



## INVOICE FINANCE ONLINE

### HOW TO SEND YOUR INVOICE DISCOUNTING LEDGER UPDATES

Video transcript

Welcome to Invoice Finance Online, helping you grow your business by unlocking the Working Capital tied up in your invoices.

<<pause for theme change>>

With Invoice Finance Online, you can send updates to your sales ledger before 12 noon on any working day, to request a payment against those invoices on the same day. This demonstration shows you how.

<<pause for theme change>>

First, select 'ledger'.

Then select 'create schedule header' and enter summary details of your invoices, credit notes, cash, settlement discount and any adjustments.

If you need to exclude any debts from your ledger, you'll need to include these here too.

Finally, update the closing balance and when you're ready, submit the schedule.

<<pause for theme change>>

You'll also need to email your ledger file and other documents that give a breakdown of your ledger movements, then it's over to us to process and check what you've sent.

<<pause for theme change>>

You'll know we've done this because your balances, available funds, charges and disapprovals will all update with the new details and you will be able to see how much you can request.

<<pause for theme change>>

And as you begin to use Invoice Finance Online to manage your facility we'll be there every step of the way.