

# Documents and Notes (W5)

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## PURPOSE

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

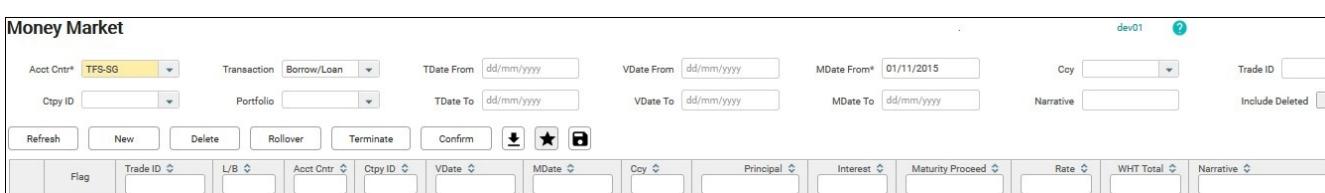
## **WHY IS THIS IMPORTANT?**

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.



The screenshot shows the 'Money Market' transaction screen. At the top, there are dropdowns for 'Acct Cntr\*' (set to 'TFS-SG'), 'Transaction' (set to 'Borrow/Loan'), and 'MDate From' (set to '01/11/2015'). Below these are fields for 'Cpy ID', 'Portfolio', 'TDate From', 'VDate From', 'MDate To', 'Coy', 'Trade ID', and 'Narrative'. There is also a checkbox for 'Include Deleted'. At the bottom of the screen, there is a table with columns for 'Flag', 'Trade ID', 'L/B', 'Acct Cntr', 'Cpy 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

Settle'm Bank[Check Compliance](#)

Discount

Trade ID MMK100020.00

Transaction\*

Accounting Centre\*

TDate\*

VDate\*

MDate\*

Ccy\*

Amount\*

Interest Rate\*

Interest\*

Accruals

Facility\*  Available:USD- 231.60m (- 157.3%)

Counterparty ID DBS-SG

Portfolio

Transaction Type

Projects

Our Dealer

Ctpy Dealer

Ctpy Reference

Broker

Brokerage

Narrative

Skip Holidays

Rollover Tenor\*

Indicative Repay Date\*

Show WHT Fields

Comparative Quotes

Counterparty

Rate %

Add

Remove

Counterparty

No records found.

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.

**Documents and Notes**

MMK100020.00

←

Notes	Documents	Diary	
Category	Date Range	dd/mm/yyyy	dd/mm/yyyy
Refresh	New	Delete	
Subject	Category	Date/Time	UserID
No records found.			
[Navigation Buttons] 50 [Select]			

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

## Documents and Notes

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Notes	Documents	Diary
Category <input type="text"/> Date Range <input type="text"/> dd/mm/yyyy <input type="text"/> dd/mm/yyyy		
<input type="button" value="Refresh"/> <input type="button" value="Hide"/> <input type="button" value="Delete"/> <input type="button" value="Save"/>		
<div style="border: 1px solid #ccc; height: 300px; width: 100%;"></div>		
Subject* <input type="text"/>		
Category <input type="text"/>		
<input type="text"/>	<input type="text"/> Subject <input type="button" value="▼"/>	<input type="text"/> Category <input type="button" value="▼"/> Date/Time <input type="button" value="▼"/> UserID <input type="button" value="▼"/>
No records found.		
<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> 50 <input type="button"/>		

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

Refresh Hide Delete

Save

**B** **I** **U** **abc** **x<sup>2</sup>** **T<sub>1</sub>** **T<sub>2</sub>** **Hi** **T<sub>3</sub>** **T<sub>4</sub>** **T<sub>5</sub>** **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** **51** **52** **53** **54** **55** **56** **57** **58** **59** **60** **61** **62** **63** **64** **65** **66** **67** **68** **69** **70** **71** **72** **73** **74** **75** **76** **77** **78** **79** **80** **81** **82** **83** **84** **85** **86** **87** **88** **89** **90** **91** **92** **93** **94** **95** **96** **97** **98** **99** **100** **101** **102** **103** **104** **105** **106** **107** **108** **109** **110** **111** **112** **113** **114** **115** **116** **117** **118** **119** **120** **121** 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## Documents and Notes

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Notes		Documents	Diary
Category		Date Range	dd/mm/yyyy
Refresh		New	Delete
		Subject <input type="text"/>	Category <input type="text"/>
		Date/Time <input type="text"/>	UserID <input type="text"/>
<input type="checkbox"/>	★	Logged	Letter from the <input type="text"/> 22-Nov-19 11:08 AM dev01@12d12d.com
<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> 50 <input type="button"/>			

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

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Notes		Documents	Diary
Category		Date Range	dd/mm/yyyy
Refresh		Delete	
		Filename <input type="text"/>	Description <input type="text"/>
		Category <input type="text"/>	Date/Time <input type="text"/>
UserID <input type="text"/>			
No records found.			
<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> 50 <input type="button"/>			
Description*		<input type="text"/>	
Category		<input type="text"/>	
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**

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Notes Documents Diary

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

Refresh Delete

Filename  Description  Category  Date/Time  UserID

No records found.

1 << >> >1 50

Description\* DBS\_MM transaction

Category Letter to Bank

Archive  Bank\_Letter1.docx

19. Click Archive to save.

**Documents and Notes**

MMK100020.00

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Notes Documents Diary

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

Refresh Delete

Filename  Description  Category  Date/Time  UserID

Bank\_Letter1.docx DBS\_MM transaction Letter to Bank 22-Nov-19 11:11 AM dev01@12d12d.com

1 << >> >1 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.