

Upload invoices manually – invoice discounting

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



2. [Batch Type](#) will default to [Bulk Schedule](#). Each batch will require a unique [Batch Reference](#). You could use your day book reference or today's date, for example. Then click on [Create Schedule Header](#).

A screenshot of the Close Brothers web application interface. On the left is a dark blue navigation menu with icons for Home, Agreements, Debtors, and Ledger. The Ledger icon is highlighted. The main content area shows the "Close Brothers" logo and "Selected Client" dropdown set to "A Client Ltd -0000234/001 GBP". Below this are tabs for "Ledger Item Search", "Ledger Analysis", and "Schedule Entry", with the latter being active. The "Schedule Entry" section contains fields for "Batch Type" (set to "Bulk Schedule"), "Currency" (set to "Sterling"), and "Batch Reference" (with "0204021" entered). A "Create Schedule Header" button is located to the right of the Batch Reference field.

Ledger Item Search		Ledger Analysis		Schedule Entry					
Batch Type	Currency	Batch Reference							
Bulk Schedule	Sterling	0204021		Create Schedule Header	Submit Schedule				
Type	Debtor Name	Doc. No.	Doc. Date	Invoice Amount	Invoice Items	Credit Note Amount	Credit Note Items	File Location	Extra Fields
Bulk Schedule	Sales Ledger Control Account	0204021A	07/04/21	10,000.00 GBP	8	150.00 GBP	1	Choose File	None

<p>3. Debtor Name will automatically default to <i>Sales Ledger Control Account</i> as you complete the batch details.</p>	<p>Add the Doc. No., (this too will need to be unique – it could be today’s date for example). Doc Date – this will default to today’s date – amend if incorrect.</p>	<p>Input the bulk value in Invoice Amount (including VAT charged); and the total number of invoices in Invoice Items.</p>	<p>There is no requirement to upload a file here. Once your batch is complete, click the Submit Schedule button.</p>
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Please Note: A credit note schedule can be added at the same time if required.

Create Schedule Header	Submit Schedule
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4. A summary box will then load displaying the totals of your bulk invoice/credit note batch. Click the **Confirm** button to submit the batch, or on **Cancel** to amend the details.

Confirm Batch Submit ✕

Schedule Reference	0204021
Batch Type	Bulk Schedule
Batch Amount	9,850.00 GBP
Invoice Items	7
Invoice Total Amount	10,000.00 GBP
Credit Items	1
Credit Items Amount	150.00 GBP

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

5. A pop-up screen will confirm submission and message will also appear in your notifications. Click on the bell icon to view confirmation.

Notifications this session

Batch was successfully sent 11:49 ✕
 Batch number: 0204021

a.user
Logout

6. 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 bulk batches.

Agreements

Close Brothers

Selected Client

A Client Ltd

Agreement Type: Recourse Factoring

Agreement Summary
Movements
In-Payment Enquiry
Out-Payment Enquiry
Ageing
Statistics

Agreement Summary	<u>Movements</u>	In-Payment Enquiry	Out-Payment Enquiry	Ageing	Statistics		
Account: Sales Ledger Date Range: From 01/04/21 To 07/04/21 This Month Last 30 Days YTD 							
Transaction Type Totals for the Date Range Selected							
Debits	Total	Date Entered	Type	No. Txns	Debit	Credit	
		01/04/21			0.00 GBP	0.00 GBP	168,991.45 GBP
Invoice	10,000.00 GBP	06/04/21	In-Payment Received	3	0.00 GBP	6,824.93 GBP	162,166.52 GBP
1 item in total		07/04/21	In-Payment Received	1	0.00 GBP	8,376.46 GBP	153,790.06 GBP
Credits	Total						
In-Payment Received	15,201.39 GBP	07/04/21	Invoice	1	10,000.00 GBP	0.00 GBP	163,790.06 GBP
Credit Note	150.00 GBP	07/04/21	Credit Note	1	0.00 GBP	150.00 GBP	163,640.06 GBP
2 items in total							