How to...
Request a payment

CloseNet®

1. Sign into your account.

If you have one account, 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 accounts, select the account from the list that you wish to draw the payment from by clicking on the name.

3. You will then be taken to the Agreement Summary page, your availability will show in the Request Funds widget, and the breakdown of your availability will be displayed in the Breakdown widget.

Agreements

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Selected Client
No Agreement Selected

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

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Selected Client
A Client Ltd
Agreement Type: Recourse Factoring

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

Request Funds

Available Funds	6,136.69 GBP
Payment Type	CHAPS GBP
Payment Recipient	Main Account
Amount Requested	6,136.69 GBP

Priority payment requests received by 10:00 are sent before 11:00 and come with an additional charge. Same day payments (CHAPS) or BACS can be requested up to 15:30. All payments are subject to approval.

Add Payment Details | Request Funds

Out-Payments Today

Breakdown

Availability Breakdown | Disapproved Breakdown

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

Borrowing Base	149,972.34 GBP
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
Current Account	143,835.65 GBP
Pending Out-Payments	0.00 GBP
Concentration Retention	0.00 GBP

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4. The Request Funds box is automatically populated with your full availability. To draw a different amount, simply overtype the figures.

Request Funds

Available Funds   6,136.69 GBP

Payment Type   CHAPS GBP   ⌄

Payment Recipient   Main Account   ⌄

Amount Requested   1,000.00   GBP

Available Funds   6,136.69 GBP

5. Then select your payment type i.e. CHAPS, BACS or Priority Payment. Please note: A Priority Payment will come with an additional charge.

Payment Type   CHAPS GBP   ⌄

                      BACS GBP

Payment Recipient   Priority Payment GBP

Amount Requested   CHAPS GBP

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6. Click on the Request Funds button.

Add Payment Details   Request Funds

7. Once the 'Are you sure' button is clicked the payment will be sent and a confirmation will pop up.

This can also be viewed from the notification screen. Click on the alarm bell icon at the top right hand side of the screen.

Notifications this session →

◻ **Funds requested successfully** 13:22 ✕
The request for funds was successful.
Transaction Amount: 1,000.00 GBP
Transaction Number Reference: 123-1
Current Status: Out-Payment Auto Approved

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👤 user1234
Logout

The requested payment can also be viewed from the Out-Payment Enquiry tab.

Click on the payment itself to view full payment details.

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Selected Client
A Client Ltd
Agreement Type: Recourse Factoring

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

Status | Value Range | From | To | GBP | Date Range From 11/12/19 To 11/12/19

Number	Payment Type	Entry Date	Payment Amount	Status	Fee Amount
123 -1	CHAPS GBP	11/12/19	1,000.00 GBP	Out-Payment Auto Approved	27.00 GB

Payment Details ✕

Payment Type	CHAPS GBP
Recipient	A Client Ltd
Payment Including Fee Amount	1,027.00 GBP
Fee Amount	27.00 GBP
Payment Amount	1,000.00 GBP
Number	123 - 1
External Reference	
Instructions	
Status	Out-Payment Auto Approved

The payment can also be viewed from the Out-Payments Today widget.

If you click on the Item you will be taken to the Out-Payment Enquiry page.

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Selected Client

A Client Ltd

Agreement Type: Recourse Factoring

Agreement Summary | Movements | In-Payment Enquiry | Ou

Request Funds

| Available Funds | 5,109.69 GBP |

Payment Type	CHAPS GBP
Payment Recipient	Main Account
Amount Requested	5,109.69 GBP

Priority payment requests received by 10:00 are sent before 11:00 and come with an additional charge. Same day payments (CHAPS) or BACS can be requested up to 15:30. All payments are subject to approval.

Add Payment Details | Request Funds

Out-Payments Today

| Out-Payment Auto Approved | 1 item | 1,000.00 GBP |