

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

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.

Agreement	Agreement Reference
EFG GROUP Aggregation	0012345/001 GBP
EFG Ltd Non Recourse CHOCS	0012345/001 GBP
DJK Ltd Non Recourse CHOCS	0012345/001 GBP
GHI Ltd Non Recourse CHOCS	0012345/001 GBP

Availability Breakdown			Disapproved Breakdown		
Borrowing Base	-	Deductions	=	Availability	
149,972.34 GBP	-	143,835.65 GBP	=	6,136.69 GBP	

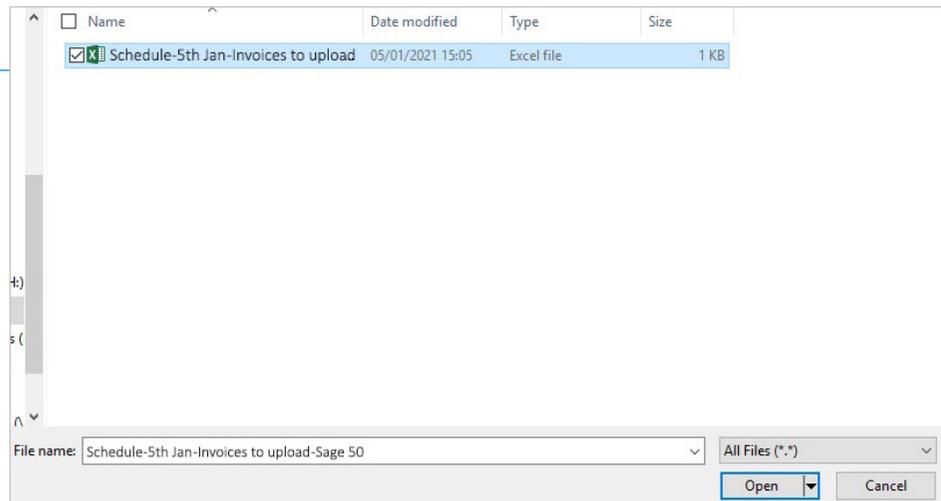
Borrowing Base	
Sales Ledger	181,250.83 GBP
Funding Disapproved	4,812.78 GBP
Funding Approved Balance	176,438.05 GBP
Prepayment Percentage	@ 85%
Deductions	143,835.65 GBP

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.

Schedules

Format Name SageLine 50 CSV File
Format Description SageLine 50 CSV File

File Selected
Schedule-5th Jan-Invoices to upload-Sage 50.csv

Click here to select files
OR
Drag & Drop the files here

Submit

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.

Notifications this session →

i File Uploaded 16:10 ✕

Your file Schedule-5th Jan-Invoices to upload-Sage 50.csv of format SageLine 50 CSV File has been submitted for background processing. Please refer to your message inbox for the result of this process .

CloseNet®

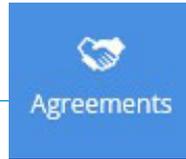
a.user
Logout

📌 🔔¹ ✉

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.



Selected Client
A Client Ltd
Agreement Type: Non Recourse Factoring

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

Account: **Sales Ledger** Date Range: From 19/11/20 To 19/11/20 [This Month] [Last 30 Days] [YTD]

	Date Entered	Type
Total	19/11/20	
31,051.55 GBP	19/11/20	Invoice
Total		

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

Account: **Sales Ledger** Date Range: From 19/11/20 To 19/11/20 [This Month] [Last 30 Days] [YTD]

Transaction Type Totals for the Date Range Selected		Date Entered	Type	No. Txns	Debit	Credit	
Debits	Total	19/11/20			0.00 GBP	0.00 GBP	226,981.91 GBP
Invoice	31,051.55 GBP	19/11/20	Invoice	2	31,051.55 GBP	0.00 GBP	258,033.46 GBP
Credits	Total						

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](#).

Order	Enabled	Column	Sort by
↑ ↓	<input checked="" type="checkbox"/>	Debtor Reference	↓
↑ ↓	<input checked="" type="checkbox"/>	Client's Reference For Debtor	↓
↑ ↓	<input checked="" type="checkbox"/>	Debtor Name	↓
↑ ↓	<input checked="" type="checkbox"/>	Document Number	↓
↑ ↓	<input checked="" type="checkbox"/>	Date Entered	↓
↑ ↓	<input checked="" type="checkbox"/>	Value Date	↓
↑ ↓	<input checked="" type="checkbox"/>	Transaction Type Code	↓
↑ ↓	<input checked="" type="checkbox"/>	Transaction Type Description	↓
↑ ↓	<input checked="" type="checkbox"/>	Transaction Amount	↓

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](#).

Request Report | Report Templates | View Reports

Request Report

Report Type *

- Legal Charges Report
- Payment Terms And Debtor Exceptions
- In Payment Allocation
- Sales Ledger Statement
- Close Brothers Contacts
- Client Statement
- Funding and Bad Debt Limit PDF
- Dispute Report
- Movement Report
- Items Reassigned
- Items Disapproved
- Bad Debt Limit Notification
- Advance Notice of Invoices to be Disapproved
- Creditor Position Report
- Copy Invoices Required
- Debtor Statement
- Client Schedule Notification Form C/N
- Client Schedule Notification Form Invoices
- Aged Debtor Analysis Item Detail

Output Strategy*

Report Generator

Report Type

Report Date Range
 Last 30 Days
 Current Month
 Custom Date Range

From To

Return top debtors

Select Debtor Accounts to include in Report

Included Debtors

0 items in total

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.

Notifications this session →

Report submitted 15:31 ✕

Report was submitted for creation

CloseNet®

a.user
Logout

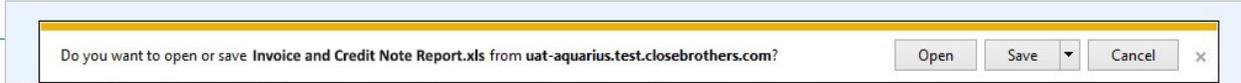
13. To access the report select the [View Reports](#) tab. Check the tickbox next to it, choose your required format (for example pdf, xls) and click Download.

Request Report | Report Templates | **View Reports**

Output Strategy Reports Requested From To Report Format

<input checked="" type="checkbox"/>	Report Name	Report Number	Request Timestamp	Request Status
<input checked="" type="checkbox"/>	Invoice and Credit Note Report		05/01/21 16:44	Report generated successfully

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



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 Number	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.