

E-Statement

[See previous W5 version guide](#)

PURPOSE

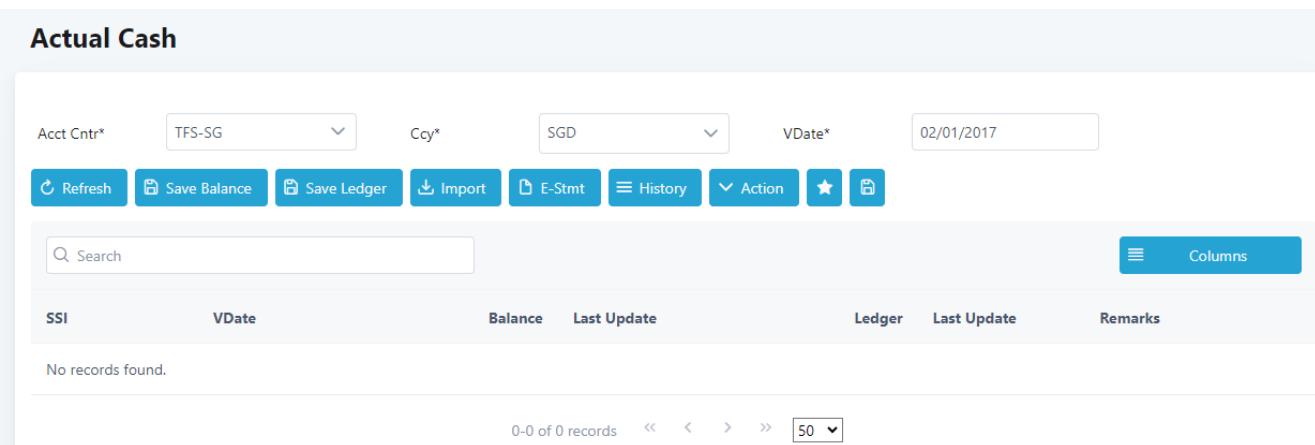
This document explains how to retrieve and delete electronic bank statements imported in CS Lucas system.

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.

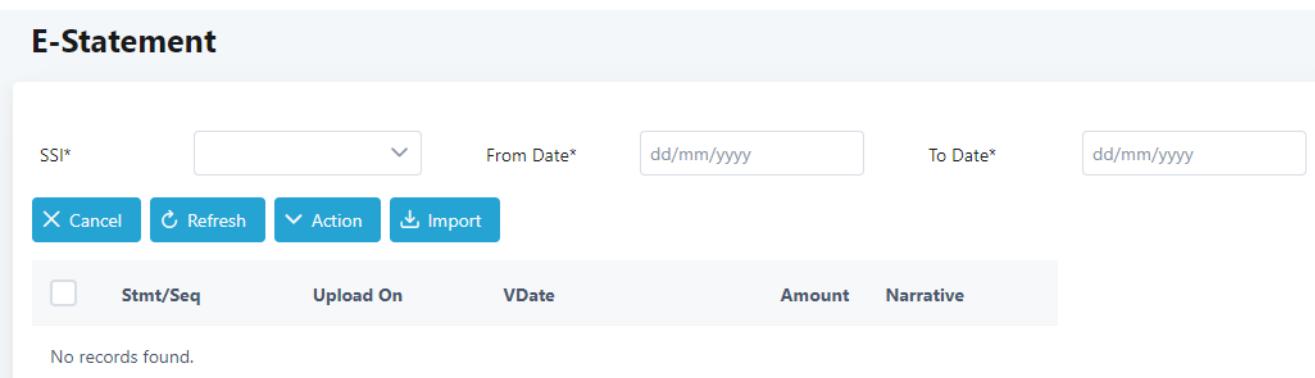
PROCEDURE

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



The screenshot shows the 'Actual Cash' screen. At the top, there are dropdowns for 'Acct Cntr*' (TFS-SG), 'Ccy*' (SGD), and 'VDate*' (02/01/2017). Below these are buttons for Refresh, Save Balance, Save Ledger, Import, E-Stmt (highlighted in blue), History, Action, and a star icon. A search bar and a 'Columns' button are also present. The main area displays a table with columns: SSI, VDate, Balance, Last Update, Ledger, Last Update, and Remarks. A message 'No records found.' is shown. At the bottom, there is a pagination area indicating 0-0 of 0 records.

2. E-Statement screen displays.



The screenshot shows the 'E-Statement' screen. At the top, there are dropdowns for 'SSI*' and date ranges 'From Date*' (dd/mm/yyyy) and 'To Date*' (dd/mm/yyyy). Below these are buttons for Cancel, Refresh, Action, and Import. The main area displays a table with columns: Stmt/Seq, Upload On, VDate, Amount, and Narrative. A message 'No records found.' is shown.

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* 30/12/2016 To Date* 16/01/2017

Cancel Refresh Action Import

<input type="checkbox"/>	Stmt/Seq	Upload On	VDate	Amount	Narrative
<input type="checkbox"/>	222/1	21 Nov 2023	30 Dec 2016	-12,900.00	Trade1
<input type="checkbox"/>	222/1	21 Nov 2023	30 Dec 2016	-5,529.23	Trade2
<input type="checkbox"/>	222/1	21 Nov 2023	30 Dec 2016	10,029.28	Trade3
<input type="checkbox"/>	222/1	21 Nov 2023	30 Dec 2016	21,800.90	Trade4
<input type="checkbox"/>	222/1	21 Nov 2023	30 Dec 2016	-6,249.41	Trade5
<input type="checkbox"/>	223/1	21 Nov 2023	2 Jan 2017	-12,900.00	Trade1
<input type="checkbox"/>	223/1	21 Nov 2023	16 Jan 2017	-11,650.00	Trade1

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

Note: For statements read by microservices, the statement number will be displayed as **<YY><STMTNO_FROM_MT940>** to ensure uniqueness across years and prevent duplicate statement numbers.

For example, if the statement number in the MT940 file is **0001**, it will be displayed in the system as **260001**.

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 Action and select Delete.

In this example, we will delete all statements imported for TF-CI-GBP for VDate from 30 December 2016 to 16 January 2017.

E-Statement

SSI* TF-CI-GBP From Date* 30/12/2016 To Date* 16/01/2017

Stmt/Seq

Stmt/Seq	Upload On	VDate	Amount	Narrative
222/1	21 Nov 2023	30 Dec 2016	-12,900.00	Trade1
222/1	21 Nov 2023	30 Dec 2016	-5,529.23	Trade2
222/1	21 Nov 2023	30 Dec 2016	10,029.28	Trade3
222/1	21 Nov 2023	30 Dec 2016	21,800.90	Trade4
222/1	21 Nov 2023	30 Dec 2016	-6,249.41	Trade5
223/1	21 Nov 2023	2 Jan 2017	-12,900.00	Trade1
223/1	21 Nov 2023	16 Jan 2017	-11,650.00	Trade1

Click Yes to confirm.

SSI* TF-CI-GBP From Date* 30/12/2016 To Date* 16/01/2017

Stmt/Seq

Stmt/Seq	Upload On	VDate	Amount	Narrative
222/1	21 Nov 2023	30 Dec 2016	-12,900.00	Trade1
222/1	21 Nov 2023	30 Dec 2016	-5,529.23	Trade2
222/1	21 Nov 2023	30 Dec 2016	10,029.28	Trade3
222/1	21 Nov 2023	30 Dec 2016	21,800.90	Trade4
222/1	21 Nov 2023	30 Dec 2016	-6,249.41	Trade5
223/1	21 Nov 2023	2 Jan 2017	-12,900.00	Trade1
223/1	21 Nov 2023	16 Jan 2017	-11,650.00	Trade1

Confirmation

⚠ Are you sure you want to permanently delete these bank items?

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

E-Statement

SSI* TF-CI-GBP From Date* 30/12/2016 To Date* 16/01/2017

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

Below screen shots illustrate the actual cash balance before and after delete for TF-CI-GBP on VDate 30 December 2016.

Before Delete

Actual Cash

Acct Cntr* TFS-SG Ccy* GBP VDate* 30/12/2016

SSI	VDate	Balance	Last Update	Ledger	Last Update	Remarks
TF-CI-GBP	30 Dec 2016	3,231,344.25	30 Dec 2016			
TF-DB-GBP-OPS	30 Dec 2016					
TF-SC-GBP	30 Dec 2016					

1-3 of 3 records << < 1 > >> 50

After Delete

Actual Cash

Acct Cntr* TFS-SG Ccy* GBP VDate* 30/12/2016

Refresh Save Balance Save Ledger Import E-Stmt History Action Columns

Search

SSI	VDate	Balance	Last Update	Ledger	Last Update	Remarks
TF-CI-GBP	30 Dec 2016	3,224,192.71	29 Dec 2016			
TF-DB-GBP-OPS	30 Dec 2016					
TF-SC-GBP	30 Dec 2016					

1-3 of 3 records << < 1 > >> 50

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Cash and Ledger Balance](#)

[Statement Import](#)

CHANGE HISTORY

Date	By	Changes
27-Jan-2021	TS	Created.
21-Nov-2023	TS	Updated to W6 instructions and screenshots.
9-Jan-2026	TS	Updated Step 4 to add a note on how the statement number is displayed.