

Duplicate Payment Request

PURPOSE

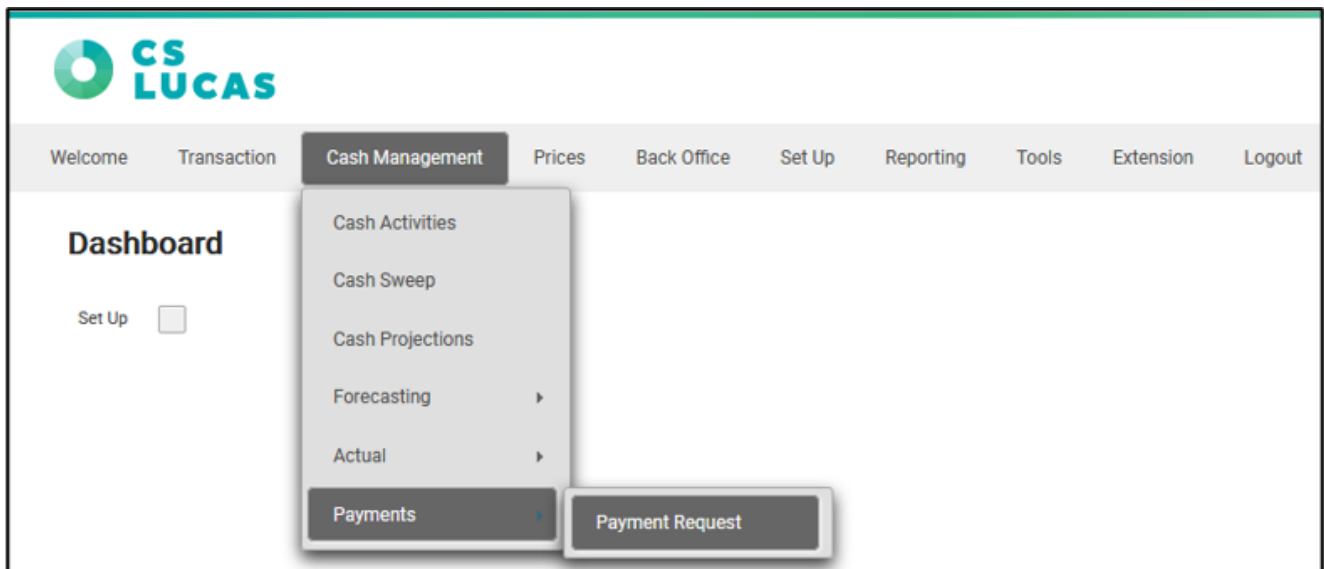
This document shows the procedures on how to duplicate a payment request manually in CS Lucas system.

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* 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
☐		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 duplicate payment request, tick on the checkbox of the payment request batch 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
☐	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		
☐	N	PRB100012.00	TFS-SG	18 Sep 2019	TFS-NAB-AUD-418		
☐	N	PRB100013.00	TFS-SG	13 Sep 2019	TFS-NAB-AUD-418		
☐	N	PRB100014.02	TFS-SG	16 Sep 2019	TFS-NAB-AUD-418		
☐	N	PRB100015.02	TFS-SG	13 Sep 2019	TFS-NAB-AUD-418		
☐		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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⚠ You will be required to complete the Remarks and VDate fields to complete the duplication. Do you want to proceed?

OK Cancel

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.

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]

8. Type in or select VDate.

9. Type in Remarks by Requester, if any.

Payment Request

←

Update

History

Update as Draft

☒

Batch ID

PRB100021.00

VDate*

23/09/2019

Aoot 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]

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

11. 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 ▾	
☐	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	

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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.