

New Payment Request

PURPOSE

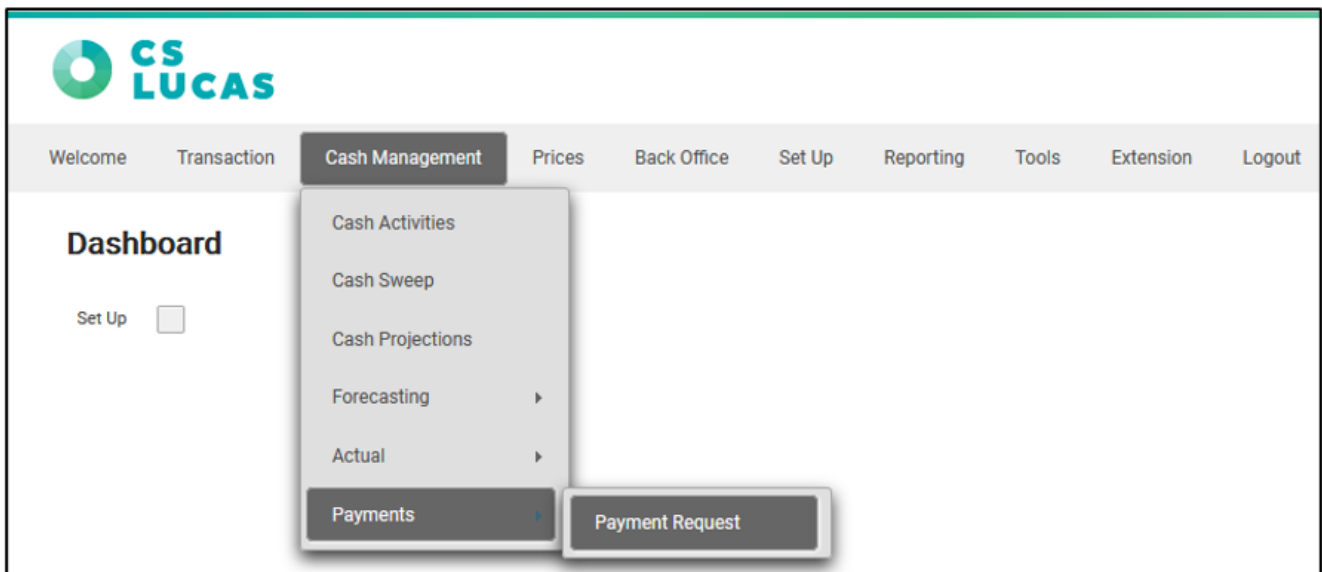
This document shows the procedures on how to create a new payment request manually in CS Lucas system.

WHY IS THIS IMPORTANT

This screen allows users to create new payment request manually in CS Lucas system.

PROCEDURE

1. From the menu, select Cash Management > Payments > Payment Request.



Tip: If you do not see the Payment Request in the menu navigation, please ensure that you have the access rights to access this screen. Access rights required is 19400 Access Payment Request.

2. The Payment Request screen is displayed.

Payment Request

Acct Cntr* TFS-SG VDate Fr* dd/mm/yyyy VDate To* dd/mm/yyyy Status

Refresh New Duplicate Delete Import PRF

Submitted?	Batch ID	Acct Cntr	VDate	Our SSI	Amount	Items

No records found.

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3. To create a new payment request, click on New button. The screen below will be displayed. Fields with asterisk (*) are mandatory to Save or Submit for payment processing.

Payment Request

← Submit Save as Draft

VDate* dd/mm/yyyy

Acct Cntr*

Pay From SSI*

Payment Type*

Total to Pay

Remarks by Requester

☐ Show Settle Ccy & Amount

+	Ccy	Amount	Payment Narrative	Beneficiary SSI
No records found.				

4. Enter VDate of the request.

5. Accounting centre would default to the user accounting centre. If not, select the Accounting centre that is making the payment. See how to set a default accounting centre in [user preference set up](#).


Accounting centre list is a restricted view of accounting centre that user has the access rights.

6. Select SSI where amount will be debited from the Pay From SSI drop down list. The SSI populated in the drop down list is restricted to the accounting centre selected. See [Accounting centre SSI set up](#) on how to create SSI.

7. Select the payment type to be used.

8. Enter a remark if any.

9. To add one or more payments to be processed in a request.

Click  to add a new payment row. The following must be entered.

Field Name	Remarks
Ccy	Select payment currency.
Amount	Enter payment currency amount.
Payment Narrative	Enter payment narrative.

Click on the [Details] hyperlink under Beneficiary SSI. A modal popup box displays.

Beneficiary SSI Details	
Payment Type*	
SSI	<input type="text"/>
Fields	Values
Bene BSB Number*	<input type="text"/>
Bene Account Number*	<input type="text"/>
Bene Account Name*	<input type="text"/>
Payment Details	
Fields	Values
Transaction Code	<input type="text"/>
Withholding Tax	<input type="text"/>
Indicator	<input type="text"/>
<input type="button" value="Update"/>	

Select the Beneficiary SSI from the SSI drop down box if they have already been set up in the system under Payment Beneficiary. See [Payment Beneficiary](#). Once Beneficiary SSI is selected, the rest of the fields will be populated automatically.

If user to pay to an ad hoc beneficiary, select Ad Hoc from the SSI drop down box. Then, fill in the fields below.

- Bene BSB Number
- Bene Account Number
- Bene Account Name

Beneficiary SSI Details	
Payment Type*	
SSI	Ad Hoc
Save Adhoc	<input type="checkbox"/>
Fields	Values
Bene BSB Number*	123456
Bene Account Number*	10001990
Bene Account Name*	Lawyer LLP
Payment Details	
Fields	Values
Transaction Code	<input type="text"/>
Withholding Tax	<input type="text"/>
Indicator	<input type="text"/>
<input type="button" value="Update"/>	

Once completed, click Update. This will close the modal popup box and populate the details in the Beneficiary SSI column.

Beneficiary
SSI

Payment Request

VDate*

Acct Cntr*

Pay From SSI*

Payment Type*

Total to Pay

Remarks by Requester

☐ Show Settle Ccy & Amount

	Ccy	Amount	Payment Narrative	Beneficiary SSI
<input type="button" value="−"/>	AUD	100.00	Pay to Lawyer LLP	Ad Hoc; Bene BSB Number:123456; Bene Account Number:10001990; Bene Account Name:Lawyer LLP

10. Once completed, click Submit to submit for payment processing or Save as Draft if you wish to save a draft. You can still make amendments if it is saved as draft.

11. To submit for payment processing, click Submit. See [Settlement Control](#) for payment processing.

12. To save as draft, click Save as Draft. A popup message displays to confirm. Click OK.

✕

⚠ Are you sure you want to save this as draft?

13. Payment request is created with "Submitted?" indicated as "N". This means the request is not submitted for payment processing yet.

Payment Request

Acct Cntr* TFS-SG VDate Fr* dd/mm/yyyy VDate To* dd/mm/yyyy Status

Refresh New Duplicate Delete Import PRF

	Submitted? ▾	Batch ID ▾	Acct Cntr ▾	VDate ▾	Our SSI ▾	Amount ▾	Items ▾	
<input type="checkbox"/>	N	PRB100028.00	TFS-SG	19 Sep 2019	TFS-NAB-AUD-999	100.00	1	
<input type="checkbox"/>		PRB100027.00	TFS-SG	19 Sep 2019	TFS-NAB-AUD-999	47,225.48	10	

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14. When payment request is not submitted, user can still amend the request. Click on the Batch ID to drill down to amend payment request.

Payment Request

← Submit Save as Draft History

Batch ID PRB100028.00

VDate* 19/09/2019

Acct Cntr* TFS-SG

Pay From SSI* TFS-NAB-AUD-999

Payment Type* NAB-DE

Total to Pay AUD 100.00

Remarks by Requester

Remarks

☐ Show Settle Ccy & Amount

	Ccy	Amount	Payment Narrative	Beneficiary SSI
+	AUD	100.00	Pay to Lawyer LLP	Ad Hoc: Bene BSB Number:123456; Bene Account Number:10001990; Bene Account Name:Lawyer LLP

15. Amend the details accordingly. See [Amend Payment Request](#) for more details.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Payment Request](#)

[Amend Payment Request](#)

[Duplicate Payment Request](#)

[Delete Payment Request](#)

[Import Payment Request](#)

CHANGE HISTORY

Date	By	Changes
04-Oct-2018	Silpa	Created.
02-Sep-2019	T5	Updated screen shots and instructions.
19-Sep-2019	T5	Updated screen shots and instructions.