

Delete Payment Request

PURPOSE

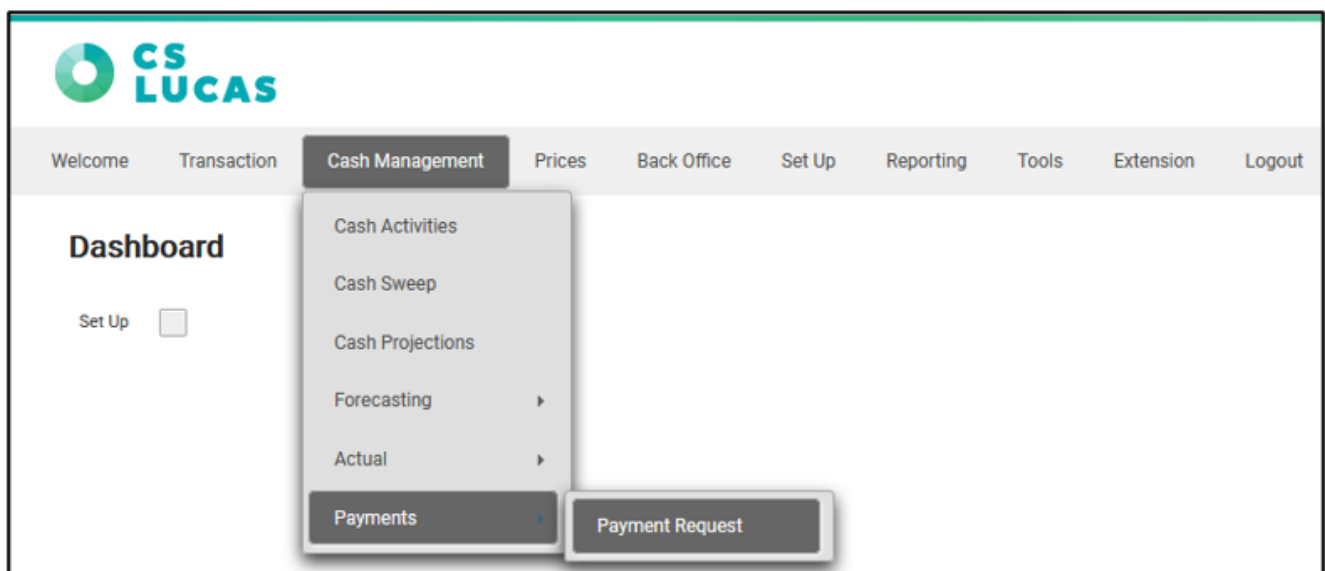
This document shows the procedures on how to delete a payment request manually in CS Lucas system.

WHY IS THIS IMPORTANT

This allows the user to delete 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?	Batch ID	Acct Cntr	VDate	Our SSI	Amount	Items
No records found.							
Previous First Next Last 50							

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

Payment Request

Acct Cntr* VDate Fr* VDate To* Status

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

4. To delete a payment request, tick on the checkbox of the payment batch you wish to delete and click Delete.

Payment Request

Acct Cntr* VDate Fr* VDate To* Status

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

5. The payment batch will be deleted in the Payment Request screen.

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	
☐	N	PRB100006.01	TFS-SG	3 Sep 2019	TFS-NAB-AUD-418	2,000.00	1	
☐	N	PRB100007.01	TFS-SG	4 Sep 2019	TFS-NAB-AUD-418	12,000.00	1	
☐	N	PRB100010.00	TFS-SG	9 Sep 2019	TFS-NAB-AUD-418	12.00	1	
☐	N	PRB100011.00	TFS-SG	19 Sep 2019	CITI-SG-428	35.00	1	
☐	N	PRB100012.00	TFS-SG	18 Sep 2019	TFS-NAB-AUD-418	33.00	1	
☐	N	PRB100013.00	TFS-SG	13 Sep 2019	TFS-NAB-AUD-418	1,000.00	1	
☐	N	PRB100014.02	TFS-SG	16 Sep 2019	TFS-NAB-AUD-418	1,000.00	1	
☐	N	PRB100015.02	TFS-SG	13 Sep 2019	TFS-NAB-AUD-418	1,000.00	1	
☐	N	PRB100021.02	TFS-SG	24 Sep 2019	TFS-NAB-AUD-418	2,000.00	1	
☐		PRB100004.03	TFS-SG	3 Sep 2019	CITI-SG-558	1,500.00	2	
☐		PRB100008.01	TFS-SG	4 Sep 2019	TFS-NAB-AUD-418	100.00	1	
☐		PRB100009.01	TFS-SG	19 Sep 2019	CITI-SG-428	10.00	1	
☐		PRB100016.02	TFS-SG	13 Sep 2019	TFS-NAB-AUD-418	1,000.00	1	
☐		PRB100018.01	TFS-SG	16 Sep 2019	TFS-NAB-AUD-418	100.00	1	
☐		PRB100019.02	TFS-SG	12 Sep 2019	TFS-NAB-AUD-418	23.00	1	
☐		PRB100020.02	TFS-SG	20 Sep 2019	TFS-NAB-AUD-418	23.00	1	

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50

6. Payment request that is submitted for payment processing in the Settlement Control will also be deleted.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Payment Request](#)

[Duplicate Payment Request](#)

CHANGE HISTORY

Date	By	Changes
16-Sep-2019	TS	Created.