

How to... View movements – sales ledger

1. Sign into your account.

If you have one agreement with us, once you have signed in you will be taken to your availability page. From any other page, click on the [Agreements](#) icon.

2. If you have a group of agreements, select the account from the list that you wish to view by clicking on the name.

3. You will then be taken to the Agreement Summary page. From here, click on the [Movements](#) tab.

Close Brothers

Selected Client
No Agreement Selected

Agreement	Agreement Reference
EFG GROUP Aggregation	0012345/001 GBP
EFG Ltd Non Recourse CHOCS	0012345/001 GBP
UK Ltd Non Recourse CHOCS	0012345/001 GBP
GHI Ltd Non Recourse CHOCS	0012345/001 GBP

Close Brothers

Selected Client
A Client Ltd

Agreement Type: Recourse Factoring

Agreement Summary | **Movements** | In-Payment Enquiry | Out-Payment Enquiry | Ageing | Statistics | Snapshot

Request Funds

Available Funds **6,136.69 GBP**

Payment Type: **CHAPS GBP**

Payment Recipient: **Main Account**

Amount Requested: **6,136.69 GBP**

Priority payment requests received by 10:00 are sent before 11:00 and come with an additional charge. Same day payments (CHAPS) or BACS can be requested up to 15:30. All payments are subject to approval.

Out-Payments Today

Breakdown

Availability Breakdown		Disapproved Breakdown	
Borrowing Base	- Deductions	= Availability	
149,972.34 GBP	- 143,835.65 GBP	= 6,136.69 GBP	

Borrowing Base	149,972.34 GBP
Sales Ledger	181,250.83 GBP
Funding Disapproved	4,812.78 GBP
Funding Approved Balance	176,438.05 GBP
Prepayment Percentage	@ 85%
Deductions	143,835.65 GBP
Current Account	143,835.65 GBP
Pending Out-Payments	0.00 GBP
Concentration Retention	0.00 GBP

4. From here, select **Sales Ledger** from the drop down menu, and choose the date range you want to search by amending the calendar dates.

Selected Client: A Client Ltd
 Agreement Type: Recourse CHOCS

Account: Sales Ledger | Date Range: From 01/12/20 To 04/12/20

Transaction Type Totals for the Date Range Selected:

Transaction Type	Total
Debits	
Invoice	15,000.00 GBP
1 item in total	
Credits	
In Payment Received	146,994.03 GBP
1 item in total	

Date Entered	Type
01/12/20	
01/12/20	Invoice
03/12/20	In-Payment Received

5. All entries will then be displayed along with the account balance i.e. invoice schedules, credit notes and In-Payments.

Selected Client: A Client Ltd
 Agreement Type: Recourse CHOCS

Account: Sales Ledger | Date Range: From 01/12/20 To 04/12/20

Transaction Type Totals for the Date Range Selected:

Transaction Type	Total
Debits	
Invoice	15,000.00 GBP
1 item in total	
Credits	
In Payment Received	146,994.03 GBP
1 item in total	

Date Entered	Type	No. T
01/12/20		
01/12/20	Invoice	3
03/12/20	In-Payment Received	8

6. This data can be extracted by clicking on the down arrow on the far right of the window. You can then export the data into excel, pdf or csv format.

9,633,516.00 GBP
9,648,516.00 GBP
9,501,521.97 GBP

Export Table Data ✕

File Name File Format Excel ▾

Select columns to export:

- Select All
- Date Entered
- Type
- No. Txns
- Debit
- Credit
- Balance
- Info

Excel

Pdf

Csv

[Download File](#)

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

	A	B	C	D	E	F
	Date Entered	Type	No. Txns	Debit	Credit	Balance
2	2020-12-01			0.00 GBP	0.00 GBP	9,633,516.00 GBP
3	2020-12-01	Invoice	3	15,000.00 GBP	0.00 GBP	9,648,516.00 GBP
4	2020-12-03	In-Payment Received	8	0.00 GBP	146,994.03 GBP	9,501,521.97 GBP
5						