

# 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.

The screenshot shows the 'Account Payable/Receivable' screen. At the top, there are input fields for 'Acct Cntr\*' (TFS-SG), 'Tranx From\*' (dd/mm/yyyy), 'Tranx To\*' (dd/mm/yyyy), 'Type' (dropdown), 'Ccy' (dropdown), and an 'Import' checkbox. Below these are 'Refresh' and 'Purge' buttons, followed by a star icon and a save icon. A table with columns: Type\*, ID\*, Tranx Date\*, VDate\*, Ccy\*, Amount\*, Supp/Cust, Narrative, Book Rate\*, and Base Amt\* is shown. The table contains the text 'No records found.' at the bottom. At the very bottom, there are navigation buttons: '<=>', '<=>', '1', '>=>', '>=>', and a dropdown menu showing '50'.

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.

The screenshot shows the 'Account Payable/Receivable' screen with data. The filters are: 'Acct Cntr\*' (TFS-SG), 'Tranx From\*' (01/12/2016), 'Tranx To\*' (31/12/2016), 'Type' (dropdown), and 'Ccy' (dropdown). The 'Refresh' and 'Purge' buttons are visible. The table contains four rows of data:

Type*	ID*	Tranx Date*	VDate*	Ccy*	Amount*	Supp/Cust	Narrative	Book Rate*	Base Amt*
Receivable	ERP10002	5 Dec 2016	23 Mar 2017	GBP	3,000,000.00	Test Spp	ar100001	1.778400	5,335,200.00
Receivable	ERP10003	6 Dec 2016	23 Mar 2017	GBP	4,000,000.00	Test Spp	ar100002	1.778500	7,114,000.00
Receivable	ERP10004	7 Dec 2016	23 Mar 2017	GBP	5,000,000.00	Test Spp	ar100003	1.778600	8,893,000.00
Receivable	ERP10005	8 Dec 2016	23 Mar 2017	GBP	6,000,000.00	Test Spp	ar100004	1.778700	10,672,200.00

At the bottom, there are navigation buttons: '<=>', '<=>', '1', '>=>', '>=>', and a dropdown menu showing '50'.

3. To Purge, click on the Purge Button. The below screen is displayed.

**Purge Account Payable/Receivable**

Acct Cntr\* TFS-SG Tranx From\* dd/mm/yyyy Tranx To\* dd/mm/yyyy Type ID

← Refresh Purge ★

Type	ID	Tranx Date	VDate	Ccy	Amount	Supp/Cust	Narrative	Book Rate	Base Amt
No records found.									

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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.

**Purge Account Payable/Receivable**

Acct Cntr\* TFS-SG Tranx From\* 01/12/2016 Tranx To\* 31/12/2016 Type ID

← Refresh Purge ★

Type	ID	Tranx Date	VDate	Ccy	Amount	Supp/Cust	Narrative	Book Rate	Base Amt
Receivable	ERP10002	5 Dec 2016	23 Mar 2017	GBP	3,000,000.00	Test Spp	ar100001	1.778400	5,335,200.00
Receivable	ERP10003	6 Dec 2016	23 Mar 2017	GBP	4,000,000.00	Test Spp	ar100002	1.778500	7,114,000.00
Receivable	ERP10004	7 Dec 2016	23 Mar 2017	GBP	5,000,000.00	Test Spp	ar100003	1.778600	8,893,000.00
Receivable	ERP10005	8 Dec 2016	23 Mar 2017	GBP	6,000,000.00	Test Spp	ar100004	1.778700	10,672,200.00

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## 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.