## <sup>⊕</sup>Investec

## Quick Notes

Zero balance and beneficiary clean-up

## 23020

To assist you in the process we have

- Enabled the bulk closure functionality where you will be able to select all the accounts you would like to have closed and do so quickly and seamlessly.
- Provided an onscreen overview of all beneficiaries together with their last payment date and the ability to bulk delete beneficiaries no longer required.

To assist with this process kindly refer to the below:

## Bulk account closure

This is where a user can perform bulk closures of dormant accounts. The following is important to consider when performing bulk account closures.

- Should accounts be closed by this function, the closure entry will not appear on the audit trail
- Ensure that you have excluded any settlement accounts from the bulk closure list
- Note that the bulk closure functionality is not available over month end
- 1. Go to CCM Select Client Admin and then select Bulk Actions.
- 2. Select the dormant account/s you wish to close; you have the option to select all the accounts on the list
- 3. Scroll to the bottom of the page and click Next
- 4. Click close accounts.
- 5. Confirm the closure.

For any queries, please contact your Investec for Intermediaries consultant or our CCM <u>Inland</u> or <u>Coastal</u> Servicing teams.

Bulk closures d Bulk closures c	lo not display in audit tr annot be processed ov	ail. er month-end betwe	en the 28th and the 1st of	each month.			
elect client accour	nt(s) to close:						
Select all	Ctient name o	Account number	Electronic account number	Reference	Account type	Account opening date	Last transaction date
	F LtxLtFt	1100571137036	50014940886	E MEMEAE	CCM call money fund	19/07/2019	No transaction found.
	Hpirxirlr, Iliaxiala	1100199483311	50004489054	Hp M MIM	CCM call money fund	15/10/2010	18/03/2021
	Hpirxirir, Hiepxepip	1100199483211	50003975559	Нрмомою	CCM call money fund	17/12/2009	26/01/2021
	TwelxelEl, UsrrxmEr	1100195525287	50001353087	Tw R RER	CCM Call Account	16/12/2006	28/11/2017
	lelexieYe, InttxttAt	1100195525755	50001983547	le F FYF	CCM Call Account	24/07/2007	06/12/2012
	EllbdISI, InioxioAo	1100199483872	50012450371	EIMrMrSr	CCM call money fund	31/08/2017	No transaction found.
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Shavonne Bagley Shavonne Bagley Head of Client Servicing



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