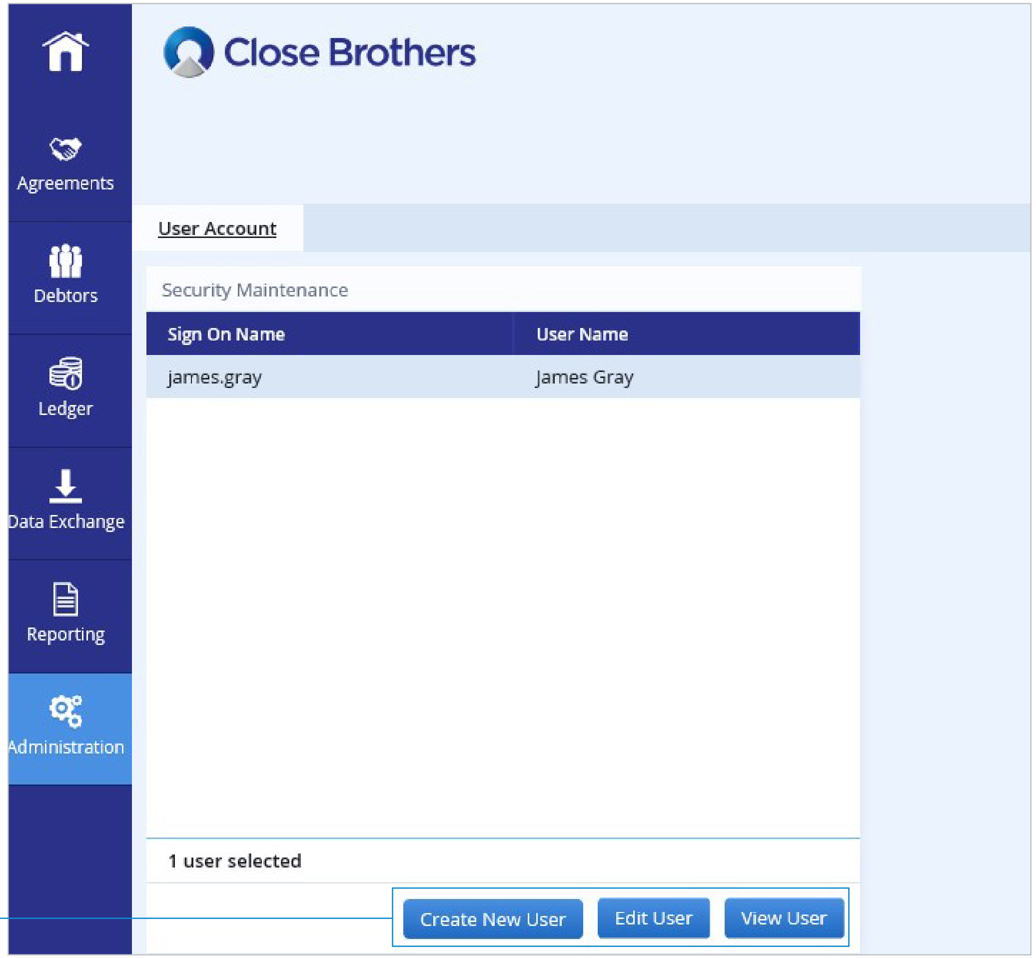
How to...
Set up a staff passcode

CloseNet®

1. Sign into your account and click on the Administration icon.

2. Your Administration User Account will load.

From here you can view and edit your account and create separate user accounts by selecting the relevent button below.



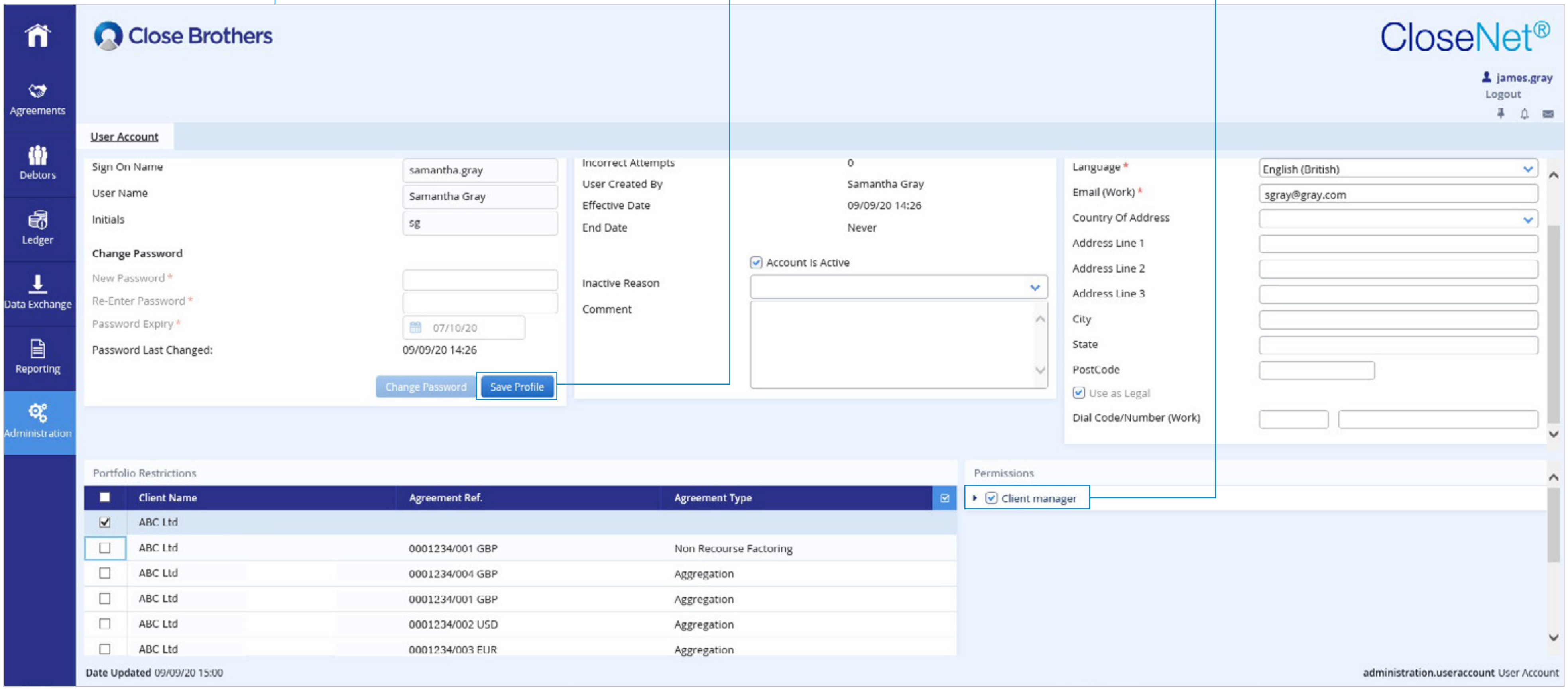
3. Please complete all fields denoted with an * as follows:

- Sign On Name*
- User Name*
- Initials*
- New Password*
- Re-Enter Password*
- Country*
- Language*

4. You can also manage new user access.

If you require them to have full access, check the Client manager permissions box.

5. Click on Save Profile and the account is ready to use.



6. If you require the new user to have restricted access to specific screens/information, click on the arrow next to the Client Name.

For multiple accounts, tick the Client Name/Agreement Ref that you wish the user to have access to.

Portfolio Restrictions

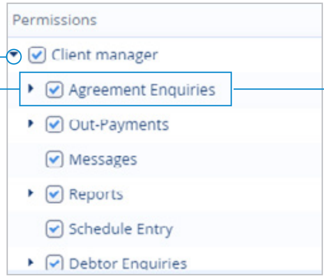
☐	Client Name	Agreement Ref.	Agreement Type
☑	ABC Ltd	0001234/001 GBP	Non Recourse Factoring
☐	ABC Ltd	0001234/002 USD	Non Recourse Factoring
☐	ABC Ltd	0001234/003 EUR	Non Recourse Factoring
☑	ABC Ltd	0001234/004 GBP	Aggregation
☑	ABC Ltd	0001234/001 GBP	Aggregation

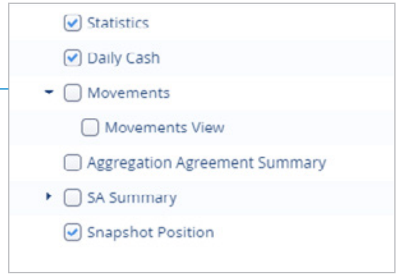
7. Tick the Client manager box, then click the arrow next to it to manage access permissions.

Example: *We want to restrict user access to Availability, Current Account and Withdraw Funds. Click on the arrow next to Agreement Enquiries to expand the menu options.*

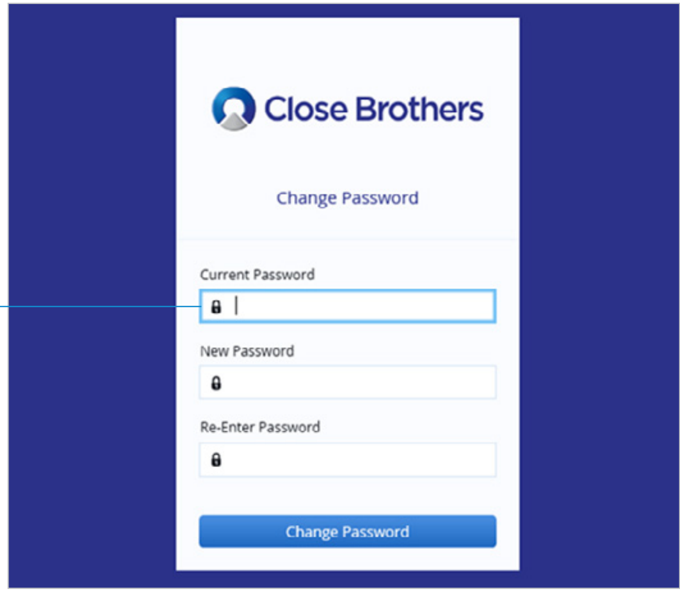
Scroll down and uncheck Movements, Aggregation Agreement Summary and SA Summary then click on the Save Profile button to complete the user set up.

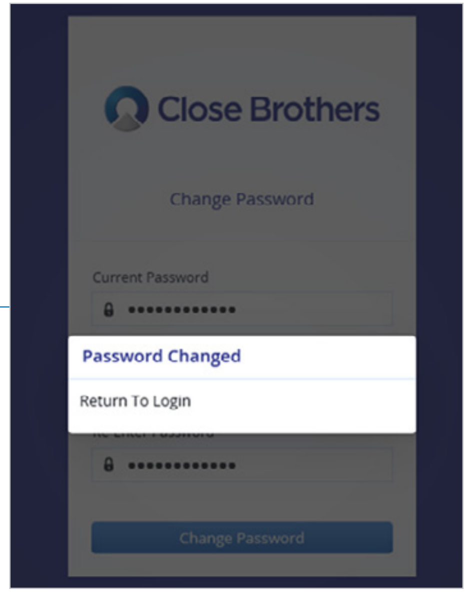
Please note: Scroll down to view all options/content.





8. When the new user first signs in, they will be asked to change their password.





USER RESTRICTION OPTIONS:

Agreement Enquiries

- Top Debtors
- Ageing
- Statistics – Sales Ledger / Funding Disapproved / Credit Disapproved / Disputed / Client Balance / Funds In Use / Close of Day Availability
- Daily Cash
- Movements – Movements View (Sales Ledger / Funding Disapproved / Credit Disapproved / Disputed / Client balance / Funds in Use / Close of Day Availability / Close of Day Available Funds /Concentration Retention)
- Aggregation Agreement Summary – Shows a group / aggreation availability position
- SA Summary (Service Agreement) – SA Summary Availability Breakdown / SA Summary Out-Payment Status / SA Summary Disapproved Beakdown / SA Summary MTD Movements
- Snapshot Position
- Ledger Item Analysis
- Ledger Item Search – Ledger Item Search / Ledger Item View / View Credit Disapproval Status / View Funding Disapproval Status

Out-Payments

- Out-Payment Entry
- Agregration Out-Payment Multiple Splits
- Out-Payments Enquiry

Messages

Reports

- Delivery Method Internet Service
- Output Strategy Internet Service
- Delivery Format Excel
- Delivery Format CSV

Schedule Entry

Debtor Enquiries

- Debtor Account Enquiry
- Debtor Account Summary
- Sales turnover
- Ageing
- Movements
- Cash Flow Position
- Performance Analysis

File Upload

Security Maintenance (Admin user only)

- Change Password
- Add user
- Edit User
- View User

Debtor Maintenance

CAR Entry

Credit Limit Entry

Report Generator

Schedule Enquiry

- Schedule Enquiry Assigment Confirmation