

Importing Fees and Cash Transactions (W5)

[This version is superseded. Click here to view the latest guide.](#)

PURPOSE

This document shows the detailed procedures on how to import Fees and Cash Transactions in CS Lucas system.

WHY IS THIS IMPORTANT?

This allows the user to import cash or fees relating to treasury transactions which will be captured in the system for accounting purposes.

PROCEDURE

1. From the main menu, select Back Office > Fees and Cash Transactions.

| Flag | TradeID | Acct Cntr | Pay/Rec | Category | CtpyID | Due Date | Ccy | Amount |
|------|--------------|-----------|----------|--------------|---------|------------|-----|-----------|
| | MAP100001.00 | TFS-SG | Payables | Bank Charges | CITI-SG | 3 Oct 2016 | SGD | 12,345.67 |

2. Click New. The system displays New Fees and Cash Transactions screen.

New Fees and Cash Transactions

←
Book
Import

| | |
|------------------------|--------------------------|
| Acct Cntr* | TFS-SG |
| Pay/Rec* | |
| Category* | |
| Counterparty ID* | |
| TDate* | 15/11/2019 |
| VDate* | dd/mm/yyyy |
| Ccy* | SGD |
| Amount* | |
| Our SSI* | TF-DB-SGD |
| Their SSI* | |
| Portfolio | |
| Transaction Type | - |
| Projects | - |
| Our Dealer | dev01@12dl2d.com |
| Ctpy Dealer | |
| Ctpy Reference | |
| Narrative | |
| Term Loan Amortisation | |
| Skip Holidays | <input type="checkbox"/> |

3. Click on Import. The display will show the Import Fees and Cash Transactions screen.

Import Fees and Cash Transactions

dev01

←

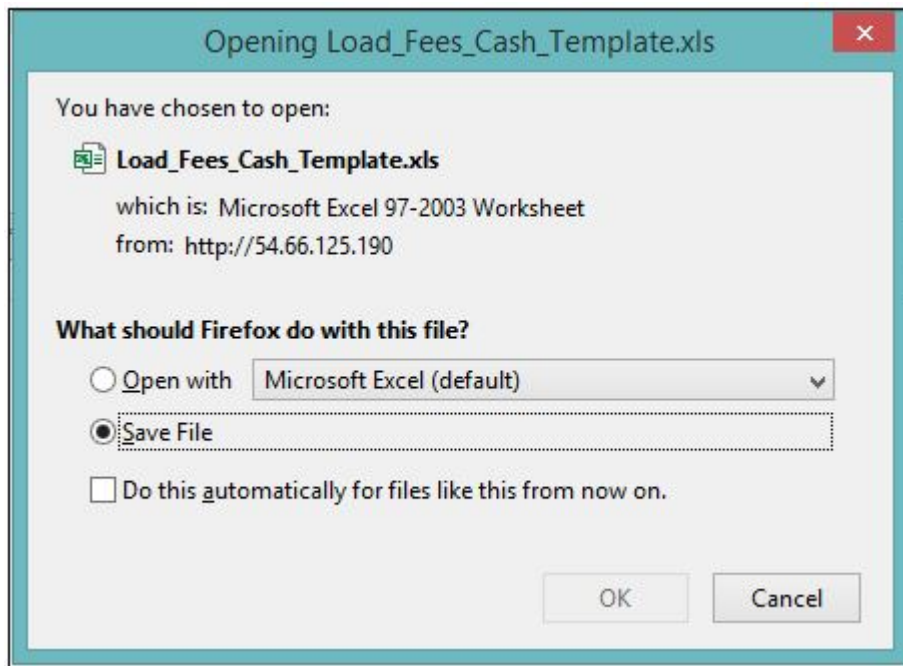
Template

Read File

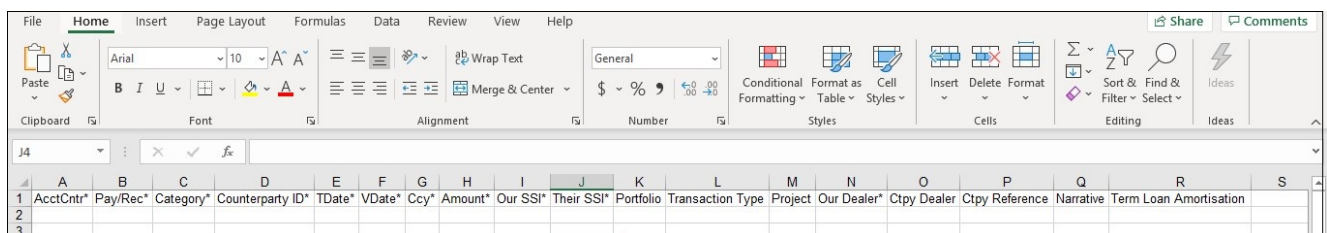
☐

| ID | AcctCntr* | Pay/Rec* | Category* | Counterparty ID* | TDate* | VDate* | Ccy* | Amount* | Our SSI* | Their SSI* | Portfolio | Transaction Type | Project | Our Dealer* | Ctpy Dealer | Ctpy Reference | Narrative | Term Loan Amortisation |
|-------------------|-----------|----------|-----------|------------------|--------|--------|------|---------|----------|------------|-----------|------------------|---------|-------------|-------------|----------------|-----------|------------------------|
| No records found. | | | | | | | | | | | | | | | | | | |

4. Click on Template to download CS Lucas template for importing fees and cash transactions.



5. Save the file and open. An Excel sheet will be opened.



6. Fill out the sheet. Fields with asterisks (*) are mandatory.

| Fields | Remarks |
|------------|---|
| Acct Cntr* | The short name of the Accounting Centre. |
| Pay/Rec* | Value should be either Payables or Receivables. |

| | |
|------------------|--|
| Category* | Type in the type of fees or cash transactions. Value must be the same with the Category created in Set Up > User Definable > Fees and Cash Transactions Category. For detailed steps, see how to set up user definable field here . Note that the mapping account of this Category type is mapped under Set Up > Static > Chart of Account for accounting journals posting. See Mapping Chart of Accounts below. |
| Counterparty ID* | The short name of the Counterparty. |
| TDate* | Transaction Date |
| VDate* | Value Date |
| Ccy* | Currency of the transaction |
| Amount* | Amount of the transaction |
| Our SSI* | Accounting Centre's bank account to debit/ credit. |
| Their SSI* | Counterparty's bank account to debit/ credit. |
| Portfolio | Optional. Value entered must be same as portfolio set up. Portfolio is set up under Set Up > Risk > Portfolio. See how to set up risk portfolio . |
| Transaction Type | Optional. Value entered must be same as transaction type created in Set Up > Global > User Definable > Fees and Cash Transaction Type. See how to set up user definable . |

| | |
|------------------------|--|
| Project | Optional. Value entered must be same as project created in Set Up > Global > User Definable > Projects. See how to set up user definable . |
| Our Dealer* | Enter the dealer's user id for this transaction. |
| Ctpy Dealer | Optional. This is a free text field. |
| Ctpy Reference | Optional. This is a free text field. |
| Narrative | Optional. This is a free text field. |
| Term Loan Amortisation | Optional. To link fees to term loan amortisation. Enter the trade ID of the term loan. |

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q |
|---|-----------|----------|--------------|------------------|----------|----------|------|---------|-----------------|-----------------|-----------|------------------|---------|------------------|-------------|----------------|-----------|
| 1 | AcctCntr* | Pay/Rec* | Category* | Counterparty ID* | TDate* | VDate* | Ccy* | Amount* | Our SSI* | Their SSI* | Portfolio | Transaction Type | Project | Our Dealer* | Ctpy Dealer | Ctpy Reference | Narrative |
| 2 | TFS-SG | Payables | Bank Charges | CITI-SG | 5-Jan-15 | 5-Jan-15 | SGD | 120000 | TFS-DBS-SGD-123 | (Temporary SGD) | | | | dev01@12dl2d.com | | | |
| 3 | | | | | | | | | | | | | | | | | |

7. Once you're done filling out the fields, save the Excel file on the computer.

8. Go back to the Import Fees and Cash Transactions screen, tick on Read File checkbox.

9. Click Choose File. Browse for the file saved in the computer.

Import Fees and Cash Transactions

←
Template
Read File ☒

File

Read File
Browse...
Load_Fees_Cash_Template.xls

| ID | AcctCntr* | Pay/Rec* | Category* | Counterparty ID* | TDate* | VDate* | Ccy* | Amount* | Our SSI* | Their SSI* | Portfolio | Transaction Type |
|-------------------|-----------|----------|-----------|------------------|--------|--------|------|---------|----------|------------|-----------|------------------|
| No records found. | | | | | | | | | | | | |

10. Click Read File. The values inputted in the Excel File will display.

Import Fees and Cash Transactions dev01

← Load Template Read File ☐

| ID | AcctCntr* | Pay/Rec* | Category* | Counterparty ID* | TDate* | VDate* | Ccy* | Amount* | Our SSI* | Their SSI* | Portfolio | Transaction Type | Project | Our Dealer* | Ctpy Dealer | Ctpy Reference | Narrative | Term Load |
|----|-----------|----------|--------------|------------------|------------|------------|------|------------|-----------------|-----------------|-----------|------------------|---------|------------------|-------------|----------------|-----------|-----------|
| 1 | TFS-SG | Payables | Bank Charges | CITI-SG | 5 Jan 2015 | 5 Jan 2015 | SGD | 120,000.00 | TFS-DBS-SGD-123 | (Temporary SGD) | | | | dev01@12d12d.com | | | | |

11. If there is an error, the user will be prompted with the rows to be corrected. To make corrections, go to the Excel file to make the necessary corrections and click Read File again.

12. If there is no error, click Load.

13. A popup appears to confirm, click OK.

✕

⚠ Confirm loading Fees and Cash transactions to the system?

OK Cancel

14. A message saying that loading is successful will be displayed.

The TradeIDs has been assigned to trade that has been successfully loaded.

15. Go back to the Fees and Cash Transaction screen. Select the Accounting Centre of the imported transactions, then click Refresh. You should be able to see the imported transactions on the list.

Fees and Cash Transactions

Acct Cntr* CtpyID Ccy Pay/Rec

Category

Refresh New Delete

| | Flag | TradeID ▾ | Acct Cntr ▾ | Pay/Rec ▾ | Category ▾ | CtpyID ▾ | Due Date ▾ | Ccy ▾ | Amount ▾ |
|--------------------------|------|---------------------|-------------|-----------|--------------|----------|------------|-------|------------|
| <input type="checkbox"/> | | <u>MAP100002.00</u> | TFS-SG | Payables | Bank Charges | CITI-SG | 5 Jan 2015 | SGD | 120,000.00 |

MAPPING CHART OF ACCOUNTS

Fees and Cash transactions accounts mapping is done under Set Up > Chart of Accounts.

In the example below, the account type 1501: Payables and 1502: Receivables is mapped by Category.

Accounting Chart of Account

Acct Cntr* TFS-SG Account Type* 1501:MAP: Pay Fees/Charges

Category*

Refresh Import Save Apply All Apply Selected

Apply Mapped Account

| <input type="checkbox"/> | Mapped Account ↕ | Category ↕ |
|--------------------------|------------------|--------------|
| <input type="checkbox"/> | 112233 | Bank Charges |
| <input type="checkbox"/> | | - |

1 50

Accounting Chart of Account

Acct Cntr* TFS-SG Account Type* 1502:MAR: Receive Fees/Charges

Category*

Refresh Import Save Apply All Apply Selected

Apply Mapped Account

| <input type="checkbox"/> | Mapped Account ↕ | Category ↕ |
|--------------------------|------------------|--------------|
| <input type="checkbox"/> | 223344 | Bank Charges |
| <input type="checkbox"/> | | - |

1 50

Note that the two account types above can be mapped by the following dimensions:

- Category
- Ccy + Category

- Ctpy + Category
- Portfolio + Category
- Ctpy + Ccy + Category
- Portfolio + Ctpy + Category
- Portfolio + Ccy + Category
- Portfolio + Ctpy + Ccy + Category

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Fees and Cash Transactions](#)

CHANGE HISTORY

| Date | By | Changes |
|-------------|------|----------------------|
| 30-Apr-2019 | Aya | Created. |
| 15-Nov-2019 | Lyra | Updated Screenshots. |

Importing Fees and Cash Transactions

[See previous W5 version guide](#)

PURPOSE

This document shows the detailed procedures on how to import Fees and Cash Transactions in CS Lucas system.

WHY IS THIS IMPORTANT?

This allows the user to import cash or fees relating to treasury transactions which will be captured in the system for accounting purposes.

PROCEDURE

1. From the main menu, select Back Office > Fees and Cash Transactions.

Fees and Cash Transactions

Acct Cntr*
TFS-SG

CtpylD

Ccy

Pay/Rec

Due Date Fr





Category

Refresh

Action

Search

Columns

| | Flag | TradeID ↑↓ | Acct Cntr ↑↓ | Pay/Rec ↑↓ | Category ↑↓ | CtpylD ↑↓ | Due Date ↑↓ | Ccy ↑↓ | Amount ↑↓ |
|--------------------------|---|--------------|--------------|------------|--------------|-----------|-------------|--------|-----------|
| <input type="checkbox"/> |   | MAP100005.00 | TFS-SG | Payables | Bank Charges | CITI-SG | 20 Jun 2017 | SGD | 49.25 |
| <input type="checkbox"/> |   | MAP100006.00 | TFS-SG | Payables | Bank Charges | BOTM-SG | 22 Jun 2017 | SGD | 48.95 |

1-2 of 2 records << < 1 > >> 50

2. Click on Action and select New. The system displays New Fees and Cash Transactions screen.

New Fees and Cash Transactions

Cancel

Book

Import

Acct Cntr*

TFS-SG

Pay/Rec*

Category*

3. Click on Import. The display will show the Import Fees and Cash Transactions screen.

Import Fees and Cash Transactions

Cancel

Template

Read File

| ID | AcctCntr* | Pay/Rec* | Category* | Counterparty ID* | TDate* | VDate* | Ccy* | Amount* | Our SSI* | Their SSI* | Portfolio | Transaction Type | Project | Our Dealer* | Ctpy Dealer | Ctpy Reference | Narrative | Term Loan Amortisatio |
|-------------------|-----------|----------|-----------|------------------|--------|--------|------|---------|----------|------------|-----------|------------------|---------|-------------|-------------|----------------|-----------|-----------------------|
| No records found. | | | | | | | | | | | | | | | | | | |

4. Click on Template to download CS Lucas template for importing fees and cash transactions.

5. Save the file and open. An Excel sheet will be opened.

AutoSave Off

Load_Fees_Cash_Template - Compatibility Mode • Last Modified: Just now

Search

FileHomeInsertPage LayoutFormulasDataReviewViewAutomateHelp

A1AcctCntr*

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R |
|---|-----------|----------|-----------|------------------|--------|--------|------|---------|----------|------------|-----------|------------------|---------|-------------|-------------|----------------|-----------|------------------------|
| 1 | AcctCntr* | Pay/Rec* | Category* | Counterparty ID* | TDate* | VDate* | Ccy* | Amount* | Our SSI* | Their SSI* | Portfolio | Transaction Type | Project | Our Dealer* | Ctpy Dealer | Ctpy Reference | Narrative | Term Loan Amortisation |
| 2 | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | |

6. Fill out the sheet. Fields with asterisks (*) are mandatory.

| Fields | Remarks |
|------------|--|
| Acct Cntr* | The short name of the Accounting Centre. |
| Pay/Rec* | Value should be either Payables or Receivables. |
| Category* | Type in the type of fees or cash transactions. Value must be the same with the Category created in Set Up > User Definable > Fees and Cash Transactions Category. For detailed steps, see how to set up user definable field here . Note that the mapping account of this Category type is mapped under Set Up > Static > Chart of Account for accounting journals posting. See Mapping Chart of Accounts below. |

| | |
|------------------|---|
| Counterparty ID* | The short name of the Counterparty. |
| TDate* | Transaction Date |
| VDate* | Value Date |
| Ccy* | Currency of the transaction |
| Amount* | Amount of the transaction |
| Our SSI* | Accounting Centre's bank account to debit/ credit. |
| Their SSI* | Counterparty's bank account to debit/ credit. |
| Portfolio | Optional. Value entered must be same as portfolio set up. Portfolio is set up under Set Up > Risk > Portfolio. See how to set up risk portfolio . |
| Transaction Type | Optional. Value entered must be same as transaction type created in Set Up > Global > User Definable > Fees and Cash Transaction Type. See how to set up user definable . |
| Project | Optional. Value entered must be same as project created in Set Up > Global > User Definable > Projects. See how to set up user definable . |
| Our Dealer* | Enter the dealer's user id for this transaction. |
| Ctpy Dealer | Optional. This is a free text field. |
| Ctpy Reference | Optional. This is a free text field. |

| | |
|------------------------|--|
| Narrative | Optional. This is a free text field. |
| Term Loan Amortisation | Optional. To link fees to term loan amortisation. Enter the trade ID of the term loan. |

| | | | | | | | | | | | | | | | | | | |
|---|-----------|-------------|--------------|------------------|-----------|-----------|------|---------|-----------|-----------------|-----------|------------------|---------|-------------------|-------------|----------------|-----------|------------------------|
| AutoSave Off Load_Fees_Cash_Template - Compatibility Mode • Saved Search | | | | | | | | | | | | | | | | | | |
| File Home Insert Page Layout Formulas Data Review View Automate Help | | | | | | | | | | | | | | | | | | |
| A1 AcctCntr* | | | | | | | | | | | | | | | | | | |
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R |
| 1 | AcctCntr* | Pay/Rec* | Category* | Counterparty ID* | TDate* | VDate* | Ccy* | Amount* | Our SSI* | Their SSI* | Portfolio | Transaction Type | Project | Our Dealer* | Ctpy Dealer | Ctpy Reference | Narrative | Term Loan Amortisation |
| 2 | TFS-SG | Payables | Bank Charges | BOTM-SG | 25-Jun-17 | 25-Jun-17 | SGD | 42.5 | TF-CI-SGD | (Temporary SGD) | | | | admin@devent1.com | | | | |
| 3 | TFS-SG | Receivables | | CITI-SG | 25-Jun-17 | 25-Jun-17 | SGD | 25.75 | TF-DB-SGD | (Temporary SGD) | | | | admin@devent1.com | | | | |
| 4 | | | | | | | | | | | | | | | | | | |

7. Once you're done filling out the fields, save the Excel file on the computer.

8. Go back to the Import Fees and Cash Transactions screen, tick on Read File checkbox.

9. Click Choose File. Browse for the file saved in the computer.

Import Fees and Cash Transactions

Cancel
Template
Read File ☒

File Read File Choose File Load_Fees_Cash_Template.xls

| ID | AcctCntr* | Pay/Rec* | Category* | Counterparty ID* | TDate* | VDate* | Ccy* | Amount* | Our SSI* | Their SSI* | Portfolio | Transac |
|-------------------|-----------|----------|-----------|------------------|--------|--------|------|---------|----------|------------|-----------|---------|
| No records found. | | | | | | | | | | | | |

10. Click Read File. The values inputted in the Excel File will display.

Import Fees and Cash Transactions

Cancel
Load
Template
Read File ☐

| ID | AcctCntr* | Pay/Rec* | Category* | Counterparty ID* | TDate* | VDate* | Ccy* | Amount* | Our SSI* | Their SSI* | Portfolio | Transaction Type | Project | Our Dealer* |
|----|-----------|-------------|--------------|------------------|-------------|-------------|------|---------|-----------|-----------------|-----------|------------------|---------|-------------------|
| 1 | TFS-SG | Payables | Bank Charges | BOTM-SG | 25 Jun 2017 | 25 Jun 2017 | SGD | 42.50 | TF-CI-SGD | (Temporary SGD) | | | | admin@devent1.com |
| 2 | TFS-SG | Receivables | - | CITI-SG | 25 Jun 2017 | 25 Jun 2017 | SGD | 25.75 | TF-DB-SGD | (Temporary SGD) | | | | admin@devent1.com |

11, If there is an error, the user will be prompted with the rows to be corrected. To make corrections, go to the Excel

file to make the necessary corrections and click Read File again.

12. If there is no error, click Load.

13. A popup appears to confirm, click Yes.

Confirmation



Confirm loading Fees and Cash transactions to the system?

✓ Yes

✗ No

14. A message saying that loading is successful will be displayed.

Import Fees and Cash Transactions

[Cancel](#) [Template](#) Read File ☐

The TradeIDs has been assigned to trade that has been successfully loaded.

| ID | TradeID | AcctCntr* | Pay/Rec* | Category* | Counterparty ID* | TDate* | VDate* | Ccy* | Amount* | Our SSI* | Their SSI* | Portfolio | Transaction Type | Project | Our Dealer* |
|----|--------------|-----------|-------------|--------------|------------------|-------------|-------------|------|---------|-----------|-----------------|-----------|------------------|---------|-------------------|
| 1 | MAP100007.00 | TFS-SG | Payables | Bank Charges | BOTM-SG | 25 Jun 2017 | 25 Jun 2017 | SGD | 42.50 | TF-CI-SGD | (Temporary SGD) | | | | admin@devent1.com |
| 2 | MAR100001.00 | TFS-SG | Receivables | - | CITI-SG | 25 Jun 2017 | 25 Jun 2017 | SGD | 25.75 | TF-DB-SGD | (Temporary SGD) | | | | admin@devent1.com |

15. Go back to the Fees and Cash Transaction screen. Select the Accounting Centre of the imported transactions, then click Refresh. The newly imported transactions will be displayed on the list.

Fees and Cash Transactions

Acct Cntr*

TFS-SG

CtpyID

Ccy

Pay/Rec

Due Date Fr













Category

Refresh

Action

Search

Columns

| <input type="checkbox"/> | Flag | TradeID ↑↓ | Acct Cntr ↑↓ | Pay/Rec ↑↓ | Category ↑↓ | CtpyID ↑↓ | Due Date ↑↓ | Ccy ↑↓ | Amount ↑↓ |
|--------------------------|---|--------------|--------------|-------------|--------------|-----------|-------------|--------|-----------|
| <input type="checkbox"/> |    | MAP100005.00 | TFS-SG | Payables | Bank Charges | CITI-SG | 20 Jun 2017 | SGD | 49.25 |
| <input type="checkbox"/> |    | MAP100006.00 | TFS-SG | Payables | Bank Charges | BOTM-SG | 22 Jun 2017 | SGD | 48.95 |
| <input type="checkbox"/> |    | MAP100007.00 | TFS-SG | Payables | Bank Charges | BOTM-SG | 25 Jun 2017 | SGD | 42.50 |
| <input type="checkbox"/> |    | MAR100001.00 | TFS-SG | Receivables | - | CITI-SG | 25 Jun 2017 | SGD | 25.75 |

1-4 of 4 records << < 1 > >> 50

MAPPING CHART OF ACCOUNTS

Fees and Cash transactions accounts mapping is done under Set Up > Chart of Accounts.

In the example below, the account type 1501: Payables and 1502: Receivables is mapped by Category.

Accounting Chart of Account

Acct Cntr*

TFS-SG

Account Type*

1501:MAP: Pay Fees/Charges

Category*

Refresh

Import

Save

Apply All

Apply Selected

Apply Mapped AccountApply Description

Search

Columns

| <input type="checkbox"/> | Mapped Account ↑↓ | Category ↑↓ | Description ↑↓ |
|--------------------------|---------------------|--------------|----------------|
| <input type="checkbox"/> | <div>11072300</div> | Bank Charges | <div></div> |
| <input type="checkbox"/> | <div></div> | - | <div></div> |

1-2 of 2 records << < 1 > >> 50

Accounting Chart of Account

Acct Cntr* TFS-SG Account Type* 1502:MAR: Receive Fees/Charges

Category*

Refresh Import Save Apply All Apply Selected

Apply Mapped Account Apply Description

| Search Columns | | | |
|---------------------------------|-------------------|--------------|----------------|
| <input type="checkbox"/> | Mapped Account ↑↓ | Category ↑↓ | Description ↑↓ |
| <input type="checkbox"/> | 11072400 | Bank Charges | |
| <input type="checkbox"/> | | - | |
| 1-2 of 2 records << < 1 > >> 50 | | | |

Note that the two account types above can be mapped by the following dimensions:

- Category
- Ccy + Category
- Ctpy + Category
- Portfolio + Category
- Ctpy + Ccy + Category
- Portfolio + Ctpy + Category
- Portfolio + Ccy + Category
- Portfolio + Ctpy + Ccy + Category

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

Fees and Cash Transactions

CHANGE HISTORY

| Date | By | Changes |
|-------------|------|---|
| 30-Apr-2019 | Aya | Created. |
| 15-Nov-2019 | Lyra | Updated screenshots. |
| 28-Jul-2023 | TS | Updated to W6 instructions and screenshots. |