Account Payable/ Receivable Items

PURPOSE

This document explains how to view and purge AP/ AR items in CS Lucas system.
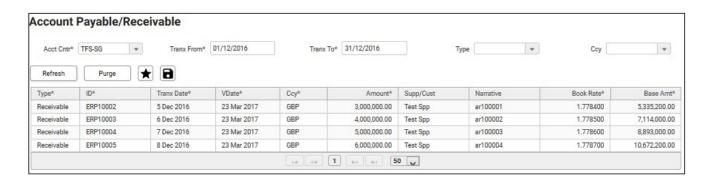
WHY IS THIS IMPORTANT?

AP/ AR items maintained in the system are used for Hedge Accounting and to manage bulk payment through the payment gateway.

PROCEDURE

1. From the main menu, click Back Office > Payable/ Receivable. The Account Payable/ Receivable screen is displayed.

2. To view the data in Account Payable/ Receivable screen, select the accounting centre from the Acct Cntr drop down field and key in mandatory fields Tranx From and Tranx To . Then, click Refresh. The below screen is displayed.
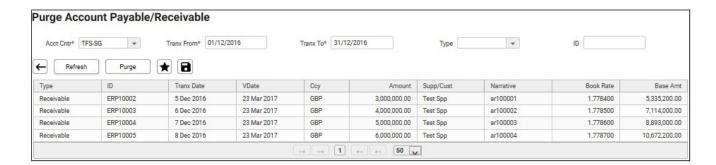
3. To Purge, click on the Purge Button. The below screen is displayed.

4. Select the accounting centre, transaction from date and to date to filter out APAR items. Then, click Refresh. The below screen is displayed. Click Purge to purge APAR items.

Please note that only items that have not been assigned to APAR transaction or sent to the payment gateway may be purged.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Importing Account Payable/ Receivable Items](#)

CHANGE HISTORY

Date	By	Changes
02-Apr-2018	Anuja	Created.
28-May-2018	Anuja	Updated with latest screen shots.
8-Jan-2020	Lyra	Updated Screenshots.