# Submit Payment Request

#### **PURPOSE**

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

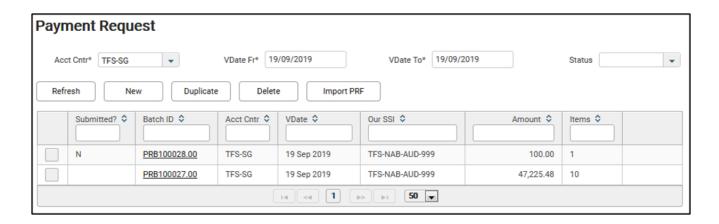
#### WHY IS THIS IMPORTANT

A request can be submitted for payment.

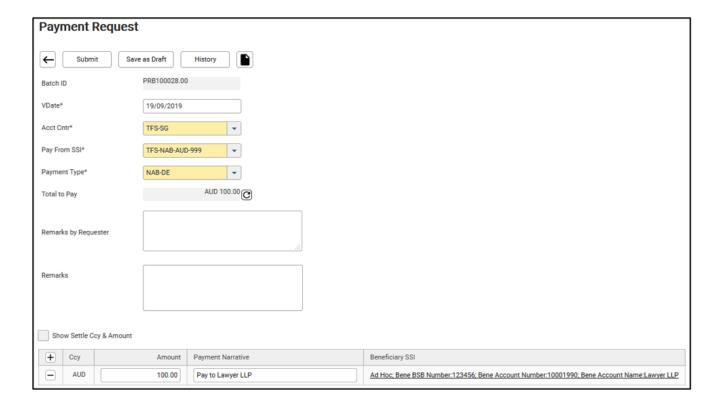
#### **PROCEDURE**

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.

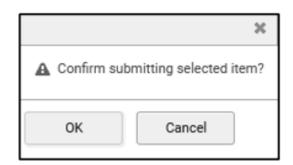
Note: Payment requests not submitted will have an "N" indicated under the "Submitted?" column



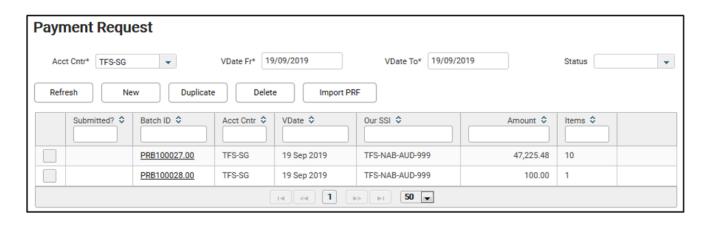
2. Payment Request screen displays.



- 3. In this screen, click Submit.
- 4. A popup message displays to confirm. Click OK.



5. Payment request is now submitted for payment processing. See <u>Settlement Control</u> for payment processing.



## **RELATED INFORMATION**

Payment Request

<u>Settlement Control</u>

### **CHANGE HISTORY**

Date	Ву	Changes
20-Sep-2019	TS	Created.