# Basis Rate Administration

See previous W5 version guide

## PURPOSE

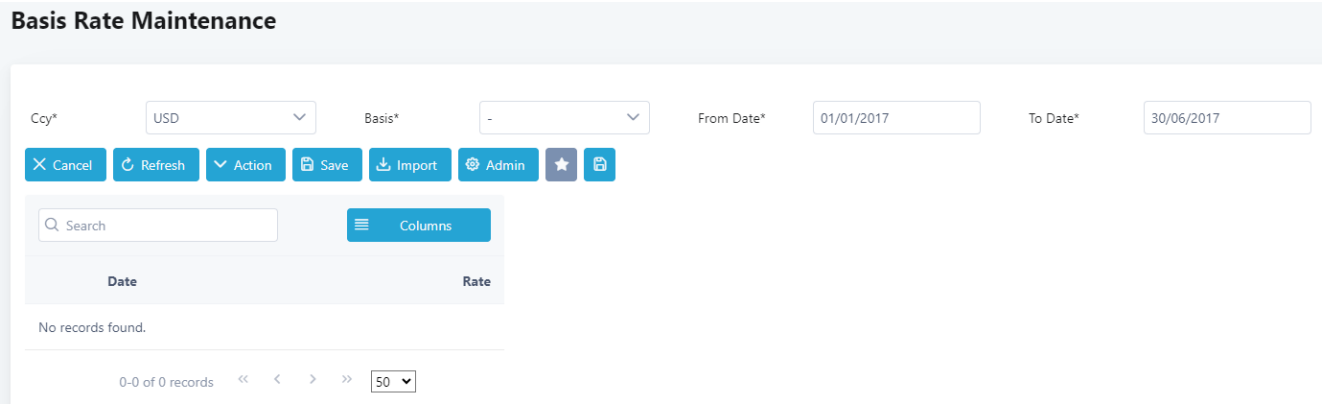
This document shows the administration of basis rates on how to lock, approve and unlock basis rates.

## WHY IS THIS IMPORTANT?

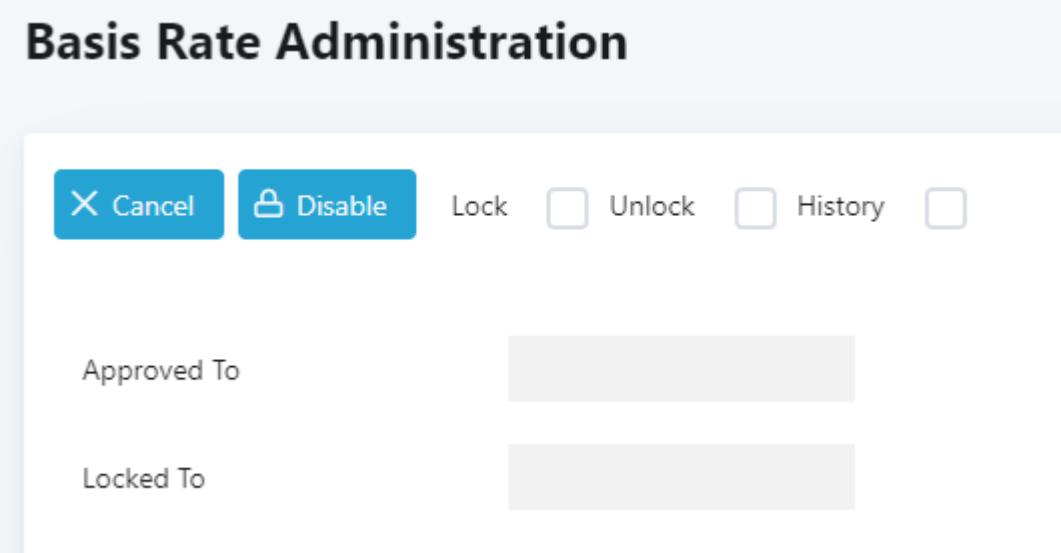
Basis rate administration is used to lock and approve basis rates maintained in the system. This prevents users from making changes once it is locked.

## PROCEDURE

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

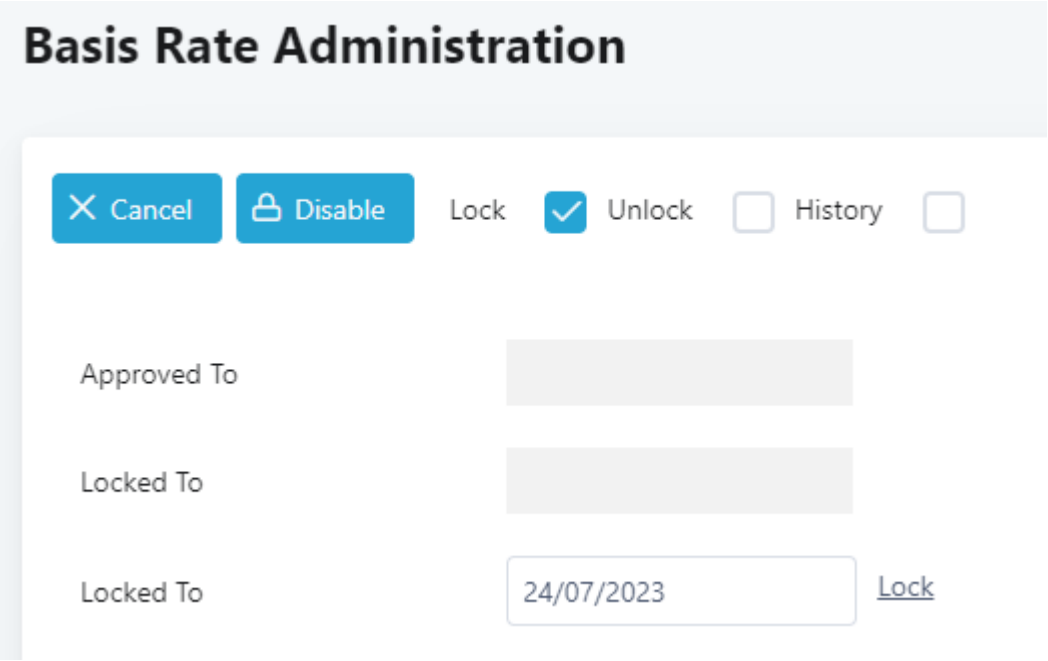



2. Click Admin. The Basis Rate Administration screen will be displayed.



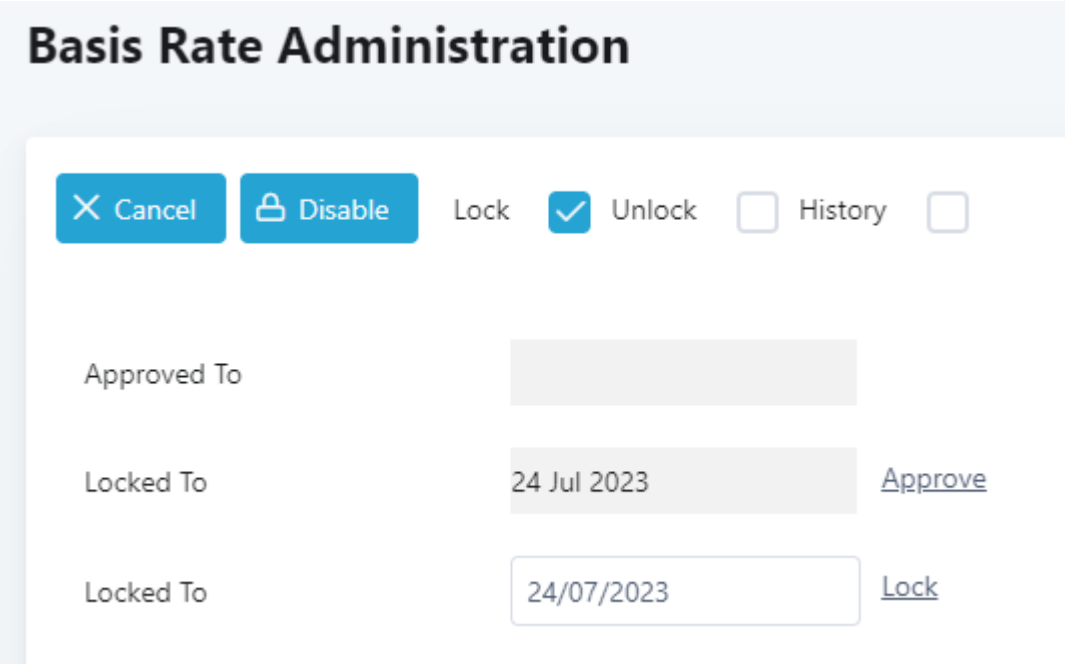

3. In this screen, basis rates can be locked and unlocked. History of when it was locked and unlocked can also be viewed.

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

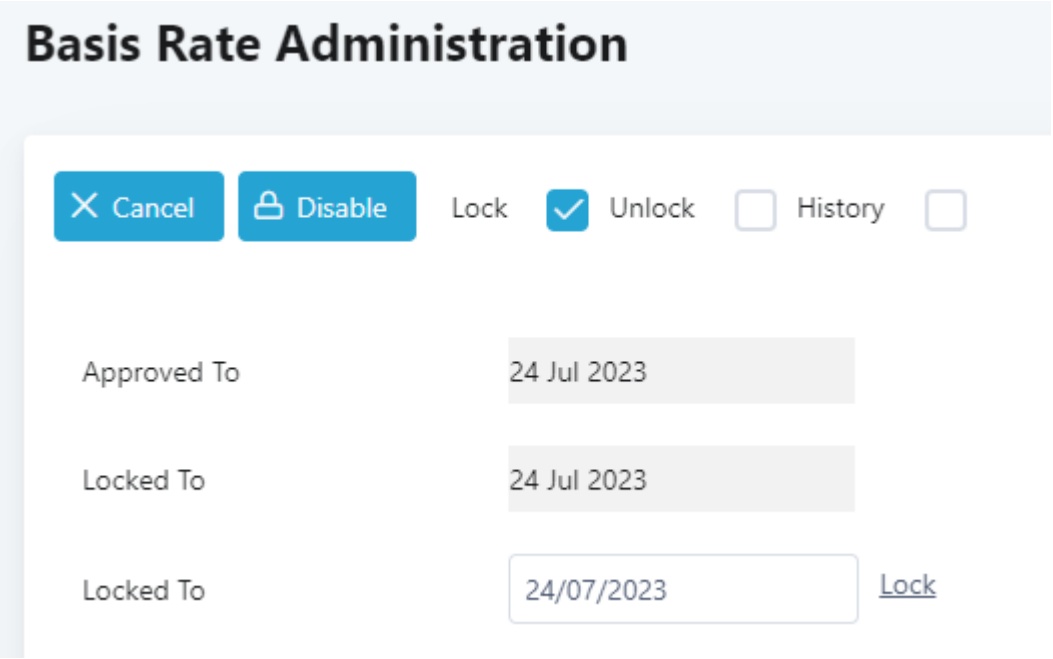



5. Input the date when the basis rates will be locked to. In this example, it will be locked to 24/07/2023.

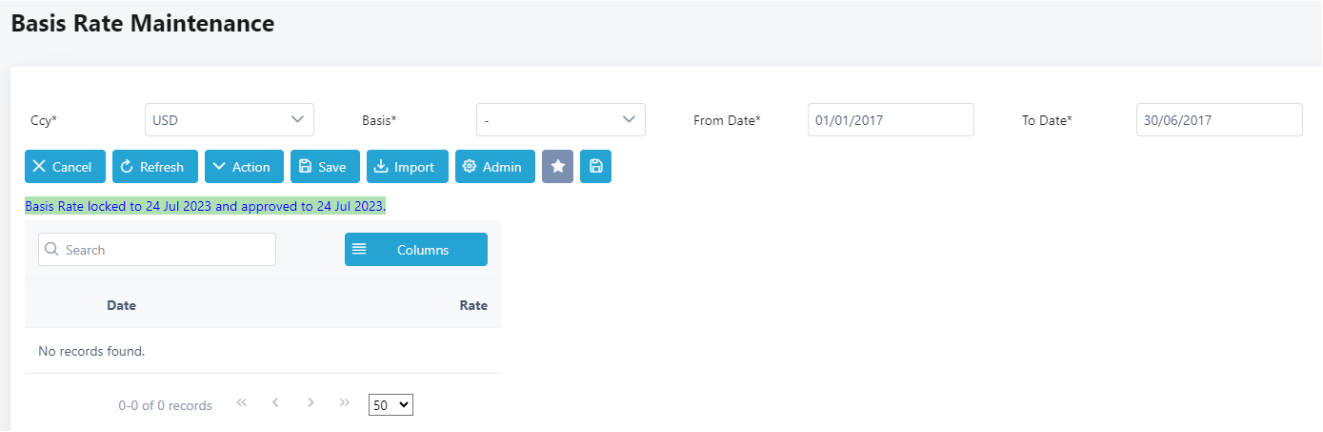
6. Click Lock. Once locked, the Approve link appears.




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

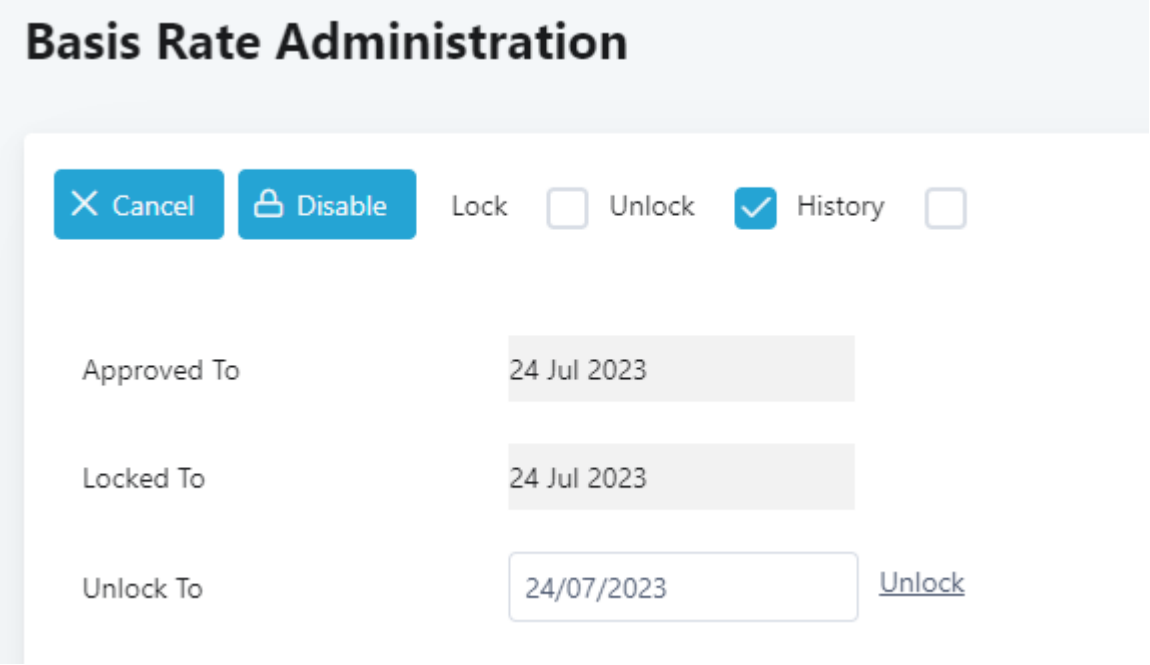



8. Click Cancel button to return to the Basis Rate Maintenance screen. A message will be displayed on the screen as shown below.



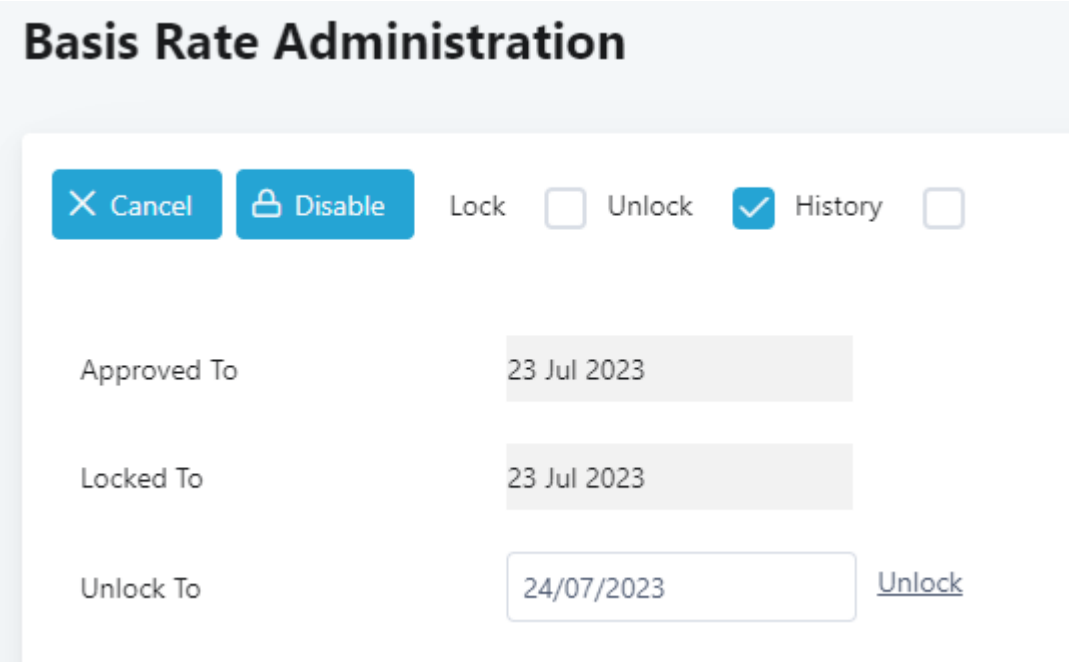

9. Click Admin to go back to Basis Rate Administration screen. To unlock, tick on the Unlock checkbox. The system displays a date that can be used to determine what date to unlock the basis rates.

10. In this example, we will enter 24/07/2023 as that was the last date when the basis rates were locked.

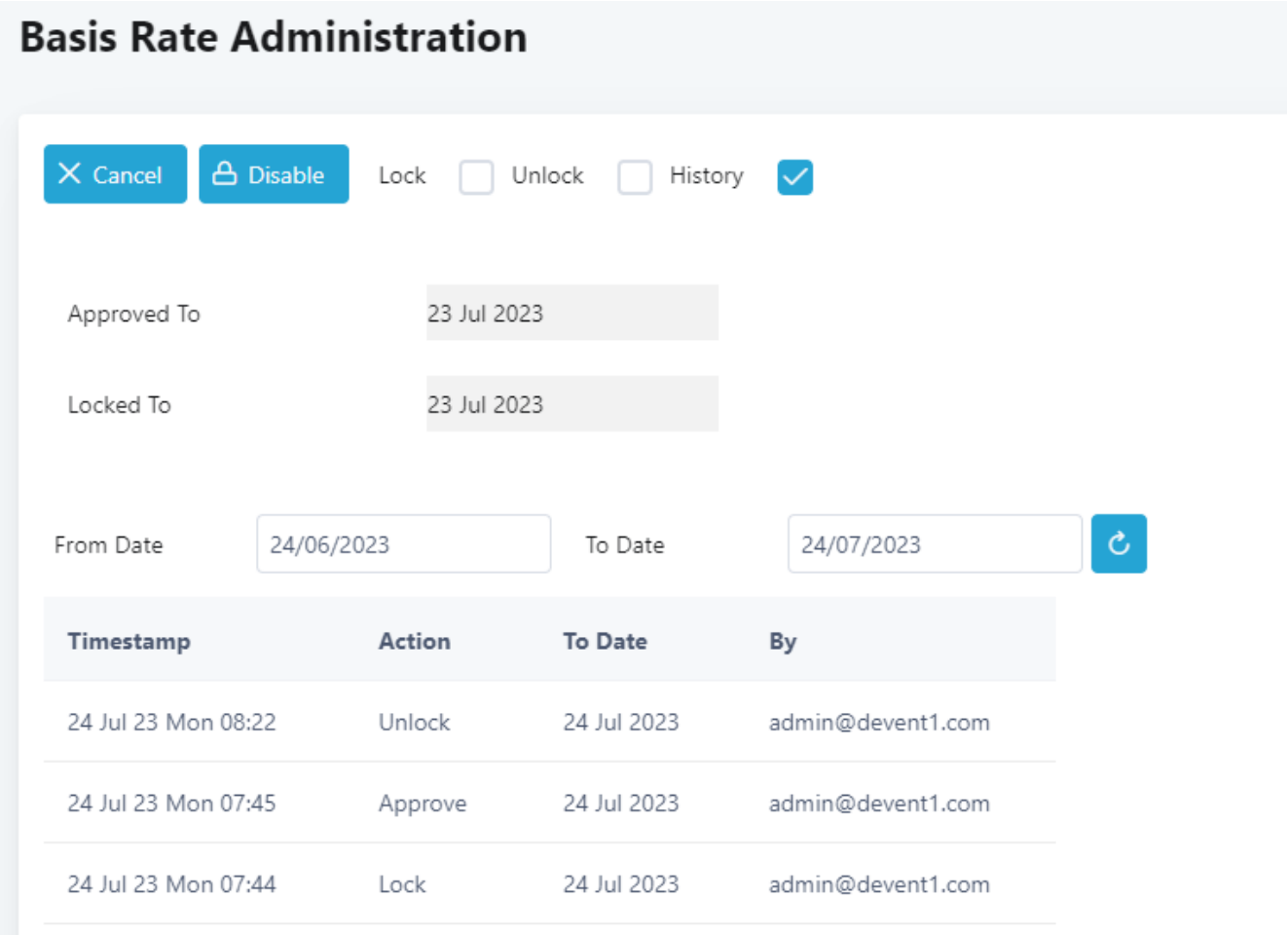



11. Click on the Unlock link beside the date.

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

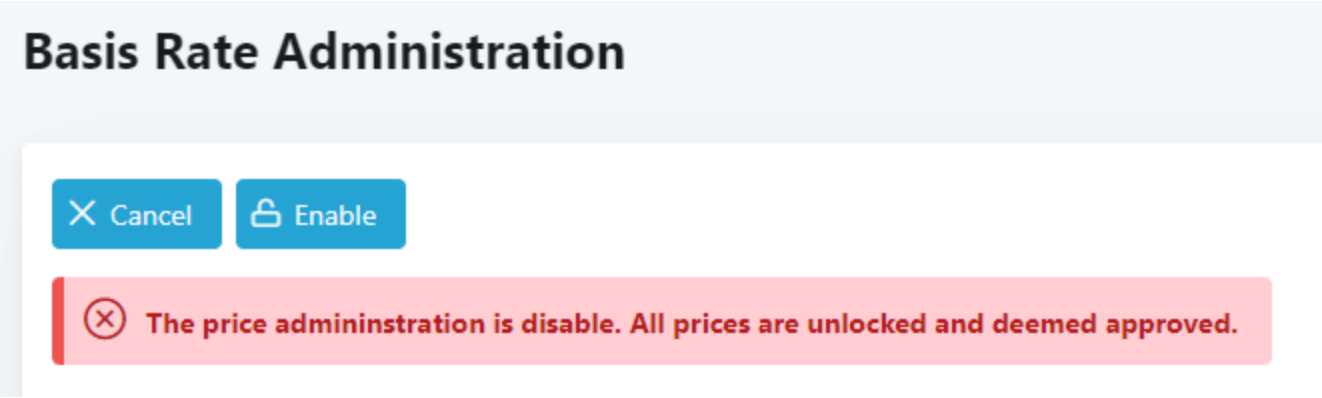



13. To check the History, tick on the History checkbox. The history of when the basis rates are locked, unlocked or approved will be displayed.




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. |
| 24-Jul-2023 | TS | Updated to W6 instructions and screenshots. |