How to...
Obtain/create a report

CloseNet®

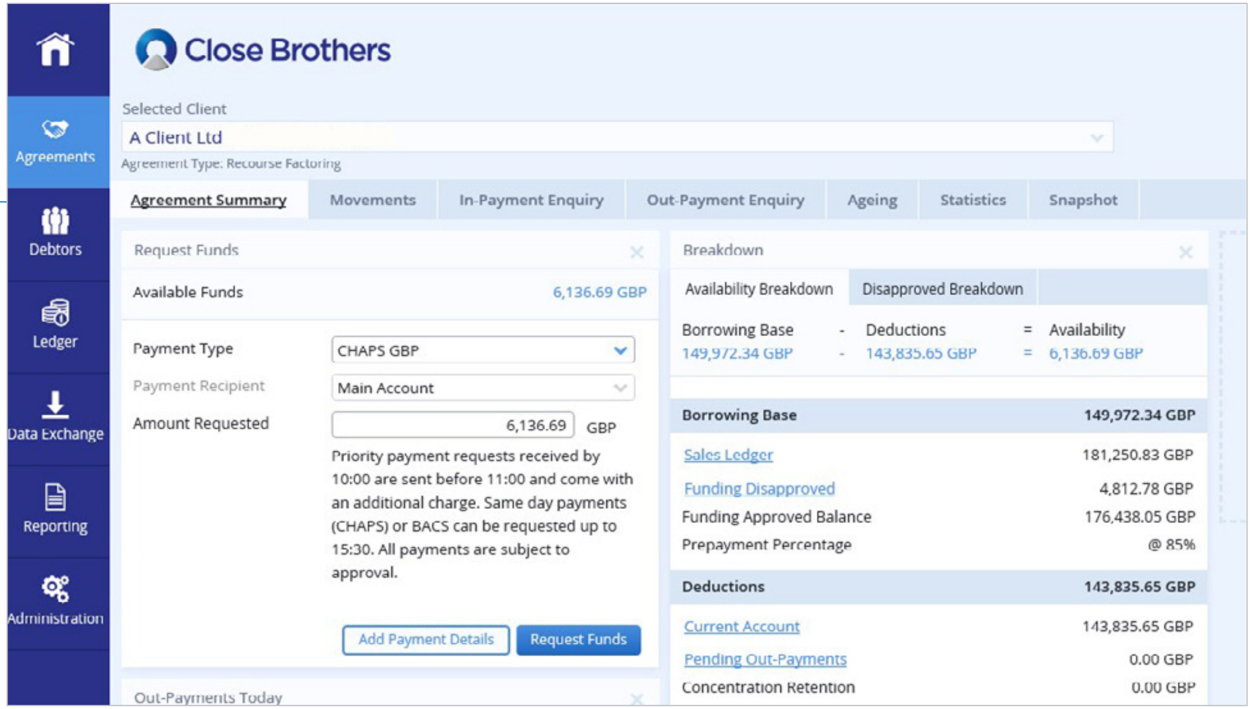
1. Sign into your account.

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.



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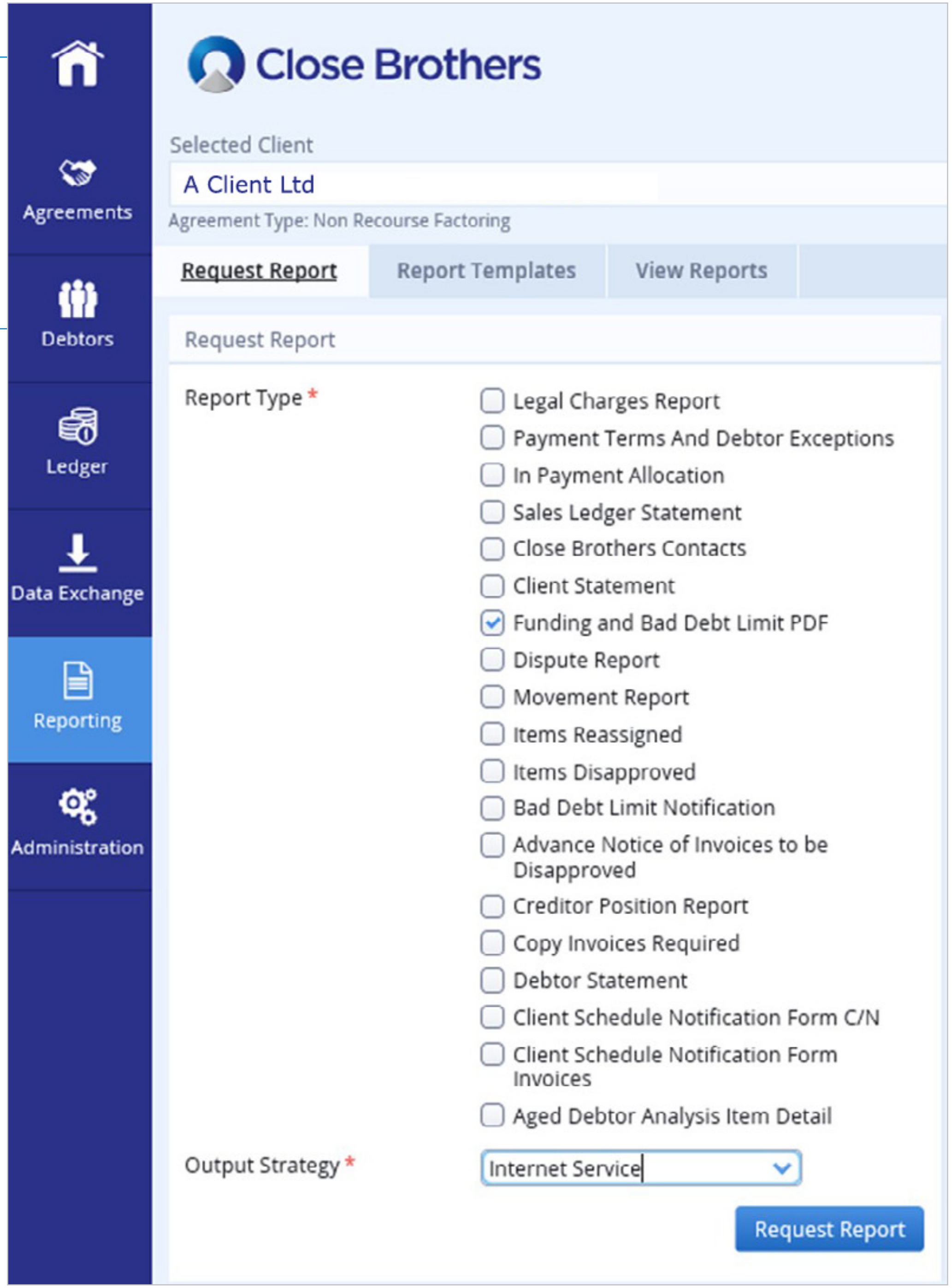
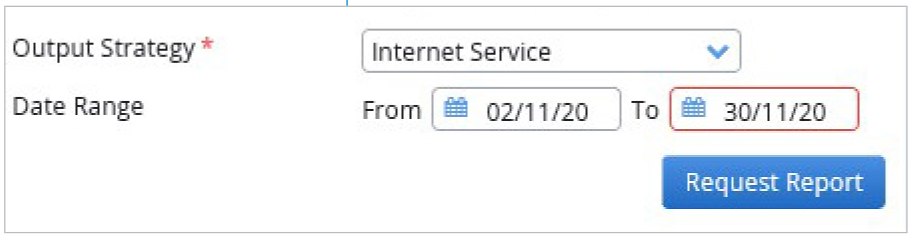
4. From here, click on the Reporting icon.

Choose the report type by checking the tickbox next to it, select Internet Service from the Output Strategy drop down menu and click Request Report.

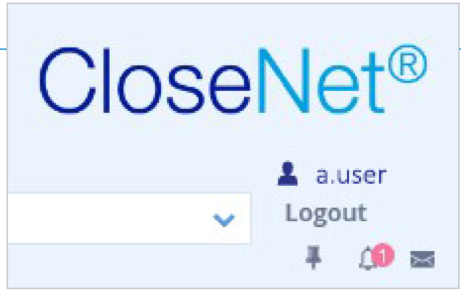


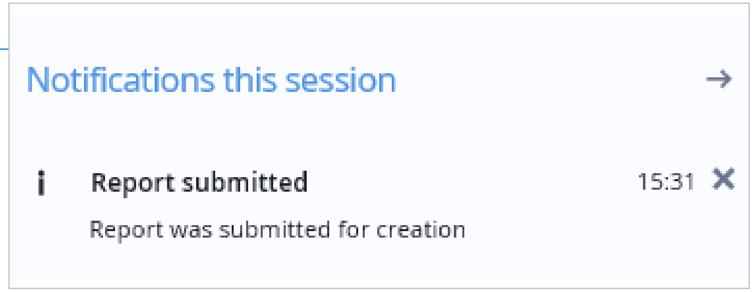
Please note: Some reports (such as Client Statements) will require date range input.



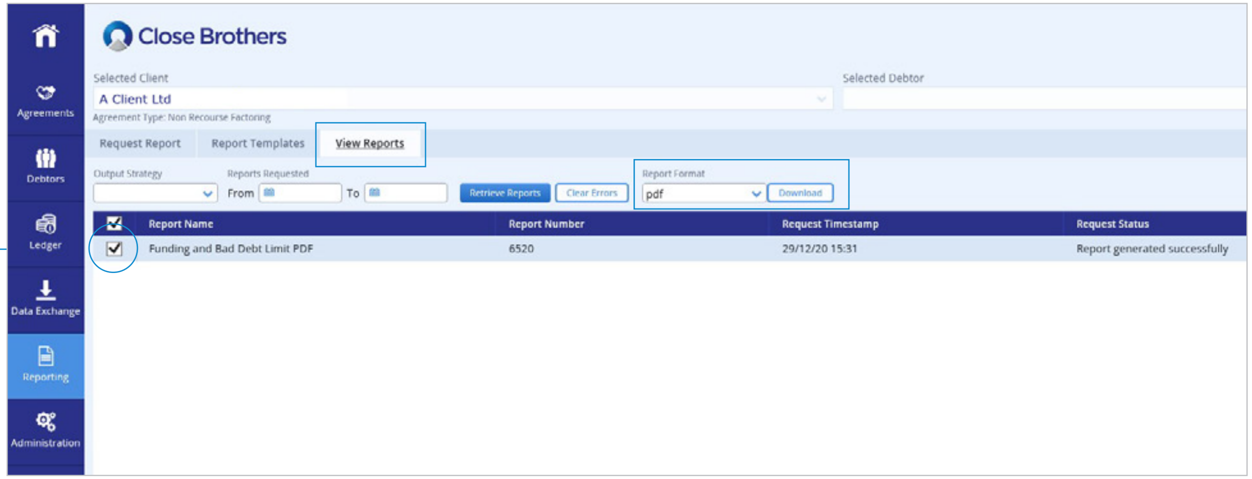
5. A pop-up screen will confirm the report submission and message will also appear in your notifications.

Click on the bell icon to view confirmation.

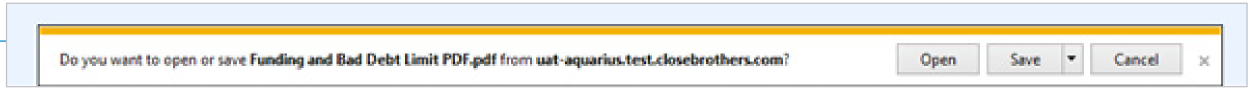


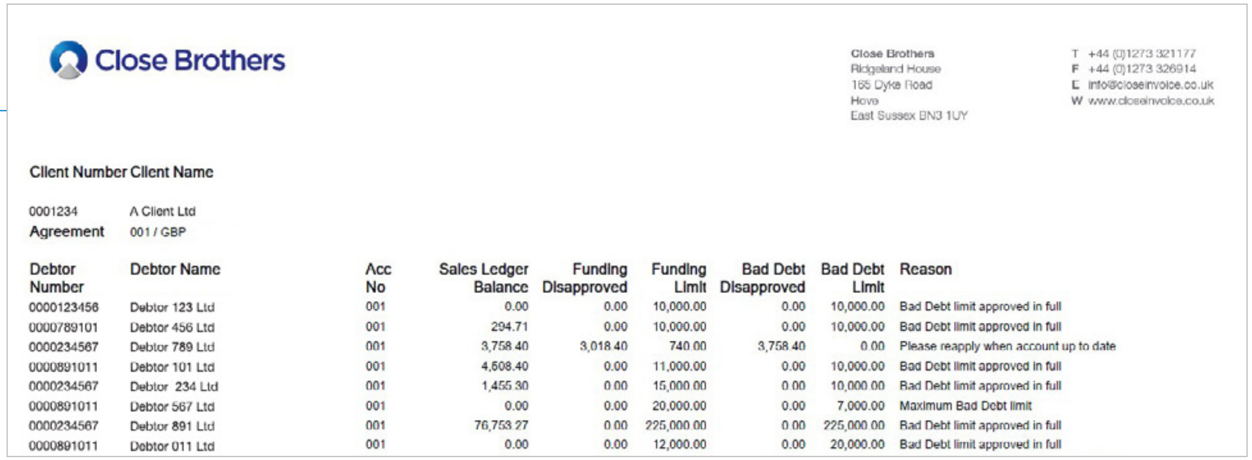


6. To access the report select the View Reports tab. Check the tickbox next to it, choose your required format (for example pdf, xls) and download.



7. You may see the following pop-up – choose Open, then print or save as required.





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Client Number Client Name

0001234 A Client Ltd

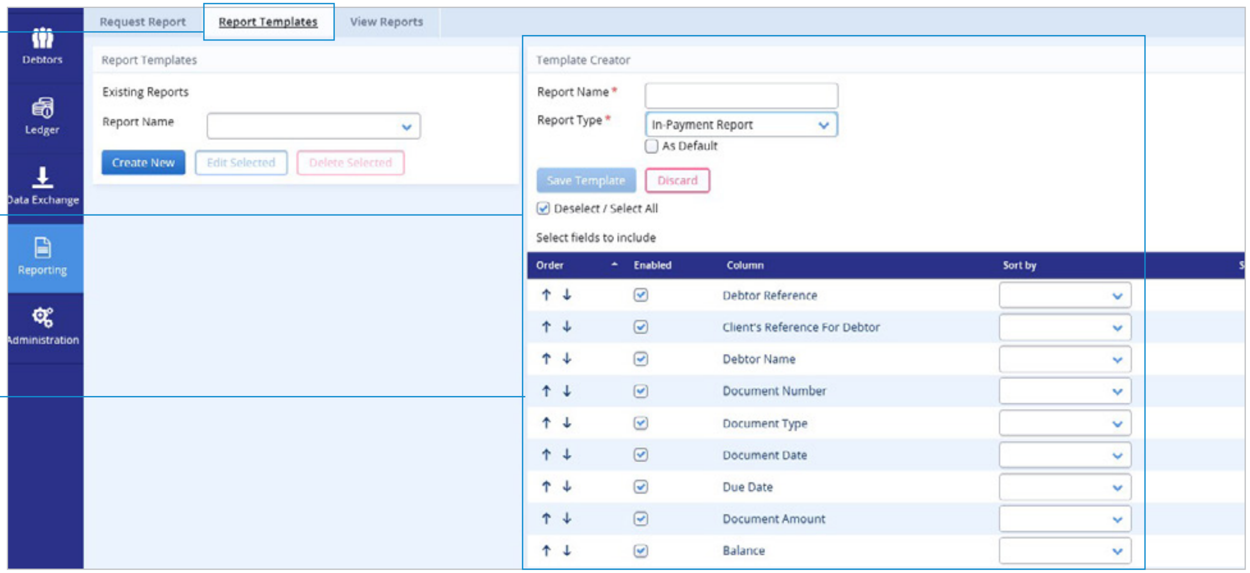
Agreement 001 / GBP

Debtor Number	Debtor Name	Acc No	Sales Ledger Balance	Funding Disapproved	Funding Limit	Bad Debt Disapproved	Bad Debt Limit	Reason
0000123456	Debtor 123 Ltd	001	0.00	0.00	10,000.00	0.00	10,000.00	Bad Debt limit approved in full
0000789101	Debtor 456 Ltd	001	294.71	0.00	10,000.00	0.00	10,000.00	Bad Debt limit approved in full
0000234567	Debtor 789 Ltd	001	3,758.40	3,018.40	740.00	3,758.40	0.00	Please reapply when account up to date
0000891011	Debtor 101 Ltd	001	4,608.40	0.00	11,000.00	0.00	10,000.00	Bad Debt limit approved in full
0000234567	Debtor 234 Ltd	001	1,455.30	0.00	15,000.00	0.00	10,000.00	Bad Debt limit approved in full
0000891011	Debtor 567 Ltd	001	0.00	0.00	20,000.00	0.00	7,000.00	Maximum Bad Debt limit
0000234567	Debtor 891 Ltd	001	76,753.27	0.00	225,000.00	0.00	225,000.00	Bad Debt limit approved in full
0000891011	Debtor 011 Ltd	001	0.00	0.00	12,000.00	0.00	20,000.00	Bad Debt limit approved in full

Bespoke reporting

8. To create bespoke reports and templates, select the Report Templates tab and click the Create New button.

Next select the Report Type. For example: In-payment Report.



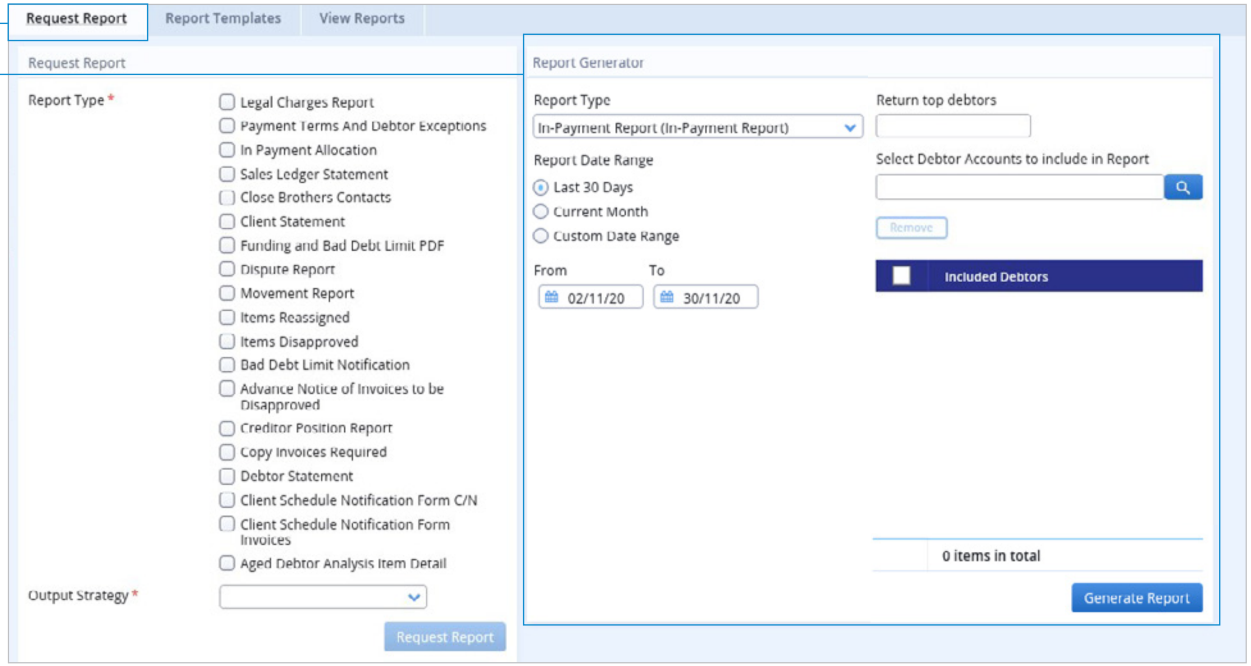
9. Select the columns you wish to include (Enabled) and amend the Order they are displayed in using the up and down arrows.

Fill in the Report Name box and select As Default if you plan to use this report regularly.

Then click Save Template.

10. Return to the Request Report tab. Using the Report Generator, select the report you have just created, add the date range and click Generate Report.

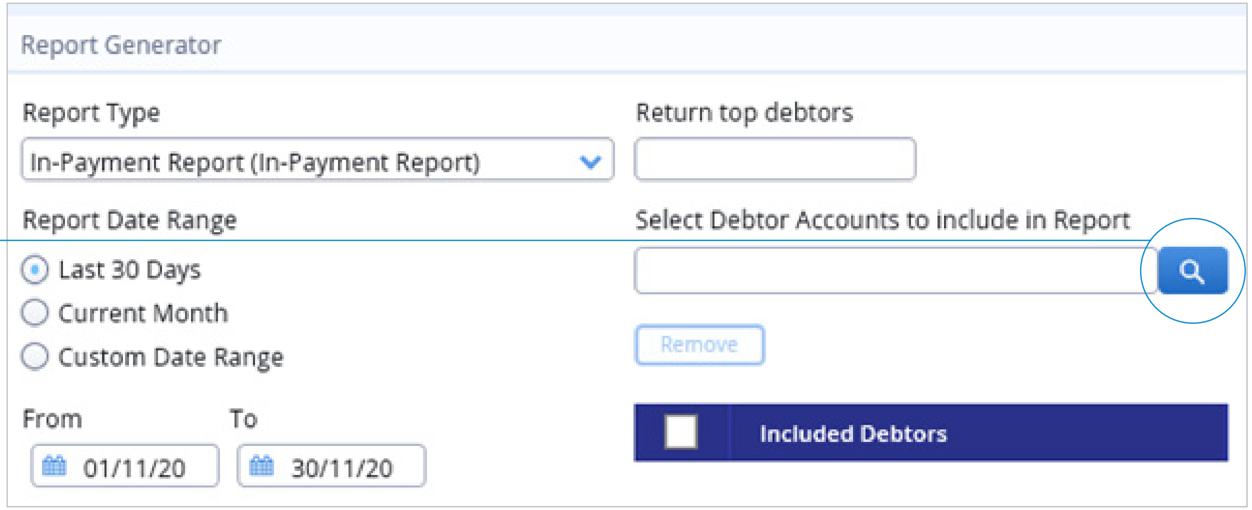
To access it, go to the View Reports tab and follow steps 6-7 on page 3.



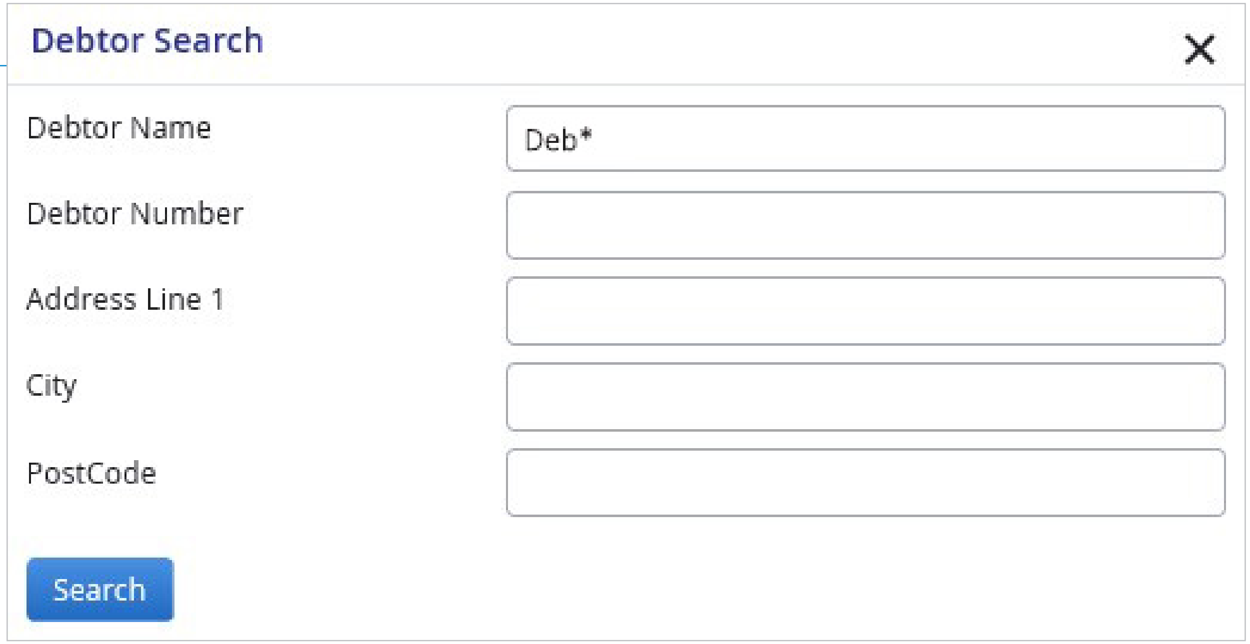
11. In Report Generator you can further tailor your reports to include specific debtor accounts only.

This could be useful for a large sales ledger where allocation duties are divided within your accounts team members.

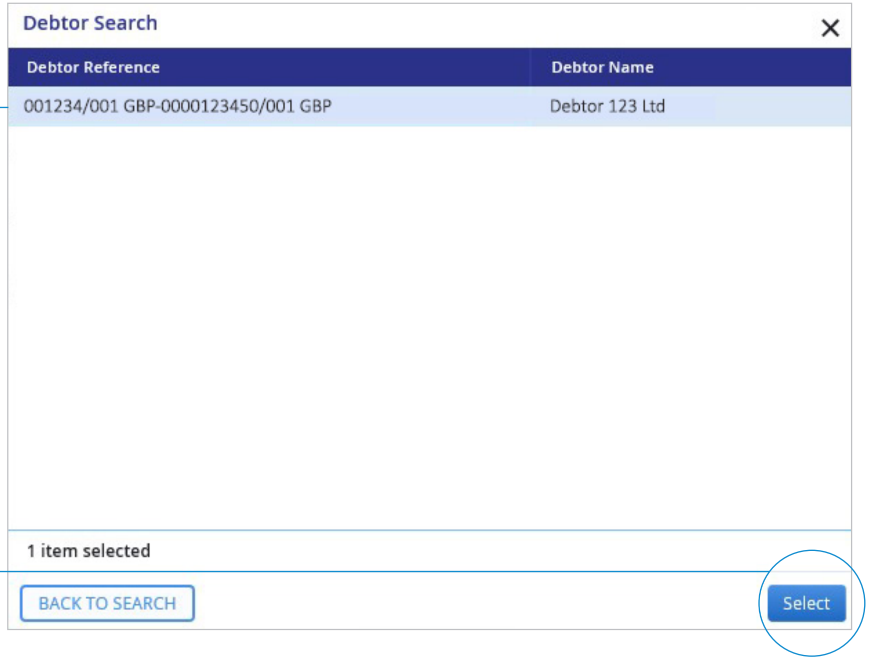
Choose your Report Type, Report Date Range and click the search icon within the field Select Debtor Accounts to include in Report.



12. Start typing the name into the resulting Debtor Search box (or the Debtor Number if you have it). If you have only typed part of the name add an * and click on the Search button.



13. A debtor list will appear. Click on the name to highlight it and press the Select button.



14. The chosen debtor is now shown under Included Debtors in the Report Generator.

Once all required debtors have been added, click the Generate Report button, then go to the View Reports tab and follow steps 6-7 on page 3 to access it.