BIBBY CONNECT CLIENT GUIDE

VERSION 0.2



WE BELIEVE IN YOUR BUSINESS INVOICE FINANCE - ASSET FINANCE - TRADE FINANCE - STOCK FINANCE - FX

CONTENTS

1.	Set up Bibby Connect	4
2.	Completing an Upload	8
3.	Completing a Month End Reconciliation	12
3.1	Reconciling Date	13
3.2	Groups	14
3.3	Reconciliation Ledger	16
3.4	Notified Debtors	17
3.5	Notified Transactions	18
3.6	Export Debtors	19
3.7	Debtor Limits	21
3.8	Contras	22
3.9	Discounts, Adjustments & Write off's	23
3.10	Invoices and credit notes in transit	24
3.11	Cash in Transit	26
3.12	Reconciling items	28
3.13	Other Reserves	29
3.14	Reconciliation Summary	30
3.15	Preview	31
4.	Assignment Check & Pymt Request	32



INTRODUCTION

Bibby Connect enables you to complete your Month End Reconciliation (MER) efficiently, submit documents securely and potentially to assign invoices to your Funder via a secure online portal.

The service transmits your data via an encrypted connection where it is immediately available to your Funder, enabling straight through processing and facilitating quicker, more informed decision making. It also removes the requirement for manual data submission.

THIS CLIENT GUIDANCE DOCUMENT RUNS THROUGH THE PROCESS STEP BY STEP TO SET-UP THE BIBBY CONNECTOR, COMPLETE AN UPLOAD, COMPLETE A MONTH END RECONCILIATION AND ASSIGN DEBT.

Initial Set-Up Steps:

- Set up Bibby Connect Connector
- Completing an Upload

Month End Reconciliation Steps:

- Reconciling Date
- Groups
- Reconciliation Ledger
- Notified Debtors
- Notified Transactions
- Export Debtors
- Debtor Limits
- Contras
- Debt Assianment Steps:
- · Assignment Check and Payment Request



The purpose of this section of the Help Site is to guide you through the Bibby Connect Invoice Schedule submission and Month End Reconciliation submission.

Discounts, Adjustments and Write-offs
Invoices and Credit Notes in Transit

Cash in Transit

Preview

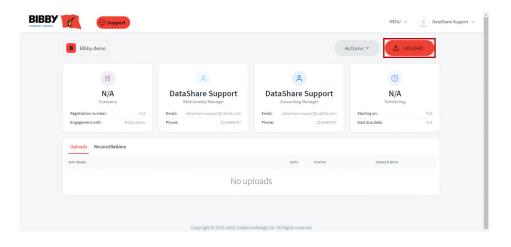
Reconciling ItemsOther Reserves

• Reconciliation Summary

1. SET UP BIBBY CONNECT

Bibby Connect is an online portal that enables you to upload your accounting data to Bibby directly from our accounts package as and when instigated by you. There is no additional hardware or software required, you just need to follow these simple steps in order to set yourself up.

Once you have selected your Engagement in Bibby Connect, select "Upload Data" and the "open" on the Microsoft promote.



Select your accounting package from the list and click "Continue". If you have other documents to upload you can do this by selecting "upload supporting document".

Select accounting package	×	Bibby demo Files	
Select accounting method	g	Select accounting method	Upload supporting
onnector list		software	documents
Q Search by connector name		Recommended documents for upload	
Sage 50 UK & Ireland	*	 Profit and Loss Statement - Last Financia Balance Sheet - Last Financial Year Profit & Loss - Current Year-to-Date 	al Year
QuickBooks Desktop		 Balance Sheet - Current Year-to-Date Cash flow forecast for the next 12 month 	s
Sage 200 UK			
Microsoft Dynamics NAV		+ Add files (We support .XLS, .CSV, or	.PDF file types)
Sage 300 AccPac	-		
can't find my accounting package Continue		I need some help	Upload

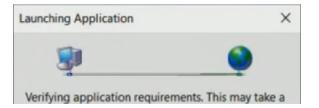
When the correct Accounting Package is selected click the "Continue" button. A pop-up will show asking you to click the "Download" button.

oad DataShare Co	onnect X
browse to you	reConnect o download DataShare Connect, then ur downloads folder and run the o connect and upload your accounts.
ome help	Download
ome help	Download

Clicking the button will start a download of the DataShare Connect setup application. Your browser will show the vclient application in its download location.

5

Then a download pop up progress box is shown.



Once the download has completed you will be prompted to install the connectors.



Select Install. The following pop up will be displayed, showing the installation progress.

(2%) Ir	nstalling	vClier	nt				-		×
Insta	lling vCli	ient							200
1.	is may ta other ta				You can u llation.	ise your	compu	ter to	S
1	Name:	vCli	<u>ent</u>						
	From:	vclie	ent-pr	ovision	er-uk-vali	idis.azu	rewebs	ites.ne	t
	Downlo	oadin	g: 255	KB of 9.	49 MB				
									Cancel

2. COMPLETING AN UPLOAD

Once complete the Bibby Connect uploader will start.



Once loaded check the correct version of your account package is shown.



And Select Next.

Enter your username and password.

ie -

Select Next.

ounts
write

Select Next on the chart of accounts screen.

9

The upload of the accounts data will then run.

Selecting the database	ChartOlAccounts Duta Collation	Oata Upload	
	Data collation in progress		
	Bibby Connect is now sharing		
-	00000		
	Step 7 of 22: Supplier Details		
	6		
	9		

Progress of the file processing will be shown on your upload screen.

		32.5	8 21 212		
We have	na has based and an		data for analysis	day Connect can per	
we have	compressed and en		a and are now sendir ver a secure channel	by connect server	
			6		

Once complete, select OK.

	- 1
Upload Completed	
Close	
5	
	Upload Completed Close

B Bibby demo		Actions ~	1 UPLOAD
Clothing Retailers [2 021] Convery			(Scheduling
Registration number: N/A Email: datashare-support(©validis.com Email: datashare-sup 1234565767 Phone:	port@validis.com Starting on 1234565767 Next due de	
Uploads Reconciliations			
SOFTWARE	DATE	STATUS S	HARED WITH
Sage 50 UK & Ireland	Today	Completed	DataShare Support

Once completed you will receive a confirmation email. Your Relationship Manager will also receive confirmation.

3. COMPLETING A MONTH END RECONCILIATION

To complete a month end reconciliation first complete an upload as outlined in section 2. Include any supporting documentation for the reconciliation as part of that upload.

Then complete all of the steps in sections 3.1 to 3.15 before submitting the reconciliation.

3.1. RECONCILIATION DATE

The Reconciling Date step of the Month End Reconciliation (MER) allows you to separately select the Month and Financial Period you wish to submit for your MER.

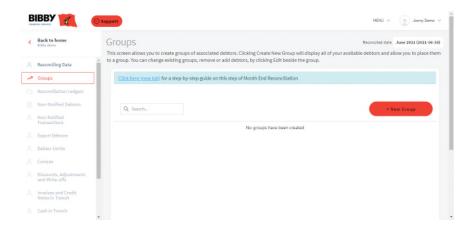
Reconciling Month: This is the Calendar Month that you are reconciling with your Funder.

Reconciling Date: This is the respective financial period in your accounting package for your Reconciling Month.

		© support	MENU V 🔵 Jonny Demo V
<	Back to home Bibby demo	Reconciling Date Select the Month and Financial Period you wish to submit for your MER.	Reconciled date September 2021 (2021-06-30)
8	Reconciling Date	Click here (new tab) for a step-by-step guide on this step of Month End Reconciliation	
	Groups	Catck nete (new tab) for a step-by-step good on this step of month End Reconcination	
	Reconciliation Ledgers	Recording North	
	Non-Notified Debtors	Resorving Date 2021-06-30 (FP-6)	
	Non-Notified Transactions		
	Export Debtors		Save And Continue
	Debtor Limits		
	Contras	Copyright © 2016-2020, Validis Holdings Ltd. All Rights reserved	
	Discounts, Adjustments and Write-offs	oopyrigan w zazar zaza, vennar koninge caa ne mig na mae vez	
	Invoices and Credit Notes in Transit		
	Cash in Transit		

3.2. GROUPS

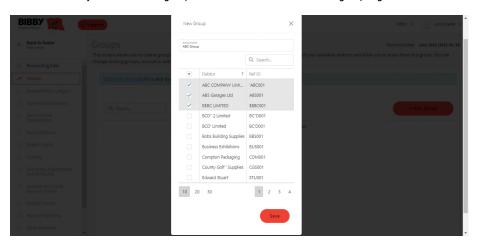
This page is for adding or amending any groups of debtors that are made up of associated companies. For example, Debtor A (England), Debtor A (Wales) and Debtor A (Scotland) would be classed as one group as they are the same debtor.



Once any changes (if applicable) are made, click 'Continue'.

В	IBBY 🌠 🤘	MDNV ~ 👔 Joney Durn
¢	Back to home Tildy deep	Groups Resisted date Annu 2011 (2011)
	Recording Date	This acrem allows you to create groups of associated debtors. Globing Create New Group will display all of your available debtors and allow you to place them to a group. You can change existing groups, res or add debtors, by clobing Edit beside the group.
10	Groups	
	Reconciliation Ledgers	Q, Starthui + New Group
	Non-Notified Debtors	
	Non-Notified Transactions	ABC Group Number of debters 3
	Export Debtors	vition details
	Debtor Limits	
	Contras	
	Discounts, Adjustments and Write-offs	
	Involces and Credit Notes In Transit	
	Cash in Transit	
	Reconciling Items	
	Other Reserves	
	Reconciliation Summary	
	Presiew	Save And Continue

To create a new Group, click on the '+New Group' button. A new window will appear which will allows you to name the group and select individual debtors to group together.



To edit or delete a group, click the ellipses button the right side of the created group.

3.3. RECONCILIATION LEDGER

Any unassigned debtors will appear on the left-hand side. These will need assigning to a reconciliation before you can continue. To add a debtor to a reconciliation, select the debtor, and press 'Assign'.

Click the 'Auto Assign' button to automatically assign multiple debtors at once. Debtors will be automatically assigned to a reconciliation based on the following:

- Debtors will be auto assigned based on currency. For example, Debtors containing transactions in USD will be assigned to a USD Reconciliation Ledger.
- To deselect a debtor, click on the debtor you wish to deselect and click 'Save and Continue'.

В	ІВВУ 🌠 🍥	Support											NENU	- 🕘 Janytens	~	
¢	Back to home			tion Led		t lødger. To assign debto	ora to a reconciliatio	in, select the	debtora from t	the left parts	I then click the	"Aasien" button t		ate Jace 2021 (2023-98-3 noliation, You can use th		
	Recording Date					can based on the matching										
	Groups	93	k here i ne	v tab) for a step	-by-step guide	on this step of Month End	d Reconciliation									
	Reconciliation Ledgers															
	Non-Notified Debtors	Ass	on Auto	Assign Expand	AI Colapse	All	Q, Search		Move Expa	nd All Co	apse All		Q	Search		
	Non-NottField Transactions	+0	G8P - 28				2,5	19,314.12	GBP (GBP)	-1				0.00		
	Export Oxbtors															
	Debter Umits															
	Contras															
	Electrumta, Adjuatimenta and Write-offa															
	Involcas and Dedit Notes In Transit												30	re And Continue		
	Cash In Transit															
	Reconciling Herrs						Copyright († 2001	F-2020, VWINEL	toldings that All R	ights reserved						
	Other Reserves															
	Reconciliation Summary															
	Presient															
B		Suppr	-											ME	WU ~	Jonny Demo
<	Back to home Bibby demo			ciliation ws you to assi	~	I'S the correct ledger. To	assign debtors to	o a reconcil	iation, select	the debto	rs from the lef	ft panel then clie	:k the "Assign" but			ine 2021 (2021-06-30 ion. You can use th
	Reconciling Date	Aut	to Assign b	utton which v	vill assign all o	debtors it can based o	in the matching ci	urrencies of	f debtors and	ledgers. A	ll debtors mu	st be assigned t	o a reconciliation.			
13	Groups		Click he	re (new tab) f	or a step-by-s	tep guide on this step	of Month End Re	conciliation								
C	Reconciliation Ledgers															
	Non-Notified Debtors		Assign	Auto Assign	Expand All	Collapse All		Q. Search.		Move	Expand All	Collapse All			Q Search	Lu .
	Non-Notified Transactions									• 🗌 G	BP (GBP) - 29					2,509,314.12
	Export Debtors					No data										
	Debtor Limits					NO Gata										
	Contras															
	Discounts, Adjustments and Write-offs															
	Involces and Credit Notes In Transit														Save And	Continue
	Cash in Transit															

3.4. NOTIFIED DEBTORS

This step allows you to mark debtors that have been assigned to a reconciliation ledger in the last step as 'Non notified' (unfunded). To mark a debtor as 'Non- Notified' you will need to deselect a debtor by unchecking the box beside the debtor name.

Once done click 'Save and Continue' to proceed.

Back to home Tibley dema	Non-Notified Debtors	Reconciled date June 202	1 (2021-06-
Reconciling Date	This step allows you to identify the debtors which are non notified. All Debtors The status of the debtor will be remembered for your next Month End Reconci	vill be defaulted as being notified for your first Month End Reconciliation and you untick the debtors to note them as stion.	non notifie
Groups	Expand All Collapse All Show All *	Q, Search	
Reconciliation Ledgers	 ✓ G8P (G8P) - 29 	2,509,314.12	
Non-Notified Debtors	✓ ABC Group (null)	86,886.39	
Non-Notified Transactions	✓ BCD" 2 Limited (BC'D001)	11,736.04	
Export Debtors	SCD' Limited (SC'D001)	14,129.82	
Debtor Limits	 Bobs Building Supplies (BBS001) 	25,860.97	
Contras	 Business Exhibitions (BUS001) 	70,993.20	
	✓ Compton Packaging (CDM001)	6,586.93	
Discounts, Adjustments and Write-offs	✓ County Golf ' Supplies (CGS001)	53,484.63	
Invoices and Credit Notes	✓ Edward Stuart (STU001)	7,350.01	
In Transit	✓ F G L (FGL001)	529,685.69	
Cash in Transit	Fred Briant (BRID01)	0.00	
Reconciling Items	✓ Graham Electonics (GRA001)	98,139.51	
Other Reserves	Hausser GMBH (HAU001)	6,432.92	
Reconciliation Summary			

3.5. NOTIFIED TRANSACTIONS

Please note: This step is only used to non-notify individual transactions and not used to non-notify a debtor.

In exceptional circumstances where your relationship manager has authorised a specific invoice to be non-notified:

Deselect the debtor/reconciliation that the non-notified invoice belongs to.

Back to home	Non-N	otified Tra	nsactions						Reconci	led date June 2021 (2021-06
unity acres	This step all	ows you to identify	the Transactions whic	h are non notified for	a debtor. All transactions	will be defaulted as	being notified for you	ur first Month End Rec	onciliation and	you untick the transaction
Reconciling Date	note them a	s non notified. The	status of the transacti	on will be remembere	d for your next Month End	Reconciliation.				
Groups		feerentiets tabjer Gebruiker								
Reconciliation Ledgers	Debnar									
Non-Notified Debtors	All Deb	tors								
R Non-Notified Transactions	Defau	it Sorting 🝷							Download	Q, Search
Export Debtors		Type	Date	Ref ID	Creditor ID	Amount	Entry Date	Outstanding	Currency	Debtor
Debtor Limits	~	PAYMENT	2021-06-30	Sales Receipt	Sales Receipt	-601.12	2021-06-25	0.00	GBP	Patterson & Graha
	~	PAYMENT	2021-06-29	Sales Receipt	Sales Receipt	-1,591.00	2021-06-25	0.00	GBP	Hausser GMBH
Contras	~	INVOICE	2021-06-28	3621	Sales	2,467.31	2021-06-25	2,467.31	GBP	Peter ' Young
Discounts, Adjustments and Write-offs	~	INVOICE	2021-06-28	3622	Sales	1,969.26	2021-06-25	1,989.26	GBP	ABC Group
Invoices and Credit Notes	~	INVOICE	2021-06-27	3620	Sales	11,994.96	2021-06-25	11,994.96	GBP	The Video Rental
In Transit	~	PAYMENT	2021-06-27	Sales Receipt	Sales Receipt	-1,629.10	2021-06-25	0.00	GBP	Compton Packaging
Cash in Transit	×	PAYMENT	2021-06-26	Sales Receipt	Sales Receipt	-1,635.86	2021+06+25	0.00	GBP	Moriey Solicitors
Reconciling Items	~	INVOICE	2021-06-26	3619	Sales	13,503.91	2021-06-25	13,503.91	GBP	Swan Leisure Centre
Other Reserves	~	PAYMENT	2021-06-26	Sales Receipt	Sales Receipt	-1,817.82	2021-06-25	0.00	GBP	Edward Stuart
	~	PAYMENT	2021-06-25	Sales Receipt	Sales Receipt	-1,954.92	2021-06-25	0.00	GBP	ABC Group
Reconciliation Summary		2,509,314,12				679,085,53		2.509.314.12		

To help find a specific transaction you have the ability to choose 'Reconciliation Ledger' and filter between all Debtors and a single Debtor at the top of the page. Alternatively, you can search for a transaction using the search functionality on the right of the page.

Once complete, click 'Save and Continue' to proceed.

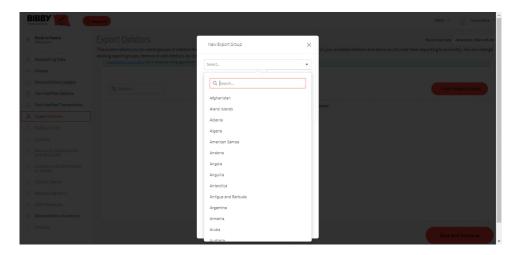
3.6. EXPORT DEBTORS

This step enables you to identify which of your debtors are export debtors and the country of origin.

To identify a debtor as an export debtor, click '+New Export Group'.

B	IBBY 🌠 🛛 🧧	Support MENU V 👔 Jony Demo V
<	Back to home Bibby demo	Export Debtors Recorded date June 3022 (2021-06-30)
	Reconciling Date	This access allows you to create groups of debtors that you exports. Clicking Create New Export Group will display all of your available debtors and allow you to note them exporting to a country. You can change existing export groups, remove or add debtors, by clicking Edit beside the group.
~3	Groups	
	Reconciliation Ledgers	
	Non-Notified Debtors	Q. Search + New Export Group
	Non-Notified Transactions	No export groups have been created
8	Export Debtors	
	Debtor Limits	
	Contras	
	Discounts, Adjustments and Write-offs	
	Involces and Credit Notes In Transit	
	Cash in Transit	
	Reconciling Items	
	Other Reserves	
	Reconciliation Summary	
	Preview	Save And Continue

Choose the country of origin from the list and select the export debtors which belong to the country.



Export Debtors This screen allows you to create groups of debtors the	New Eq	port Group		Reconcile of your available debtors and allow you to note them exporting to	
existing export groups, remove or add debtors, by clic Linck nere (new tag) for a step-by-step guide on	France				
			Q. Search		
Q. Search		Debtor †	Ref ID		
		ABC COMPANY LIMI	'ABC001	-	
		ABS Garages Ltd	AB5001	eated	
	~	B\$BC LIMITED	\$88C001		
	~	BCD" 2 Limited	BC"D001		
	×	BCD' Limited	BC'D001		
		Bobs Building Supplies	BB5001		
		Business Exhibitions	BUS001		
		Compton Packaging	COM001		
		County Golf ' Supplies Edward Stuart	CG5001 STU001		
	-				
	10 20	30	1 2 3		
			Save		

Amendments to the export debtors can be made by clicking the ellipses button on the right of the page.

B	IBBY 👔 💿	Nopert HEIV v () Jong Dens v
۲	Back to home Bibby demo	Export Debtors Restricted eter. Javes 2421 (2021-69-30) This screen allows you to create groups of debtors that you export. Clicking Create New Export Group will display all of your available debtors and allow you to note them exporting to a country. You can
8	Reconciling Date	change existing export groups, remove or add debtors, by clicking Edit beside the group.
10	Groups	
	Reconciliation Ledgers	Q. Search + New Export Group
	Non-Notified Debtors	
8	Non-Notified Transactions	France Number of debtors: 3
8	Export Debtors	vshow details
	Debtor Limits	
	Contras	
	Discounts, Adjustments and Write-offs	
	Invoices and Credit Notes in Transit	
	Cash in Transit	
	Reconciling Items	
	Other Reserves	
8	Reconciliation Summary	
	Preview	Save And Continue

Once all of your export debtors have been identified click 'Save and Continue' to proceed.

3.7. DEBTOR LIMITS

This step requires no action by you and is your current position against the agreed limits set.

Any debtors that are breaching the pre-agreed limits will be identified as shown.

Click 'Continue' menu to proceed to the next step.

Back to home	Debtor Limits			Recor	ciled date June 2021 (2021-06-
chuly dono	This screen displays the default limits applied to t	he debtors within a reconciliation. You can cha	inge the ledger by using the drop dow	n menu. Please contact your Relationship M	lanager should you wish to
Reconciling Date	review you limits.				
Groups	Teconclistion Ledger GBP (GBP)				
Reconciliation Ledgers	Default Credit limit: N/A	Default Prime Debtor Co	wenant: 20.00%	Default Recourse period: 4 Periods	
Non-Notified Debtors					
	Show All -				Q, Search
Non-Notified Transactions	Debtor	Involvement	HI Reserve Limit	Excess Involvement	Recourse Perior
Export Debtors	S D Enterprises	23.22%	20.00%	79,671.00	4 Period
Debtor Limits	FGL	21,41%	20.00%	34,883.55	4 Period
Contras	Macolm Hall Associates	10.38%	20.00%	0.00	4 Period
Discounts, Adjustments	Sainsburys (Midlands)	7.66%	20.00%	0.00	4 Period
and Write-offs	Robertson Joinery	5.00%	20.00%	0.00	4 Period
Invoices and Credit Notes In Transit	Graham Electonics	3.97%	20.00%	0.00	4 Period
Cash in Transit	Mile Road Health Centre	2,99%	20.00%	0.00	4 Period
	ABC Group	3.51%	20.00%	0.00	4 Period
Reconciling Items	Mikes Insurance Services	2.97%	20.00%	0.00	4 Period
Other Reserves	Business Exhibitions	2.87%	20.00%	0.00	4 Period
Reconciliation Summary	10 20 30				1 2 5

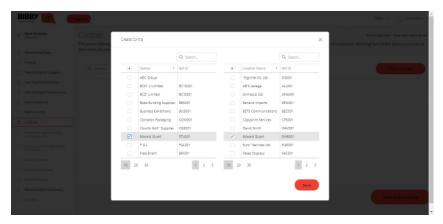
3.8. CONTRAS

This step allows you to identify any contras in your ledger.

To create a new contra, select '+New Contra'.

BIBBY 🌠 🌘	Note: 💿 Jacobian
Back to home Back to home	Contras Restricted days Anno 2003 (2012 - 40-40)
A Reconciling Date	This acrean allows you to identify any contras, which are groups of debtors and oreditors that are effectively the same company or part of the same group of companies. Selecting New Contra allows you to set u the contra. You can charge existing contras by selecting Edit.
 Groups Reconclusion Ledgers 	Q teed
Non-Notified Debtors	No contras have been created
Non-Notified Transactions Report Debtors	
A Debtor Limits	
A Contras	
 Discounts, Adjustments and Write-offs 	
S, Involces and Credit Notes In Transit	
R, Cash In Transit	
A. Reconciling Items	
S. Other Reserves	
A Reconciliation Summary	
Preslew	Save And Continue

Once you have selected the debtor and any related creditors click 'Save'.



To add/remove a creditor from an existing contra, click the ellipses button to 'Edit' the Contra.

3.9. DISCOUNTS, ADJUSTMENTS AND WRITE-OFFS

This step identifies discounts, adjustments and write-offs that you have inputted on your accounting system. If you wish to include the adjustment on the reconciliation, select the line that needs to be adjusted for, then add a comment to confirm whether your funder needs to adjust or not.

Back to home	Discounts, Adjustm	ients and Wr	ite-offs					Reconciler	date June 2021 (2021
	Use the selector at the top of the scre	een to alter the display		justments, and Write O	ffs. Once you have lo	cated a transacti	on you can include it	in your Month En	d Reconciliation by se
Reconciling Date	the check box in the Include column.								
Groups	Recorditation Ladger GBP (GBP)								
Reconciliation Ledgers	Delter All Debtors								
Non-Notified Debtors	Discounts, Adjustments and Write-	offs - Default So	rting •						Q Search
Non-Notified Transactions									
Export Debtors	Details Type	Date	Ref ID	Creditor ID	Amount	Entry Date	Outstanding	Currency	Debtor
Debtor Limits				No	data				
Contras									
C Discounts, Adjustments and Write-offs	0.00				0.00		0.00		
Invoices and Credit Notes in Transit									
Cash in Transit									
Reconciling Items									
Other Reserves									

Items without a comment will be adjusted for.

If you are unable to locate an adjustment, please identify it under the 'Reconciling Items' page. Once you have identified and commented on all items that are to be included, click 'Save and Continue

3.10. INVOICES, CREDIT NOTES IN TRANSIT

This step allows you to identify any Invoices and Credit Notes as 'In Transit'.

All invoices and credit notes that are to be marked as in transit require the corresponding box to be selected.

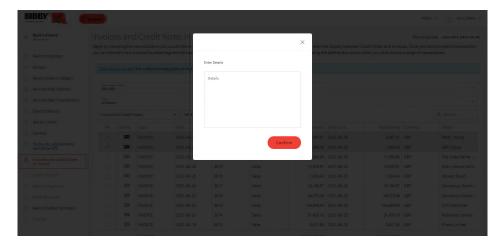
You can use the 'Select All' function to select all items in view as being 'In Transit'.

Items may be listed by Date or Reference by using the arrows next to each column heading.

Please ensure that credit notes and invoices in transit are uploaded before submission.

Back to home	Invoice	es and	d Credit I	Notes in Tra	nsit					Reconcile	d date June 2021 (2021-06
						nvoices for. Then use the bu					
Reconciling Date	you can ider	ntify it as in	transit by selec	ting the tick box in the	In Transit colum	n. You can multi-select tran	sactions by holding t	he shift button dow	n when you click acro	oss a range of t	ransactions.
Groups	Click her	e (new tab	for a step-by-st	ep guide on this step (of Month End Rec	onciliation					
Reconciliation Ledgers											
Non-Notified Debtors	GBP (GBP										-
Non-Notified Transactions	All Debtor										
Export Debtors	Involce a	ind Credit I	lotes	- Default Sor	ting -						Q. Search
Debtor Limits	-	Details	Туре	Date	Ref ID	Creditor ID	Amount	Entry Date	Outstanding	Cumper	Debtor
Contras	~	Details	INVOICE	2021-06-28	3621	Sales		2021-06-25	2467.31		Peter ' Young
Discounts, Adjustments			INVOICE	2021-06-28	3622	Sales		2021-06-25	1,989.26		ABC Group
Invoices and Credit Notes		-	INVOICE	2021-06-27	3620	Sales	11,994,96	2021-06-25	11,994.95	GBP	The Video Rental .
in Transit	0		INVOICE	2021-06-26	3619	Sales	13,503.91	2021-06-25	13,503.91	GBP	Swan Leisure Cen.
Cash in Transit		=	INVOICE	2021-06-25	3618	Sales	1,834.40	2021-06-25	1,834.40	GBP	Edward Stuart
Reconciling Items		Þ	INVOICE	2021-06-24	3617	Sales	16,186.87	2021-06-25	16,186.87	GBP	Sainsburys (South.
Other Reserves		Þ	INVOICE	2021-06-23	3616	Sales	48,073.06	2021-06-25	48,073.05	GBP	Sainsburys (Midia.
Reconciliation Summary			INVOICE	2021-06-22	3615	Sales	144,669.94	2021-06-25	144,669.94	GBP	5 D Enterprises
Preview		P	INVOICE	2021-06-21	3614	Sales	31,403.16	2021-06-25	31,403.16	GBP	Robertson Joinery
1.1647647			INVOICE	2021-06-19	3613	Sales	3,621.85	2021-06-25	3,621.85	GBP	Picard Limited

Click the icon in the 'Details' column to add text an Invoice or Credit Note selected. Enter your comments and click 'Confirm' to update the Invoice or Credit Note with the details.

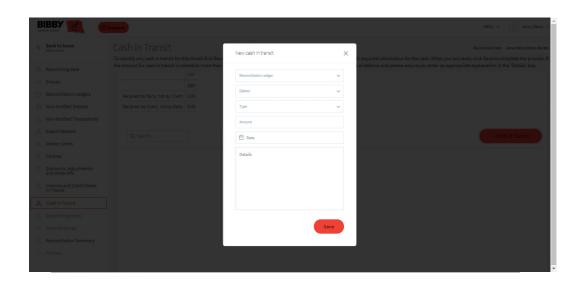


Once all items in transit have been identified, click 'Save and Continue' to proceed.

3.11. CASH IN TRANSIT

This step allows you to report any cash as 'In Transit'. To add cash in transit, click the '+Cash In Transit' button located on the right of the page.

в	IBBY 👔 📀	Support MENU v 👔 Josny Deno v
<	Back to home	Cash in Transit Recording data Jama 2022 (2022-09-20)
		To identify any cash in transit for this Month End Reconciliation, begin by clicking New Cash in Transit, then complete all required information for the cash. When you are ready click Save to complete the process.
	Reconciling Date	If the amount for cash in transit is related to more than one debtor then select the "Other" option from the dropdown list of debtors and please ensure you enter an appropriate explanation in the 'Details' box.
10	Groups	
	Reconciliation Ledgers	G8P Recieved by Bank, not by Client 0.00
	Non-Notified Debtors	Recieved by Client, not by Client, ULUU Recieved by Client, not by Bank, 0.00
		Received by Client, not by sank 0.00
	Non-Notified Transactions	
	Export Debtors	G Search
8	Debtor Limits	
8	Contras	No cash in transit
	Discounts, Adjustments and Write-offs	
8	Invoices and Credit Notes in Transit	
٨	Cash in Transit	
	Reconciling Items	
	Other Reserves	
8	Reconciliation Summary	
	Preview	



Once all the cash in transit has been identified, click 'Continue' to proceed to the next step.

Report any cash in transit in the 'Type' selection as either:

- 'Received by Client, not by Bank' or
- 'Received by Bank, not by Client'

You will need to complete all the details including:

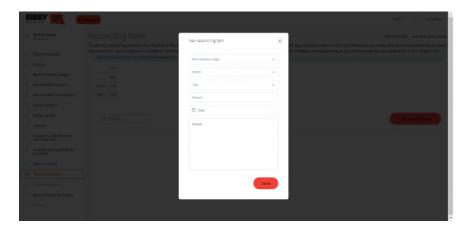
- The Reconciliation Ledger that the Cash relates to
- The debtor it relates to (if multiple debtors select 'Other')
- The amount in transit
- The date it was paid into the trust account
- The full information in the 'Details' free text box
- You must the select the 'Save' button

Repeat the above to add another amount.

3.12. RECONCILING ITEMS

Any remaining reconciling items should be entered here including any discounts, adjustments and write-off's not previously identified. Credit items would also be included here, such as write-backs. Complete the form and select 'Add'. For intercompany journals, please complete a Credit/Debit Item on the corresponding ledgers, including any details of currency sales (if required).

BIBBY 🌠 🤇	Support	MENU ~ 🧕 Jonny Demo -
Back to home	Reconciling Items	Reconciled date June 2022 (2022-08-20)
	To add any reconciling items for this North End Reconciliation, begin by clicking New Reconciling Item, then complete all required information for the it	
Reconciling Date	process. If the amount for reconciling item is related to more than one debtor then select the "Other" option from the dropdown list of debtors and plea "Details' box.	as ensure you enter an appropriate explanation in the
Groups	CBP	
Reconciliation Ledgers		
Non-Notified Debtors	Credit 0.00	
Non-Notified Transactions	Debit 0.00	
Export Debtors		
Debtor Limits	Q. Search	+ Reconciling Item
Contras	SG, SERTIN.	+ Reconciling item
Discounts, Adjustments and Write-offs	No recording items	
Invoices and Credit Notes In Transit		
Cash in Transit		
Reconciling Items		
Other Reserves		
Reconciliation Summary		
Preslew		



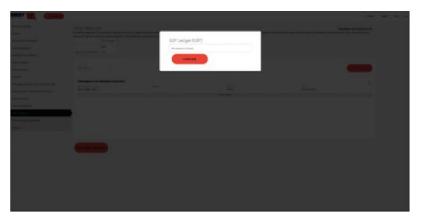
Once all amounts have been entered click 'Save and Continue' to proceed to the next step.

3.13. OTHER RESERVES

Details of additional / supplementary requirements should be entered here. They will not impact on reconciling your ledger to your funder's debtor control account. A pop up asking to enter a value for the reserve will appear.

Please ensure that:

- · You select 'Confirm' after each amount is entered
- Put '£0.00' if there is nothing to report for this month



You can include additional details to each reserve by clicking the ellipses button on the right and selecting 'Edit'

B	IBBY K				NEW Y () Jamy Laws
		Other Reserves To add any reserves for this Month End Reconciliation	Edit Reserve	×	Recording data area good or the second state area for the second state area for the second state for the second
		for reserve is related to more than one debtor then a-	Second Sciences		sector arroy ou onter an appropriate explanation in the "Details" box.
		CSP	(ser yaar)		
		Custom 500.00	Other	~	
			Custom		
			Insurt 805.00		
		Q, Search			+ Other Reserve
		Custom	🗇 2021-00-20		
			(Petiello)		1000 E
					Jun 30, 2021
				Save	

Once a value for each has been updated (including £0.00 if applicable) click 'Save and Continue'

3.14. RECONCILIATION SUMMARY

Here you will be presented with a summary of your reconciliation.

The balance on your Funders debtor control account should be added under 'Ledger Balance as per statement'.

Any variance will be calculated below the 'Revised Balance'.

Should your 'Revised Balance' result in a variance, you can click on any of the previous steps to review or change the values added. (Remember to 'Save' any changes before moving onto another step in the menu.) Once complete, click 'Save and Continue' to proceed to the next step.

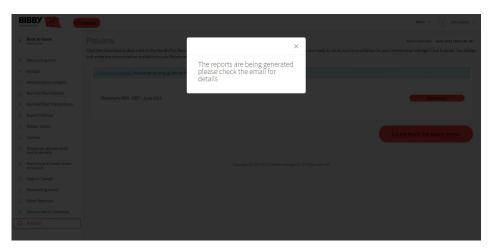
Back to home Bibly dame Reconciling Date Groups			Reconciled date June 2021 (2021-4
Reconciling Date	The reconciliation summary is populated ba		
-	the Revised Balance. Should your Revised Ba		ered during the reconciliation process. The balance on your lenders debtor control account should be added under Ledger Balance (as per statement). Any variance will be calculated b
Groups		alance result in a variance	ou can click on any of the previous steps to review or change the values added.
Groups		GBP	
-		GBP	
Reconciliation Ledgers	Gross Receivables Ledger	2.509.314.12	
Non-Notified Debtors	Non Notified Transactions	0.00	
Non-Notified Transactions	Total Discounted Debt	2,509,314.12	
Export Debtors			
Debtor Limits	Ledger Balance(as per statement)	2,506,357.55	
Contras	Timing Differences:		
Discounts, Adjustments and Write-offs	Discounts	0.00	
	Adjustments	0.00	
Involces and Credit Notes in Transit	Write Offs	0.00	
Cash in Transit	Invoices in Transit	4,456.57	
Reconciling Items	Credit Notes in Transit	0.00	
-	Cash in Transit(not Received by Customer)	0.00	
Other Reserves	Cash in Transit(not Received by Lender)	-500.00	
Reconciliation Summary	Reconciling Debt Items	0.00	
Preview	Reconciling Credit Items	-1,000.00	
	Revised Balance	2,509,314.12	
	Variance	0.00	
			Save And Continue

3.15. PREVIEW

This screen provides a preview of the reporting month's report that your Funder will use to complete your MER. Please ensure you click 'Submit Month End Reconciliation' to submit your MER. Once submitted, you should see a 'Success' notification.

B	IBBY 🌠 🏾 🎯	MENU V 👔 Jamp Sees V				
¢	Back to home	Preview Recording care Jaco page (1993-99-99)				
	Reconciling Date	Click the download button next to the Month End Reconciliation you would like to obtain a draft Eacol copy for. When you are needy to send your reconciliation to your relationship manager click Submit. This acti will make the reconciliation available to your Relationship Manager who will review and approve once complete.				
	Groups	Click here (new tab) for a step-by-step guide on this step of Month End Reconciliation				
	Reconciliation Ledgers					
	Non-Notified Debtors	Datashum HER - 66P - June 2021				
	Non-Notified Transactions					
	Export Debtors					
	Debtor Limits					
	Contras	Submit Month End Reconciliation				
	Discounts, Adjustments and Write-offs					
	Invoices and Credit Notes In Transit	Campright © 2014-1020; Valida Vesklerge Lid. All Rights reserved				
	Cash in Transit					
	Reconciling Items					
	Other Reserves					
	Reconciliation Summary					
0	Preview					

Once the 'You have submitted your Month End Reconciliation to your Relationship Manager who will review it.' message has been closed you will be redirected to the Reconciliation page on Bibby Connect Portal showing a 'Submitted' status.



Your Month End Reconciliation has been submitted.

4. ASSIGNMENT CHECK AND PAYMENT REQUEST

Where Invoice Assignment is active then completing an upload will assign any new debt for notified debtors.

For Uploads carried out between 9am and 18.30 your assignment will show in Client Online in under 15 minutes. Uploads carried out after 18.30, will not be processed until 9am the following working day.

Once this time has passed, your assignment will be included within Client Online as normal, subject to our standard approval processes.

The Bibby Connect system will remember your non notifiable debtors as per your most recent Month End Reconciliation.

Notify your RM/RE if there are any new debtors that are non-notifiable. This will prompt the team to make an adjustment and ensure the debtor is excluded from future assignments.

If non notified debt has inadvertently been assigned then please contact your RE in order to make the required adjustments to your facility.

Your availability will reflect the funds you will be able to draw on as usual. To request a payment follow the usual process.

Please undertake a fresh upload at least weekly in order to ensure you are obtaining maximum funding and our records are as up to date as possible.