Swap Points Administration (W5)

This version is superseded. Click here to view the latest guide.

PURPOSE

This document shows the administration of swap points on how to lock, approve and unlock swap points.

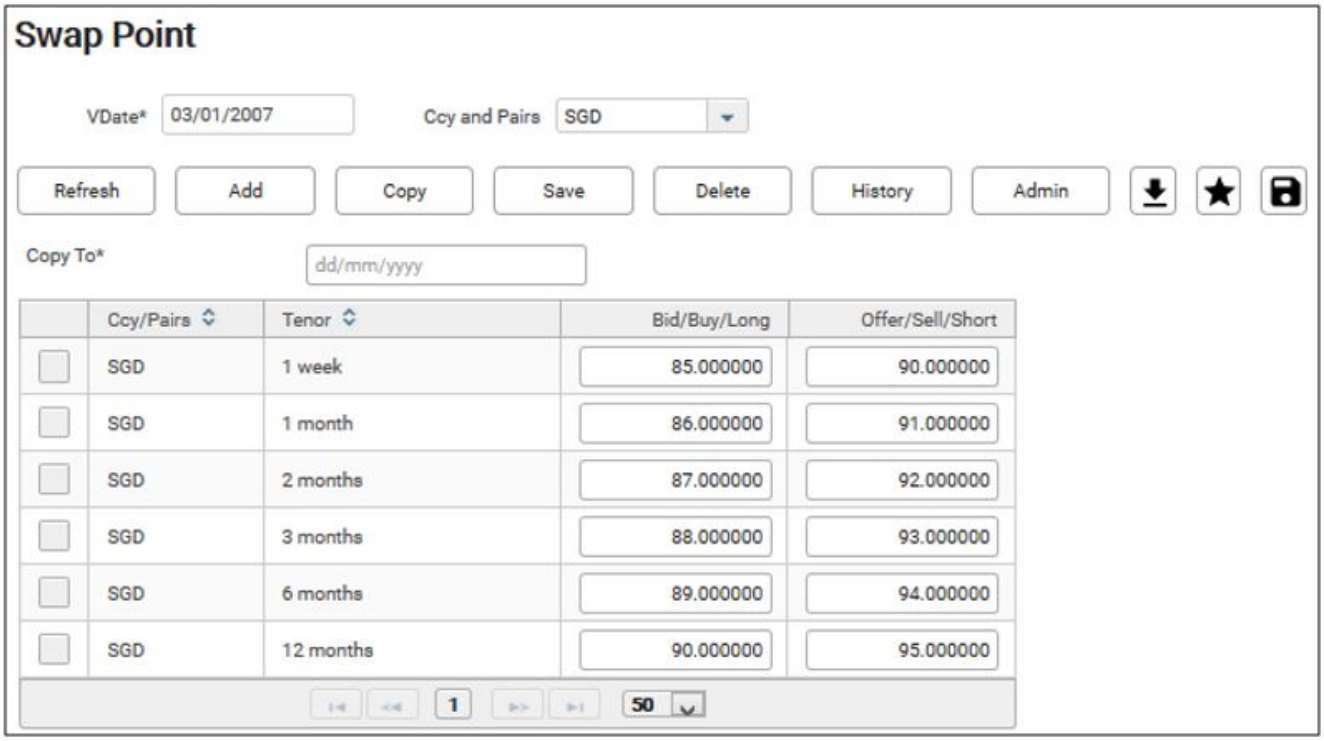
WHY IS THIS IMPORTANT?

Swap points administration is used to lock and approve swap points maintained in the system. This prevents users from making changes once it is locked.

PROCEDURE



1. From the main menu, select Prices > Swap Points.

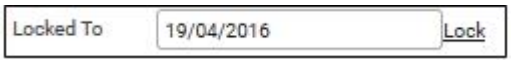


2. Click Admin. The Swap Points Administration screen will be displayed.



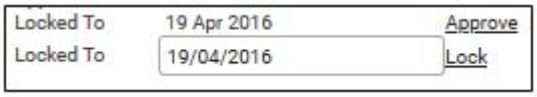
3. In this screen, swap points can be locked and unlocked. History of when it was locked and unlocked can also be viewed.

4. To lock, tick on the lock checkbox. New field will appear.



5. Input the date when the swap points will be locked to. In this example, it will be locked to 19/04/2016.

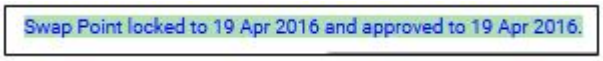
6. Click Lock. Once locked, the Approve link appears.



7. Click Approve. The Approved To date will change. The screen will look like below.

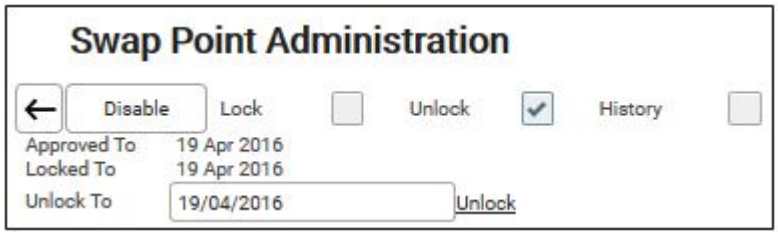


8. Click Back Button to go back to the Swap Points main menu. A prompt will be seen in the screen.



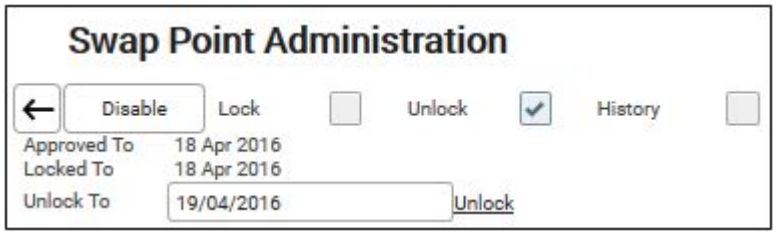
9. Click Admin to go back to Swap Point Administration screen. To unlock, tick on the Unlock checkbox. The system displays a date that can be used to determine what date to unlock the swap points.

10. In this example, we will enter 19/04/2016 as that was the last date when the swap points were locked.

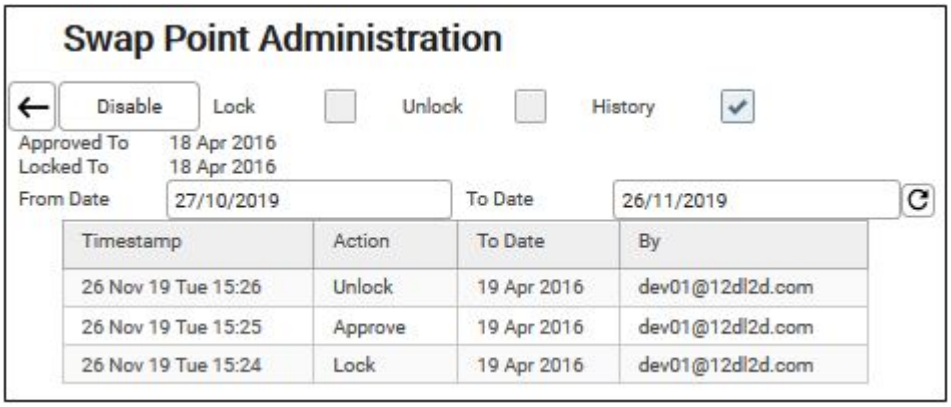


11. Click on the Unlock link beside the date.

12. System will unlock the dates till 19 Apr 2016.



13. To check the History, tick on the History checkbox. The history of when the swap points is locked, unlocked or approved will be displayed.



14. To disable swap point administration, click on Disable. Once disabled, all swap points are unlocked and when the swap points are updated, they are deemed approved.

FREQUENTLY ASKED QUESTIONS

FAQ 1. The system does not allow me to access this module. How can I do this?

Access rights need to be assigned to launch this module. The access rights ID for accessing Swap Points Administration is 11518. Please contact your administrator to assign this rights for you.

FAQ 2. The system prompts access denied when I select Lock swap points.

You are not authorized to perform this transaction. The access rights ID is 11519. Please contact your administrator to assign this rights for you.

FAQ 3. The system prompts access denied when I select Unlock swap points.

You are not authorized to perform this transaction. The access rights ID is 11520. Please contact your administrator to assign this rights for you.

FAQ 4. The system prompts access denied when I select Approve swap points.

You are not authorized to perform this transaction. The access rights ID is 11521. Please contact your administrator to assign this rights for you.

FAQ 5. The system prompts access denied when I select Disable swap

points admin.

> You are not authorized to perform this transaction. The access rights ID is 11522. Please contact your administrator to assign this rights for you.

RELATED INFORMATION

Creating and Maintaining Swap Points

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created
12-Apr-2016	Clarissa	Rewritten. Reformatted.
26-Nov-2019	Lyra	Updated Screenshots