

FCP Returns Batch Report Guide

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## Purpose

Streamlining returns reconciliation and batch payments for Managing Agents

## System

Vitesse Merchant Administration System (MAS)

## Overview

The **FCP Funding Account Returns Report** is designed to automate the process of identifying and managing returned funds. It enables Managing Agents to:

- Easily track return credits from the prior month.
- Automatically generate batch payment templates from these returns.
- Eliminate the need for manual reconciliation from funding account statements.

This report is available in **CSV format**, ready to be **uploaded directly** into MAS for batch payment processing.

## Key Benefits

- **Efficiency:** No need for manual account reviews or manual batch creation.
- **Accuracy:** Pulls data directly from transaction-level entries with matching references.
- **Multi-Currency Support:** Handles returns across all supported currencies.
- **MAS Integration:** Built for seamless use with existing batch upload and Stored Recipient processes.

## Included Account Entries

The report captures account entries classified as:

- **Liquidity Push**
- **Refund of Payment**

## Report Structure

The exported file includes the following fields, compatible with the MAS batch upload template:

| Column                    | Description   |
|---------------------------|---|
| <b>SendAccountId</b>      | ID of the funding account credited  |
| <b>SendValue</b>          | Value of the return % credited to the funding account   |
| <b>SendCurrency</b>       | Currency of the funding account   |
| <b>ExternalReference1</b> | Same as the internal reference posted on the returned transaction which, if blends haven't changed, will be exactly the same as the original payout |
| <b>ExternalReference2</b> | Same as the external reference posted on the returned transaction which, if blends haven't changed, will be exactly the same as the original payout |
| <b>ExternalReference3</b> | Same as the narrative posted on the returned transaction which, if blends haven't changed, will be exactly the same as the original payout          |
| <b>RecipientReference</b> | Truncated internal reference to meet bank character limits  |
| <b>StoredRecipientId</b>  | Internal ID of the stored beneficiary for return processing   |

## Step-by-Step: Generating and Using the Report

1. Go to MAS: Administration → Reporting

The screenshot shows the Vitesse MAS Administration interface. The top navigation bar includes the Vitesse logo, 'Ltd Staging', and a UK flag. The 'Administration' dropdown menu is open, showing options like 'My Account', 'Tasks', 'Document Library', 'Currency Conversion', 'Account Administration', 'Account Applications', 'API', 'Balance Alerts', 'Branding', 'Identity Clients', 'Institutions', 'Notifications', 'Rate Alerts', 'Users', and 'Reporting'. The 'Reporting' option is highlighted with a red box. The main content area has tabs for 'Reports', 'Templates', 'Destinations', 'Schedules', and 'Subscriptions'. The 'Templates' tab is active, showing a table of report templates. A red box highlights the 'Export To Excel' button and the '+ New Template' button. Another red box highlights the 'Reporting' option in the 'Administration' dropdown menu.

| Action | Name         | Type                     | Subscriptions | Created On    |
|--------|--------------|--------------------------|---------------|---------------|
| ⋮      | TD Summaries | FCP Financials Overvi... | 0             | 03-Jun-2025 1 |
| ⋮      | TD Cashbook  | Cashbook Report          | 0             | 30-May-2025   |

- 2. Create Report
  - a. Choose Template Type: FCP Funding Account Returns Report
  - b. Complete the template fields and click Create.
    - i. MA must use a Stored Recipient to generate this report. **This must be set up before creating the report.**
    - ii. A new report at transaction level will be created for account entry type Liquidity Push and Refund of Payment.

Reporting | Step 2 - Template Details

Please enter the report template details and then press create to make it available.

Template Name\*

Test TD Returns

The name of this report template (also used in report file names).

Template Type\*

FCP Funding Account Returns Report

The type of this report template.

Time Range\*

Month - Previous 3 Months

The time/date range this template covers. You can also choose a specific date range.

Stored Recipient

66c20de3-1389-466f-9b69-65c86ee2766f

The stored recipient queried for this report template.

Accounts\*

All Accounts

The accounts queried for this report template.

Users and Roles

Tolu Demuren

Manage Report Templates

The users and roles that can access this template. If empty, all reporting users will have access.

Cancel

Create

- 3. Find Your Report
  - a. Locate it in the Reports Templates list (refresh the page if needed)
  - b. Click the **Action** button and select “**Run as CSV**” (refresh the page if needed)
  - c. Click the **Action** button and select “**Download**” once status is **Available** (refresh the page if needed)

| Action   | Name            |
|--|-----------------|
| <div><div>View...</div><div>Edit...</div><div>Run as CSV...</div><div>History...</div><div>Delete...</div></div> | Test TD Returns |

| Action   | Generation State | Delivery State | Template        |
|--|------------------|----------------|-----------------|
| <div><div>Download</div><div>Resend</div><div>History...</div></div> | Available        | None           | Test TD Returns |
|  | None             | None           | Test TD Returns |
|  | Failed To Send   |                | Test TD Returns |

## 4. Review and Edit (If Needed) - open the file to verify or amend the details

| SendAccountId | SendValue | SendCurrency | ExternalReference1 | ExternalReference2 | ExternalReference3                   | RecipientReference                         | StoredRecipientId                          |
|---------------|-----------|--------------|--------------------|--------------------|--------------------------------------|--|--|
| 4731          | 16.76     | CAD          | 31092              | 31092              | Reversed 31092-2 Funding 1 90% Share | 31092 66c20de3-1389-466f-9b69-65c86ee2766f | 31092 66c20de3-1389-466f-9b69-65c86ee2766f |
| 4732          | 1.29      | USD          | 31092              | 31092              | Reversed 31092-2 Funding 2 10% Share | 31092 66c20de3-1389-466f-9b69-65c86ee2766f | 31092 66c20de3-1389-466f-9b69-65c86ee2766f |
| 4734          | 23.25     | USD          | 31092              | 31092              | Reversed 31092-3 Funding 1 90% Share | 31092 66c20de3-1389-466f-9b69-65c86ee2766f | 31092 66c20de3-1389-466f-9b69-65c86ee2766f |
| 4735          | 2.58      | USD          | 31092              | 31092              | Reversed 31092-3 Funding 2 10% Share | 31092 66c20de3-1389-466f-9b69-65c86ee2766f | 31092 66c20de3-1389-466f-9b69-65c86ee2766f |

## 5. Upload to MAS - use the normal Batch Upload Process to process these returns as payments

**Note: The Batch upload feature must be enabled before this report can be used. Please refer to the “Payments to beneficiaries” training module on [LIMOSS academy](#).**

## Setting Up Stored Recipients

To enable automated payments from the batch file, you must create **Stored Recipients** in MAS for each return currency.

### Steps:

1. Go to MAS: Money Out --> Stored Recipients
2. Select **New Stored Recipient**
3. Create entries using the naming format “Returns\_Transfer\_”&currency”, e.g. Returns\_Transfer\_GBP, Returns\_Transfer\_USD etc.

### Example Configuration:

**Stored Recipients**

Here you can view and manage recipients of single payments.

[Export To Excel](#)
[New Stored Recipient](#)

Drag a column header and drop it here to group by that column

| Action | Recipient Name | Country | Currency | Account | Updated On |
|--------|----------------|---------|----------|---------|------------|
|--------|----------------|---------|----------|---------|------------|

**Stored Recipient** | [Edit...](#)

Please note that any updated values you provide here will only be applied to new single payments created after this point.

Stored Recipient ID

3259cd41-249d-462a-ba79-50bb6541cd03

Recipient Country\*

United Kingdom

Recipient Currency\*

GBP - Great British Pound

Recipient Type\*

Business / Legal Entity

Beneficiary Name\*

Returns\_Transfer

**Note: The Stored Recipients feature must be enabled before this report can be used. Please refer to the relevant LIMOSS academy training module.**

## Support

If Batch Upload or Stored Recipients are not enabled for your account, or if you have any questions or would like to request a demo session, please contact your Relationship Manager.