

Amend Payment Request

PURPOSE

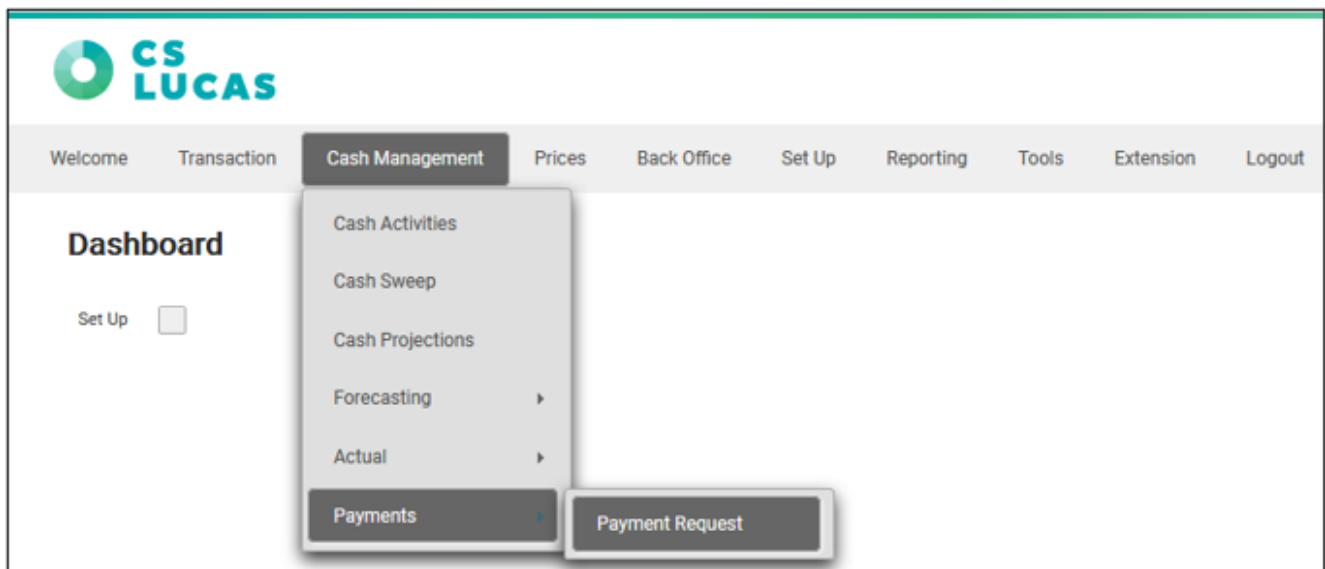
This document shows the procedures on how to amend a payment request manually in CS Lucas system.

WHY IS THIS IMPORTANT

This allows the user to amend a payment request.

PROCEDURE

1. From the menu, select Cash Management > Payments > Payment Request.



Tip: If you do not see the Payment Request in the menu navigation, please ensure that you have the access rights to access this screen. Access rights required is 19400 Access Payment Request.

2. The Payment Request screen is displayed.

Payment Request

Acct Cntr* VDate Fr* VDate To* Status

	Submitted? <input type="text"/>	Batch ID <input type="text"/>	Acct Cntr <input type="text"/>	VDate <input type="text"/>	Our SSI <input type="text"/>	Amount <input type="text"/>	Items <input type="text"/>
No records found.							
<input type="button" value="1<"/> <input type="button" value="<<"/> <input type="button" value="1"/> <input type="button" value=">>"/> <input type="button" value="50"/>							

3. Select the Acct Cntr and VDate date range. Click Refresh.

Payment Request

Acct Cntr* VDate Fr* VDate To* Status

	Submitted? <input type="text"/>	Batch ID <input type="text"/>	Acct Cntr <input type="text"/>	VDate <input type="text"/>	Our SSI <input type="text"/>	Amount <input type="text"/>	Items <input type="text"/>
<input type="checkbox"/>	N	PRB100006.01	TFS-SG	3 Sep 2019	TFS-NAB-AUD-418	2,000.00	1
<input type="checkbox"/>	N	PRB100007.01	TFS-SG	4 Sep 2019	TFS-NAB-AUD-418	12,000.00	1
<input type="checkbox"/>	N	PRB100010.00	TFS-SG	9 Sep 2019	TFS-NAB-AUD-418	12.00	1
<input type="checkbox"/>	N	PRB100011.00	TFS-SG	19 Sep 2019	CITI-SG-428	35.00	1
<input type="checkbox"/>	N	PRB100012.00	TFS-SG	18 Sep 2019	TFS-NAB-AUD-418	33.00	1
<input type="checkbox"/>	N	PRB100013.00	TFS-SG	13 Sep 2019	TFS-NAB-AUD-418	1,000.00	1
<input type="checkbox"/>	N	PRB100014.02	TFS-SG	16 Sep 2019	TFS-NAB-AUD-418	1,000.00	1
<input type="checkbox"/>	N	PRB100015.02	TFS-SG	13 Sep 2019	TFS-NAB-AUD-418	1,000.00	1
<input type="checkbox"/>	N	PRB100021.01	TFS-SG	23 Sep 2019	TFS-NAB-AUD-418	2,000.00	1
<input type="checkbox"/>		PRB100004.03	TFS-SG	3 Sep 2019	CITI-SG-558	1,500.00	2
<input type="checkbox"/>		PRB100005.03	TFS-SG	3 Sep 2019	TFS-NAB-AUD-418	2,000.00	1
<input type="checkbox"/>		PRB100008.01	TFS-SG	4 Sep 2019	TFS-NAB-AUD-418	100.00	1
<input type="checkbox"/>		PRB100009.01	TFS-SG	19 Sep 2019	CITI-SG-428	10.00	1
<input type="checkbox"/>		PRB100016.02	TFS-SG	13 Sep 2019	TFS-NAB-AUD-418	1,000.00	1
<input type="checkbox"/>		PRB100018.01	TFS-SG	16 Sep 2019	TFS-NAB-AUD-418	100.00	1
<input type="checkbox"/>		PRB100019.02	TFS-SG	12 Sep 2019	TFS-NAB-AUD-418	23.00	1
<input type="checkbox"/>		PRB100020.02	TFS-SG	20 Sep 2019	TFS-NAB-AUD-418	23.00	1
<input type="button" value="1<"/> <input type="button" value="<<"/> <input type="button" value="1"/> <input type="button" value=">>"/> <input type="button" value="50"/>							

4. If the payment request is still in draft mode, you can amend the draft payment request by clicking on the batch ID to drill down to Payment Request screen.

5. Amend the details accordingly.

Payment Request

←
Update
History

Update as Draft ☒

Batch ID PRB100021.01

VDate* 23/09/2019

Acct Cntr* TFS-SG

Pay From SSI* TFS-NAB-AUD-418

Payment Type* NAB-DE

Total to Pay AUD 2,000.00

Remarks by Requester

Remarks By:osluccasadmin At:15 September 2019 21.48.14 Ref:12345

	Ccy	Amount	Payment Narrative	Settle Ccy	Settle Amt	Beneficiary SSI
	AUD	2,000.00	Pay to X	AUD	2,000.00	Details

6. When completed, click Update.

7. The batch ID will change from .00 to .01.

Payment Request

Acct Cntr* VDate Fr* VDate To* Status

	Submitted? <input type="text"/>	Batch ID <input type="text"/>	Acct Cntr <input type="text"/>	VDate <input type="text"/>	Our SSI <input type="text"/>	Amount <input type="text"/>	Items <input type="text"/>
<input type="checkbox"/>	N	PRB100006.01	TFS-SG	3 Sep 2019	TFS-NAB-AUD-418	2,000.00	1
<input type="checkbox"/>	N	PRB100007.01	TFS-SG	4 Sep 2019	TFS-NAB-AUD-418	12,000.00	1
<input type="checkbox"/>	N	PRB100010.00	TFS-SG	9 Sep 2019	TFS-NAB-AUD-418	12.00	1
<input type="checkbox"/>	N	PRB100011.00	TFS-SG	19 Sep 2019	CITI-SG-428	35.00	1
<input type="checkbox"/>	N	PRB100012.00	TFS-SG	18 Sep 2019	TFS-NAB-AUD-418	33.00	1
<input type="checkbox"/>	N	PRB100013.00	TFS-SG	13 Sep 2019	TFS-NAB-AUD-418	1,000.00	1
<input type="checkbox"/>	N	PRB100014.02	TFS-SG	16 Sep 2019	TFS-NAB-AUD-418	1,000.00	1
<input type="checkbox"/>	N	PRB100015.02	TFS-SG	13 Sep 2019	TFS-NAB-AUD-418	1,000.00	1
<input type="checkbox"/>	N	PRB100021.02	TFS-SG	24 Sep 2019	TFS-NAB-AUD-418	2,000.00	1
<input type="checkbox"/>		PRB100004.03	TFS-SG	3 Sep 2019	CITI-SG-558	1,500.00	2
<input type="checkbox"/>		PRB100005.03	TFS-SG	3 Sep 2019	TFS-NAB-AUD-418	2,000.00	1
<input type="checkbox"/>		PRB100008.01	TFS-SG	4 Sep 2019	TFS-NAB-AUD-418	100.00	1
<input type="checkbox"/>		PRB100009.01	TFS-SG	19 Sep 2019	CITI-SG-428	10.00	1
<input type="checkbox"/>		PRB100016.02	TFS-SG	13 Sep 2019	TFS-NAB-AUD-418	1,000.00	1
<input type="checkbox"/>		PRB100018.01	TFS-SG	16 Sep 2019	TFS-NAB-AUD-418	100.00	1
<input type="checkbox"/>		PRB100019.02	TFS-SG	12 Sep 2019	TFS-NAB-AUD-418	23.00	1
<input type="checkbox"/>		PRB100020.02	TFS-SG	20 Sep 2019	TFS-NAB-AUD-418	23.00	1

8. If the payment request has been submitted for payment processing in the Settlement Control screen, amendment is not allowed. However, if you need to amend, duplicate the payment request and then delete the existing payment request.

9. To do that, tick on the checkbox of the payment request batch you wish to amend and click Duplicate.

Payment Request

Acct Cntr* TFS-SG VDate Fr* 02/09/2019 VDate To* 30/09/2019 Status

Refresh New Duplicate Delete Import PRF

	Submitted?	Batch ID	Acct Cntr	VDate	Our SSI	Amount	Items
<input type="checkbox"/>	N	PRB100006.01	TFS-SG	3 Sep 2019	TFS-NAB-AUD-418	2,000.00	1
<input type="checkbox"/>	N	PRB100007.01	TFS-SG	4 Sep 2019	TFS-NAB-AUD-418	12,000.00	1
<input type="checkbox"/>	N	PRB100010.00	TFS-SG	9 Sep 2019	TFS-NAB-AUD-418	12.00	1
<input type="checkbox"/>	N	PRB100011.00	TFS-SG	19 Sep 2019	CITI-SG-428		
<input type="checkbox"/>	N	PRB100012.00	TFS-SG	18 Sep 2019	TFS-NAB-AUD-418		
<input type="checkbox"/>	N	PRB100013.00	TFS-SG	13 Sep 2019	TFS-NAB-AUD-418		
<input type="checkbox"/>	N	PRB100014.02	TFS-SG	16 Sep 2019	TFS-NAB-AUD-418		
<input type="checkbox"/>	N	PRB100015.02	TFS-SG	13 Sep 2019	TFS-NAB-AUD-418		
<input type="checkbox"/>		PRB100004.03	TFS-SG	3 Sep 2019	CITI-SG-558	1,500.00	2
<input checked="" type="checkbox"/>		PRB100005.03	TFS-SG	3 Sep 2019	TFS-NAB-AUD-418	2,000.00	1
<input type="checkbox"/>		PRB100006.01	TFS-SG	4 Sep 2019	TFS-NAB-AUD-418	100.00	1
<input type="checkbox"/>		PRB100009.01	TFS-SG	19 Sep 2019	CITI-SG-428	10.00	1
<input type="checkbox"/>		PRB100016.02	TFS-SG	13 Sep 2019	TFS-NAB-AUD-418	1,000.00	1
<input type="checkbox"/>		PRB100018.01	TFS-SG	16 Sep 2019	TFS-NAB-AUD-418	100.00	1
<input type="checkbox"/>		PRB100019.02	TFS-SG	12 Sep 2019	TFS-NAB-AUD-418	23.00	1
<input type="checkbox"/>		PRB100020.02	TFS-SG	20 Sep 2019	TFS-NAB-AUD-418	23.00	1

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⚠ You will be required to complete the Remarks and VDate fields to complete the duplication. Do you want to proceed?

OK Cancel

10. A warning prompt displays to ask user to key in VDate and Remarks field and check the other details are correct in the next screen.

11. Click OK to proceed.

12. The Payment Request screen displays.

Payment Request

← Update History 📄

Update as Draft ☒

Batch ID PRB100021.00

VDate* dd/mm/yyyy

Acct Cntr* TFS-SG

Pay From SSI* TFS-NAB-AUD-418

Payment Type* NAB-DE

Total to Pay AUD 2,000.00

Remarks by Requester

Remarks

+	Ccy	Amount	Payment Narrative	Settle Ccy	Settle Amt	Beneficiary SSI
-	AUD	2,000.00	Pay to X	AUD	2,000.00	[Details]

13. Type in or select VDate.

14. Type in Remarks by Requester, if any.

Payment Request

← Update History

Update as Draft

☒

Batch ID

PRB100021.00

VDate*

23/09/2019

Acct Cntr*

TFS-SG

Pay From SSI*

TFS-NAB-AUD-418

Payment Type*

NAB-DE

Total to Pay

AUD 2,000.00

Remarks by Requester

Ref:12345

Remarks

+	Ccy	Amount	Payment Narrative	Settle Ccy	Settle Amt	Beneficiary SSI
-	AUD	2,000.00	Pay to X	AUD	2,000.00	[Details]

15. Amend other details accordingly. Click Update once completed.

16. A new batch ID is assigned for the newly created payment request.

Payment Request

Acct Cntr* TFS-SG
VDate Fr* 02/09/2019
VDate To* 30/09/2019
Status

Refresh
New
Duplicate
Delete
Import PRF

	Submitted? ▾	Batch ID ▾	Acct Cntr ▾	VDate ▾	Our SSI ▾	Amount ▾	Items ▾	
<input type="checkbox"/>	N	PRB100006.01	TFS-SG	3 Sep 2019	TFS-NAB-AUD-418	2,000.00	1	
<input type="checkbox"/>	N	PRB100007.01	TFS-SG	4 Sep 2019	TFS-NAB-AUD-418	12,000.00	1	
<input type="checkbox"/>	N	PRB100010.00	TFS-SG	9 Sep 2019	TFS-NAB-AUD-418	12.00	1	
<input type="checkbox"/>	N	PRB100011.00	TFS-SG	19 Sep 2019	CITI-SG-428	35.00	1	
<input type="checkbox"/>	N	PRB100012.00	TFS-SG	18 Sep 2019	TFS-NAB-AUD-418	33.00	1	
<input type="checkbox"/>	N	PRB100013.00	TFS-SG	13 Sep 2019	TFS-NAB-AUD-418	1,000.00	1	
<input type="checkbox"/>	N	PRB100014.02	TFS-SG	16 Sep 2019	TFS-NAB-AUD-418	1,000.00	1	
<input type="checkbox"/>	N	PRB100015.02	TFS-SG	13 Sep 2019	TFS-NAB-AUD-418	1,000.00	1	
<input type="checkbox"/>	N	PRB100021.01	TFS-SG	23 Sep 2019	TFS-NAB-AUD-418	2,000.00	1	
<input type="checkbox"/>		PRB100004.03	TFS-SG	3 Sep 2019	CITI-SG-558	1,500.00	2	
<input type="checkbox"/>		PRB100005.03	TFS-SG	3 Sep 2019	TFS-NAB-AUD-418	2,000.00	1	
<input type="checkbox"/>		PRB100008.01	TFS-SG	4 Sep 2019	TFS-NAB-AUD-418	100.00	1	
<input type="checkbox"/>		PRB100009.01	TFS-SG	19 Sep 2019	CITI-SG-428	10.00	1	
<input type="checkbox"/>		PRB100016.02	TFS-SG	13 Sep 2019	TFS-NAB-AUD-418	1,000.00	1	
<input type="checkbox"/>		PRB100018.01	TFS-SG	16 Sep 2019	TFS-NAB-AUD-418	100.00	1	
<input type="checkbox"/>		PRB100019.02	TFS-SG	12 Sep 2019	TFS-NAB-AUD-418	23.00	1	
<input type="checkbox"/>		PRB100020.02	TFS-SG	20 Sep 2019	TFS-NAB-AUD-418	23.00	1	

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17. For newly created payment request, “Submitted?” is “N”. To submit the payment request for payment processing in Settlement Control, see [Submit Payment Request](#).

18. To delete the existing payment request, see [Delete Payment Request](#).

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Payment Request](#)

[Submit Payment Request](#)

[Delete Payment Request](#)

CHANGE HISTORY

Date	By	Changes
16-Sep-2019	TS	Created.