

Submit Payment Request

PURPOSE

This document shows the procedure on how to submit payment requests in CS Lucas system.

WHY IS THIS IMPORTANT

A request can be submitted for payment.

PROCEDURE

1. From the Payment Request screen, click on the Batch ID of the payment request that has not submitted for payment processing to drill down.

Note: Payment requests not submitted will have an “N” indicated under the “Submitted?” column

Payment Request

Acct Cntr* TFS-SG VDate Fr* 19/09/2019 VDate To* 19/09/2019 Status

Refresh New Duplicate Delete Import PRF

	Submitted? ⬆	Batch ID ⬆	Acct Cntr ⬆	VDate ⬆	Our SSI ⬆	Amount ⬆	Items ⬆	
<input type="checkbox"/>	N	PRB100028.00	TFS-SG	19 Sep 2019	TFS-NAB-AUD-999	100.00	1	
<input type="checkbox"/>		PRB100027.00	TFS-SG	19 Sep 2019	TFS-NAB-AUD-999	47,225.48	10	

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2. Payment Request screen displays.

Payment Request

Batch ID: PRB100028.00
VDate*: 19/09/2019
Acct Cntr*: TFS-SG
Pay From SSI*: TFS-NAB-AUD-999
Payment Type*: NAB-DE
Total to Pay: AUD 100.00

Remarks by Requester:

Remarks:

☐ Show Settle Ccy & Amount

	Ccy	Amount	Payment Narrative	Beneficiary SSI
<input type="button" value="−"/>	AUD	100.00	Pay to Lawyer LLP	Ad Hoc; Bene BSB Number:123456; Bene Account Number:10001990; Bene Account Name:Lawyer LLP

3. In this screen, click Submit.

4. A popup message displays to confirm. Click OK.

✕

⚠ Confirm submitting selected item?

5. Payment request is now submitted for payment processing. See [Settlement Control](#) for payment processing.

Payment Request

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

	Submitted? ⇅	Batch ID ⇅	Acct Cntr ⇅	VDate ⇅	Our SSI ⇅	Amount ⇅	Items ⇅
<input type="checkbox"/>		PRB100027.00	TFS-SG	19 Sep 2019	TFS-NAB-AUD-999	47,225.48	10
<input type="checkbox"/>		PRB100028.00	TFS-SG	19 Sep 2019	TFS-NAB-AUD-999	100.00	1

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Payment Request](#)

[Settlement Control](#)

CHANGE HISTORY

Date	By	Changes
20-Sep-2019	TS	Created.