

Create and Amend Non Deliverable Forward

[See previous W5 version guide](#)

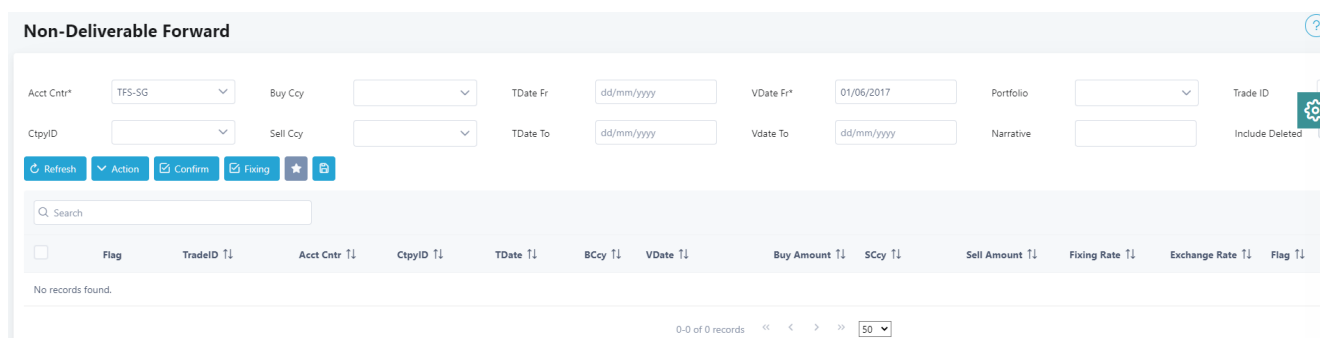
PURPOSE

This document describes how to create and amend non-deliverable forward.

PROCEDURE



1. From the main menu, select Transaction > Non-Deliverable Fwd. The launch screen appears.



The screenshot shows the 'Non-Deliverable Forward' application interface. At the top, there is a title bar with a question mark icon. Below the title bar, there are several input fields for data entry: 'Acct Cntr*' (dropdown menu with 'TFS-SG' selected), 'Buy Coy' (dropdown menu), 'TDate Fr' (text input with 'dd/mm/yyyy' placeholder), 'VDate Fr*' (text input with '01/06/2017' value), 'Portfolio' (dropdown menu), and 'Trade ID' (text input with a gear icon). Below these are 'CtpyID' (dropdown menu), 'Sell Coy' (dropdown menu), 'TDate To' (text input with 'dd/mm/yyyy' placeholder), 'Vdate To' (text input with 'dd/mm/yyyy' placeholder), 'Narrative' (text input), and 'Include Deleted' (checkbox). A row of action buttons is visible: 'Refresh' (circular arrow), 'Action' (dropdown arrow), 'Confirm' (checkmark), 'Fixing' (envelope), a star icon, and a trash icon. Below the buttons is a search bar with a magnifying glass icon and the text 'Search'. A table header is visible with columns: 'Flag', 'TradeID', 'Acct Cntr', 'CtpyID', 'TDate', 'BCoy', 'VDate', 'Buy Amount', 'SCoy', 'Sell Amount', 'Fixing Rate', 'Exchange Rate', and 'Flag'. Below the table header, it says 'No records found.' At the bottom right, there is a pagination control showing '0-0 of 0 records' and a dropdown menu with '50' selected.

2. Click on Action and select New.

New Non-Deliverable Forward

Accounting Centre*	TFS-SG	▼
TDate*	20/04/2023	
VDate*	dd/mm/yyyy	
Fixing Date*	dd/mm/yyyy	
Fixing Basis*	Default	▼
Transaction*	-	▼
Ccy*		▼
Amount*		
Against Ccy*	SGD	▼
Spot Reference Rate*		
Forward Points	0.0000	
Contract Rate		
Countervalue		<input type="button" value="↺"/>
Facility*		<input type="button" value="↺"/>
Counterparty ID		
Portfolio		▼
Show Advance	<input type="checkbox"/>	

Comparative Quotes

Counterparty		▼	<input type="button" value="⊕"/>
Rate			<input type="button" value="⊖"/>

Counterparty	Rate
No records found.	

3. Fill in the fields as required.

4. Accounting centre would have been defaulted to the user's accounting centre. If not, it will be left blank. Choose the Accounting Centre from the dropdown.

5. Key in the TDate (Trade Date), the VDate (Value Date) and the Fixing Date. The trade date is defaulted to the system date and cannot be a future date. However,

you may change it to earlier date. Fixing Date is the date on which the comparison between the NDF rate and the prevailing spot rate was made.

6. Choose the Fixing Basis. The user can determine the timestamp when or where the fixing rate is based on. This is user-definable. For details on how to set up a user-definable field, click [How to Create User Definable Field](#).

7. The transaction can either be Buy or Sell. In this example, Buy will be selected.

8. Choose the Buy/Sell Currency.

9. Type in the Buy/Sell amount.

10. Select the Against Currency. In this example, SGD will be chosen.

11. Enter the spot reference rate.

12. Type in the forward points, if any; the default is 0.

13. Click on Refresh Button beside the Countervalue field. The Contract Rate and Countervalue field will be auto populated.

New Non-Deliverable Forward

Cancel

Book

Import

Accounting Centre*

TFS-SG

TDate*

20/04/2023

VDate*

19/05/2023

Fixing Date*

17/05/2023

Fixing Basis*

Default

Transaction*

Buy

Ccy*

IDR*

Amount*

10,000,000,000.00

Against Ccy*

SGD

Spot Reference Rate*

10,950.000000

Forward Points

0.0000

Contract Rate

10,950.000000

Countervalue

913,242.01



14. Click Refresh beside the Facility field. Once the screen refreshes, the facilities available will show in the dropdown. Choose a facility to book the NDF transaction. As you do this, the system will re-compute the limit that is available for booking this transaction.

15. After Facility is selected, the Counterparty ID auto populates.

The screenshot shows a form with the following fields and values:

- Facility*: TFS - CITI-SG:NDF (dropdown menu) with a refresh icon and a blue button. Available: IDR* 299,400.00m (100.0%)
- Counterparty ID: CITI-SG (text input)
- Portfolio: (empty dropdown menu)
- Show Advance:

Below the main form is a section titled "Comparative Quotes" with two input fields:

- Counterparty: (empty dropdown menu) with a blue "+" icon
- Rate: (empty text input) with a red "-" icon

To the right of these inputs is a table with the following structure:

Counterparty	Rate
No records found.	

16. At this point, the transaction can be booked; however, Portfolio may also be filled out. Portfolio is used for transaction tagging that can be used for grouping transactions by portfolio in some CS Lucas reports. To set up portfolio, [click here](#).

17. If the Show Advance tick box is checked, the screen expands.

The screenshot shows the form with "Show Advance" checked. The expanded fields are:

- Show Advance:
- Transaction Type: (empty dropdown menu)
- Project: (empty dropdown menu)
- Our Dealer: admin@devent1.com (dropdown menu)
- Ctpy Dealer: (empty text input)
- Narrative: (empty text area)
- Skip Holidays:

The "Comparative Quotes" section and table are identical to the previous screenshot.

18. These are non-contractual fields. They are optional and you can fill in the fields, if necessary.

19. Click Book to complete the transaction.

20. Select and filter the accounting centre and VDate Fr accordingly and click Refresh. The launch screen will show the transaction.

Non-Deliverable Forward

Acct Cntr* Buy Ccy TDate Fr VDate Fr* Portfolio Trade ID

CtpyID Sell Ccy TDate To Vdate To Narrative Include De

<input type="checkbox"/>	Flag	TradeID ↑↓	Acct Cntr ↑↓	CtpyID ↑↓	TDate ↑↓	BCcy ↑↓	VDate ↑↓	Buy Amount ↑↓	SCcy ↑↓	Sell Amount ↑↓	Fixing Rate ↑↓	Exchange Rate ↑↓	Fi
<input type="checkbox"/>		NDF100013.00	TFS-SG	CITI-SG	20 Apr 2023	IDR*	19 May 2023	10,000,000,000.00	SGD	913,242.01	0.000000	10,950.000000	

1-1 of 1 records << < 1 > >> 50 ▾

21. To amend NDF, click on the Edit button of the transaction. In this example, the transaction previously entered will be selected.

Amend Non-Deliverable Forward

Cancel
Update
File/Note

Trade ID: NDF100013.00

Accounting Centre*: TFS-SG

TDate*: 20/04/2023

VDate*: 19/05/2023

Fixing Date*: 17/05/2023

Fixing Basis*: Default

Transaction*: Buy

Ccy*: IDR*

Amount*: 10,000,000,000.00

Against Ccy*: SGD

Spot Reference Rate*: 10,950.000000

Forward Points: 0.0000

Contract Rate: 10,950.000000

Countervalue: 913,242.01

Facility*: TFS - CITI-SG:NDF Available: IDR* 299,400.00m (100.0%)

Counterparty ID: CITI-SG

Soft Amend

Portfolio:

Transaction Type: -

Project: -

Our Dealer: admin@devent1.com

Ctpy Dealer:

Narrative:

Skip Holidays:

Comparative Quotes

Counterparty	Rate
No records found.	

Trade Change History

TradeID:NDF100013.00 By:admin@devent1.com At:20 Apr 2023 03:41:58

22. On this screen, non-contractual details are under the Soft Amend Button. If Portfolio, Transaction Type, Project, Ctpy Dealer and Narrative needs to be changed, use Soft Amend. When soft amend is used, the transaction ID's suffix will not change. Therefore, no re-authorization and re-verification is required.

23. Contractual details are hard amend, and need re-authorization and re-verification to take effect. The suffix of the Trade ID changes as well.

24. In this example, Amount and Spot Reference Rate will be changed, requiring a hard amend.

25. Click Refresh Button in Countervalue. The Contract Rate and Countervalue will be recomputed.

Amend Non-Deliverable Forward

Cancel

Update

File/Note

Trade ID	NDF100013.00
Accounting Centre*	TFS-SG
TDate*	20/04/2023
VDate*	19/05/2023
Fixing Date*	17/05/2023
Fixing Basis*	Default
Transaction*	Buy
Ccy*	IDR*
Amount*	12,000,000,000.00
Against Ccy*	SGD
Spot Reference Rate*	11,950.000000
Forward Points	0.0000
Contract Rate	11,950.000000
Countervalue	1,004,184.10
Facility*	TFS - CITI-SG:NDF
Counterparty ID	CITI-SG

Available:IDR* 299,400.00m (100.0%)

26. Click Update. When a popup appears, click Yes.

Confirmation



Confirm amending the transaction?

✓ Yes ✕ No

27. The launch screen will show the amended trade and will show the change in the Trade ID.

Non-Deliverable Forward

Acct Cntr* TFS-SG Buy Coy [] TDate Fr dd/mm/yyyy VDate Fr* 02/01/2023 Portfolio [] Trade ID []
CtpyID [] Sell Coy [] TDate To dd/mm/yyyy VDate To dd/mm/yyyy Narrative [] Include Deleted []

Refresh Action Confirm Fixing [] [] [] []

Search []

Flag	TradeID	Acct Cntr	CtpyID	TDate	BCoy	VDate	Buy Amount	SCoy	Sell Amount	Fixing Rate	Exchange Rate	Flag
	NDF100013.01	TFS-SG	CITI-SG	20 Apr 2023	IDR*	19 May 2023	12,000,000,000.00	SGD	1,004,184.10	0.000000	11,950,000,000	

1-1 of 1 records << < 1 > >> 50

FREQUENTLY ASKED QUESTIONS

FAQ01. I encountered an error saying the limit was exceeded.

System will prompt you upon booking the trade if counterparty limit is exceeded. However, if you have the rights 13618 - Book NDF Trades that exceed limit, you may proceed to book the trade.

FAQ02. I encountered an error saying one of the currencies must be NDF currency.

To book an NDF trade, one of the currencies must be an NDF currency. To see how to set up an NDF currency, click [here](#).

RELATED INFORMATION

[Launching Non-Deliverable Forward](#)

[FX MTM Computation](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created.
28-Jul-2015	CS	Included section for FAQ.
11-Mar-2016	Clarissa	Rewritten. Reformatted.
12-Jun-2016	Douglas	Proofread.
15-Nov-2019	Lyra	Updated screenshots.
20-Apr-2023	TS	Updated to W6 instructions and screenshots.