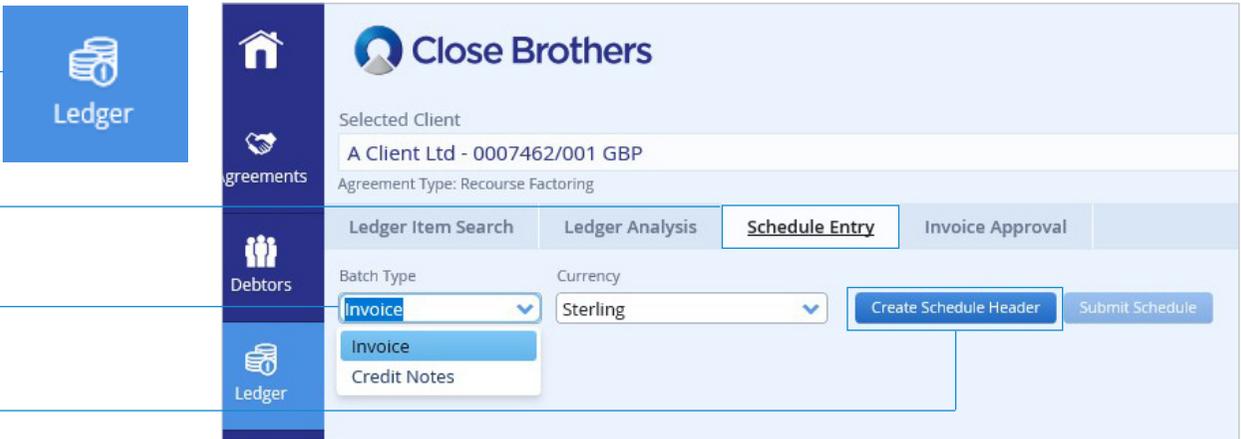


How to... Upload invoices manually

1. Click on the [Ledger](#) icon on the left-hand menu, then select the [Schedule Entry](#) Tab.



2. Select either *Invoice* or *Credit Notes* from the [Batch Type](#) drop down menu, then click the [Create Schedule Header](#) button.



Type	Debtor Name	Doc. No.	Order No.	Doc. Date	Due Date	Doc. Amount
Invoice	Debtor 123 Ltd	1234	PO9876	29/11/19		10,857.78 GBP

3. From here, click on the [Debtor Name](#) box, and select your customer from the drop down menu.

Populate the [Doc. No.](#), [Order No.](#) (not mandatory) and [Doc. Date](#). This will default to today's date – amend if incorrect.

[Due Date](#) should auto populate.

Add invoice value into [Doc. Amount](#).

4. The **Terms** should auto populate, however if the invoice has exceptional terms you can enter them manually by clicking on the **+** icon in the **Terms** field.

Due Date	Doc. Amount	Terms	Ac
	10,857.78 GBP		

5. Select the **Payment Terms** from the drop down menu and click **Finish** to add to your **Schedule Entry**.

Special Terms

Payment Terms: 60 days Invoice Date

Original Discount Date: 02/12/19

Tolerated Discount Date: 12/12/19

Discount Days: 10

Percentage Discount: 2.5

Discount Amount:

[Add Discount](#)

[Edit](#) [Delete](#)

Original Date	Tolerated Date	Days	%	Amount
---------------	----------------	------	---	--------

0 items in total

[Finish](#)

6. Additional invoices can be added by clicking on the blue + icon in the **Actions** field or removed by clicking the red x icon.

Due Date	Doc. Amount	Terms	Actions
	10,857.78 GBP	60 days Invoice Date	
	500.00 GBP		

7. Once your batch is complete, click the **Submit Schedule** button.

A summary pop-up will display, click on **Confirm** to submit or **Cancel** to amend the invoice batch.

Ledger Item Search Ledger Analysis **Schedule Entry** Invoice Approval

Batch Type: Invoice Currency: Sterling

[Create Schedule Header](#) [Submit Schedule](#)

Confirm Batch Submit ✕

Schedule Reference

Batch Type: Invoice

Total Amount: 11,357.78 GBP

Items: 2

[Cancel](#) [Confirm](#)

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

Click on the bell icon to view confirmation.

CloseNet®

a.user
Logout

Notifications this session →

Batch was successfully sent 11:49 ✕
Batch number: 0042989

9. You can also confirm the batch has been posted by clicking the [Agreements](#) icon on the left-hand menu, then selecting the [Movements](#) tab to view.

The screenshot shows the Close Brothers web interface. On the left, there is a blue sidebar menu with icons for Home, Agreements, and Users. The 'Agreements' icon is highlighted. The main header area displays the Close Brothers logo and the text 'Selected Client: A Client Ltd'. Below this, it says 'Agreement Type: Recourse Factoring'. A horizontal navigation bar contains several tabs: 'Agreement Summary', 'Movements', 'In-Payment Enquiry', 'Out-Payment Enquiry', 'Ageing', and 'Statistics'. The 'Movements' tab is currently selected and highlighted with a blue border.

Date Entered	Type	No. Txns	Debit	Credit	
01/12/19			0.00 GBP	0.00 GBP	170,981.65 GBP
01/12/19	In-Payment Received	1	0.00 GBP	1,088.60 GBP	169,893.05 GBP
02/12/19	Invoice	2	11,357.78 GBP	0.00 GBP	181,250.83 GBP