

FCP Funding Account Returns Report Guide

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Purpose

This report is designed to enable easy identification and management of returns to Funding accounts, thereby improving reconciliation. It explains how to use the report to identify returns and upload it in order to create a batch payment to the syndicate's Trust account.

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	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
ExternalReference2	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

The screenshot shows the Vitesse MAS Administration interface. The top navigation bar includes 'Vitesse', 'Ltd', 'Staging', and a UK flag, followed by links for 'Home', 'Accounts', 'Money Out', 'Money In', 'Administration', and 'Help'. 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' (which is highlighted with a red box). The main content area is titled 'Reporting | Templates' and includes a sub-header 'Here you can manage report templates.' Below this are tabs for 'Reports', 'Templates' (selected), 'Destinations', 'Schedules', and 'Subscriptions'. Under the 'Templates' tab, there are buttons for 'Export To Excel' and '+ New Template' (highlighted with a red box). A table below the buttons lists existing templates:

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*

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></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></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	
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

- 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.
- If an account is **opted into Returns Credit Processing in ARCS**, then when the report is run the row for that account will display the message: “This account is opted into Returns Credit Processing in ARCS, so returns are not available via this report.” Refer to the “Returns Credit Processing in ARCS” 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_”¤cy”, 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
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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 3259cd4f-249d-482a-ba79-502bb641d03

Recipient Country* United Kingdom

Recipient Currency* GBP - Great British Pound

Recipient Type* Business / Legal Entity

Beneficiary Name* Returns_Transfer

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

Support

If you need additional help or have suggestions for future enhancements, please contact the FCP support team at FCPSupport@vitessepsp.com or your Relationship Manager.