

Documents and Notes (W5)

[This version is superseded.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

PURPOSE

This document shows the procedure on putting notes and attaching documents in the system.

WHY IS THIS IMPORTANT?

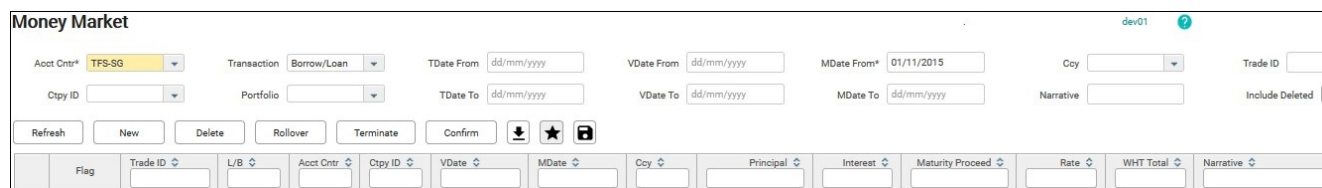
This allows you to write notes or attach documents to related transactions or static data in the system. This way the documents attached and notes are kept in the system and can be easily traced.

PROCEDURE



1. Documents and notes can be saved for static data and transactions whenever you see Document Button in the system. This is normally in the amend page of the static data or transactions. In this example, we will show how the note and document can be saved for Money Market transaction.

2. From the Main Menu, click Transaction > Money Market.

A screenshot of a web application interface titled "Money Market". The interface includes a header with "dev01" and a help icon. Below the header, there are several input fields and dropdown menus for filtering and data entry. The fields include "Acct Cntr*" (set to "TFS-SG"), "Transaction" (set to "Borrow/Loan"), "TDate From" (dd/mm/yyyy), "VDate From" (dd/mm/yyyy), "MDate From*" (01/11/2015), "Ccy" (dropdown), "Trade ID", "Ctpy ID", "Portfolio", "TDate To" (dd/mm/yyyy), "VDate To" (dd/mm/yyyy), "MDate To" (dd/mm/yyyy), "Narrative", and "Include Deleted". Below these fields are buttons for "Refresh", "New", "Delete", "Rollover", "Terminate", "Confirm", and a download icon. At the bottom, there is a table with columns: "Flag", "Trade ID", "L/B", "Acct Cntr", "Ctpy ID", "VDate", "MDate", "Ccy", "Principal", "Interest", "Maturity Proceed", "Rate", "WHT Total", and "Narrative".

3. Choose the Accounting Centre from the dropdown and MDate From to filter out the transactions. Click Refresh.

4. Select the transaction to save notes or documents by clicking on the Trade ID.
In this example, MMK100020.00 will be chosen.

Amend Money Market

←

Update

Settle'm Bank

[Check Compliance](#)

Discount

☐

Trade ID

MMK100020.00

Transaction*

Borrow/Loan

Accounting Centre*

TFS-SG

TDate*

31/08/2017

VDate*

31/08/2017

MDate*

29/12/2017

Ccy*

USD

Amount*

80,000.00

Interest Rate*

1.230000

Interest*

328.00

Accruals

Act/360

Facility*

TFS < DBS-SG

Available:USD- 231.60m (- 157.3%)

Counterparty ID

DBS-SG

Soft Amend

Portfolio

Transaction Type

-

Projects

-

Our Dealer

dev01@12dl2d.com

Ctpy Dealer

Ctpy Reference

Broker

Brokerage

Narrative

Skip Holidays

☐

Rollover Tenor*

0

Indicative Repay Date*

30/12/2017

Show WHT Fields

☐

Comparative Quotes

Counterparty	<input type="text"/>	<div>Add</div>	<table><tr><th></th><th>Counterparty</th><th>Rate %</th></tr><tr><td colspan="3">No records found.</td></tr></table>		Counterparty	Rate %	No records found.		
	Counterparty	Rate %							
No records found.									
Rate %	<input type="text"/>	<div>Remove</div>							

5. Click on File/Note icon.

6. The Documents and Notes screen will be displayed. You will see the two tabs: (1) Notes (2) Documents.

The screenshot shows a web application titled "Documents and Notes". At the top left, there is a text field containing "MMK100020.00". Below this is a back arrow icon. The main interface features three tabs: "Notes", "Documents", and "Diary", with "Notes" currently selected. Below the tabs, there is a "Category" dropdown menu and a "Date Range" section with two date input fields, both showing the placeholder "dd/mm/yyyy". There are three buttons: "Refresh", "New", and "Delete". Below these buttons is a table with four columns: "Subject", "Category", "Date/Time", and "UserID". Each column has a small up/down arrow icon next to its header. The "Subject" column has an input field. Below the table, the text "No records found." is displayed. At the bottom, there are navigation buttons: "<=<", "<=<", ">>=", and ">>=", followed by a page number "50" and a dropdown arrow.

7. To create a Note, click New from Notes tab.

Documents and Notes

MMK100020.00

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NotesDocumentsDiary

Category
Date Range
dd/mm/yyyy
dd/mm/yyyy

Refresh
Hide
Delete

Save

B
I
U
abc
x₂
x²
T_•
rT_•
H1_•
T_•


























Subject*

Category

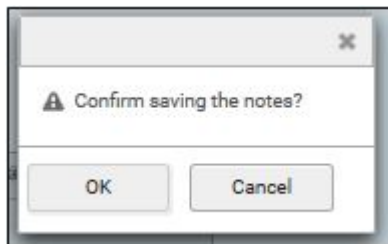
Subject	Category	Date/Time	UserID
No records found.			

1<
<<
>>
2>
50

8. Type your note on the free text area. This is a free text format.
9. Input the subject on the Subject* field.
10. Category can be created by typing it in the field but this is optional. This allows the notes saved to be categorised.

Notes	Documents	Diary		
Category <input type="text"/> Date Range <input type="text"/> <input type="text"/>				
<input type="button" value="Refresh"/> <input type="button" value="Hide"/> <input type="button" value="Delete"/>				
<input type="button" value="Save"/>				
<div> B <i>I</i> <u>U</u> abc x₂ x² T tT H L T₂ T² T_x                          </div> <p>Letter to bank is attached by dev. This was recorded in logs too.</p>				
Subject* <input type="text" value="Logged"/>				
Category <input type="text" value="Letter from the Bank"/>				
	Subject ↕	Category ↕	Date/Time ↕	UserID ↕
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

11. Click Save. A popup appears to confirm, click OK.



12. The saved note will appear in the listing.

Documents and Notes

MMK100020.00

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Notes Documents Diary

Category Date Range

Refresh New Delete

		Subject	Category	Date/Time	UserID
<input type="checkbox"/>	★	Logged	Letter from th	22-Nov-19 11:08 AM	dev01@12dl2d.com

1 50

13. To view the note saved, click on the subject of the note. It will be opened in a new tab.

14. To delete note, tick on the checkbox beside the subject of the note and click Delete.

15. To attach documents to the transaction, click the Documents tab.

Documents and Notes

MMK100020.00

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Notes Documents Diary

Category Date Range

Refresh Delete

		Filename	Description	Category	Date/Time	UserID
No records found.						

1 50

Description*

Category

Archive Browse... No file selected.

16. Below the list of records table, type the description of the document on the Description* field.

17. Category can be created by typing it in the Category field but this is optional.

This allows the document attached to be categorised.

18. Click Choose File to browse for the document to attach.

Documents and Notes

MMK100020.00

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Notes Documents **Diary**

Category Date Range

Refresh Delete

	Filename	Description	Category	Date/Time	UserID
No records found.					

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

Description*

Category

Archive Bank_Letter1.docx

19. Click Archive to save.

Documents and Notes

MMK100020.00

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Notes Documents **Diary**

Category Date Range

Refresh Delete

	Filename	Description	Category	Date/Time	UserID
<input type="checkbox"/>	★ Bank_Letter1.docx	DBS_MM transaction	Letter to Bank	22-Nov-19 11:11 AM	dev01@12dl2d.com

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

Description*

Category

Archive No file selected.

20. To view the document attached, click on the filename of the document saved.

21. To delete the document attached, tick the checkbox beside the filename of the document and click Delete.

FREQUENTLY ASKED QUESTIONS

FAQ01. What are the file format types that can be uploaded?

File format supported by CS Lucas are as follows: doc, docx, xls, xlsx, ppt, pptx, txt, jpeg, png, bmp, gif, tif, tiff, pdf.

FAQ02. Is there a limit on the file size that can be uploaded?

File size limit is 10MB for each file attachment.

RELATED INFORMATION

CHANGE HISTORY

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