E-Statement

[See previous W5 version guide]

PURPOSE

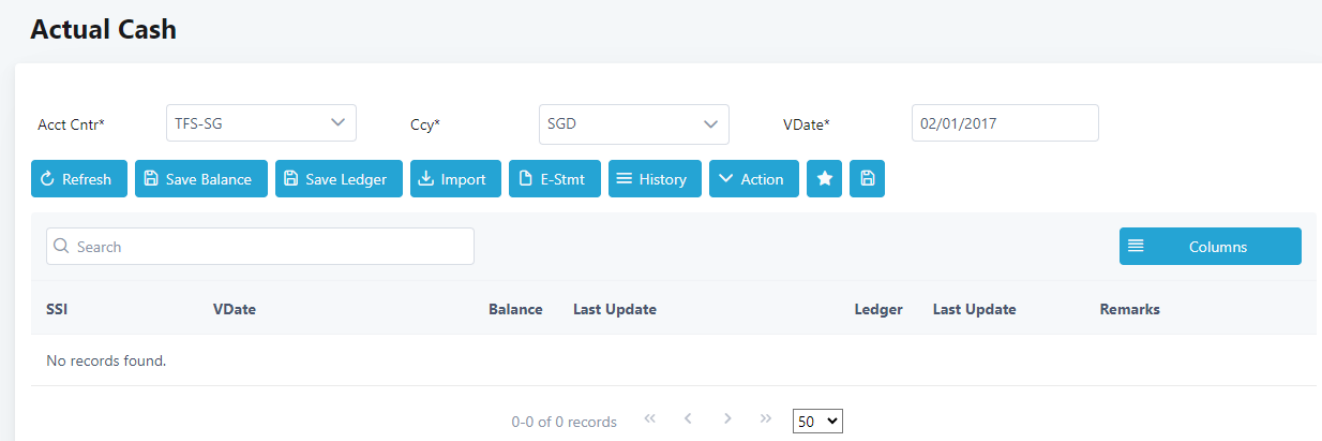
This document explains how to retrieve and delete electronic bank statements imported in CS Lucas system.

WHY IS THIS IMPORTANT?

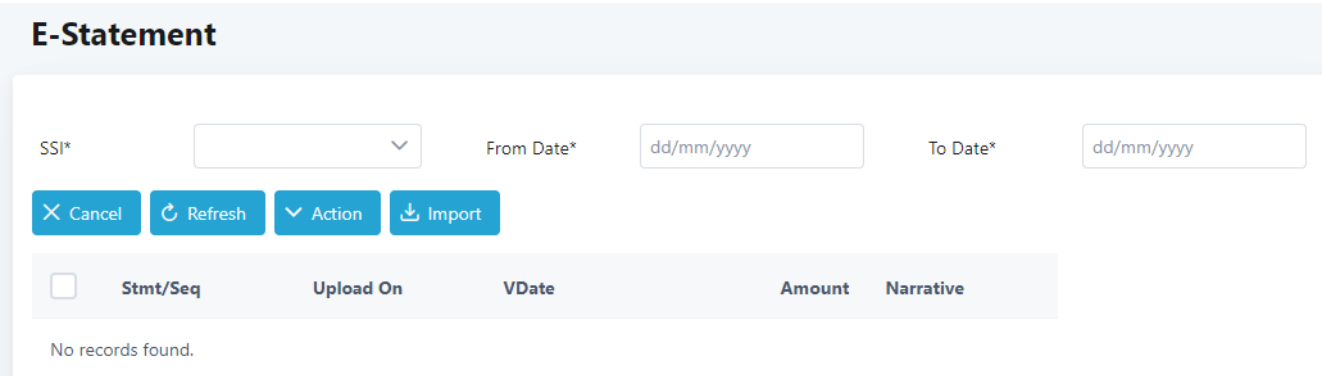
Importing electronic bank statements into the system enables easy and automated update of the closing balance in the Actual Cash module.

PROCEDURE

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

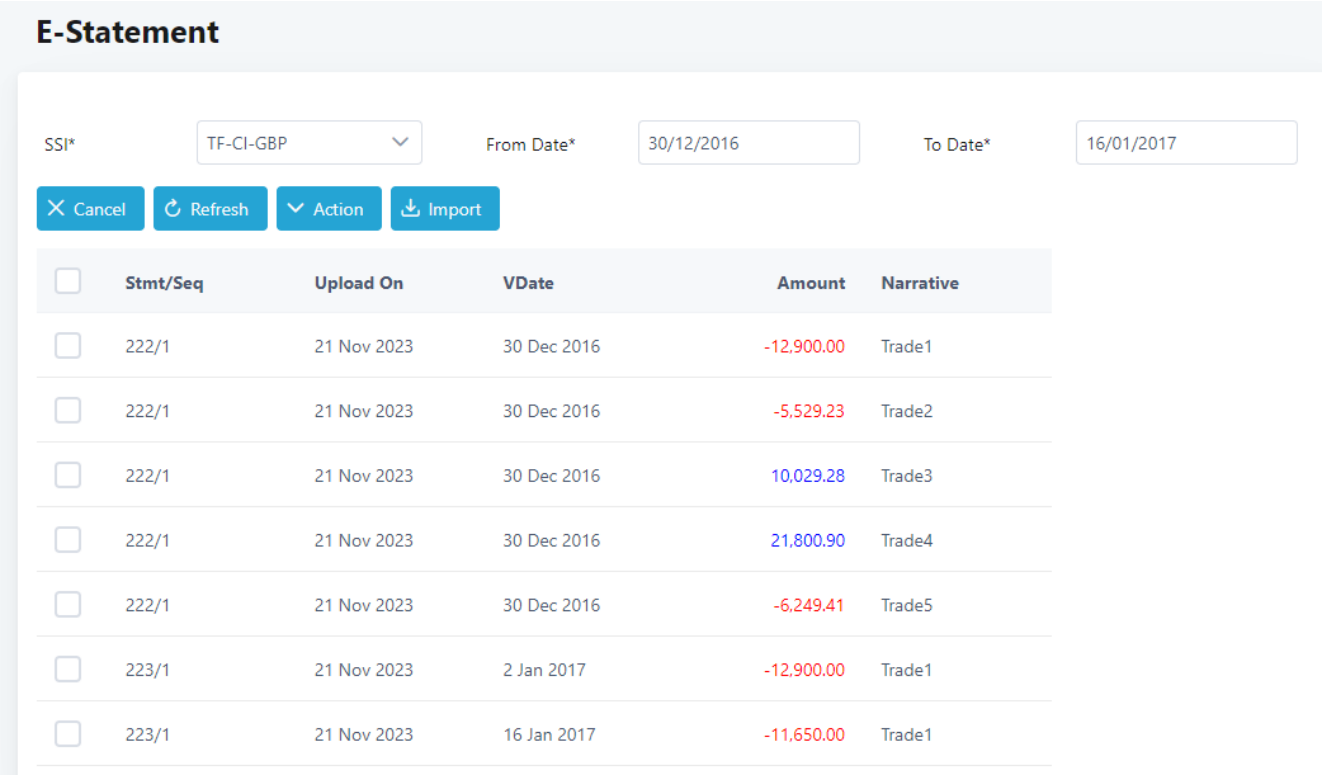


2. E-Statement screen displays.



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.



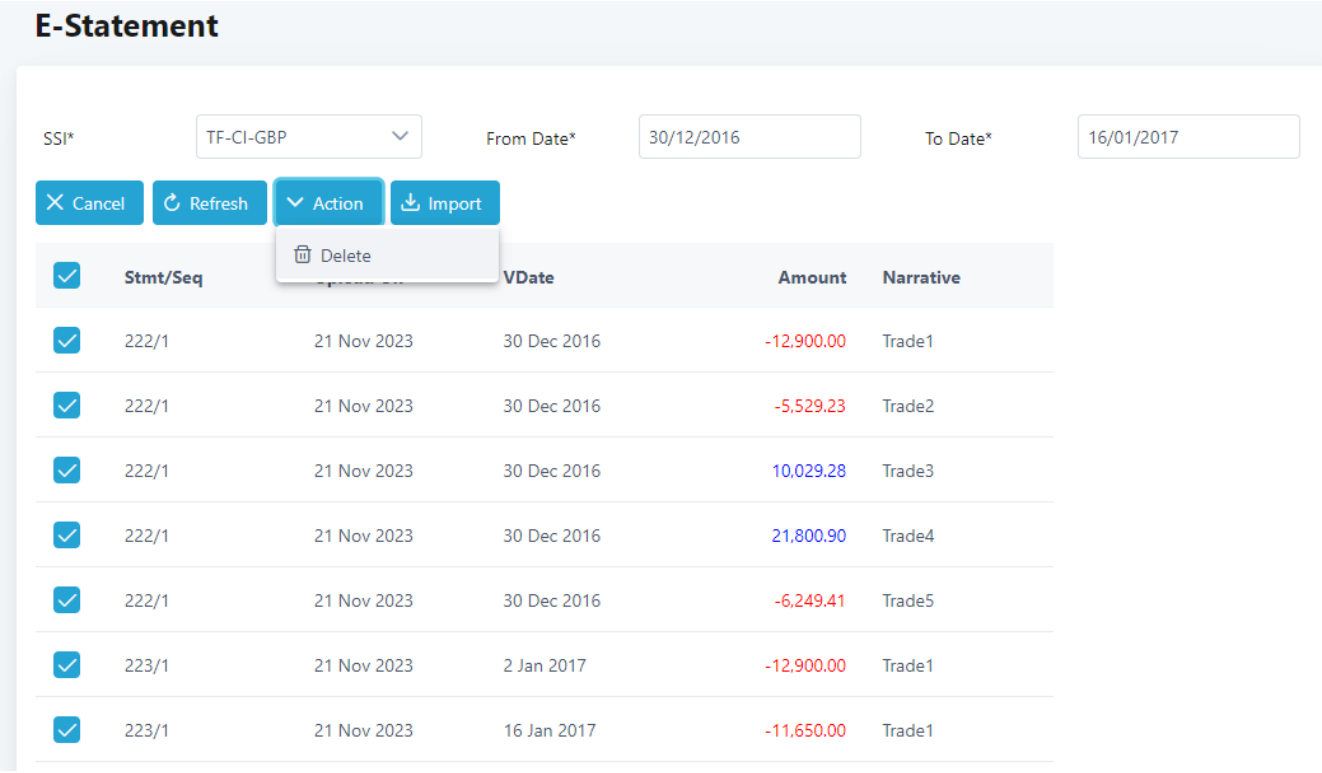
4. Statements imported will be displayed for the selected SSI and date(s).

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.

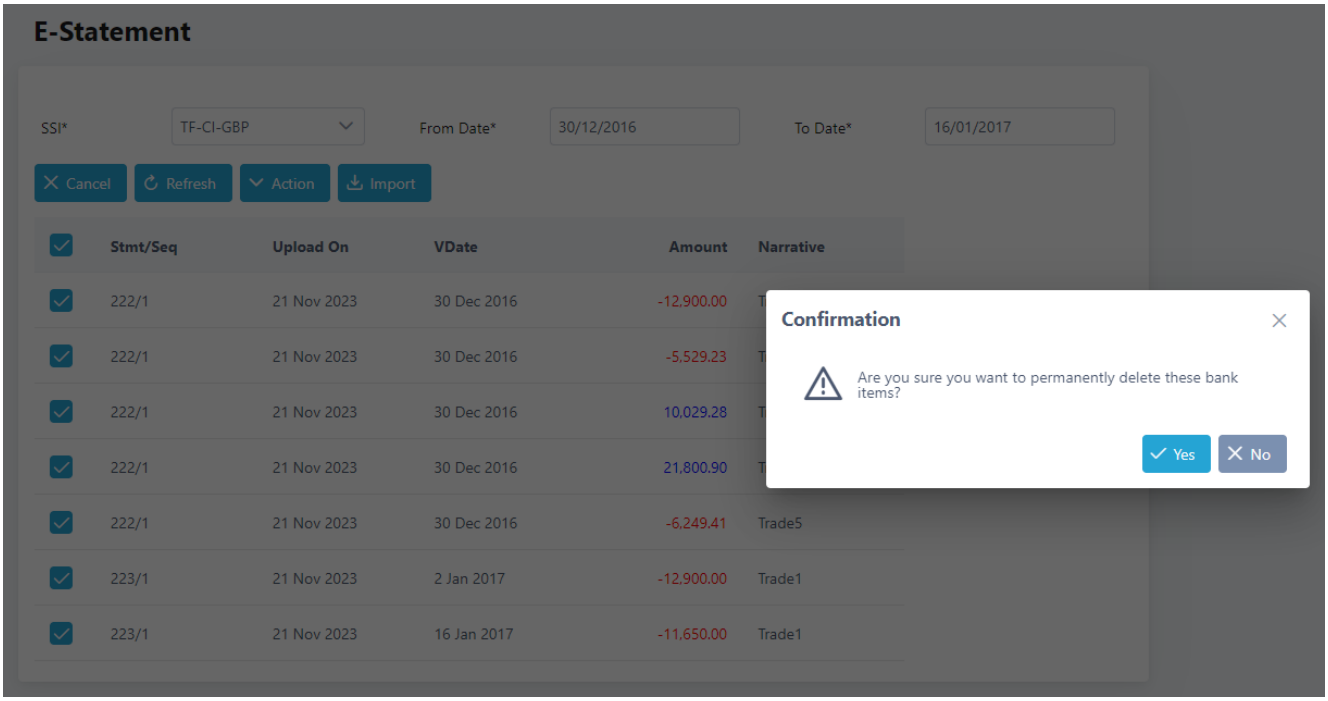
For example, if the statement number in the MT940 file is **0001**, it will be displayed in the system as **260001**.

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.

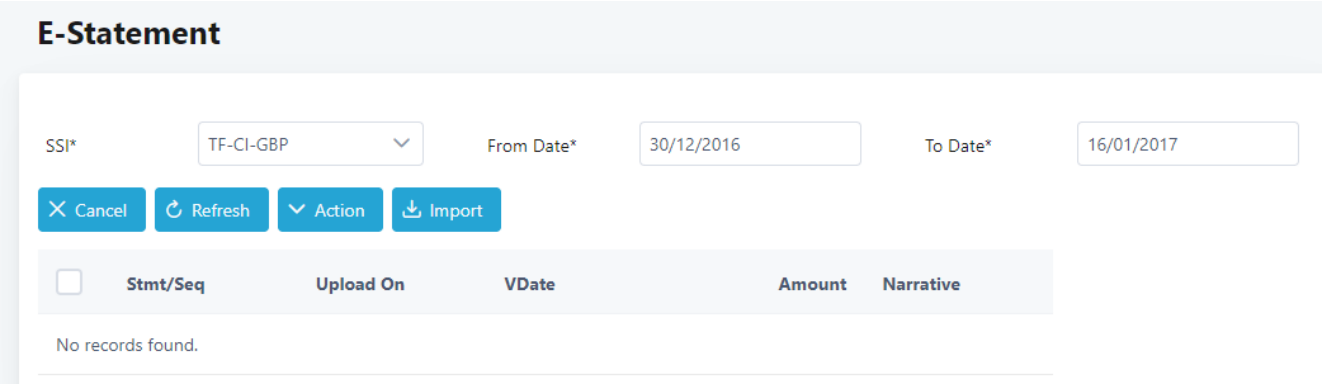
In this example, we will delete all statements imported for TF-CI-GBP for VDate from 30 December 2016 to 16 January 2017.



Click Yes to confirm.

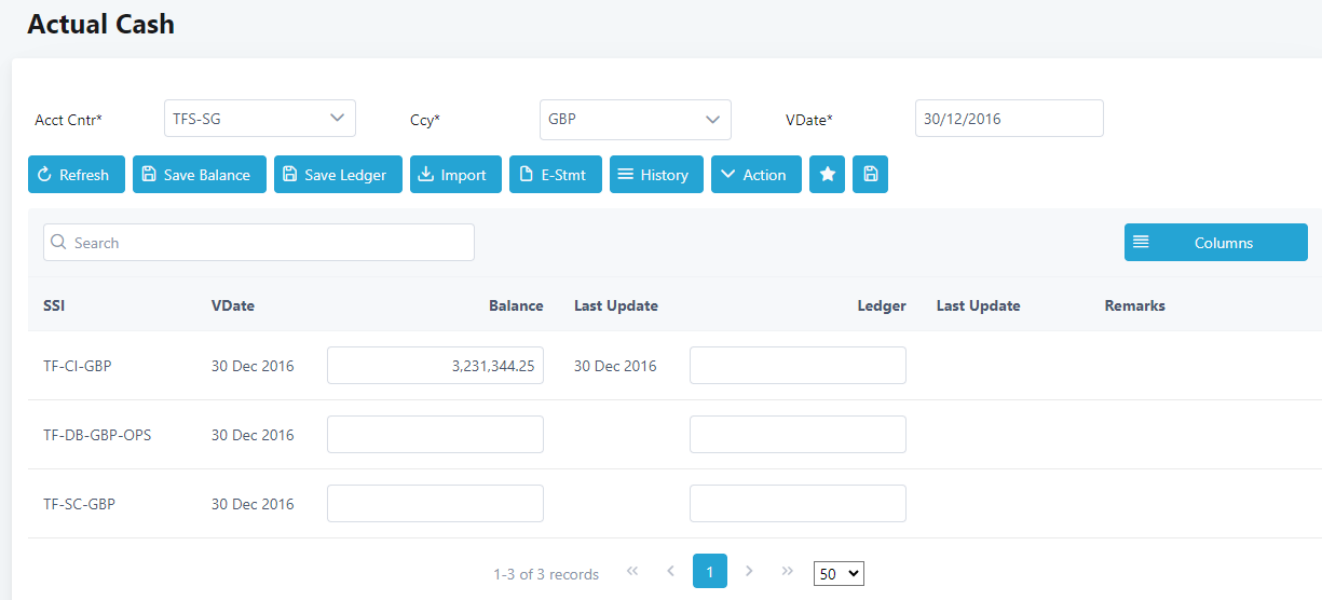


Statements are now deleted. Actual cash balance will be updated/ reverted to the previous state.

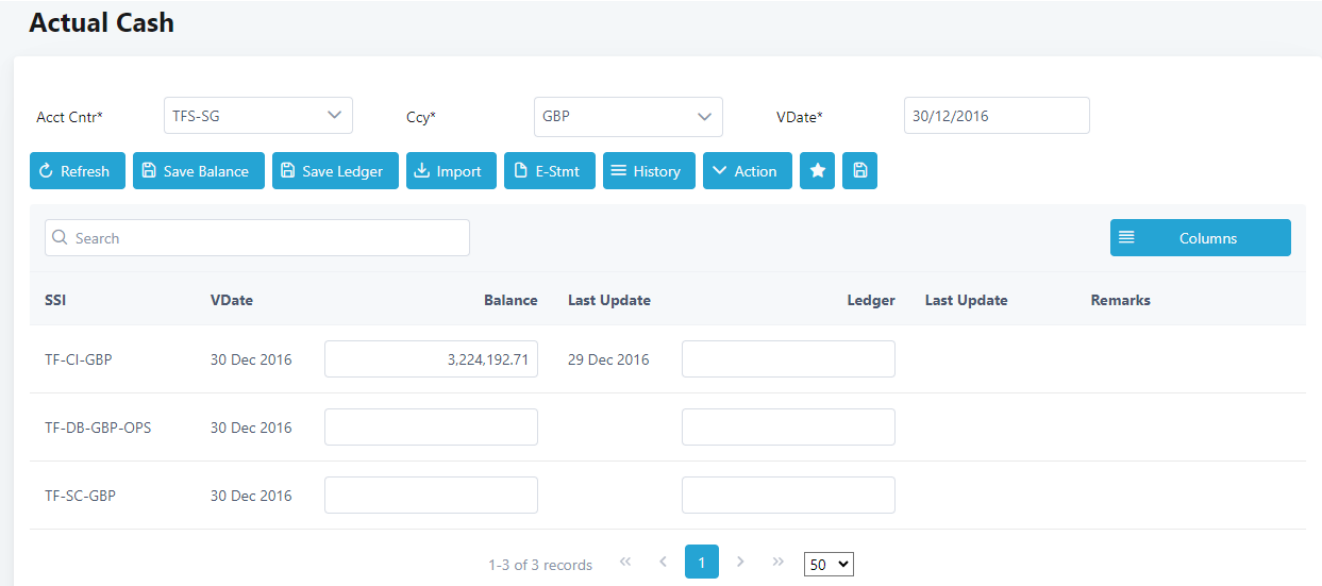


Below screen shots illustrate the actual cash balance before and after delete for TF-CI-GBP on VDate 30 December 2016.

Before Delete



After Delete



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.