

## Month End & Disapprovals Transcript

Welcome to Invoice Finance Online. In this short video, we will demonstrate the month end process and how you can identify what disapprovals we hold on your invoice finance facility.

When you have reconciled your sales ledger, uploading invoices, and allocating all cash for the previous month, login to invoice finance online. Upon submitting your final schedule, notification to us, simply click the ledger icon and then close month.

Check the balances on screen, match your sales ledger, and clip confirmed. Remembering to send us all the relevant documentation, such as aged debtors and aged creditors. To avoid charges for late submission, this must be completed by the 15th each month.

Upon receipt of this, and within business hours, we will update your invoice finance facilities, disapprovals, to ensure funding is correct.

To see a breakdown of your disapprovals, click on agreement, and then disapproved breakdown within the breakdown widget. Within here, you can see all funds held back with a description. For example, aged, contra, and any individual debtor funding limits.

This information can easily be downloaded from the reporting section.

To find out more information on how to pull your month end reports directly from invoice finance online, please refer to pages 24 and 25 of the invoice discounting user guide, which can be found on our logon page.

As you continue to use invoice finance online to manage your facility, will be with you every step of the way.