How to... View reconciliation retentions – invoice discounting

1. Sign into your account.	11	1 Close Bro	others				
If you have one agreement with us, you will be taken straight to your availability page. If you are already signed on, click on the Agreements icon.	Agreements	Agreements Selected Client No Agreement Selected	d				
		Agreement				Agreement Ref	erence
		Debtors EFG GROUP Aggregation				0012345/001	GBP
2. If you have a group of agreements, select the one		ErG Ltd Non Recourse CHOCS	5			0012345/001	GBP
you wish to view from the list by clicking on the name.)	DK Ltd Non Recourse CHOCS	5			0012345/001 0	SBP
to access Agreement Summary page below.	Î Î Î						
3. From here, go to the Breakdown widget to obtain your reconciliation retention.	Close Bi	rothers					
Select the Disapproved Breakdown tab and your	A Client Ltd Agreements Agreement Type: Invoice Disc	ounting Confidential Protected					
reconciliation retention information will display, plus	Agreement Summary	Movements In-Payment Enquiry O	Out-Payment Enquiry A	geing Statistics			
details of any invoice batches that have been held for	Debtors Request Funds		×	Breakdown			×
verification.	Available Funds		764,076.52 GBP	Availability Breakdown	Disapproved Breakdown		
	Ledger Payment Type	CHAPS GBP		Date Set Disapprov	al Type	Description	Disapproved Amount
	Payment Recipient	Main Account		26/11/20 3010 OVe	Rule	Overdue	88,658.34 GBP
	Amount Requested	764,076.52 GBP		26/11/20 3030 Con	tra Reserve	Contra Reserve	6 952.30 GBP
	Jata Exchange	Priority payment requests received by		26/11/20 3050 Con	centration Exception	Concentration Exception	35.538.24 GBP
Please note: If the breakdown widget is not displaying,		10:00 are sent before 11:00 and come with an additional charge. Same day payments		04/11/20 3055 Invo	ice verification	3	25,911.00 GBP
refer to our guide How to configure the dashboard for	Reporting	CHAPS can be requested up to 14:00 and			itional Reserve	Additional Reserve	3,500.00 GBP
instructions on how to add it.	erministration.	14:30. All payments are subject to approval.		26/11/20 3063 Reco	onciliation Difference	Reconciliation Difference	60.41 GBP

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4. To view a previous month's retentions click on the Movements tab.

Select *Funding Disapproved* from the drop down Account menu and choose your date range.

The details will load, displaying the debit and credit splits.

Agreement Summary	<u>Movements</u>	In-Payment Enquiry	Out-Payment Enquiry	Ageing	
Account Funding Disapprove 💙	Date Range From 02/11/2	20 To 🛗 14/11/20 🕻	This Month Last 30 Day	s (YTD	
Transaction Type Totals	for the Date Range	Selected	Date Entered		
Debits		Total	02/11/20		
User defined funding disapproval 4		6,952.30 GBP	02/11/20		
User defined funding disapproval 5		58,149.73 GBP	02/11/20		
User defined funding di	sapproval 7	3,500.42 GBP	02/11/20		
Invoice Verification Disa	pproval	280,204.07 GBP	04/11/20		
			05/11/20		
Credits		Total	05/11/20		
Invoice Verification Rea	pproval	190,612.00 GBP	2 10/11/20		

5. You can view the previous month's retentions in the debits section.

Date Entered	Туре	No. Txns	Debit	Credit	I 🖂 🕹
02/11/20			0.00 GBP	0.00 GBP	0.00 GBP
02/11/20	User defined funding disap	1	6,952.30 GBP	0.00 GBP	6,952.30 GBP
02/11/20	User defined funding disap	1	58,149.73 GBP	0.00 GBP	65,102.03 GBP
02/11/20	User defined funding disap	1	3,500.42 GBP	0.00 GBP	68,602.45 GBP
04/11/20	Invoice Verification Disappr	6	238,408.67 GBP	0.00 GBP	307,011.12 GBP
05/11/20	Invoice Verification Disappr	1	14,550.00 GBP	0.00 GBP	321,561.12 GBP
05/11/20	Invoice Verification Reappr	2	0.00 GBP	190,612.00 GBP	130,949.12 GBP
10/11/20	Invoice Verification Disappr	3	27,245.40 GBP	0.00 GBP	158,194.52 GBP