

# Contingent Liability Charges/Refund (W5)

[This version is superseded.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

## **PURPOSE**

This document shows the detailed procedure for maintaining any charges or refund amount for contingent liability.

## **WHY IS THIS IMPORTANT?**

This allows capturing of any charges or refund amount associated with the contingent liability in the system.

## **PROCEDURE**

1. From the Main Menu, select Transaction > Contingent Liability.

The screenshot shows the 'Contingent Liability' form. At the top, there are input fields for 'Acct Cntr\*' (set to 'TFS-SG'), 'End Date Fr\*' (set to '14/11/2019'), 'End Date To' (placeholder 'dd/mm/yyyy'), 'Issue/Accept', and 'Type'. Below these are 'Trade ID', 'Narrative', and 'Include Deleted' (checkbox). A row of buttons includes 'Refresh', 'New', 'Delete', and three icons (download, star, save). The main table has columns: 'Flag', 'TradeID', 'Acct Cntr', 'Issuer', 'Ccy', 'Amount', 'End Date', 'Start Date', 'Category', and 'Narrative'. The table is currently empty, with the message 'No records found.' at the bottom. A pagination bar at the very bottom shows '50' records per page.

2. Select the Acct Cntr and End Date From to filter out the trades. Click Refresh.

### Contingent Liability

Acct Cntr\* TFS-SG

End Date Fr\* 01/01/2017

End Date To dd/mm/yyyy

Issue/Accept

Type

Trade ID

Narrative

Include Deleted

Refresh

New

Delete



	Flag	TradeID	Acct Cntr	Issuer	Ccy	Amount	End Date	Start Date	Category	Narrative
<input type="checkbox"/>		<a href="#">GRT100001.00</a>	TFS-SG		SGD	500,000.00	1 May 2018	1 May 2017	Banker Guarantee	
<input type="checkbox"/>		<a href="#">GRT100002.00</a>	TFS-SG		SGD	500,000.00	5 Apr 2018	5 Apr 2017	Banker Guarantee	
<input type="checkbox"/>		<a href="#">GRT100003.00</a>	TFS-SG		SGD	700,000.00	7 Mar 2018	7 Mar 2017	SBLC	
<input type="checkbox"/>		<a href="#">GRT100004.00</a>	TFS-SG		SGD	100,000.00	7 Feb 2018	7 Feb 2017	SBLC	
<input type="checkbox"/>		<a href="#">GRT100005.00</a>	TFS-SG		SGD	49,000.00	24 Jan 2018	24 Jan 2017	Banker Guarantee	
<input type="checkbox"/>		<a href="#">GRT100006.00</a>	TFS-SG		SGD	49,000.00	10 Jan 2018	10 Jan 2017	Corporate Guarantee	
<input type="checkbox"/>		<a href="#">GRT100007.00</a>	TFS-SG		SGD	49,000.00	3 Jan 2018	3 Jan 2017	Performance Bond	
<input type="checkbox"/>		<a href="#">GRT100009.00</a>	TFS-SG	DBS-SG	SGD	10,000,000.00	17 Feb 2018	17 Feb 2017	Banker Guarantee	
<input type="checkbox"/>		<a href="#">GRT100010.00</a>	TFS-SG	DBS-SG	SGD	20,000,000.00	17 Jun 2018	17 Jun 2017	Banker Guarantee	

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3. Choose the TradeID where the charges or refund will be maintained. Click on the TradeID.

## Amend Contingent Liability

Trade ID	GRT100009.00		
Issue/Accept*	<input type="text" value="Issue"/>		
Type*	<input type="text" value="Banker Guarantee"/>		
Accounting Centre*	<input type="text" value="TFS-SG"/>		
On Behalf	<input type="text" value="TFS-SG"/>		
Ccy*	<input type="text" value="SGD"/>		
Amount*	<input type="text" value="10,000,000.00"/>		
Start Date*	<input type="text" value="17/02/2017"/>		
End Date*	<input type="text" value="17/02/2018"/>		
Facility	<input type="text" value="TFS-SG/DBS-SG OBS"/>		 Available:SGD 28.35m ( 100.0%)
Issuer	DBS-SG		
Beneficiary*	<input type="text" value="Supplier A"/>		
Claim Date*	<input type="text" value="13/03/2018"/>		
Advising Bank	<input type="text"/>		
<input type="button" value="Soft Amend"/>			
Tolerance%*	<input type="text" value="0"/>		
Limit Release*	<input type="text" value="Auto"/>		
Portfolio	<input type="text"/>		

4. Click Charges/Refund. The below screen displays.

Contingent Liability Charges/Refund dev01 



Trade ID GRT100009.00

Date*	Type*	Ccy*	Pay (-ve)/Rec (+ve)*	Remarks	
No records found.					

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5. Click Add Button to add new charges.

6. Enter information required. Fields with asterisk (\*) are mandatory.

Note: Type field is user definable. The format can be [Text 1]:[Text 2] or [Text 1].

In this example, “Bank Charges” is selected. This can be created under Set Up > User Definable > Contingent Liability Charges/Refund Type. For more details on how to create user definable, see [here](#).

The screenshot shows the 'Contingent Liability Charges/Refund' form. At the top, there is a 'Save' button and a 'Trade ID' field with the value 'GRT100009.00'. Below this is a table with columns: Date\*, Type\*, Coy\*, Pay (-ve)/Rec (+ve)\*, Remarks, and a plus button. The first row contains the date '20/05/2016', the type 'Bank Charges', the currency 'SGD', and a value of '-50'. At the bottom, there are navigation buttons and a total value of '50'.

Date*	Type*	Coy*	Pay (-ve)/Rec (+ve)*	Remarks	
20/05/2016	Bank Charges	SGD	-50		+

7. To add more charges or refund type, click Add Button. To remove, click Minus Button.

8. When completed, click Save.

9. A message saying that saving was successful will be displayed.

This screenshot is identical to the previous one, but with a blue box highlighting the message 'Charges/Refund successfully saved.' in the top left corner of the form.

10. Click Back Button to return to Amend Contingent Liability screen. Click Back Button from the Amend Contingent Liability screen to return to Contingent Liability screen.

## **FREQUENTLY ASKED QUESTIONS**

## **RELATED INFORMATION**

[Create and Amend Contingent Liability](#)

## **CHANGE HISTORY**

Date	By	Changes
15-Feb-2008	-	Created
8-Sep-2017	Clarissa	Reformatted. Rewritten.
14-Nov-2019	Lyra	Updated Screenshots.