How to upload invoices / credits via CSV using your own debtor references

CloseNet®

1. The CSV template you will have received at take-on is shown opposite.

Data should begin on the top row (A1) so please delete all headers before you begin.

	A	B	C	D	E	F
1	Clients Debtor ref	Document Date	Document number	Gross Amount	Order Number	Due Date
2	25 digit	dd/MM/yyyy	7 digit	2 decimal number	9 digit- optional data	dd/MM/yyyy optional data
3	no headers of leading rows- data to start on line 1					
4						
5						

2. CSV upload example:

Column A: Your Debtor ref. Please check they have been set up on CloseNet, located next to your debtor number within the debtor listing tab. If not, please contact your Client Executive.

Column B: Invoice date dd/MM/yyyy format.

Column C: Invoice reference allows a maximum of seven digits.

Column D: Positive invoice values will automatically be identified as an invoice, negative invoice values will automatically be identified as a credit note.

Column E: Order number – maximum of nine digits.

Column F: Due date in dd/MM/yyyy format.

PLEASE NOTE:

Columns E and F are optional. Column E can be used on its own, however column F must be used in conjunction with column E.
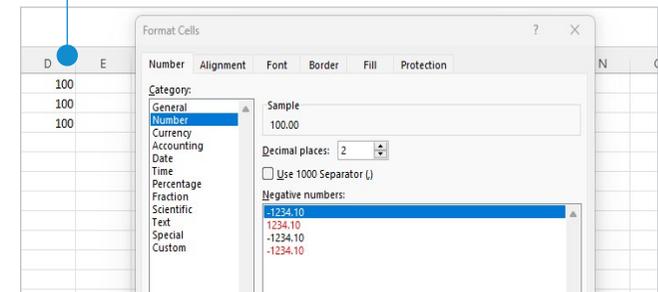
The due date will be pre-set within the system, therefore this only needs completing if there are any non-standard terms.

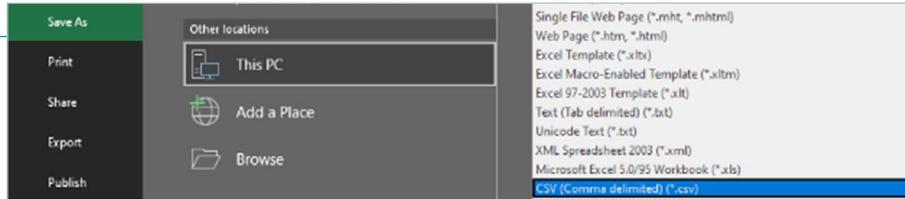|	DEBTOR REF.	INVOICE DATE	INVOICE REF.	INVOICE VALUE
	A	B	C	D
1	ABC01	01/12/2022	1001	100.00
2	ABC02	01/12/2022	1002	100.00
3	ABC03	01/12/2022	1003	100.00

Column B
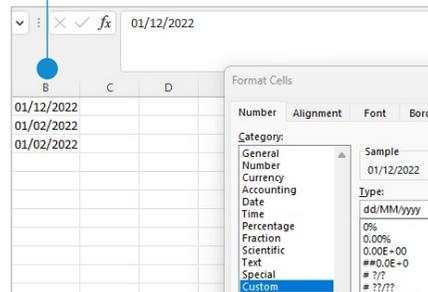
Column D: Invoice value should be formatted to two decimal places e.g. 100.00.

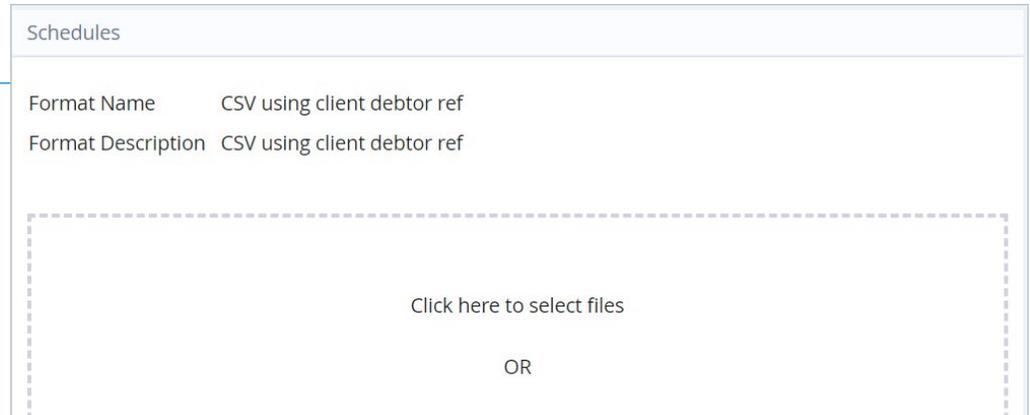Close Brothers

3. Save the file out in CSV format.

PLEASE NOTE: Once saved as a CSV file, the formatting will be lost if re-opened in Excel.

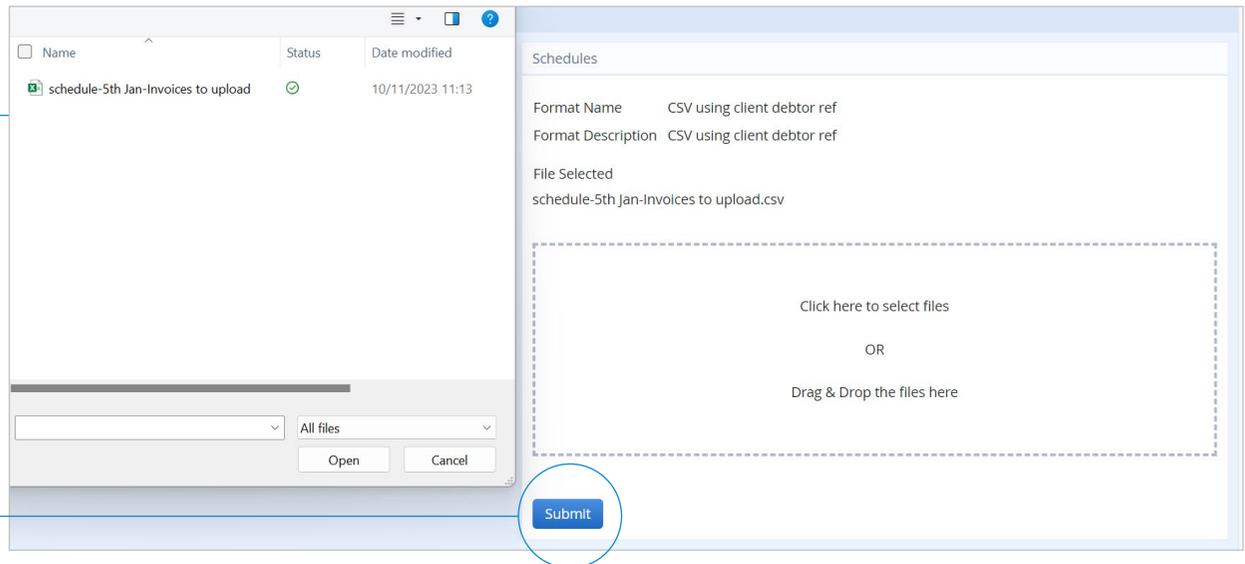**4.** Once your CSV file is complete. Login to *CloseNet* and click on the Data Exchange icon.

Under Schedules on the right hand side, you should see the format name displayed as CSV, select either Click here to select files or Drag & drop files here.

If the file is not showing in CSV format, please contact your Client Executive.

Schedules

| Format Name | CSV using client debtor ref |
| Format Description | CSV using client debtor ref |

Click here to select files

OR

5. Locate your file and select Open. Your upload will appear in the File Selected area in Schedules. Next, click Submit.

Schedules

Format Name   CSV using client debtor ref
Format Description   CSV using client debtor ref

File Selected
schedule-5th Jan-Invoices to upload.csv

Click here to select files

OR

Drag & Drop the files here

Submit

6. A pop-up message will appear on the top right of the screen confirming this has been successfully uploaded for processing.

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S MONEYFACTS

File Uploaded
Your file schedule-5th Jan-Invoices to upload.csv of format CSV using client debtor ref has been submitted for background processing. Please refer to your message inbox for the result of this process .

chedules

ormat Name	CSV using client debtor ref
ormat Description	CSV using client debtor ref

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7. The user can then view their messages via the envelope icon (top right of screen) to confirm successful import.

Agreement Type: Recourse Factoring

Message Type | Message Level | Disputed
Client | All | Disputed | Non-Disputed

Create Message | Delete

	Sent Date	From User	Subject	Message Type		
☐	05/01/24	dn test	schedule-5th Jan-Invoices to u	Interface Upload Analysis		
☐	05/01/24	dn test	schedule-5th Jan-Invoices to u	Interface Upload Analysis		
☐	05/01/24	dn test	schedule-5th Jan-Invoices to u	Interface Upload Analysis		

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8. To check the information which has been imported via CSV, click the Reporting icon on the left and select Movements report.
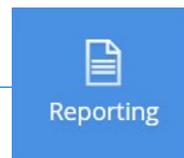
Reporting

Request Report | Report Templates | View Reports

Request Report

Report Type *
- ☐ Close Brothers Contacts
- ☐ Items Disapproved
- ☐ Creditor Position Report
- ☐ Payment Terms And Debtor Exceptions
- ☐ In Payment Allocation
- ☐ Dispute Report
- ☑ Movement Report
- ☐ Items Reassigned
- ☐ Advance Notice of Invoices to be Disapproved
- ☐ Copy Invoices Required
- ☐ Client Statement
- ☐ Funding and Bad Debt Limit Excel
- ☐ Client Schedule Notification Form C/N
- ☐ Client Schedule Notification Form

Report Generator

Report Type

Report Date Range
- ⦿ Last 30 Days
- ○ Current Month
- ○ Custom Date Range

From | To
📅 09/08/23 | 📅 09/08/23
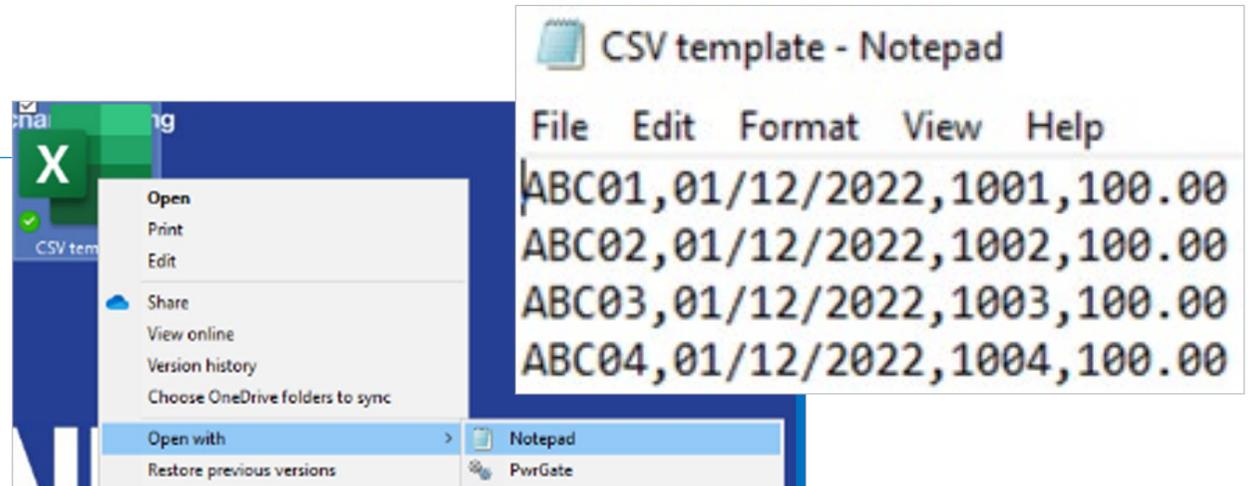
Return top debtors

Select Debtor Accounts to include in Repor

Remove

Included Debtors

Troubleshooting

To check your data is correct and ready to upload, open and view in *Notepad*.

It should appear as example shown right with the data now separated by a single comma. If more than one comma is present, there are surplus columns in the original CSV file which should be be deleted.


```
CSV template - Notepad
File  Edit  Format  View  Help
ABC01,01/12/2022,1001,100.00
ABC02,01/12/2022,1002,100.00
ABC03,01/12/2022,1003,100.00
ABC04,01/12/2022,1004,100.00
```

Your checklist

Please ensure that:

- there are no headers on the CSV file – the top row (A) should contain the first invoice details
- the invoice value is a maximum of two decimal places e.g: 105.50
- there are no commas in the invoice value – e.g: 15000 not 15,000
- the invoice date is in the correct format of dd/MM/yyyy
- debtor references are a maximum of 25 digits
- invoice references are a maximum of seven digits
- any order numbers are are a maximum of nine digits

- there are no future-dated invoices
- there are no duplicate invoice references
- debtor references are unique, with no duplication. If there are multiple accounts for the same company, each needs an independent reference
- Special Characters are removed from the file name

For further assistance, please contact your Client Executive