Supply Chain Finance

WinFinance

Customer User Guide

Westpac

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Contents

Welcome

Welcome

Welcome to Westpac WinFinance, an online solution which supports customers in the use of the Trade Receivables Finance solution.

About this Guide

The purpose of this Customer User Guide is to:

- Introduce you to the Westpac WinFinance system
- Outline some of the features and benefits of Westpac WinFinance
- Describe how to access Westpac WinFinance
- Give an overview of navigating through Westpac WinFinance, and
- Describe how to use some of the functions of Westpac WinFinance

In addition, this guide explains how to use Westpac WinFinance to complete procedures that you will need to complete to finance your receivables:

- Uploading or creating invoices
- Creating and submitting assets
- Uploading or creating invoice payments
- Creating and submitting loan repayments

Who is this Guide for?

This Guide is designed for customers of the Westpac Trade Receivables Finance product.

Prerequisites

The Guide assumes that you have completed the Westpac WinFinance training module and have receivables financing product knowledge. You should also be familiar with using online systems and applications.

Further assistance

If you require any further assistance in using Westpac WinFinance, contact Westpac Trade Finance Operations on:

- Phone: 1300 139 152

- Email: winfinance@westpac.com.au

Symbols used throughout this document

Symbol	Description
⚠	**Important information** This symbol indicates important information to take note of.
💡	**Hint** This symbol indicates a hint or tip to speed the processing of the step.
Workflow > User Queue	**Menu selection** This syntax indicates menus for selection. For example, the user would select Workflow from the menu bar, then select the User Queue option.
[OK]	**Buttons or icons** Text or icons which are bracketed refer to buttons or icons which are to be selected or clicked.
Account	**Links, fields or tabs** This format refers to links, fields or tabs in the screen.

1

Introduction to WinFinance

In this chapter you will find:

➢ Overview of the WinFinance system

➢ Navigation basics

➢ Steps for common functions

➢ Steps for logging into the WinFinance system

Overview of Westpac WinFinance

Features

Westpac WinFinance is a fast, efficient and secure web based system for managing trade receivables financing. Its key features for Suppliers include:

- Ability to create, upload and modify multiple sets of invoices to keep track of relevant information for purposes of discounting

- Ability to interact with Westpac on the submission and acceptance of receivables for financing

- Ability to track the status of invoices and assets through the financing process and at maturity.

Browser Settings

Ensure that your Internet browser settings will allow pop-up windows to be displayed for this site.

If the pop-up function is disabled, you will not be able to open windows to access the Westpac WinFinance system.

WinFinance Modules

The Westpac WinFinance system is composed of a number of modules, each designed for a specific purpose. Depending on the supplier's facility with Westpac and the authority of the user, different modules will be available for use.
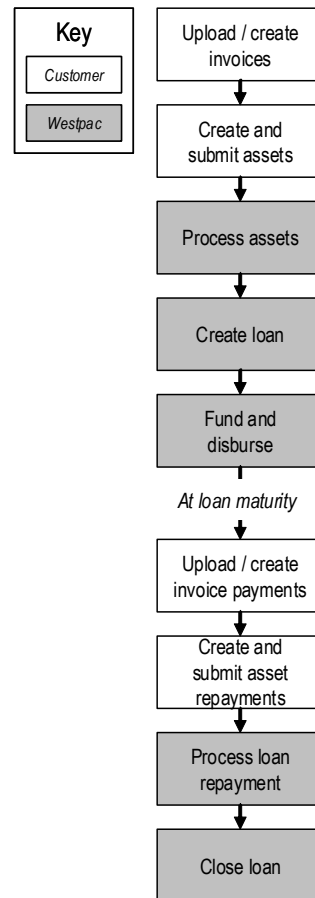
The modules included for use by Trade Receivables Finance customers are:

- **Supplier Finance** – this module provides invoice asset finance functionality required to process receivables transactions.

- **Data Admin** – this module gives users with administrative rights, the ability to manage commonly used information such as user rights etc.

Transaction Process Flow
The workflow for processing a receivables financing transaction involves actions by both the customer and Westpac. Transactions are initiated by the customer and are subsequently reviewed and processed by Westpac.

Key	
Customer	
Westpac	

Upload / create invoices

↓

Create and submit assets

↓

Process assets

↓

Create loan

↓

Fund and disburse

At loan maturity

↓

Upload / create invoice payments

↓

Create and submit asset repayments

↓

Process loan repayment

↓

Close loan

Navigation Basics

The WinFinance Screen
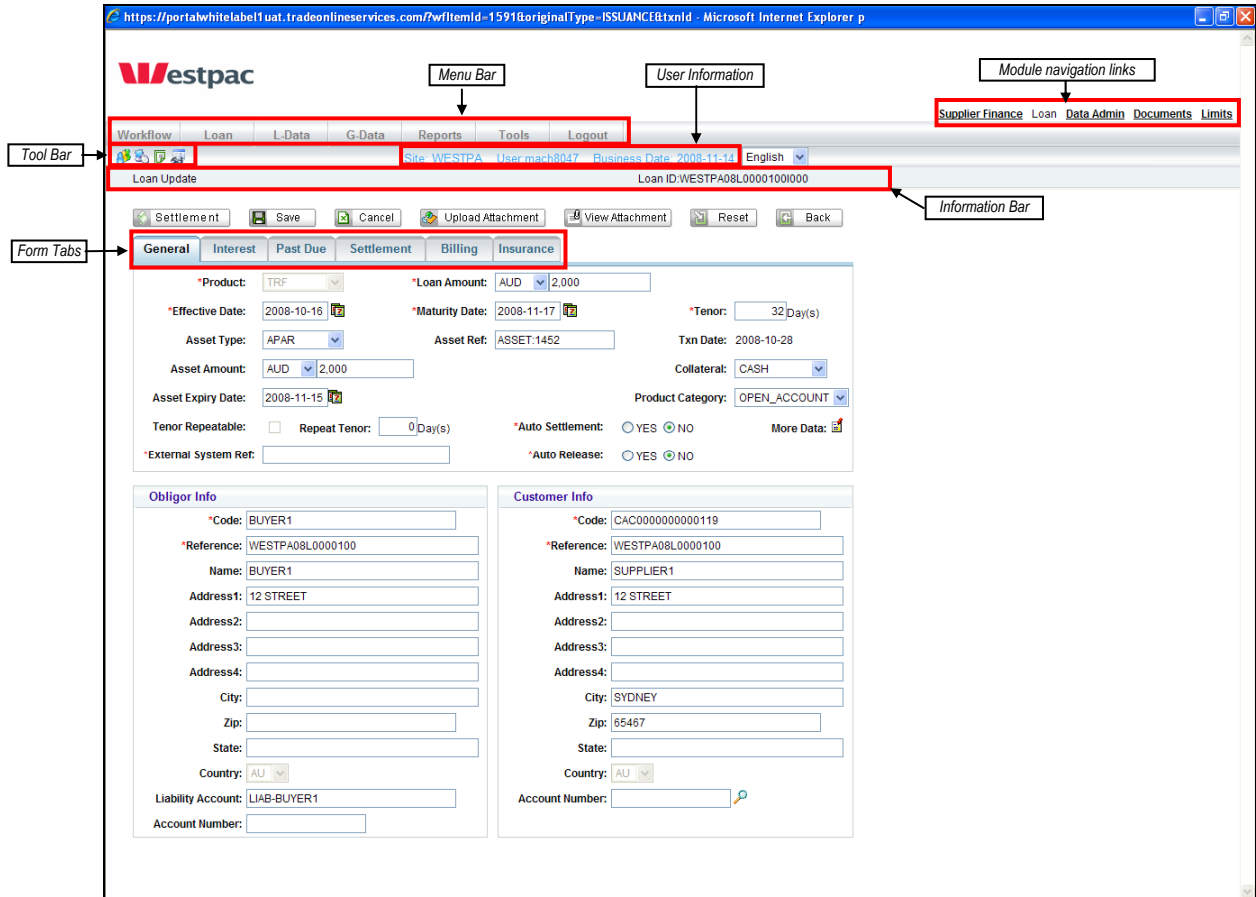
Menu Bar	The menu bar is the main point for users to gain access to different functionality in the WinFinance system. Different menu items and options may appear depending on the user's rights and entitlements.	

Tool Bar	The tool bar contains icons relating to common functions in the system. Not all tools are always visible. Some tool icons only appear if there is a relevant item for the screen or task. For example, the Comments icon will only appear when there is a comment entered.	

Icon	Name	Description
	User Queue	Click to access the user queue for the module.
	Setup Queue	Click to access the setup queue for the module.
	Audit	Click to view the audit trail for a selected work item.
	Note	Click to enter or view notes for a selected work item.

User Information

The user information section provides key information about the bank's site and the user who is currently logged in.

Name	Description
Site	Presents the site that you are logged in to.
Company	The company that you have logged into. If the site and company are same, this information is not displayed.
User	Displays user name
Business Date	Current business date.

Information Bar

The Information Bar displays details on the current operation as well as a descriptive or related reference.

- The left side of the Information Bar provides a basic description about the current function and the name of the screen.

- The right side presents supplementary information for the on current screen or function. This information is only displayed when relevant.

Module Navigation Links

The module navigation links allow you to navigate to different modules for different functionality. The modules available will be dependent on the user's rights and entitlements.
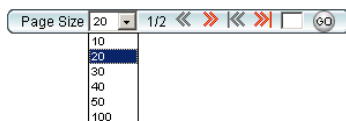
Paging Bar

For all list screens, there is a paging bar at the bottom of the screen as shown below.
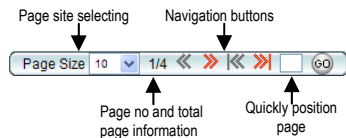
The paging bar is composed of four parts:

- **Page site selecting**
  At the left of paging bar, the page size dropdown list allows you to define the number of items displayed on the screen at any one time. For example, selecting 20 shows 20 items at any time.

- **Page No & Total page information**
  This tells you how many pages there are and which page number you are you currently on.

- **Navigation button**
  The navigation button helps you quick browse through the pages. Click the Next ( ) or Previous ( ) buttons to view the next or previous pages; or click the First ( ) or Last ( ) buttons to view the first or last pages.
  Note: If there is not a next, previous, first or last page to be viewed, the button status is disabled (coloured grey).

■ **Quickly position page**
At the right of the paging bar, there is a textbox and a button. Enter the page number in the textbox, and click the button or press the enter key. If the number is greater than total pages, an error message is displayed.

Mandatory Fields

On some pages, mandatory fields will be marked with a red asterisk (*), indicating that these fields must be completed for the field to be saved or the form submitted.

For example, in the screen below, the Company Code, Company Name, Description, Industry, Company Status and Company Type fields are mandatory. If these fields are blank, the record cannot be saved or submitted.

Common Functions

Overview

There are a number of functions within the WinFinance system that are common across all modules and screens. This section provides descriptions and steps for accessing each of the common functions.

Workflow Queues

Workflow queues are used to manage the flow of a transaction. In some instances, these queues may be set up to separate the responsibility for a transaction. For example, one user may create a transaction, while another user views and verifies ('approves') the transaction before submitting it.

There are two main types of workflow queues:

■ **User Queue** – This queue holds transaction work items which are due to be processed.

■ **Setup Queue** – This queue holds changes or amendments to the setup of a work item, for example, changes to a customer's receivable profile.

Other workflow queues may also be displayed including the Verify Queue, Release Queue and Event Queue, depending on the configuration of the site for the company and users.

Status Icons

Status icons are used to provide indication of where a work item is placed in the transaction or setup process.

There are other icons in addition to the ones listed below which may be referred to for specific work items. A description of the icon can always be determined by positioning your cursor over the icon to view the description associated with the icon.

Icon	Name	List of Workflow	Description
ⓥ	Verified	VERIFIED	Item has been verified.
ⓒ	Create	CREATED	Item is created but not submitted
ⓤ	Update	UPDATED	Item is changed but not submitted.
ⓙ	Create Rejected	CREATE-REJECTED	The item creation is rejected
ⓓ	Delete	DELETED	Pending delete verification
ⓣ	Update Rejected	UPDATE-REJECTED	The update is rejected
ⓟ	Pending Verify for Create	CREATE-PENDING	The item is created and pending for verification
ⓖ	Pending Verify for Update	UPDATE-PENDING	The item is changed and pending verification
ⓗ	Delete Rejected	DELETE-REJECTED	The delete is rejected

Comments

Comments are used to record information about some operations, for example rejection of a work item. When a comment is mandatory, the following dialog box will be presented.
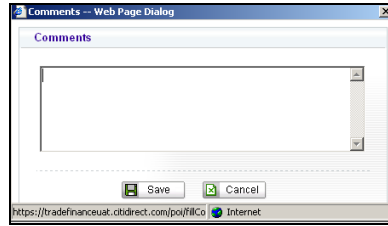

You will be required to enter a comment, such as the reason for rejecting the transaction, before the system will allow you to perform the next operation. You may also want to include an identifier (e.g. your initials and date) at the end of the comment to allow the next person (i.e. the viewer of the comment) to identify who made the comment.

If you change your decision, click the [Cancel] button to cancel your operation.

Viewing comments

If there is a comment associated with a work item, the 📋 icon will be displayed. To view the comment:

■ Select the work item in a workflow queue or other listing

■ Click the 📋 icon to view the comment. A screen similar to the one below will appear, containing the comment.
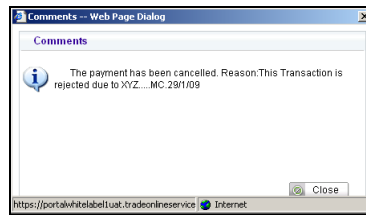
Audit History

You can view the historical tasks / actions completed for a specific work item by reviewing the audit history. In the WinFinance system, all operations are automatically logged and there are multiple levels where you can view the audit history.

To view a work item's audit history:

■ Select the work item in a workflow queue or other listing

■ Click the 📊 icon. A screen similar to the one below will appear, containing the historical tasks completed for the work item.

Acknowledgements

After a process has been completed, the WinFinance system will display an acknowledgement message to notify the user that the operation was successful. For example:
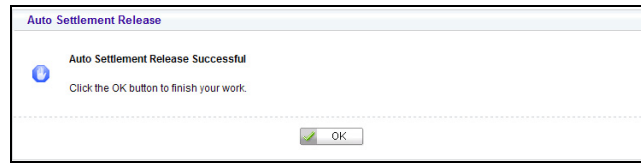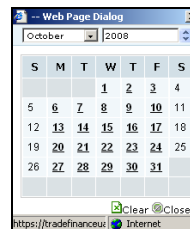

Calendar

The WinFinance system provides an internal calendar, which defines holidays, business and non business days. The Calendar is an important part of the system and is used for business logic processing as well as other operations.

Where a date is required to be entered, the WinFinance system will display a calendar icon for selecting a date (as circled in the diagram below).
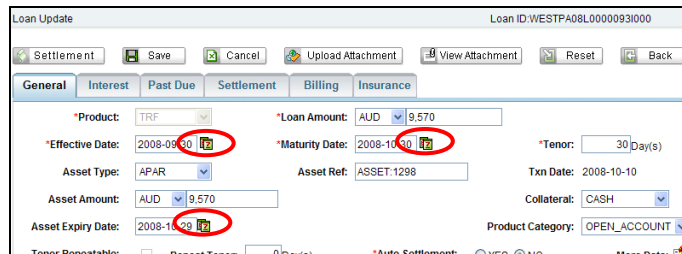
On selecting the calendar icon, the date dialog screen will be displayed.

Dates can be selected by the following steps:
- ▪ Select a month from the dropdown list at the top left of dialog box
- ▪ Click on the up or down scroll arrows to select a year.
- ▪ Select a date from the main calendar area. Where a date is greyed out, the date cannot be selected as it is a non-business date.
- ▪ Click [Close] to close the dialog box without changing the date or [Clear] to clear the date from the field.

Lookup Window

The WinFinance provides a lookup function for some fields. This is referenced by a magnifying glass (🔎) icon.

To use lookup windows, refer to the following steps:

■ Click on the 🔎 icon next to the Customer Code.
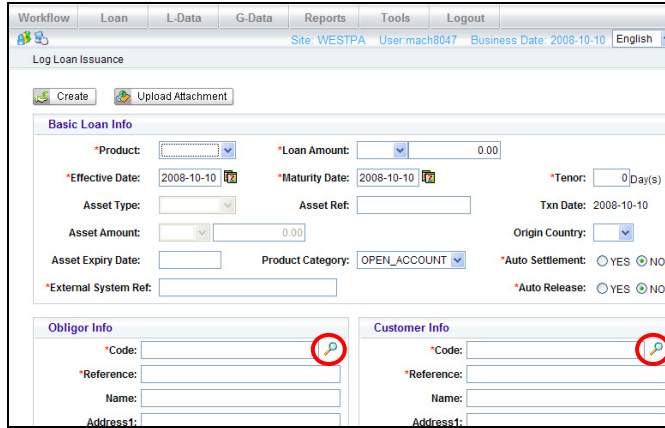
A lookup window will be displayed which lists the Customer Codes available for you to select.

■ Select the customer code you want to use
■ Click [Select]
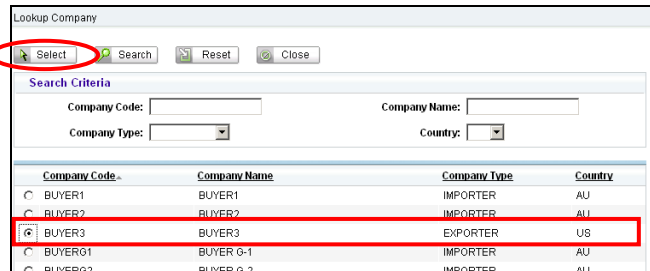
The selected item (and related details if relevant) will be entered in the field(s) as below.
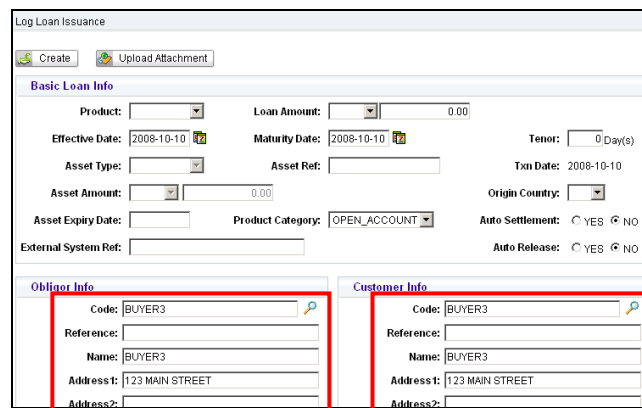
Messages

In the WinFinance system, messages are used to alert users and provide information on tasks. There are two types of messages: alerts and errors.

Alert Messages

Alert messages are used to advise a user about information on the screen.

For example, the screen below is an alert message dialog which provides information about a required action for the screen.
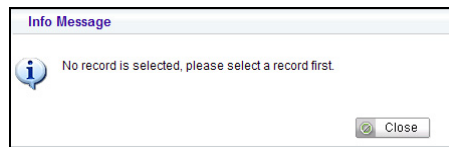
There are four levels of severity for alert messages

Icon	Severity level	Description
	Information	This indicates a common error, where a user may be required to complete a task or step.
	Warning	This indicates a common error, where a user may be required to confirm a task or step.
	Error	This indicates a common error, where a user may be required to correct a task or step.
	Fatal	This indicates a fatal error.

Error Message

Error messages appear when a user clicks to submit or other similar function button such as Save or Create, etc. and the mandatory fields have not been completed. The screen below shows an example of the error message dialog box.
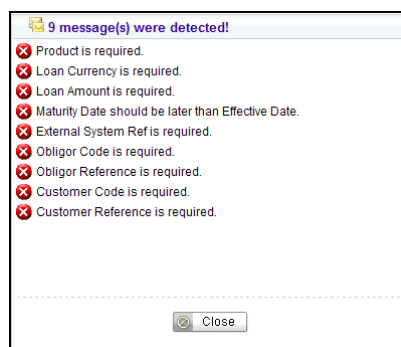
If there are errors with the values entered, the dialog box will display to inform the user on how many error messages there are and what each error is. The tool bar will also change to include a message icon (as in the diagram on the following page).
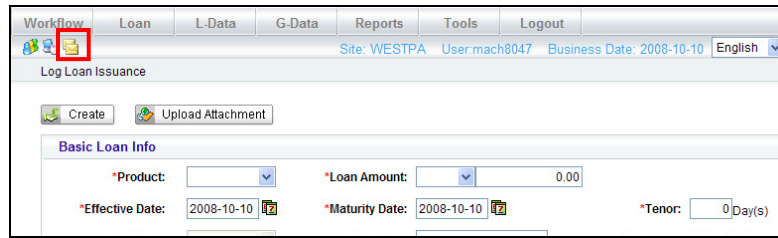
Users can click on the messages icon to review the error message applicable.

Print a screen

To print the current screen on display, select to **Print Screen** from the Tools menu, available in all modules.
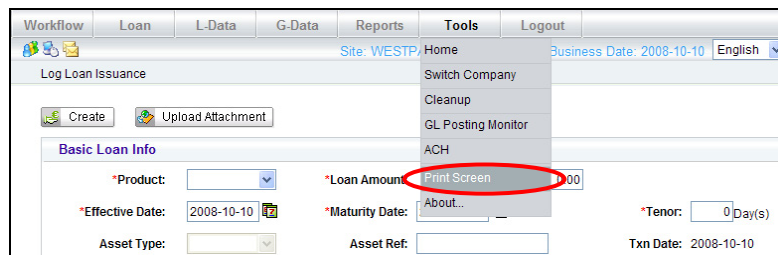
Search

In the WinFinance system, all modules and workflow queues have a search function. Additionally this function will also be available in some form pages, allowing the user to quickly filter the data.
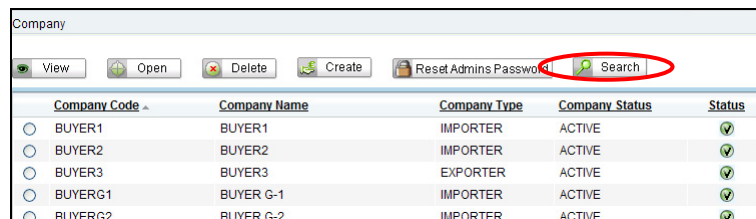
To use the search function:

■ Click the [Search] button. A search screen will be displayed, containing the available fields to be searched.
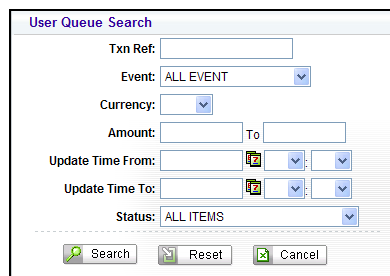
■ Enter your search criteria.

*You only need to enter part of a field to refine the search. For example, entering "INV" in the **Invoice No.** field will display only those invoices with INV in the invoice number eg. INV001, INV002 etc.*

■ Click the [Search] button to filter matched data.

![Westpac logo]

Logging into Westpac WinFinance

Overview

Only authorised and registered users will be able to access to the Westpac WinFinance system. Users are created based on the details provided at the time of applying for the Trade Receivables Finance product.

Logging in to Westpac WinFinance for the first time

You will only be able to login to WinFinance if you have the received following:

- ◼ Notification that the Facility Agreement for your company has been executed
- ◼ Your User ID via email
- ◼ Your temporary secure password via email

Additionally, you should only access the system once you have completed training in the system.

Step	Action
1.	Navigate to www.westpac.com.au, then select the **Business Banking** tab.
2.	Click on **WinFinance** in the **Sign in to online services section**. This will open the login window for Westpac WinFinance.
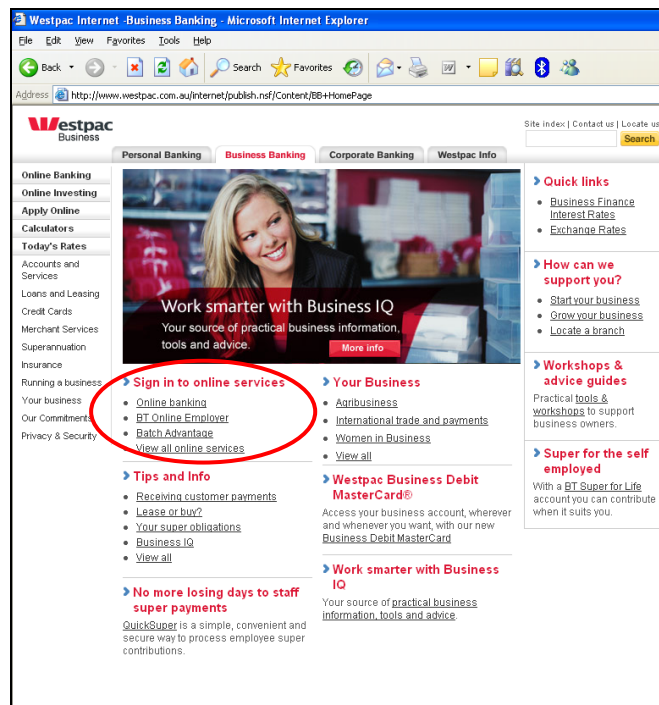
3. Select **Secure Password** as the Authentication Mode on the login screen.
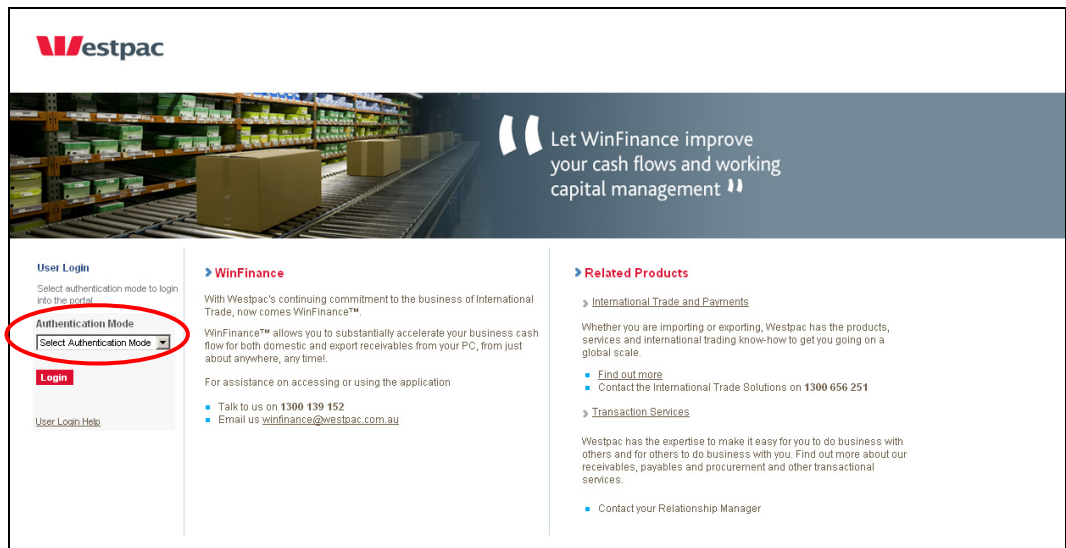
4. Enter the **User ID** the **temporary password** received via email.

5. Click the [Login] button.
   The next screen will allow you to reset your password.

6. Re-enter your temporary password.

7. Set a new password and re-enter to confirm.

   Your new password must be a minimum of 6 characters, with at least one capital letter, and one numeric character.

8. Click [Change Password].
   You will receive an acknowledgement: **Your new password has been set. Use this new password the next time you logon.**

9. Click [OK].

10. Select three security questions and enter the answers.
These questions will be used next time you login to the system.

11. Click [Submit].
You will be presented with the normal landing page.

12. Click the [WinFinance] button to access the Westpac WinFinance system in a separate window.

You must keep the landing page window open in your browser for the time that you use the WinFinance system.

Logging in to Westpac WinFinance	Step	Action
	1.	Navigate to www.westpac.com.au, then select the **Business Banking** tab.
	2.	Click on **WinFinance** in the **Sign in to online services section**. This will open the login window for Westpac WinFinance.
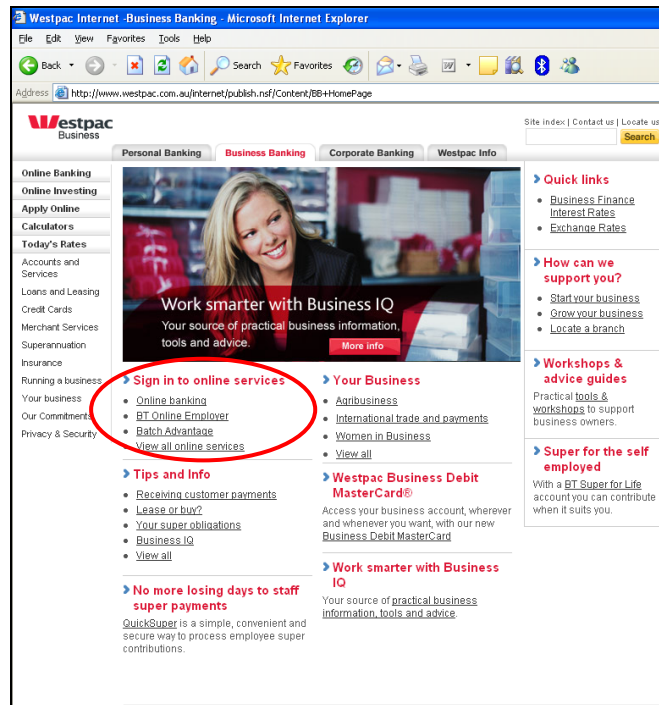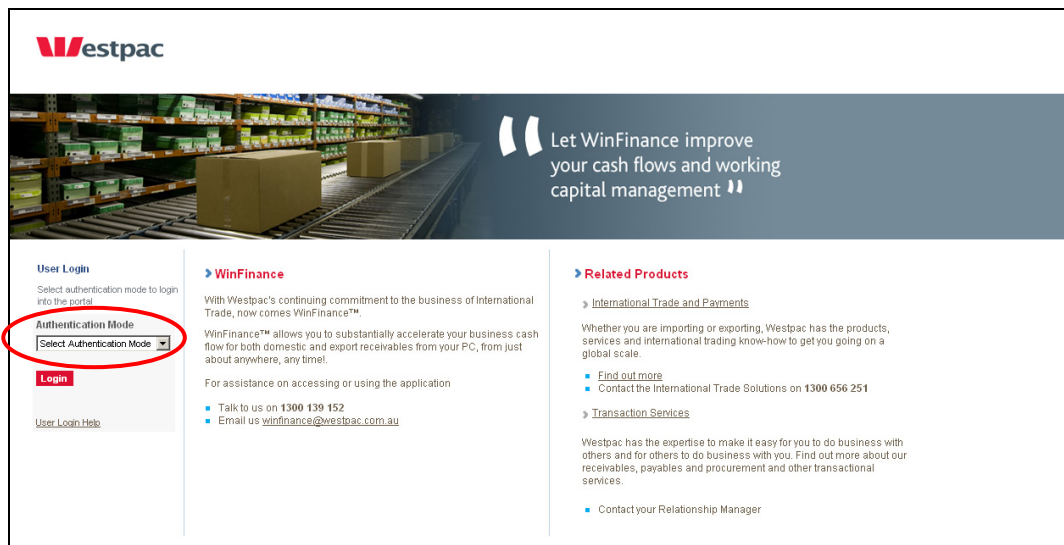
| | 3. | Select **Secure Password** as the Authentication Mode on the login screen. |

| | 4. | Enter your **User ID** and **Password**. The security question screen will be displayed. |

5. Select one of the three questions and enter your answer in the **Answer** field.

6. Click [Submit].
   You will be presented with the normal landing page.

7. Click the [WinFinance] button to access the Westpac WinFinance system.

Logging off from Westpac WinFinance

To logoff Westpac WinFinance follow the steps below:

Step	Action
1.	In any of the modules, select **Logout** from the menu bar. This will close the WinFinance system window.
2.	On the landing page, select the **Logout** link from the top right corner of the page.
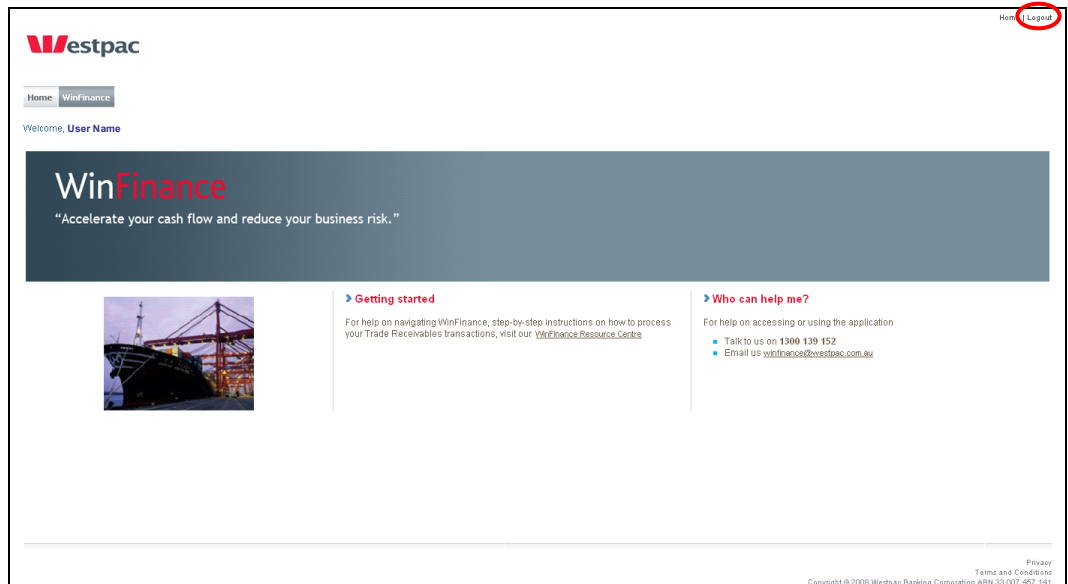
2

Receivables Financing Transactions

In this chapter you will find:

- ➢ An overview for processing receivables financing transactions

- ➢ Steps for creating or uploading invoices

- ➢ Steps for creating and submitting assets

- ➢ Steps for creating or uploading invoice payments

- ➢ Steps for creating and submitting asset repayments

- ➢ Steps for creating and submitting an asset rollover

Transaction Overview

The diagram below provides a summary of the key steps involved in processing receivable financing transactions. The details for each step, as well as other options available, are described in the following pages for this section.

New assets for financing

Create an invoice file
(from your invoice system)

↓

Upload invoice file into WinFinance

↓

Approve invoices

↓

Create assets

↓

Submit assets

↓

Bank will:

• Issue loan(s)
• Settle loans(s)
• Disburse funds

On loan maturity date

Assets for payment

Create an invoice payment file
(from your invoice system)

↓

Upload invoice payment file into WinFinance

↓

Approve invoice payments

↓

Create asset repayments

↓

Bank will:

• Process loan repayments
• Settle loans(s)
• Close loan(s)

Creating or uploading invoices

Overview

The Westpac WinFinance system allows Suppliers to create or upload invoices for financing. These invoices can be stored in the WinFinance system, to be selected for financing at a later date (within the criteria of the Supplier's facility agreement).

Create an invoice file from your invoice system

Step	Action
1.	Generate an invoice file from your invoicing system.
2.	Ensure that the invoice file is in the following csv (comma separated value) format:

Field no.	Field Name	Format	Examples
0	Invoice Number	String	INV001, a101, 001813
1	Seller Company Code	String	CAC0000000000178
2	Buyer Company Code	String	99INC, ABCLTD,123999
3	Invoice Amount	####.##	598.69, 10675.95
4	Invoice Currency	String	AUD, USD, EUR
5	Invoice Date (issued)	YYYY-MM-DD	2008-11-28, 2009-01-31
6	Invoice Tenor (days)	Integer	60, 45, 52, 101

For example, the file will look like the following:
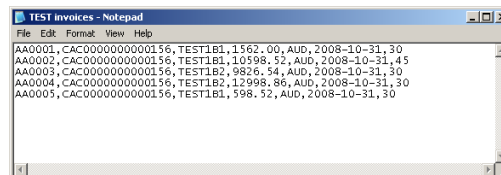
*Review the invoice file using **Notepad** to ensure that the formatting is correct, ie. no quotation marks or commas for the amount field and the date format is correct.*

*Invoice numbers must be unique and Buyer company codes must be registered with Westpac. If you don't know your buyer company codes, **please contact Trade Finance Operations for further assistance.***

Uploading an invoice file	Step	Action
	1.	Select the **Supplier Finance** module.
	2.	Select Invoice > Invoice Upload from the menu bar. The following screen will be displayed.
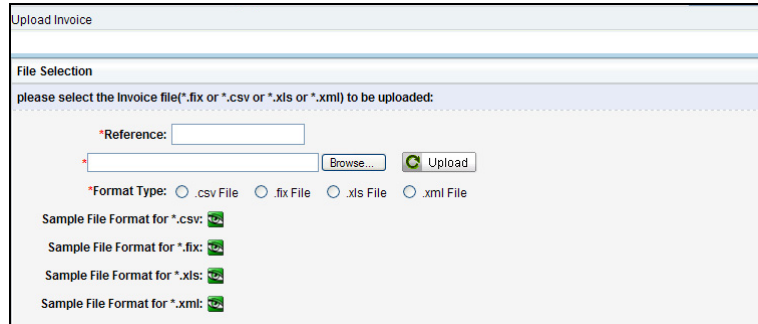
	3.	Enter a name for this batch of invoices in the **Reference** field.
	4.	Click [Browse] to find the invoice file.
	5.	Select the file from the **Choose file** dialog box and click [Open].
	6.	Click [Upload]. You will receive an acknowledgement: **Invoice upload is pending for process.**
	7.	Click [OK] to close the acknowledgement.

Creating an invoice record in WinFinance	You can create invoice files in the Westpac WinFinance system by entering the invoice details, instead of uploading an invoice file. This method may be useful if you only have a small number of invoices.

	Step	Action
	1.	Ensure the **Supplier Finance** module is active.
	2.	Select Invoice > Invoice Create from the menu bar.
	3.	Click on the magnifying glass (🔍) icon in the **Buyer** field.
	4.	Select a Buyer in the **Lookup Buyer** dialog box and click [Select].
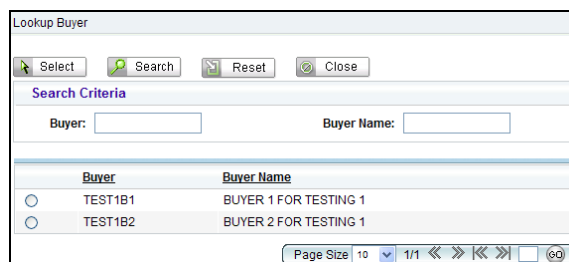
5. Enter the mandatory details for the invoice, marked by the red asterisks (*****).

6. Click [Add].
    The invoice will be added in the table below.

7. Repeat steps 5 and 6 to add more invoices to the invoice batch.

    The details from the previous invoice will be pre-filled in the fields. Be sure to change as required.

8. Click [Submit] once all invoices have been entered.
    You will be prompted to enter a load reference.

9. Enter a load reference name and click [OK] to close the **Load Reference Info** box.
    You will receive an acknowledgement: **Invoice(s) have been created successfully.**

10. Click [OK] to close the acknowledgement.

Approving an invoice	Step	Action

1. Select Workflow > User Queue from the menu bar.
   A list of items in the workflow queue will be displayed. Invoice files which were uploaded or created will be displayed as an **INVOICE-BATCH** event.

2. Select the invoice batch and click [Process].
   The following screen will be displayed, including the contents of the invoice.

3. Check the boxes of the invoices to be included for financing.

   *To select all invoices in the file, check the **Select all invoices in current load batch** checkbox.*

4. Click [Approve].
   You will receive an acknowledgement: **Invoice(s) have been approved successfully.**

5. Click [OK] to close the acknowledgement.

Rejecting an invoice

At the **Verify Invoice** screen, you can reject an invoice if it has been erroneously uploaded or is incorrect.
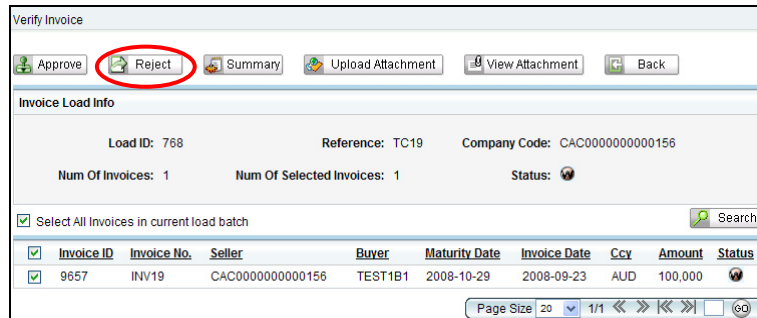
Note the following regarding invoices:

- *Invoices must have a unique invoice number and cannot be loaded if duplicated*
- *If an invoice is incorrect and has been uploaded, it can be modified (using the **Modifying an invoice** steps).*
- *If you want to re-upload an invoice via a file (ie replace the whole invoice via a file), you must cancel the original invoice or the invoice batch (using the **Cancelling an invoice** steps) before re-uploading the invoice file.*

Step	Action
1.	Ensure the **Supplier Finance** module is active.
2.	Select the Workflow > User Queue from the menu bar.
3.	Select the invoice file and click [Process].
4.	Check the boxes of the invoices to be rejected at the **Verify Invoice** screen.
5.	Click [Reject].
6.	Enter a comment for the reason for rejection in the **Comments** dialog box.
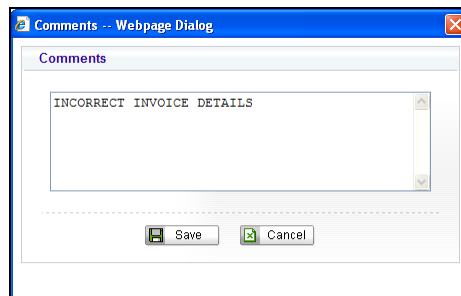
| 7. | Click [Save].
You will receive an acknowledgement: **Invoice(s) have been rejected successfully.** |
| 8. | Click [OK] to close the acknowledgement. |

9.   Note that the invoice batch has a ⓙ icon to indicate that the invoice batch was rejected.

Modifying an invoice

Rejected invoices may be modified and re-submitted for inclusion in assets, without needing to re-create or re-upload the invoice.

Step	Action
1.	Ensure the **Supplier Finance** module is active.
2.	Select Workflow > User Queue.
3.	Select the invoice batch with a ⓙ icon and click [Process]
4.	Check the boxes of the invoices to be modified at the **Modify Invoice** screen.

| 5. | Click [Modify]. |
| | A screen will display allowing you to modify any invoice detail. |

6.	Click [Submit].
	You will receive an acknowledgement: **Invoice has been modified successfully**.
7.	Click [OK] to close the acknowledgement.

*To finalise the invoice updates and submit them for inclusion in an asset, you need to approve the modified invoices in the Workflow > User Queue, as from Step 8 of **Uploading an invoice file**.*

Cancelling an invoice

Invoices may be cancelled (deleted) from the system. If you wish to re-upload or re-create an invoice, you will need to first cancel an invoice (or invoice batch).

Step	Action
1.	Ensure the **Supplier Finance** module is active.
2.	Select Workflow > User Queue.
3.	Select the invoice batch with a 🅙 icon and click [Process]
4.	Check the boxes of the invoices to be cancelled at the **Modify Invoice** screen.
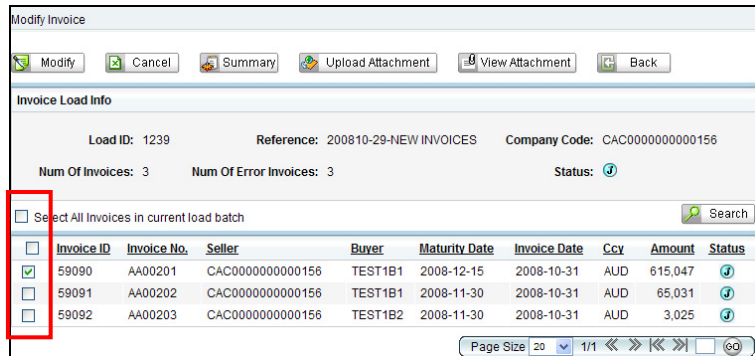
Step	Action
5.	Click [Cancel]. You will receive an alert message to confirm that you want to cancel the invoice(s).
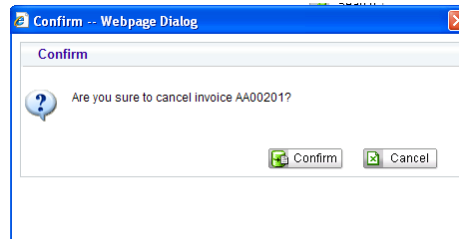
Step	Action
6.	Click [Confirm] in the **Confirm** dialog box. You will receive an acknowledgement: **Invoice has been cancelled successfully**
7.	Click [OK] to close the acknowledgement.

Create and Submit an Asset

Overview

Once invoices have been loaded or entered into the WinFinance system, they can be included into an asset group for financing.

In general, the following rules regarding assets will apply:

■ **Assets can only be created for one buyer at a time.**
   If a supplier has multiple buyers, users will need to create a separate asset for each buyer. These separate assets will be consolidated into a single loan (when assets have the same effective and maturity dates) by Westpac when processing the asset and subsequent loan.

■ **Default details will be set for each asset.**
   These details can be changed (within the rules based on the Supplier's facility agreement) at the time of submitting an asset, however the details will be reviewed by Westpac when processing the asset and subsequent loan.

Key points to note when grouping assets

It is important to recognise the way invoices and assets are collated. The parameters you set when submitting an asset, will determine how the assets are grouped into a loan when processed by Westpac.

Invoices

Invoice No: 0001 Buyer: A Issue: 1 Jan 2009 Due: 15 Feb 2009	Invoice No: 0004 Buyer: B Issue: 18 Jan 2009 Due: 28 Feb 2009
Invoice No: 0002 Buyer: B Issue: 1 Jan 2009 Due: 10 Feb 2009	Invoice No: 0005 Buyer: B Issue: 20 Jan 2009 Due: 28 Feb 2009
Invoice No: 0003 Buyer: A Issue: 2 Jan 2009 Due: 15 Feb 2009	Invoice No: 0006 Buyer: A Issue: 18 Jan 2009 Due: 28 Feb 2009

1. Invoices are issued with varying issue dates and due dates for different buyers

2. Users create assets by allocating invoices to an asset. Note the following rules for each asset:

- Assets can only be created per buyer.
- Multiple assets can be created for a single buyer. For example, if different maturity dates are required.
- The asset dates may be different to the invoice dates. For example, if financing is only required for part of the invoice tenor.

Asset

Asset Name: One *Effective Date:* 20 Jan 2009 *Maturity Date:* 20 Feb 2009 Invoice No: 0001 Invoice No: 0003	*Asset Name:* Three *Effective Date:* 20 Jan 2009 *Maturity Date:* 28 Feb 2009 Invoice No: 0004 Invoice No: 0005
Asset Name: Two *Effective Date:* 20 Jan 2009 *Maturity Date:* 20 Feb 2009 Invoice No: 0002	*Asset Name:* Four *Effective Date:* 20 Jan 2009 *Maturity Date:* 28 Feb 2009 Invoice No: 0006

Set these dates to be the same if you want them grouped as a single loan

Loan

Loan: 1 Asset: One	Loan: 3 Asset: Three
Loan: 2 Asset: Two	Loan: 4 Asset: Four

3. Loans are issued for each asset within WinFinance

4. Loans are collated by Westpac

Collated Loan

Collated Loan: 1	Collated Loan: 2
Effective Date: 20 Jan 2009 *Maturity Date:* 20 Feb 2009 Loan: 1 Loan: 2	*Effective Date:* 20 Jan 2009 *Maturity Date:* 28 Feb 2009 Loan: 3 Loan: 4

Create an asset	Step	Action
	1.	Ensure the **Supplier Finance** module is active.
	2.	Select Asset > Asset Create from the menu bar. A list of Buyers will be displayed with summary details about the invoices available per Buyer.

| | 3. | Select a Buyer and click [Process].
The invoices available for that Buyer will be displayed. |

| | 4. | Check the invoices to be included in an asset request. |
| | 5. | Click [Create New Asset].
You will be prompted to enter an asset name. |

	6.	Enter an asset name and click [OK] to close the **Asset Info** dialog box. You will receive an acknowledgement: **Asset has been created successfully.**
	7.	Click [OK] to close the acknowledgement
	8.	Repeat steps 2 to 7 to create additional assets.

Submit an asset	Step	Action
	1.	Ensure the **Supplier Finance** module is active.
	2.	Select Workflow > User Queue from the menu bar. A list of work items will be listed. This will include the assets created.

| | 3. | Select an asset and click [Process].
The details of the asset will be displayed as per below. |

| *Attach a document if required* | 4. | Attach a document to this asset if required by clicking [Upload Attachment].

The documentation required will be defined by your agreement with Westpac and may include:
■ Form of Request
■ Sample invoice etc |

| | 5. | Enter the required mandatory information including:
■ Title of the document
■ File location (you can browse for this)
■ Format (this will default based on the file selected) |

6. Click [Upload].
   The file will be displayed in the Attachments List.

7. Click [Close] once all documents have been attached.

   If a document covers multiple assets, you need only attach the document to one asset when submitting.

8. Review the asset details and click [Submit].

   *See **Key points to note when grouping assets** for further information about amending the asset details.*

   On submission, the asset request and associated invoices are checked against your company profile setup for the facility. If the following window appears, it means that your asset request meets the rules of the facility and is able to be submitted.

   If an error message appears, it may mean that the asset request does not meet the facility or invoice criteria set up for your company. ***Please contact Trade Finance Operations for further assistance.***

   The index reference tenor field will automatically adjust to take non-business days into account.

9. Click [View Quote] to view a quote for the asset request.

```
Asset Info

View Quote

            Asset Name:  2008-10-31ASSET
        Purchase Amount:  AUD  2,160
         Effective Date:  2008-10-31
          Maturity Date:  2008-12-01
          Discount Rate:  8.8332305%
               Discount:  AUD  16
                    Fee:  AUD  100  HANDLING FEE PER TRANSACTION
             Total Cost:  AUD  116
       Discounted Amount:  AUD  2,044
     Discount Percentage:  94.63%

                     Close
```

The discount rate for the quote is indicative only. Depending on a number of factors (eg. the time you submit a request), the actual rate applied to the asset at the time of loan approval may differ.

10. Click [Close] to close the **View Quote** window.

11. Enter a payment instruction if required.
    This payment instruction will be forwarded to Westpac when you submit the asset.

12. Click [OK] to close and submit the asset window.
    You will receive an acknowledgement: **Asset has been submitted successfully**

13. Click [OK] to close the acknowledgement

Amending or cancelling rejected assets	**Step**	**Action**
	1.	Ensure the **Supplier Finance** module is active.
	2.	Select Workflow > User Queue from the menu bar.
	3.	Select the rejected asset, identified by the ⓙ icon and click [Process].

```
User Queue

  Process      Search                          ALL EVENT        ALL ITEMS

     Txn Ref                  Event      Ccy         Amt  Update Time         Status
  ○  2008-11-04TEST           ASSET      AUD    34,845.55  2008-11-04 11:39:55    ⓙ

                                          Page Size  20    1/1  «  »  «  »       GO
```

Amending an asset   4.   Make the required change to the asset, for example:

- ■   Add or remove an invoice
- ■   Change the maturity date of the asset
- ■   Upload an attachment

5.   Click [Submit] to re-submit the asset.

6.   Review the asset details and make further amendments to the asset, for example:

- ■   Reduce the overall asset amount
- ■   Change the effective and maturity dates for the asset
- ■   Change or add a payment instruction

7.   Click [OK].
You will receive an acknowledgement: **Asset has been submitted successfully.**

8.   Click [OK] to close the acknowledgement

Cancelling an asset   9.   Click [Cancel] at the **Update Asset** screen.

10.   Click [Confirm] to confirm the cancellation of the asset on the confirmation dialog box. You will receive an acknowledgement: **Asset has been cancelled successfully.**

11.   Click [OK] to close the acknowledgement

Create or Upload Invoice Payments

Overview

Once an asset has been processed and a loan disbursed, Suppliers will need to notify Westpac when the invoice(s) has been paid, in order to close the loan and enable payment transactions to occur.

The invoice payments can be uploaded or created in a similar method to the upload or creation of invoices.

Create an invoice payment file from your invoice system

Step	Action
1.	Generate an invoice payment file from your invoicing system.
2.	Ensure that the invoice payment file is in the following csv (comma separated value) format:

Field no.	Field Name	Format	Examples
0	Invoice Number	String	INV001, a101, 001813
1	Payment Amount	####.##	598.69, 10675.95
2	Payment Currency	String	AUD, USD, EUR
3	Credit Amount	####.##	598.69, 10675.95
4	Credit Currency	String	AUD, USD, EUR

For example, the file will look like the following:
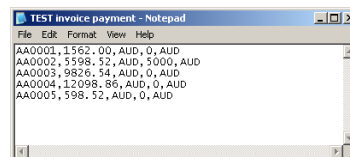
*Review the invoice payment file using **Notepad** to ensure that the formatting is correct, ie. no quotation marks or commas for the amount field and the date format is correct.*

Uploading an invoice payment file	**Step**	**Action**
	1.	Ensure the **Supplier Finance** module is active.
	2.	Select Invoice > Payment Upload from the menu bar. The following screen will be displayed.
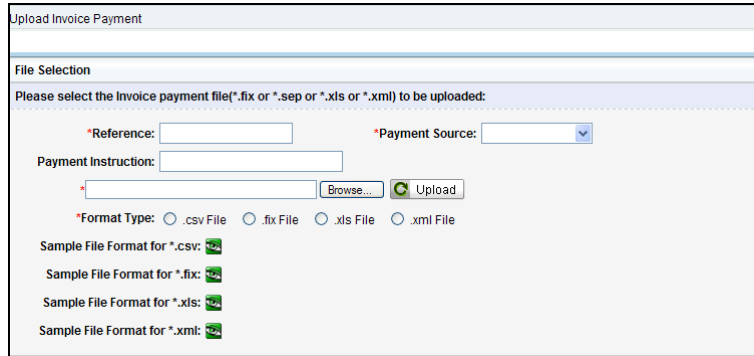
	3.	Enter a name for this batch of invoice payments in the **Reference** field.
	4.	Select the **Payment Source**.
	5.	Enter payment instructions if there are specific instructions to be included with the payment file.
	6.	Click [Browse] to find the invoice payment file.
	7.	Select the file from the **Choose file** dialog box and click [Open].
	8.	Click [Upload]. You will receive an acknowledgement: **Invoice payment upload is pending for process.**
	9.	Click [OK] to close the acknowledgement.
	10.	Select Workflow > User Queue from the menu bar. A list of items in the workflow queue will be displayed.

11. Select the invoice payment file and click [Process].
The following screen will be displayed, including the detail of the invoice payments.

⚠️ *Partially paid invoices are loaded as a normal payment if included in a batch file. The invoice will be recognised as partially paid when the loan repayment is processed.*

12. Check the boxes of the invoice payments to be included for asset repayment.

💡 *To select all invoice payments in the file, check the **Select all invoice payments in current load batch** checkbox.*

13. Click [Approve].
You will receive an acknowledgement: **Invoice Payment Batch has been approved successfully.**

14. Click [OK] to close the acknowledgement.

Creating an invoice payment	Step	Action
	1.	Ensure the **Supplier Finance** module is active.
	2.	Select Invoice > Invoice Payment from the menu bar. The following screen will be displayed.

	3.	Enter a reference name for this payment batch in the **Reference** field.
	4.	Select the **Payment Source**.
	5.	Select the currency for the payment in the **Total Pay Amount** field.
	6.	Select the magnifying glass (🔍) icon for the **Invoice No.** field. A window will open, displaying all the outstanding invoices for the customer.

	7.	Search and select the invoice(s) for which you are making a payment.

You can only select invoices that are for the same buyer for any one invoice payment batch (i.e. asset group) via this method.

⚠️ *To refine your search, you can enter part of a field in the search criteria. For example, entering "INV" in the* **Invoice No.** *field will display only those invoices with INV in the invoice number eg. INV001, INV002 etc.*

8. Click [Select].
This will close the outstanding invoices window and place the selected invoices in the payment table.

9. Enter the **Total Pay Amount** with the amount to be paid.

💡 *Click on the 🖩 icon to automatically enter the sum of the payment amounts.*

10. Click [Submit].
You will receive an acknowledgement: **Invoice Payment(s) have been created successfully.**

11. Click [OK] to close the acknowledgement.

12. Select Workflow > User Queue from the menu bar.
A list of items in the workflow queue will be displayed.

13. Select the invoice payment file and click [Process].
    The following screen will be displayed, including the contents of the invoice payments.

14. Check the boxes of the invoice payments to be included for asset repayment.

💡 *To select all invoice payments in the file, check the **Select all invoice payments in current load batch** checkbox.*

15. Click [Approve].
    You will receive an acknowledgement: **Invoice Payment Batch has been approved successfully.**

16. Click [OK] to close the acknowledgement.

Creating a partial invoice payment	Step	Action

1. Complete steps 1 to 9 as for **Creating an invoice payment.**

2. Select the invoice for which a partial payment is being made from the list of invoices.
   The invoice details will appear in the **Invoice Payment Information** section.

3. Enter the actual payment amount for the invoice in the **Payment Amount** field.

4. Click [Modify].
   Note that the payment amount displayed is the actual payment to be made.

5. Enter the **Total Pay Amount** with the amount to be paid.

   Click on the ▦ icon to automatically enter the sum of the payment amounts.

6. Resume steps 11 to 17 as for **Creating an invoice payment.**

Create Asset Repayment

Overview

Similar to the asset creation process, invoice payments must be allocated as an asset repayment. At the submission of the asset repayment, the payment is forwarded to Westpac for settlement and processing.

Where an asset is not paid in full, Westpac is able to process partial payments and subsequent rollovers for the asset.

Create and submit an asset repayment

Step	Action
1.	Ensure the **Supplier Finance** module is active.
2.	Select Asset > Asset Payment > Invoice Payment from the menu bar. All assets available for payment (with paid invoices available) will be listed.

Step	Action
3.	Select an asset and click [Process] The invoices associated with that asset will be displayed.

Step	Action
4.	Check the invoice payments to be included in the asset payment.
5.	Click [Submit]. You will receive an acknowledgement: **Asset Repayment has been submitted successfully**.
6.	Click [OK] to close the acknowledgement. The asset repayment has been submitted to Westpac for review and approval.
7.	Repeat steps 2 to 6 for other asset repayments.

3

Reporting

In this chapter you will find:

- ➢ Steps for reviewing a transaction status

- ➢ Steps to generate online and batch reports

Reviewing Transaction Status

Overview

To review a transaction or an event, you must first determine the type of work-item or event you wish to review. The key work event or item types are:

■ **Invoice** – including invoices, invoice batch files, invoice payments, invoice payment batch files, credit notes and credit note batch files.

■ **Asset** – including asset (requests), asset payments and asset rollovers.

Reviewing invoice items

Step	Action
1.	Ensure the **Supplier Finance** module is active.
2.	Select Invoice > Query.
3.	Determine what item you want to review and select. For example, to review individual invoices, select **Invoice**.

4.	Review the details of the item selected.

The summary details displayed will change according to the item selected. For example, querying Invoice will provide summary details of every invoice, whereas querying Invoice Load Batch will provide summary details of the invoice files.

Use [Search] or the paging bar to search for a specific loan

5. Select an item and click [View] to view further details on the item.

6. Click on underlined items to drill down for further details on the item.
    For example, clicking on a number in the **Num of Invoices** field for an **Invoice Load Batch** query will display a list of the individual invoices associated with the batch.

7. Refer to the **Status** of an item to determine where the item is in the workflow.

Rest your mouse pointer over the status icon for description of the status.

Reviewing asset items

Step	Action
1.	Ensure the **Supplier Finance** module is active.
2.	Select Asset > Query from the menu bar.
3.	Determine what item you want to review and select. For example, to review assets, select **Asset**.

4. Review the details of the item selected.

⚠️ *The summary details displayed will change according to the item selected. For example, querying Asset will provide summary details of all assets, whereas querying Asset Rollover will provide summary details of asset rollovers.*

💡 *Use [Search] or the paging bar to search for a specific loan*

5. Select an item and click [View] to view further details on the item.

6. Click on underlined items to drill down for further details on the item.

For example, clicking on the 'Yes' in the **Rollover** field for an **Asset Repayment** query will display the details of the rollover associated with the asset repayment.

7. Refer to the **Status** of an item to determine where the item is in the workflow.

💡 *Rest your mouse pointer over the status icon for description of the status.*

Generating reports

Overview

There are a range of standard reports available in the Westpac WinFinance system which can be generated to support any reconciliation or accounting processes. The reports are available in two methods:

■ **Online** – reports can be generated immediately and are identified by the icon with double brackets.

■ **Batch** – reports which are generated overnight (or other periodic basis, such as monthly). These reports are identified by the icon, without the double brackets.

Viewing online reports

Step	Action
1.	Ensure the **Supplier Finance** module is active.
2.	Select **Reports** from the menu bar. A list of standard reports available is displayed.

3.	Select a report with a icon. For example, the **Funding Report for Seller** is selected.

4.	Enter or select the report criteria. For example, enter a date and select PDF for the report format.

5. Click [Download].
   A file download dialog box will be displayed, asking if you want to open or save the file.

6. Click [Open] to view the report.
   A new window will open, displaying the details of the report.
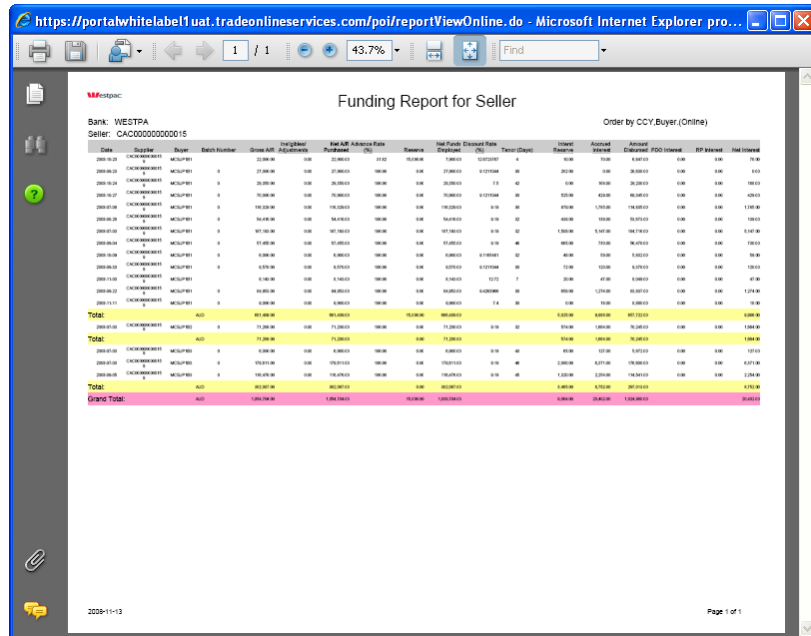
Viewing batch reports

Batch reports are generated on periodical basis (e.g. daily, weekly, monthly etc).

Step	Action
1.	Ensure the **Supplier Finance** module is active.
2.	Select **Reports** from the menu bar. A list of standard reports available is displayed.

3. Select a report with a ▦ icon.
For example, the **Maturing Invoice Report for Seller** is selected.

Batch Report: Maturing Invoice Report for Seller

🔍 Search		↩ Back

From Date ▾	To Date	Type	Document Type	Comment
2009-04-01	2009-04-30	Monthly	📄 💾	Generated on 2009-04-30 18:30:01 Greenwich Mean Time
2009-04-01	2009-04-30	Monthly	📊 💾	Generated on 2009-04-30 18:30:01 Greenwich Mean Time
2009-04-01	2009-04-30	Monthly	◇ 💾	Generated on 2009-04-30 18:30:01 Greenwich Mean Time
2009-04-01	2009-04-30	Monthly	🄰 💾	Generated on 2009-04-30 18:30:01 Greenwich Mean Time
2009-03-01	2009-03-31	Monthly	📄 💾	Generated on 2009-03-30 18:30:03 Greenwich Mean Time
2009-03-01	2009-03-31	Monthly	📊 💾	Generated on 2009-03-30 18:30:03 Greenwich Mean Time
2009-03-01	2009-03-31	Monthly	🄰 💾	Generated on 2009-03-30 18:30:03 Greenwich Mean Time
2009-03-01	2009-03-31	Monthly	◇ 💾	Generated on 2009-03-30 18:30:03 Greenwich Mean Time

4. Select the report in the format required.
The report is displayed in the relevant format.
For example, a csv format.

```
🌐 https://portalwhitelabel1uat.tradeonlineservices.com/poi/reportHistView.do?reportHist.reportId= - Microsoft In...  ▢ ▢ ✕

,,,,Maturing Invoice Report for Seller,,,,,,,,,,,
Bank:,,WESTPA,,,,,,,"Order by Buyer, CCY.(Batch)",,,,,,
Seller:,,,CAC0000000000159,,,,,,,,,,,,,
,,,,,,,,,,,,,,,,
,Buyer,,,,CCY,,Invoice No,Maturity ,,F0-30,F31-60,,F61-90,F91-120,F121+,
,MCSUP1B1,,,,AUD,,AM09232008-1,2008-12-08,,,"10,000.00",,,,,
,MCSUP1B1,,,,AUD,,AM09232008-2,2008-12-08,,,"12,000.00",,,,,
,MCSUP1B1,,,,AUD,,AM09282008-1,2008-11-26,,"30,000.00",,,,,,
,MCSUP1B1,,,,AUD,,0987-01,2008-11-08,,"6,000.00",,,,,,
,MCSUP1B1,,,,AUD,,A201,2008-11-15,,"9,652.00",,,,,,
,MCSUP1B1,,,,AUD,,AM09282008-2,2008-11-26,,"40,000.00",,,,,,
,MCSUP1B1,,,,AUD,,A101,2008-11-15,,"1,654.00",,,,,,
,MCSUP1B1,,,,AUD,,A102,2008-11-15,,"6,543.00",,,,,,
,MCSUP1B1,,,,AUD,,A202,2008-11-15,,"10,000.00",,,,,,
,MCSUP1B1,,,,AUD,,C0004,2008-11-20,,"10,000.00",,,,,,
,MCSUP1B1,,,,AUD,,C0003,2008-12-05,,,"19,350.00",,,,,
,MCSUP1B1,,,,AUD,,AM10172008-8,2008-12-05,,,"6,300.00",,,,,
,MCSUP1B1,,,,AUD,,AM10172008-7,2008-11-20,,"6,100.00",,,,,,
,MCSUP1B1,,,,AUD,,AM10172008-6,2008-11-20,,"5,900.00",,,,,,
,MCSUP1B1,,,,AUD,,AM10172008-5,2008-11-20,,"5,700.00",,,,,,
,MCSUP1B1,,,,AUD,,AM10172008-3,2008-11-20,,"5,000.00",,,,,,
,MCSUP1B1,,,,AUD,,AM10172008-2,2008-11-20,,"15,000.00",,,,,,
,MCSUP1B1,,,,AUD,,AM10172008-1,2008-11-20,,"10,000.00",,,,,,
,    Summary of Buyer:    MCSUP1B1,,,,,,,,,,,,,,,
,,,,,,AUD,,,,"161,549.00","47,650.00",,,,,
,,,,,,,,,,,,,,,,
,,,,,,,,,,,,,,,,
,Buyer,,,,CCY,,Invoice No,Maturity ,,F0-30,F31-60,,F61-90,F91-120,F121+,
,MCSUP1B2,,,,AUD,,B101,2008-11-15,,"1,654.00",,,,,,
,MCSUP1B2,,,,AUD,,C0005,2008-11-20,,"10,000.00",,,,,,
,MCSUP1B2,,,,AUD,,C0002,2008-11-20,,"6,350.00",,,,,,
,MCSUP1B2,,,,AUD,,B102,2008-11-30,,"6,523.00",,,,,,
,MCSUP1B2,,,,AUD,,B103,2008-12-15,,"6,551.00",,,,,
,    Summary of Buyer:    MCSUP1B2,,,,,,,,,,,,,,,
,,,,,,AUD,,,,"24,527.00","6,551.00",,,,,
,,,,,,,,,,,,,,
```

💡 *If the document type icon doesn't work (i.e. doesn't open the report in the required format) click on the diskette icon (💾) to download the report and click [Open] in the dialog box*