

WFS – Your Portal User Guide

Your **Notice Board** will display new messages for you, such as any new partner auctions.

With **Day End Paperwork** you can:

- View auction and trade source vehicle invoices
- View each month's Fees & Charges invoice

With **Day End Reports** you can:

- View monthly statements that break down your fees & charges

With **Stock Search** you can:

- See all vehicles added to your plan
- See when a vehicle was added and when it will expire
- See a vehicle's status i.e. Live/Suspense
- **Settle a vehicle** once you have sold it

With **New Loan** you can:

- **Load Trade Source vehicles** i.e. part exchange, trade purchases or vehicles from non-partner auctions

The screenshot shows the WFS portal interface with a navigation bar at the top containing: Administration, Payment Processing, Co-authorisation, Reports, Loan Management, Account Enquiry, and Portal. The main content area is divided into several sections:

- Notice Board:** Displays a message from NextGear UK dated 30/10/14 at 15:11:18.
- Day End Paperwork:** Indicates there are currently 7 unread documents.
- Day End Reports:** Contains a table with the following data:

Name	Created	Description
Dealer Charges	01/11/14	
Dealer Statement	01/11/14	
- Stock Search:** Includes an 'Asset' search field and 'View' and 'Settle' buttons.
- New Loan:** Features a 'Plan' search field and 'Search' and 'Apply' buttons.
- Average Funding Last Month (12/10/14 - 12/11/14):** A section for reviewing funding performance.
- Charge Paid:** A section for tracking charges.
- Daily Reports:** Shows a 'Report Date' of 11/11/14 and options to view 'Loan New' in PDF or EXCEL format.
- Payment Information:** States 'No Payments in Arrears'.
- Bank Calendar:** A table showing monthly activity:

Month	Credits	Debits	Total Items	Total Amount
October				
November				
December				
- Payment Views:** Lists 'All', 'Arrears', 'Completed', 'Due', and 'Pending'.
- Credit Lines:** A table showing credit details:

Name	Limit	Total Utilised	Available
	150,000.00	149,350.00	650.00
- EDI Feeds:** A table with columns for 'Feed Available', 'Processing Date', 'Successful', 'Failed', and 'Skipped'.
- Live Reports:** Includes a 'Dealer Stock Audit' with options for PDF and EXCEL.
- Period Reports:** Shows 'Start Date' (01/10/14) and 'End Date' (31/10/14), with options for 'Dealer Charges Report' in PDF or EXCEL.
- Funding Request:** States 'There are currently 0 items in the funding request queue'.



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Administration Payment Processing Co-authorisation Reports Loan Management Account Enquiry Portal

Portal ABC

Notice Board

NextGear UK
30/10/14 15:11:18

Day End Paperwork

There are currently 7 unread documents

Day End Reports

Name	Created	Description
Dealer Charges	01/11/14	
Dealer Statement	01/11/14	

Stock Search

Asset

[View](#) [Settle](#)

New Loan

Plan [Search](#) [Apply](#)

Average Funding Last Month (12/10/14 - 12/11/14)

Charge Paid

Daily Reports

Report Date

Loan New [PDF](#) [EXCEL](#)

Payment Information

No Payments in Arrears

Bank Calendar

Month	Credits	Debits	Total Items	Total Amount
October				
November				
December				

Payment Views

[All](#)
[Arrears](#)
[Completed](#)
[Due](#)
[Pending](#)

Credit Lines

Name	Limit	Total Utilised	Available
	150,000.00	149,350.00	650.00

EDI Feeds

Feed Available	Processing Date	Successful	Failed	Skipped

Live Reports

Dealer Stock Audit [PDF](#) [EXCEL](#)

Period Reports

Start Date

End Date

Dealer Charges Report [PDF](#) [EXCEL](#)

Funding Request

There are currently 0 items in the funding request queue

By clicking **Portal**, you can return directly to your main portal page

With **Bank Calendar** you can:

- View payments made
- View payments due
- See what a payment relates to
- See when a payment is due to clear

With **Credit Line** you can:

- See how much credit you have available
- See if you have any funds waiting to clear

With **Live Reports** you can:

- View/print a list of your current vehicles live on your stocking plan

