How to...
Upload invoices via CSV files or Sage reports

CloseNet®

Please contact your client manager if you would like this facility enabled on your account.

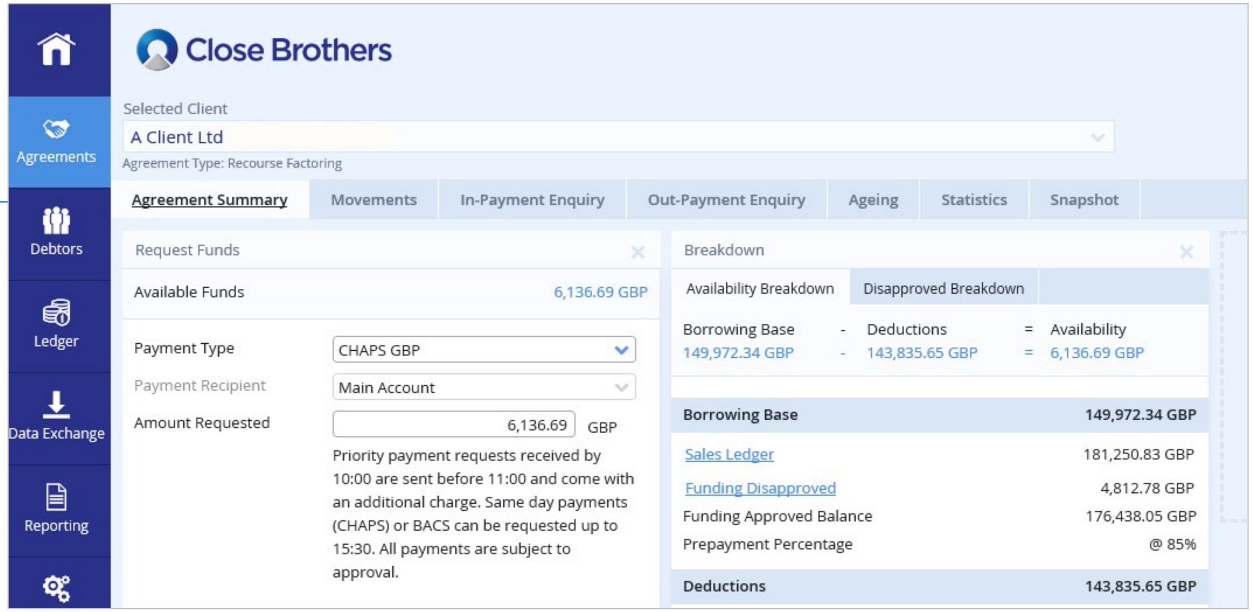
1. Sign into your account.

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.

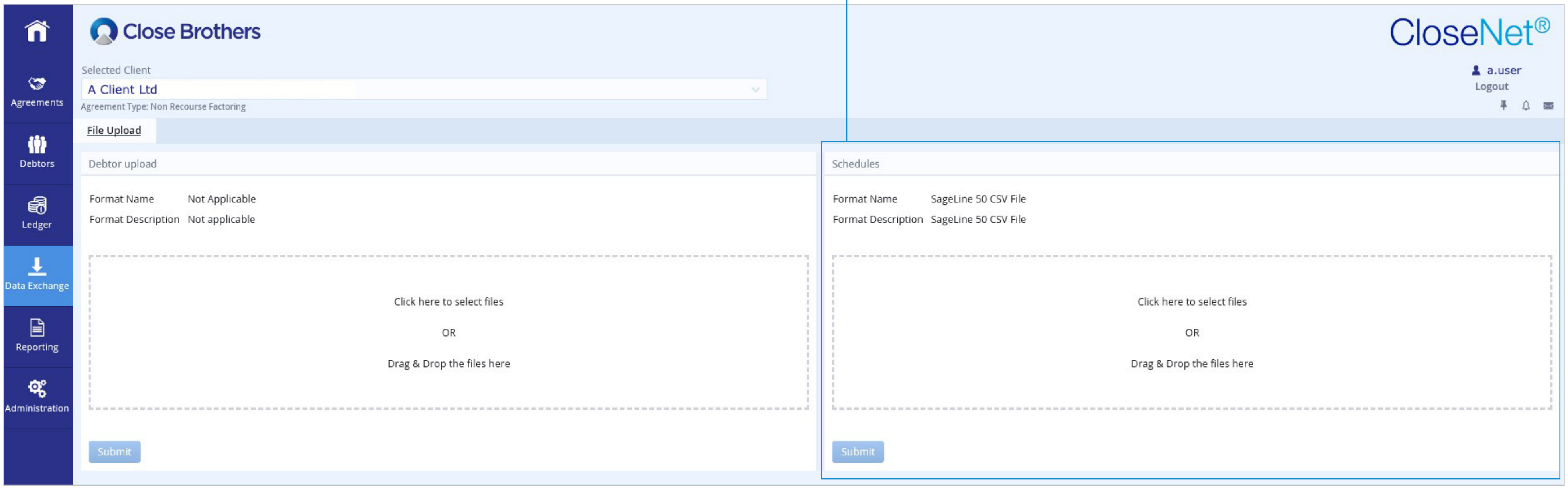
3. You will then be taken to the Agreement Summary page.



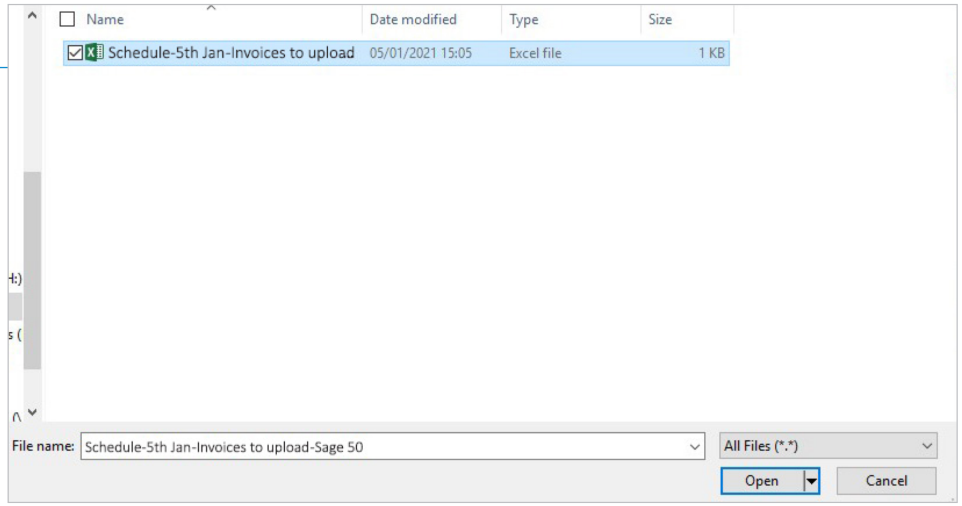
Close Brothers

4. Click the Data Exchange icon on the left-hand menu to view the File Upload page.

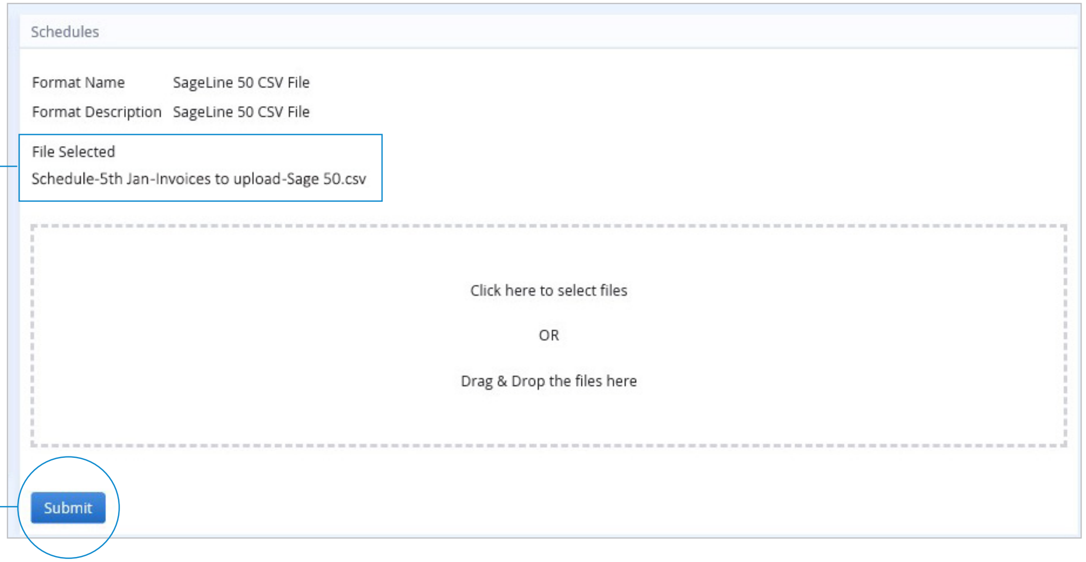
Under the Schedules tab on the right hand side, either click on the box to select your files to upload or drag and drop your files into the box.



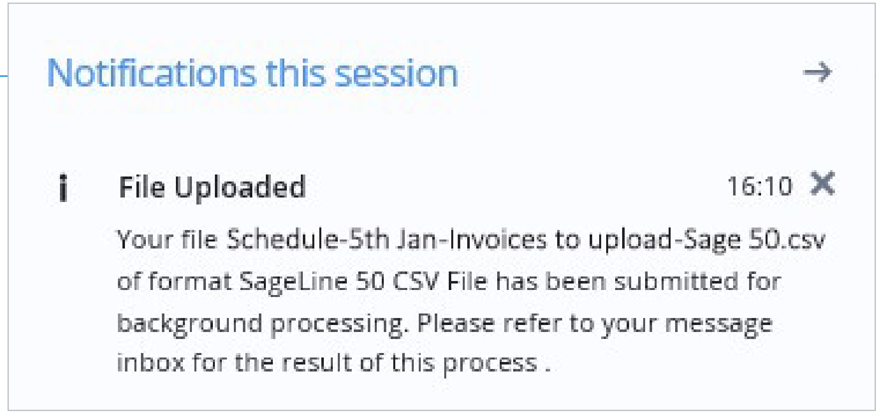
5. Locate the file from your computer that you wish to upload. Click to select it, a tick will appear, then click on the Open button at the bottom of the screen.



6. Your file will appear in the Schedules box – click the Submit button.



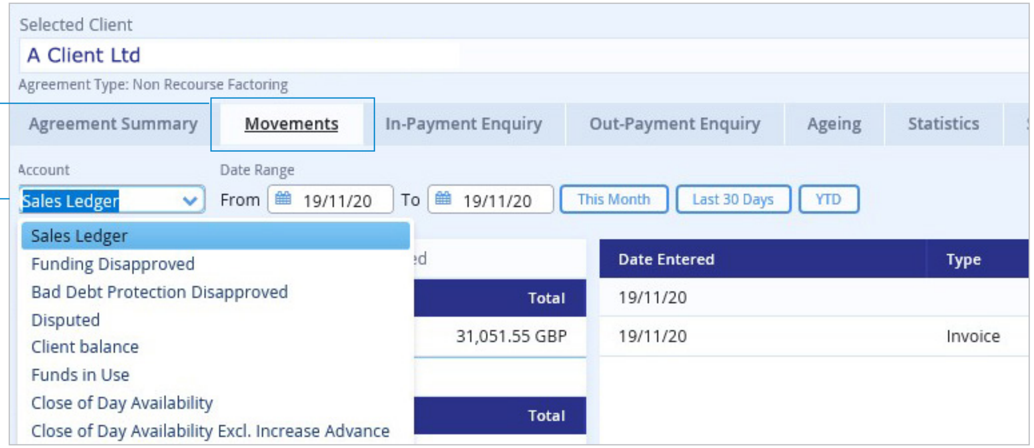
7. A pop-up will advise that the file has been uploaded. This can also be viewed in your notifications by clicking on the bell icon in the top right of the screen.

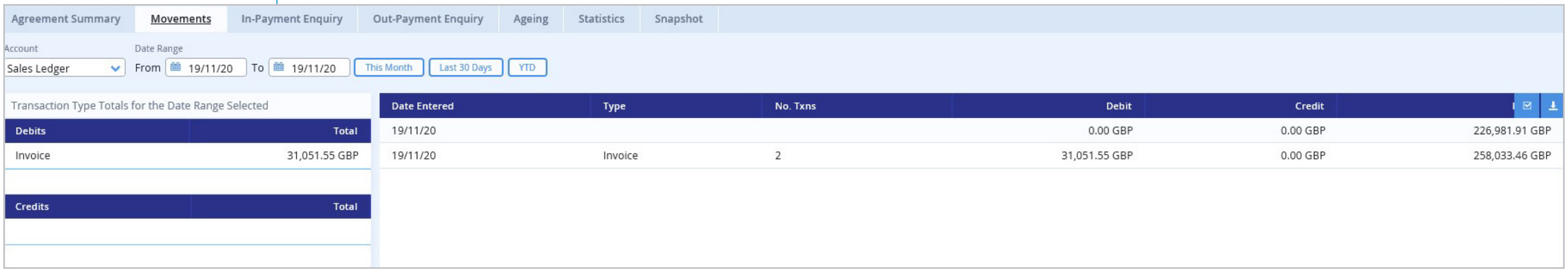


8. To view your uploads, click on the Agreements icon and select the Movements tab.

In the Account field, choose Sales Ledger from the drop down menu. Note that the report will default to today's date but you can also search by date range.

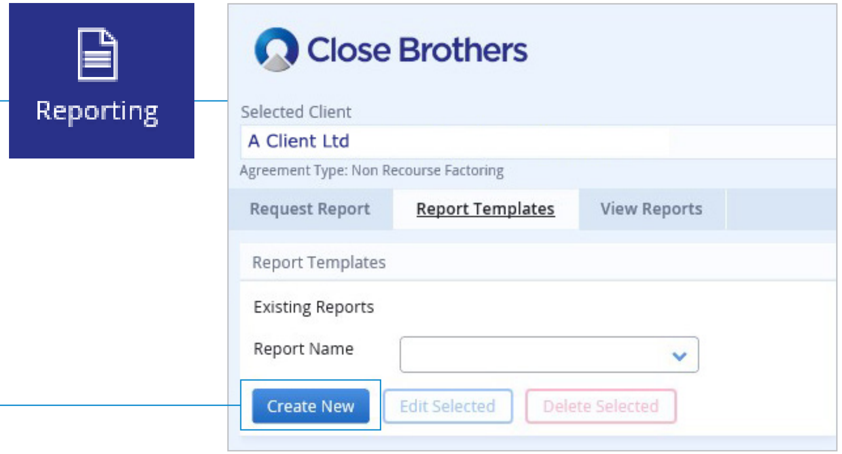
Your invoice batch will show as a lump sum in the Sales Ledger movement report.



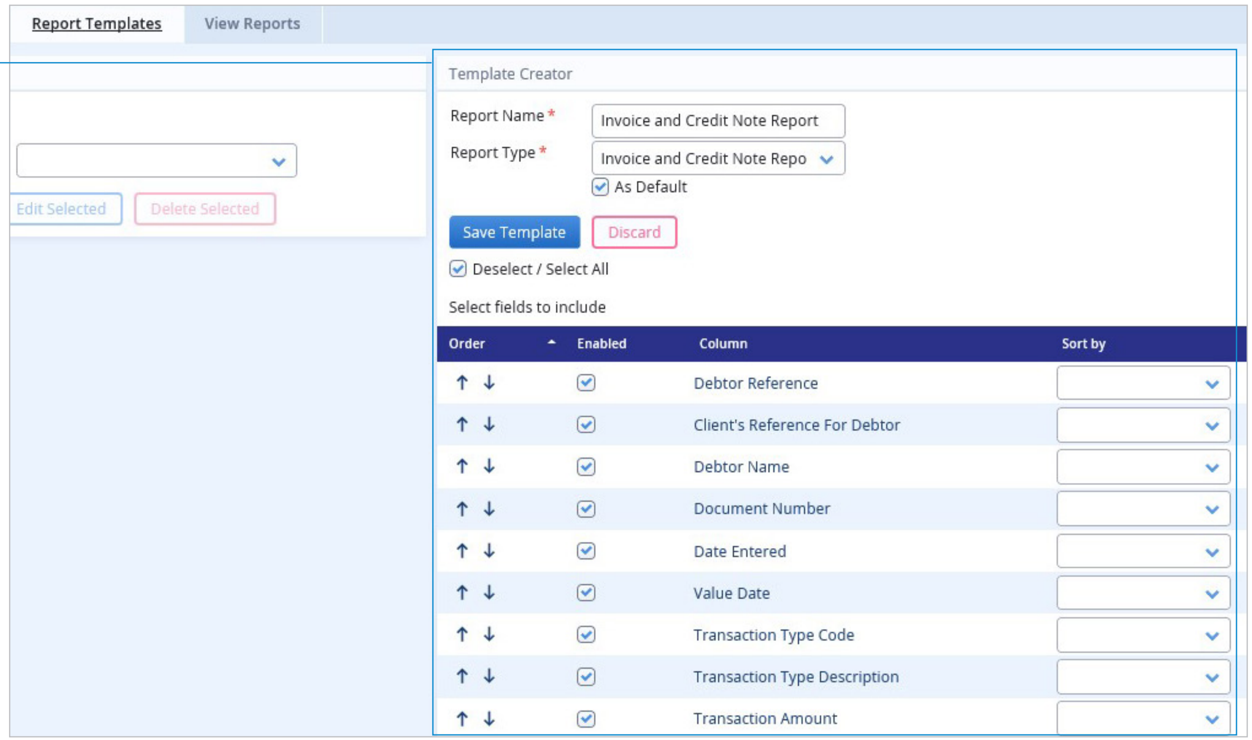


9. For a breakdown of the Invoice Schedule, go to the *Invoice and Credit Note Report* via the Reporting icon, then select the Report Templates tab.

You will need to set up a template the first time you use it. To do this click on the Create New button.

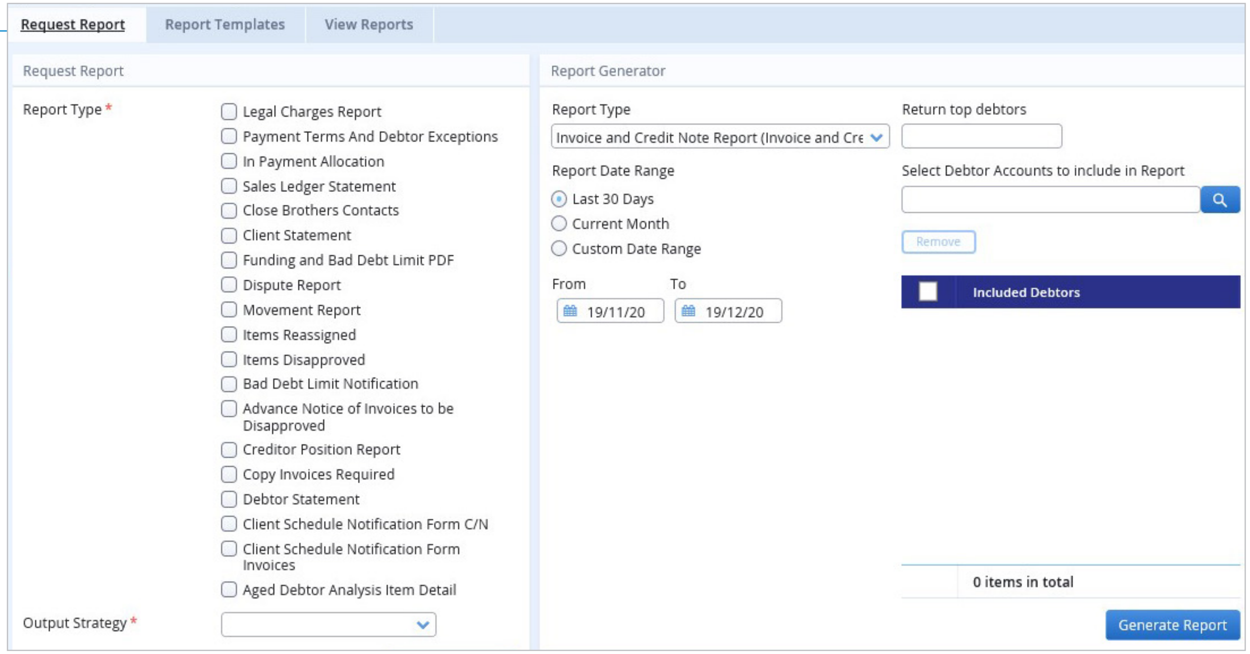


10. Add your own name for the report or use the report type name *Invoice and Credit Note Report*, ensure you tick the As a Default box and click Save Template.



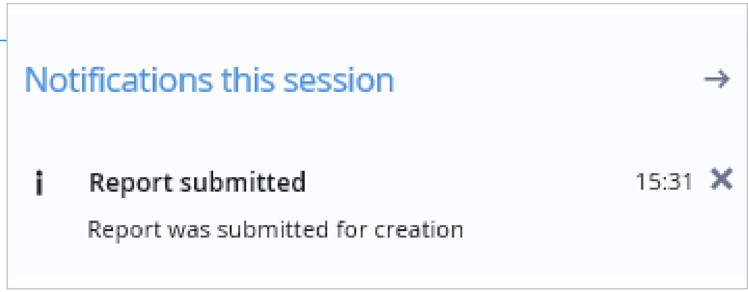
11. Next, click on the Request Report tab.

Select from the Report Type of the Report Generator *Invoice and Credit Note Report*, select your date range then click on Generate Report.

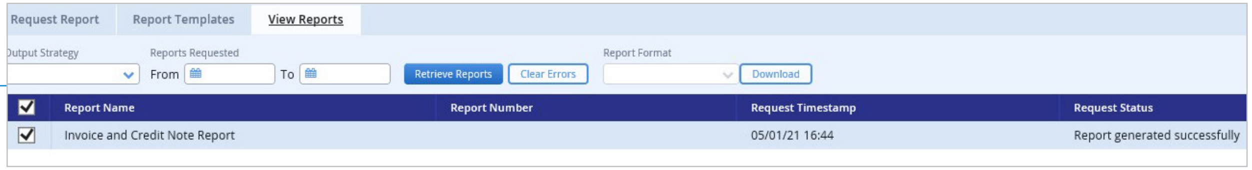


12. A pop-up screen will confirm the report submission and message will also appear in your notifications.

Click on the bell icon to view confirmation.



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



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

Do you want to open or save **Invoice and Credit Note Report.xls** from **uat-aquarius.test.closebrothers.com**?

Open | Save | Cancel

Invoice and Credit Note Report														
Client														
Date Range	19/11/2020 00:00	To	19/01/2021 00:00											
Date	05/01/2021 16:51													
Debtor Reference	Client's Reference	Debtor Name	Document Numbe	Date Entered	Value Date	Transaction Type Code	Transaction Type Description	Transaction A	Transactic	Collateral	Collateral	Amount	Currency	Balance
0001234/001 GBP-0000123456/001 GBP		A Customer Ltd	1298	19/11/2020 00:00	19/11/2020 00:00	0010/0010	Invoice	12,000.00	GBP	12,000.00	GBP	12,000.00	GBP	9,903.7
0001234/001 GBP-0000123456/001 GBP		A Customer Ltd	1299	19/11/2020 00:00	19/11/2020 00:00	0010/0010	Invoice	19,051.55	GBP	19,051.55	GBP	19,051.55	GBP	19,051.5

Compatible file formats for CSV/SAGE uploads

- **SAGE50** – we can provide a downloadable report
- **CSV**
- **ASC**
- **CDL**

Contact your client manager for further information.