Importing Fees and Cash Transactions (W5)

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.

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	☐

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

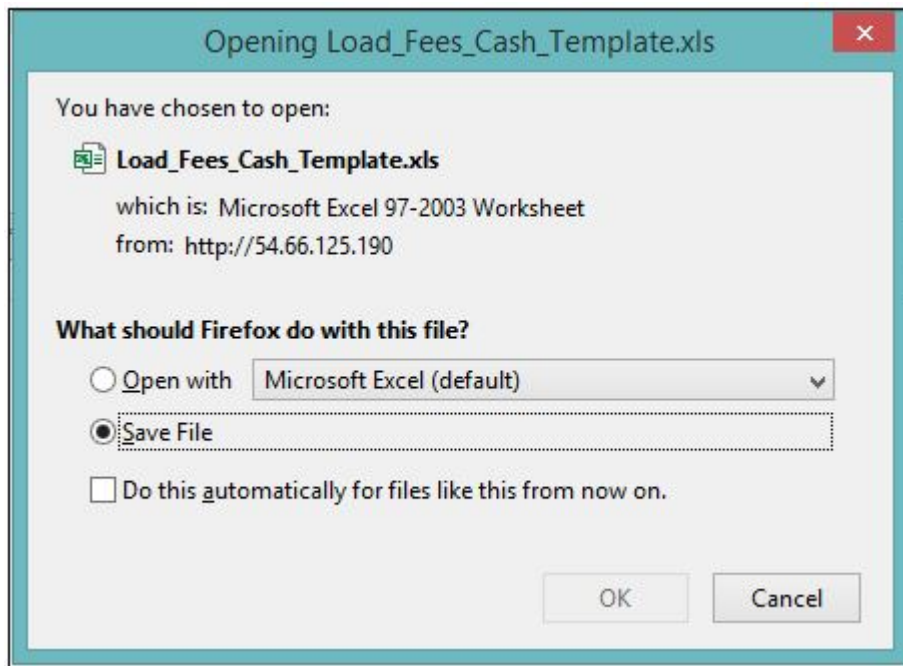### Import Fees and Cash Transactions

dev01
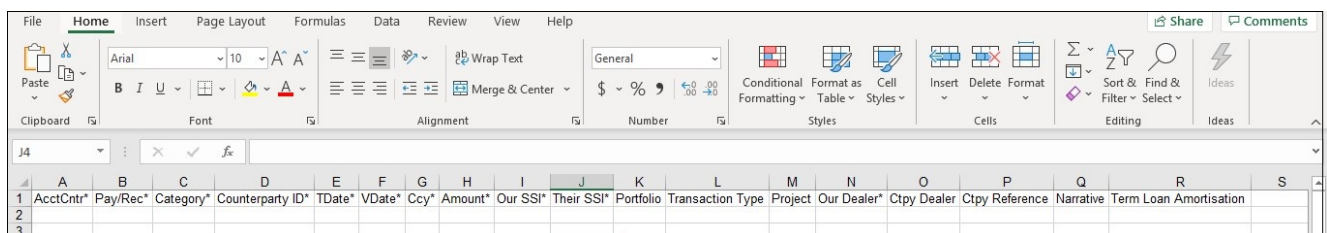
← | Template | Read File ☐

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.

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.

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 Loan
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@12dl2d.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.

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*	TFS-SG		CtpyID			Ccy			Pay/Rec	
Category										

| Refresh | New | Delete | ⬇ | ★ | 🖫 | | | | | |

	Flag	TradeID ▼	Acct Cntr ⇕	Pay/Rec ⇕	Category ⇕	CtpyID ⇕	Due Date ⇕	Ccy ⇕	Amount ⇕
☐	ⓥ ⚠	MAP100002.00	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.

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.

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

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

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.

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.

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

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.

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

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.

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* [1502:MAR: Receive Fees/Charges ▽]

Category* [▽]

[↻ Refresh] [↧ Import] [▯ Save] [▯ Apply All] [▯ Apply Selected]

Apply Mapped Account [   ]   Apply Description [   ]

[🔍 Search]   [☰ Columns]

☐	Mapped Account ↑↓	Category ↑↓	Description ↑↓
☐	11072400	Bank Charges	[ ]
☐	[ ]	-	[ ]

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.