How to...
View cash received

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.

Agreements

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 In-Payment Enquiry tab.

Close Brothers

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

Date Range

From 📅 07/12/20 To 📅 07/12/20

| « | ‹ | December 2020 | › | » |

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

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 ✕

File Name   File Format

[   ]   Excel ▾

Select 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

[Download File]

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

	A	B	C	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