

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



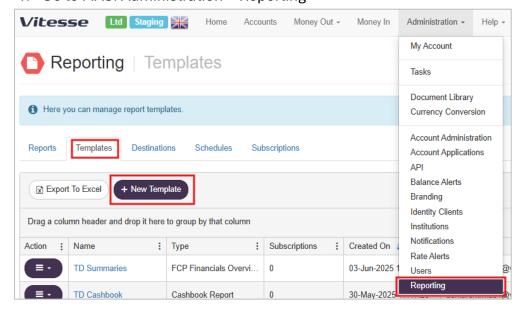
Report Structure

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

Column	Description			
SendAccountId	ID of the funding account credited			
SendValue	Value of the return % credited to the funding account			
SendCurrency	Currency of the funding account			
ExternalReference1	1 Same as the internal reference posted on the returned transactio			
	which, if blends haven't changed, will be exactly the same as the			
	original payout			
ExternalReference2	2 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			
ExternalReference3	Same as the narrative posted on the returned transaction which, if			
	blends haven't changed, will be exactly the same as the original			
	payout			
RecipientReference	Truncated internal reference to meet bank character limits			
StoredRecipientId	Internal ID of the stored beneficiary for return processing			

Step-by-Step: Generating and Using the Report

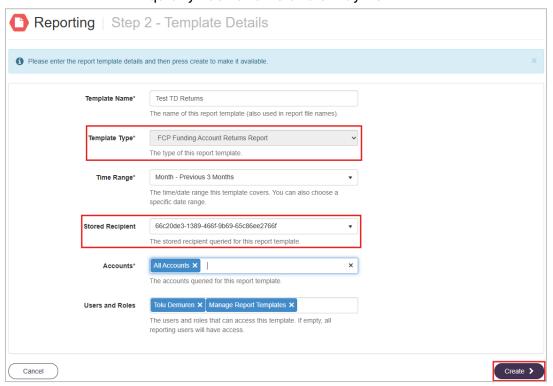
1. Go to MAS: Administration → Reporting





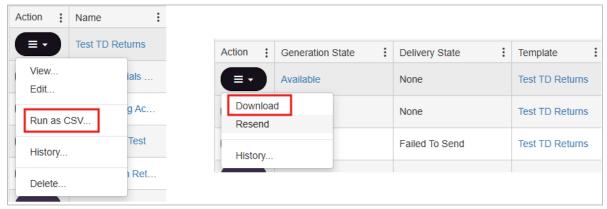
2. Create Report

- a. Choose Template Type: FCP Funding Account Returns Report
- b. Complete the template fields and click Create.
 - 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.



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)





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
4732	1.29	USD	31092	31092	Reversed 31092-2 Funding 2 10% Share	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
4735	2.58	USD	31092	31092	Reversed 31092-3 Funding 2 10% Share	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 <u>LIMOSS academy</u>.

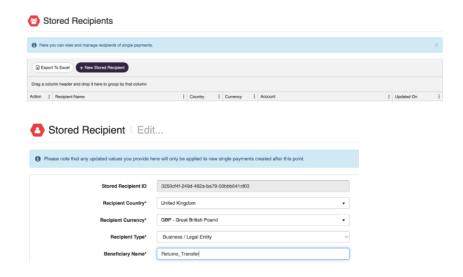
Setting Up Stored Recipients

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
- Create entries using the naming format "Returns_Transfer_"¤cy", e.g. Returns_Transfer_GBP, Returns_Transfer_USD etc.

Example Configuration:



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.