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## Logging in to Dancerace



#### Logging in to your Dancerace

From you RFS portal page, click on 'ACCESS DANCERACE'.

## Dancerace User Guide







## **Dancerace** dashboard



#### **Dancerace dashboard**

On the homepage of your Dancerace dashboard, you will see an overview of your account details:







## Account details





#### Account details Q FUNDING SOLUTIONS Account \* 00 In this tab you can see your approved funding. This is your assigned Home / Account Details **a** accepted invoice. ഹ Home **Account Details** Account Details Last Schedule History Average Days Active Customers Outstanding Uploads E0003 Availability 2 14,220.00 Approved Funding @ 100.00 % Reports 4,282.08 - Current Account Total Company Summary ount Details Customers The 'Current Account' line is what Limits Availability has been used from your approved Approved Funding @ 100.00 % 14,220.00 int Request Current Account 4.282.08 invoices, this consists of VAT, Holiday pay, Pension, Employer NI, Disbursements and the RFS fee.





#### Account details

To look at the breakdown of this go to the **'History'** tab on the left and then click on the **'Transaction List'** tab.

•	RECRUITMENT FUNDING SOLUTIONS	00		۹				7	0	Account *
ය	Home	Home / Transaction	n List							۲
<u>~</u>   ⊜	Account Details	Collection List Sch	edule List	n LIST	mer Notes					
ر ج	Uploads	From 01/09/2024		To 03/09/2024	•					
٢	Reports	All Transactions	;)		• Filter					
8	Customers									
	Limits	Date	Time	Description	Schedule	DR 0.07	CR			
0	Payment Request	30 Muy 2024	22:10:13	721		0.07				





#### Account details

Cash Reserve – if you hover over the **'I'** this also gives you a breakdown of what has been reserved.

Available funds – This is your margin, you can request this on a Friday morning.

Cash Reserve

ilable Funds

Ava

App

- Cu

**Funding limit** – This is the overall amount agreed at sign up. How much we will fund for the complete ledger.

VAT	346.88		ራ	Home	Home /	Account Details	~+-	ile					,
Payroll HMRC	1,405.63 58.33		<u> </u>	Account Details	AC		ela	1115					
Holiday pay	175.62	%	<b>#</b>	History	Avera Outst	age Days tanding		Active Customers		Last Sched	ule		
Reserve 0			.€	Uploads	3	35		1		EO	00	2	
able Funds			3	Reports		~~		•					
			8	Customers	Accoun	VAT 346.88 Payroll 1,405.63	ummar	у					
r marg	gin,			Limus	Ava	HMRC 58.33 Holiday pay 175.62							
day			•	Payment Request	App - Cu	Tionaay pay 17002	%		3	,065.63 432.42			
			= 1	Ledger Views	- Cas	h Reserve			1	,986.46		646 75	1
			- 1		Fund	ing Limit			20	,000.00		040.75	
erall ow mu e ledge	uch er.												





#### Account details

**Disapprovals** – This will show anything that has gone over credit limit that has been disapproved from your margin, this will be held until the account is brought back into payment terms when it will be put back into your available funds.

**Client Account** – Click on the orange arrow to see the breakdown for Net Assignments and total invoicing for the month. The commission fee is the RFS fee plus VAT.

**Amount Due** – This is the amount we need to collect in from end clients.

100		0.00	
Nge		0.00	
Disputes		0.00	
Contras		0.00	
Funding Limit		0.00	
Concentration		0.00	
Reserve		0.00	
Verification		0.00	
Total Disapproved:			0.00
Approved Debt:			3,065.63
+ Bad Debt Payout @ 0.00%		0.00	
+ Bad Debt Payout @ 0.00%		0.00	
Payments		0.00	
Charges			
Retrospective	0.00		
Commission/Fees	0.00		
Disbursements	0.00		
Refactoring	0.00		
Incremental Fee	105.37		
VAT	20.56		
Factors Discount	0.00		
Factors Discount	0.00	125.93	





## **Uploads**

You do not need to take any action on the uploads area of the dashboard, as RFS will do all uploads.





## Reports



#### Reports

Email Address

Send As

Add your email here

All these reports can be downloaded and an email will be sent to you within 5 minutes of the request.

Aged Disputed Funding Limit

CSV HTML PDF

		Home	Home / Reports
ill be	l	Account Details	Reports
of the	•	History	Reports         Factor Level Reports           Disapprovals Reports         Aged Debt Report         Client Statement         Cash Received Report         Availability Movement Report
	-	Uploads	Impending Disapprovals Report Monthly Transactions Report Unallocated Cash Report Customer Entitlement Report
_		Reports	All Aged Disputed Funding Limit Concentration
entration		Limits	Email Address
		Payment Request	Send As CSV HTML PDF
		Ledger Views	Send Report
Send Report			





## Customers





#### Customers

This is where you can drill into your **customer ledger**, you can add notes on if you have spoken to the client and there is anything you think we need to know, we can also add notes, if we have spoken to your client also.







#### Customers

Customer information shows payment terms, and the customers contact information.

	Account Details	Customer	'S							
ر سے ا	History	Customer Ledger Customer	Information							
æ	Uploads									
۲	Reports									
8:	Customers	Customer Inform	ation	Debt	Agein	g (pre	vious	close	)	
Lau	Limits	Trading As		3.000.00						1
0	Payment Request	Address:		2,500.00 2,000.00 1,500.00						
=	Ledger Views	Tel		1.000.00						
盦	Administration	Fax:		0.00	-					
		Email Address: Link Code:			0-30	31-60 Age Break	61- down =	90 91 Due/Overdi	-120 ue	121+
		Statements Required:	Yes	Days:		0- 30	31- 60	61- 90	91- 120	<b>1</b> 21
		Currency:	GBP	Age		0.00	0.00	0.00	0.00	3.065.63
		Terms:	30 days DOI	Breakd	iown:	0.00	0.00	0.00	0.00	0,000.00
		Bad Debt Protected	0.00	Due/O	verdue:	0.00	0.00	0.00	0.00	3,065.63





## Limits



#### Limits

Shows all Live Clients, how much credit we have on the client and how much of that credit you have used. Use this to keep an eye on your trading levels.

<u>ا</u>	Home	Home / Funding Limits			8
⊵	Account Details	Funding Limits			
	History	Funding Limits Credit Protection Details			
£	Uploads	View funding limits for all customers, customers wi Filter Results	th expired limits, or customers whose lim	nits will expire w	rithin 2 weeks.
3	Reports	Customers to show All	Zero Balances Filter		
8	Customers	Customer - Name	Funding Limit <sup>+</sup> Expiry Date <sup>+</sup>	Source	Gross Debt (GBP) 🗘
Lut	Limits		20,000.00	Client	3,065.63
0	Payment Request	Currently Viewing Page 1 of 1			
≣	Ledger Views				





## Payment Requests







#### Payment request

To request your margin to be paid to you, please press the request payment type in how much you would like this will then send the RFS team an email and payment will be made to you. Payment requests can only be done once the pay period has been closed. **This is Friday morning.** 

F			Home / Payment Request
	<u>ل</u>	Home	Dayment Dequest
	2	Account Details	Payment Request History
	<b>#</b>	History	
	£	Uploads	Please enter amounts without currency symbols or separating commas. Available Funds
	3	Reports	646.75 GBP Amount: (GBP) e.g. 1234.56
	2:	Customers	Paid By
	Lui	Limits	<u>ب</u>
	•	Payment Request	Send Last Payment Request The last payment request made was on 6 Aug 2023 at 11:26:20 for 946 71 CBP
	₹	Ledger Views	The last payment request made was on 4 Aug 2023 at 11:20:20 for 044, 11 ODP.
	<b>1</b>	Administration	Send any other sort of message to your client manager. Do not use this to request payments. Message:





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