# Trade Status (W5)

This version is superseded.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

#### **PURPOSE**

This document contains detailed procedures for viewing trade status in CS Lucas system.

#### WHY IS THIS IMPORTANT?

Trade Status screen allows user to view the status for all trades done by the entities in the system to check whether the trade has been authorised, verified, confirmed or deleted to ensure the completeness.

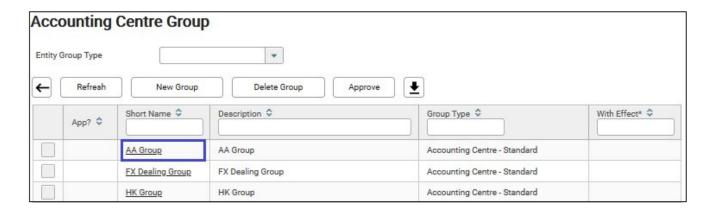
#### **PROCEDURE**



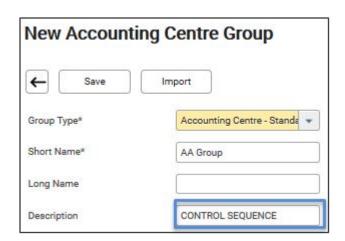
- 1. Firstly, you need to set the description to "CONTROL SEQUENCE" for the accounting centre group that you would like to view the trade status.
- 2. From the main menu, select Set Up > Static > Accounting Centre
- 3. Click Group.



- 4. In the Accounting Centre Group screen, Click Refresh. The list of accounting centre groups will be displayed.
- 5. Click on the Short Name of the accounting centre group.



6. Change the description to CONTROL SEQUENCE and click Save.



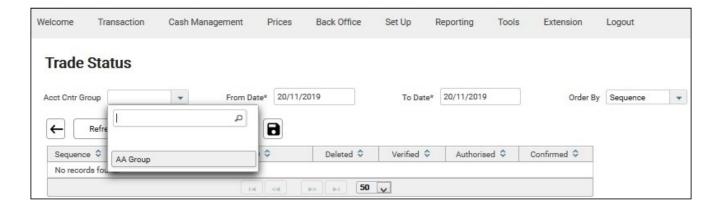
- 7. Approve the amended accounting centre group by clicking on the checkbox beside the group Short Name. Click Approve.
- 8. To view trade status, select Back Office > Trade Flow Control from the main menu.



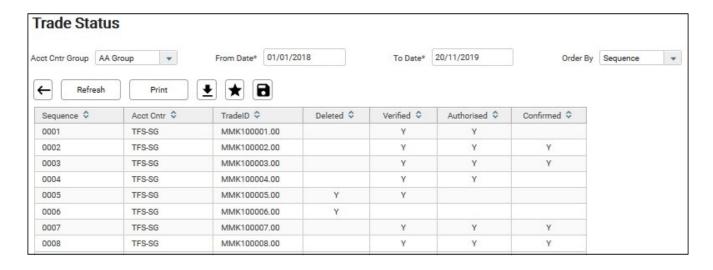
9. Click Status.

		-			_			
Acct Cntr Group	-	From Date* 2	0/11/2019	To Date*	20/11/2019	Order By	Sequence	*
← Refresh	Print	± * B						
Sequence \$	Acct Cntr 💠	TradeID \$	Deleted ≎	Verified ❖	Authorised \$	Confirmed		
Sequence ❖ No records found.	Acct Cntr 🌣	TradeID 💠	Deleted ≎	Verified 🗘	Authorised 💠	Confirmed 💠		

10. Select the Accounting Centre Group and dates to view the trades.



11. Click Refresh.



- 12. This screen shows the status for each trade that is inputted into the system for AA Group from 01 Jan 2018 to 20 Nov 2019. You can see whether the trades have been deleted, verified, authorised or confirmed. "Y" indicates "Yes".
- 13. Each trade is assigned with a system running sequence number which is shown under Sequence column.
- 14. Click Print to print a control checklist report which list out all the trades booked by the accounting centres in the CONTROL SEQUENCE group in running

sequence number. This is to check that there is no missing trades in the system by checking the running sequence number is in order.

Sequential Numbering Checklist  Date: From 1-Jan-2018 to 20-Nov-2019						
Sequence	Acct Cntr	TradeID	AA Group			
1	TFS-SG	MMK100001.00	Y			
2	TFS-SG	MMK100002.00	Y			
3	TFS-SG	MMK100003.00	Y			
4	TFS-SG	MMK100004.00	Y			
5	TFS-SG	MMK100005.00	Y			
6	TFS-SG	MMK100006.00	Y			
7	TFS-SG	MMK100007.00	Y			
8	TFS-SG	MMK100008.00	Y			
9	TFS-SG	MMK100009.00	Y			
10	TGL-SG	MMK100001.00				
11	TGL-SG	MMK100002.00				
12	TFI-SG	MMK100001.00				
13	TFS-SG	FRX100001.00	Y			
14	TFS-SG	FRX100002.00	Y			
15	TFS-SG	FRX100003.00	Y			
16	TFS-SG	FRX100004.00	Y			
17	TFS-SG	FRX100005.00	Y			

15. To export data listing to Excel, click Export Button.

# FREQUENTLY ASKED QUESTIONS

## **RELATED INFORMATION**

## **CHANGE HISTORY**

Date	Ву	Changes
15-Feb-2010	( <del>-</del>	Created
19-Sep-2017	Clarissa	Reformatted. Rewritten.
19-Nov-2019	Lуга	Updated Screenshots.