

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' interface. At the top, there are filters 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, History, Action, and a star icon. A search bar and a 'Columns' button are also present. The table below has columns: SSI, VDate, Balance, Last Update, Ledger, Last Update, and Remarks. It displays 'No records found.' at the bottom, with pagination showing '0-0 of 0 records' and a page size of 50.

2. E-Statement screen displays.

The screenshot shows the 'E-Statement' interface. It has filters for 'SSI*' (empty), 'From Date*' (dd/mm/yyyy), and 'To Date*' (dd/mm/yyyy). Below these are buttons for Cancel, Refresh, Action, and Import. A table below has columns: Stmt/Seq, Upload On, VDate, Amount, and Narrative. It displays 'No records found.' at the bottom.

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

Cancel

Refresh

Action

Import

Delete

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

Click Yes to confirm.

E-Statement

SSI*

TF-CI-GBP

From Date*

30/12/2016

To Date*

16/01/2017

Cancel

Refresh

Action

Import

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

Confirmation

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

Yes

No

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

Cancel

Refresh

Action

Import



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

Refresh

Save Balance

Save Ledger

Import

E-Stmt

History

Action

Star

Lock

Search



Columns

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

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After Delete

Actual Cash

Acct Cntr*

TFS-SG

Ccy*

GBP

VDate*

30/12/2016

Refresh

Save Balance

Save Ledger

Import

E-Stmt

History

Action

Search

Columns

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

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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.