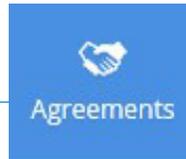


View reconciliation retentions – invoice discounting

1. Sign into your account.

If you have one agreement with us, you will be taken straight to your availability page. If you are already signed on, click on the [Agreements](#) icon.



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

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

If you are already signed on, click on the [Home](#) icon to access [Agreement Summary](#) page below.



3. From here, go to the [Breakdown](#) widget to obtain your reconciliation retention.

Select the [Disapproved Breakdown](#) tab and your reconciliation retention information will display, plus details of any invoice batches that have been held for verification.

Date Set	Disapproval Type	Description	Disapproved Amount
26/11/20	3010 Overdue	Overdue	88,658.34 GBP
26/11/20	3020 50% Rule	50% Rule	15,600.00 GBP
26/11/20	3030 Contra Reserve	Contra Reserve	6,952.30 GBP
26/11/20	3050 Concentration Exception	Concentration Exception	35,538.24 GBP
04/11/20	3055 Invoice verification	3	25,911.00 GBP
26/11/20	3062 Additional Reserve	Additional Reserve	3,500.00 GBP
26/11/20	3063 Reconciliation Difference	Reconciliation Difference	60.41 GBP

Please note: If the breakdown widget is not displaying, refer to our guide *How to configure the dashboard* for instructions on how to add it.

4. To view a previous month's retentions click on the **Movements** tab.

Select *Funding Disapproved* from the drop down **Account** menu and choose your date range.

The details will load, displaying the debit and credit splits.

5. You can view the previous month's retentions in the debits section.

Agreement Summary **Movements** In-Payment Enquiry Out-Payment Enquiry Ageing

Account: Funding Disapprove Date Range: From 02/11/20 To 14/11/20 [This Month] [Last 30 Days] [YTD]

Transaction Type Totals for the Date Range Selected

Debits		Total	Date Entered
			02/11/20
User defined funding disapproval 4	6,952.30 GBP		02/11/20
User defined funding disapproval 5	58,149.73 GBP		02/11/20
User defined funding disapproval 7	3,500.42 GBP		02/11/20
Invoice Verification Disapproval	280,204.07 GBP		04/11/20
			05/11/20
Credits		Total	Date Entered
			05/11/20
Invoice Verification Reapproval	190,612.00 GBP		10/11/20

Date Entered	Type	No. Txns	Debit	Credit	
02/11/20			0.00 GBP	0.00 GBP	0.00 GBP
02/11/20	User defined funding disap...	1	6,952.30 GBP	0.00 GBP	6,952.30 GBP
02/11/20	User defined funding disap...	1	58,149.73 GBP	0.00 GBP	65,102.03 GBP
02/11/20	User defined funding disap...	1	3,500.42 GBP	0.00 GBP	68,602.45 GBP
04/11/20	Invoice Verification Disappr...	6	238,408.67 GBP	0.00 GBP	307,011.12 GBP
05/11/20	Invoice Verification Disappr...	1	14,550.00 GBP	0.00 GBP	321,561.12 GBP
05/11/20	Invoice Verification Reappr...	2	0.00 GBP	190,612.00 GBP	130,949.12 GBP
10/11/20	Invoice Verification Disappr...	3	27,245.40 GBP	0.00 GBP	158,194.52 GBP