# Maintain Non-Treasury Utilisation (W5)

This version is superseded. Click here to view the latest guide.

#### **PURPOSE**

This document contains the detailed procedures on how to maintain non-treasury facility utilisation in CS Lucas system.

#### WHY IS THIS IMPORTANT?

This allows users to capture any other facility utilisation for non-treasury products in the system so that users can have a complete overview of the exposure with the banks by printing the facility limit reports from the system.

## **PROCEDURE**



- 1. Before you can maintain utilisation for non-treasury facility, note that a facility limit must be set up for non-treasury facility first. To set up, read the user guide <a href="How to Create Facility and Limit">How to Create Facility and Limit</a>. Note that the product must be assigned to \_Non Treasury Facility in the Limit screen.
- 2. After setting facility and limit, Click Utilisation from the Facility screen.
- 3. The Non-Treasury Facility Utilisation screen displays.



- 4. Select the accounting centre from the drop down.
- 5. Input the As at Date of the utilisation to maintain.
- 6. Click Refresh. You will see list of non-treasury facility displayed.



- 7. To maintain the utilisation amount for the facility, input the utilised amount as at the date in the Utilisation field of the corresponding row or facility being maintained.
- 8. To save/ update, tick on the checkbox of the facility utilisation maintained.



- 9. Click Update.
- 10. To maintain utilisation amount for other dates, change the As At date and click Refresh.
- 11. Once done maintaining, click Back Button to return to Facility screen.

### FREQUENTLY ASKED QUESTIONS

# **RELATED INFORMATION**

How to Create Facility and Limit

## **CHANGE HISTORY**

Date	Ву	Changes
15-Feb-2011	-	Created
19-Sep-2017	Clarissa	Reformatted. Rewritten.
12-Nov-2019	Lуга	Updated Screenshots.