

# Documents and Notes

[See previous W5 version 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.

**Money Market**

Acct Cntr\* TFS-SG Transaction  TDate From dd/mm/yyyy VDate From dd/mm/yyyy MDate From\* 01/07/2017 Coy

Ctpy ID  Portfolio  TDate To dd/mm/yyyy VDate To dd/mm/yyyy MDate To dd/mm/yyyy Narrative

Refresh Action Rollover Terminate Confirm

	Flag	Trade ID ↓	L/B ↓	Acct Cntr ↓	Ctpy ID ↓	VDate ↓	MDate ↓	Ccy ↓	Principal ↓	Interest ↓	Maturity Proceed ↓	Rate ↓	WHT Total ↓	N
<input type="checkbox"/>		MMK100001.00	Lend/Place	TFS-SG	DBS-SG	8 Jun 2017	8 Jul 2017	SGD	1,100,000.00	226.03	1,100,226.03	0.250000	0.00	
<input type="checkbox"/>		MMK100002.00	Lend/Place	TFS-SG	SCB-SG	7 Jun 2017	10 Jul 2017	USD	1,200,000.00	286.00	1,200,286.00	0.260000	0.00	
<input type="checkbox"/>		MMK100007.00	Borrow/Loan	TFS-SG	CITI-SG	30 Jun 2017	10 Jul 2017	SGD	15,000,000.00	2,753.42	15,002,753.42	0.670000	0.00	

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, MMK100007.00 will be chosen.

**Amend Money Market**

Cancel File/Note Settle'm Bank  [Check Compliance](#)

The trade has been confirmed and cannot be amended. Consider first unconfirming the trade.

Discount ☐

Trade ID MMK100007.00

Transaction\* Borrow/Loan

Accounting Centre\* TFS-SG

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

MMK100007.00

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Notes Documents Diary

Category  Date Range

Refresh New Delete

Search Columns

Subject ↑↓ Category ↑↓ Date/Time ↑↓ UserID ↑↓

No records found.

0-0 of 0 records << < > >> 50

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

Documents and Notes

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Notes Documents Diary

Category  Date Range

Refresh Hide Delete

Save

Sans Serif Normal B I U G A X<sub>2</sub> X<sup>2</sup> H<sub>1</sub> H<sub>2</sub> ¶ ¶

Subject\* 
  
 Category

Search Columns

Subject ↑↓ Category ↑↓ Date/Time ↑↓ UserID ↑↓

No records found.

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.

Refresh

Hide

Delete

Save

Sans SerifNormalBBIUAx<sub>2</sub>x<sup>2</sup>H<sub>1</sub>H<sub>2</sub>"</>≡≡≡≡↶≡🔗📷📧✍️

Letter from the bank is attached by admin. This is recorded in the log too.

Subject\*

MM Letter 27-Jan

Category

Letter

Search

Columns

Subject ↑↓

Category ↑↓

Date/Time ↑↓

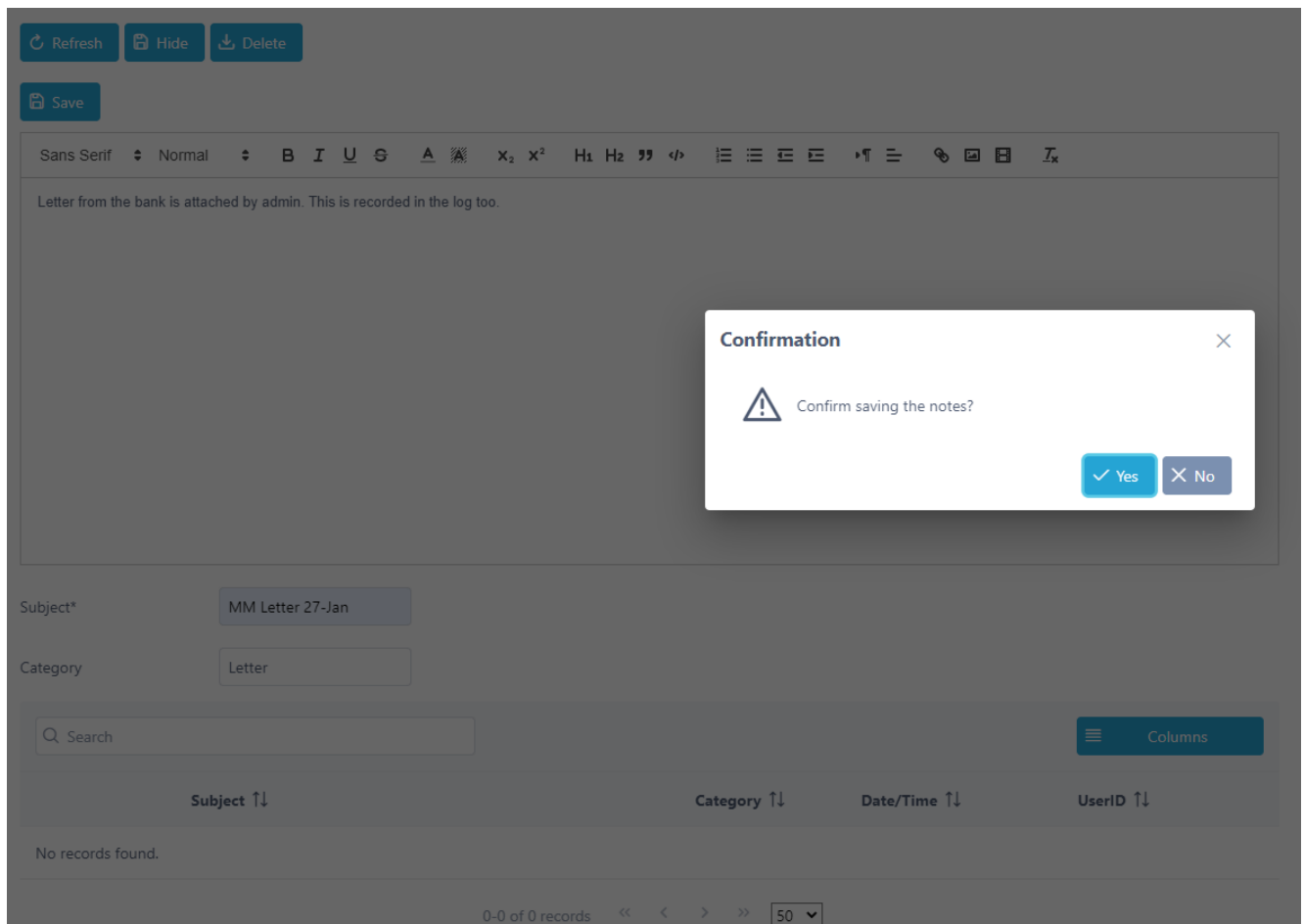
UserID ↑↓

No records found.

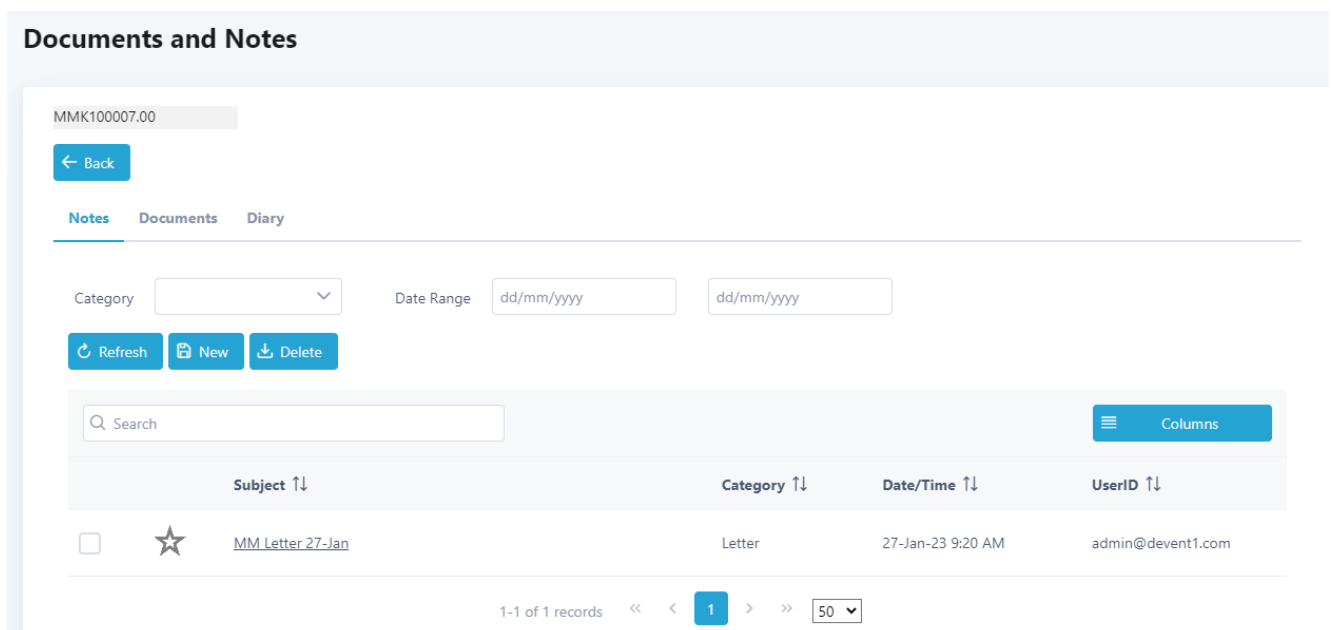
0-0 of 0 records<<<>>>

50▼

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



12. The saved note will appear in the listing.



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

↻ Refresh

✕ Delete

Columns

Filename ↑↓	Description ↑↓	Category ↑↓	Date/Time ↑↓	UserID ↑↓
No records found.				

0-0 of 0 records << < > >> 50 ▾

Description\*

Category

Archive

No file chosen

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

MMK100007.00

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Notes Documents Diary

Category

Date Range

Refresh

Delete

Columns

Filename ↑↓	Description ↑↓	Category ↑↓	Date/Time ↑↓	UserID ↑↓
No records found.				

0-0 of 0 records << < > >> 50

Description\*

Category

Archive

Choose File Bank\_Letter\_MM2389.pdf

19. Click Archive to save.

Documents and Notes

MMK100007.00

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Notes Documents Diary

Category

Date Range

Refresh

Delete

Columns

Filename ↑↓	Description ↑↓	Category ↑↓	Date/Time ↑↓	UserID ↑↓
<input type="checkbox"/> ★ <a href="#">Bank_Letter_MM2389.pdf</a>	MM Letter 27-Jan	Letter	27-Jan-23 9:23 AM	admin@devent1.com

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

Description\*

Category

Archive

Choose File No file chosen

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	Bella	Reformatted. Rewritten.
22-Nov-2019	Lyra	Updated screenshots.
27-Jan-2023	TS	Updated to W6 instructions and screenshots.