

# Sopra Finance Platform

## Manufacturer Guide

User Guide



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#### **Manufacturer Login**

Please log into the new system (Sopra Finance System – Wholesale / SFP-W) by entering your **email address** and the organisation name **Novuna** followed by your security credentials.

🙏 Sopra F	inanc	e Platform
Cogin with your corporate email		2 Login with your organisation name
Email	OR	Organisation
NEXT		NEXT

### Portal – Sopra Finance Platform – Wholesale (SFP – W)

Once you have logged in successfully it should look like the example below

	Novuna <sup>®</sup> Business Finance	SFP-W		Q S	iearch					
≡										
	Notice Board Notice Board - Total Of N Notices	Daily Reports			Report Qu	<b>eue</b> To Displa	y			
	Day End Paperwork 👄	Funded / Utilised Items Report P Loan Expiry P	_	Bank Calendar 🖘						
	There are currently 124 unread documents	Loan New P	df Excel	10	Month	Credits	Debits	Total Items	Total Amount	
	Day End Reports 👄	Loan Settlement Projected Payments Report P	df Excel df Excel		September	10	3	13	-1,835,328.88	
		Days Forward Daily Stock Movement Report	df Excel	10	<u>October</u>	0	Э	3	1,128.69	
	Name Created Description			-						
	Supplier Statement 30/09/24 Supplier Statement	Period Reports								
	Stock Search 😁	Monthiy + September +								
	Asset	Year 2024 ·								
	VIEW									



#### **Bank Calendar**

To view payments from the Bank Calendar for the past few months please click into the relevant month.

	Novuna Business Finance	SFP-W		Q Sear	rch				~	÷		•
=												
	Notice Board Notice Board - Total Of N Notices	Daily Reports		]		Report Qu	<b>eue</b> 'o Display	r				
	Day End Paperwork 🖘	DEALER WEEKLY ACTIVITY	<u>Pdf</u>	Excel		Bank Cale	ndar 😅	>				
	There are currently 428 unread documents	Report	Pdf Ddf	Excel Excel		Month	Credits	Debits	Total Items	Total A	mount	
	Day End Reports 😁	Expiry Days Loan New	Pdf	Excel	10	September	0	22	22	103,85	53.91	
		Item Status	LIVE	Excel	~	October	0	11	11	79,77	71.85	
	Name Created Description	Loan Reprice In Loan Settlement	Pdf Pdf	Excel Excel		November	0	7	7	51,73	36.64	
	Dealer Statement 30/09/24 Dealer Statement	Report Projected Payments	Pdf Pdf	Excel Excel								-
	Dealer Charges 30/09/24 Dealer Charges Report (C92	Days Forward			10	Credit Line	es 😁					
	4	Stock Listing Report	Pdf	Excel								

If you need to go back further simply click on the **Bank Calendar** to view all historical payments / transactions, either using the date range fields at the top left or using the previous month / next month option at the bottom right.

E HOME	_					
01/10/24 Chd Dele 31/10/24 Account Filter All						NF-AR(21
01/10/24 - 31/10/	24					
Ŧ						1
Process Date	Debit terre	Debit Amount	Credit Items	Gredit Amount	Total Items	Amount
05/10/24	а	36,228,65	0	0.00	3	36,228.65
10/10/24	1	2,697.13	0	0.00	1	2,697.13
14/10/24	1	2,100.00	0	0.00	1	2,100.00
17/10/24	1	3.775.32	0	0.00	1	3,775.32
19/10/24	4	33,325.75	0	0.00	4	33,325.75
21/10/24	1	1,645.00	٥	0.00	1	1,645.00
	11	79,771.85	0	0.00	11	79,771.85
					Rows per page 10 ×	IC C 2 1 01001
					PREVIOUS	MONTH DACK NEXT MONTH

Please see as shown below the dates selected from April–May.

≡	НОМЕ	
(	Start Date 01/04/24 End Date 30/05/24 All	
		SEARCH
	01/04/24 - 30/05/24	
		:



You will have the option to select just one transaction or by selecting all transactions for the month of April–May.

01/04/	/24 - 31/05/24						
Ŧ							:
-	Process Date	Debit Items	Debit Amount	Credit Items	Credit Amount	Total Items	Amount
	02/04/24	1	1,041.30	0	0.00	1	1,041.30
	08/04/24	3	4,159.83	0	0.00	3	4,159.83
	10/04/24	3	3,240.68	0	0.00	3	3,240.68
	12/04/24	1	1,593.10	0	0.00	1	1,593.10
	22/04/24	2	5,280.32	0	0.00	2	5,280.32

01/04/	24 - 30/05/24						
Ŧ							:
	Process Date	Debit Items	Debit Amount	Credit Items	Credit Amount	Total Items	Amount
	02/04/24	1	1,041.30	0	0.00	1	1,041.30
	08/04/24	3	4,159.83	0	0.00	3	4,159.83
	10/04/24	З	3,240.68	0	0.00	3	3,240.68
	12/04/24	1	1,593.10	0	0.00	1	1,593.10
	22/04/24	2	5,280.32	0	0.00	2	5,280.32

#### Then select **SHOW BREAKDOWN**.

	10/04/24	3	3,240.68	U	0.00	3	3,240.68
	12/04/24	1	1,593.10	0	0.00	1	1,593.10
	22/04/24	2	5,280.32	0	0.00	2	5,280.32
<b>~</b>	23/04/24	2	3,338.06	0	0.00	2	3,338.06
	24/04/24	1	1,645.00	0	0.00	1	1,645.00
<b>~</b>	29/04/24	1	1,041.30	0	0.00	1	1,041.30
	07/05/24	1	681.18	0	0.00	1	681.18
	08/05/24	2	3,478.65	0	0.00	2	3,478.65
		28	104,519.48	2	42,300.00	30	62,219.48
				Rows per page	10 - 10 of	17 K	< > >I
				SHOW BREAKDOWN	PREVIOUS MONTH	BACK	NEXT MONTH



The breakdown then shows as below.

Ŧ									
	Process Date	Clearing Date	Due Date	Identification	Payment Source	Transaction Type	Debit/Credit	Gross	Outstanding
	30/03/24	04/04/24	29/03/24	91001312	DIRECT_CREDIT	Normal	Credit	-11,338.77	0.00
	30/03/24	04/04/24	29/03/24	91001312	DIRECT_CREDIT	Normal	Credit	-2,267.75	0.00
	10/04/24	12/04/24	10/04/24	1016170	DIRECT_DEBIT	Normal	Debit	1,368.68	0.00
	10/04/24	12/04/24	10/04/24	1016170	DIRECT_DEBIT	Normal	Debit	273.74	0.00
	15/04/24	17/04/24	15/04/24	96002330	DIRECT_CREDIT	Normal	Credit	-68,000.00	0.00

#### To View Assets by Status

To view assets by either live / settled or fully paid click on the Table Filters toggle.

Assets Ry Einance Plan												
												:
Table Filters	Dealer Reference	Credit Line	Invoice	Description	Acceptance	Settlement Date	Maturity	Utilised	Changed	Payment Status	Status	

Then change the status field to **LIVE** and click **OK**.

Table Filters						×
Dealer Reference	Identification	Plan	LIVE			
				MODIFY FILTERS	CLEAR	ОК

The status for all the live assets has changed as shown below.

Assets By Finance Plan												
÷ Status = LIV	E									:		
Dealer Reference 个	Dealer Name	Credit Line	Invoice	Description	Acceptance	Settlement Date	Maturity	Utilised	Changed	Status		
_	wMNrkm40u/L6hVWMH8L1Zw==			3000	09/07/24	06/01/25	06/01/25	42,871.68	09/07/24	LIVE		
4						Rows per page 10	<b>-</b> − 1	- 1 of 1	I< <	> >		

You can repeat the steps above but changing the status to either **SETTLED** or **FULLY PAID**.

## Tomorrow. Together



#### Invoices

To view invoices click on Day End Paperwork.



You can then select relevant invoices (please note invoices starting with 101XXX will be your monthly charges invoice/invoices).

	Pres Pre	evious Week	•									
ſ	- Gen 25/	erated Date (From)	End Da	upp D/24	ATE DATE							
Cor	nple	eted Paperwork										
7	Ŧ											
C		Paperwork Name	Identification	Description	Іпуоісе Туре	Short Name	Reference	Currency	Start	End	Produced	a
0		1017924	1017924	Monthly Charge Invoice	COLLECTION_ROLLUP_FEES		-	GBP	30/09/24	-	30/09/24 21:19	-
0		1017923	1017923	Monthly Charge Invoice	COLLECTION_ROLLUP_FEES			GBP	30/09/24	÷	30/09/24 21:19	

You can also select **Previous 3 Months** to give you a wider search or you can go back further by entering the from and to date range required.

	Prevel Range	2 End Date (To) 03/10/24	UPDATE DATE	]							
Com	oleted Paperwork	¢									
Ŧ											
	Paperwork Name	Identification	Description	Involce Type	Short Name	Reference	Currency	Start	End	Produced	Opened Time
	1017924	1017924	Monthly Charge Invoice	COLLECTION_ROLLUP_FEES			GBP	30/09/24	-	30/09/24 21:19	÷
	1017923	1017923	Monthly Charge Invoice	COLLECTION_ROLLUP_FEES		-	GBP	30/09/24		30/09/24 21:19	



#### **Monthly Statements**

To view the current monthly statement click on **Supplier Statement** for the current month.

Name	Created	Description
Supplier Statement	30/09/24	Supplier Statement

To view historical monthly statements select **Previous 3 Months** or use the date range field entering the from and to date.

Preset Range Previous 3 Months									
Ŧ									
	Organisation	Currency	Report Type	Description	Short Name	Output Format	Start	End	Produced
		GBP	SUPPLIER_STATEMENT	Supplier Statement	SPLRSTMT	Pdf	01/09/24	30/09/24	30/09/24
		GBP	SUPPLIER_STATEMENT	Supplier Statement	SPLRSTMT	Pdf	01/08/24	31/08/24	31/08/24
		GBP	SUPPLIER_STATEMENT	Supplier Statement	SPLRSTMT	Pdf	01/07/24	31/07/24	31/07/24



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