

How to... View a debtor account

1. Click on the [Debtors](#) icon located on the left hand side of the screen.



2. Select the required account from the [Debtor Listing](#) by clicking on the name.

3. You can also search for the account by typing in part of the [Debtor Name](#) in the search field.
As above, choose the account by clicking on the [Debtor Name](#).

The screenshot shows the Close Brothers web application interface. The left sidebar contains navigation icons for Home, Agreements, Debtors, Ledger, Data Exchange, Reporting, and Administration. The main content area displays the "Close Brothers" header, "Selected Client" (ABC Ltd), and "Agreement Type: Non Recourse Factoring". Below this are tabs for "Debtor Listing", "Top 20 Debtors", "Bad Debt Limit Request", and "Debtor Maintenance". A search field is present above a table of debtors. The table has columns for Debtor Reference, Debtor Name, Gross Debtor, Gross Debtor DAC, Funding Disapproved DAC, and Funding D. The "Debtor Name" column is circled in red, and a red box highlights the search field.

| Debtor Reference | Debtor Name | Gross Debtor | Gross Debtor DAC | Funding Disapproved DAC | Funding D |
|------------------|-------------|---------------|------------------|-------------------------|-----------|
| 0001234/001 GBP | Debtor 1 | 0.00 GBP | 0.00 GBP | 0.00 GBP | |
| 0001234/001 GBP | Debtor 2 | 0.00 GBP | 0.00 GBP | 0.00 GBP | |
| 0001234/001 GBP | Debtor 3 | 0.00 GBP | 0.00 GBP | 0.00 GBP | |
| 0001234/001 GBP | Debtor 4 | -5,539.00 GBP | -5,539.00 GBP | 0.00 GBP | |
| 0001234/001 GBP | Debtor 5 | 0.00 GBP | 0.00 GBP | 0.00 GBP | |
| 0001234/001 GBP | Debtor 6 | 0.00 GBP | 0.00 GBP | 0.00 GBP | |
| 0001234/001 GBP | Debtor 7 | -1,720.45 GBP | -1,720.45 GBP | 0.00 GBP | |
| 0001234/001 GBP | Debtor 8 | 0.00 GBP | 0.00 GBP | 0.00 GBP | |
| 0001234/001 GBP | Debtor 9 | 0.00 GBP | 0.00 GBP | 0.00 GBP | |
| 0001234/001 GBP | Debtor 10 | 0.00 GBP | 0.00 GBP | 0.00 GBP | |
| 0001234/001 GBP | Debtor 11 | 0.00 GBP | 0.00 GBP | 0.00 GBP | |

4. The debtor account will be show and will display both **Open** and **Closed** items.

To switch between these simply click on the **Open** or **Closed Item Status**. If your invoices are not showing, you can extend the **Doc Date** by amending the from and to dates.

5. From here, detailed debtor information is available.

CLICK ON THE TABS TO VIEW THE FOLLOWING DETAILS:

Debtor Movements

- Any changes in the debtor account i.e. new invoices raised or invoices paid.

Debtor Ledger

- Both the Open and Closed Items.

Debtor Ageing

- Aged Analysis and a Ageing Graph.

Debtor Turnover

- Turnover information

Bad Debt Limit Request

- For bad debt protection facilities only. You can request an increase in a Bad Debt Limit here. For Funding Limit increases please send a message (see How to Request a Funding Limit).

Debtor Performance Analysis

- Detailed payment performance.

Debtor Details and Notes

- Details the debtors name and contact details.

Debtor Maintenance

- Takes you to the new debtor set up page.

6. Within the **Debtor Summary** widgets can be added and removed to tailor information as required.

Widgets available:

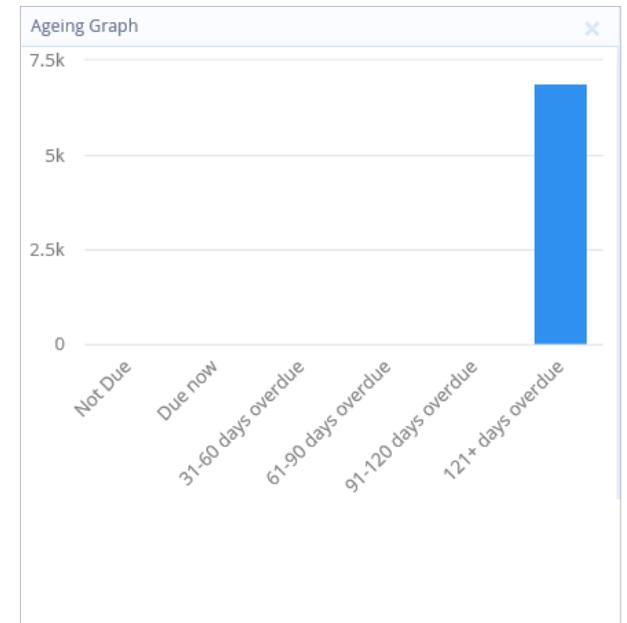
- Main Balances
- Debtor Payments
- Debtor Funding Limit/Bad Debt Protection Limit
- Debtor Contact Details
- Ageing Graph

| Main Balances | |
|---------------------|--------------|
| Sales Ledger | 6,898.33 GBP |
| Funding Disapproved | 0.00 GBP |
| Credit Disapproved | 0.00 GBP |
| Disputed | 0.00 GBP |

| Debtor's Payments | |
|--|----------------------|
| Payment Terms | 30 days Invoice Date |
| Last Payment Date | 31/10/18 |
| Last Payment Amount | 7,902.55 GBP |
| Days Outstanding | 365 |
| Average Days Past Due Date For Outstanding Debit Items | -222 |
| Average Days Past Due Date For Payments Received | 0 |
| Weighted Payment Terms | 0 |
| Weighted Payment Performance | 0 |

| Debtor Details | |
|-------------------------------|--|
| Debtor Name | Electro-Motive Diesel Ltd |
| Address Line 1 | Progress Rail Services |
| Address Line 2 | Osmaston Street |
| Address Line 3 | Sandiacre |
| City | NOTTINGHAM |
| Post Code | NG10 5AN |
| Country | United Kingdom |
| Dial Code | +44 |
| Telephone Number | 01224 225370 |
| Debtor's Reference for Client | |
| Client's Reference for Debtor | |
| Contact Information | |
| ☎ Telephone Main | 01224 225370 |
| ☎ Telephone Main | 01224 225370 |
| ☎ Telephone Main | 01224 225370 |
| ☎ Telephone Main | 01159 218289 |
| ☎ Telephone Main | 01159 218275 |
| ✉ Email address | apemdl@progressrail.com |

| Limits | |
|----------------------------|----------------|
| Funding limit | |
| | |
| Limit | 160,000.00 GBP |
| ■ Approved | 6,898.33 GBP |
| Not Approved | 0.00 GBP |
| Date Set | 01/05/20 |
| Concentration @ 20% | |
| Limit | |
| Date Set | 01/05/20 |
| Bad Debt Limit | |
| | |
| Limit | 20,000.00 GBP |
| ■ Approved | 6,898.33 GBP |
| Not Approved | 0.00 GBP |
| Date Set | 18/07/19 |



7. To go back to the original debtor list click on the arrow next to the **Selected Debtor** name, at the top of the page.

Close Brothers

Selected Client: **ABC Ltd** | Selected Debtor: **Debtor 1 Ltd - 0001234/001 GBP**

Agreement Type: Non Recourse Factoring

| Debtor Summary | Debtor Movements | Debtor Ledger | Debtor Ageing | Debtor Turnover | Bad Debt Limit Request | Debtor Performance Analysis | Debtor Details & Notes | Debtor Maintenance |
|--|------------------|---------------|---------------|-----------------|------------------------|-----------------------------|------------------------|--------------------|
| Average Days Past Due Date For Outstanding Debit Items | | | -222 | | | | | |
| Average Days Past Due Date For Payments Received | | | 0 | | | | | |
| Weighted Payment Terms | | | 0 | | | | | |
| Weighted Payment Performance | | | 0 | | | | | |

Ageing Graph

| Category | Account Balance |
|---------------------|-----------------|
| Not Due | 0 |
| Due now | 0 |
| 31-60 days overdue | 0 |
| 61-90 days overdue | 0 |
| 91-120 days overdue | 0 |
| 121+ days overdue | ~7.5k |

Bad Debt Limit

34% (Approved) | 66% (Not Approved)

| | |
|--------------|---------------|
| Limit | 20,000.00 GBP |
| Approved | 6,898.33 GBP |
| Not Approved | 0.00 GBP |
| Date Set | 18/07/19 |

Contact Information

- Telephone Main: [01273 123456](tel:01273123456)
- Email address: debtor@email.com