

# 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 [Inland](#) or [Coastal](#) Servicing teams.

CCM Summary | Payments & Transfers | Documents | Client admin | **Bulk actions** | Guarantees

**Bulk closure of accounts**

Bulk closures do not display in audit trail.  
Bulk closures cannot be processed over month-end between the 28th and the 1st of each month.

Select client account(s) to close:

<input checked="" type="checkbox"/> Select all	Client name	Account number	Electronic account number	Reference	Account type	Account opening date	Last transaction date
<input checked="" type="checkbox"/>	F LxLlFt	1100571137036	50014940886	F MFVPAF	CCM call money fund	19/07/2019	No transaction found.
<input checked="" type="checkbox"/>	Hpxixir, Baxiala	1100199483311	50004489054	Hp M MIM	CCM call money fund	15/10/2010	18/03/2021
<input checked="" type="checkbox"/>	Hpxixir, Hiepwepip	1100199483311	50003975559	HpMIM010	CCM call money fund	17/12/2009	26/01/2021
<input checked="" type="checkbox"/>	TwelxelE, UxxrxrEr	1100195525287	50001353087	Tw R RER	CCM Call Account	16/12/2006	28/11/2017
<input checked="" type="checkbox"/>	Ilelexife, IntxttAI	1100195525755	50001983547	Ie F FYF	CCM Call Account	24/07/2007	06/12/2012
<input checked="" type="checkbox"/>	ElivxIS, InxvxoAo	1100199483872	50012450371	ElMMeSc	CCM call money fund	31/08/2017	No transaction found.
<input checked="" type="checkbox"/>	Aaxixali, Alxvnen n	1100199483713	50010007797	AAMFAMF	CCM call money fund	26/01/2016	30/03/2016

CCM Summary | Payments & Transfers | Documents | Client admin | **Bulk actions** | Guarantees

**Bulk closure of accounts**

Please confirm that you want to close the account(s) below:

Client name	Account number	Electronic account number	Reference	Account type	Account opening date	Last transaction date
F LxLlFt	1100571137036	50014940886	F MFVPAF	CCM call money fund	19/07/2019	No transaction found.
Hpxixir, Baxiala	1100199483311	50004489054	Hp M MIM	CCM call money fund	15/10/2010	18/03/2021
Hpxixir, Hiepwepip	1100199483311	50003975559	HpMIM010	CCM call money fund	17/12/2009	26/01/2021
TwelxelE, UxxrxrEr	1100195525287	50001353087	Tw R RER	CCM Call Account	16/12/2006	28/11/2017
Ilelexife, IntxttAI	1100195525755	50001983547	Ie F FYF	CCM Call Account	24/07/2007	06/12/2012

Back Cancel **Close accounts**

Are you sure you want to close these accounts?

Cancel **Yes, close**

**Accounts closed successfully**

Thank you for your instruction. The selected accounts will be closed within 24 hours. For queries, please contact our Client Support Centre on 0860 23 95 77.

**Close**

Regards

*Shavonne Bagley*

**Shavonne Bagley**  
Head of Client Servicing

