

E-Statement (W5)

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PURPOSE

This document explains how to retrieve and delete electronic bank statements imported in CS Lucas system.

WHY IS THIS IMPORTANT?

Importing electronic bank statements into the system enables easy and automated update of the closing balance in the Actual Cash module.

PROCEDURE

1. Select Cash Management > Actual > Cash Balance. Click on E-Stmt button.

The screenshot shows the 'Actual Cash' module interface. At the top, there are three dropdown menus: 'Acct Cntr*' (set to 'TFS-SG'), 'Ccy*' (set to 'GBP'), and 'VDate*' (set to '24/09/2020'). Below these are several buttons: 'Refresh', 'Save Balance', 'Save Ledger', 'Import', 'E-Stmt', 'History', a download icon, a star icon, and a save icon. A table with columns 'SSI', 'VDate', 'Balance', 'Last Update', 'Ledger', 'Last Update', and 'Remarks' is shown. The table contains the text 'No records found.' and a pagination bar at the bottom with a dropdown set to '50'.

2. E-Statement screen displays.

The screenshot shows the 'E-Statement' module interface. It features three input fields: 'SSI*' (a dropdown), 'From Date*' (a date field with placeholder 'dd/mm/yyyy'), and 'To Date*' (a date field with placeholder 'dd/mm/yyyy'). Below these are buttons for a back arrow, 'Refresh', 'Delete', and 'Import'. A table with columns 'SSI', 'Stmt/Seq', 'Upload On', 'VDate', 'Amount', and 'Narrative' is displayed. The table contains the text 'No records found.'

3. To retrieve the statements imported for a bank account for a specific date or date range, select the SSI, From Date and To Date. Then, click on Refresh button.

E-Statement

SSI* TF-CI-GBP From Date* 24/09/2020 To Date* 24/09/2020

<input type="checkbox"/>	Stmt/Seq	Upload On	VDate	Amount	Narrative
<input type="checkbox"/>	222/1	25 Jan 2021	24 Sep 2020	21,800.90	Trade4
<input type="checkbox"/>	222/1	25 Jan 2021	24 Sep 2020	-12,900.00	Trade1
<input type="checkbox"/>	222/1	25 Jan 2021	24 Sep 2020	-5,529.23	Trade2
<input type="checkbox"/>	222/1	25 Jan 2021	24 Sep 2020	10,029.28	Trade3
<input type="checkbox"/>	222/1	25 Jan 2021	24 Sep 2020	-6,249.41	Trade5

4. Statements imported will be displayed for the selected SSI and date(s).

5. To delete statements imported in the system, click on the checkbox of the statements to delete, or select all to delete all statements and click on Delete button.

In this example, we will delete all statements imported for TF-CI-GBP for VDate 24-Sep-2020.

E-Statement

SSI* TF-CI-GBP From Date* 24/09/2020 To Date* 24/09/2020

<input checked="" type="checkbox"/>	Stmt/Seq	Upload On	VDate	Amount	Narrative
<input checked="" type="checkbox"/>	222/1	27 Jan 2021	24 Sep 2020	-12,900.00	Trade1
<input checked="" type="checkbox"/>	222/1	27 Jan 2021	24 Sep 2020	-5,529.23	Trade2
<input checked="" type="checkbox"/>	222/1	27 Jan 2021	24 Sep 2020	10,029.28	Trade3
<input checked="" type="checkbox"/>	222/1	27 Jan 2021	24 Sep 2020	21,800.90	Trade4
<input checked="" type="checkbox"/>	222/1	27 Jan 2021	24 Sep 2020	-6,249.41	Trade5

Click on Delete button.

E-Statement

SSI* TF-CI-GBP From Date* 24/09/2020 To Date* 24/09/2020

<input type="checkbox"/>	Stmt/Seq	Upload On	VDate	Amount	Narrative
No records found.					

Statements are now deleted. Actual cash balance will be updated/ reverted to the previous state.

Below screen shots illustrate the actual cash balance before and after delete.

Before Delete

Actual Cash

Acct Cntr* TFS-SG Ccy* GBP VDate* 24/09/2020

SSI	VDate	Balance	Last Update	Ledger	Last Update	Remarks
TF-CI-GBP	24 Sep 2020	3,231,344.25	24 Sep 2020	2,901,773.44	23 Sep 2020	

After Delete

Actual Cash

Acct Cntr* TFS-SG Ccy* GBP VDate* 24/09/2020

SSI	VDate	Balance	Last Update	Ledger	Last Update	Remarks
TF-CI-GBP	24 Sep 2020	3,224,192.71	23 Sep 2020	2,901,773.44	23 Sep 2020	

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Cash and Ledger Balance](#)

[Statement Import](#)

CHANGE HISTORY

Date	By	Changes
27-Jan-2021	TS	Created.