Submit Payment Request

PURPOSE

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

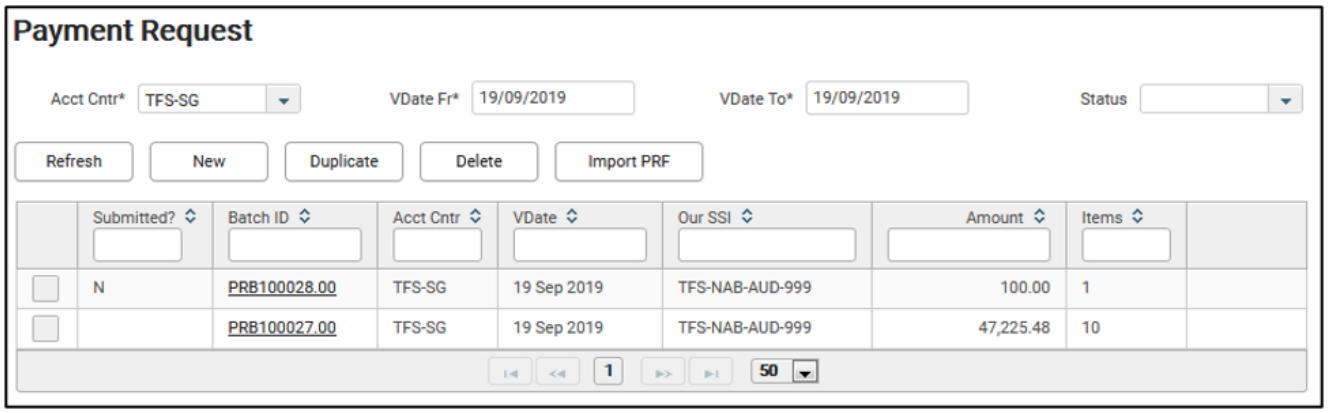
WHY IS THIS IMPORTANT

A request can be submitted for payment.

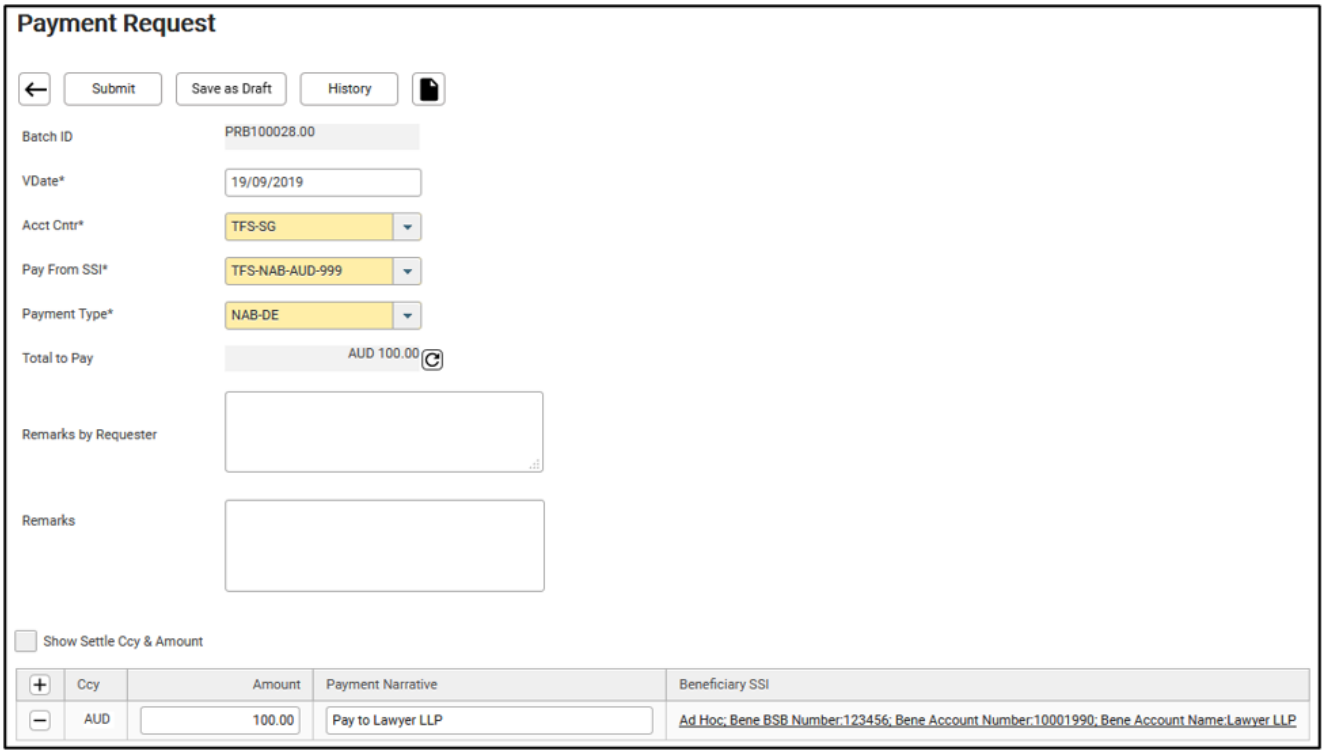
PROCEDURE

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

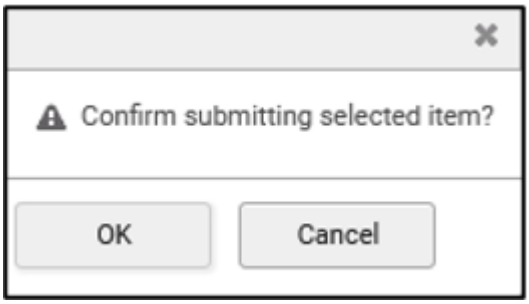


2. Payment Request screen displays.

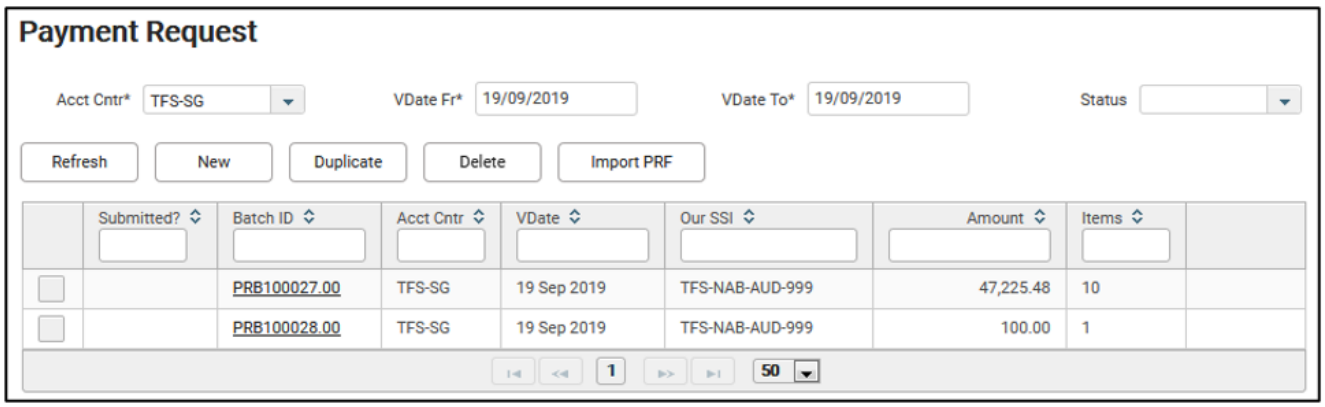


3. In this screen, click Submit.

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



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



FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

Payment Request

Settlement Control

CHANGE HISTORY

Date	By	Changes
20-Sep-2019	TS	Created.