

# Upcoming Settlements Alert Set Up

## PURPOSE

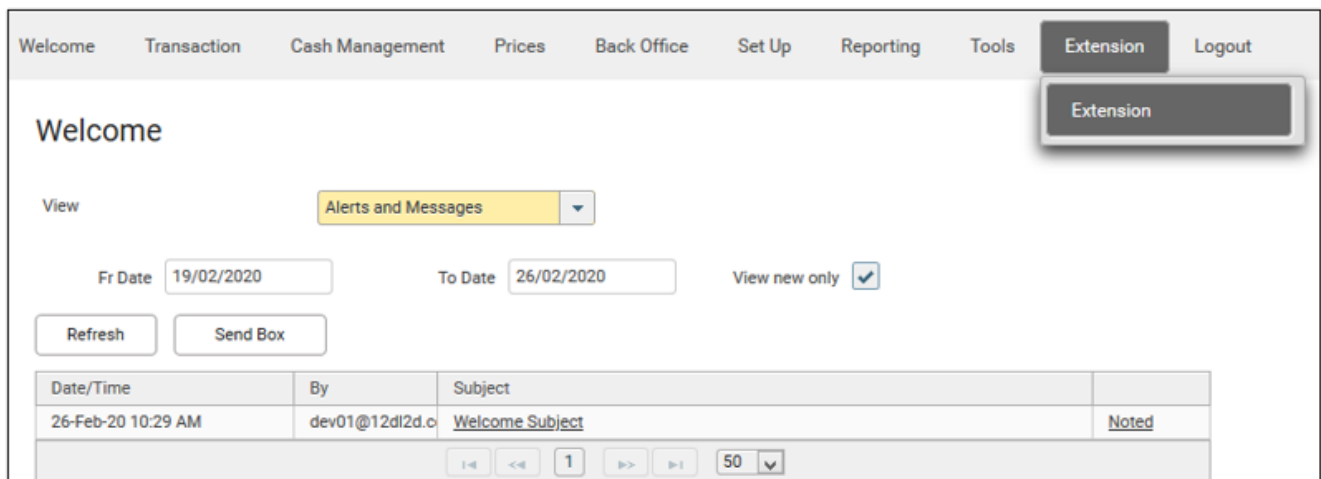
This document explains the detailed procedures to set up an upcoming settlements alert.

## WHY IS THIS IMPORTANT?


To alert on upcoming settlements that are becoming due in the CS Lucas system.

## PROCEDURE

1. Download Upcoming Settlements Alert from Extension store.






2. In CS Lucas Extension Store, select category as Alert and click Refresh.

3. You will see a list of alerts available for download. Look for Upcoming Settlements alert. Click  to download.

# CS Lucas Extension Store

Category
Alert
▼

Refresh

Author	Description	Set Up
	Money Market (5MIL to 10MIL) <a href="#">Specs</a> Money Market (5MIL to 10 MIL) Version HEAD Author: dev	★
	MMK trades between 100K and 10MIL (Aggregate) <a href="#">Specs</a> MMK trades between 100K and 10MIL (Aggregate) Version HEAD Author: dev	★
	Upcoming Settlements <a href="#">Specs</a> Upcoming Settlements Version HEAD Author: DEV	<div> ★ ⚙️ </div> <div>Install/Update</div>

4. Once file is downloaded, navigate to Set Up > Systems > Alerts. Click Refresh. The downloaded alert will be displayed in this screen.

5. Click on the alert Short Name hyperlink. The following screen will be displayed.

## New/Amend Alerts

←
Save
Events
Pack and Publish

Shortname*	<input type="text" value="Upcoming Settlements"/>
Description*	<input type="text" value="Upcoming Settlements"/>
Importance	<input type="text" value="Normal"/> ▼
User Group*	<input type="text"/> ▼
Upper	<input type="text"/>
Lower	<input type="text"/>
Acct Cntr Group	<input type="text"/>
Portfolio Group	<input type="text"/> ▼
Number of Days	<input type="text"/>
Tag*	<div><div></div></div>
Sample Spec*	<div><div>Browse...</div><div>No file selected.</div></div>
Logo	<div><div>Browse...</div><div>No file selected.</div></div>

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Logic*	<input type="checkbox"/>
Schedule*	<input type="checkbox"/>

6. Select the User Group to determine the recipients who will receive the alert. Users who belonged to the user group selected will receive the alert on the Welcome screen or via Email. To receive the alert via Email, please ensure the email information is maintained in the User Set Up. In this example, we select "Alert Grp – Upcoming Settlements."

7. Set the values for Lower and Upper fields to 0, as these fields are not applicable for this alert.

8. Enter the accounting centre or accounting centre group in

the Acct Cntr Group field to determine the settlements of the accounting centre(s) you wish to see. Ensure the accounting centre or accounting centre group short name exists in the system and is valid.

9. Then, enter the number of days before the settlement's due date that you would like to be alerted in the Number of Days field. In this example, we will enter 7.

### New/Amend Alerts

←
Save
Events
Pack and Publish

Shortname\*

Upcoming Settlements

Description\*

Upcoming Settlements

Importance

Normal

User Group\*

Alert Grp – Upcoming Settl

Upper

0.00

Lower

0.00

Acct Cntr Group

TFS Group

Portfolio Group

Number of Days

7

Tag\*

Sample Spec\*

Browse...

No file selected.

Logo

Browse...

No file selected.

Logic\*

☐

Schedule\*

☒

☐ Minute

☐ Hour

☐ Day/Week

☐ Date

10. Next, set the frequency to receive the alert by ticking the box next to the Schedule field. Customize the Frequency Schedule.

Frequency	Description
Minute	Determine the minute of the hour to receive alert.
Hour	Determine the hour of the day to receive alert.
Day/Week	Determine the day of the week to receive alert.
Date	Determine the date of the month to receive alert.

11. Once selected the schedule, click Save. System will send the alert automatically according to your set up.

12. To test sending the alert manually, select the alert by ticking the box in front and click Send in the Alert screen.

13. Check under Welcome screen – Alerts and Messages whether you receive an alert.

# Welcome

View

Alerts and Messages

Fr Date

28/02/2020

To Date

06/03/2020

View new only

☐

Refresh

Send Box

Date/Time	By	Subject	
5-Mar-20 4:10 PM	systemadmin@u	<a href="#">ALERT: Upcoming Settlements</a>	<a href="#">Noted</a>

14. To view the contents of the alert message, click on the Subject hyperlink to drill down to Message screen, as displayed below.

# Message

←

**From**

To

**Subject**

**Content**

dev01@12dl2d.com,

ALERT: Upcoming Settlements

B I U abc x<sub>2</sub> x<sub>3</sub> T rT H1 T T T ≡ ≡ ≡ ≡ ≡ ≡ ↶ ↷ ≡ 📧 🔗 🌐

✂ 📁 📧 🖨 📎 <>


10-Mar-20: SGD -1250000.00  
TFS-SG- FRX100015.00- FX Outright: Bought USD 1,000,000.00 and Sold SGD 1,250,000.00 at 1.250000 value 10 Mar 2020 with DBS-SG. Portfolio:- [dev01@12dl2d.com]

10-Mar-20: USD 1000000.00  
TFS-SG- FRX100015.00- FX Outright: Bought USD 1,000,000.00 and Sold SGD 1,250,000.00 at 1.250000 value 10 Mar 2020 with DBS-SG. Portfolio:- [dev01@12dl2d.com]

11-Mar-20: SGD -199452.05  
TFS-SG- TML100007/003- Term Loan repayment to CITI-SG of SGD 199,452.05 for value 11 Mar 2020. Principal/Interest /Capitalise:0.00/199,452.05/0.00 [dev01@12dl2d.com]

Attachment Status	Receipient	Date/Time Read
	dev01@12dl2d.com	6-Mar-20 10:54 AM

15. Email alert will look as below.

**ALERT: Upcoming Settlements**  
cslucas-noreply to: lyra

03/05/2020 04:10 PM  
[Show Details](#)

10-Mar-20: SGD -1250000.00  
TFS-SG- FRX100015.00- FX Outright: Bought USD 1,000,000.00 and Sold SGD 1,250,000.00 at 1.250000 value 10 Mar 2020 with DBS-SG. Portfolio:- [dev01@12dl2d.com]

10-Mar-20: USD 1000000.00  
TFS-SG- FRX100015.00- FX Outright: Bought USD 1,000,000.00 and Sold SGD 1,250,000.00 at 1.250000 value 10 Mar 2020 with DBS-SG. Portfolio:- [dev01@12dl2d.com]

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TFS-SG- TML100007/003- Term Loan repayment to CITI-SG of SGD 199,452.05 for value 11 Mar 2020. Principal/Interest/Capitalise:0.00/199,452.05/0.00 [dev01@12dl2d.com]

## **FREQUENTLY ASKED QUESTIONS**

### **FAQ01. Why I did not receive Email alert?**

To receive Email alert, please ensure that Email information is maintained under User Set Up in CS Lucas system. See [User Rights and Permission](#) set up for more information.

## **RELATED INFORMATION**

[Alert Set Up](#)

## **CHANGE HISTORY**

Date	By	Changes
4-Feb-2016	TS	Created.
14-Jun-2016	Richard	Proofread.
25-Aug-2018	Silpa	Updated step 4.
05-Mar-2020	Lyra	Updated Screenshots.