Duplicate Payment Request

PURPOSE

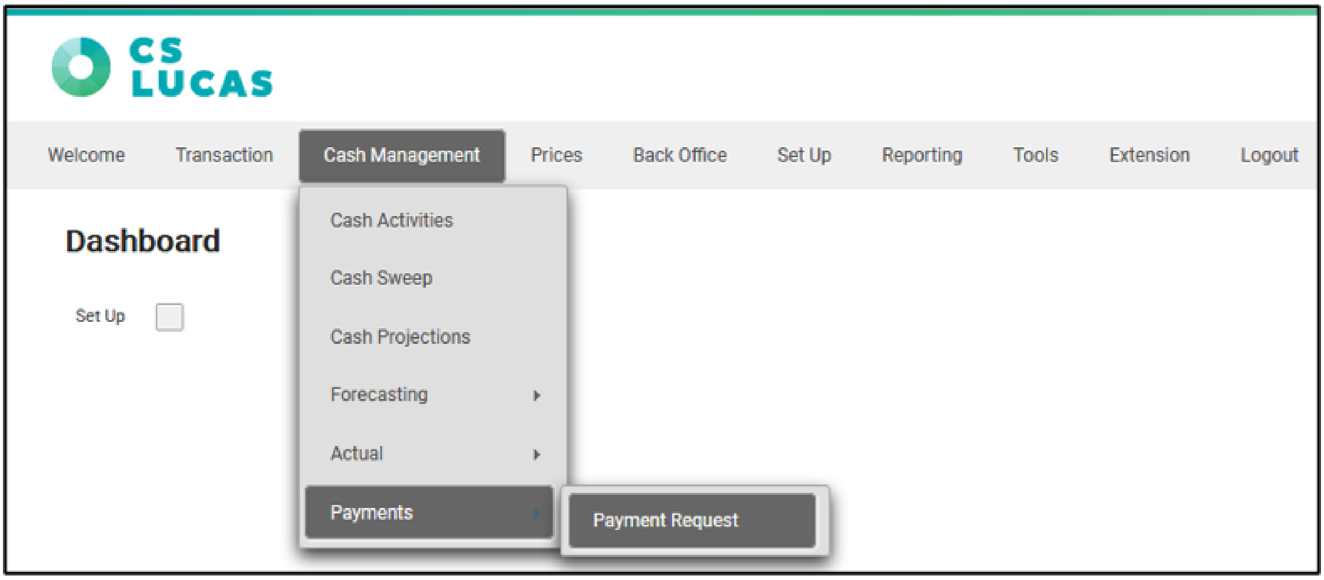
This document shows the procedures on how to duplicate a payment request manually in CS Lucas system.

WHY IS THIS IMPORTANT

This allows the user to duplicate a payment request.

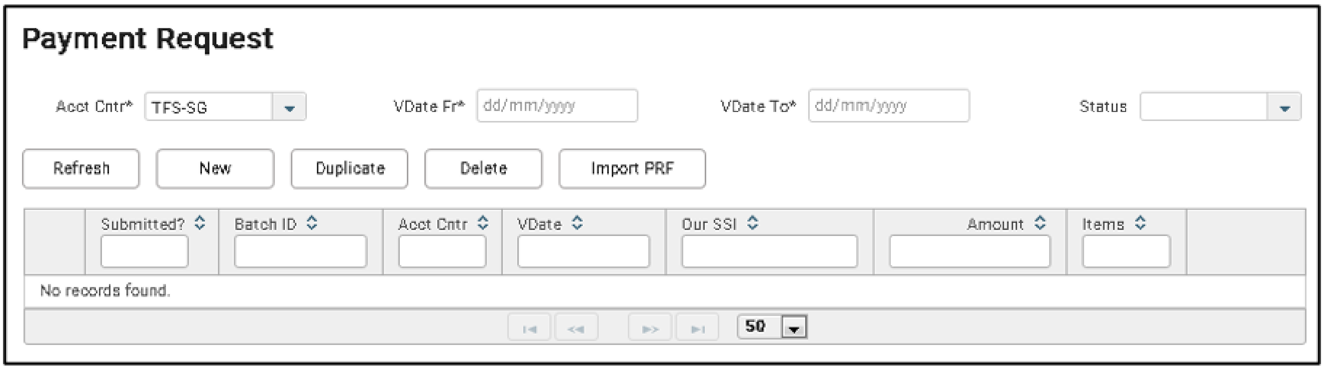
PROCEDURE

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* TFS-SG | VDate Fr* dd/mm/yyyy | VDate To* dd/mm/yyyy | Status

Refresh | New | Duplicate | Delete | Import PRF

	Submitted?	Batch ID	Acct Cntr	VDate	Our SSI	Amount	Items
No records found.							

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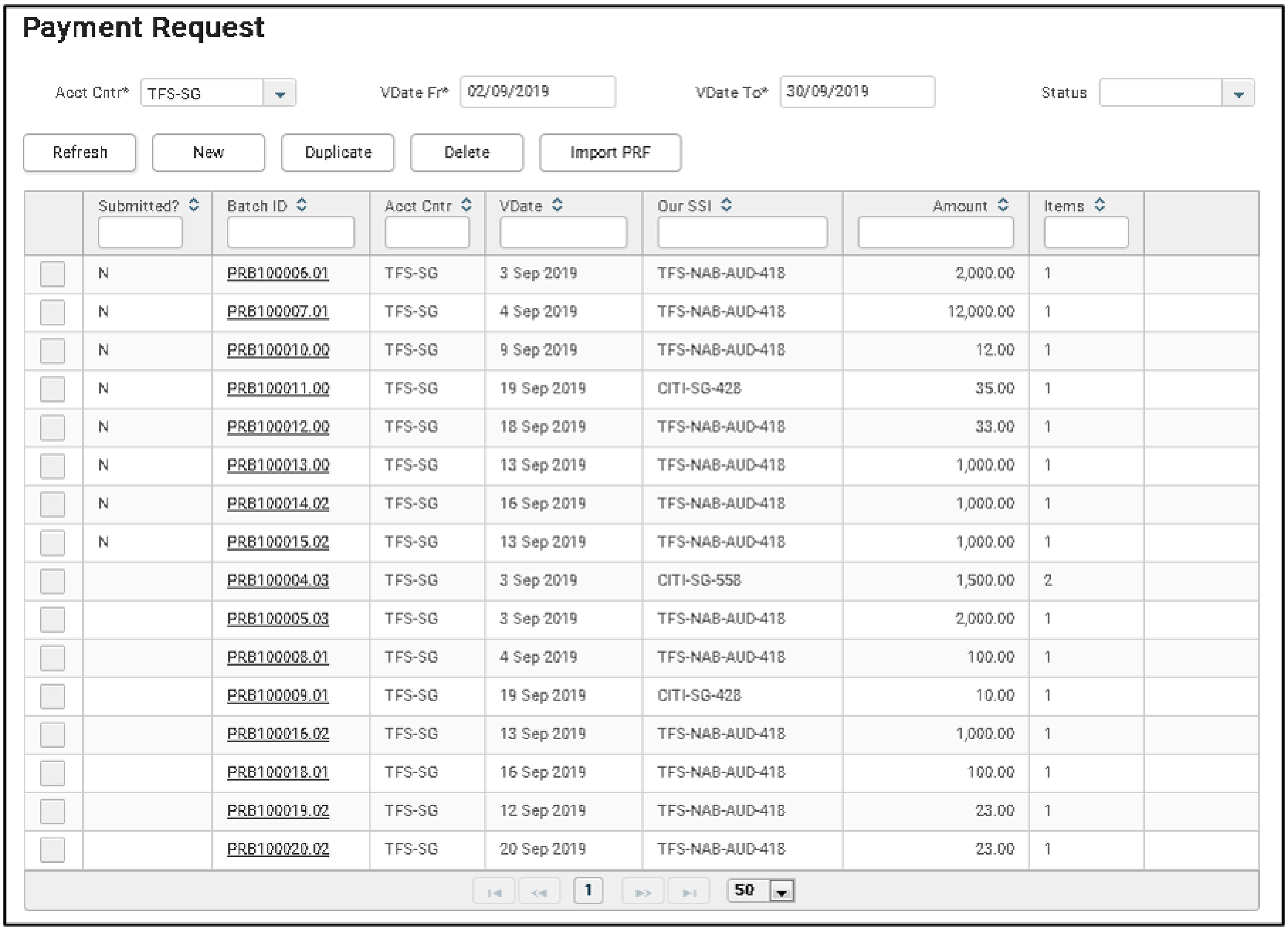
3. Select the Acct Cntr and VDate date range. Click Refresh.



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
		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

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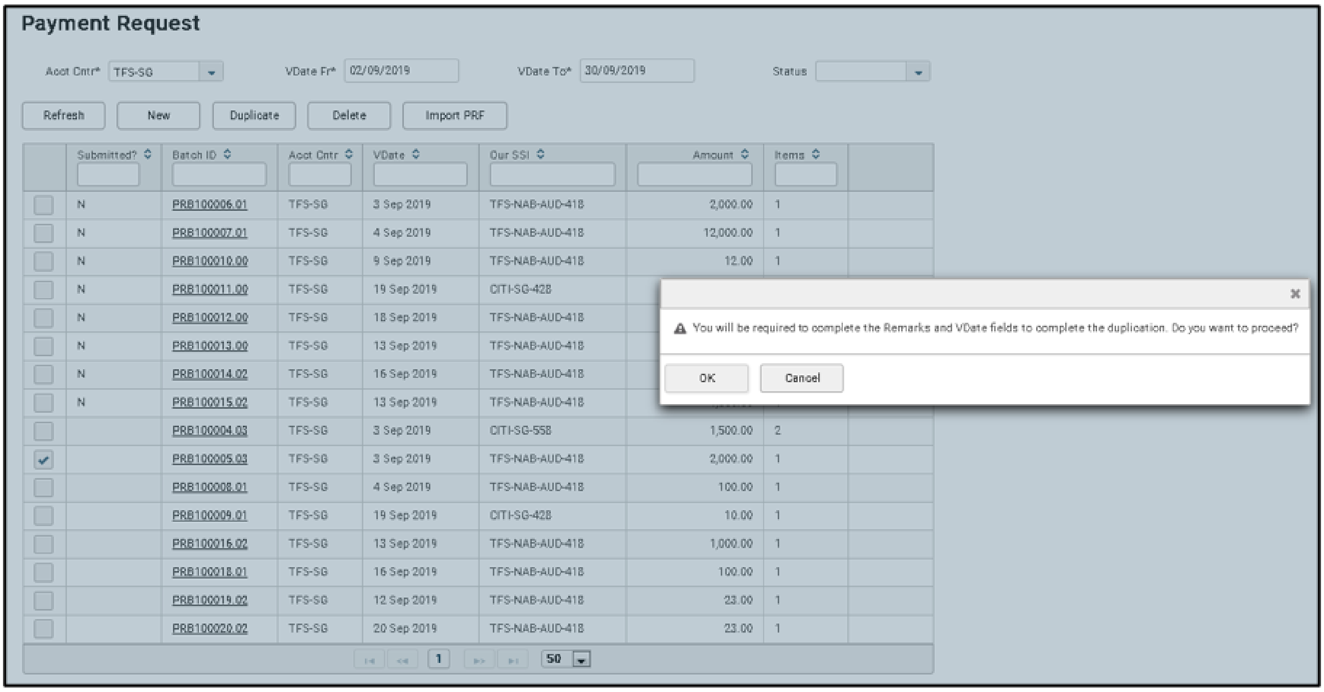
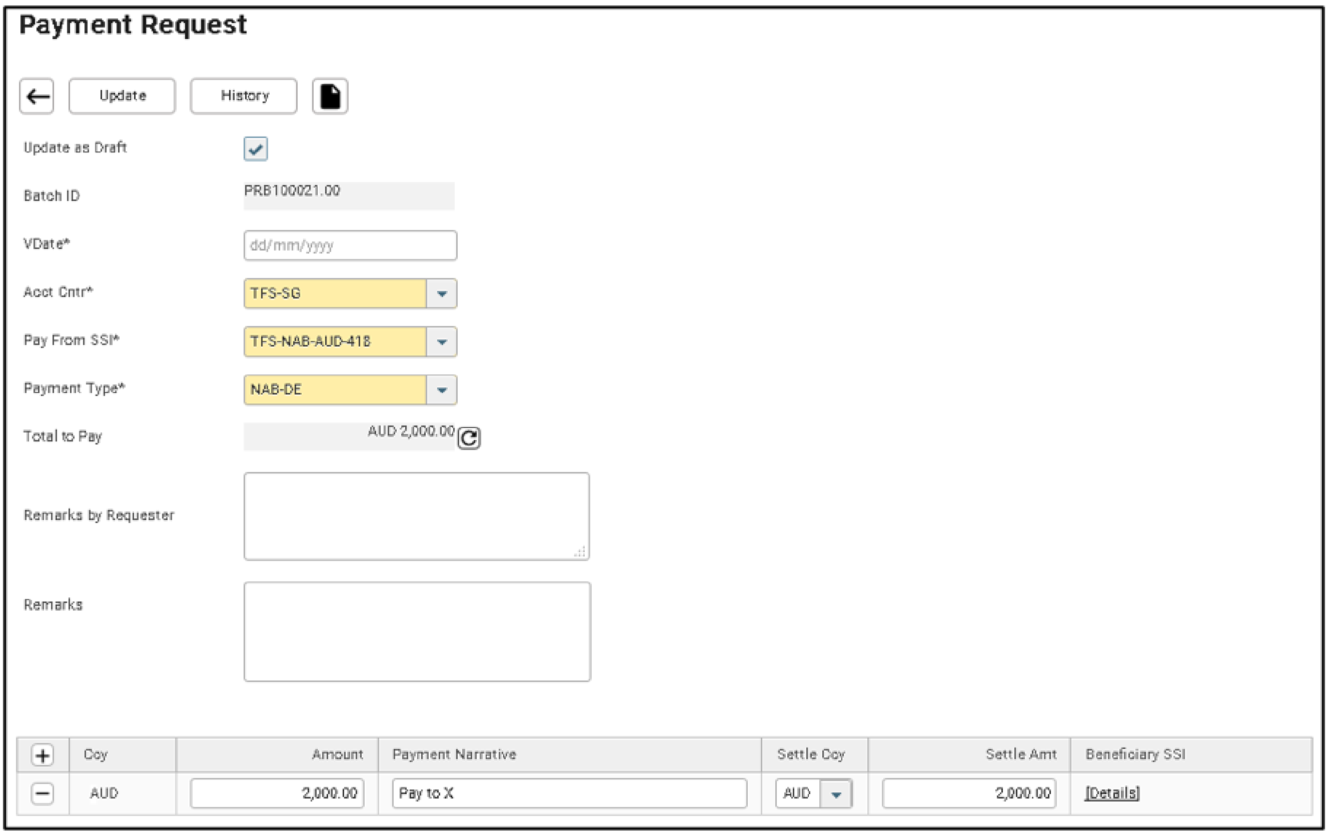
4. To duplicate payment request, tick on the checkbox of the payment request batch and click Duplicate.



5. 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.

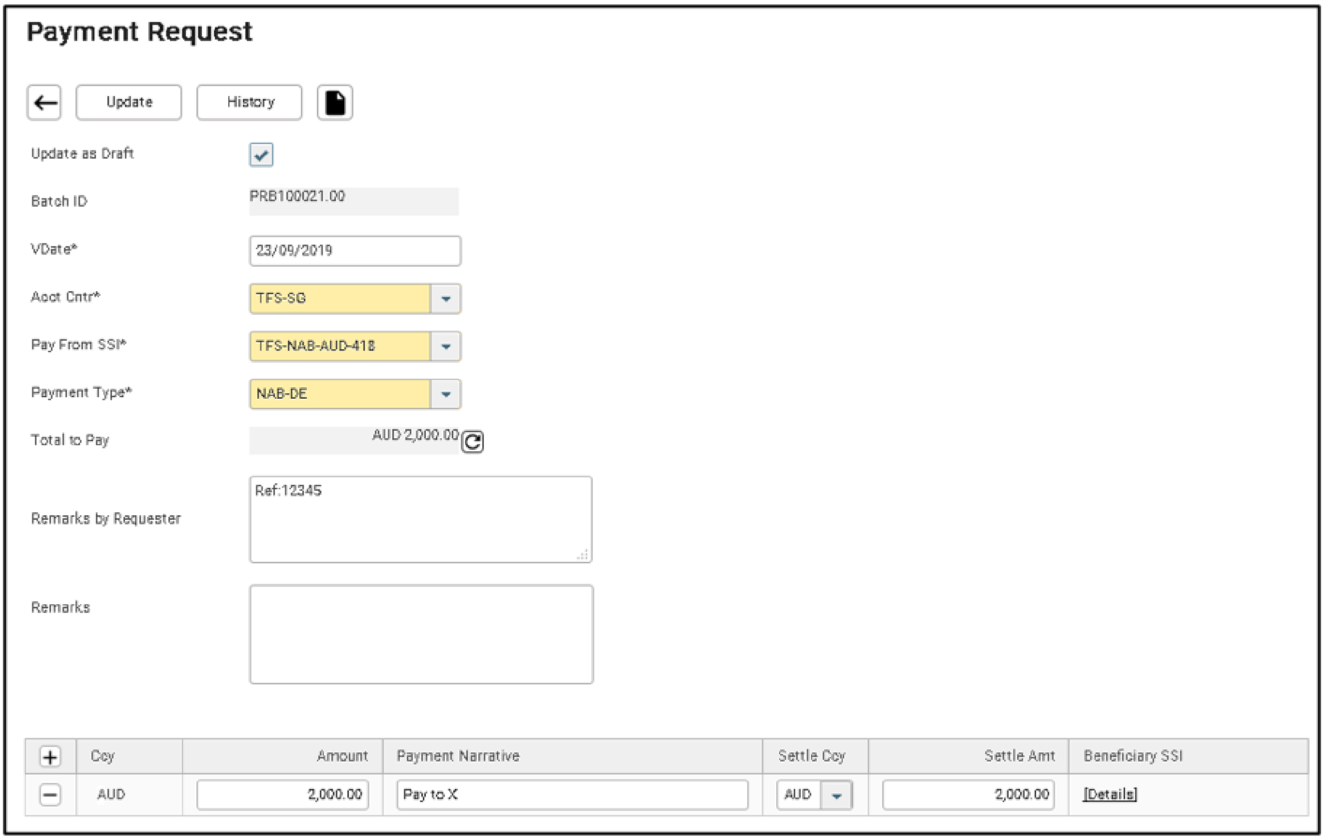
6. Click OK to proceed.

7. The Payment Request screen displays.



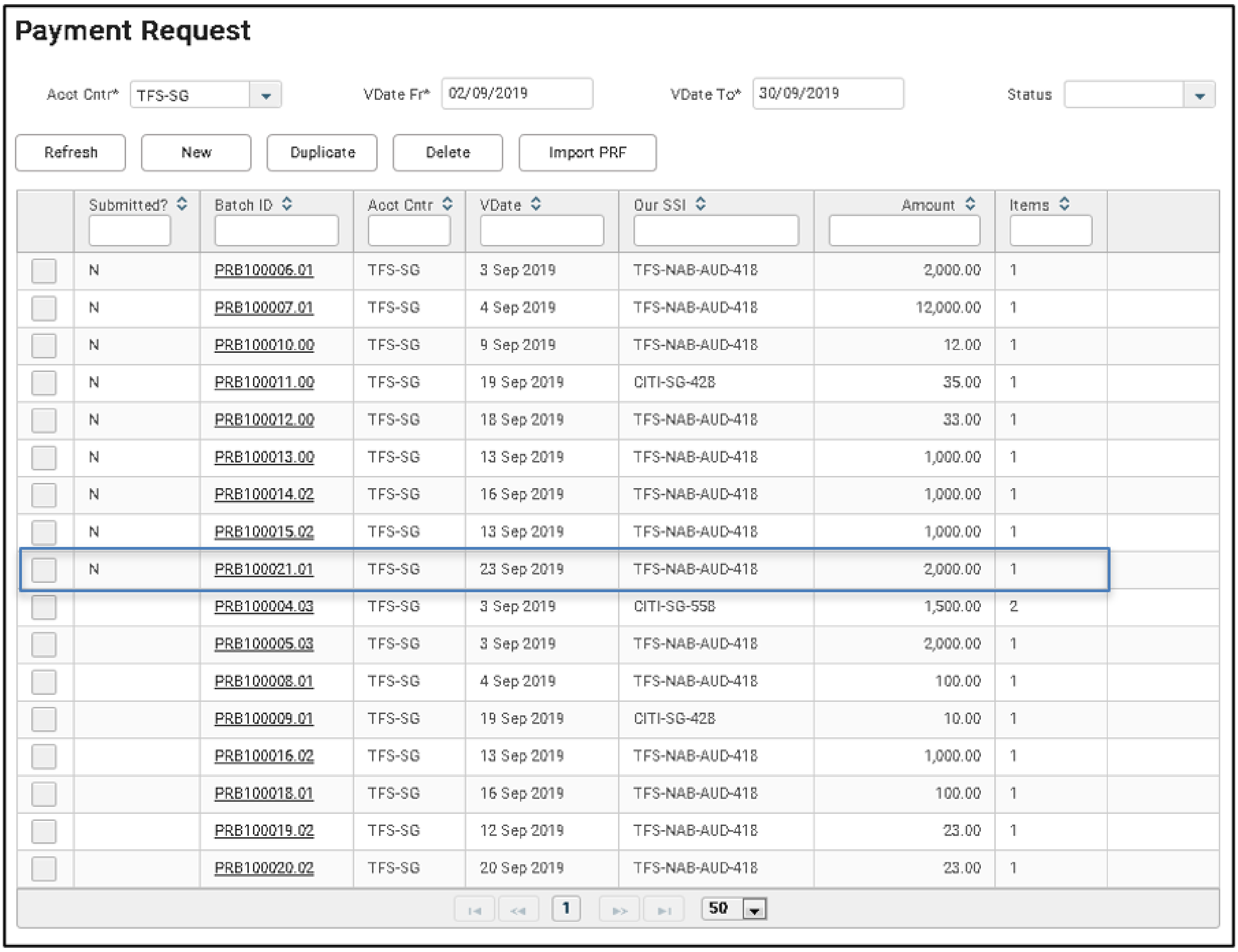
8. Type in or select VDate.

9. Type in Remarks by Requester, if any.



10. Once all details are inputted and checked, click Update.

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



12. For newly created payment requested, “Submitted?” is “N”. To submit the payment request for payment processing in Settlement Control, see Submit Payment Request.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

Payment Request

Submit Payment Request

CHANGE HISTORY

Date	By	Changes
16-Sep-2019	TS	Created.