

Digital Receivables Finance

How to share your accounting data

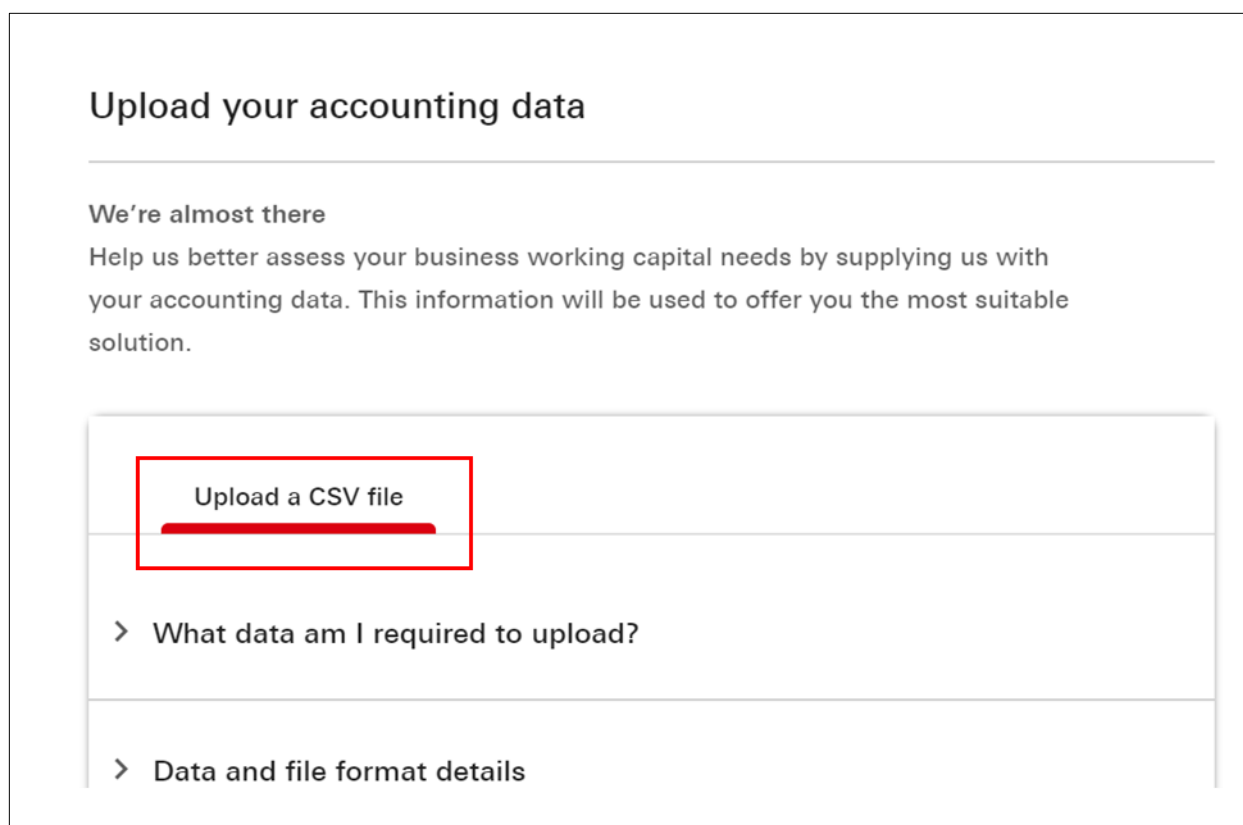
How to share your accounting data

You've completed the first three steps of the application, and now you need to share your accounting data with us before you can submit your application. We'll use your accounting data to better assess your business working capital needs and calculate how much funding we could offer you. You can share it with us by using our intelligent data mapping tool to guide you through uploading CSV files.

Use our intelligent mapping tool to guide you through uploading CSV files

You can share your data with us by uploading CSV files. We'll guide you through this as you complete this section. If you'd like more details on the data required, please see the **'What data do we need?'** section in this document.

To start the mapping tool, select the 'Upload a CSV file' tab, and consent to us collecting and processing your data.



Upload your accounting data

We're almost there

Help us better assess your business working capital needs by supplying us with your accounting data. This information will be used to offer you the most suitable solution.

Upload a CSV file

> What data am I required to upload?

> Data and file format details

You'll be able to save your application and return to it later - you can do this before you start your CSV file upload or after you've submitted a file.

Click the 'CSV Upload' button and select the CSV file you wish to upload from your system. We can accept files up to 16Mb in size and up to 100,000 rows.

Provide consent to start uploading CSV files

☒ I understand and consent to the processing of CSV files uploaded.

Begin CSV upload

Next

You'll see that this page contains six tabs, one for each of the files that you need to upload.

InvoicesPaymentsCredit notesBuyersAdjustmentsDiscounts

CSV files can have no more than 100000 rows and be no larger than 16MB

Invoices

CSV Upload

You'll need to specify the date format used in your upload. You can do this by selecting the appropriate entry from the drop down list:

Upload CSV

To begin, select the date format used in the CSV file extracted from your accounting system to ensure the correct mapping of the data.

Please select...

DD/MM/YYYY - Day, Month, Year
DD/MM/YY - Day, Month, Year
MM/DD/YYYY - Month, Day, Year
MM/DD/YY - Month, Day, Year
YYYY/MM/DD - Year, Month, Day
YY/MM/DD - Year, Month, Day
YYYY/DD/MM - Year, Day, Month
YY/DD/MM - Year, Day, Month

You'll need to confirm if your file has headers by selecting 'yes' or 'no'. **Please note:** The mapping tool automatically detects the encoding of your file so please ignore this drop down unless you wish to manually override this field.

Bulk add Invoices

Does this row contain column names? →

Yes

No

Does your data look odd? Change the encoding:
ASCII

Go back

	A	B	C
1	Invoice Number	Buyer Name	Customer Reference
2	AKJAM0001	Customer 1	AKJ01
3	AKJAM0002	Customer 2	SJK01
4	AKJAM0003	Standard Customer 1	AKJ02
5	AKJAM0004	Customer 4	SKJ02
6	AKJAM0005	Customer 5	AKJ02
7	AKJAM0006	Standard Customer 2	SJK02
8	AKJAM0007	Customer 7	AKJ03
9	AKJAM0008	Customer 8	SKJ03
10	AKJAM0009	3Standard Customer 2	AKJ03

We then check the information you’re entering matches the information we’re expecting. The mapping tool will do this by matching the columns in your file to the values that we need.

Bulk add Invoices

Upload

Match

Review

Complete

a

A	Invoice Number
2	AKJAM0001
3	AKJAM0002
4	AKJAM0003

b

Invoice number

100% of your rows have a value for this column

All values will be validated once your file is uploaded

Confirm mapping

Ignore this column

B	Buyer Name
2	Customer 1
3	Customer 2
4	Standard Customer 1

Debtor name

100% of your rows have a value for this column

All values will be validated once your file is uploaded

Confirm mapping

Ignore this column

a

The values from your CSV files

b

The values that we need

If your values match ours, select ‘Confirm mapping’ or if not, select another value from the drop down list.
Please note: If your CSV file contains additional columns that we don’t require, all you’ll need to do is select the ‘Ignore this column’ option.

You’ll need to do this for all the columns in your CSV file. If you need to make changes to any of your choices, you can do this by selecting the ‘edit’ button.

For some values (Currency, Country, Invoice Status, Payment Type) we’ll need a bit more detail - the mapping tool will make it clear and take you through this:

F	Invoice Status
2	Open
3	Open
4	Open

Your values

Our values

Open

Open

100% of your rows have a value for this column

All values will be validated once your file is uploaded

Confirm mapping

Ignore this column

PUBLIC

Once the mapping is complete you can review the CSV data that you've provided. You'll see any errors highlighted in **red** so that you can amend them. **Please note:** If you can see text/values highlighted in **amber** this means the mapping tool has reformatted your original values and you don't need to take any action.

To make things easier for future uploads you may wish to use this formatting in your source files. We recommend using the same formats in your source files to keep your records and data aligned.

Bulk add 10 Invoices

Upload

Match

Review

Complete

Only show rows with problems

Show modifications

Encoding: ascii

	Invoice number	* Debtor name	* External debtor reference	Invoice date	* Due date	* Invoice amount	* Outstanding amount	* Invoice status	* Currency	
6	AKJAM0005	Customer 99	KJ901	15/07/2020	14/08/2020	120.00	120.00	Open	GBF	

Please note: Cells containing errors will be ignored by the system so it is important to make sure there are no errors left before you submit.

When you are happy with your upload click 'continue' to submit it. **Please note:** If you exit the portal or go back to a previous step before submitting a file, then your progress will be lost.

Your accounting data

Edit

Invoices

Payments

Credit notes

Buyers

Adjustments

Discounts

invoices_1618393376480.json

By Test C. • 14 Apr 2021 at 10:42am

Once you've submitted the file you can check if it's complete. You'll need to repeat this for all 6 tabs and when you've done so, your data upload is complete.

What happens next

The final step allows you to review your application before submitting - you can go back and change any sections by clicking the 'edit' button.

☒

I certify that the information submitted in this application is true and correct to the best of my knowledge.

Submit

Once you've checked the certification box you're ready to submit your application. When you've submitted it, we'll process this and if eligible, you'll receive an email when your indicative offer is ready to view. Please note that any indicative offer is made at our discretion and subject to applicable terms and conditions.

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