

Statement Import

[See previous W5 version guide](#)

PURPOSE

This document explains ways to update electronic bank statements into CS Lucas system.

WHY IS THIS IMPORTANT?

Importing electronic bank statements into the system enables easy and automated update of the closing balance in the Actual Cash module.

PROCEDURE

MANUAL - Import From Designated Folder

1. Select Cash Management > Actual > Cash Balance. Click on E-Stmt button.

Actual Cash

Acct Cntr* TFS-SG Ccy* SGD VDate* 29/12/2016

Refresh Save Balance Save Ledger Import E-Stmt History Action ★

Search Columns

SSI	VDate	Balance	Last Update	Ledger	Last Update	Remarks
No records found.						

0-0 of 0 records << < > >> 50

2. Click on Import button.

E-Statement

SSI* From Date* dd/mm/yyyy To Date* dd/mm/yyyy

Cancel Refresh Action Import

Stmt/Seq	Upload On	VDate	Amount	Narrative
No records found.				

3. Statement Import screen displays. Click on Read button.

Statement Import

✕ Cancel

📄 Read

Read File ☐

Statement No.	Sequence No.	SSI	AcctCntr	VDate	Ccy	Amount
No records found.						

4. System will read the bank statement file that is available in the pre-defined location (This configuration is set up by CS Lucas under Maintenance > Configuration) and display the total activities/ movement by SSI and VDate on the screen. In this example, MT940 bank statement for 2 Jan 2017. If there are no errors, system will display the Load button.

Statement Import

✕ Cancel

📄 Load

Read File ☐

Statement No.	Sequence No.	SSI	AcctCntr	VDate	Ccy	Amount
00222	001	TF-CI-GBP	TFS-SG	30 Dec 2016	GBP	7,151.54
00223	001	TF-CI-GBP	TFS-SG	2 Jan 2017	GBP	-24,550.00
00224	001	02.TF-CI-SGD-2	TFS-SG	30 Dec 2016	SGD	-20,000.00
00225	001	03.TF-CI-USD-2	TFS-SG	30 Dec 2016	USD	-1,500.00

5. Click on the Load button to update the statement for the given SSI and date to the system.

6. Click Yes to confirm saving.

Confirmation



Confirm saving selected items?

✓ Yes

✗ No

7. System will display that the selected files have been saved successfully.

Statement Import

✗ Cancel

📄 Read

Read File

☐

Selected files saved successfully.

Statement No.	Sequence No.	SSI	AcctCntr	VDate	Ccy	Amount
---------------	--------------	-----	----------	-------	-----	--------

No records found.

8. Click on the Cancel button to return to the E-Statement screen.

9. To view the bank statement activities loaded, select SSI, From Date and To Date, then click on Refresh button.

E-Statement

SSI*

TF-CI-GBP



From Date*

30/12/2016

To Date*

16/01/2017

✗ Cancel

🔄 Refresh

⌵ Action

📄 Import

☐	Stmnt/Seq	Upload On	VDate	Amount	Narrative
☐	222/1	20 Nov 2023	30 Dec 2016	-12,900.00	Trade1
☐	222/1	20 Nov 2023	30 Dec 2016	-5,529.23	Trade2
☐	222/1	20 Nov 2023	30 Dec 2016	10,029.28	Trade3
☐	222/1	20 Nov 2023	30 Dec 2016	21,800.90	Trade4
☐	222/1	20 Nov 2023	30 Dec 2016	-6,249.41	Trade5
☐	223/1	20 Nov 2023	2 Jan 2017	-12,900.00	Trade1
☐	223/1	20 Nov 2023	16 Jan 2017	-11,650.00	Trade1

E-Statement

SSI* 02.TF-CI-SGD-2

From Date* 30/12/2016

To Date* 16/01/2017

[Cancel](#) [Refresh](#) [Action](#) [Import](#)

☐	Stmt/Seq	Upload On	VDate	Amount	Narrative
☐	224/1	20 Nov 2023	30 Dec 2016	-12,400.00	Trade1
☐	224/1	20 Nov 2023	16 Jan 2017	-7,600.00	Trade2

E-Statement

SSI* 03.TF-CI-USD-2

From Date* 30/12/2016

To Date* 16/01/2017

[Cancel](#) [Refresh](#) [Action](#) [Import](#)

☐	Stmt/Seq	Upload On	VDate	Amount	Narrative
☐	225/1	20 Nov 2023	30 Dec 2016	-1,500.00	Trade1

10. Click on the Cancel button to return to Actual Cash screen to verify the balances updated in CS Lucas system. Balance update from the Actual Cash screen can be disabled by setting Auto Balance Update to Yes in accounting centre SSI details, see [Accounting Centre SSI Set Up](#).

Actual Cash

Acct Cntr* TFS-SG

Ccy* GBP

VDate* 30/12/2016

[Refresh](#) [Save Balance](#) [Save Ledger](#) [Import](#) [E-Stmt](#) [History](#) [Action](#) [Star](#) [Print](#)

Q Search

[Columns](#)

SSI	VDate	Balance	Last Update	Ledger	Last Update	Remarks
TF-CI-GBP	30 Dec 2016	3,231,344.25	30 Dec 2016			
TF-DB-GBP-OPS	30 Dec 2016					
TF-SC-GBP	30 Dec 2016					

1-3 of 3 records << < 1 > >> 50

Actual Cash

Acct Cntr* TFS-SG Ccy* SGD VDate* 30/12/2016

[Refresh](#)
[Save Balance](#)
[Save Ledger](#)
[Import](#)
[E-Stmt](#)
[History](#)
[Action](#)
[Star](#)
[Print](#)

[Columns](#)

SSI	VDate	Balance	Last Update	Ledger	Last Update	Remarks
02.TF-CI-SGD-2	30 Dec 2016	37,600.71	30 Dec 2016			
TF-CI-SGD	30 Dec 2016					
TF-DB-SGD	30 Dec 2016					

Actual Cash

Acct Cntr* TFS-SG Ccy* USD VDate* 30/12/2016

[Refresh](#)
[Save Balance](#)
[Save Ledger](#)
[Import](#)
[E-Stmt](#)
[History](#)
[Action](#)
[Star](#)
[Print](#)

[Columns](#)

SSI	VDate	Balance	Last Update	Ledger	Last Update	Remarks
03.TF-CI-USD-2	30 Dec 2016	20,000.61	30 Dec 2016			
TF-CI-USD	30 Dec 2016					

11. To view change history for actual cash balance of a particular SSI, Click on History button.

12. On the Actual Cash History page, select the accounting centre, SSI and dates. Click on Refresh button. This page shows all the changes done for this SSI's Actual Cash for the dates selected. You can also export this table to excel by clicking Action > Export CSV.

Actual Cash History

Acct Cntr*
TFS-SG

SSI*
TF-CI-GBP

From Date*
29/12/2016

To Date*
16/01/2017

Cancel

Refresh

Action

Star

Print

Timestamp	User	VDate	Amount
20 Nov 2023 08:51:39	admin@devent1.com	2 Jan 2017	3,218,444.25
20 Nov 2023 08:51:39	admin@devent1.com	16 Jan 2017	3,206,794.25
20 Nov 2023 08:51:39	admin@devent1.com	30 Dec 2016	3,231,344.25
20 Nov 2023 08:37:44	admin@devent1.com	29 Dec 2016	3,224,192.71

1-4 of 4 records

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1

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MANUAL - MT940 File Import

13. Select Cash Management > Actual > Cash Balance. Click on E-Stmt button.

Actual Cash

Acct Cntr*
TFS-SG

Ccy*
SGD

VDate*
30/12/2016

Refresh

Save Balance

Save Ledger

Import

E-Stmt

History

Action

Star

Print

Search

Columns

SSI	VDate	Balance	Last Update	Ledger	Last Update	Remarks
No records found.						

0-0 of 0 records

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50

14. Click on Import.

E-Statement

SSI*

From Date*
dd/mm/yyyy

To Date*
dd/mm/yyyy

Cancel

Refresh

Action

Import

☐	Stmt/Seq	Upload On	VDate	Amount	Narrative
No records found.					

15. Click on Read File checkbox.

Statement Import

Read File ☐

Statement No.	Sequence No.	SSI	AcctCntr	VDate	Ccy	Amount
---------------	--------------	-----	----------	-------	-----	--------

No records found.

16. Select MT940 from the dropdown field.

Statement Import

Read File ☒

File No file chosen

Statement No.	Sequence No.	SSI	AcctCntr	VDate	Ccy	Amount
---------------	--------------	-----	----------	-------	-----	--------

No records found.

17. Click Choose File to browse for the file to read.

Statement Import

Read File ☒

File No file chosen

Statement No.	Sequence No.	SSI	AcctCntr	VDate	Ccy	Amount
---------------	--------------	-----	----------	-------	-----	--------

No records found.

18. Click Read File button.

Statement Import

✕ Cancel

📄 Template

Read File ☒

File

✓ Read File

MT940

Choose File

CITI_TFS_MT940_20170102.txt

Statement No.	Sequence No.	SSI	AcctCntr	VDate	Ccy	Amount
No records found.						

19. System will read all the activities available in MT940 file and display on the import screen by VDate. Amount displayed is the total activities/movement by SSI and VDate. If there are no errors, system will display the Load button.

Statement Import

✕ Cancel

📄 Load

Read File ☐

Statement No.	Sequence No.	SSI	AcctCntr	VDate	Ccy	Amount
00222	001	TF-CI-GBP	TFS-SG	30 Dec 2016	GBP	7,151.54
00223	001	TF-CI-GBP	TFS-SG	2 Jan 2017	GBP	-24,550.00
00224	001	02.TF-CI-SGD-2	TFS-SG	30 Dec 2016	SGD	-20,000.00
00225	001	03.TF-CI-USD-2	TFS-SG	30 Dec 2016	USD	-1,500.00

Note: For first MT940 import of new bank account, please ensure there is previous day closing available in the system before the system allows to import. See FAQ03 below for more details.

20. Click on Load button to import the file.

21. Click Yes to confirm saving.

Confirmation



Confirm saving selected items?

✓ Yes

✗ No

22. System will display that the selected file has been saved successfully once completed.

Statement Import

✗ Cancel

↓ Read

Read File

☐

Selected files saved successfully.

Statement No.	Sequence No.	SSI	AcctCntr	VDate	Ccy	Amount
---------------	--------------	-----	----------	-------	-----	--------

No records found.

MANUAL - Excel File Import

23. Select Cash Management > Actual > Cash Balance. Click on E-Stmt button.

Actual Cash

Acct Cntr* TFS-SG

Ccy* SGD

VDate* 02/01/2017

↻ Refresh

💾 Save Balance

💾 Save Ledger

↓ Import

📄 E-Stmt

☰ History

⌵ Action



🔍 Search



Columns

SSI	VDate	Balance	Last Update	Ledger	Last Update	Remarks
-----	-------	---------	-------------	--------	-------------	---------

No records found.

0-0 of 0 records



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24. Click on Import.

E-Statement

SSI*

From Date*

dd/mm/yyyy

To Date*

dd/mm/yyyy

Cancel

Refresh

Action

Import

☐	Stmt/Seq	Upload On	VDate	Amount	Narrative
No records found.					

25. Click on Read File checkbox.

Statement Import

Cancel

Read

Read File ☐

Statement No.	Sequence No.	SSI	AcctCntr	VDate	Ccy	Amount
No records found.						

26. Click on Template button to download the Excel import template.

Statement Import

Cancel

Template

Read File ☒

File

Read File

EXCEL

Choose File

No file chosen

Statement No.	Sequence No.	SSI	AcctCntr	VDate	Ccy	Amount
No records found.						

27. Save file on your computer and open it.

AutoSave Off Save Undo Redo

Load_MT940_Template

FileHomeInsertPage LayoutFormulasDataReviewView

P29

✕ ✓ *f_x*

	A	B	C	D	E	F
1	SSI*					
2	Statement No					
3	Sequence No					
4	VDate*	Amount*	Narrative 1	Narrative 2		
5						
6						
7						
8						

28. Fill out the fields in the import template. Enter SSI short name, statement number, sequence number, VDate, Amount, Narrative 1 and Narrative 2.

AutoSave Off				Load_MT940_Template	
File		Home		Insert	
Page Layout		Formulas		Data	
Review		View			
H21					
	A	B	C	D	E
1	SSI*	TF-CI-GBP			
2	Statement No	222			
3	Sequence No	1			
4	VDate*	Amount*	Narrative 1	Narrative 2	
5	30-Dec-16	-12900	Trade1	Trade1	
6	30-Dec-16	-5529.23	Trade2	Trade2	
7	30-Dec-16	10029.28	Trade3	Trade3	
8	30-Dec-16	21800.9	Trade4	Trade4	
9	30-Dec-16	-6249.41	Trade5	Trade5	
10	2-Jan-17	-12900	Trade1	Trade1	
11					

29. Save the file when completed.

30. To import the bank statements via Excel, select Excel from the dropdown field.

Statement Import

×

Cancel

↓

Template

Read File

✓

File

✓

Read File

EXCEL

▼

Choose File

No file chosen

Statement No.

S

MT940

AcctCntr

VDate

Ccy

Amount

No records found.

31. Click Choose File to browse for the Excel import file to read.

Statement Import

×

Cancel

↓

Template

Read File

✓

File

✓

Read File

EXCEL

▼

Choose File

No file chosen

Statement No.

Sequence No.

SSI

AcctCntr

VDate

Ccy

Amount

No records found.

32. Click Read File button.

Statement Import

×

Cancel

↓

Template

Read File

✓

File

✓

Read File

EXCEL

▼

Choose File

Load_MT940_Template.xls

Statement No.

Sequence No.

SSI

AcctCntr

VDate

Ccy

Amount

No records found.

33. System will read all the activities available in Excel file and display on the import screen. If there are no errors, system will display the Load button.

Statement Import

Read File ☐

Statement No.	Sequence No.	SSI	AcctCntr	VDate	Ccy	Amount
222	1	TF-CI-GBP	TFS-SG	30 Dec 2016	GBP	-12,900.00
222	1	TF-CI-GBP	TFS-SG	30 Dec 2016	GBP	-5,529.23
222	1	TF-CI-GBP	TFS-SG	30 Dec 2016	GBP	10,029.28
222	1	TF-CI-GBP	TFS-SG	30 Dec 2016	GBP	21,800.90
222	1	TF-CI-GBP	TFS-SG	30 Dec 2016	GBP	-6,249.41
222	1	TF-CI-GBP	TFS-SG	2 Jan 2017	GBP	-12,900.00

34. Click on Load button to import the file.

35. Click Yes to confirm saving.

Confirmation



Confirm saving selected items?

36. System will display that the selected file has been saved successfully once completed.

Statement Import

Read File ☐

Selected files saved successfully.

Statement No.	Sequence No.	SSI	AcctCntr	VDate	Ccy	Amount
No records found.						

SCHEDULED IMPORT

37. Using the scheduled function, system will read the files at a particular time that is setup in the configuration. It will then save all the closing balances to the system. If the system encounters any errors during this process e.g. unmatched account numbers, it will send these errors to the authorised user by email. To allow a user to receive these error messages, access right 17510 (Receive MT940 Auto Load Error Logs) would need to be assigned to them.

FREQUENTLY ASKED QUESTIONS

FAQ01. What would happen if the account number in the MT940 file does not match the SSI account numbers set up in the CS Lucas system?

System will show “Error: Account number unmatched.” When this SSI is set up, try to read the MT940 messages again.

Statement Import

✕ Cancel

📄 Template

Read File ☒

File

✓ Read File

MT940

▼

Choose File

No file chosen

Statement No.	Sequence No.	SSI	AcctCntr	VDate	Ccy	Amount
00222	001	TF-CI-GBP	TFS-SG	30 Dec 2016	GBP	7,151.54
00223	001	TF-CI-GBP	TFS-SG	2 Jan 2017	GBP	-24,550.00
00224	001			30 Dec 2016	SGD	-20,000.00 Error: Account Number unmatched.
00225	001	03.TF-CI-USD-2	TFS-SG	30 Dec 2016	USD	-1,500.00

FAQ02. What would happen when importing MT940 file if there are two SSIs in the system with the same account number and currency in the CS Lucas system?

System will show “Error: More than 1 SSI found with same account number.” System will also display the SSIs with the same account number and currency. Resolve this duplicate SSI and try to read the MT940 messages again.

Statement Import

Cancel
Template
Read File
✓

File

Read File
MT940

Choose File No file chosen

Statement No.	Sequence No.	SSI	AcctCntr	VDate	Ccy	Amount
00222	001			30 Dec 2016	GBP	7,151.54 More than 1 SSI found with same account number : TF-CI-GBP, TF-CI-GBP-2,
00223	001			2 Jan 2017	GBP	-24,550.00 More than 1 SSI found with same account number : TF-CI-GBP, TF-CI-GBP-2,
00224	001	02.TF-CI-SGD-2	TFS-SG	30 Dec 2016	SGD	-20,000.00
00225	001	03.TF-CI-USD-2	TFS-SG	30 Dec 2016	USD	-1,500.00

FAQ03. How to commence importing MT940 manually into the system for a new bank account?

To commence importing MT940 manually for new bank account, previous day closing balance must be updated in the system before importing.

For example, to import MT940 file for GBP bank account “7667434” for value date 30 Dec 2016. You need to first update a previous day closing balance on 29 Dec 2016.

Actual Cash

Acct Cntr*
TFS-SG
Ccy*
GBP
VDate*
29/12/2016

Refresh
Save Balance
Save Ledger
Import
E-Stmt
History
Action
★

Search

Columns

SSI	VDate	Balance	Last Update	Ledger	Last Update	Remarks
TF-CI-GBP	29 Dec 2016	3,224,192.71	29 Dec 2016			
TF-DB-GBP-OPS	29 Dec 2016					
TF-SC-GBP	29 Dec 2016					

1-3 of 3 records

<<
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Click Save Balance.

If there is no previous day closing balance available and you are trying to do a manual import, you will see the following error message.

Statement Import

Cancel

Template

Read File

File

Read File

MT940

Choose File | No file chosen

Statement No.	Sequence No.	SSI	AcctCntr	VDate	Ccy	Amount
00222	001	TF-CI-GBP	TFS-SG	30 Dec 2016	GBP	7,151.54
00223	001	TF-CI-GBP	TFS-SG	2 Jan 2017	GBP	-24,550.00

FAQ04. What are the validations in place in CS Lucas to ensure the completeness of bank activities loaded from MT940 statement?

When MT940 statement is used to update the actual cash, CS Lucas requires that the MT940 statement to faithfully reflect the actual bank statements. Otherwise, the actual cash balance computed by summing the individual cash activities imported into CS Lucas will not tally with the physical bank statement. This can lead to serious error in cash planning. Bank reconciliation exercise becomes meaningless.

To ensure MT940 statement consistency, CS Lucas performs the following checks:

a) The Opening balance (Field 60F) in the MT940 statement tally with the previous closing available balance (current value date balance) in CS Lucas system. If there is a discrepancy in reconciling the closing available balance, CS Lucas system will then cross-reference it with the closing ledger balance (Field 62F, as provided in the statement) stored within the CS Lucas system.

Failure on this check will cause the file to be rejected.

Corrective actions:

1) Recommended. Request from the bank a MT940 statement that correct the inconsistency of the opening balance.

2) Disable MT940 load and allow actual bank balance to be manually imported to correct the previous day closing balance in CS Lucas. This will result in lost bank activities of previously loaded MT940 statements if bank balances on those dates are manually changed.

b) Opening balance in the MT940 bank statement + the sum of total cash activity reflected in the MT940 statement = closing balance in the MT940 statement.

This is merely checking that net movement in the MT940 bank statement is fully represented by all and only those items contained in the same MT940 bank statement.

Failure on this check will cause the file to be rejected.

Corrective actions:

1) Recommended. Request from the bank a MT940 statement that correct the inconsistency between the opening balance, the closing balance and the activity.

2) Disable MT940 load and allow actual bank balance to be manually imported to correct the previous day closing balance in CS Lucas. This will result in lost bank activities of previously loaded MT940 statements if bank balances on those dates are manually changed.

c) MT940 bank statements are sequentially controlled. CS Lucas check for consistency in the sequence. Statement loaded out of sequence will be rejected.

Corrective actions:

1) Recommended. Request from bank a MT940 statement that maintains a correct sequencing and load a null MT940 if necessary to avoid skipping sequence.

2) Switch off the validation of MT940 sequence number check in CS Lucas. When this is done, the cash activities in CS Lucas cannot be guaranteed for completeness.

RELATED INFORMATION

[E-Statement](#)

[Cash and Ledger Balance](#)

CHANGE HISTORY

Date	By	Changes
30-Nov-2016	V	Created.
21-Jun-2017	V	Updated manual method and FAQ.
10-Sep-2018	TS	Updated instructions and screenshots for MANUAL - User File Upload and added FAQ03.
11-Sep-2018	TS	Updated instructions and screenshots for MANUAL - From Designated Folder, FAQ01 and FAQ02.
19-Sep-2018	TS	Added FAQ04.
14-Jan-2020	Lyra	Updated screenshots.
15-Oct-2020	Lyra	Updated instructions and screenshots for MANUAL - User File Upload.
25-Jan-2021	TS	Updated instructions and screenshots for E-Statement Import enhancements MANUAL - From Designated Folder MANUAL - MT940 File Import MANUAL - Excel File Import
30-Aug-2023	TS	Updated FAQ02 for enhancement in validation for bank account number and currency. Updated FAQ04 for enhancement in supplementary validation measures to cross-reference the opening balance in MT940 statement with closing ledger balance (Field 62F) if there are discrepancies in reconciling with closing available balance in CS Lucas system.
20-Nov-2023	TS	Updated to W6 instructions and screenshots.