

Basis Rate Administration (W5)

[This version is superseded.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

PURPOSE

This document shows the administration of basis rates on how to lock, approve and unlock basis rates.

WHY IS THIS IMPORTANT?

Basis rate administration is used to lock and approve basis rates maintained in the system. This prevents users from making changes once it is locked.

PROCEDURE

1. From the main menu, select Prices > Interest Rate. Click on Basis Rates button.

Date	Rate
12 Jun 2013	3.147880
31 Jul 2013	3.157400

2. Click Admin. The Basis Rate Administration screen will be displayed.

Basis Rate Administration			
←	Disable	Lock	Unlock
			History

3. In this screen, basis rates can be locked and unlocked. History of when it was locked and unlocked can also be viewed.

4. To lock, tick on the lock checkbox. New field will appear.

Locked To	<input type="text" value="31/07/2013"/>	<input type="checkbox"/> Lock
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5. Input the date when the basis rates will be locked to. In this example, it will be locked to 31/07/2013.

6. Click Lock. Once locked, the Approve link appears.

Locked To	<input type="text" value="31 Jul 2013"/>	<input type="checkbox"/> Approve
Locked To	<input type="text" value="31/07/2013"/>	<input type="checkbox"/> Lock

7. Click Approve. The Approved To date will change. The screen will look like below.

Basis Rate Administration							
<input type="button" value="←"/>	<input type="button" value="Disable"/>	<input type="button" value="Lock"/>	<input checked="" type="checkbox"/>	<input type="button" value="Unlock"/>	<input type="checkbox"/>	<input type="button" value="History"/>	<input type="checkbox"/>
Approved To	<input type="text" value="31 Jul 2013"/>						
Locked To	<input type="text" value="31 Jul 2013"/>						
Locked To	<input type="text" value="31/07/2013"/>	<input type="checkbox"/> Lock					

8. Click Back Button to go back to the Basis Rate Maintenance screen. A prompt will be seen in the screen.

Basis Rate locked to 31 Jul 2013 and approved to 31 Jul 2013.

9. Click Admin to go back to Basis Rate Administration screen. To unlock, tick on the Unlock checkbox. The system displays a date that can be used to determine what date to unlock the basis rates.

10. In this example, we will enter 31/07/2013 as that was the last date when the basis rates were locked.

Basis Rate Administration

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Approved To 31 Jul 2013
 Locked To 31 Jul 2013
 Unlock To

11. Click on the Unlock link beside the date.

12. System will unlock the dates till 31 Jul 2013.

Basis Rate Administration

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Approved To 30 Jul 2013
 Locked To 30 Jul 2013
 Unlock To

13. To check the History, tick on the History checkbox. The history of when the basis rates are locked, unlocked or approved will be displayed.

Basis Rate Administration

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Approved To 30 Jul 2013
 Locked To 30 Jul 2013
 From Date To Date

Timestamp	Action	To Date	By
29 Nov 19 Fri 11:22	Unlock	31 Jul 2013	dev01@12dl2d.com
29 Nov 19 Fri 11:21	Approve	31 Jul 2013	dev01@12dl2d.com
29 Nov 19 Fri 11:21	Lock	31 Jul 2013	dev01@12dl2d.com

14. To disable basis rate administration, click on Disable. Once disabled, all basis rates are unlocked and when the basis rates are updated, they are deemed approved.

FREQUENTLY ASKED QUESTIONS

FAQ01. The system does not allow me to access this module. How can I do this?

Access rights need to be assigned to launch this module. The access rights ID for accessing Basis Rates Administration is 12522. Please contact your

administrator to assign this rights for you.

FAQ02. The system prompts access denied when I select Lock basis rates.

You are not authorized to perform this transaction. The access rights ID is 12523. Please contact your administrator to assign this rights for you.

FAQ03. The system prompts access denied when I select Unlock basis rates.

You are not authorized to perform this transaction. The access rights ID is 12524. Please contact your administrator to assign this rights for you.

FAQ04. The system prompts access denied when I select Approve basis rates.

You are not authorized to perform this transaction. The access rights ID is 12525. Please contact your administrator to assign this rights for you.

FAQ05. The system prompts access denied when I select Disable basis rates admin.

You are not authorized to perform this transaction. The access rights ID is 12526. Please contact your administrator to assign this rights for you.

RELATED INFORMATION

[Maintaining Basis Rates](#)

CHANGE HISTORY

Date	By	Changes
3-Jan-2019	TS	Created.
29-Nov-2019	Lyra	Updated Screenshots.