

Basis Rate Administration

[See previous W5 version guide](#)

PURPOSE

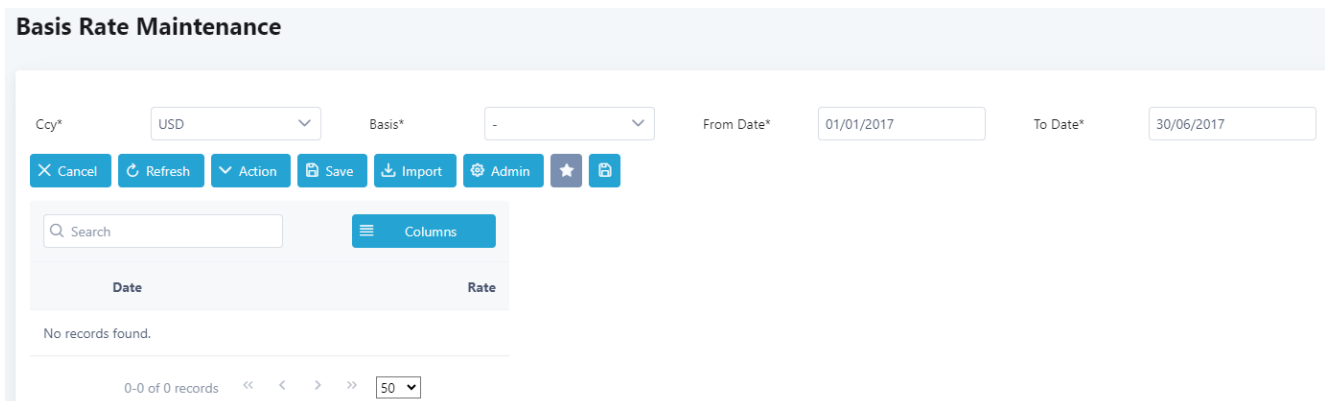
This document shows the administration of basis rates on how to lock, approve and unlock basis rates.

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.



The screenshot shows the 'Basis Rate Maintenance' interface. At the top, there's a header 'Basis Rate Maintenance'. Below it, there are filters: 'Ccy*' with a dropdown set to 'USD', 'Basis*' with a dropdown set to '-', 'From Date*' with a date field '01/01/2017', and 'To Date*' with a date field '30/06/2017'. Below the filters is a row of buttons: 'Cancel', 'Refresh', 'Action', 'Save', 'Import', 'Admin', a star icon, and a trash icon. Below the buttons is a search bar with a magnifying glass icon and a 'Columns' button. Below the search bar is a table with two columns: 'Date' and 'Rate'. The table is currently empty, with the text 'No records found.' below it. At the bottom, there's a pagination bar showing '0-0 of 0 records' and a dropdown menu set to '50'.

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

Basis Rate Administration

✕ Cancel 🔒 Disable Lock ☐ Unlock ☐ History ☐

Approved To

Locked To

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.

Basis Rate Administration

✕ Cancel 🔒 Disable Lock ☒ Unlock ☐ History ☐

Approved To

Locked To

Locked To [Lock](#)

5. Input the date when the basis rates will be locked to. In this example, it will be locked to 24/07/2023.

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

Basis Rate Administration

Lock



Unlock



History



Approved To

Locked To

24 Jul 2023

[Approve](#)

Locked To

24/07/2023

[Lock](#)

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

Basis Rate Administration

Lock



Unlock



History



Approved To

24 Jul 2023

Locked To

24 Jul 2023

Locked To

24/07/2023

[Lock](#)

8. Click Cancel button to return to the Basis Rate Maintenance screen. A message will be displayed on the screen as shown below.

Basis Rate Maintenance

Ccy* Basis* From Date* To Date*

Basis Rate locked to 24 Jul 2023 and approved to 24 Jul 2023.

Date	Rate
No records found.	

0-0 of 0 records << < > >>

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 24/07/2023 as that was the last date when the basis rates were locked.

Basis Rate Administration

Lock ☐
 Unlock ☒
 History ☐

Approved To

Locked To

Unlock To [Unlock](#)

11. Click on the Unlock link beside the date.

12. System will unlock the dates till 24 Jul 2023.

Basis Rate Administration

✕ Cancel

🔒 Disable

Lock

☐

Unlock

☒

History

☐

Approved To

23 Jul 2023

Locked To

23 Jul 2023

Unlock To

24/07/2023

[Unlock](#)

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

✕ Cancel

🔒 Disable

Lock

☐

Unlock

☐

History

☒

Approved To

23 Jul 2023

Locked To

23 Jul 2023

From Date

24/06/2023

To Date

24/07/2023



Timestamp

Action

To Date

By

24 Jul 23 Mon 08:22

Unlock

24 Jul 2023

admin@devent1.com

24 Jul 23 Mon 07:45

Approve

24 Jul 2023

admin@devent1.com

24 Jul 23 Mon 07:44

Lock

24 Jul 2023

admin@devent1.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.

Basis Rate Administration

✕ Cancel

🔒 Enable



The price administration is disabled. All prices are unlocked and 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.
24-Jul-2023	TS	Updated to W6 instructions and screenshots.