

Call/ Sweep Set Up (W5)

[This version is superseded.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

PURPOSE

This is a detailed procedure on how to set up relationship for call with inter-company or external counterparty and bank sweeping.

WHY IS THIS IMPORTANT?

Relationship set up is required before any transactions/ activities can be booked or captured.

PROCEDURE

1. From the main menu, select Transaction > Call/Sweep. Click on Set Up.
2. The following page displays.



The screenshot shows the 'Call/Sweep Set Up' form. At the top, there are two dropdown menus: 'Acct Cntr*' with the value 'TFS-SG' and 'Ccy'. Below these are several buttons: a back arrow, 'Refresh', 'New', 'Delete', 'Approve', 'Import', a download icon, a star icon, and a save icon. The main part of the form is a table with columns: 'App?' (dropdown), 'Type' (dropdown), 'Shortname' (text input), 'Acct Cntr' (dropdown), 'Entity/Grouping' (dropdown), 'Ccy' (dropdown), and 'Bank' (dropdown). Below the table, it says 'No records found.' At the bottom, there are pagination controls: '<< < > >>' and a page number '50' with a dropdown arrow.

3. To set up a new relationship, click New. The following page displays.

New Call/Sweep Set up

| | |
|---------------------|-------------------------------------|
| Type* | <input type="text" value=""/> |
| Short Name* | <input type="text" value=""/> |
| Acct Cntr* | <input type="text" value="TFS-SG"/> |
| Entity/Grouping* | <input type="text" value=""/> |
| Ccy* | <input type="text" value="SGD"/> |
| Bank | <input type="text" value=""/> |
| Lend Ratebasis | <input type="text" value=""/> |
| Borrow Ratebasis | <input type="text" value=""/> |
| Portfolio | <input type="text" value=""/> |
| Show Advance Fields | <input type="checkbox"/> |

4. There are three types of set up that you can create in this page. Fields marked with asterisk (*) are mandatory.

i. Interco Call

Select the Type as Interco Call.

Input a short name for the inter-company call set up. Give a meaningful short name based on the purpose of creating this relationship. For example, we will set up relationship between Co.A and Co.B, we will use Co.A – Co.B.

Choose the principal accounting centre which would initiate the transaction. In this example, Co.A. If you have a default accounting centre set up, the Acct Cntr field will display the default accounting centre.

Under Entity/Grouping, choose the member for the relationship set up. It can be a single accounting centre or group of accounting centres. In this example, it will be Co.B. The Entity/Grouping needs to be set up before it

appears in the dropdown. For instructions to do this, read

[How to Set Up Accounting Centre](#) and [Create Accounting Centre Groups and Assigning Members](#)

Select the currency for the inter-company transaction in the Ccy field.

Next, specify the Lend Ratebasis and Borrow Ratebasis if interest rates are applied for lending and borrowing transactions between the inter-company pair. Note that this is not always the case, so it can also be left blank. Lend Ratebasis and Borrow Ratebasis are user-definable set up. This is done at Set Up > User Definable > Float Basis. For more details, see [How to Create User Definable Field](#). The maintenance of the interest rates for Lend Ratebasis and Borrow Ratebasis can be done at Prices > Interest Rates > Basis Rates. See user guide on [how to maintain basis rates](#).

Note that the rates maintained for the Lend Ratebasis and Borrow Ratebasis are globally used by any relationship pair who set to the same Lend Ratebasis and Borrow Ratebasis. If one entity has different rates with each relationship pair, one can set the margin rates on top of the Lend Ratebasis and Borrow Ratebasis. Click to see more details on how to [maintain margin rates](#).

New Call/Sweep Set up

| | |
|---------------------|--------------------------|
| Type* | Interco Call |
| Short Name* | Co.A - Co.B |
| Acct Cntr* | Co.A |
| Entity/Grouping* | Co.B |
| Ccy* | SGD |
| Bank | |
| Lend Ratebasis | Interco Lend Rate |
| Borrow Ratebasis | Interco Borrow Rate |
| Portfolio | |
| Show Advance Fields | <input type="checkbox"/> |

At this point, the relationship set up can be created by clicking the Create button. There are other fields that you can fill out in the Advance fields.

Tick on Show Advance Fields.

| | |
|---------------------|-------------------------------------|
| Show Advance Fields | <input checked="" type="checkbox"/> |
| Maturity | dd/mm/yyyy |
| Tenor (Days) | |
| Journal Lend/Borrow | |
| Suppress Cash Flow? | <input type="checkbox"/> |

Under Journal Lend/Borrow field, you can choose how you wish the system to journal for accounting purposes.

| Value | Remarks |
|--------|---|
| Borrow | System journals based on borrow chart of account. |
| Lend | System journals based on lend chart of account. |
| None | No journals will be generated. |

You can also choose to suppress the cash flow by ticking on the checkbox Suppress Cash flow. Default is not

ticked.

When completed, click Create.

To complete the relationship set up, click on the tick box of the newly created relationship and click Approve on the Call/ Sweep Set Up screen.

To amend Call/ Sweep Set Up, click on the short name of the relationship set up to drill down to the Amend screen.

Make the amendments accordingly. Note that the Type, Short Name, Acct Cntr, Entity/Grouping, Ccy and Bank are not editable when there are already transactions booked. Delete the transactions booked under this relationship set up before amending it.

ii. External Counterparty Call

To set up External Counterparty Call, from the Call/Sweep menu click Set Up.

Call/Sweep Set Up

Acct Cntr* TFS-SG Ccy

← Refresh New Delete Approve Import ↓ ★

| App? ▾ | Type ▾ | Shortname ▾ | Acct Cntr ▾ | Entity/Grouping ▾ | Ccy ▾ | Bank ▾ |
|-------------------|--------|-------------|-------------|-------------------|-------|--------|
| No records found. | | | | | | |

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Click New.

Select the Type as External Ctpy Call.

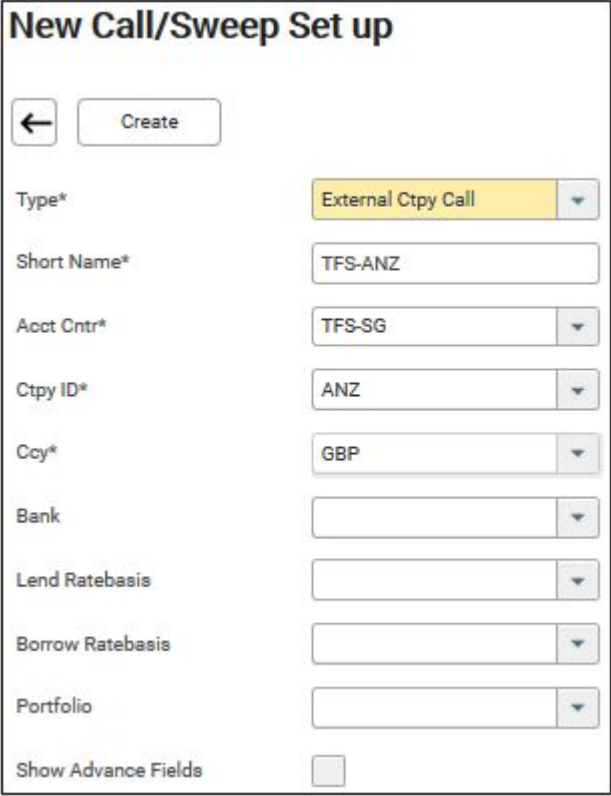
Type the preferred short name. Give a meaningful short name, in this example, we will be dealing with an external company.

Choose the Accounting Centre from the dropdown.

Select the Ctpy ID and the Currency.

Next, specify the Lend Ratebasis and Borrow Ratebasis if interest rates will be applied for lending and borrowing between counterparties. Note that this is not always the case so this can be left blank.

Note that the rates maintained for the Lend Ratebasis and Borrow Ratebasis are globally used by any relationship pair who set to the same Lend Ratebasis and Borrow Ratebasis. If one entity has different rates with each relationship pair, one can set the margin rates on top of the Lend Ratebasis and Borrow Ratebasis. Click to see more details on how to [maintain margin rates](#).



The screenshot shows a web form titled "New Call/Sweep Set up". At the top left, there is a back arrow button and a "Create" button. The form contains several fields, each with a label and a value or a dropdown menu:

- Type*: External Ctpy Call (dropdown menu)
- Short Name*: TFS-ANZ (text input)
- Acct Cntr*: TFS-SG (dropdown menu)
- Ctpy ID*: ANZ (dropdown menu)
- Ccy*: GBP (dropdown menu)
- Bank: (empty dropdown menu)
- Lend Ratebasis: (empty dropdown menu)
- Borrow Ratebasis: (empty dropdown menu)
- Portfolio: (empty dropdown menu)
- Show Advance Fields: ☐ (checkbox)

Click Create.

Tick the checkbox beside N. Click Approve.

Call/Sweep Set Up

Acct Cntr* TFS-SG Ccy

← Refresh New Delete Approve Import ↓ ★

| | App? ▾ | Type ▾ | Shortname ▾ | Acct Cntr ▾ | Entity/Grouping ▾ | Ccy ▾ | Bank ▾ |
|-------------------------------------|--------|--------------------|-------------|-------------|-------------------|-------|--------|
| <input checked="" type="checkbox"/> | N | External Cpty Call | TFS-ANZ | TFS-SG | ANZ | GBP | |

1 50 ▾

Once a popup appears, click OK.

✕

⚠ Confirm approving selected item?

OK Cancel

To see how to apply facility limit to the external counterparty call, please see [Applying Call Sweep Facility Limit](#).

iii. Bank Sweep Group

Select the type as Bank Sweep Group. The following fields display.

New Call/Sweep Set up

← Create

Type* Bank Sweep Group ▾

Sweep Group* ▾

Acct Cntr* ▾

Ccy* ▾

Bank ▾

Lend Ratebasis ▾

Borrow Ratebasis ▾

Portfolio ▾

Show Advance Fields ☐

When you select a particular bank sweep group, system populates the grey out fields: Acct Cntr, Ccy and Bank.

| | | |
|--------------|----------|---|
| Sweep Group* | ZBAL-SGD | ▼ |
| Acct Cntr* | TFS-SG | ▼ |
| Ccy* | SGD | ▼ |
| Bank | CITI-SG | ▼ |

Please note that list of items in the Sweep Group drop down must first be set up in the SSI Bank Sweep Group. See [Accounting Centre SSI Group](#) set up.

The items will exclude other bank sweep group that has already be created under another relationship set up.

Tick on the Show Advance Fields.

Under Journal Lend/Borrow, select None to prevent system from generating journals for accounting.

You can also suppress cash flow by ticking on the Suppress Cash Flow check box.

←

Create

Type*

Bank Sweep Group

▼

Sweep Group*

ZBAL-SGD

▼

Acct Cntr*

TFS-SG

▼

Ccy*

SGD

▼

Bank

CITI-SG

▼

Lend Ratebasis

▼

Borrow Ratebasis

▼

Portfolio

▼

Show Advance Fields

☒

Maturity

dd/mm/yyyy

Tenor (Days)

Journal Lend/Borrow

None

▼

Suppress Cash Flow?

☒

When completed, click Create.

To complete the relationship set up, click on the tick box of the newly created relationship and click Approve on the Call/ Sweep Set Up screen.

To amend Call/ Sweep Set Up, click on the short name of the relationship set up to drill down to the Amend screen.

Make the amendments accordingly. Note that the Type and Sweep Group are not editable when there are already sweep activities booked. Delete the activities booked under this relationship set up before amending it.

5. To return to Interco/ Call Deposit main screen, click Back Button on the Call/ Sweep Set Up screen.

RELATED INFORMATION

[Maintaining Basis Rates](#)

[Call/ Sweep Margin](#)

CHANGE HISTORY

| Date | By | Changes |
|-------------|----------|--|
| 22-Feb-2016 | Clarissa | Written. Formatted. |
| 12-Jun-2016 | Douglas | Proofread. |
| 7-Oct-2016 | TS | Updated. |
| 31-Oct-2016 | TS | Updated. New instructions on call/ sweep set up. |
| 7-Apr-2017 | Clarissa | Added detailed instructions to ii. |
| 21-Nov-2019 | Lyra | Updated Screenshots. |