Payment Request

PURPOSE

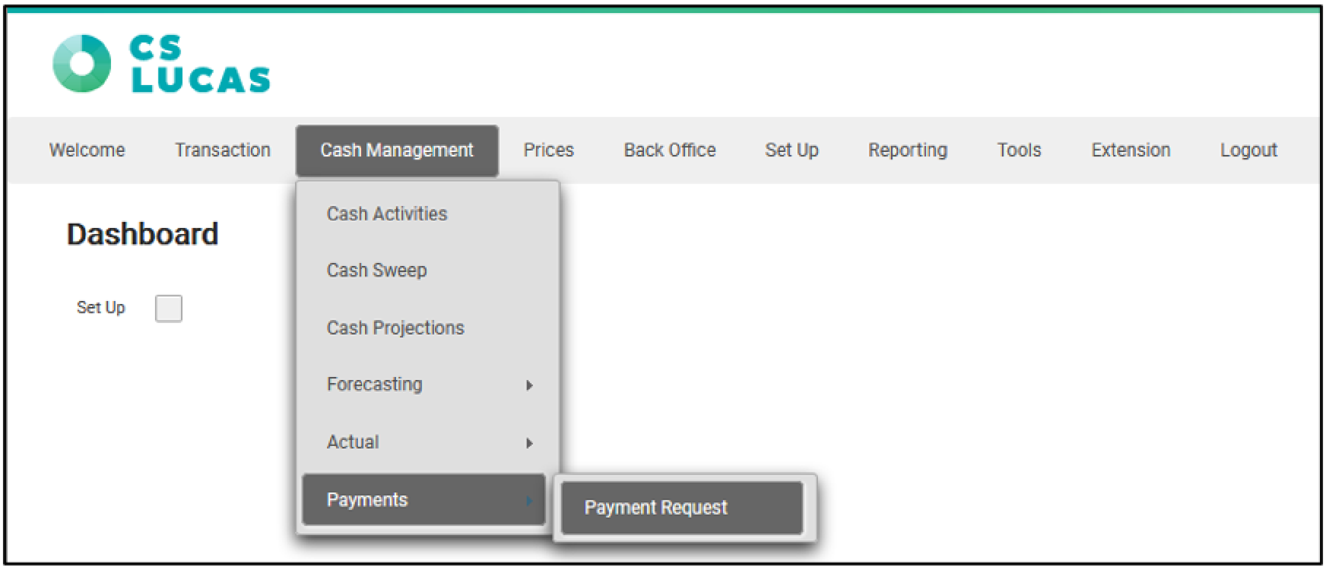
This document shows the procedure on how to launch and view payment requests in CS Lucas system.

WHY IS THIS IMPORTANT

This Payment Request screen allows user to view payments requested to date.

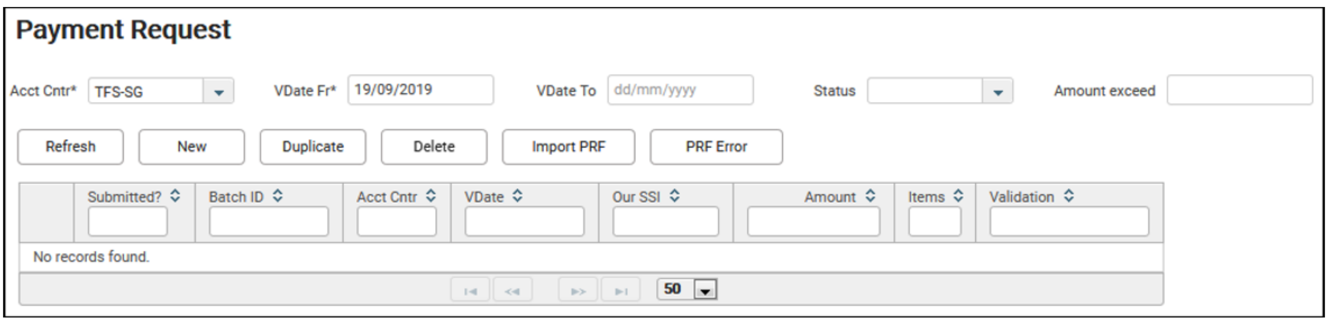
PROCEDURE

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 will be displayed.

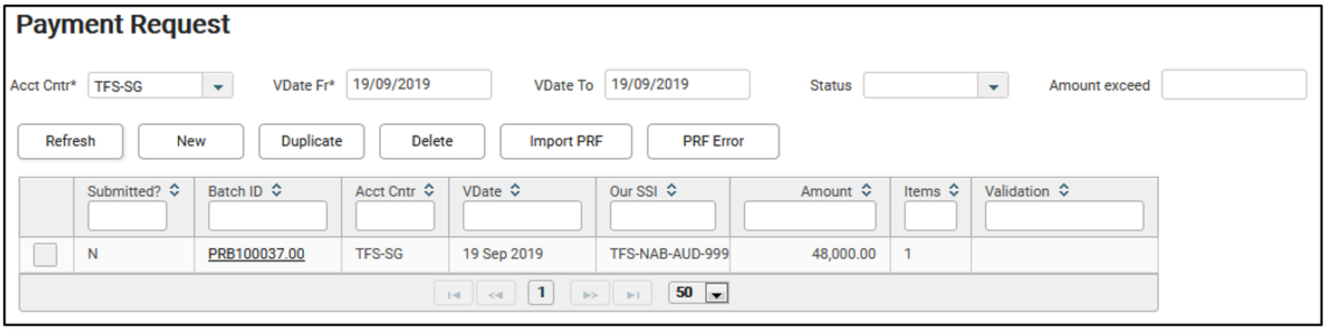


3. The Accounting Centre and VDate From fields are mandatory and will have default values as follows:

– Accounting Centre will be populated with the default value based on preference set up under User and Rights. See how to set a default accounting centre [here.]

– VDate Fr will be populated with system’s current date.

4. To view payments requested to date, select the accounting centre and date range. Click Refresh.



5. The following explains the information shown for each column in the list.

Field Name	Remarks
Submitted?	Shows “N” if payment request has not submitted for payment processing.
Batch ID	A unique payment request batch ID.
Acct Cntr	This shows the short name of the accounting centre.
VDate	This is the settlement date.
Our SSI	This shows the short name of the debiting bank account.
Amount	This shows the total amount of the payment request.
Items	This shows the number of payment items in a request.
Validation	This shows either Warning or Hard Block. See FAQ01 for more details.

6. All the field columns are sortable and filterable to organise and search the list. To filter for a specific payment request, key in the appropriate values in the box at the column fields.

7. Click on the  next to each column field name to sort the list in ascending or descending order.

<u>FREQUENTLY ASKED QUESTIONS</u>

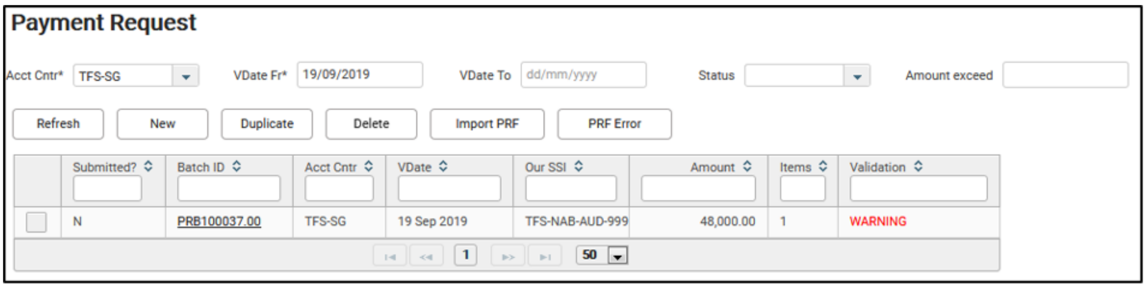
FAQ01. What is the difference between a hard block and warning?

When payment request batch is created/ loaded, it can be marked as either hard block or warning.

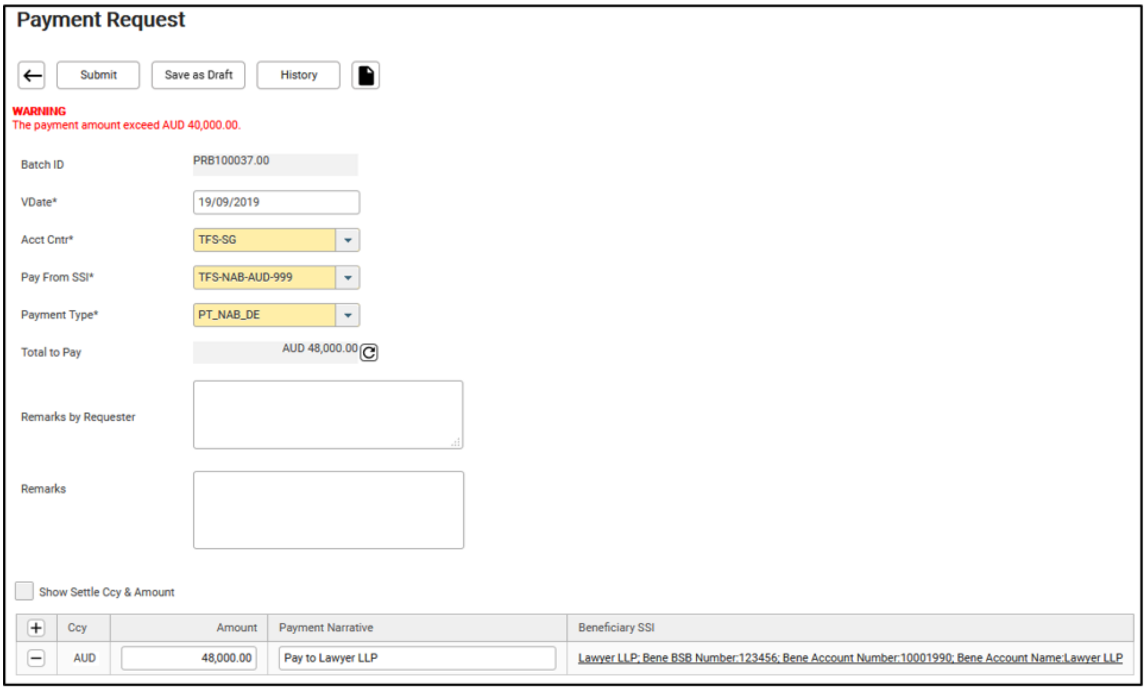
<u>A Warning</u>

(i) Amount exceeded the limit by bank and payment type.

When the payment request exceeded the limit by bank and payment type, system displays with a warning.



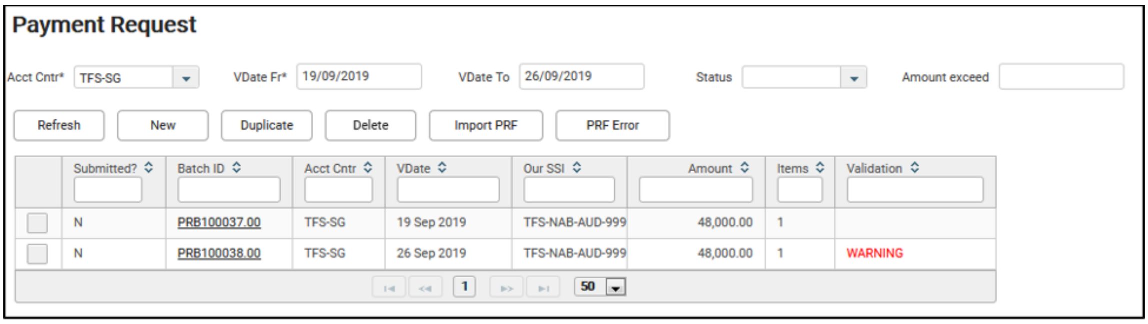
Click on payment batch ID to drill down to check the warning message.



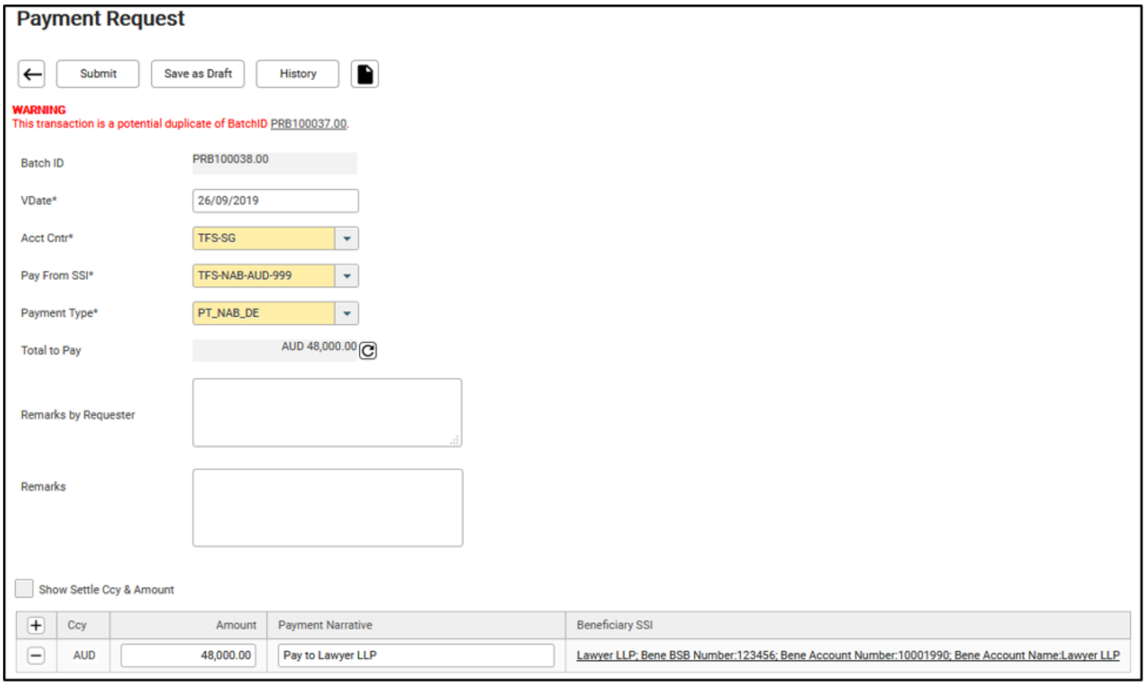
(ii) Duplicate transaction

When there is duplicate payment request transaction for the same payor SSI short name, amount, payment narrative and beneficiary SSI account number and BSB number over the last 10 calendar days, system displays with a warning.

Note: Days of duplicate check can be configured in Payment Type Configuration. Default is 10.

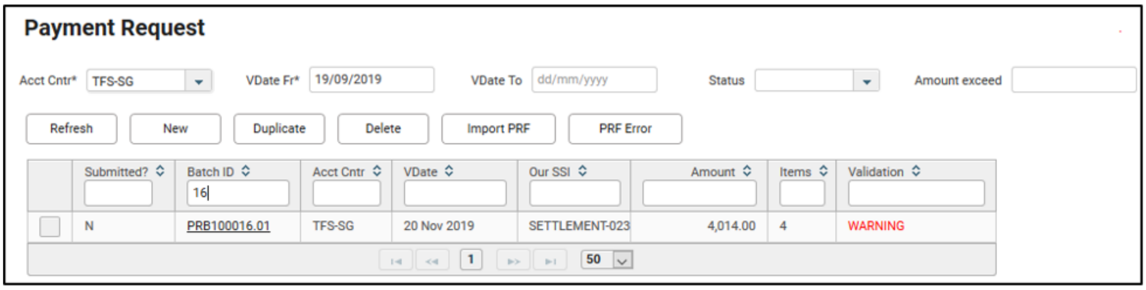


Click on payment batch ID to drill down to check the warning message.

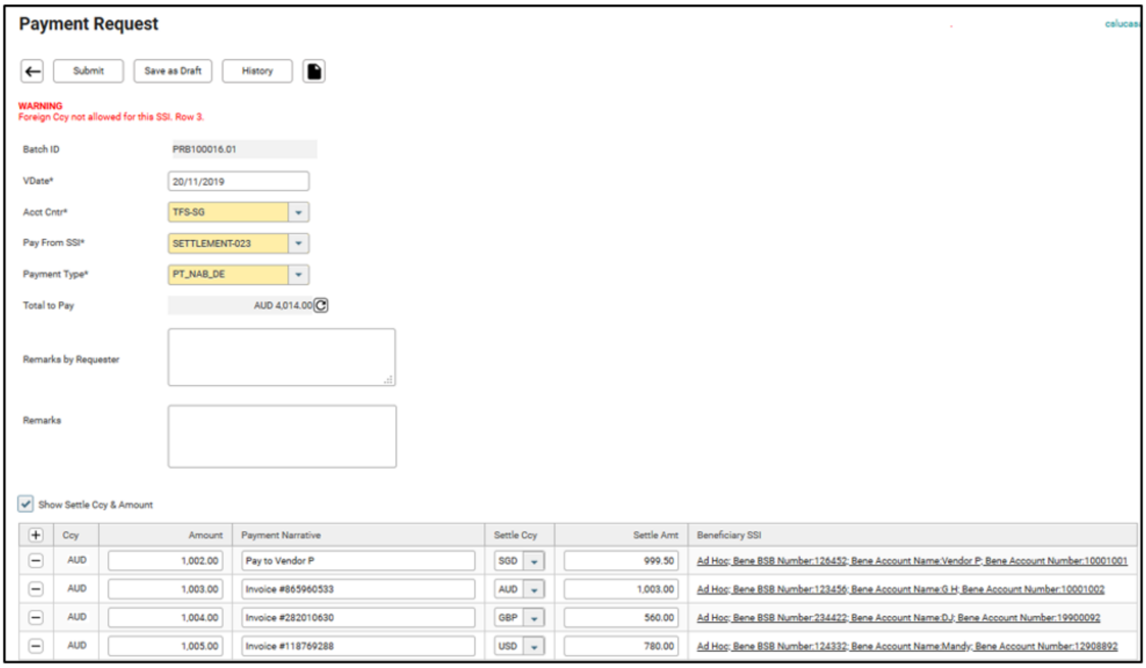


(iii) Foreign currency not allowed

When payment request is booked in the foreign currency that is not allowed, system displays with a warning.



Click on payment batch ID to drill down to check the warning message.

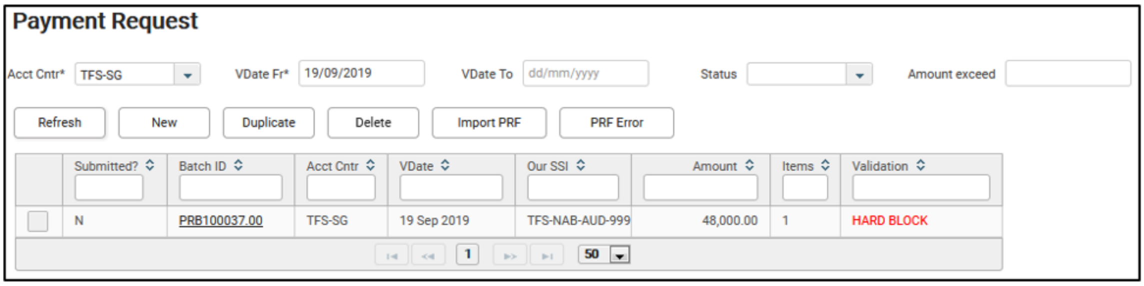


Note: When it is a warning, user is allowed to continue to submit payment request provided the user has the permission to proceed. The permission required is 19414 Submit Payment Request with Warning.

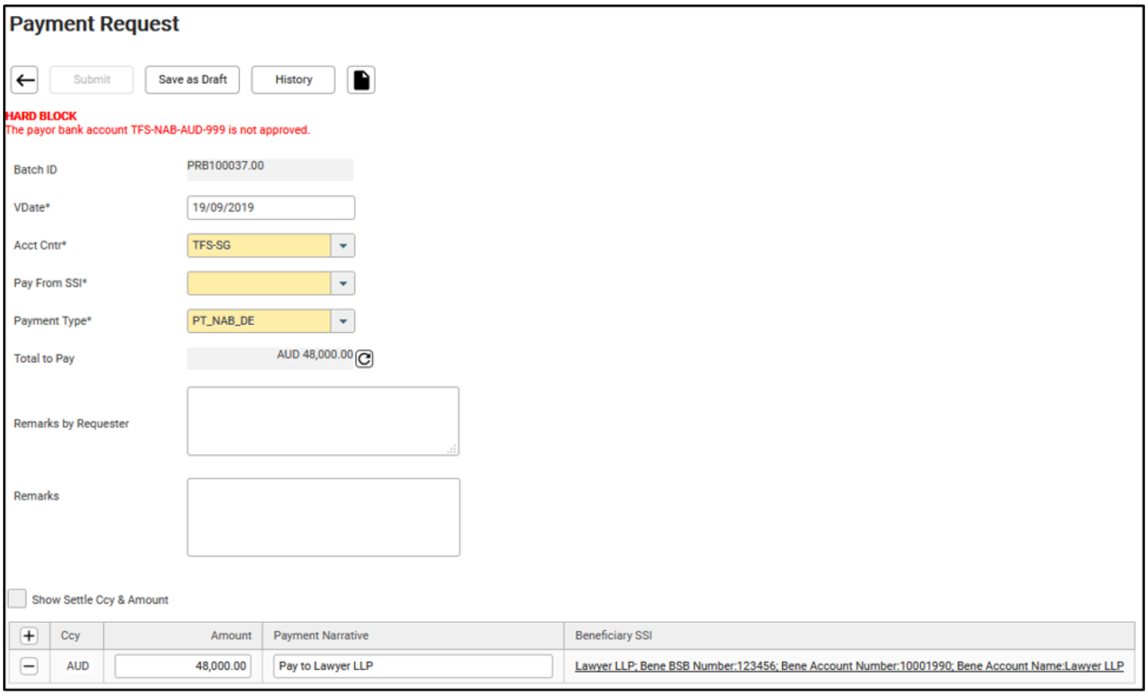
<u>A hard block</u>

(i) SSI not approved

When the payor SSI is not approved for the payment request, system displays with a hard block.

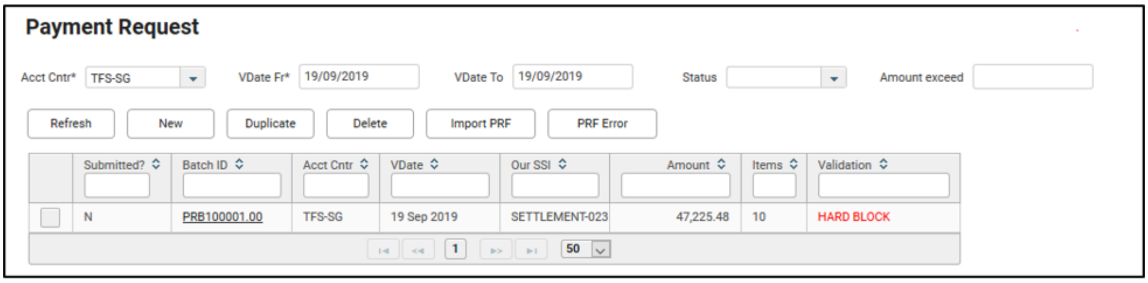


Click on payment batch ID to drill down to check the warning message.

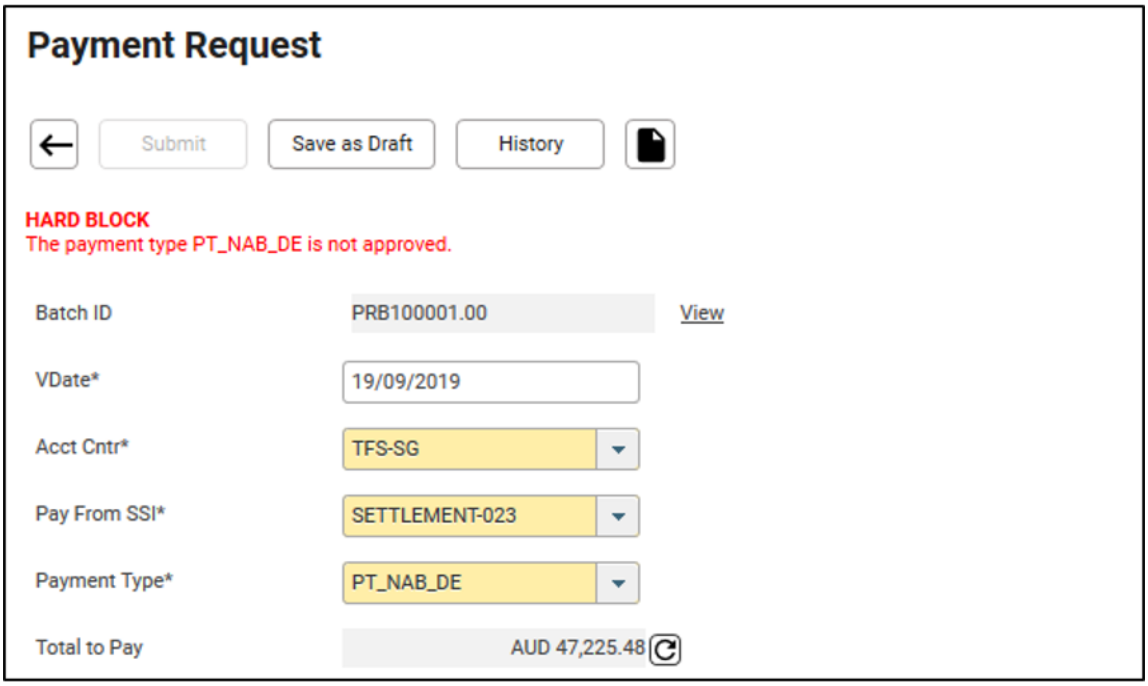


(ii) Payment type not approved

When the payment type is not approved for the payment request, system displays with a hard block.



Click on payment batch ID to drill down to check the warning message.

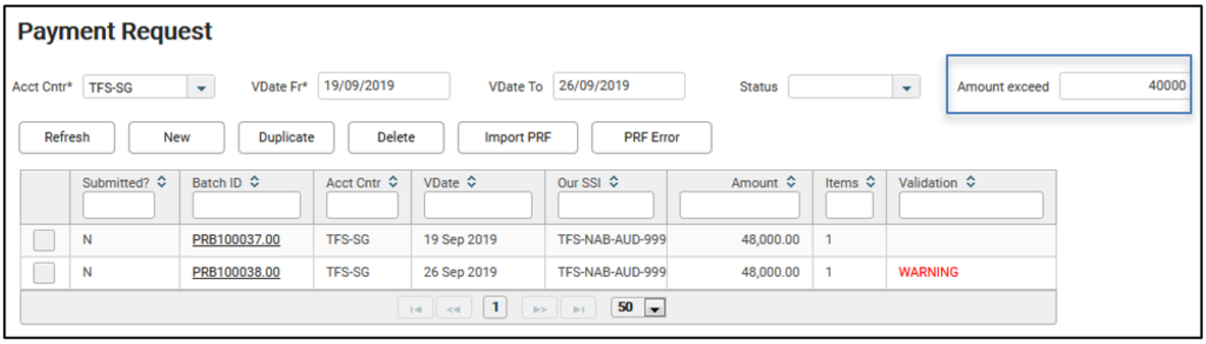


Approve the payment type under Set Up > Static > Payment Type. See [Payment Type Configuration](#).

Note: When it is a hard block, user will not be allowed to submit the payment request for payment processing.

FAQ02. Can I view any payment request that exceed [x] amount?

To view payment request exceed a particular amount, user can filter the Amount Exceed field and click Refresh.



RELATED INFORMATION

[New Payment Request](#)

[Amend Payment Request](#)

[Duplicate Payment Request](#)

CHANGE HISTORY

Date	By	Changes
03-Oct-2018	Silpa	Created.
02-Sep-2019	TS	Updated screen shots and instructions.
19-Sep-2019	TS	Updated screen shots and instructions.
7-Oct-2019	TS	Updated screen shots and instructions.