

How to... View your bad debt disapproved

1. Click on the **Ledger** icon located on the left hand side of the screen.



2. Next click onto the **Ledger Analysis** tab.
Using the Ledger Analysis Tools drop down menu select **All Bad Debt Protection disapproved invoices**.

The screenshot shows the Close Brothers web application interface. The sidebar on the left contains icons for Agreements, Debtors, Ledger, Data Exchange, Reporting, and Administration. The 'Ledger' icon is highlighted. The main content area shows the 'Ledger Analysis' tab selected. The 'Ledger Analysis Tools' dropdown menu is open, displaying various filter options. The option 'All Bad Debt Protection disapproved invoices' is highlighted. The 'Search' button is also highlighted. The interface includes a 'Selected Client' dropdown set to 'ABC Ltd' and a 'Selected Debtors' dropdown. The 'Ledger Item Search' section includes a 'Branch' dropdown and a 'Search' button. The table below has columns for 'Doc. Type', 'Due Date', 'Doc. Amount', and 'Doc. Balan'.

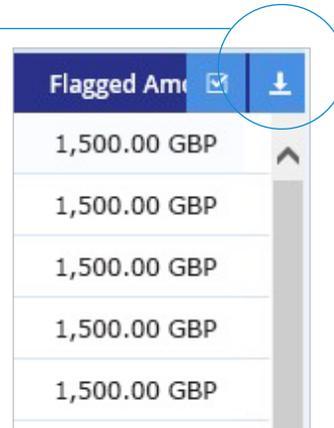
3. Then Click on the blue **Search** button.

4. A list of all bad debt protection disapproved invoices will then appear. The **Funding Status** column displays the reason the invoice has been disapproved, and the amount disapproved is shown in the **Flagged Amount** column.

5. The data in the columns can be sorted by **Doc. Number, Due Date, Doc. Amount, Doc. Date, Flagged Amount** by clicking on the column name in the heading bar. (For example: if you click on the **Flagged Amount** it will sort from the highest value disapproved to lowest value disapproved.)

Debtors	Debtor Name	Doc. Number	Doc. Type	Due Date	Doc. Amount	Doc. Balance	Last Reminder Date	Doc. Date	Pending Action	Funding Status	Bad Debt Status	Flagged Amount
<input type="checkbox"/>	ABC Industries Ltd	12345	Invoice	19/10/19	3,500.00 GBP	3,500.00 GBP		19/09/19			Bad Debt limit exceeded	1,500.00 GBP
<input type="checkbox"/>	DEF Industries Ltd	12345	Invoice	01/12/19	3,500.00 GBP	3,500.00 GBP		01/11/19			Bad Debt limit exceeded	1,500.00 GBP
<input type="checkbox"/>	GHI Industries Ltd	12345	Invoice	27/12/19	3,500.00 GBP	3,500.00 GBP		27/11/19			Bad Debt limit exceeded	1,500.00 GBP
<input type="checkbox"/>	JKL Industries Ltd	12345	Invoice	10/01/20	3,500.00 GBP	3,500.00 GBP		11/12/19		Age disapproval	Bad Debt limit exceeded	1,500.00 GBP
<input type="checkbox"/>	MNO Industries Ltd	12345	Invoice	22/01/20	3,500.00 GBP	3,500.00 GBP		23/12/19		Age disapproval	Bad Debt limit exceeded	1,500.00 GBP
<input type="checkbox"/>	PQR Industries Ltd	12345	Invoice	22/01/20	3,500.00 GBP	3,500.00 GBP		23/12/19			Bad Debt limit exceeded	1,500.00 GBP
<input type="checkbox"/>	STU Industries Ltd	12345	Invoice	28/03/20	3,500.00 GBP	3,500.00 GBP		27/02/20		Age disapproval	Bad Debt limit exceeded	1,500.00 GBP
<input type="checkbox"/>	VWX Industries Ltd	12345	Invoice	02/04/20	3,500.00 GBP	3,500.00 GBP		03/03/20			Bad Debt limit exceeded	1,500.00 GBP
<input type="checkbox"/>	YX Industries Ltd	12345	Invoice	05/04/20	3,500.00 GBP	3,500.00 GBP		06/03/20		Age disapproval	Bad Debt limit exceeded	1,500.00 GBP
<input type="checkbox"/>	DEF Industries Ltd	12345	Invoice	12/04/20	3,500.00 GBP	3,500.00 GBP		13/03/20		Age disapproval	Bad Debt limit exceeded	1,500.00 GBP
<input type="checkbox"/>	DEF Industries Ltd	12345	Invoice	18/04/20	3,500.00 GBP	3,500.00 GBP		19/03/20		Age disapproval	Bad Debt limit exceeded	1,500.00 GBP
<input type="checkbox"/>	DEF Industries Ltd	12345	Invoice	19/04/20	3,500.00 GBP	3,500.00 GBP		20/03/20		Age disapproval	Bad Debt limit exceeded	1,500.00 GBP

6. To extract the data into a pdf, Excel or CSV file click on the down arrow icon at the top right of the page.



7. Choose the required file format from the drop down menu and select the columns you wish to export by checking the relevant tick box.

Once completed, click the [Download File](#) button.

Export Table Data ✕

File Name

File Format Excel ▼

Select columns to export:

- Select All
- Debtor Name
- Doc. Number
- Doc. Type
- Due Date
- Doc. Amount
- Doc. Balance
- Last Reminder Date
- Doc. Date
- Pending Action
- Funding Status
- Bad Debt Status
- Flagged Amount
- External Collection Date
- External Collection Reference

[Download File](#)

8. Should the following message pop-up, click [Open](#).

Do you want to open or save **exported-excel.xls** (7.50 KB) from **tdc2web006.test.closebrothers.com**?

9. Your file should then open in the chosen format.

	A	B	C	D	E	F	G	H
1	Debtor Name	Doc. Number	Doc. Type	Due Date	Doc. Amount	Doc. Balance	Last Reminder Date	Doc. Date
2	Debtor 1	1	Invoice	2020-04-24	6,932.25 GBP	6,932.25 GBP		2020-03-25
3	Debtor 2	1	Invoice	2020-03-28	2,743.40 GBP	2,743.40 GBP		2020-02-27
4	Debtor 3	1	Invoice	2019-12-01	2,741.61 GBP	2,741.61 GBP		2019-11-01
5	Debtor 4	1	Invoice	2020-04-02	2,669.09 GBP	2,669.09 GBP		2020-03-03
6	Debtor 5	1	Invoice	2019-10-19	3,771.88 GBP	3,771.88 GBP		2019-09-19
7	Debtor 6	1	Invoice	2020-05-15	2,511.82 GBP	2,511.82 GBP		2020-04-15
8	Debtor 7	1	Invoice	2020-01-22	2,456.80 GBP	2,456.80 GBP		2019-12-23