## CloseNet®

## View movements – current account/funds in use

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1. Sign into your account.

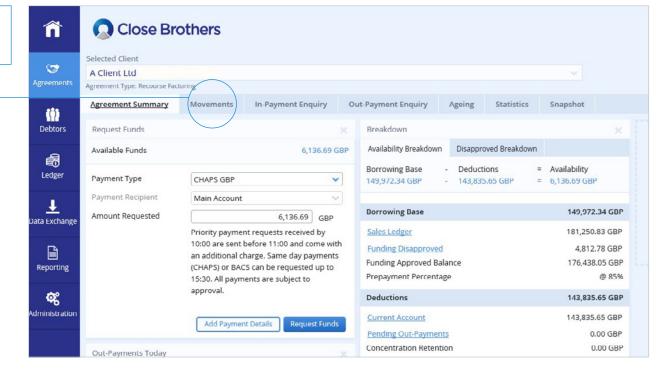
If you have one agreement with us, once you have signed in you will be taken to your availability page.

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.

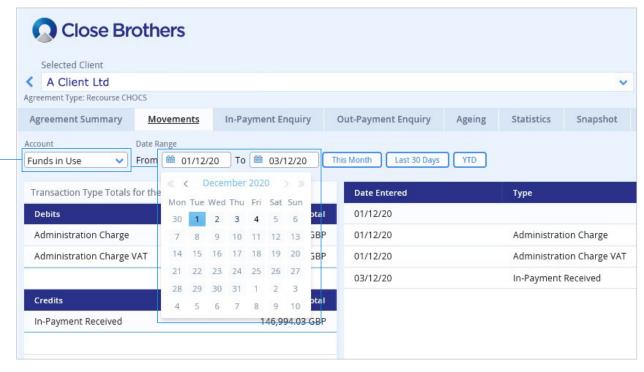
3. You will then be taken to the Agreement Summary page. From here, click on the Movements tab.



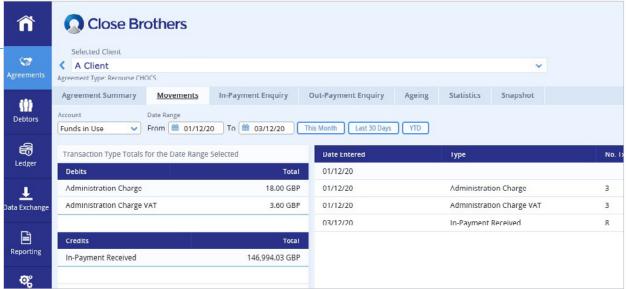


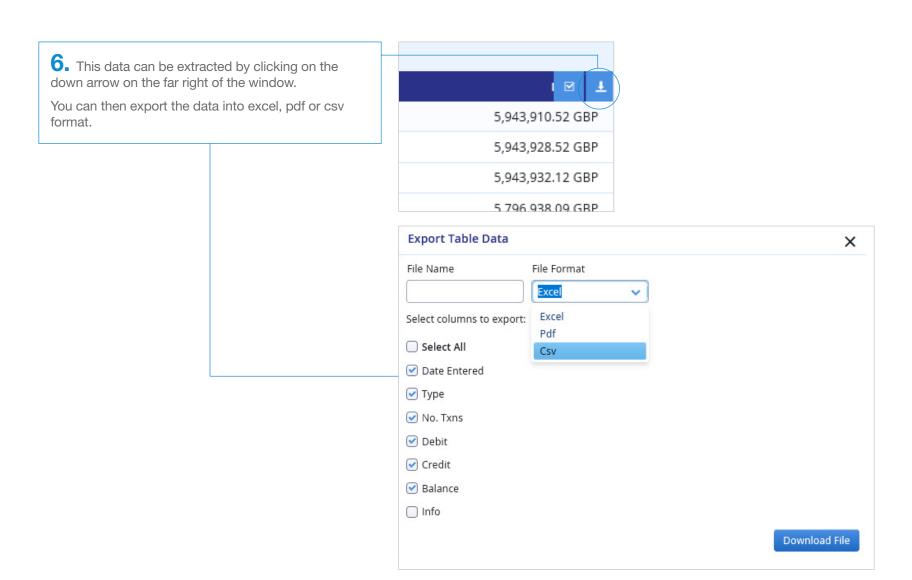


**4.** From here, select Funds in Use from the drop down menu, and choose the date range you want to search by amending the calendar dates.



**5.** All entries will then be displayed along with the account balance i.e. administration charges, In payments, Out payments.





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

Date Entered	Type	No. Txns	Debit	Credit	Balance
2020-12-01			0.00 GBP	0.00 GBP	5,943,910.52 GBF
2020-12-01	Administration Charge	3	18.00 GBP	0.00 GBP	5,943,928.52 GBF
2020-12-01	Administration Charge VAT	3	3.60 GBP	0.00 GBP	5,943,932.12 GBF
2020-12-03	In-Payment Received	8	0.00 GBP	146,994.03 GBP	5,796,938.09 GBF
2020-12-03	In-Payment Received	8	0.00 GBP	146,994.03 GBP	5,796,938.0