



BIBBY CONNECT CLIENT GUIDE

VERSION 02

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BIBBY
FINANCIAL SERVICES



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 offs	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
- Discounts, Adjustments and Write-offs
- Invoices and Credit Notes in Transit
- Cash in Transit
- Reconciling Items
- Other Reserves
- Reconciliation Summary
- Preview

Debt Assianment Steps:

- Assignment Check and Payment Request

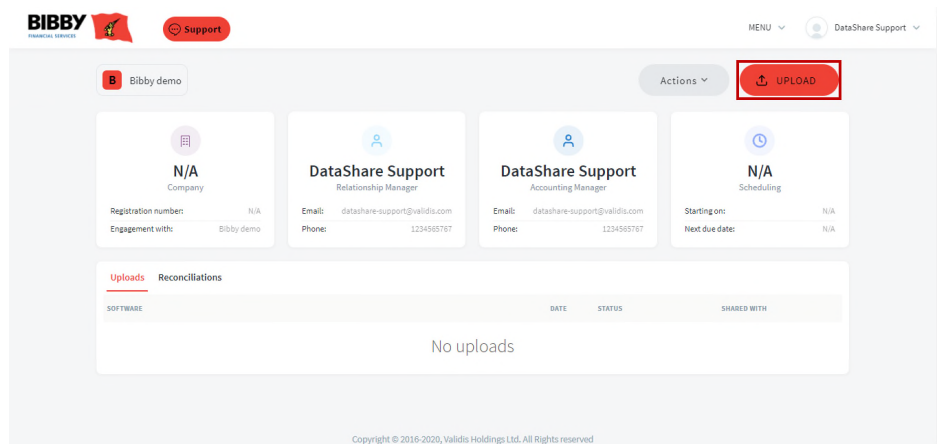


The purpose of this section of the Help Site is to guide you through the Bibby Connect Invoice Schedule submission and Month End Reconciliation submission.

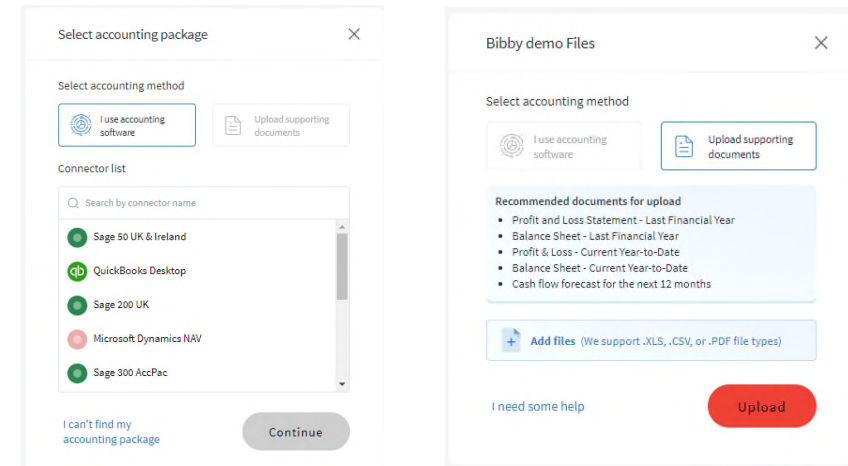
1. SET UP BIBBY CONNECT

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.

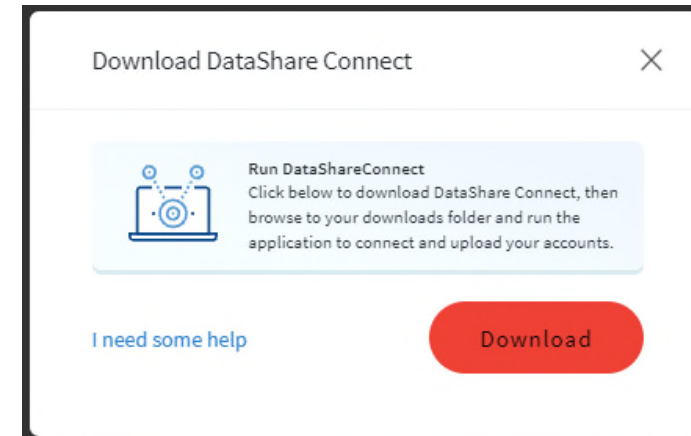
Once you have selected your Engagement in Bibby Connect, select “Upload Data” and the “open” on the Microsoft promote.



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”.

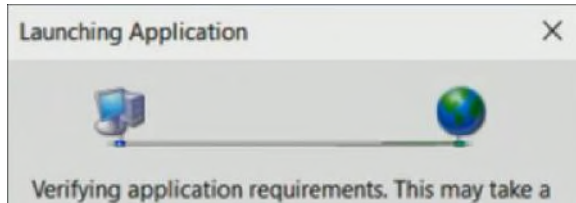


When the correct Accounting Package is selected click the “Continue” button. A pop-up will show asking you to click the “Download” button.

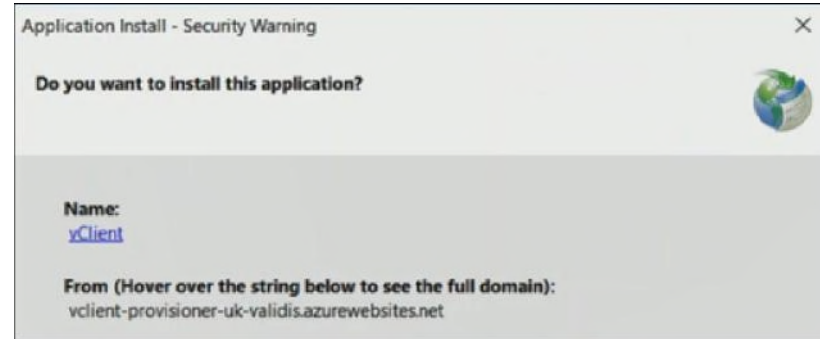


Clicking the button will start a download of the DataShare Connect setup application. Your browser will show the vclient application in its download location.

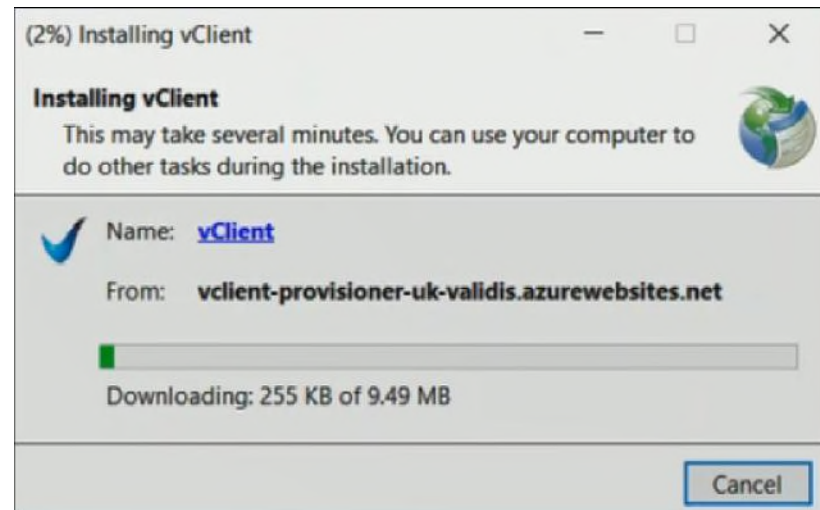
Then a download pop up progress box is shown.



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

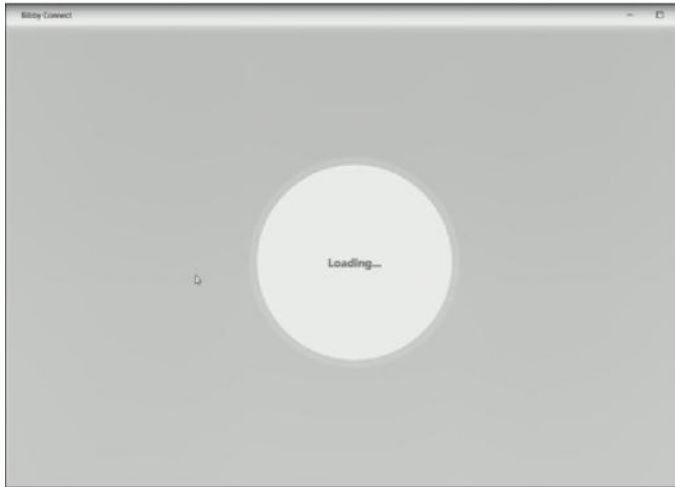


Select Install. The following pop up will be displayed, showing the installation progress.



2. COMPLETING AN UPLOAD

Once complete the Bibby Connect uploader will start.

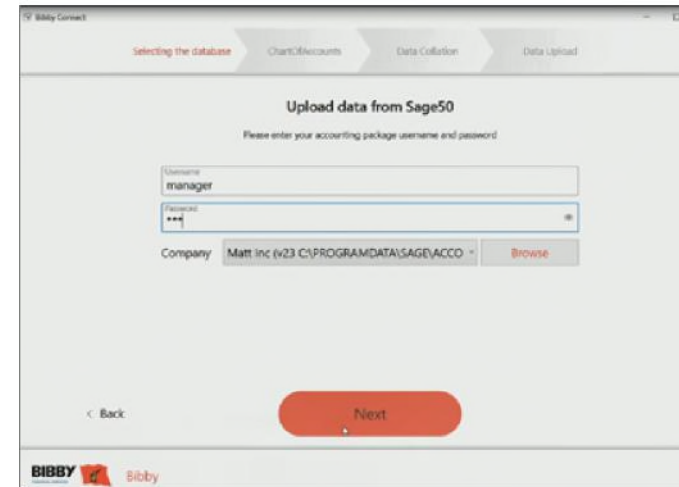


Once loaded check the correct version of your account package is shown.

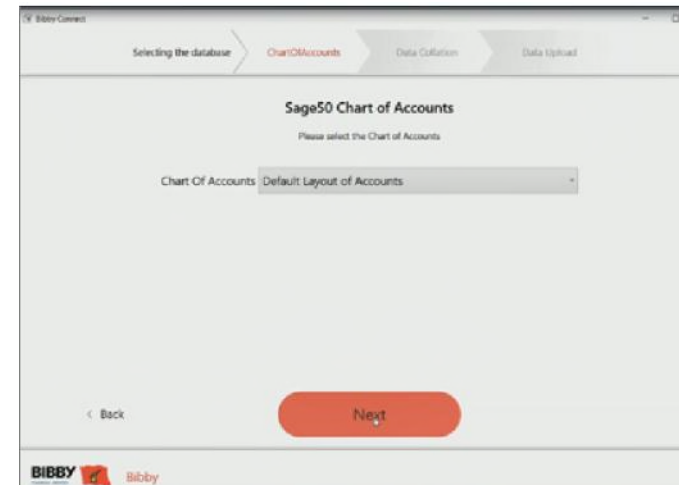


And Select Next.

Enter your username and password.

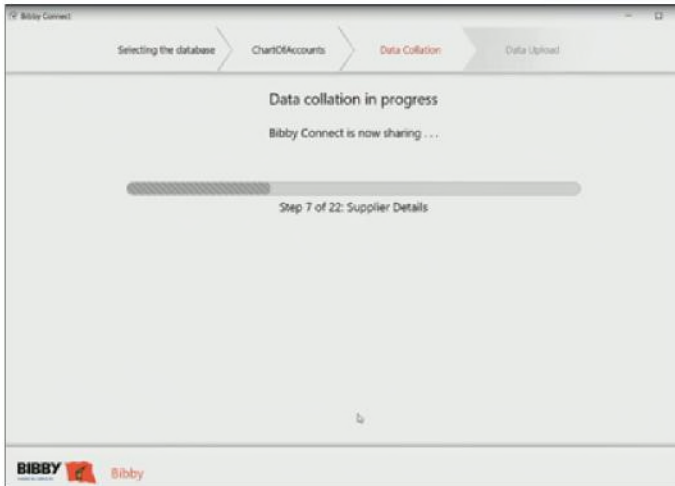


Select Next.

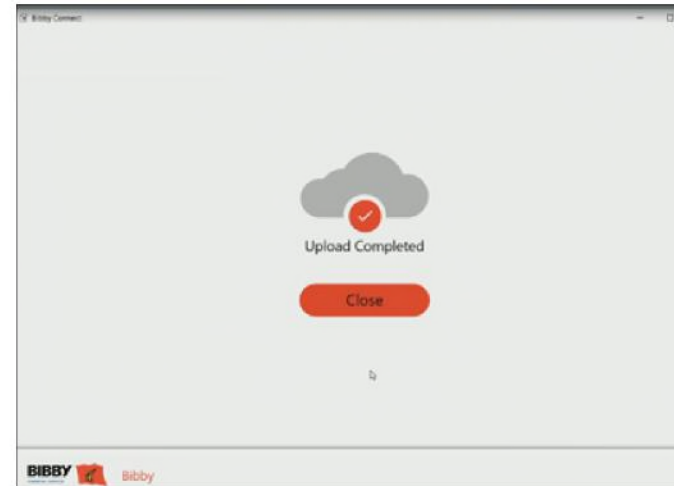


Select Next on the chart of accounts screen.

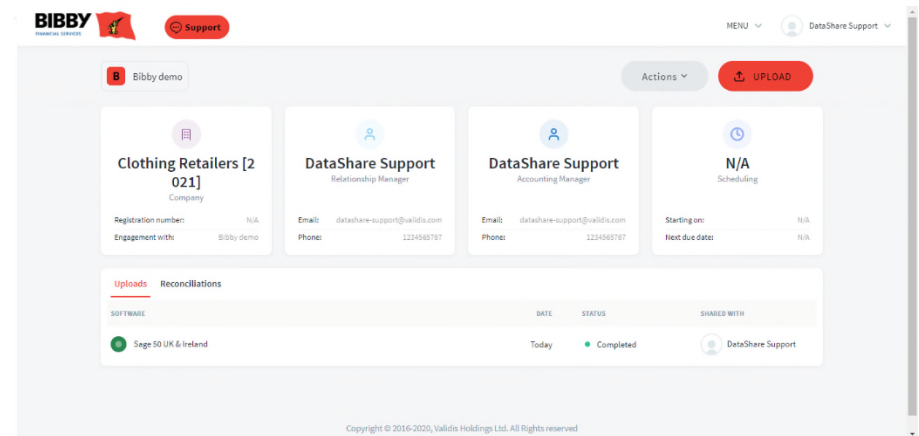
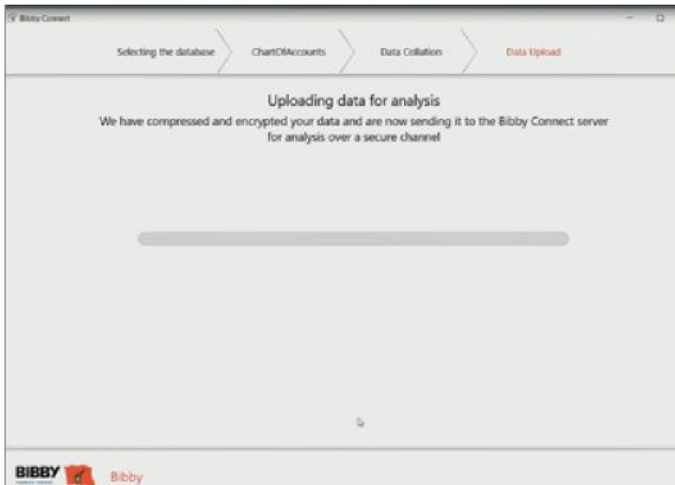
The upload of the accounts data will then run.



Once complete, select OK.



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



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.

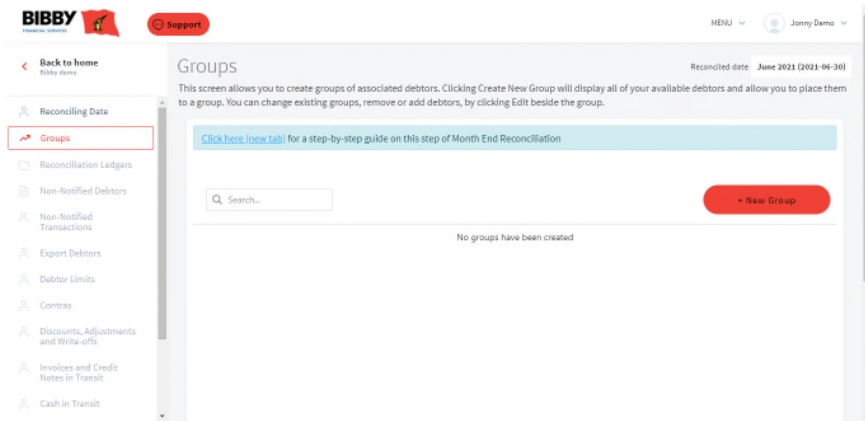
Reconciling Month: This is the Calendar Month that you are reconciling with your Funder.

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

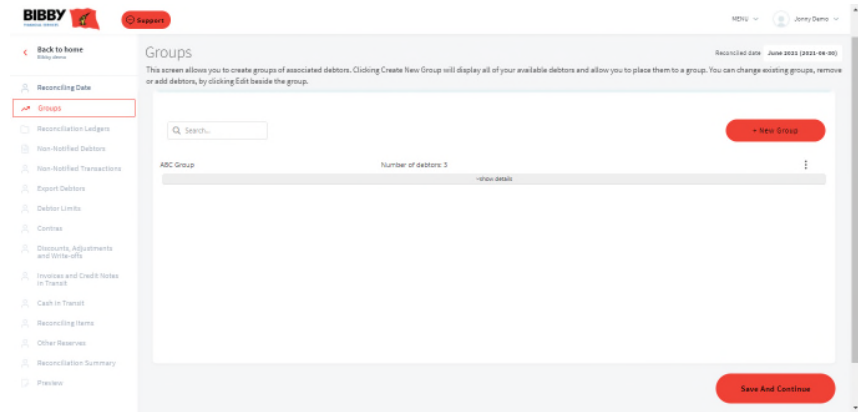
The screenshot shows the 'Reconciling Date' step in the BIBBY Financial Services application. The interface includes a top navigation bar with the BIBBY logo, a 'Support' button, and a user profile 'Jonny Demo'. A left-hand navigation menu lists various reconciliation-related options, with 'Reconciling Date' highlighted. The main content area is titled 'Reconciling Date' and contains a sub-header 'Select the Month and Financial Period you wish to submit for your MER.' Below this, there is a link to a step-by-step guide. Two dropdown menus are present: 'Reconciling Month' set to 'June 2021' and 'Reconciling Date' set to '2021-06-30 (FP-6)'. A red 'Save And Continue' button is located at the bottom right of the form area. A copyright notice 'Copyright © 2016-2020, Validis Holdings Ltd. All Rights reserved' is visible at the bottom of the page.

3.2. GROUPS

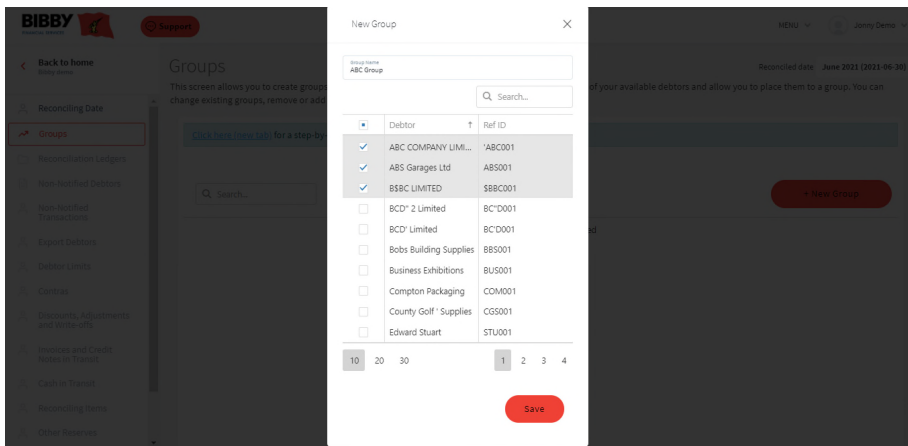
This page is for adding or amending any groups of debtors that are made up of associated companies. For example, Debtor A (England), Debtor A (Wales) and Debtor A (Scotland) would be classed as one group as they are the same debtor.



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



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



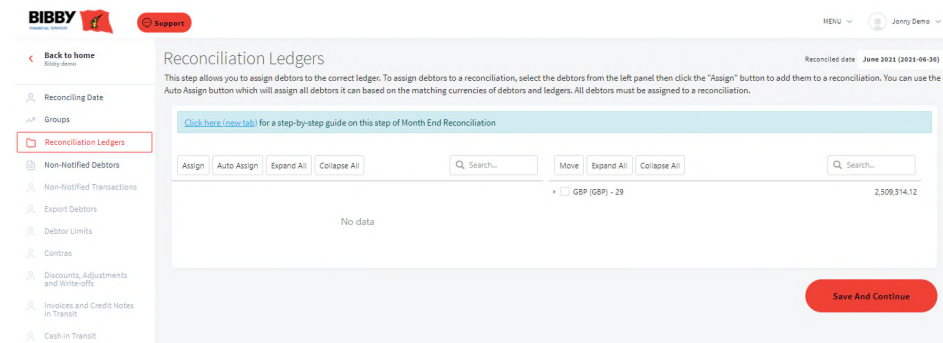
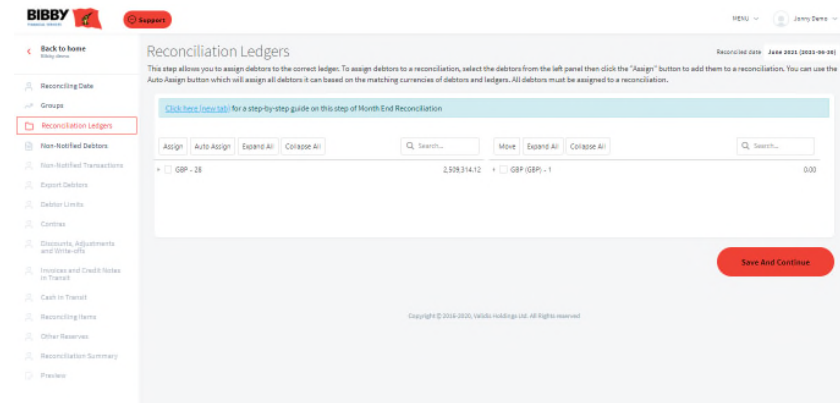
To edit or delete a group, click the ellipses button the right side of the created group.

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:

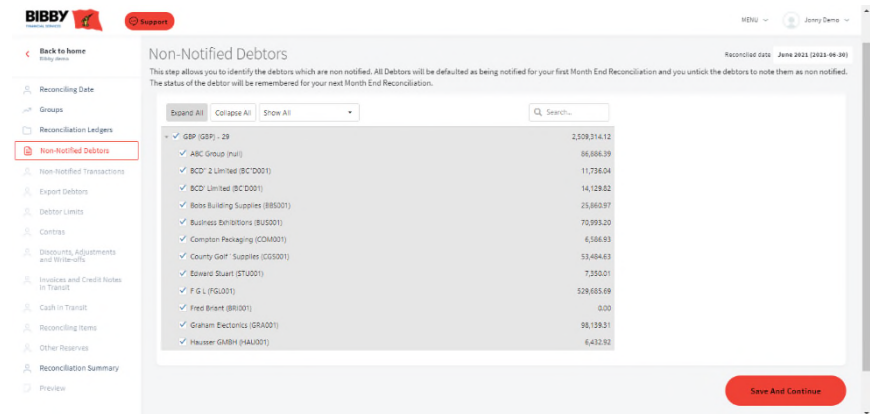
- Debtors will be auto assigned based on currency. For example, Debtors containing transactions in USD will be assigned to a USD Reconciliation Ledger.
- To deselect a debtor, click on the debtor you wish to deselect and click 'Save and Continue'.



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.



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.

Type	Date	Ref ID	Creditor ID	Amount	Entry Date	Outstanding	Currency	Debtor
PAYMENT	2021-06-30	Sales Receipt	Sales Receipt	-401.12	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
INVOICE	2021-06-28	3621	Sales	2,467.31	2021-06-25	2,467.31	GBP	Peter Young
INVOICE	2021-06-28	3622	Sales	1,989.26	2021-06-25	1,989.26	GBP	ABC Group
INVOICE	2021-06-27	3620	Sales	11,994.96	2021-06-25	11,994.96	GBP	The Video Rental ...
PAYMENT	2021-06-27	Sales Receipt	Sales Receipt	-1,629.10	2021-06-25	0.00	GBP	Compton Packaging
PAYMENT	2021-06-26	Sales Receipt	Sales Receipt	-1,635.86	2021-06-25	0.00	GBP	Money Solicitors
INVOICE	2021-06-26	3619	Sales	13,503.91	2021-06-25	13,503.91	GBP	Swan Leisure Centre
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
Total				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.

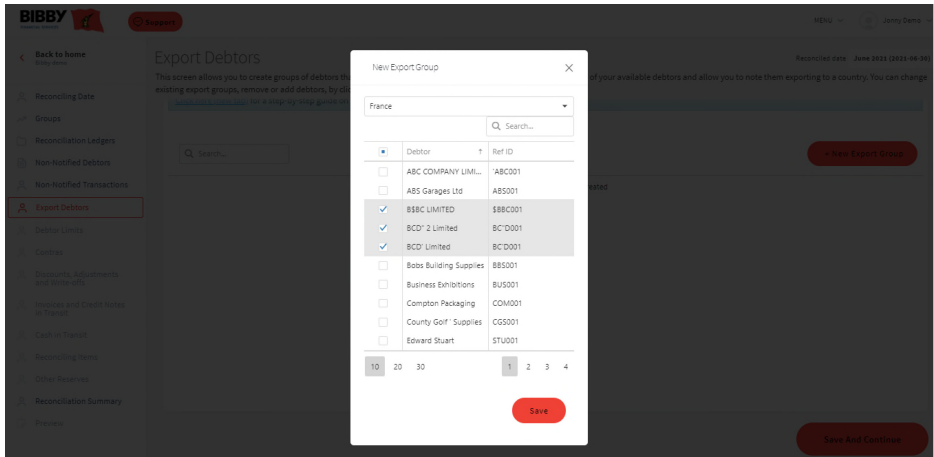
Once complete, click 'Save and Continue' to proceed.

3.6. EXPORT DEBTORS

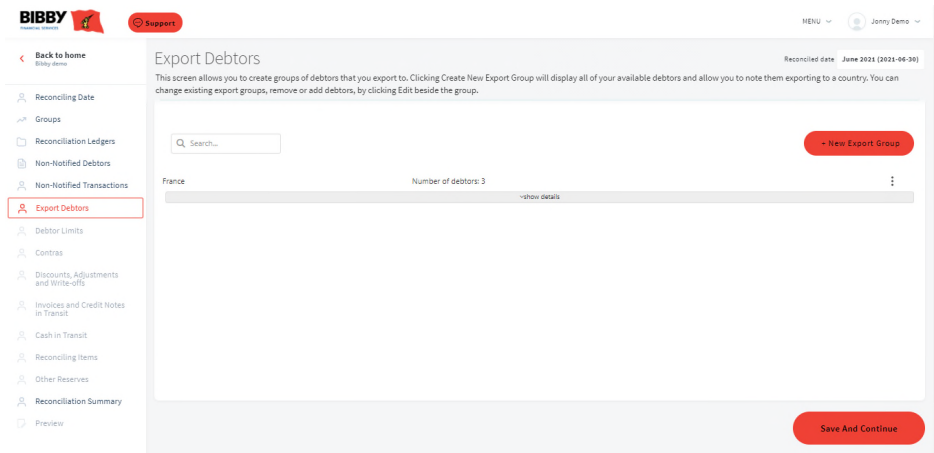
This step enables you to identify which of your debtors are export debtors and the country of origin.

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

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



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



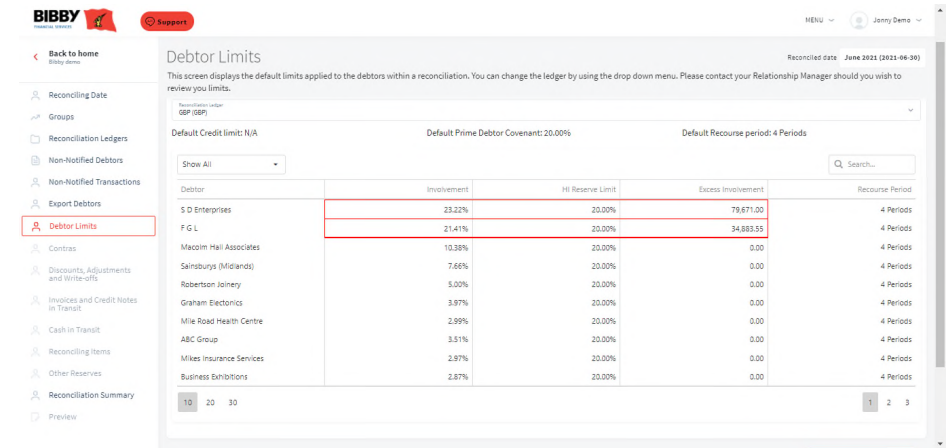
Once all of your export debtors have been identified click 'Save and Continue' to proceed.

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.

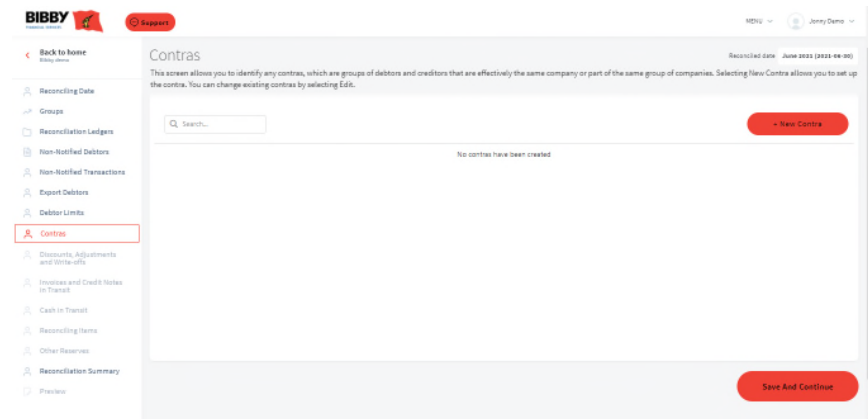
Click 'Continue' menu to proceed to the next step.



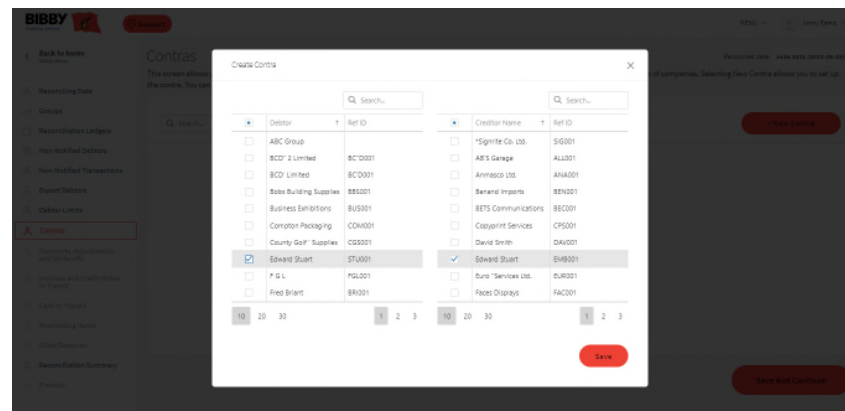
3.8. CONTRAS

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

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



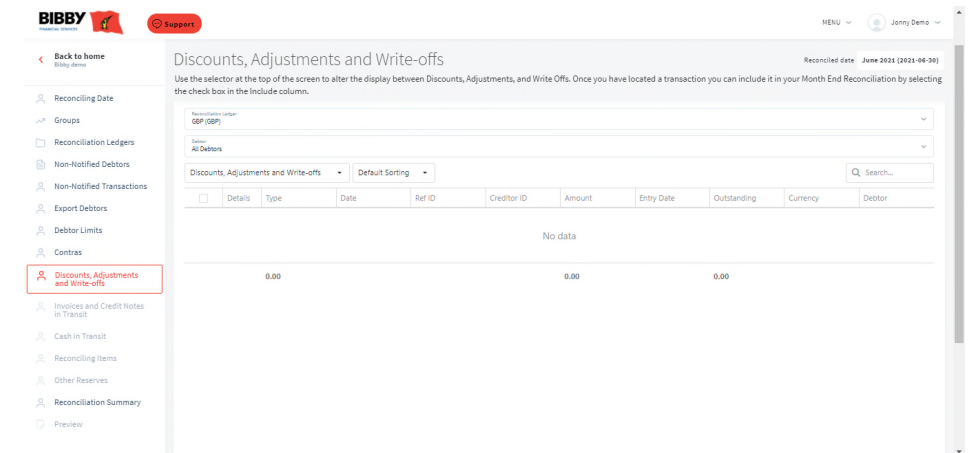
Once you have selected the debtor and any related creditors click 'Save'.



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.



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.

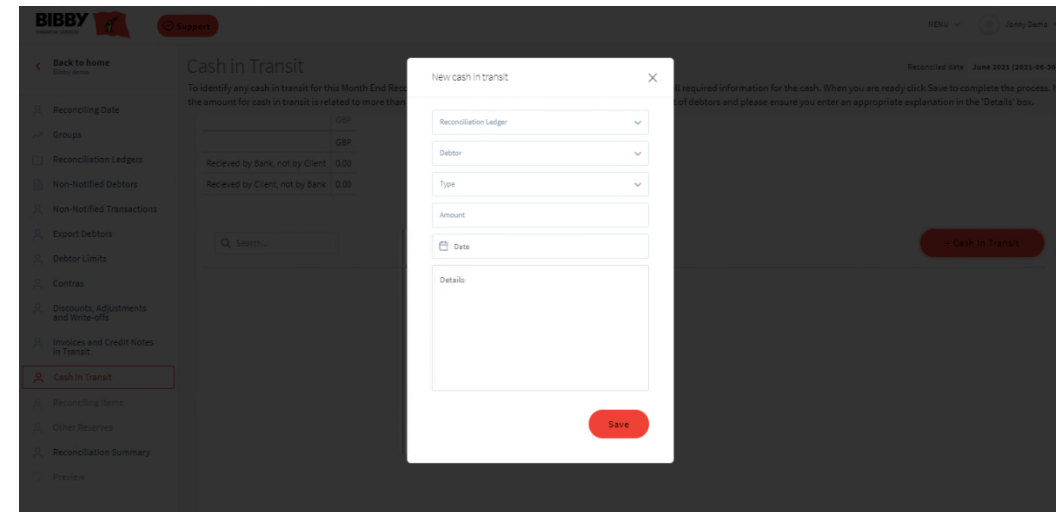
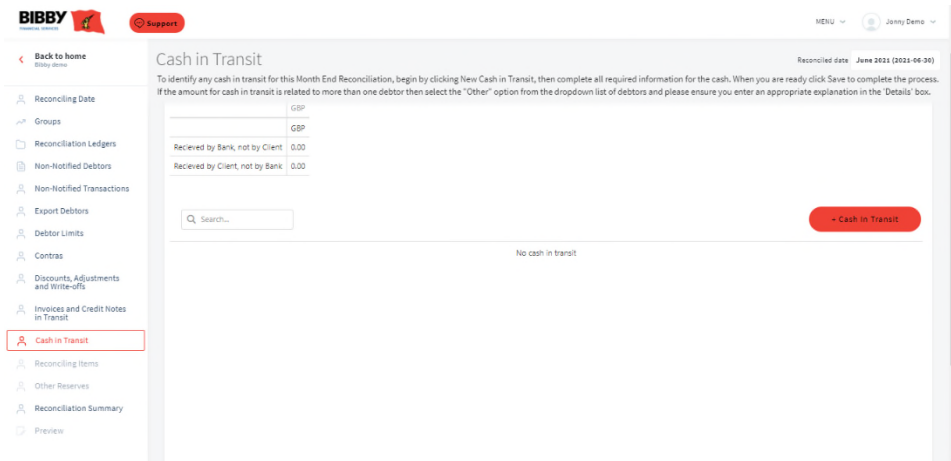
Details	Type	Date	Ref ID	Creditor ID	Amount	Entry Date	Outstanding	Currency	Debtor
<input checked="" type="checkbox"/>	INVOICE	2021-06-26	3621	Sales	2,467.31	2021-06-25	2,467.31	GBP	Peter Young
<input checked="" type="checkbox"/>	INVOICE	2021-06-26	3622	Sales	1,909.26	2021-06-25	1,909.26	GBP	ABC Group
<input type="checkbox"/>	INVOICE	2021-06-27	3620	Sales	11,994.96	2021-06-25	11,994.96	GBP	The Video Rental ...
<input type="checkbox"/>	INVOICE	2021-06-26	3619	Sales	13,503.91	2021-06-25	13,503.91	GBP	Swan Leisure Cen...
<input type="checkbox"/>	INVOICE	2021-06-25	3618	Sales	1,834.40	2021-06-25	1,834.40	GBP	Edward Stuart
<input type="checkbox"/>	INVOICE	2021-06-24	3617	Sales	16,186.87	2021-06-25	16,186.87	GBP	Sainsbury (South...
<input type="checkbox"/>	INVOICE	2021-06-23	3616	Sales	48,073.06	2021-06-25	48,073.06	GBP	Sainsbury (Mida...
<input type="checkbox"/>	INVOICE	2021-06-22	3615	Sales	144,669.94	2021-06-25	144,669.94	GBP	S D Enterprises
<input type="checkbox"/>	INVOICE	2021-06-21	3614	Sales	31,403.16	2021-06-25	31,403.16	GBP	Robertson Joinery
<input type="checkbox"/>	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.



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'

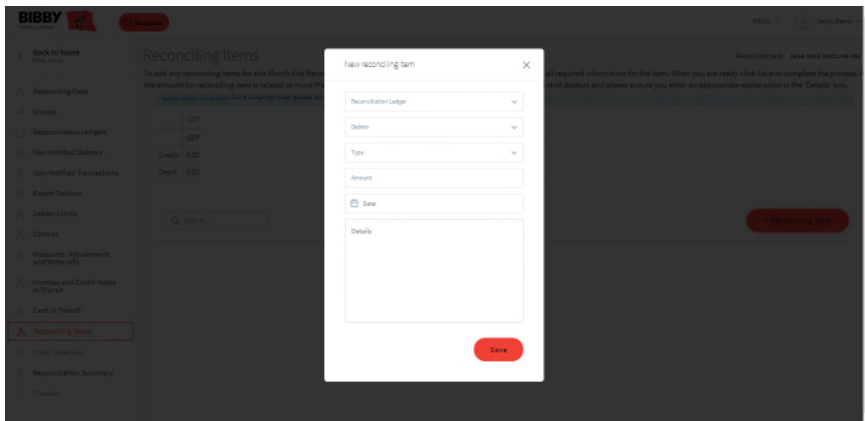
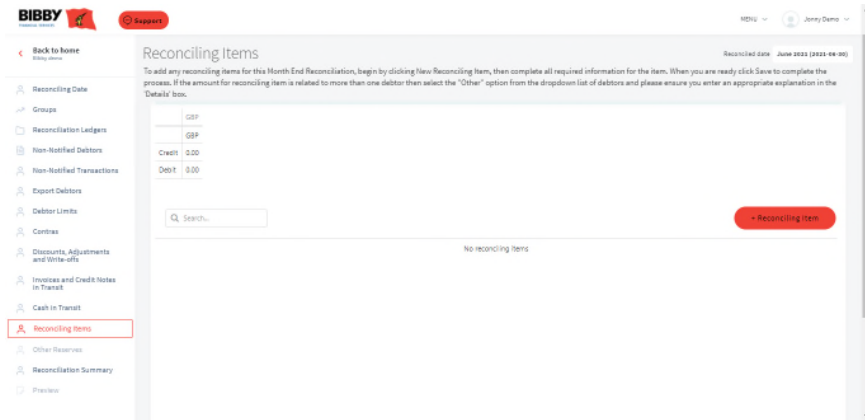
You will need to complete all the details including:

- 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 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).



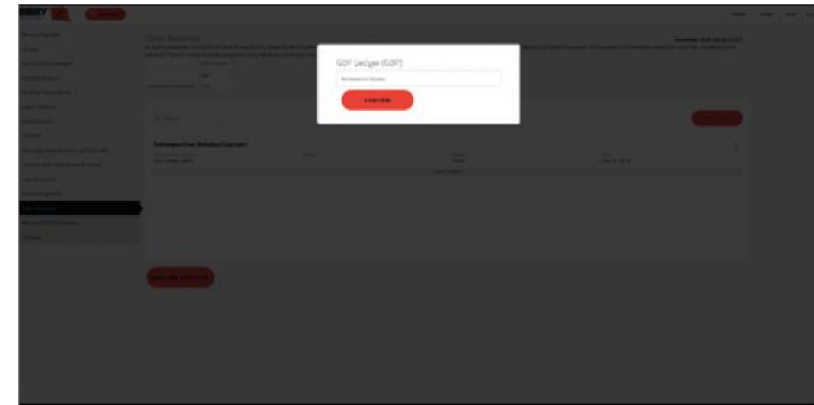
Once all amounts have been entered click 'Save and Continue' to proceed to the next step.

3.13. OTHER RESERVES

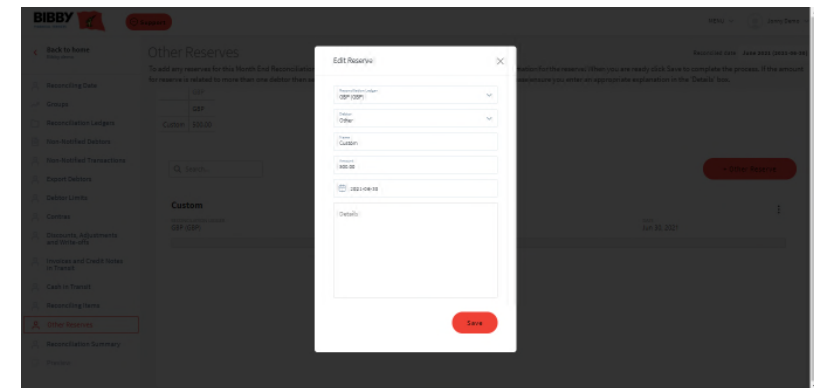
Details of additional / supplementary requirements should be entered here. They will not impact on reconciling your ledger to your funder's debtor control account. A pop up asking to enter a value for the reserve will appear.

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'



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.

Reconciliation Summary

The reconciliation summary is populated based on the information gathered 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 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.

Reconciling Date	
GBP	
Groups	
GBP	
Reconciliation Ledgers	
Gross Receivables Ledger	2,509,314.12
Non-Notified Transactions	0.00
Total Discounted Debt	2,509,314.12
Debitors	
Export Debtors	
Debtor Limits	
Contrats	
Discounts, Adjustments and Write-offs	
0.00	
Invoices and Credit Notes in Transit	
Adjustments	
0.00	
Write Offs	
0.00	
Cash in Transit	
Invoices in Transit	4,658.57
Credit Notes in Transit	0.00
Cash in Transit (Received by Customer)	0.00
Cash in Transit (Received by Lender)	-0.00
Reconciling Debt Items	0.00
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.

Preview

Click the download button next to the Month End Reconciliation you would like to obtain a draft Excel copy for. When you are ready to send your reconciliation to your relationship manager click Submit. This action will make the reconciliation available to your Relationship Manager who will review and approve once complete.

[Click here \(new tab\)](#) for a step-by-step guide on this step of Month End Reconciliation

Datashare MER - GBP - June 2021

[Download](#)

[Submit Month End Reconciliation](#)

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.

Preview

Click the download button next to the Month End Reconciliation you would like to obtain a draft Excel copy for. When you are ready to send your reconciliation to your relationship manager click Submit. This action will make the reconciliation available to your Relationship Manager who will review and approve once complete.

[Click here \(new tab\)](#) for a step-by-step guide on this step of Month End Reconciliation

Datashare MER - GBP - June 2021

[Download](#)

[Submit Month End Reconciliation](#)

The reports are being generated please check the email for details

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.