

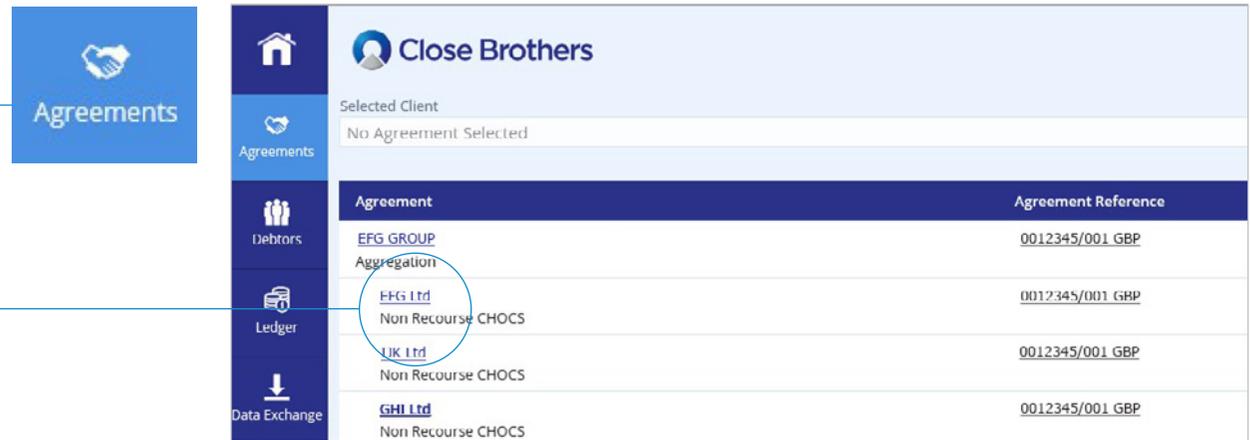
# How to... View cash allocations

## 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.

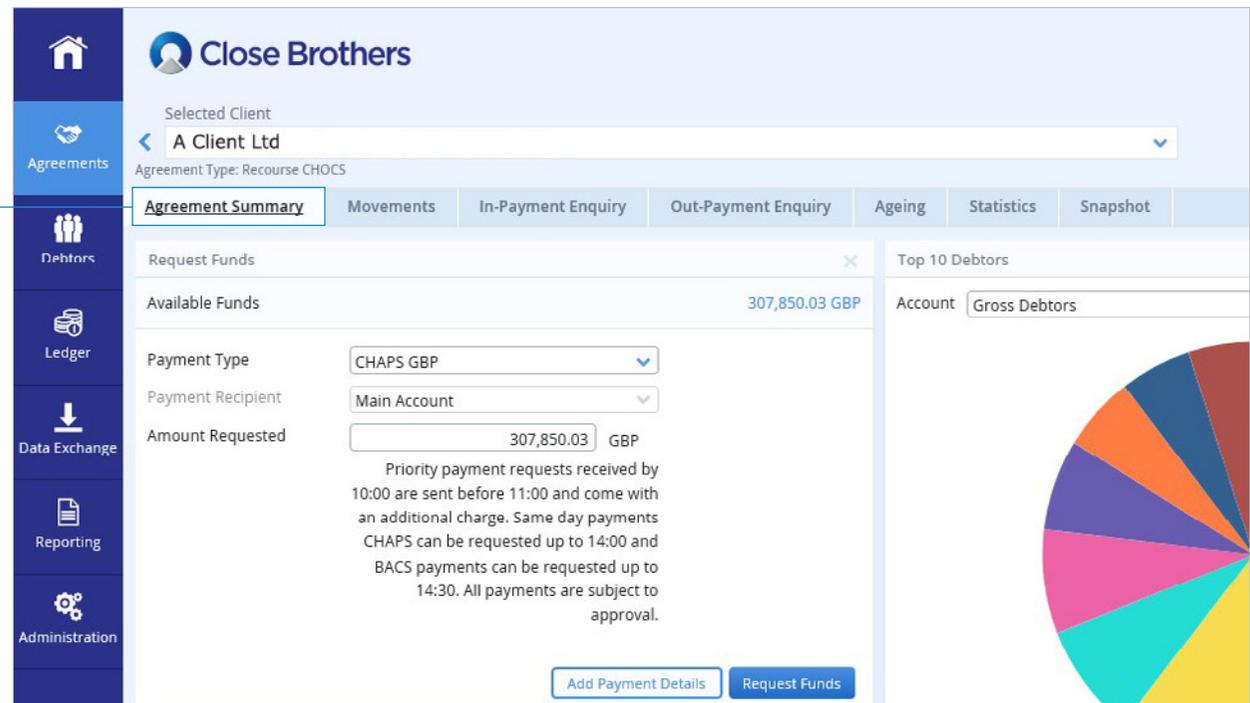
## 2. If you have a group of agreements, select the account from the list that you wish to view by clicking on the name.

## 3. You will then be taken to the Agreement Summary page.



The screenshot shows the Close Brothers dashboard. On the left is a navigation menu with icons for Home, Agreements, Debtors, Ledger, and Data Exchange. The 'Agreements' icon is highlighted. The main content area shows 'Selected Client: No Agreement Selected' and a table of agreements.

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



The screenshot shows the 'Agreement Summary' page for 'A Client Ltd'. The page includes a navigation menu on the left, a top navigation bar with tabs for 'Agreement Summary', 'Movements', 'In-Payment Enquiry', 'Out-Payment Enquiry', 'Ageing', 'Statistics', and 'Snapshot'. The 'Agreement Summary' tab is active. The main content area displays 'Request Funds' and 'Available Funds' (307,850.03 GBP). It also shows 'Payment Type' (CHAPS GBP), 'Payment Recipient' (Main Account), and 'Amount Requested' (307,850.03 GBP). A 'Request Funds' button is visible at the bottom right. On the right side, there is a 'Top 10 Debtors' section with a pie chart and a 'Gross Debtors' account.

4. To view how cash has been allocated, click on Debtors.



Close Brothers

Selected Client: A Client Ltd  
 Agreement Type: Recourse CHOCS

Debtors Listing | Top 20 Debtors | Debtor Maintenance

Search: Deb

Debtor Reference	Debtor Name	Gross Debtor	Gross Debtor DAC	Funding Disapp
000123/001 GBP-0000123456/001 GBP	Debtor 123 Ltd	0.00 GBP	0.00 GBP	
000123/001 GBP-0000789101/001 GBP	Debtor Ltd	0.00 GBP	0.00 GBP	
000123/001 GBP-0000234567/001 GBP	Debtor Hire Ltd	0.00 GBP	0.00 GBP	

5. Select from the Debtor Listing (or type part of the name into the Search field, then click on your chosen debtors name) to view their summary page.

Close Brothers

Selected Client: A Client Ltd  
 Agreement Type: Recourse CHOCS

Selected Debtor: Debtor 123 Ltd - 000

Debtors Summary | Debtor Movements | Debtor Ledger | Debtor Ageing | Debtor Turnover | Debtor Performance Analysis | Debtor Details & Notes

Category	Value
Main Balances	
Sales Ledger	0.00 GBP
Funding Disapproved	0.00 GBP
Disputed	0.00 GBP

Ageing Graph: No data to display

Debtor's Payments

Payment Terms	30 days Invoice Date
Last Payment Date	07/12/20
Last Payment Amount	966.13 GBP
Days Outstanding	365
Average Days Past Due Date For Outstanding Debit Items	-19
Average Days Past Due Date For Payments Received	22

Item Status: Open | Closed | From: 01/12/20 | To: 08/12/20 | This Month | Last 30 Days | Currency: Sterling

Item Number	Doc. Type	Doc. No	Doc. Date	Closed Date	Due Date	Amount
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6. The Open items search displays the account balance as NIL.

7. Change the **Item Status** from **Open** to **Closed** to view how the cash was allocated.

Item Status

Open Closed

Item Number	Doc. Type	Doc. No.	Doc. Date	Closed Date	Due Date	Amount	Balance	Amount in Client Currency	Reference	InPayment Notification Received
0000040	In-Payment Receiv...	T005024	07/12/20	07/12/20		-966.13 GBP	0.00 GBP	-966.13 GBP	BROWNELL LTD	<input checked="" type="checkbox"/>
0000042	Invoice	T005020	23/10/20	07/12/20	22/11/20	513.90 GBP	0.00 GBP	513.90 GBP	Y008553	<input type="checkbox"/>
0000042	Invoice	T005029	02/10/20	07/12/20	01/11/20	452.23 GBP	0.00 GBP	452.23 GBP	Y008512	<input type="checkbox"/>

8. Amend how this data is displayed by clicking on the ticked box icon.

Uncheck the tick next to the column title to remove it from the display or click next to the column title to add it back in.

InPayment Notification Received

InPayment Notification Received

Show columns

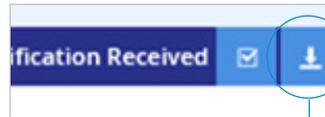
- Item Number
- Doc. Type
- Doc. No.
- Doc. Date
- Closed Date
- Due Date
- Amount
- Balance
- Amount in Client Currency
- Reference
- InPayment Notification Received

InPayment Notification Received

Show columns

- Item Number
- Doc. Type
- Doc. No.
- Doc. Date
- Closed Date
- Due Date
- Amount
- Balance
- Amount in Client Currency
- Reference
- InPayment Notification Received

**9.** 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.



### Export Table Data ✕

File Name  File Format Excel ▾

Select columns to export:

- Select All
- Item Number
- Doc. Type
- Doc. No.
- Doc. Date
- Closed Date
- Due Date
- Amount
- Balance
- Amount in Client Currency
- Reference
- InPayment Notification Received

Download File

**10.** Your file should then open in the chosen format.

	A	B	C	D	E	F	G	H	I	J
	Item Number	Doc. Type	Doc. No.	Doc. Date	Closed Date	Due Date	Amount	Balance	Amount in Client Currency	Reference
2	0001234	In-Payment Received	Z001234	2020-12-07	2020-12-07		-966.13 GBP	0.00 GBP	-966.13 GBP	Z001234
3	0005678	Invoice	Z005678	2020-10-23	2020-12-07	2020-11-22	513.90 GBP	0.00 GBP	513.90 GBP	Z005678
4	0009101	Invoice	Z009101	2020-10-02	2020-12-07	2020-11-01	452.23 GBP	0.00 GBP	452.23 GBP	Z009101
5										

**11.** If you have a number of different remittances on the page, click [In-Payment](#) to display details.

**Ledger Item Details**

Doc. Type	In-Payment Received	Doc. Reference	Z001234
Item Reference	0001234	Doc. Amount	-966.13 GBP

Item Details

Amounts	Dates	Additional Info	Discount	Reconciliation	Interest Breakdown	Disputed Messages	
<b>Balances</b>				<b>Debtor Currency</b>		<b>SA Currency</b>	<b>Collateral St</b>
Document Amount				-966.13 GBP		-966.13 GBP	
Actual Balance				0.00 GBP		0.00 GBP	
Balance				0.00 GBP		0.00 GBP	

**12.** To view allocation click on the [Reconciliation](#) tab.

**Ledger Item Details**

Doc. Type	In-Payment Received	Doc. Reference	Z001234
Item Reference	0001234	Doc. Amount	-966.13 GBP

Item Details

Amounts	Dates	Additional Info	Discount	Reconciliation	Interest Breakdown	Disputed Messages	
Item number	Type	Doc Number	Doc Date	Reconc Amount	Reconc Amount SAC	Reconc Acc Date	
0001234	In-Payment Received	Z001234	07/12/20				
0005678	Invoice	Z005678	02/10/20	-452.23 GBP	-452.23 GBP	07/12/20	
0009101	Invoice	Z009101	23/10/20	-513.90 GBP	-513.90 GBP	07/12/20	

You can also obtain allocation information via the [Reporting](#) button on the left hand menu. See our guide *How to obtain/create a report* for further information).

