## How to use the account overview page



This guide shows you where to find your invoices and net statements and view your financial positions.

1 On the Account Overview page, you will find the Account Balance as per the current Net Statement. If this number is coloured red, this means you owe us money. If this number is in green, this means we owe you money. The amount is updated every Friday. **Please note that even if paid this number will remain per the prior week's statement.** 

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2 This is an overview of the actions required related to Finance or Logistics: the number of invoices due, orders to deliver and live issues. Click on the relevant box for more details.

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	£50,000	£59,150							

If you have any questions, you can reach out to the relevant team here. You will also find a link to further resources and FAQs. You can download invoices (All invoices the last 30 days) and your latest net statement here as well.

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Actions Required - Finar	nce 🛈	Actions Required - Logistics	Actions Required - Logistics
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	Account Manager	Logistics Contact Finance Team	
Videos and FAQs	Anthony Maxwell	Claire Houlahan Finance	Invoices Latest net stateme

To see open trades, select this option on the top toolbar. Here, you can see your open trades and their status. You can filter them by pending, invoiced and completed.

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**5** Go into 'Invoices & Net Statements' to view your invoices and net statements. You can download a net statement for a specific date. You can also filter by 'unpaid', 'paid', 'overdue' or 'any'. You can export individual invoices as a PDF or Excel file, or send them via e-mail.

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The 'Data Allowance' tab shows you an overview of your data usage. In the 'Users' tab, you can see all users within the company and whether they have trading privileges or not.

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If you have any further questions or need guidance, please contact finance@liv-ex.com