Importing Account Payable/ Receivable Items

PURPOSE

This document explains how to import AP/ AR items into CS Lucas system.
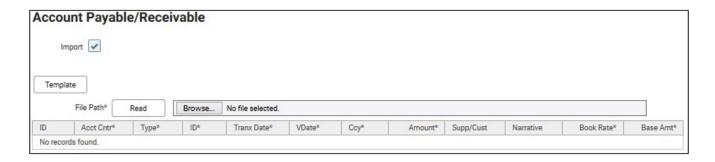
WHY IS THIS IMPORTANT?

AP/ AR items are used by the system for Hedge Accounting and payment gateway.

PROCEDURE

1. From the main menu, click Back Office > Payable/ Receivable. The Account Payable/ Receivable screen is displayed as below.
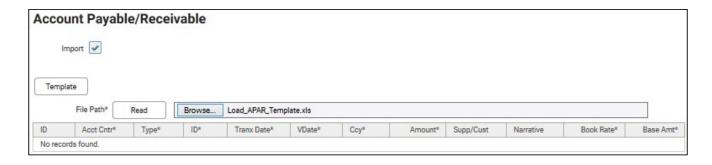

2. Click Import.

3. Click Template to download the Load_APAR_Template in Excel format to your computer.

4. After the import template is successfully downloaded, open the import template.

5. Save the file and open. An Excel sheet will be opened.

6. Fill in the columns. Make sure all mandatory columns are filled, these are characterized with an (*). The explanation of the fields are as below:
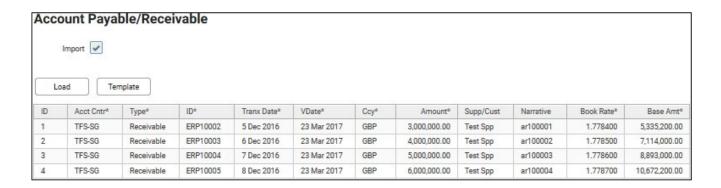
	A	B	C	D	E	F	G	H	I	J	K
1	AcctCntr*	Type*	ID*	Tranx Date	Vdate*	Ccy*	Amount*	Supp/Cust	Narrative	Book Rate	Base Amt*
2	TFS-SG	Receivable	ERP10002	5-Dec-16	23-Mar-17	GBP	3,000,000.00	Test Spp	ar100001	1.7784	5,335,200.00
3	TFS-SG	Receivable	ERP10003	6-Dec-16	23-Mar-17	GBP	4,000,000.00	Test Spp	ar100002	1.7785	7,114,000.00
4	TFS-SG	Receivable	ERP10004	7-Dec-16	23-Mar-17	GBP	5,000,000.00	Test Spp	ar100003	1.7786	8,893,000.00
5	TFS-SG	Receivable	ERP10005	8-Dec-16	23-Mar-17	GBP	6,000,000.00	Test Spp	ar100004	1.7787	10,672,200.00

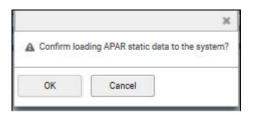| Field	Remarks
Acct Cntr*	Type in accounting centre short name.
Type*	Type as Payable/ Receivable.
ID*	Type in ID.
Tranx Date*	Type in the Transaction Date.
Vdate*	Type in the Value Date.
Ccy*	Type the Transaction currency.
Amount*	Type in the Amount.
Supp/Cust	Type in the supplier/ customer information.
Narrative	Type in trade narrative if any.
Book Rate*	Type in Book Rate.
Base Amt*	Type in Base Amount.

7. Go back to the Import Account Payable/Receivable screen. Click Choose File. Look for the saved Load_APAR_Template.xls file.

Account Payable/Receivable

Import ✔

Template

| File Path* | Read | Browse... | Load_APAR_Template.xls |

ID	Acct Cntr*	Type*	ID*	Tranx Date*	VDate*	Ccy*	Amount*	Supp/Cust	Narrative	Book Rate*	Base Amt*
No records found.											

8. Click Read. The values inputted in the Excel file will appear.

Account Payable/Receivable

Import ☑

| Load | Template |

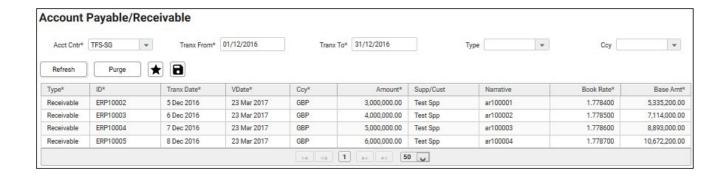| ID	Acct Cntr*	Type*	ID*	Tranx Date*	VDate*	Ccy*	Amount*	Supp/Cust	Narrative	Book Rate*	Base Amt*
1	TFS-SG	Receivable	ERP10002	5 Dec 2016	23 Mar 2017	GBP	3,000,000.00	Test Spp	ar100001	1.778400	5,335,200.00
2	TFS-SG	Receivable	ERP10003	6 Dec 2016	23 Mar 2017	GBP	4,000,000.00	Test Spp	ar100002	1.778500	7,114,000.00
3	TFS-SG	Receivable	ERP10004	7 Dec 2016	23 Mar 2017	GBP	5,000,000.00	Test Spp	ar100003	1.778600	8,893,000.00
4	TFS-SG	Receivable	ERP10005	8 Dec 2016	23 Mar 2017	GBP	6,000,000.00	Test Spp	ar100004	1.778700	10,672,200.00

9. If there is an error, the user will be prompted with the rows to be corrected. To make corrections, go to the template to edit and upload again.

10. If there is no error, click Load. Click OK on the pop up that appears.

11. You will see the message below once successfully loaded.

12. Untick Import check box to return to Account Payable/ Receivable screen.

13. Filter Acct Cntr, Tranx From and Tranx To base on what was imported and click Refresh.

14. The imported Account Payable/Account Receivable transactions are displayed, as shown below.

15. Please note that when import additional AP/ AR items, the system will not duplicate items with same accounting centre and AP/ AR ID.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Viewing Account Payable/Receivable Items](#)

CHANGE HISTORY

Date	By	Changes
02-Apr-2018	Anuja	Created.
28-May-2018	Anuja	Updated with latest screen shots.
8-Jan-2020	Lyra	Updated Screenshots.