

Sopra Finance Platform

Manufacturer Guide

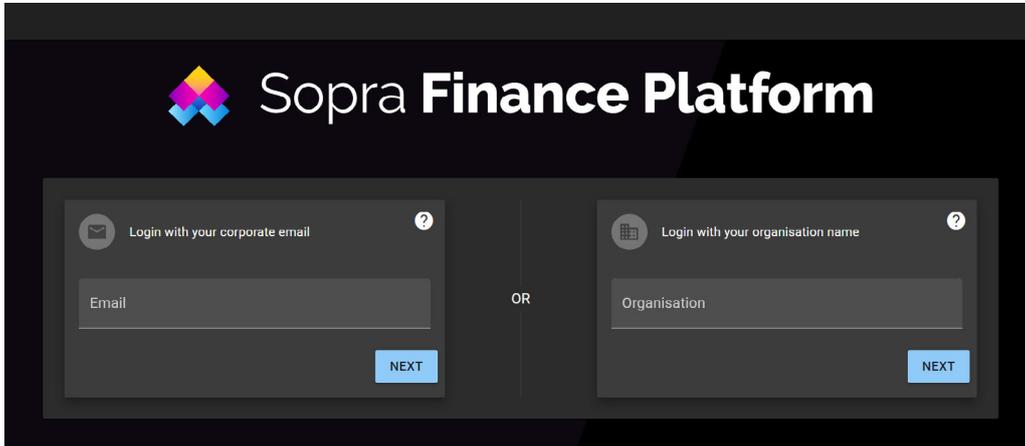
User Guide

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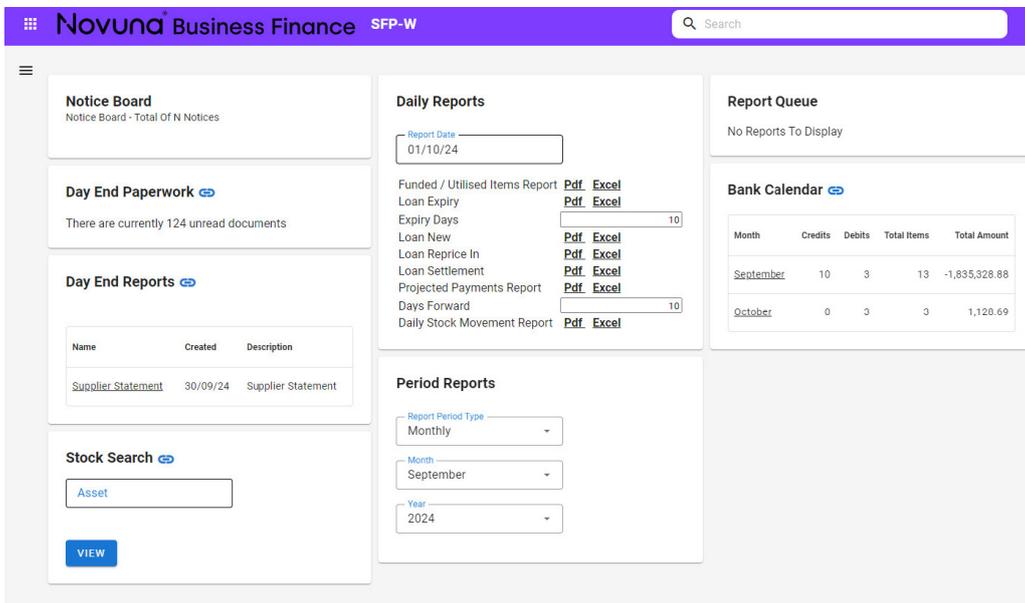
Manufacturer Login

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.



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

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



Bank Calendar

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

The screenshot shows the Novuna Business Finance SFP-W dashboard. The 'Report Queue' section on the right contains a table with the following data:

Month	Credits	Debits	Total Items	Total Amount
September	0	22	22	103,853.91
October	0	11	11	79,771.85
November	0	7	7	51,736.64

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.

The screenshot shows the Bank Calendar view for the period 01/10/24 - 31/10/24. The table displays the following data:

Process Date	Debit Items	Debit Amount	Credit Items	Credit Amount	Total Items	Amount
05/10/24	3	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
18/10/24	4	33,325.75	0	0.00	4	33,325.75
19/10/24	1	1,645.00	0	0.00	1	1,645.00
-	11	79,771.85	0	0.00	11	79,771.85

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

The screenshot shows the Bank Calendar view for the period 01/04/24 - 30/05/24. The table displays the following data:

Process Date	Debit Items	Debit Amount	Credit Items	Credit Amount	Total Items	Amount
05/10/24	3	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
18/10/24	4	33,325.75	0	0.00	4	33,325.75
19/10/24	1	1,645.00	0	0.00	1	1,645.00
-	11	79,771.85	0	0.00	11	79,771.85

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

<input type="checkbox"/>	Process Date	Debit Items	Debit Amount	Credit Items	Credit Amount	Total Items	Amount
<input checked="" type="checkbox"/>	02/04/24	1	1,041.30	0	0.00	1	1,041.30
<input type="checkbox"/>	08/04/24	3	4,159.83	0	0.00	3	4,159.83
<input type="checkbox"/>	10/04/24	3	3,240.68	0	0.00	3	3,240.68
<input type="checkbox"/>	12/04/24	1	1,593.10	0	0.00	1	1,593.10
<input type="checkbox"/>	22/04/24	2	5,280.32	0	0.00	2	5,280.32

01/04/24 - 30/05/24

<input checked="" type="checkbox"/>	Process Date	Debit Items	Debit Amount	Credit Items	Credit Amount	Total Items	Amount
<input checked="" type="checkbox"/>	02/04/24	1	1,041.30	0	0.00	1	1,041.30
<input checked="" type="checkbox"/>	08/04/24	3	4,159.83	0	0.00	3	4,159.83
<input checked="" type="checkbox"/>	10/04/24	3	3,240.68	0	0.00	3	3,240.68
<input checked="" type="checkbox"/>	12/04/24	1	1,593.10	0	0.00	1	1,593.10
<input checked="" type="checkbox"/>	22/04/24	2	5,280.32	0	0.00	2	5,280.32

Then select **SHOW BREAKDOWN**.

<input checked="" type="checkbox"/>	10/04/24	3	3,240.68	0	0.00	3	3,240.68
<input checked="" type="checkbox"/>	12/04/24	1	1,593.10	0	0.00	1	1,593.10
<input checked="" type="checkbox"/>	22/04/24	2	5,280.32	0	0.00	2	5,280.32
<input checked="" type="checkbox"/>	23/04/24	2	3,338.06	0	0.00	2	3,338.06
<input checked="" type="checkbox"/>	24/04/24	1	1,645.00	0	0.00	1	1,645.00
<input checked="" type="checkbox"/>	29/04/24	1	1,041.30	0	0.00	1	1,041.30
<input checked="" type="checkbox"/>	07/05/24	1	681.18	0	0.00	1	681.18
<input checked="" type="checkbox"/>	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

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The breakdown then shows as below.

<input type="checkbox"/>	Process Date	Clearing Date	Due Date	Identification	Payment Source	Transaction Type	Debit/Credit	Gross	Outstanding
<input type="checkbox"/>	30/03/24	04/04/24	29/03/24	91001312	DIRECT_CREDIT	Normal	Credit	-11,338.77	0.00
<input type="checkbox"/>	30/03/24	04/04/24	29/03/24	91001312	DIRECT_CREDIT	Normal	Credit	-2,267.75	0.00
<input type="checkbox"/>	10/04/24	12/04/24	10/04/24	1016170	DIRECT_DEBIT	Normal	Debit	1,368.68	0.00
<input type="checkbox"/>	10/04/24	12/04/24	10/04/24	1016170	DIRECT_DEBIT	Normal	Debit	273.74	0.00
<input type="checkbox"/>	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 By Finance Plan

Table Filters

Dealer Reference	Credit Line	Invoice	Description	Acceptance	Settlement Date	Maturity	Utilised	Changed	Payment Status	Status
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Then change the status field to **LIVE** and click **OK**.

Table Filters

Dealer Reference Identification Plan **Status LIVE**

MODIFY FILTERS CLEAR OK

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

Assets By Finance Plan

Status = LIVE

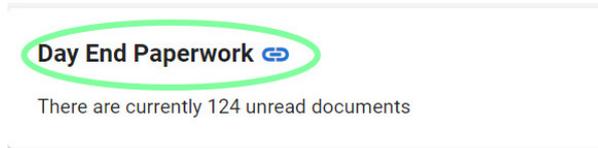
Dealer Reference	Dealer Name	Credit Line	Invoice	Description	Acceptance	Settlement Date	Maturity	Utilised	Changed	Status
██████████	wMNRkm40u/L6hVWMH8L1ZW==	██████████	3000II		09/07/24	06/01/25	06/01/25	42,871.68	09/07/24	LIVE

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

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).

Completed Paperwork

<input type="checkbox"/>	Paperwork Name	Identification	Description	Invoice Type	Short Name	Reference	Currency	Start	End	Produced	
<input type="checkbox"/>	1017924	1017924	██████ Monthly Charge Invoice	COLLECTION_ROLLUP_FEES	██████	-	GBP	30/09/24	-	30/09/24 21:19	-
<input type="checkbox"/>	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.

Completed Paperwork

<input type="checkbox"/>	Paperwork Name	Identification	Description	Invoice Type	Short Name	Reference	Currency	Start	End	Produced	Opened Time
<input type="checkbox"/>	1017924	1017924	██████ Monthly Charge Invoice	COLLECTION_ROLLUP_FEES	██████	-	GBP	30/09/24	-	30/09/24 21:19	-
<input type="checkbox"/>	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.

Day End Reports [↗](#)

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.

Completed Reports

Presel Range
Previous 3 Months

Generated Date (From): 02/07/24 End Date (To): 03/10/24 [UPDATE DATE](#)

<input type="checkbox"/>	Organisation	Currency	Report Type	Description	Short Name	Output Format	Start	End	Produced
<input type="checkbox"/>	██████████	GBP	SUPPLIER_STATEMENT	Supplier Statement	SPLRSTMT	Pdf	01/09/24	30/09/24	30/09/24
<input type="checkbox"/>	██████████	GBP	SUPPLIER_STATEMENT	Supplier Statement	SPLRSTMT	Pdf	01/08/24	31/08/24	31/08/24
<input type="checkbox"/>	██████████	GBP	SUPPLIER_STATEMENT	Supplier Statement	SPLRSTMT	Pdf	01/07/24	31/07/24	31/07/24

