

Sopra Finance Platform

Dealer Guide

User Guide

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Dealer 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 last three months please click into the relevant month.

The screenshot shows the Novuna Business Finance SFP-W dashboard. The 'Report Queue' section on the right has a 'Bank Calendar' link circled in green. The 'Daily Reports' section in the center lists various reports like 'DEALER WEEKLY ACTIVITY', 'Funded / Utilised Items Report', and 'Loan Expiry', each with 'Pdf' and 'Excel' download options. The 'Day End Reports' section on the left shows a table with columns for Name, Created, and Description, listing reports like 'Dealer Statement' and 'Dealer Charges'.

If you need to go back further than the 3 months 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.

This screenshot shows the Bank Calendar view for the period 01/10/24 - 31/10/24. At the top left, there are date range filters for 'Start Date' (01/10/24), 'End Date' (31/10/24), and 'Account Filter' (All), which are circled in green. The main area contains a table with columns: Process Date, Debit Items, Debit Amount, Credit Items, Credit Amount, Total Items, and Amount. The table lists transactions for various dates in October 2024. At the bottom right, there are navigation buttons: 'PREVIOUS MONTH', 'BACK', and 'NEXT MONTH', with 'PREVIOUS MONTH' and 'NEXT MONTH' circled in green.

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

This screenshot shows the Bank Calendar view for the period 01/04/24 - 30/05/24. At the top left, there are date range filters for 'Start Date' (01/04/24) and 'End Date' (30/05/24), which are circled in green. The 'Account Filter' is set to 'All'. The main area contains a table with columns: Process Date, Debit Items, Debit Amount, Credit Items, Credit Amount, Total Items, and Amount. The table lists transactions for various dates between April and May 2024. A 'SEARCH' button is visible at the bottom right.

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							
	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							
	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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SHOW BREAKDOWN PREVIOUS MONTH BACK NEXT MONTH

The breakdown then shows as below.

<input type="checkbox"/>	Process Date	Clearing Date	Due Date	Identification	Payment Source	Transaction Type	Debit/Credit	Gross	Outstanding	Account Reference	Plan
<input type="checkbox"/>	30/03/24	04/04/24	29/03/24	[REDACTED]	DIRECT_DEBIT	Adjustment	Debit	1,041.30	0.00	[REDACTED]	802
<input type="checkbox"/>	08/04/24	10/04/24	08/04/24	[REDACTED]	DIRECT_DEBIT	Adjustment	Debit	1,750.00	0.00	[REDACTED]	202
<input type="checkbox"/>	08/04/24	10/04/24	08/04/24	[REDACTED]	DIRECT_DEBIT	Adjustment	Debit	1,728.65	0.00	[REDACTED]	802
<input type="checkbox"/>	06/04/24	10/04/24	06/04/24	[REDACTED]	DIRECT_DEBIT	Adjustment	Debit	681.18	0.00	[REDACTED]	101
<input type="checkbox"/>	10/04/24	12/04/24	10/04/24	1016110	DIRECT_DEBIT	Normal	Debit	3,090.68	0.00	[REDACTED]	CHARGES
<input type="checkbox"/>	10/04/24	12/04/24	10/04/24	1016111	DIRECT_DEBIT	Normal	Debit	125.00	0.00	[REDACTED]	CHARGES
<input type="checkbox"/>	10/04/24	12/04/24	10/04/24	1016111	DIRECT_DEBIT	Normal	Debit	25.00	0.00	[REDACTED]	CHARGES

Settling Assets

Enter the serial number in the **Asset** field and click **SETTLE**.

Stock Search 

Asset

SETTLE

VIEW

When you come to the second page as shown below you need to put a **tick** in the box against the asset you need to pay down, then click on the **CATEGORY ACTIONS** and **Settle** should appear.

Assets By Finance Plan

Identification = MAN00000P01020310

Status = LIVE

<input checked="" type="checkbox"/>	Plan	Identification	Dealer Reference	Dealer Name	Credit Line	Invoice	Description	Acceptance	Settlement Date	Maturity	Utilised	Changed	Payment Status	Status
<input checked="" type="checkbox"/>	802			wMNrkM40u/L6hVWMH8L1Zw==		990356	Manitou MT1440 Forklift	21/08/24	15/08/25	15/08/25	41,476.75	21/08/24	Normal	LIVE

Rows per page10

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|<<>>|

Settle

CATEGORY ACTIONS

BACK

VIEW

Click on **Settle** where you will come to the third page, scroll down to the bottom where you will need to click on **Settle** again for the last time.

Deal Number	917331				
Identification	[REDACTED]				
Effective Date	02/10/24				

Included	Item Type	Identification	Description	Sub Description	Item
<input type="checkbox"/> Yes	Invoice	[REDACTED]	Standard Finance Terms		
<input type="checkbox"/> Yes	Charges	[REDACTED]	Arrears Charge		
<input type="checkbox"/> Yes	Charges	[REDACTED]	Standard Charge		
<input type="checkbox"/> Yes	Asset	[REDACTED]	Used Hire Agriculture Tract	Manitou, MT1440, Forklift, 1	
<input type="checkbox"/> No	Additional Item	[REDACTED]	DS Agri Admin Fee		

Serial Number	[REDACTED]
VRM	[REDACTED]
Stock Number	91044658
Hours	816
Model Year	2019
Brand	Manitou
Model	MT1440
Derivative	Forklift

Click **Settle**.

Notes		ADD NOTE EXPORT NOTES
		BACK SETTLE

The asset has now been successfully settled.

Deal Number	917331
Deal Date	21/08/24
Invoice Number	990356
Invoice Date	11/03/24
Days Used / Days Left	10 / 317
Status	SETTLED
Plan	802 / Used Hire Tractors - 75%
Financial Item	Standard Finance Terms
Dealer	[REDACTED]
Credit Line	[REDACTED]
Acceptance Date	21/08/24
Maturity Date	15/08/25
Dealer Charges Start Date	

To View Assets by Status

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



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



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

Assets By Finance Plan													
Status = LIVE													
Plan	Identification	Dealer Reference	Credit Line	Invoice	Description	Acceptance	Settlement Date	Maturity	Utilised	Changed	Payment Status	Status	
802				990356	Manitou MT1440 Forklift	21/08/24	15/08/25	15/08/25	41,476.75	21/08/24	Normal	LIVE	

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**.

Notice Board
 Notice Board - Total Of N Notices

Day End Paperwork

 There are currently 428 unread documents

Day End Reports

Name	Created	Description
Dealer Statement	30/09/24	Dealer Statement
Dealer Charges	30/09/24	Dealer Charges Report (C92600)

You can then select relevant invoices (please note invoices starting with 101XXX will be your monthly charges invoice/s and any invoices showing a serial number will be for the actual asset).

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

Novuna Business Finance SFP-W

HOME

Previous Range: Previous 3 Months

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

Completed Paperwork

Paperwork Name	Identification	Description	Invoice Type	Short Name	Reference	Currency	Start	End	Produced	Special Time
<input type="checkbox"/>	1017858	Monthly Charge Invoice	COLLECTION_ROLLUP_FEES	C92600	-	GBP	30/09/24	-	30/09/24 21:19	01/10/24 09:38
<input type="checkbox"/>	1017596	Monthly Charge Invoice	COLLECTION_ROLLUP_FEES	C92600	-	GBP	31/08/24	-	31/08/24 21:01	02/09/24 11:23
<input type="checkbox"/>	1017596	Monthly Charge Invoice	COLLECTION_ROLLUP_FEES	C92600	-	GBP	31/08/24	-	31/08/24 21:01	02/09/24 11:23
<input type="checkbox"/>	20741243	Self Billed VAT Invoice	SELF_BILLED_INVOICE	C92600	-	GBP	21/08/24	-	21/08/24 20:31	-
<input type="checkbox"/>	20741242	Invoice	Collection Capital New	C92600	-	GBP	21/08/24	-	21/08/24 20:31	-
<input type="checkbox"/>	-	Unit Payments Schedule	UNIT_PAYMENT_SCHEDULE	C92600	-	-	21/08/24	-	21/08/24 20:31	-

Monthly Statements

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

Day End Reports

Name	Created	Description
Dealer Statement	30/09/24	Dealer Statement
Dealer Charges	30/09/24	Dealer Charges Report (C92600)

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

Novuna Business Finance SFP-W

HOME

Previous Range: Previous 3 Months

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

Completed Reports

Organisation	Currency	Report Type	Description	Short Name	Output Format	Start	End	Produced
<input type="checkbox"/>	GBP	DEALER_STATEMENT_NEW	Dealer Statement	DLSTMTN	Pdf	01/09/24	30/09/24	30/09/24
<input type="checkbox"/>	GBP	DEALER_INTEREST_BREAKDOWN	Dealer Charges Report (C92600)	SKIDI	Pdf	01/09/24	30/09/24	30/09/24
<input type="checkbox"/>	GBP	DEALER_STATEMENT_NEW	Dealer Statement	DLSTMTN	Pdf	01/08/24	31/08/24	31/08/24
<input type="checkbox"/>	GBP	DEALER_INTEREST_BREAKDOWN	Dealer Charges Report (C92600)	SKIDI	Pdf	01/08/24	31/08/24	31/08/24
<input type="checkbox"/>	GBP	DEALER_STATEMENT_NEW	Dealer Statement	DLSTMTN	Pdf	01/07/24	31/07/24	31/07/24
<input type="checkbox"/>	GBP	DEALER_INTEREST_BREAKDOWN	Dealer Charges Report (C92600)	SKIDI	Pdf	01/07/24	31/07/24	31/07/24

