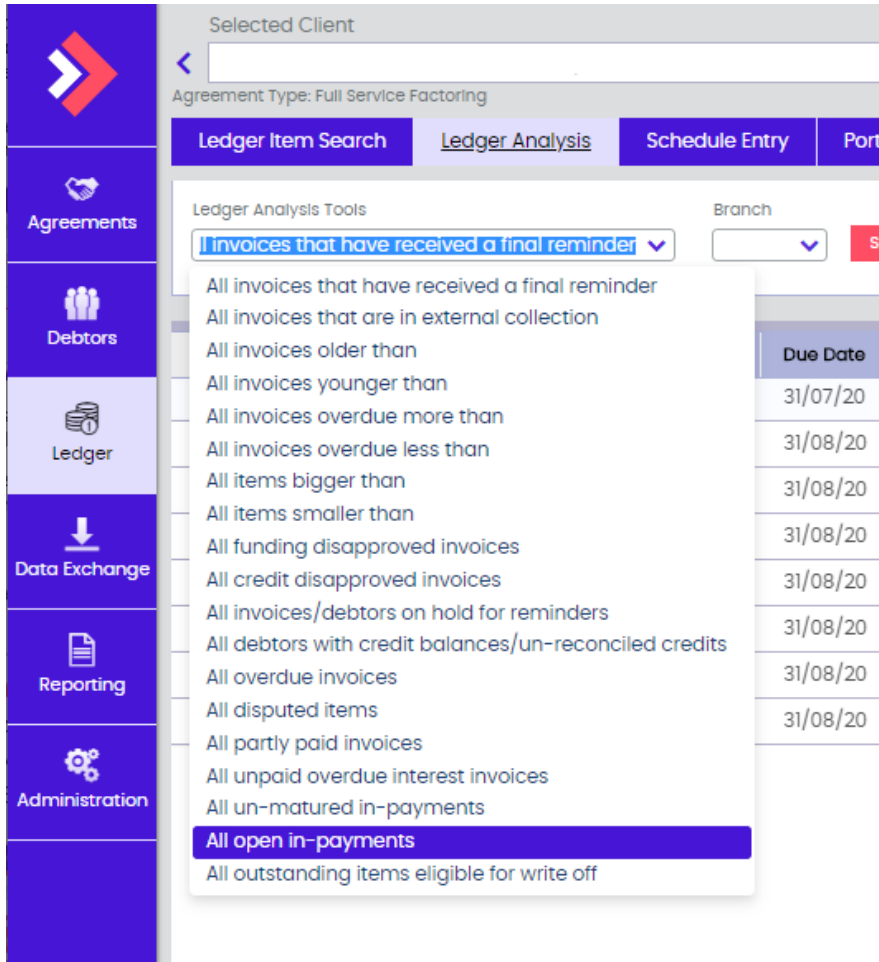
- Select In-Payment report
- Choose the output strategy (this is how you will receive/ download the report, the Internet Service option will produce a PDF copy)
- Choose the date range
- Click request report
- The report requested will show in the “Retrieve Reports” tab. To update the status click ‘**Retrieve Reports**’ and it should update to show ‘**Report Generated Successfully**’
- Tick to select the report you wish to review, hit ‘**Download**’.



Request Report	Report Templates	View Reports	Portal Help Resources
Output Strategy	Reports Requested	Report Format	
From	To	Retrieve Reports	Clear Errors
		Download	
Report Name	Report Number	Request Timestamp	Request Status
<input checked="" type="checkbox"/> Open Invoices		31/08/20 12:13	Report generated successfully

## 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 partiallocated.



The screenshot shows the ScotPac Business Finance interface. On the left is a vertical navigation menu with icons and labels for 'Agreements', 'Debtors', 'Ledger', 'Data Exchange', 'Reporting', and 'Administration'. The 'Ledger' tab is selected. The main content area shows 'Selected Client' and 'Agreement Type: Full Service Factoring'. Below this are tabs for 'Ledger Item Search', 'Ledger Analysis', 'Schedule Entry', and 'Portfolios'. The 'Ledger Analysis Tools' dropdown menu is open, displaying a list of analysis options. The option 'All open in-payments' is highlighted in blue. To the right of the dropdown is a 'Branch' dropdown menu and a 'Search' button.

Analysis Tool	Due Date
All invoices that have received a final reminder	31/07/20
All invoices that are in external collection	31/08/20
All invoices older than	31/08/20
All invoices younger than	31/08/20
All invoices overdue more than	31/08/20
All invoices overdue less than	31/08/20
All items bigger than	31/08/20
All items smaller than	31/08/20
All funding disapproved invoices	31/08/20
All credit disapproved invoices	31/08/20
All invoices/debtors on hold for reminders	31/08/20
All debtors with credit balances/un-reconciled credits	31/08/20
All overdue invoices	31/08/20
All disputed items	31/08/20
All partly paid invoices	
All unpaid overdue interest invoices	
All un-matured in-payments	
All open in-payments	
All outstanding items eligible for write off	

## User Administration

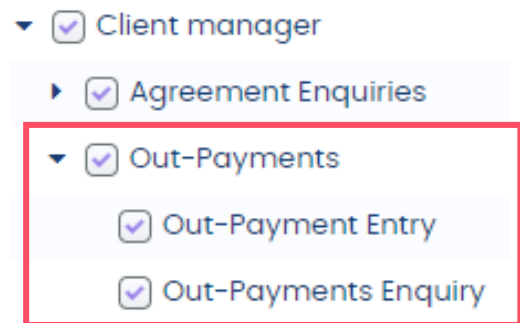
The **'Administrator'** can create additional users in the system. This feature can be accessed by clicking the **'Administration'** button on the left-hand side of the screen.

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 ScotPac.

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.



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