

Settlement Control

PURPOSE

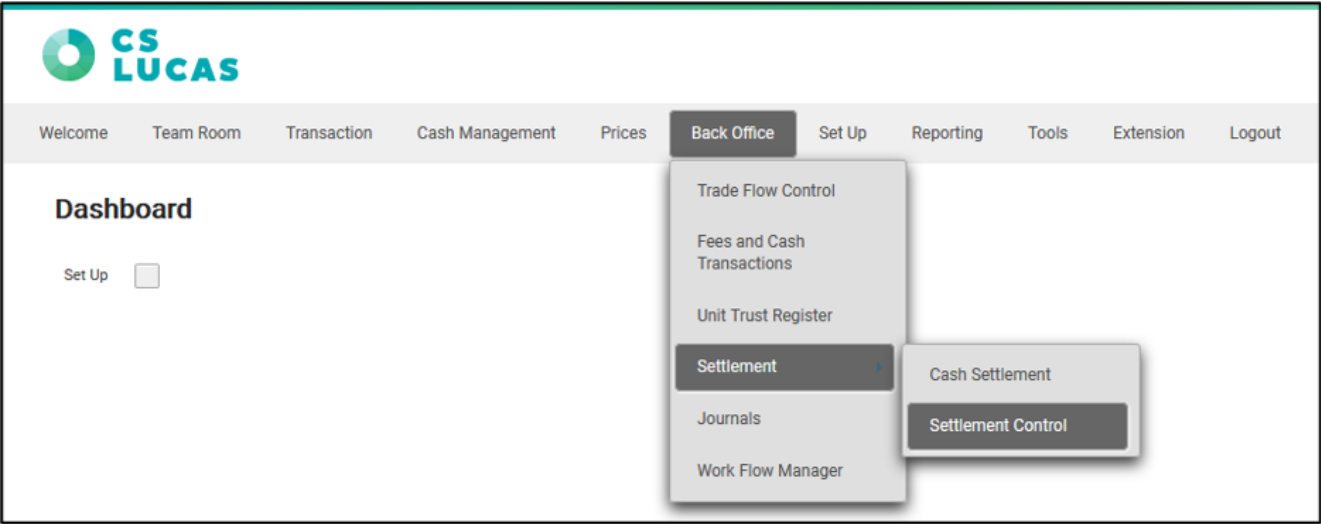
This document describes the process of settlement control/ payment processing in CS Lucas system.

WHY IS THIS IMPORTANT

Settlement Control screen lines up all request for payments on a particular VDate.

PROCEDURE

1. From the menu, select Back Office > Settlement > Settlement Control.



Tip: If you do not see Settlement Control in the menu navigation, please ensure that you have the access rights to access this screen. Access rights required is 19500 Access Settlement Control.

2. Settlement Control screen displays.

A screenshot of the 'Settlement Control' screen. It features a header with the title 'Settlement Control:'. Below the header are several filter fields: 'Acct Contr*' (a dropdown), 'Status' (a dropdown), 'Pay Type' (a dropdown), and 'VDate*' (a date input field with a format 'dd/mm/yyyy'). There is a 'Refresh' button and a 'Last Refresh:' label. Below these filters is a table with columns: 'Acct Contr', 'Batch ID', 'Our SSI', 'Pmt Type', 'Status', 'Ccy', 'Available', 'Last Updated', 'Payments', 'Balance', and 'Cut-Off In'. The table currently shows 'No records found.' at the bottom. At the very bottom, there are pagination controls including '<=<=>=>>' and a page number '50'.

3. To view the payment requests submitted for payment processing in Settlement

Control screen, select the Acct Cntr and VDate. Click Refresh.

Note: The Accounting Centre and VDate 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](#).

You can filter for other columns to target for a specific category for example, Status and Payment Type.

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

Settlement Control: 19 Sep 2019

Acct Cntr*

TFS-SG

Status

Pay Type

VDate*

19/09/2019

Refresh

Last Refresh: 06:56 PM

Acct Cntr	Batch ID	Our SSI	Pmt Type	Status	Ccy	Available	Last Updated	Payments	Balance	Cut-Off In
TFS-SG	PRB100027.00	TFS-NAB-AUD-999	NAB-DE	Open	AUD			47,225.48	-47,225.48	
TFS-SG	PRB100028.00	TFS-NAB-AUD-999	NAB-DE	Open	AUD			100.00	-100.00	
TFS-SG	PRB100029.00	TFS-NAB-AUD-999	NAB-DE	Open	AUD			17,544.80	-17,544.80	

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4. All payment requests submitted to Settlement Control screen for payments will be in Open status.

5. To process the payments, a set of workflow can be configured in the system to determine how payments can be checked before releasing to the banks. See how to configure workflow for payment processing in [Work Flow Manager](#).

6. In this example, a simple workflow as below will be illustrated.

Start -> Verified -> Authorised

7. To verify the payment transaction, click on the Batch ID to drill down to Settlement Control Details.

Settlement Control Details

Batch ID	PRB100027.00	View
VDate	19 Sep 2019	
Status	Open	
Acct Cntr	TFS-SG	
Our SSI	TFS-NAB-AUD-999	
Payment Type	NAB-DE	
Ccy	AUD	
Opening		
Updates		0.00
Payments		47,225.48
Balance		-47,225.48
Narrative		

8. In this screen, verifier can view and check the payment details are correct before verify the payment. To view the payment items that total up the payment amount displayed, click on the payment amount hyperlink. The payment items will be shown below.

Settlement Control Details

[←](#)
[Update](#)
[Route/Action](#)

Batch ID	PRB100027.00	View
VDate	19 Sep 2019	
Status	Open	
Acct Cntr	TFS-SG	
Our SSI	TFS-NAB-AUD-999	
Payment Type	NAB-DE	
Ccy	AUD	
Opening		
Updates	0.00	
Payments	47,225.48	
Balance	-47,225.48	
Narrative		

Ccy	Amount	Payment Narrative	Settle Ccy	Settle Amt	Beneficiary SSI
AUD	3,320.53	Invoice #981357451	▼	3,320.53	Ad Hoc: Bene BSB Number:641121; Bene Account Number:94955408; Bene Account Name:Caltex Australia
AUD	5,878.86	Invoice #865960533	▼	5,878.86	Ad Hoc: Bene BSB Number:949524; Bene Account Number:15725516; Bene Account Name:Origin Energy
AUD	5,999.76	Invoice #282010630	▼	5,999.76	Ad Hoc: Bene BSB Number:157170; Bene Account Number:72154537; Bene Account Name:Santos Limited
AUD	7,595.62	Invoice #118769288	▼	7,595.62	Ad Hoc: Bene BSB Number:479385; Bene Account Number:61940716; Bene Account Name:Woodside Petroleum
AUD	1,466.36	Invoice #262795315	▼	1,466.36	Ad Hoc: Bene BSB Number:401999; Bene Account Number:66211329; Bene Account Name:Cochlear Limited
AUD	2,385.80	Invoice #731200676	▼	2,385.80	Ad Hoc: Bene BSB Number:897166; Bene Account Number:32928387; Bene Account Name:CSI Limited
AUD	6,916.19	Invoice #117124557	▼	6,916.19	Ad Hoc: Bene BSB Number:775094; Bene Account Number:32323544; Bene Account Name:Ramsey Health Care
AUD	5,918.57	Invoice #283781259	▼	5,918.57	Ad Hoc: Bene BSB Number:117591; Bene Account Number:19633810; Bene Account Name:Sonic Healthcare
AUD	4,343.32	Invoice #491013723	▼	4,343.32	Ad Hoc: Bene BSB Number:292527; Bene Account Number:95681645; Bene Account Name:Aurizon Holdings Limited
AUD	3,399.47	Invoice #231775775	▼	3,399.47	Ad Hoc: Bene BSB Number:681207; Bene Account Number:53992520; Bene Account Name:Brambles Limited

9. Verifier can also check against the original client payment instruction if this information is available in the payment request file imported or scheduled in the system. To see original client payment instruction, click View hyperlink next to the Batch ID field.

Settlement Control Details

[←](#)
[Update](#)
[Route/Action](#)

Batch ID	PRB100027.00	View
VDate	19 Sep 2019	
Status	Open	
Acct Cntr	TFS-SG	
Our SSI	TFS-NAB-AUD-999	

10. Once everything is checked, click Route/Action.

11. Verifier will be able to set the payment batch's status to Verified. Verifier can also choose to set status to Rejected.

Tip: If you do not see action buttons in the popup box, this means you do not have the permission rights to do any action. See permission set up in [Work Flow Manager](#).

Action/Routing

Action	Previous User's Comment
Verified	
Rejected	

Route History	Previous User's Comment
Open	

12. Verifier can also put a comment in the box below before verify or reject the payment batch.

Action/Routing

Action	Previous User's Comment
Verified	
Rejected	

Route History	Previous User's Comment
Open	

13. Click Verified. The status of the payment batch is now changed to Verified.

Settlement Control: 19 Sep 2019

Acct Cntr⁶ TFS-S6 Status Pay Type VDate⁶ 19/09/2019

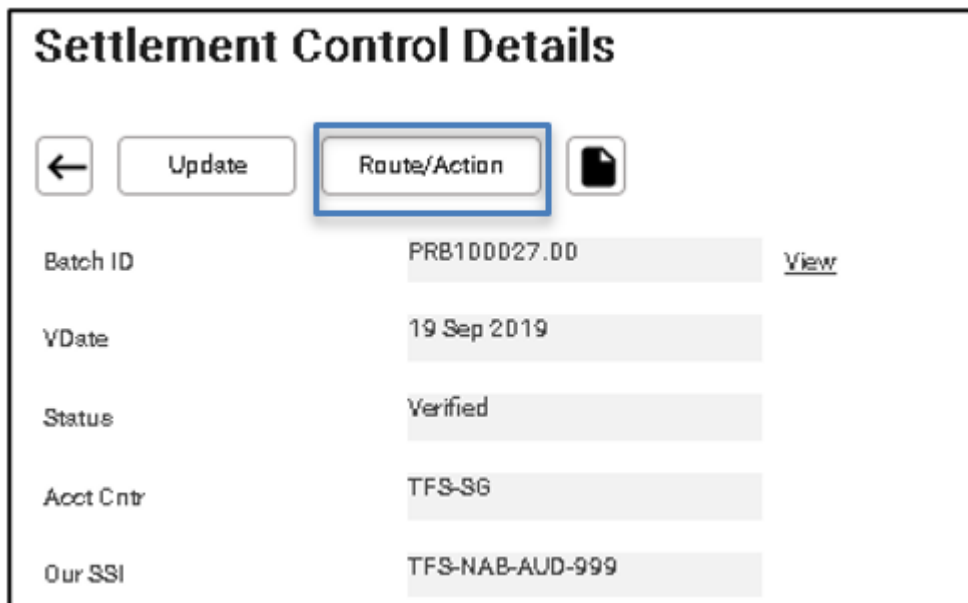
Refresh Last Refresh: 05:59 PM

Acct Cntr	Batch ID	Our SSI	Pmt Type	Status	Ccy	Available	Last Updated	Payments	Balance	Cut-Off In
TFS-S6	PR8100027.00	TFS-NAB-AUD-999	NAB-DE	Verified	AUD			47,225.48	-47,225.48	
TFS-S6	PR8100028.00	TFS-NAB-AUD-999	NAB-DE	Open	AUD			100.00	-100.00	
TFS-S6	PR8100029.00	TFS-NAB-AUD-999	NAB-DE	Open	AUD			17,544.80	-17,544.80	

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14. Once verified, authoriser can authorise the payment batch. Click on the Batch

ID to drill down to Settlement Control Details screen, click Route/Action.

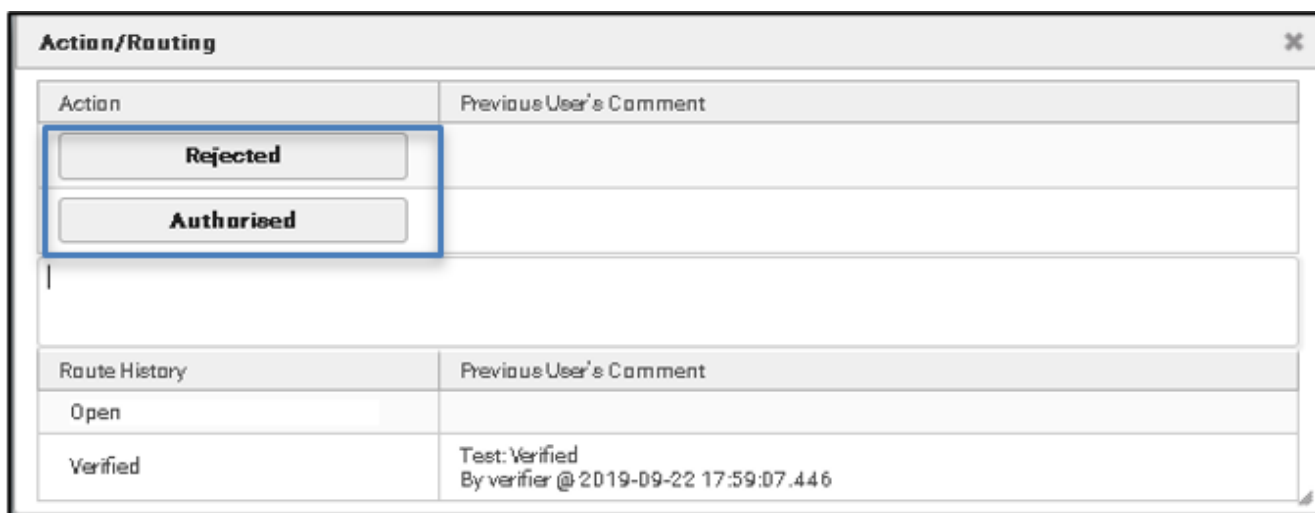


The screenshot shows the 'Settlement Control Details' screen. At the top, there are four buttons: a back arrow, 'Update', 'Route/Action' (which is highlighted with a blue box), and a document icon. Below the buttons, there are five rows of data, each with a label on the left and a value on the right. The values are: Batch ID: PRB100027.00, VDate: 19 Sep 2019, Status: Verified, Acct Cntr: TFS-SG, and Our SSI: TFS-NAB-AUD-999. A 'View' link is located to the right of the Batch ID value.

Settlement Control Details	
Batch ID	PRB100027.00 View
VDate	19 Sep 2019
Status	Verified
Acct Cntr	TFS-SG
Our SSI	TFS-NAB-AUD-999

15. Authoriser will be able to set the payment batch's status to Authorised or Rejected.

Tip: If you do not see action buttons in the popup box, this means you do not have the permission rights to do any action. See permission set up in [Work Flow Manager](#).



The screenshot shows the 'Action/Routing' popup box. It has a title bar with a close button. Inside, there are two columns: 'Action' and 'Previous User's Comment'. Under the 'Action' column, there are two buttons: 'Rejected' and 'Authorised', both of which are highlighted with a blue box. Below these buttons is a large text area for comments. At the bottom, there is a 'Route History' section with two columns: 'Route History' and 'Previous User's Comment'. The 'Route History' column has two rows: 'Open' and 'Verified'. The 'Verified' row has a comment: 'Test: Verified By verifier @ 2019-09-22 17:59:07.446'.

Action/Routing	
Action	Previous User's Comment
Rejected	
Authorised	
Route History	Previous User's Comment
Open	
Verified	Test: Verified By verifier @ 2019-09-22 17:59:07.446

16. Authoriser can also put a comment in the box below before authorise or reject the payment batch.

Action/Routing

Action	Previous User's Comment
Rejected	
Authorised	
Route History	Previous User's Comment
Open	
Verified	Test: Verified By verifier @ 2019-09-22 17:59:07.446

17. Click Authorised. The status of the payment batch is now changed to Authorised.

Settlement Control: 19 Sep 2019

Acct Cntr^a TFS-S6

Status

Pay Type

VDate^a 19/09/2019

Refresh

Last Refresh: 06:09 PM

Acct Cntr	Batch ID	Our SSI	Pmt Type	Status	Ccy	Available	Last Updated	Payments	Balance	Cut-Off In
TFS-S6	PRB100027.00	TFS-N AB-AUD-999	NAB-DE	Authorised	AUD			47,225.48	-47,225.48	
TFS-S6	PRB100028.00	TFS-N AB-AUD-999	NAB-DE	Open	AUD			100.00	-100.00	
TFS-S6	PRB100029.00	TFS-N AB-AUD-999	NAB-DE	Open	AUD			17,544.80	-17,544.80	

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FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Payment Request](#)

[Work Flow Manager](#)

CHANGE HISTORY

Date	By	Changes
20-Sep-2019	TS	Created.