# Upcoming Settlements Alert Set Up

### **PURPOSE**

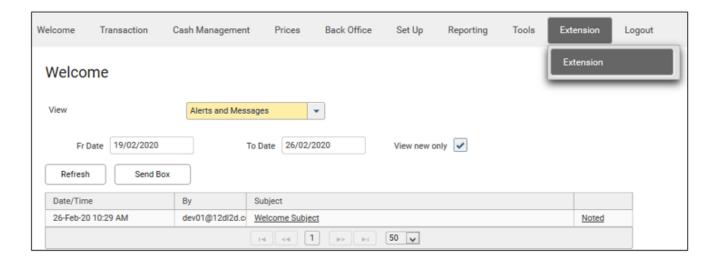
This document explains the detailed procedures to set up an upcoming settlements alert.

#### WHY IS THIS IMPORTANT?

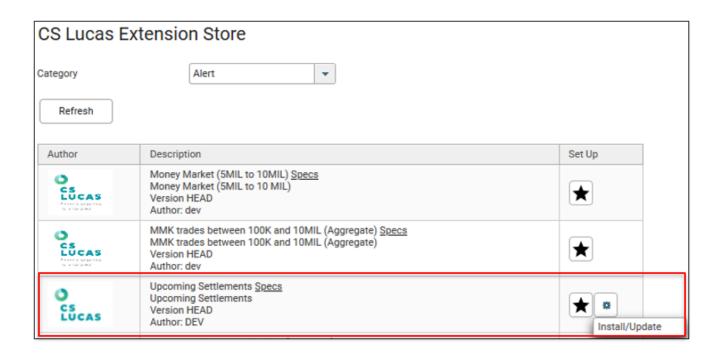
To alert on upcoming settlements that are becoming due in the CS Lucas system.

#### **PROCEDURE**

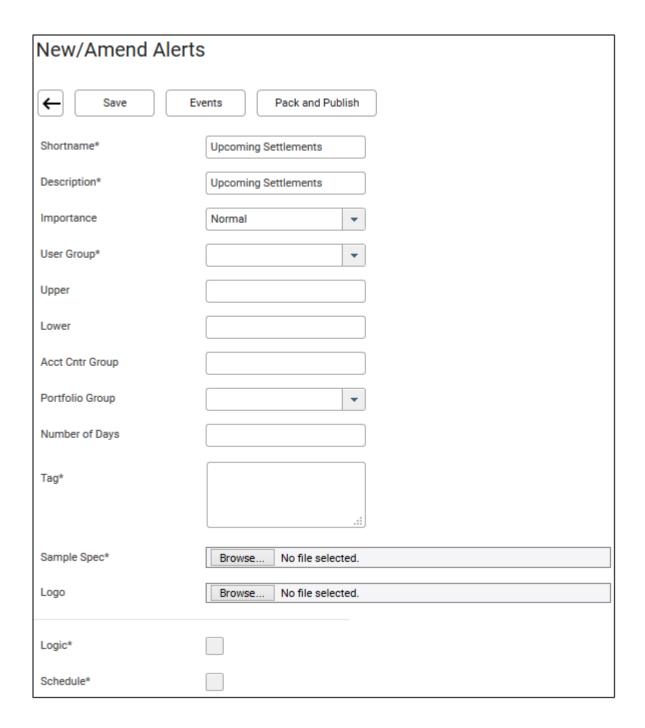
1. Download Upcoming Settlements Alert from Extension store.



- 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.



- 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.



- 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.

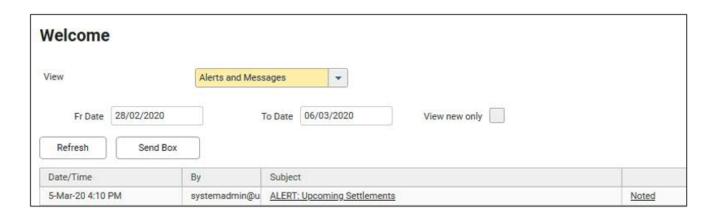
New/Amend Alerts				
Save Events Pack and Publish				
Shortname*	Upcoming Settlements			
Description*	Upcoming Settlements			
Importance	Normal			
User Group*	Alert Grp – Upcoming Setti			
Upper	0.00			
Lower	0.00			
Acct Cntr Group	TFS Group			
Portfolio Group				
Number of Days	7			
Tag*				
	at a second seco			
Sample Spec*	Browse No file selected.			
Logo	Browse No file selected.			
Logic*				
Schedule*				
outduit.	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.

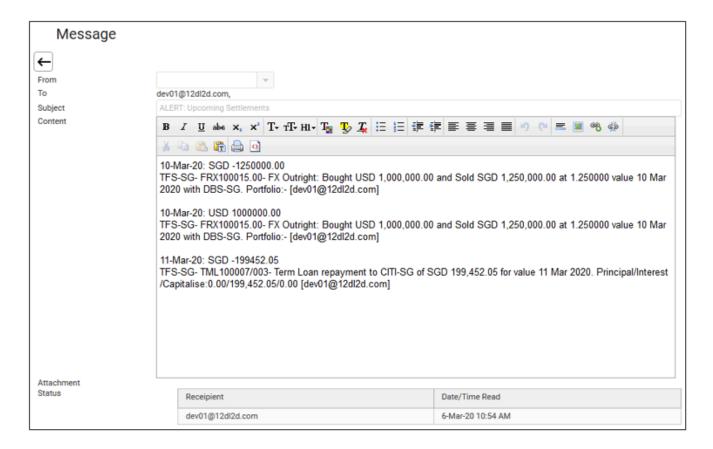
Frequency	Description
Minute	Determine the minute of the hour to receive alert.
Hour	Determine the hour of the day to receive alert.
Day/Week	Determine the day of the week to receive alert.
Date	Determine the date of the month to receive alert.

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.



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



15. Email alert will look as below.



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]

# **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 <u>User Rights and Permission</u> set up for more information.

## **RELATED INFORMATION**

## Alert Set Up

## **CHANGE HISTORY**

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