

How to... Obtain/create a report

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'. Below this is 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 has a navigation menu on the left and a main content area with several tabs: Agreement Summary, Movements, In-Payment Enquiry, Out-Payment Enquiry, Ageing, Statistics, and Snapshot. The 'Agreement Summary' tab is active. The page displays the following information:

- Request Funds** (with a close button)
- Available Funds**: 6,136.69 GBP
- Payment Type**: CHAPS GBP
- Payment Recipient**: Main Account
- Amount Requested**: 6,136.69 GBP
- Breakdown** (with a close button):

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

At the bottom, there are buttons for 'Add Payment Details' and 'Request Funds', and a section for 'Out-Payments Today'.

4. From here, click on the [Reporting](#) icon.

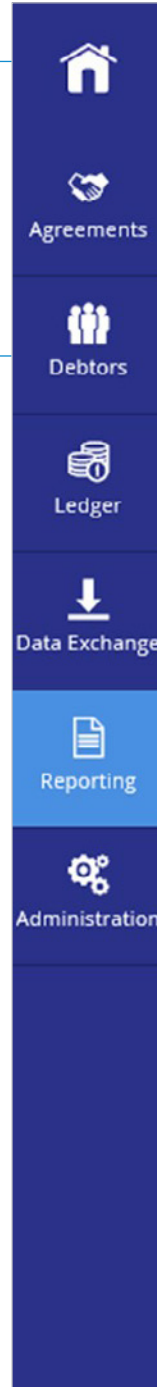
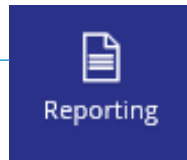
Choose the report type by checking the tickbox next to it, select [Internet Service](#) from the [Output Strategy](#) drop down menu and click [Request Report](#).

Please note: Some reports (such as [Client Statements](#)) will require date range input.

Output Strategy*

Date Range From To

[Request Report](#)



Close Brothers

Selected Client
A Client Ltd

Agreement Type: Non Recourse Factoring

[Request Report](#) | [Report Templates](#) | [View Reports](#)

Request Report

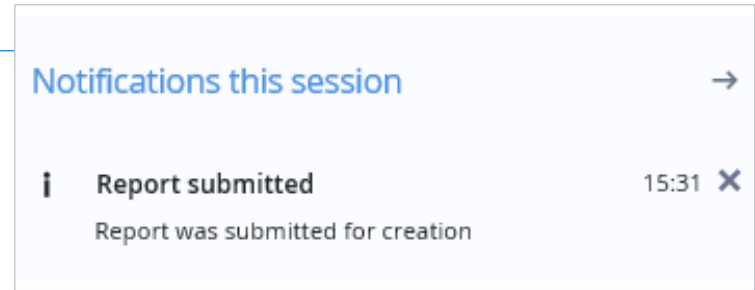
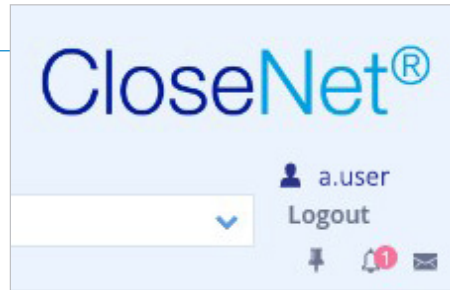
Report Type *

- Legal Charges Report
- Payment Terms And Debtor Exceptions
- In Payment Allocation
- Sales Ledger Statement
- Close Brothers Contacts
- Client Statement
- Funding and Bad Debt Limit PDF
- Dispute Report
- Movement Report
- Items Reassigned
- Items Disapproved
- Bad Debt Limit Notification
- Advance Notice of Invoices to be Disapproved
- Creditor Position Report
- Copy Invoices Required
- Debtor Statement
- Client Schedule Notification Form C/N
- Client Schedule Notification Form Invoices
- Aged Debtor Analysis Item Detail

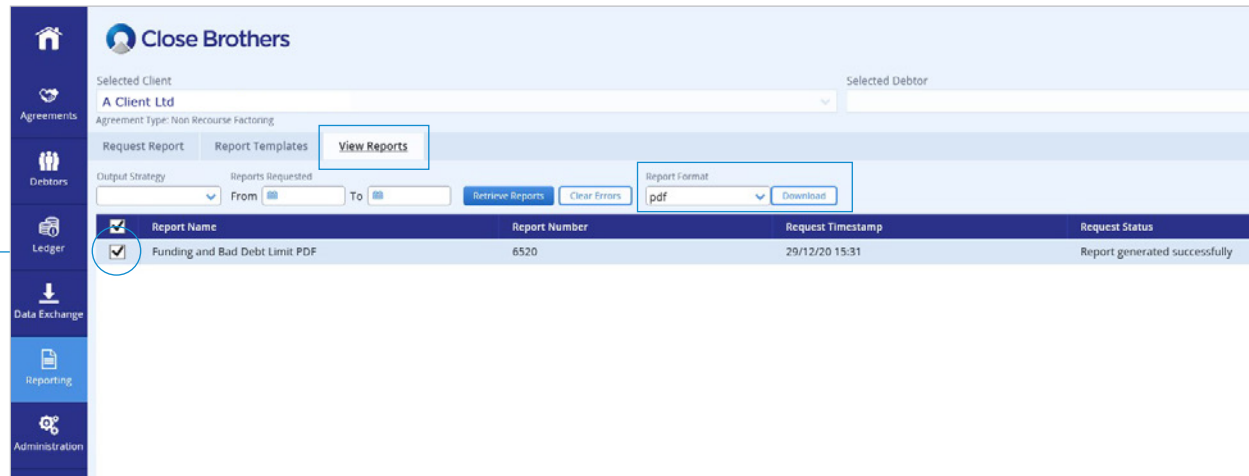
Output Strategy*

[Request Report](#)

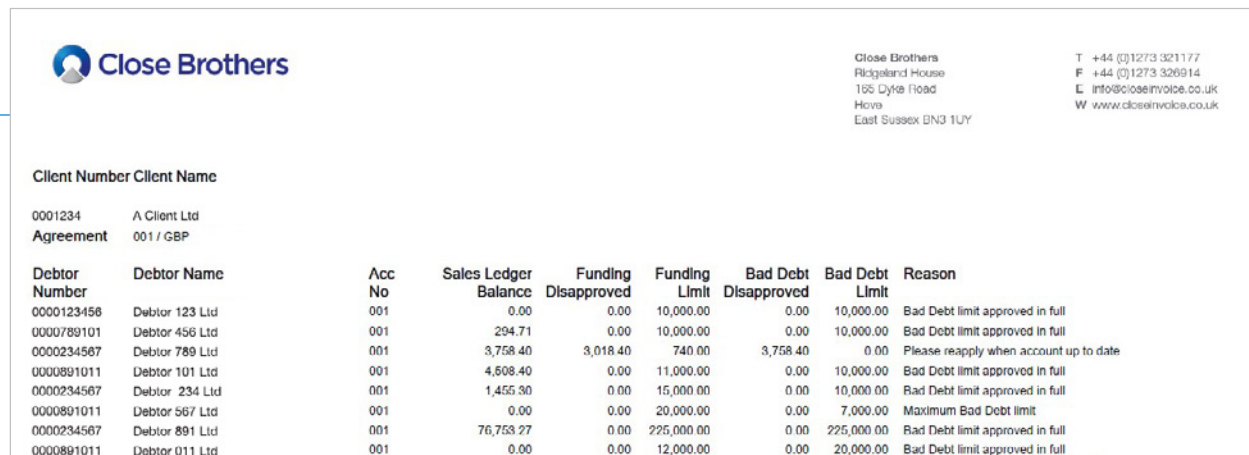
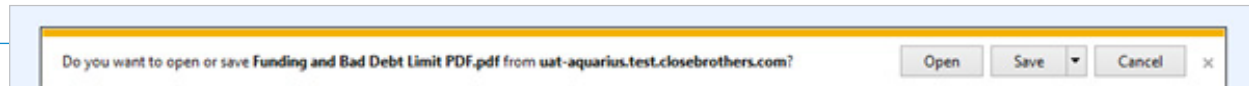
5. A pop-up screen will confirm the report submission and message will also appear in your notifications. Click on the bell icon to view confirmation.



6. To access the report select the View Reports tab. Check the tickbox next to it, choose your required format (for example pdf, xls) and download.



7. You may see the following pop-up – choose Open, then print or save as required.



Bespoke reporting

8. To create bespoke reports and templates, select the [Report Templates](#) tab and click the [Create New](#) button.

Next select the [Report Type](#). For example: [In-payment Report](#).

9. Select the columns you wish to include ([Enabled](#)) and amend the [Order](#) they are displayed in using the up and down arrows.

Fill in the [Report Name](#) box and select [As Default](#) if you plan to use this report regularly.

Then click [Save Template](#).

Order	Enabled	Column	Sort by
↑ ↓	<input checked="" type="checkbox"/>	Debtor Reference	↓
↑ ↓	<input checked="" type="checkbox"/>	Client's Reference For Debtor	↓
↑ ↓	<input checked="" type="checkbox"/>	Debtor Name	↓
↑ ↓	<input checked="" type="checkbox"/>	Document Number	↓
↑ ↓	<input checked="" type="checkbox"/>	Document Type	↓
↑ ↓	<input checked="" type="checkbox"/>	Document Date	↓
↑ ↓	<input checked="" type="checkbox"/>	Due Date	↓
↑ ↓	<input checked="" type="checkbox"/>	Document Amount	↓
↑ ↓	<input checked="" type="checkbox"/>	Balance	↓

10. Return to the [Request Report](#) tab. Using the [Report Generator](#), select the report you have just created, add the date range and click [Generate Report](#).

To access it, go to the [View Reports](#) tab and follow steps 6-7 on page 3.

Report Type *

- Legal Charges Report
- Payment Terms And Debtor Exceptions
- In Payment Allocation
- Sales Ledger Statement
- Close Brothers Contacts
- Client Statement
- Funding and Bad Debt Limit PDF
- Dispute Report
- Movement Report
- Items Reassigned
- Items Disapproved
- Bad Debt Limit Notification
- Advance Notice of Invoices to be Disapproved
- Creditor Position Report
- Copy Invoices Required
- Debtor Statement
- Client Schedule Notification Form C/N
- Client Schedule Notification Form Invoices
- Aged Debtor Analysis Item Detail

Output Strategy *

Report Generator

Report Type: In-Payment Report (In-Payment Report)

Report Date Range: Last 30 Days

From: 02/11/20 To: 30/11/20

Return top debtors: []

Select Debtor Accounts to include in Report: []

Included Debtors: []

0 items in total

Generate Report

11. In [Report Generator](#) you can further tailor your reports to include specific debtor accounts only.

This could be useful for a large sales ledger where allocation duties are divided within your accounts team members.


Choose your [Report Type](#), [Report Date Range](#) and click the search icon within the field [Select Debtor Accounts to include in Report](#).

Report Generator

Report Type
In-Payment Report (In-Payment Report) ▾

Return top debtors

Report Date Range
 Last 30 Days
 Current Month
 Custom Date Range

Select Debtor Accounts to include in Report
 

Remove

From **To**

Included Debtors

12. Start typing the name into the resulting [Debtor Search](#) box (or the [Debtor Number](#) if you have it). If you have only typed part of the name add an * and click on the [Search](#) button.

Debtor Search ✕

Debtor Name

Debtor Number

Address Line 1

City

PostCode

Search

13. A debtor list will appear. Click on the name to highlight it and press the **Select** button.

Debtor Search X

Debtor Reference	Debtor Name
001234/001 GBP-0000123450/001 GBP	Debtor 123 Ltd

1 item selected

[BACK TO SEARCH](#) **Select**

14. The chosen debtor is now shown under **Included Debtors** in the **Report Generator**.
Once all required debtors have been added, click the **Generate Report** button, then go to the **View Reports** tab and follow steps 6-7 on page 3 to access it.

Report Generator

Report Type: In-Payment Report (In-Payment Report) Return top debtors:

Report Date Range: Last 30 Days Current Month Custom Date Range

From: To:

Select Debtor Accounts to include in Report: Remove

<input checked="" type="checkbox"/>	Included Debtors
<input type="checkbox"/>	Debtor 123 Ltd

1 item in total

Generate Report