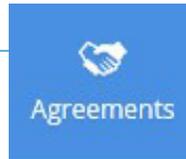


How to... Request a payment across a group of agreements

1. Sign into your account.



Close Brothers

Selected Client: No Agreement Selected

Agreement	Agreement Reference
ABC GROUP Aggregation	0009274/001 GBP
ABC Ltd Non Recourse CHOCS	0004657/001 GBP
DEF Ltd Non Recourse CHOCS	0005274/001 GBP
GHI Ltd Non Recourse CHOCS	0006331/001 GBP

2. To view the overall Group's availability position click on the [Aggregation Agreement](#).

If you have currency accounts they will be converted to sterling.

You can change the view by clicking on the currency type, and selecting, in this example Euro, Sterling or US Dollars.

The figures will then update in your chosen currency.

Close Brothers

Selected Client: A Client Ltd

Agreement Type: Aggregation

Summary | Out-Payment Enquiry

Amounts are displayed in Aggregation Currency

Currency: Sterling

	Agreement Reference	Agreement Type	Sales Ledger	Funding Disapproved	Funding Approved
Euro					
Sterling					
US Dollar	0001234/001	Non Recourse Factoring	64,108.01 GBP	1,082.75 GBP	63,025.26 GBP
DEF Industries Ltd	0001234/002	Non Recourse Factoring	0.00 GBP	0.00 GBP	0.00 GBP
GHI Industries Ltd	0001234/003	Non Recourse Factoring	65,552.88 GBP	0.00 GBP	65,552.88 GBP
Totals			129,660.89 GBP	1,082.75 GBP	128,578.14 GBP

Availability Breakdown

All figures in GBP. Availability displayed as at 04/12/20 13:39

Entitlement		
Sales Ledger	+	129660.89
Concentration Retention	-	0.00
Funding Disapproved	-	1082.75
Entitlement Basis	-	128578.14
Retention	-	19286.72
Availability Entitlement	=	109291.42

3. To draw your availability choose the agreement you would like to withdraw the payment from by clicking on the [Home](#) button.



4. This takes you to the [Agreement Summary](#) page. The [Request Funds](#) widget will show for that agreement's availability alongside the overall group [Aggregated Available Funds](#).

5. Type the funds you wish to draw in the [Amount Requested](#) field.

The screenshot displays the Close Brothers web application interface. On the left is a dark blue navigation sidebar with icons and labels for Home, Agreements, Debtors, Ledger, Data Exchange, Reporting, and Administration. The main content area has a light blue header with the Close Brothers logo and the text 'Selected Client: A Client Ltd'. Below the header, the 'Agreement Type' is 'Non Recourse Factoring'. A horizontal menu contains tabs for 'Agreement Summary', 'Movements', 'In-Payment Enquiry', 'Out-Payment Enquiry', 'Ageing', and 'Statistics'. The 'Agreement Summary' tab is active, showing a 'Request Funds' widget. This widget includes a table with the following data:

Request Funds	
Available Funds	-918,119.53 EUR
Aggregated Available Funds	21,774.01 EUR

Below the table are three dropdown menus: 'Payment Type' (set to CHAPS EUR), 'Payment Recipient' (set to Main Account), and 'Amount Requested' (set to 0.00 EUR). A text box explains that priority payments received by 10:00 are sent before 11:00 and come with an additional charge. It also states that CHAPS payments can be requested up to 14:00 and BACS payments up to 14:30, with all payments subject to approval. At the bottom right of the widget are two buttons: 'Add Payment Details' and 'Request Funds'.

6. Select your payment type i.e. CHAPS, BACS or priority payment and click on [Request Funds](#).

Please note: A priority payment incurs an additional charge.

Payment Type

Payment Recipient

Amount Requested

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.

7. Once you have confirmed, a pop-up will show the payment has been successfully sent.

This can also be viewed from the notification screen by clicking on the alarm bell icon on the top right of the screen.

CloseNet®

user1234

Logout



Notifications this session →

 **Funds requested successfully** 13:54 ✕

The request for funds was successful.
Transaction Amount: 5,000.00 EUR
Transaction Number Reference: 35-1
Current Status: Out-Payment Not Auto Approved

8. The requested payment can also be viewed from the [Out-Payment Enquiry](#) tab.

If you click on the payment, full details will be displayed.

Close Brothers

Selected Client: ABC Ltd - 0001234/0021 GBP

Agreement Type: Aggregation

Summary | Out-Payment Enquiry

Amounts are displayed in Aggregation Currency

Sterling (selected)

	Agreement Reference	Agreement Type
Euro		
Sterling	001234/0021 GBP	Non Recourse Factoring
US Dollar		
ABC Ltd	0001234/0021 GBP	Non Recourse Factoring

Payment Details

Payment Type	CHAPS EUR
Recipient	ABC Ltd
Payment Including Fee Amount	5,029.73 EUR
Fee Amount	29.73 EUR
Payment Amount	5,000.00 EUR
Number	20-1
External Reference	
Instructions	
Status	Out-Payment Not Auto Approved
Entered by	Nick Asher 04/12/20 13:54

9. You can also view the payment from the [Out-Payments Today](#) widget.

Click on [Item](#) to view the [Out-Payment Enquiry](#) page.

Close Brothers

Selected Client: ABC Ltd - 0001234/0021 EUR

Agreement Type: Non Recourse Factoring

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

Request Funds

Available Funds: -923,149.26 EUR

Aggregated Available Funds: 16,744.28 EUR

Payment Type: CHAPS EUR

Payment Recipient: Main Account

Amount Requested: 0.00 EUR

Priority payment requests received by 10:00 are sent before 11:00 and come with an additional charge. Same day payments CHAPS can be requested up to 14:00 and BACS payments can be requested up to 14:30. All payments are subject to approval.

Add Payment Details | Request Funds

Out-Payments Today

Out-Payment Not Auto Approved | [1 item](#) | 5,000.00 EUR