

# Payment Request

## PURPOSE

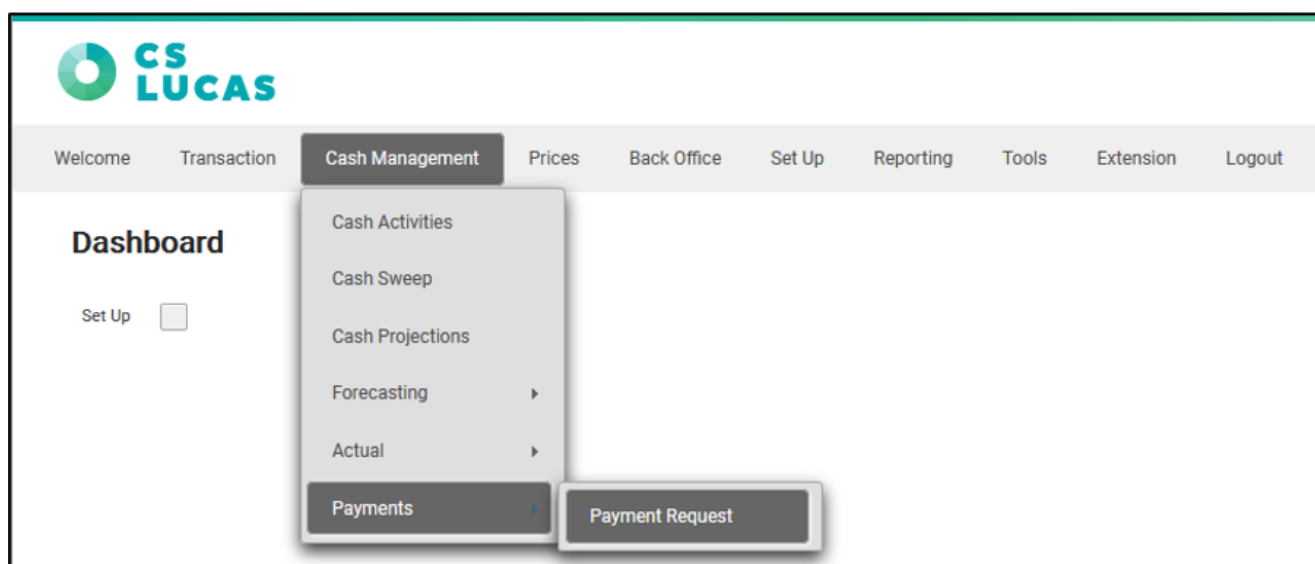
This document shows the procedure on how to launch and view payment requests in CS Lucas system.

## 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.

A screenshot of the 'Payment Request' screen. At the top, there are search filters: 'Acct Cntr\*' (dropdown with 'TFS-SG'), 'VDate Fr\*' (text box with '19/09/2019'), 'VDate To' (text box with 'dd/mm/yyyy'), 'Status' (dropdown), and 'Amount exceed' (text box). Below these are buttons: 'Refresh', 'New', 'Duplicate', 'Delete', 'Import PRF', and 'PRF Error'. A table with columns: Submitted?, Batch ID, Acct Cntr, VDate, Our SSI, Amount, Items, and Validation. The table is currently empty, with the message 'No records found.' displayed below it. At the bottom, there are pagination controls showing '50' records per page.

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.

**Payment Request**

Acct Cntr\*  VDate Fr\*  VDate To  Status  Amount exceed

|                          | Submitted? ⇅ | Batch ID ⇅   | Acct Cntr ⇅ | VDate ⇅     | Our SSI ⇅       | Amount ⇅  | Items ⇅ | Validation ⇅ |
|--------------------------|--------------|--------------|-------------|-------------|-----------------|-----------|---------|--------------|
| <input type="checkbox"/> | N            | PRB100037.00 | TFS-SG      | 19 Sep 2019 | TFS-NAB-AUD-999 | 48,000.00 | 1       |              |

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.

## **FREQUENTLY ASKED QUESTIONS**

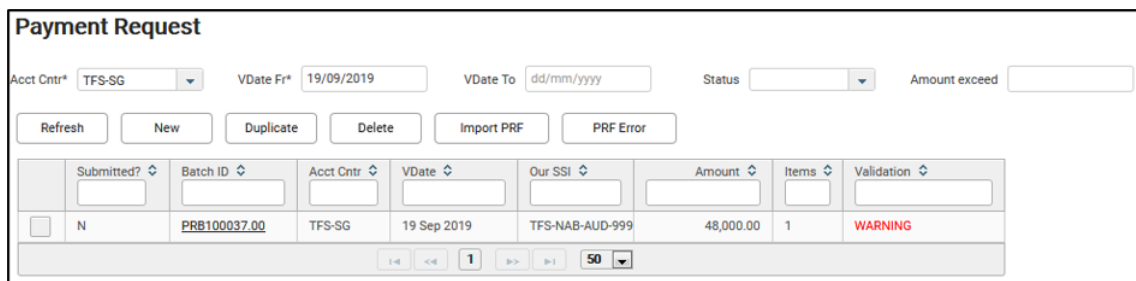
### **FAQ01. What is the difference between a hard block and warning?**

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

#### A Warning

##### **(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.



The screenshot shows the 'Payment Request' interface. At the top, there are search filters: 'Acct Cntr\*' (TFS-SG), 'VDate Fr\*' (19/09/2019), 'VDate To' (dd/mm/yyyy), 'Status' (dropdown), and 'Amount exceed' (input field). Below these are buttons: 'Refresh', 'New', 'Duplicate', 'Delete', 'Import PRF', and 'PRF Error'. The main table has columns: Submitted?, Batch ID, Acct Cntr, VDate, Our SSI, Amount, Items, and Validation. The first row shows a warning: Submitted? (N), Batch ID (PRB100037.00), Acct Cntr (TFS-SG), VDate (19 Sep 2019), Our SSI (TFS-NAB-AUD-999), Amount (48,000.00), Items (1), and Validation (WARNING). At the bottom, there are pagination controls showing page 1 of 50.

| Submitted? | Batch ID                     | Acct Cntr | VDate       | Our SSI         | Amount    | Items | Validation |
|------------|------------------------------|-----------|-------------|-----------------|-----------|-------|------------|
| N          | <a href="#">PRB100037.00</a> | TFS-SG    | 19 Sep 2019 | TFS-NAB-AUD-999 | 48,000.00 | 1     | WARNING    |

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

**Payment Request**

← Submit Save as Draft History

**WARNING**  
The payment amount exceed AUD 40,000.00.

Batch ID PRB100037.00

VDate\* 19/09/2019

Acct Cntr\* TFS-SG

Pay From SSI\* TFS-NAB-AUD-999

Payment Type\* PT\_NAB\_DE

Total to Pay AUD 48,000.00

Remarks by Requester

Remarks

☐ Show Settle Ccy & Amount

|   | Ccy | Amount    | Payment Narrative | Beneficiary SSI                                                                                |
|---|-----|-----------|-------------------|------------------------------------------------------------------------------------------------|
| + | AUD | 48,000.00 | Pay to Lawyer LLP | Lawyer LLP, Bene BSB Number:123456, Bene Account Number:10001990, Bene Account Name:Lawyer LLP |

## (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.

**Payment Request**

Acct Cntr\* TFS-SG VDate Fr\* 19/09/2019 VDate To 26/09/2019 Status Amount exceed

Refresh New Duplicate Delete Import PRF PRF Error

|                          | Submitted? ⇅ | Batch ID ⇅   | Acct Cntr ⇅ | VDate ⇅     | Our SSI ⇅       | Amount ⇅  | Items ⇅ | Validation ⇅ |
|--------------------------|--------------|--------------|-------------|-------------|-----------------|-----------|---------|--------------|
| <input type="checkbox"/> | N            | PRB100037.00 | TFS-SG      | 19 Sep 2019 | TFS-NAB-AUD-999 | 48,000.00 | 1       |              |
| <input type="checkbox"/> | N            | PRB100038.00 | TFS-SG      | 26 Sep 2019 | TFS-NAB-AUD-999 | 48,000.00 | 1       | WARNING      |

1 50

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

**Payment Request**

**WARNING**  
This transaction is a potential duplicate of BatchID [PRB100037.00](#)

Batch ID: PRB100038.00  
VDate\*: 26/09/2019  
Acct Cntr\*: TFS-SG  
Pay From SSI\*: TFS-NAB-AUD-999  
Payment Type\*: PT\_NAB\_DE  
Total to Pay: AUD 48,000.00

Remarks by Requester:

Remarks:

☐ Show Settle Ccy & Amount

|                                                                   | Ccy | Amount    | Payment Narrative | Beneficiary SSI                                                                                |
|-------------------------------------------------------------------|-----|-----------|-------------------|------------------------------------------------------------------------------------------------|
| <input type="button" value="+"/> <input type="button" value="-"/> | AUD | 48,000.00 | Pay to Lawyer LLP | Lawyer LLP; Bene BSB Number:123456; Bene Account Number:10001990; Bene Account Name:Lawyer LLP |

### (iii) Foreign currency not allowed

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

**Payment Request**

Acct Cntr\*: TFS-SG VDate Fr\*: 19/09/2019 VDate To: dd/mm/yyyy Status:  Amount exceed:

|                          | Submitted? <input type="button" value="↕"/> | Batch ID <input type="button" value="↕"/> | Acct Cntr <input type="button" value="↕"/> | VDate <input type="button" value="↕"/> | Our SSI <input type="button" value="↕"/> | Amount <input type="button" value="↕"/> | Items <input type="button" value="↕"/> | Validation <input type="button" value="↕"/> |
|--------------------------|---------------------------------------------|-------------------------------------------|--------------------------------------------|----------------------------------------|------------------------------------------|-----------------------------------------|----------------------------------------|---------------------------------------------|
| <input type="checkbox"/> | N                                           | <a href="#">PRB100016.01</a>              | TFS-SG                                     | 20 Nov 2019                            | SETTLEMENT-023                           | 4,014.00                                | 4                                      | WARNING                                     |

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

**Payment Request**

← Submit Save as Draft History

**WARNING**  
Foreign Coy not allowed for this SSI. Row 3.

Batch ID PRB100016.01

VDate\* 20/11/2019

Acct Cntr\* TFS-SG

Pay From SSI\* SETTLEMENT-023

Payment Type\* PT\_NAB\_DE

Total to Pay AUD 4,014.00

Remarks by Requester

Remarks

☒ Show Settle Coy & Amount

|   | Ccy | Amount   | Payment Narrative  | Settle Ccy | Settle Amt | Beneficiary SSI                                                                          |
|---|-----|----------|--------------------|------------|------------|------------------------------------------------------------------------------------------|
| + | AUD | 1,002.00 | Pay to Vendor P    | SGD        | 999.50     | Ad Hoc: Bene BSB Number:126452; Bene Account Name:Vendor P; Bene Account Number:10001001 |
| - | AUD | 1,003.00 | Invoice #865960533 | AUD        | 1,003.00   | Ad Hoc: Bene BSB Number:123456; Bene Account Name:G H; Bene Account Number:10001002      |
| - | AUD | 1,004.00 | Invoice #282010630 | GBP        | 560.00     | Ad Hoc: Bene BSB Number:234432; Bene Account Name:Q J; Bene Account Number:19900092      |
| - | AUD | 1,005.00 | Invoice #118769288 | USD        | 780.00     | Ad Hoc: Bene BSB Number:124332; Bene Account Name:Mandy; Bene Account Number:12908892    |

**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.

## A hard block

### (i) SSI not approved

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

**Payment Request**

Acct Cntr\* TFS-SG VDate Fr\* 19/09/2019 VDate To dd/mm/yyyy Status Amount exceed

Refresh New Duplicate Delete Import PRF PRF Error

|                          | Submitted? | Batch ID     | Acct Cntr | VDate       | Our SSI         | Amount    | Items | Validation |
|--------------------------|------------|--------------|-----------|-------------|-----------------|-----------|-------|------------|
| <input type="checkbox"/> | N          | PRB100037.00 | TFS-SG    | 19 Sep 2019 | TFS-NAB-AUD-999 | 48,000.00 | 1     | HARD BLOCK |

1 50

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

**Payment Request**

**HARD BLOCK**  
The payor bank account TFS-NAB-AUD-999 is not approved.

Batch ID: PRB100037.00  
 VDate\*: 19/09/2019  
 Acct Cntr\*: TFS-SG  
 Pay From SSI\*:  
 Payment Type\*: PT\_NAB\_DE  
 Total to Pay: AUD 48,000.00

Remarks by Requester

Remarks

☐ Show Settle Ccy & Amount

|   | Ccy | Amount    | Payment Narrative | Beneficiary SSI                                                                                |
|---|-----|-----------|-------------------|------------------------------------------------------------------------------------------------|
| + | AUD | 48,000.00 | Pay to Lawyer LLP | Lawyer LLP, Bene BSB Number:123456, Bene Account Number:10001990, Bene Account Name:Lawyer LLP |

## (ii) Payment type not approved

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

**Payment Request**

Acct Cntr\*: TFS-SG    VDate Fr\*: 19/09/2019    VDate To: 19/09/2019    Status:    Amount exceed:

|                          | Submitted? ↕ | Batch ID ↕   | Acct Cntr ↕ | VDate ↕     | Our SSI ↕      | Amount ↕  | Items ↕ | Validation ↕ |
|--------------------------|--------------|--------------|-------------|-------------|----------------|-----------|---------|--------------|
| <input type="checkbox"/> | N            | PRB100001.00 | TFS-SG      | 19 Sep 2019 | SETTLEMENT-023 | 47,225.48 | 10      | HARD BLOCK   |

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

### Payment Request

**HARD BLOCK**  
The payment type PT\_NAB\_DE is not approved.

Batch ID: PRB100001.00 [View](#)

VDate\*: 19/09/2019

Acct Cntr\*: TFS-SG

Pay From SSI\*: SETTLEMENT-023

Payment Type\*: PT\_NAB\_DE

Total to Pay: AUD 47,225.48

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.

### Payment Request

Acct Cntr\*: TFS-SG VDate Fr\*: 19/09/2019 VDate To: 26/09/2019 Status:  Amount exceed:

|                          | Submitted? <input type="button" value="▼"/> | Batch ID <input type="button" value="▼"/> | Acct Cntr <input type="button" value="▼"/> | VDate <input type="button" value="▼"/> | Our SSI <input type="button" value="▼"/> | Amount <input type="button" value="▼"/> | Items <input type="button" value="▼"/> | Validation <input type="button" value="▼"/> |
|--------------------------|---------------------------------------------|-------------------------------------------|--------------------------------------------|----------------------------------------|------------------------------------------|-----------------------------------------|----------------------------------------|---------------------------------------------|
| <input type="checkbox"/> | N                                           | <a href="#">PRB100037.00</a>              | TFS-SG                                     | 19 Sep 2019                            | TFS-NAB-AUD-999                          | 48,000.00                               | 1                                      |                                             |
| <input type="checkbox"/> | N                                           | <a href="#">PRB100038.00</a>              | TFS-SG                                     | 26 Sep 2019                            | TFS-NAB-AUD-999                          | 48,000.00                               | 1                                      | WARNING                                     |

## RELATED INFORMATION

[New Payment Request](#)

[Amend Payment Request](#)

[Duplicate Payment Request](#)



[Delete Payment Request](#)

[Import Payment Request](#)

[Submit Payment Request](#)

[Scheduled Payment Request](#)

[PRF Load Error](#)

## **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. |