Settlement Control

PURPOSE

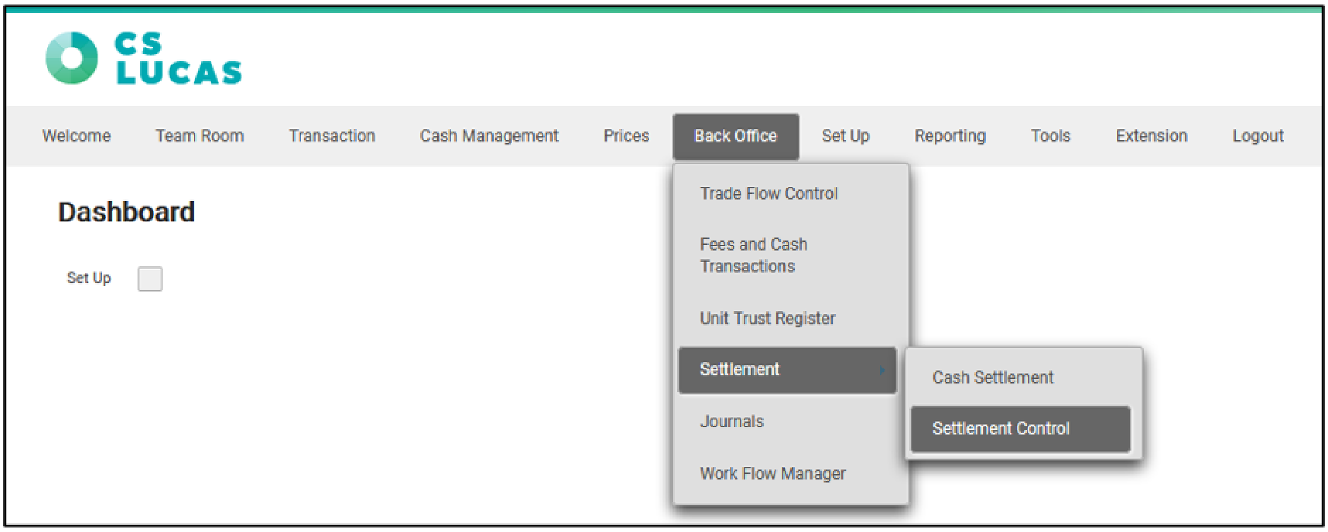
This document describes the process of settlement control/ payment processing in CS Lucas system.

WHY IS THIS IMPORTANT

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

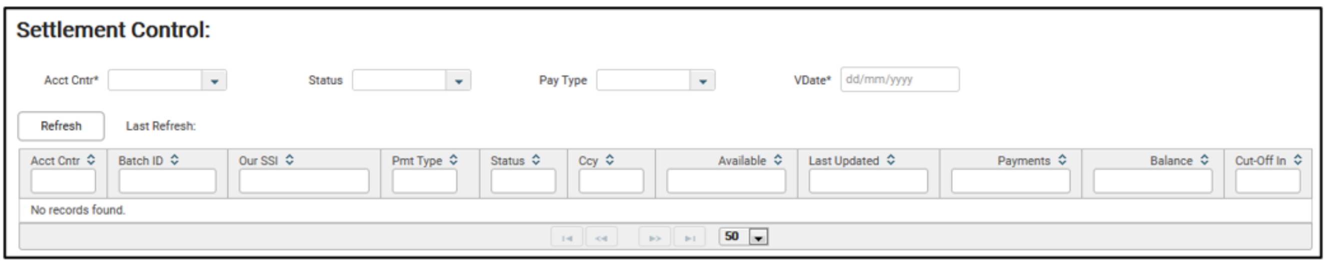
PROCEDURE

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.



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

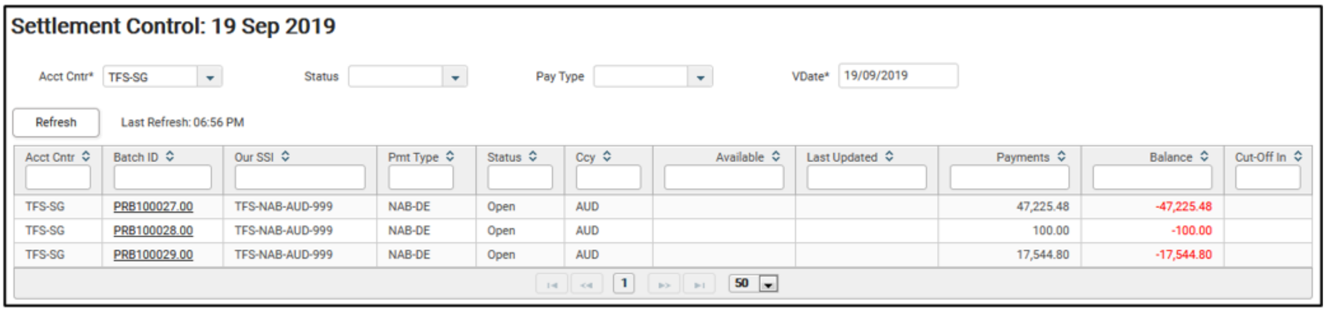
Control screen, select the Acct Cntr and VDate. Click Refresh.

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.



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	

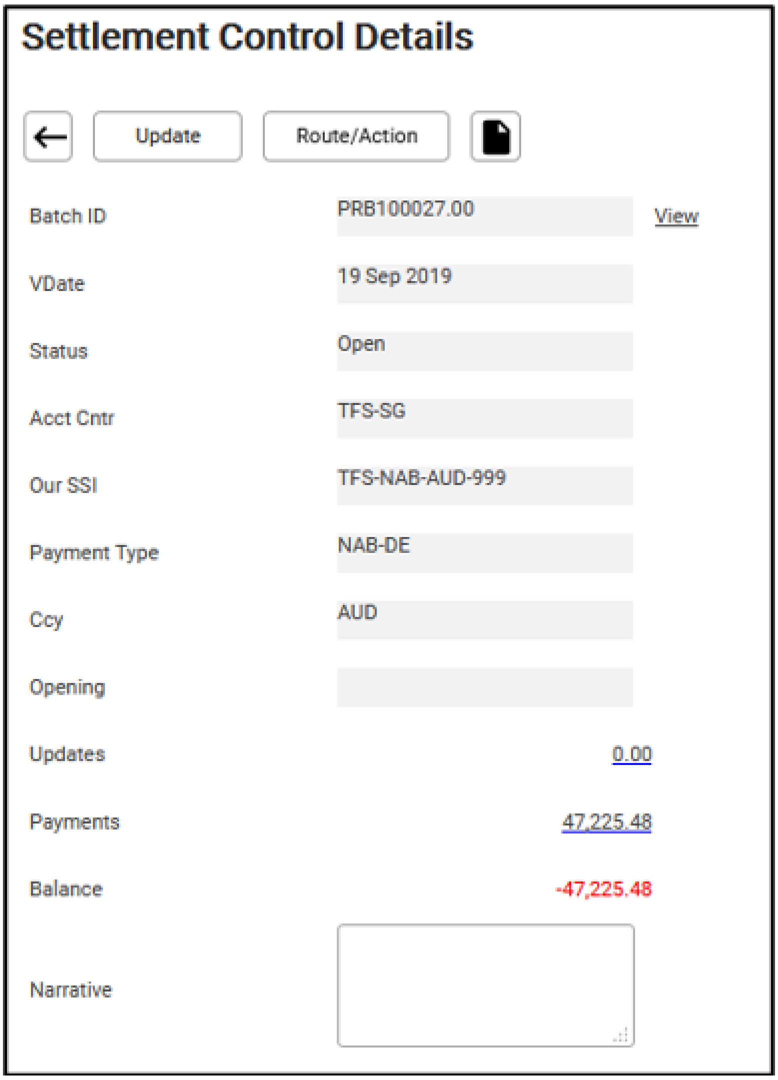
4. All payment requests submitted to Settlement Control screen for payments will be in Open status.

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.

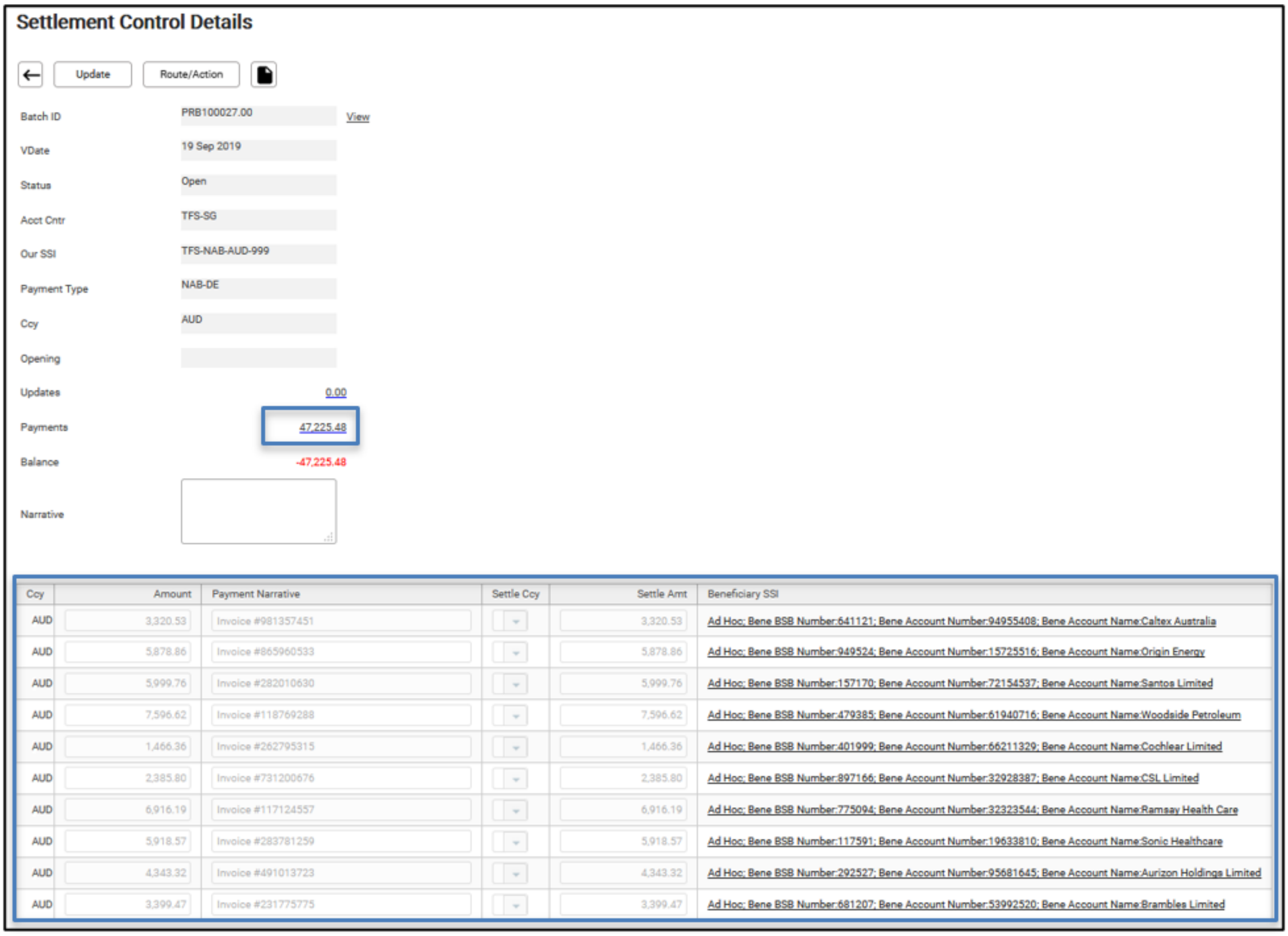
6. In this example, a simple workflow as below will be illustrated.

> Start -> Verified -> Authorised

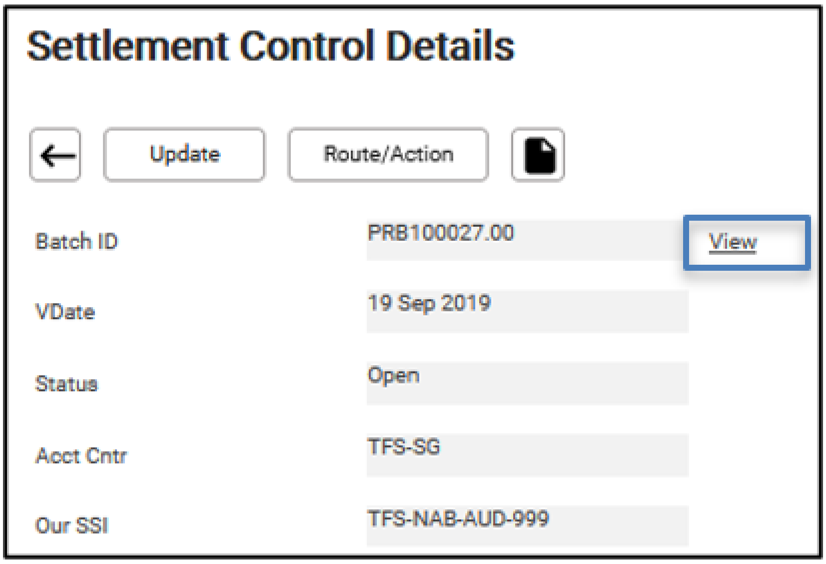
7. To verify the payment transaction, click on the Batch ID to drill down to Settlement Control Details.



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.



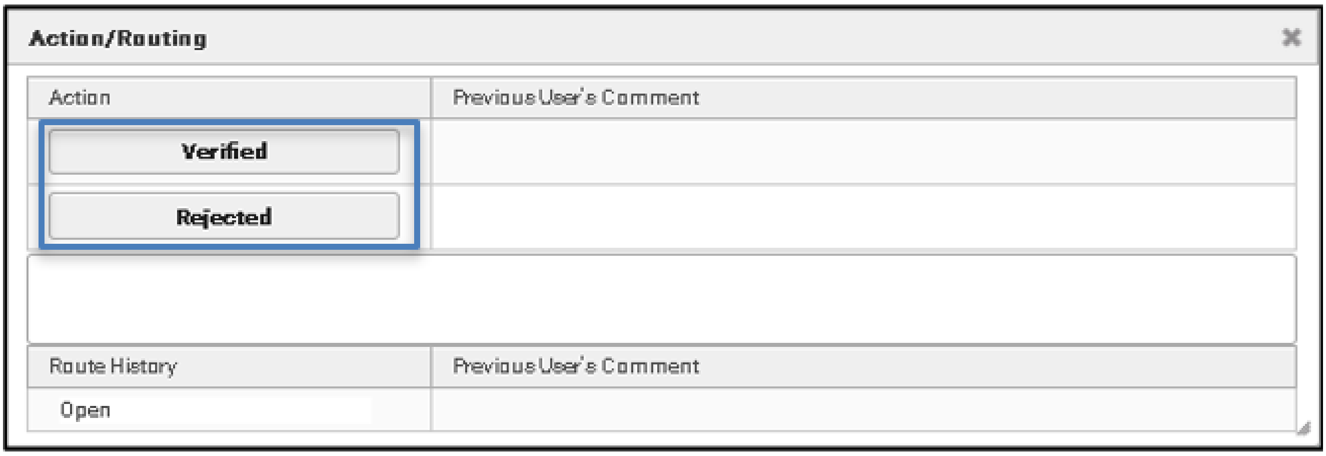
9. Verifier can also check against the original client payment instruction if this information is available in the payment request file imported or scheduled in the system. To see original client payment instruction, click View hyperlink next to the Batch ID field.



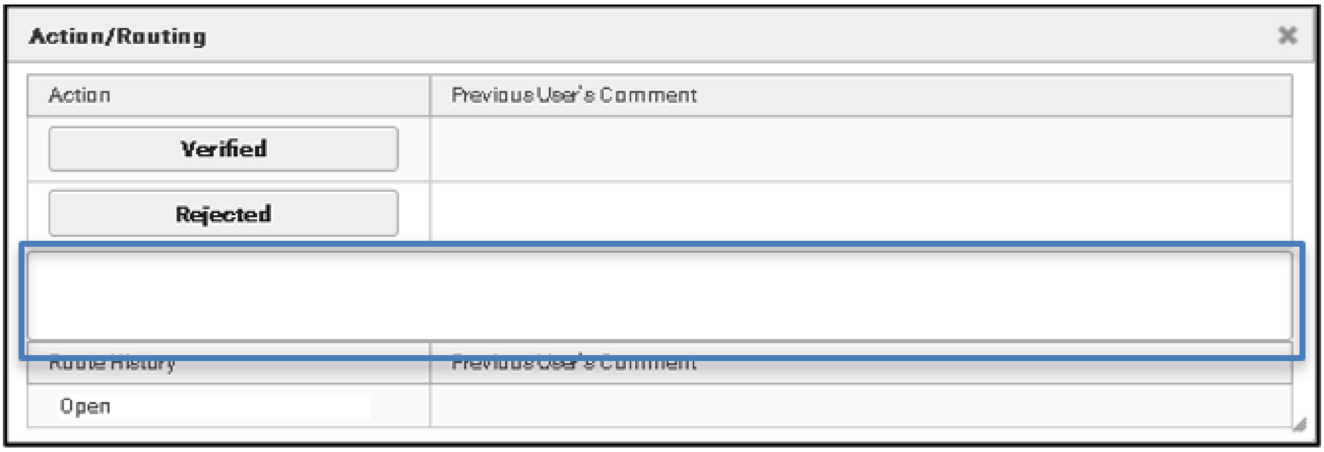
10. Once everything is checked, click Route/Action.

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

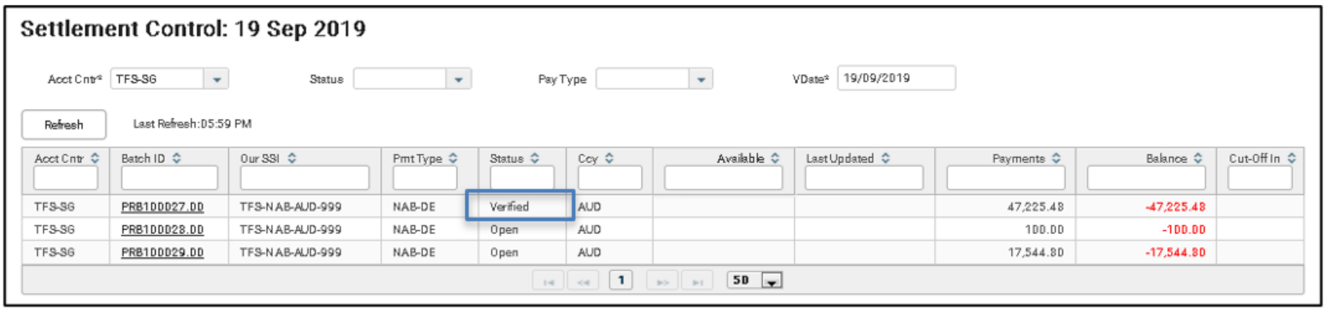
Tip: If you do not see action buttons in the popup box, this means you do not have the permission rights to do any action. See permission set up in Work Flow Manager.



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

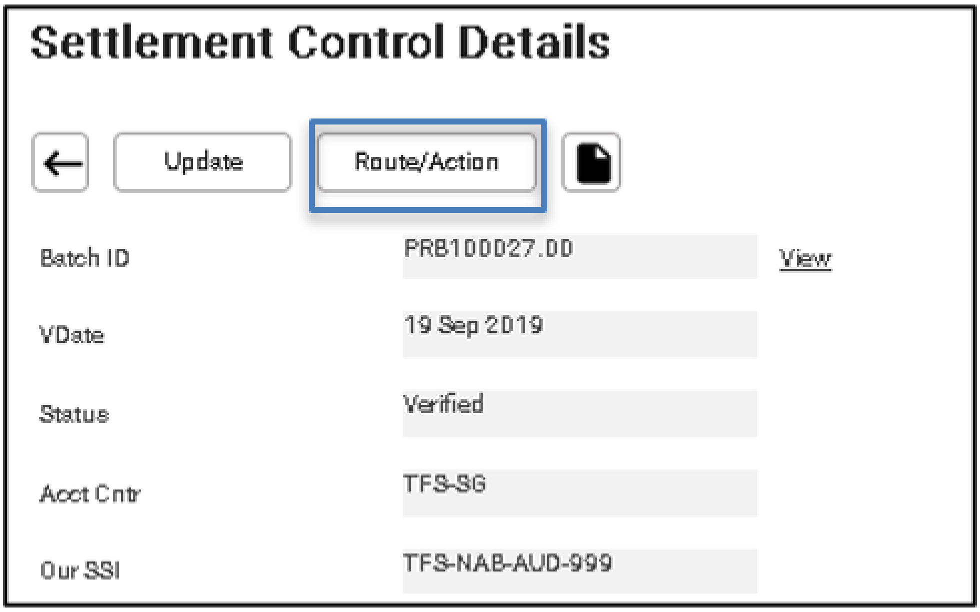


13. Click Verified. The status of the payment batch is now changed to Verified.



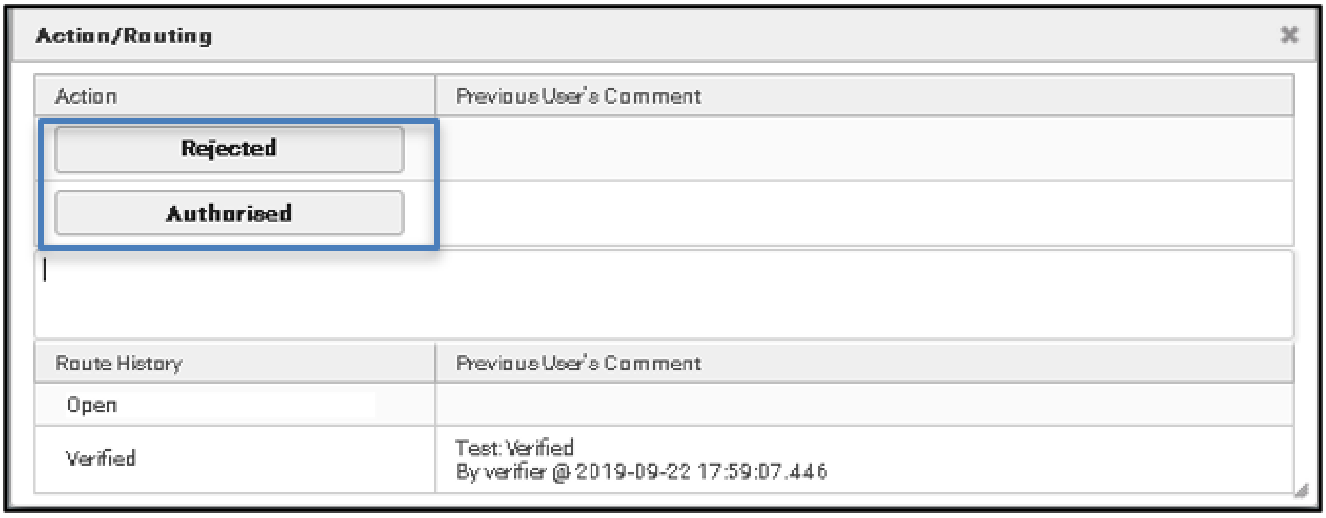
14. Once verified, authoriser can authorise the payment batch. Click on the Batch

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

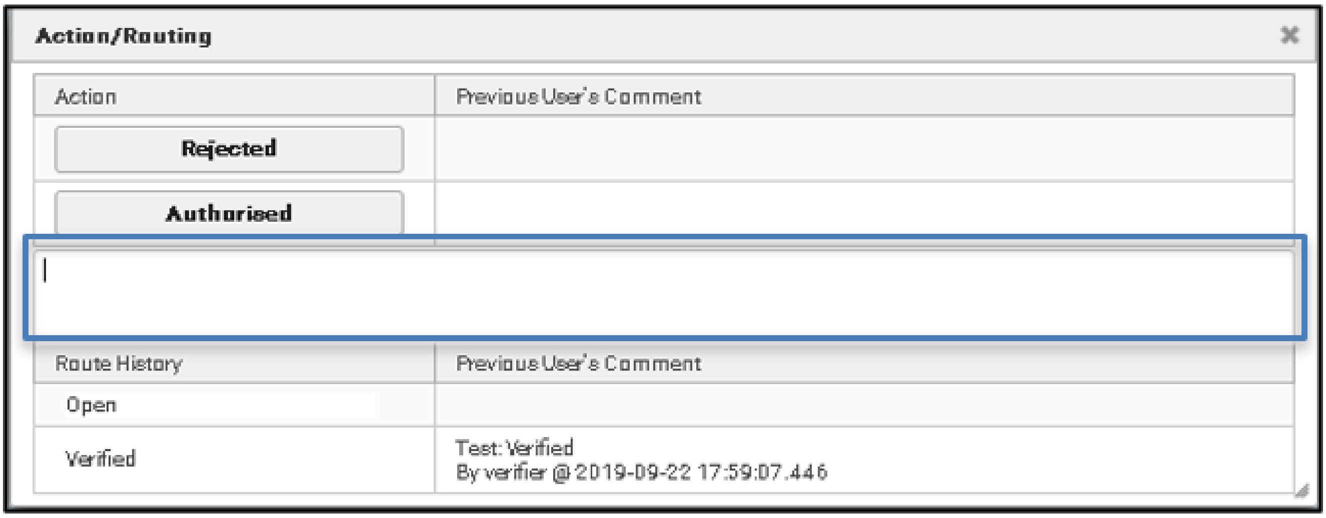


15. Authoriser will be able to set the payment batch's status to Authorised or Rejected.

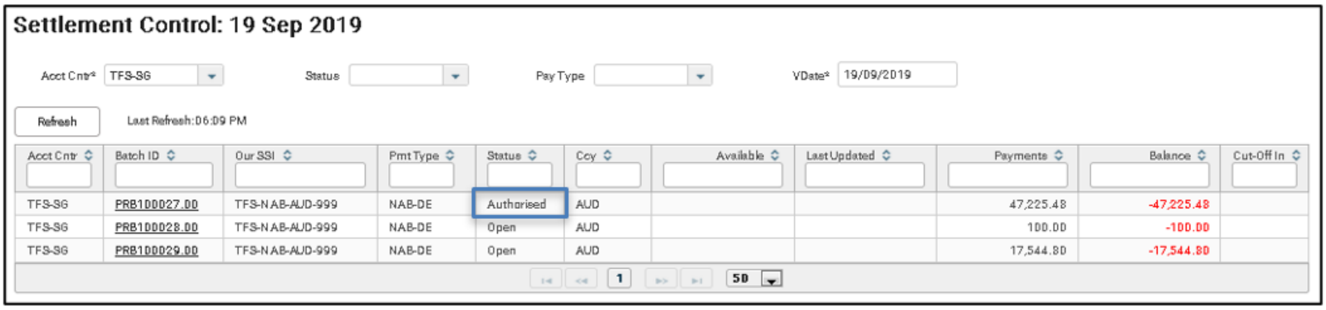
Tip: If you do not see action buttons in the popup box, this means you do not have the permission rights to do any action. See permission set up in Work Flow Manager.



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



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



FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Payment Request]

[Work Flow Manager]

CHANGE HISTORY

Date	By	Changes
20-Sep-2019	TS	Created.