

Rate Structure Administration

[See previous W5 version guide](#)

PURPOSE

This document shows the procedures for administration of rate structures in CS Lucas system.

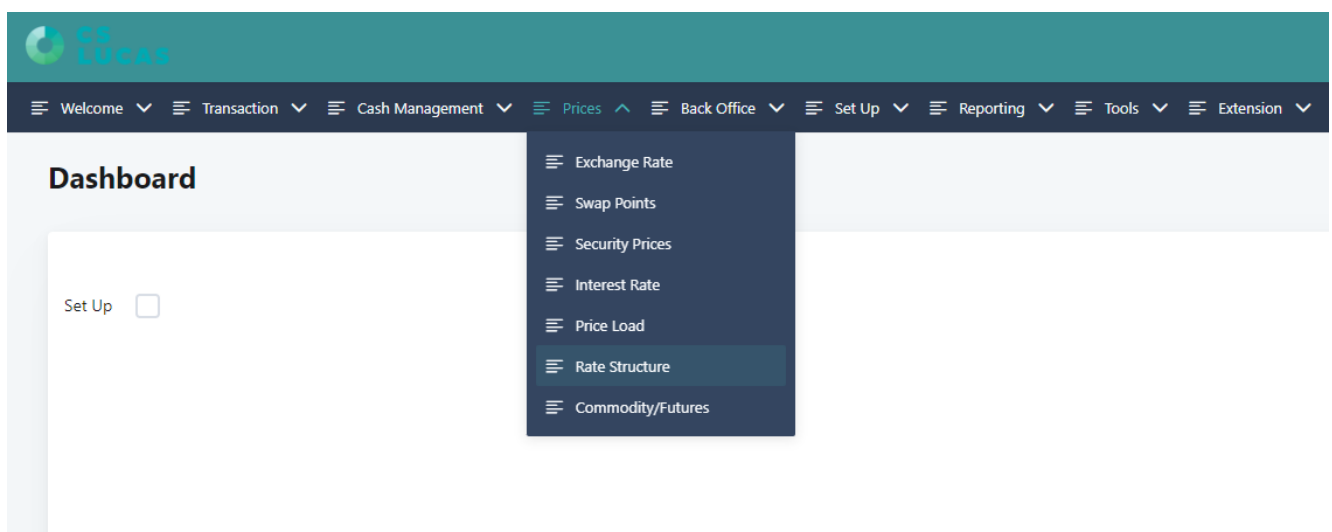
WHY IS IT IMPORTANT?

Rate structure administration is used to lock and approve rate structures maintained in the system. This prevents users from making changes to the rate structures.

PROCEDURE



1. From the main menu, select Prices > Rate Structure.



2. Rate Structure screen displays.

Rate Structure

From Date* To Date Ccy Structure

[Refresh](#) [Action](#) [Admin](#) [Star](#) [Print](#)

[Columns](#)

	Ccy ↑↓	Date ↑↓	Structure ↑↓
☐ Edit	USD	31 Dec 2008	ZCB
☐ Edit	SGD	31 Dec 2008	ZCB

1-2 of 2 records << < 1 > >> 50

3. Click on Admin. The Rate Structure Administration screen displays.

Rate Structure Administration

[Cancel](#) [Disable](#) Lock ☐ Unlock ☐ History ☐

Approved To

Locked To

4. To lock rate structure, tick on the Lock checkbox. The system displays a date which determines the date to which you wish to lock the rate structure. In this example, we will lock the date to 25 July 2023. Click on the Lock hyperlink.

Rate Structure Administration

Lock



Unlock



History



Approved To

Locked To

Locked To

25/07/2023

[Lock](#)

5. Once locked, the Approve hyperlink appears. Click on Approve hyperlink to approve the locked to date.

Rate Structure Administration

Lock



Unlock



History



Approved To

Locked To

Locked To

25 Jul 2023

25/07/2023

[Approve](#)

[Lock](#)

6. The Approved To date will be updated to the same as locked to date.

Rate Structure Administration

Lock ☒ Unlock ☐ History ☐

Approved To

25 Jul 2023

Locked To

25 Jul 2023

Locked To

[Lock](#)

7. To unlock rate structure previously locked, tick on the checkbox for Unlock. The system displays a date that can be used to determine the date to unlock to. You may change this as necessary.

8. In this example, we will unlock to 25 July 2023, as that was the last date when the rate structures were locked.

Rate Structure Administration

Lock ☐ Unlock ☒ History ☐

Approved To

25 Jul 2023

Locked To

25 Jul 2023

Unlock To

[Unlock](#)

9. Click on the Unlock hyperlink beside the date. Locked To date and Approved To date will be updated to one day before the Unlock To Date. This means you can make changes to rate structure from 25 July 2023 onwards.

Rate Structure Administration

 Cancel

 Disable

Lock

☐

Unlock

☒

History

☐

Approved To

24 Jul 2023

Locked To

24 Jul 2023

Unlock To

25/07/2023

[Unlock](#)

10. To view the system audit logs for when rate structure is locked and approved, tick on the History checkbox to see the logs for one month as default. You may also change the From Date and To Date to see logs for other dates.

Rate Structure Administration

 Cancel

 Disable

Lock

☐

Unlock

☐

History

☒

Approved To

24 Jul 2023

Locked To

24 Jul 2023

From Date

25/06/2023

To Date

25/07/2023



Timestamp

Action

To Date

By

25 Jul 23 Tue 08:56

Unlock

25 Jul 2023

admin@devent1.com

25 Jul 23 Tue 08:54

Approve

25 Jul 2023

admin@devent1.com

25 Jul 23 Tue 08:36

Lock

25 Jul 2023

admin@devent1.com

11. To disable rate structure administration, click on the Disable button. Once disabled, all rate structures are unlocked and when the rate structures are

updated, they are deemed approved.

Rate Structure Administration

✕ Cancel

🔒 Enable



The price administration is disabled. All prices are unlocked and deemed approved.

FREQUENTLY ASKED QUESTIONS

FAQ01. The system does not allow me to access this module. How can I do this?

Access rights need to be assigned to launch this module. The access rights ID for accessing Rate Structure Administration is 15708. Please contact your administrator to assign this rights for you.

FAQ02. The system prompts access denied when I select Lock rate structure.

You are not authorized to perform this action. The access rights ID is 15709. Please contact your administrator to assign this rights for you.

FAQ03. The system prompts access denied when I select Unlock rate structure.

You are not authorized to perform this action. The access rights ID is 15710. Please contact your administrator to assign this rights for you.

FAQ04. The system prompts access denied when I select Approve rate structure.

You are not authorized to perform this action. The access rights ID is 15711. Please contact your administrator to assign this rights for you.

FAQ05. The system prompts access denied when I select Disable rate structure admin.

You are not authorized to perform this action. The access rights ID is 15712. Please contact your administrator to assign this rights for you.

RELATED INFORMATION

[Creating and Amending Rate Structure](#)

[Price Administration](#)

CHANGE HISTORY

Date	By	Changes
22-Apr-2020	TS	Created.
25-Jul-2023	TS	Updated to W6 instructions and screenshots.