## How to... **View cash received**

## **CloseNet**<sup>®</sup>

account.	<b>S</b>	ñ	Q Close Brothers	
eement with us, once you have taken to your availability page.	Agreements	्र Agreements	Selected Client No Agreement Selected	
e, click on the Agreements icon.		(4)	Agreement	Agreement Reference
	-	Debtors	EFG GROUP Aggregation	0012345/001 GBP
oup of agreements, select the		Ledwer	EFG Ltd Non Recourse CHOCS	0012345/001 GBP
t that you wish to view by clicking			UK Ltd Non Recourse CHOCS	0012345/001 GBP
		Data Exchange	GHI Ltd Non Recourse CHOCS	0012345/001 GBP

î	Close Brothers		
CSS Agreements	Selected Client A Client Ltd Agreement Type: Recourse CHOCS		
Debtors	Agreement Summary Movements Date Range From  07/12/20 To  07/12/20	In-Payment Enquiry Out-Payment Er	nquiry Ageing Statistics
Ledger	Debtor Name ABC Ltd	Debtor Reference 0000123456/001	Type of In-payment In-Payment Received
↓ Data Exchange	DEF Ltd GHI Ltd	0000123457/001 0000123457/001	In-Payment Received In-Payment Received
	JKL Ltd MNO Ltd	0000123459/001 0000123450/001	In-Payment Received In-Payment Received
Reporting	PQR Ltd STU Ltd	0000123451/001 0000123452/001	In-Payment Received

1. Sign into your a

If you have one agre signed in you will be

From any other page

2. If you have a gro account from the list on the name.

**3.** You will then be taken to the Agreement Summary page. From here, click on the In-Payment Enquiry tab.



**4.** The page will default to payment receipts received today. Select a different date range to view previous day's payments.



**5.** The data can be extracted by clicking on the down arrow on the far right of the window.

You can then export the data into excel, pdf or csv format.

Export Table Data				×	
e Name	File Format Excel	~			
ect columns to export:					
Select All					
Debtor Name					
Debtor Reference					
Type of In-payment					
Amount SAC					
Entry Date					
Doc. Date					
Payment Reference					
Payment Details					
Amount DAC					
	e Name ext columns to export: Select All Debtor Name Debtor Reference Type of In-payment Amount SAC Entry Date Doc. Date Payment Reference Payment Details Amount DAC	port Table Data File Format Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel Excel	port Table Data File Format Excel  ct columns to export:  Select All Debtor Reference Type of In-payment Amount SAC Entry Date Doc. Date Payment Reference Payment Reference Payment Details Amount DAC	port Table Data  File Format Excel  ct columns to export:  Select All Debtor Name Debtor Reference Type of In-payment Amount SAC Entry Date Doc. Date Payment Reference Payment Details Amount DAC	

**6.** Your file should then open in the chosen format.

	A	B	С	D	E	F	G
1	Debtor Name	Debtor Reference	Type of In-payment	Amount SAC	Entry Date	Doc. Date	Payment Reference
2	ABC Ltd	0000123456/001	In-Payment Received	-966.13 GBP	2020-12-07	2020-12-07	ABC LTD
3	DEF Ltd	0000123457/001	In-Payment Received	-743.78 GBP	2020-12-07	2020-12-07	DEF LTD
4	GHI Ltd	0000123457/001	In-Payment Received	-720.38 GBP	2020-12-07	2020-12-07	GHI LTD
5	JKL Ltd	0000123459/001	In-Payment Received	-7,064.20 GBP	2020-12-07	2020-12-07	JKL LTD
6	MNO Ltd	0000123450/001	In-Payment Received	-55,000.00 GBP	2020-12-07	2020-12-07	MNO LTD
7	PQR Ltd	0000123451/001	In-Payment Received	-36,056.72 GBP	2020-12-07	2020-12-07	PQR LTD
8	STU Ltd	0000123452/001	In-Payment Received	-3,202.94 GBP	2020-12-07	2020-12-07	STU LTD
9	VWX Ltd	0000123453/001	In-Payment Received	-3,145.40 GBP	2020-12-07	2020-12-07	VWX LTD
10	YZA Ltd	0000123454/001	In-Payment Received	-26,199.45 GBP	2020-12-07	2020-12-07	YZA LTD