CloseNet®

0012345/001 GBP

View movements - sales ledger

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.

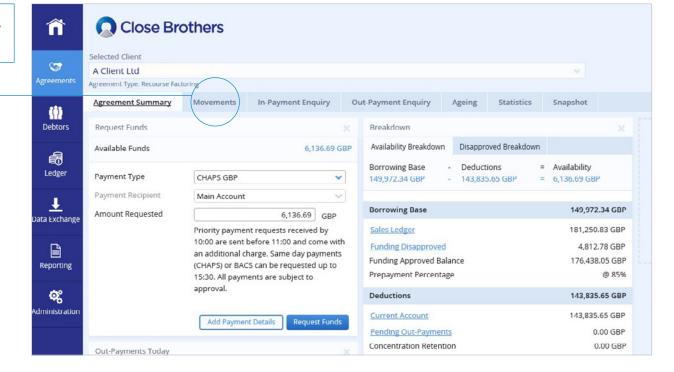
From any other page, click on the Agreements icon.

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. From here, click on the Movements tab.

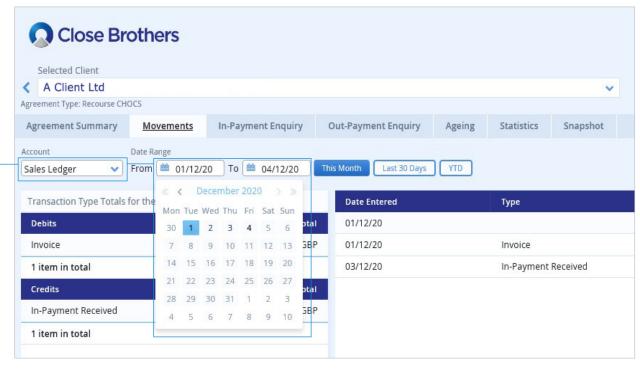


Non Recourse CHOCS

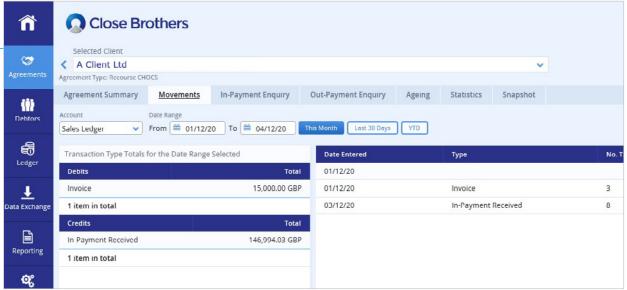


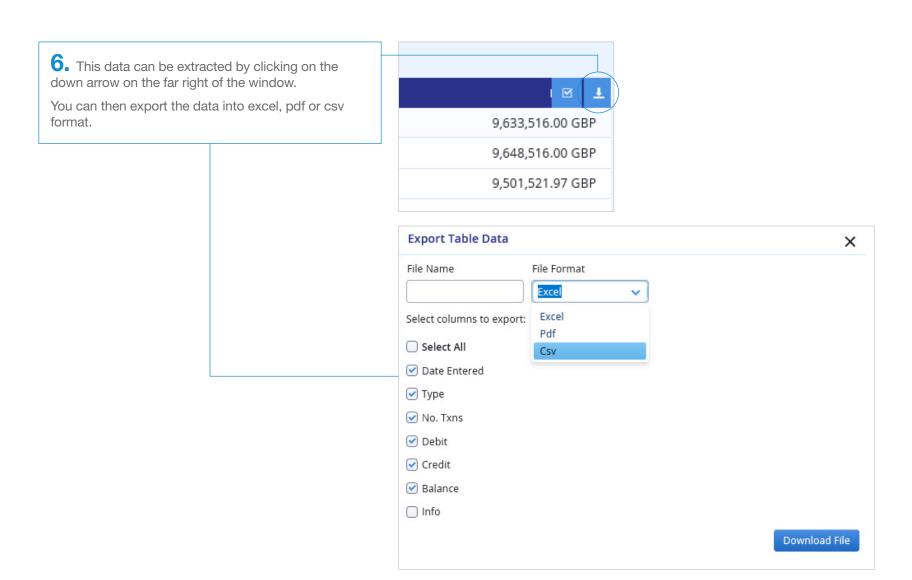


4. From here, select Sales Ledger from the drop down menu, and choose the date range you want to search by amending the calendar dates.



5. All entries will then be displayed along with the account balance i.e. invoice schedules, credit notes and In-Payments.





7. Your file should then open in the chosen format.

1	Α	В	C	D	E	F
1	Date Entered	Туре	No. Txns	Debit	Credit	Balance
2	2020-12-01			0.00 GBP	0.00 GBP	9,633,516.00 GBP
3	2020-12-01	Invoice	3	15,000.00 GBP	0.00 GBP	9,648,516.00 GBP
4	2020-12-03	In-Payment Received	8	0.00 GBP	146,994.03 GBP	9,501,521.97 GBP
5		•				