

# Entity Preference Set Up (W5)

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## **PURPOSE**

This document shows the detailed procedure of setting up entity preferences for accounting posting/ integration, signatory names for confirmation, letter preferences, ICD integration and Bloomberg integration.

## **WHY IS THIS IMPORTANT?**

These set ups are required for accounting journals posting, printing confirmation/settlement letters with signatory names, printing customised confirmation letters, reading MMF trades from ICD and reading Money Market and Foreign Exchange trades from Bloomberg.

## **PROCEDURE**

1. To navigate to Entity Preference, click Set Up > Static > Accounting Centre. The Accounting Centre screen displays.
2. Click on the accounting centre short name hyperlink in the listing to drill down to Amend Accounting Centre screen.
3. Click Preference. The Entity Preference screen displays.

Entity Preference	
TFS-SG	
←	
Preference ↕	Value ↕
<u>Accounting Ex Rate</u>	-
<u>Accounting ST/LT Mapping</u>	-
<u>Accounting System</u>	SAP Tab Delimited Format 001
<u>AcctCntr/Ctgy Group</u>	-
<u>Auto Post Journal</u>	-
<u>Company Code</u>	4878
<u>Divisions (D1/C1/P1_D2/C2/P2)</u>	-
<u>ERP Encryption Method</u>	-
<u>ERP Encryption OpenPGP PK Recipient</u>	-
<u>ERP FTP Profile (User)</u>	-
<u>ERP File Path</u>	C:/Belsize/Integration
<u>ERP Posting Log File Path</u>	C:/Belsize/Integration/Log
<u>FX Letter Preference</u>	-
<u>ICD MMF Trades File Path</u>	-
<u>Integration ID</u>	-
<u>Investment Letter Preference</u>	-
<u>MM Letter Preference</u>	-
<u>Partial Rollover MM Letter Preference</u>	-
<u>Rollover MM Letter Preference</u>	-
<u>Schedule Journal Posting</u>	-
<u>Schedule Journal Processing</u>	-
<u>Settlement Letter Preference</u>	-
<u>Signatory</u>	-
<u>Tax Code</u>	-
<u>Tax Type</u>	-

4. The fields in the Entity Preference set up are used for the following purposes:

- I. Accounting Journals Posting/ Integration
- II. Signatory Name Set Up
- III. Letter Preference Set Up
- IV. Accounting Centre Region Tagging
- V. ICD Integration
- VI. Bloomberg Integration

### **I. Accounting Journals Posting/ Integration**

The following explains the fields used/ required for accounting journals and integration to external accounting

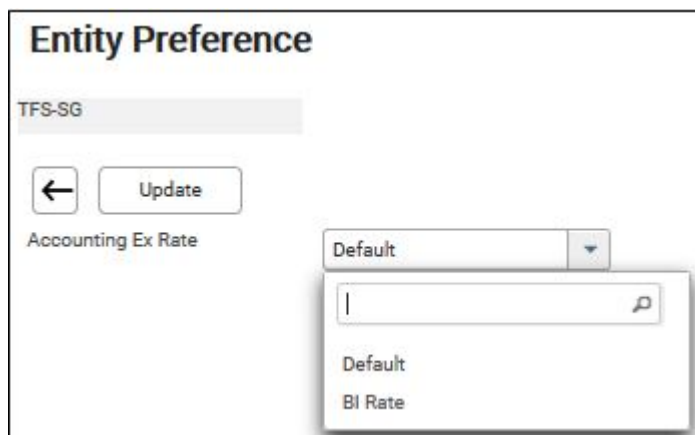
system.

## Accounting Ex Rate

This set up will allow system to pick the appropriate accounting exchange rates to use for journaling. This set up is not required if all entities are using the same set of accounting exchange rates.

To set accounting exchange rates, click on the Accounting Ex Rate hyperlink.

Select from the drop down field the appropriate accounting exchange rates to use for the entity instead of the accounting rates that are used by the enterprise globally.

The screenshot shows a web form titled "Entity Preference" for the entity "TFS-SG". Below the entity name, there is a back arrow button and an "Update" button. The "Accounting Ex Rate" field is a dropdown menu currently set to "Default". A dropdown menu is open, showing the selected "Default" option and another option labeled "BI Rate".

The Accounting Ex Rate Type is user definable and can be maintained under Prices > Exchange Rate > Rate Type. See [Maintaining Entity Specific Accounting Exchange Rates](#).

If Default is selected, system will use the accounting exchange rates maintained for the whole enterprise.

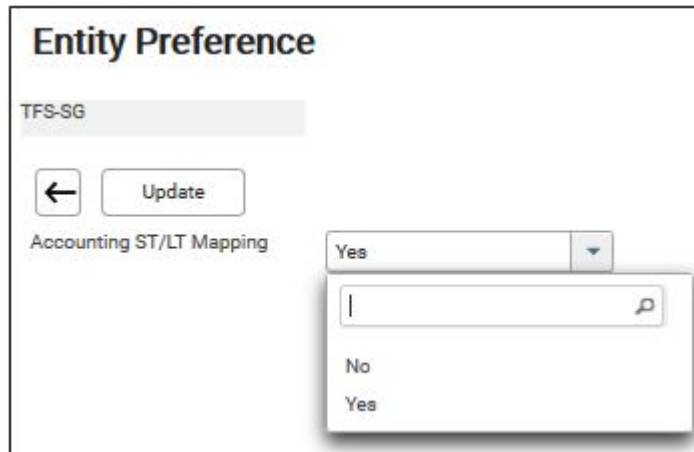
Click Update.

## Accounting ST/LT Mapping

This set up allows system to classify Money Market and Term Loan transactions into Long Term (>365 days) or

Short Term ( $\leq 365$  days) in accounting journals.

Click on the Accounting ST/LT Mapping hyperlink, select Yes if you wish to classify into Long Term or Short Term. System default is No.



The screenshot shows a web form titled "Entity Preference". Below the title is a grey bar with the text "TFS-SG". There are two buttons: a back arrow button and an "Update" button. Below these buttons is the label "Accounting ST/LT Mapping". A dropdown menu is open, showing the current selection "Yes" and a search input field. The dropdown list contains the options "No" and "Yes".

Click Update.

The classification of long term or short term is determined at the point of transaction booking. System does not re-classify when the Money Market or Term Loan transactions gradually become short.

## Accounting System

Required for accounting journals posting/ integration. This is to set up the accounting integration file format that will be used for journals posting to client's accounting system.

Click on the Accounting System hyperlink. Select the accounting integration file format from the drop down field. I.e. SAP R/3 4.7.

**Entity Preference**

TFS-SG

← Update

Accounting System

- AXAPTA
- JDE EnterpriseOne 8.12
- ORACLE ERP 11i
- SAP ECC6.0
- SAP R/3 4.7 Ver. 2
- SAP R/3 4.7**
- SAP Style A
- SAP Tab Delimited Format 001
- SUNACCOUNT 4.2

Please check with CS Lucas if you are unsure of which file format to be used.

Click Update.

## Auto Post Journal

This set up is for auto release journals for posting.

By default, Auto Post Journal is set to “No”. All ready journals are “Hold” [H] until released for posting.

**Journals**

Acct Cntr\* TFS-SG Status Ready Only PDate Fr 01/01/2010 PDate To\* 30

Trade ID Post Ref Event Type MM Mature

Refresh Select All Recreate Hold/Release Post Unpost Period End

	Auto	TradeID	Acct Cntr	Division	Event	PDate	Status
<input type="checkbox"/>	Y	MMK100013.00	TFS-SG		MM Mature	1 Jun 2017	Ready[H]

If Auto Post Journal is set to “Yes”, system will automatically release all “Ready” journals for posting. Released journals are marked as “Ready[R]”.

**Journals**

Acct Cntr\* TFS-SG Status Ready Only Only PDate Fr 01/01/2010 PDate To\* 30/01/2019

Trade ID  Post Ref  Event Type MM Mature Division

Refresh Select All Recreate Hold/Release Post Unpost Period End

	Auto	TradeID	Acct Cntr	Division	Event	PDate	Status
<input type="checkbox"/>	Y	MMK100013.00	TFS-SG		MM Mature	1 Jun 2017	Ready[R]

Click on the Auto Post Journal hyperlink. Select Yes if you wish to set to auto release journals for posting.

**Entity Preference**

TFS-SG

← Update

Auto Post Journal

No

No

Yes

Click Update.

## Company Code

This set up is to reference to company code used in client's accounting system.

Click on the Company Code hyperlink.

Enter the company code.

**Entity Preference**

TFS-SG

← Update

Company Code 4878

Click Update.

## Divisions (D1/C1/P1,D2/C2/P2)

This set up is for maintaining accounting centre divisions: Business Areas, Cost Centres and Profit Centres so that users can select this information during trade booking.

Click on the Divisions hyperlink.

The set up for the Divisions is in the format below:

[Business Area]/[Cost Centre]/[Profit Centre],  
[Business Area]/[Cost Centre]/[Profit Centre]

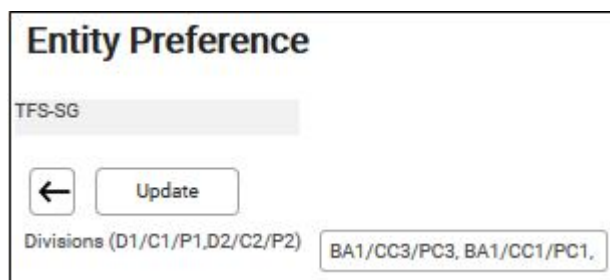
It is technically possible to have multiple cost centres and profit centres per business area. This would need to be set up as

BA1/CC1/PC1, BA1/CC2/PC2

If you want an item to be default for a particular accounting centre, set it as the first item. For example, if BA1/CC3/PC3 is to be set as default, then maintain it as

BA1/CC3/PC3, BA1/CC1/PC1, BA1/CC2/PC2

The comma as the first item will force a blank row to begin. This means that the system does not set the default but force the user to explicitly select an item.



The screenshot shows a web form titled "Entity Preference". At the top, there is a text field containing "TFS-SG". Below this, there are two buttons: a back arrow button and an "Update" button. At the bottom, there is a label "Divisions (D1/C1/P1,D2/C2/P2)" followed by a text box containing the value "BA1/CC3/PC3, BA1/CC1/PC1".

Click Update.

This set up will give a list like the below in the transaction booking screen.

The screenshot shows a transaction booking screen with the following fields: AcctCntr Division, Transaction Type, Project, and Our Dealer. The AcctCntr Division field is currently set to BA1/CC3/PC3. A dropdown menu is open, showing the following options: BA1/CC3/PC3, BA1/CC1/PC1, and BA1/CC2/PC2.

If there is no division maintained, then the AcctCntr Division field will not be displayed in the transaction booking screen.

## ERP Encryption Method

This is to set the encryption method used for transferring accounting file posted from CS Lucas to external ERP system.

Click on the ERP Encryption Method hyperlink.

Select the encryption method whether AES Crypt or OpenPGP.

The screenshot shows the Entity Preference screen for TFS-SG. It includes a back button and an Update button. The ERP Encryption Method field is currently set to a blank value. A dropdown menu is open, showing the following options: AES Crypt and OpenPGP.

Click Update.

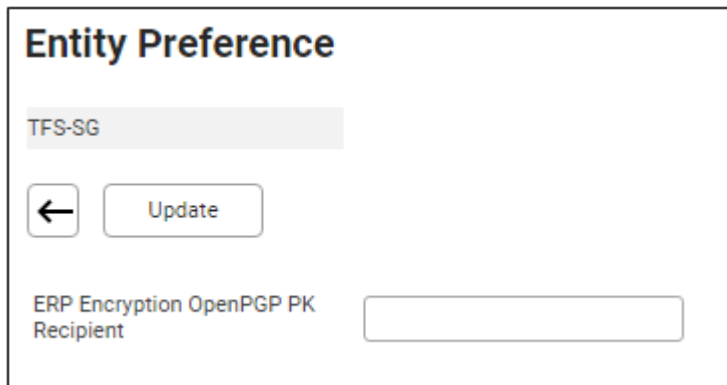
## ERP Encryption OpenPGP PK Recipient

This is to set the recipient name of the private key used for OpenPGP encryption.



Click on the ERP Encryption OpenPGP PK Recipient hyperlink.

Enter the recipient name



The screenshot shows a web form titled "Entity Preference". At the top, there is a greyed-out text field containing "TFS-SG". Below this, there are two buttons: a back arrow button and an "Update" button. At the bottom, the label "ERP Encryption OpenPGP PK Recipient" is followed by an empty text input field.

Click Update.


### ERP FTP Profile (User)

This set up is to set the user id that is used to authenticate and connect to FTP server for journals posting.

This user id must be set up under "User" screen and save the authentication details under "User Preference" screen.

Click on the ERP FTP Profile (User) hyperlink.

Select the user id from the drop down field.



The screenshot shows a web form titled "Entity Preference". At the top, there is a greyed-out text field containing "TFS-SG". Below this, there are two buttons: a back arrow button and an "Update" button. At the bottom, the label "ERP FTP Profile (User)" is followed by a dropdown menu with "ftpuser" selected.

Click Update.

### ERP File Path

During journals posting, system will generate a file that can be read by the external accounting system. This file will be saved to a common file system location so that external accounting system can retrieve it.

To set up this file path where the accounting integration file will be saved to, click on the ERP File Path hyperlink.

Enter the file path:

a. If the file is to save to the local server, set up the file path like below:

C:\IntegrationTFS

b. If the file is to save to staging server that is within the network, set up the file path like below:

\<staging server IP>IntegrationTFS

Note: Folders ("Integration" and "TFS") need to be created in the server. "TFS" in this example is the folder created for TFS-SG (entity) so that all the journal posting file for TFS-SG will save in this folder.



The screenshot shows a web form titled "Entity Preference". Below the title, the entity "TFS-SG" is displayed in a greyed-out box. There are two buttons: a back arrow button and an "Update" button. Below these buttons is a label "ERP File Path" and a text input field containing the path "C:\Intergration\TFS".

Please check with CS Lucas if you are unsure of the file path to set.

Click Update.

## ERP Posting Log File Path

This is to set up the file location of the journals

posting log file.

Click on the ERP Posting Log File Path.

Enter the file path:

a. If the file is to save to the local server, set up the file path like below:

C:\IntegrationLog

b. If the file is to save to staging server that is within the network, set up the file path like below:

\<staging server IP>IntegrationLog

Note: Folder “Integration” and “Log” need to be created in the server.

Two or more entity may share the same folder. In this case, these accounting centres logging will go into a single log file for that date.

If you wish for each entity to have their own log file, then you set up different folder location for each entity. For example:

C:\IntegrationLogTFS

Note: Folders (“Integration”, “Log” and “TFS”) need to be created in the server. “TFS” in this example is the folder created for TFS-SG (entity).



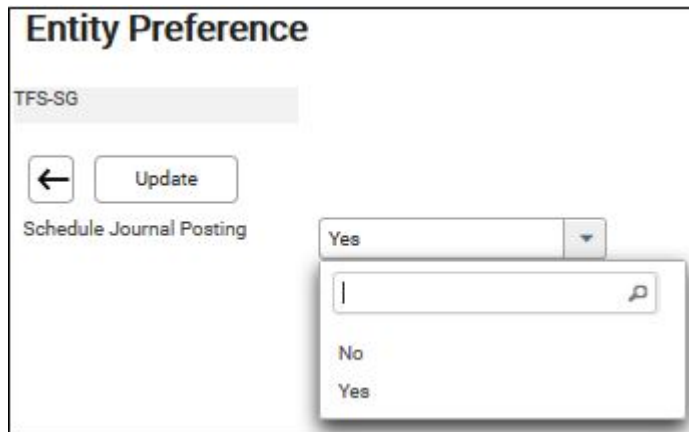
The screenshot shows a window titled "Entity Preference". Inside, there is a text field containing "TFS-SG". Below this field are two buttons: a back arrow button and an "Update" button. At the bottom of the window, there is a label "ERP Posting Log File Path" and a text box containing the path "C:\Integration\Log\TFS".

Click Update.

## Schedule Journal Posting

By default, ready released journals are not posted automatically. This set up is to allow the system to automatically post journals.

Click on the Schedule Journal Posting hyperlink. Select “Yes” from the drop down field.



The image shows a screenshot of the 'Entity Preference' form for 'TFS-SG'. On the left, there is a back arrow button and an 'Update' button. Below the back arrow is the text 'Schedule Journal Posting'. To the right of this text is a dropdown menu currently set to 'Yes'. The dropdown menu is open, showing a search bar and two options: 'No' and 'Yes'.

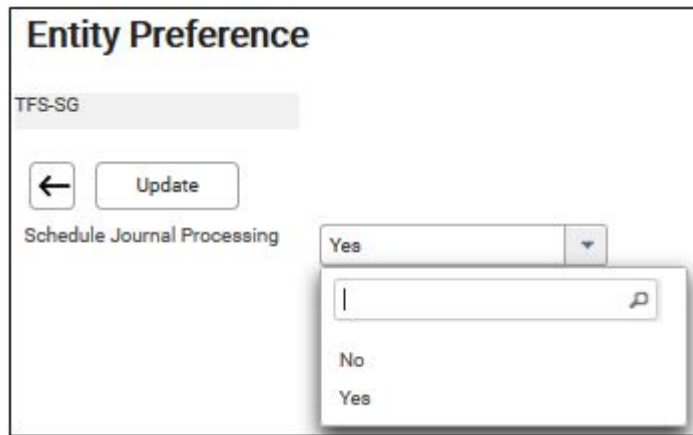
Click Update.

When this is set to “Yes”, the journals posting will be done automatically at system scheduled interval and manual posting will not be necessary.

## Schedule Journal Processing

The default setting for Schedule Journal Processing is No. That means the system does not automatically recreate the journals.

To set to automatically recreate journals, click on the Schedule Journal Processing hyperlink. Select “Yes” from the drop down field.



Click Update.

When this is set to “Yes”, the journals processing will be done automatically at system scheduled interval and manual recreating journals will not be necessary.

## **Tax Code**

This is to maintain the withholding tax code that can be tagged to Money Market journals in CS Lucas system so that this information can be passed to external accounting system.

This set up is required only for certain accounting treatment in CS Lucas.

Click on Tax Code hyperlink.

Maintain the tax code as follows:

TC1,TC2,TC3

If you want an item to be default for a particular accounting centre, set it as the first item. For example, if TC3 is to be set as default, then maintain it as

TC3,TC1,TC2

The comma as the first item will force a blank row to begin. This means that the system does not set the default but force the user to explicitly select an item.

,TC1,TC2,TC3



The image shows a web form titled "Entity Preference". At the top, there is a text field containing "TFS-SG". Below this, on the left, is a button with a left-pointing arrow. To its right is a button labeled "Update". Below the arrow button is the label "Tax Code". To the right of the "Tax Code" label is a text input field containing the text ",TC1,TC2,TC3".

## Tax Type

This is to maintain the withholding tax type that can be tagged to Money Market journals in CS Lucas system so that this information can be passed to external accounting system.

This set up is required only for certain accounting treatment in CS Lucas.

Click on Tax Type hyperlink.

Maintain the tax type as follows:

TT1,TT2,TT3

If you want an item to be default for a particular accounting centre, set it as the first item. For example, if TT3 is to be set as default, then maintain it as

TT3,TT1,TT2

The comma as the first item will force a blank row to begin. This means that the system does not set the default but force the user to explicitly select an item.

,TT1,TT2,TT3

**Entity Preference**

TFS-SG

← Update

Tax Type .TT1,TT2,TT3

Click Update.

## Trading Partner Code

This is to maintain the trading partner code of the accounting centre. This information is passed in the accounting integration file that can be read by external accounting system.

Click on the Trading Partner Code hyperlink.

Enter the trading partner code.

**Entity Preference**

TFS-SG

← Update

Trading Partner Code 1234

Click Update.

## II. Signatory Name Set Up

### Signatory

This is to set up the signatory name for printing trade confirmation letters.

Click on the Signatory hyperlink.

Maintain the signatory names as follows:

,George Lee, Joanna Kim, John Peter

The comma as the first item will force a blank row to begin. This means that the system does not set the default but force the user to explicitly select an item.

A screenshot of a web form titled "Entity Preference". It contains a text input field with "TFS-SG", a back arrow button, and an "Update" button. Below these is a label "Signatory" and a text box containing the string ",George Lee, Joanna Kim, John".

Click Update.

This set up will appear like this in the Confirmation screen.

A screenshot of a confirmation screen. It features a search dropdown menu with a magnifying glass icon. The dropdown list shows three items: ".George Lee", "Joanna Kim", and "John Peter". Below the dropdown are three separate dropdown menus, each currently displaying ".George Lee".

### **III. Letter Preference Set Up**

Letter preference set up is necessary only when you wish to use the customised letters and overwrite the standard letters generated by the system. Letter preference can be set for the following transactions:

#### **FX Letter Preference**

This set up is to set the file location of the FX confirmation letter.

Click on the FX Letter Preference hyperlink.

Set up the folder location like below:

C:\BelsizeUserReports\FX\_Conf\_Letter.jrxml



Note: Folders (“Belsize” and “UserReports”) must be created in the server and JRXML file of the FX confirmation letter must be saved in the folder location.

Please check with CS Lucas if you are unsure of the folder location and file name to set to.

Click Update.

## **Investment Letter Preference**

This set up is to set the file location of the Investment confirmation letter.

Click on the Investment Letter Preference hyperlink.

Set up the folder location like below:

C:BelsizeUserReportsInvestment\_Conf\_Letter.jrxml

Note: Folders (“Belsize” and “UserReports”) must be created in the server and JRXML file of the Investment confirmation letter must be saved in the folder location.

Please check with CS Lucas if you are unsure of the folder location and file name to set to.

## **MM Letter Preference**

This set up is to set the file location of the Money Market confirmation letter.

Click on the MM Letter Preference hyperlink.

Set up the folder location like below:

C:BelsizeUserReportsMM\_Conf\_Letter.jrxml

Note: Folders (“Belsize” and “UserReports”) must be created in the server and JRXML file of the Money Market confirmation letter must be saved in the folder location.

Please check with CS Lucas if you are unsure of the folder location and file name to set to.

Click Update.

### **Partial Rollover MM Letter Preference**

This set up is to set the file location of the Money Market partial rollover letter.

Click on the Partial Rollover MM Letter Preference hyperlink.

Set up the folder location like below:

C:\Belsize\UserReports\MM\_Partial\_R0\_Letter.jrxml

Note: Folders ("Belsize" and "UserReports") must be created in the server and JRXML file of the Money Market partial rollover letter must be saved in the folder location.

Please check with CS Lucas if you are unsure of the folder location and file name to set to.

Click Update.

### **Rollover MM Letter Preference**

This set up is to set the file location of the Money Market full rollover letter.

Click on the Rollover MM Letter Preference hyperlink.

Set up the folder location like below:

C:\Belsize\UserReports\MM\_Full\_R0\_Letter.jrxml

Note: Folders ("Belsize" and "UserReports") must be created in the server and JRXML file of the Money Market full rollover letter must be saved in the folder location.

Please check with CS Lucas if you are unsure of the folder location and file name to set to.

Click Update.

## **Settlement Letter Preference**

This set up is to set the file location of the Settlement letter.

Click on the Settlement Letter Preference hyperlink.

Set up the folder location like below:

C:\BelsizeUserReportsSettlement\_Letter.jrxml

Note: Folders ("Belsize" and "UserReports") must be created in the server and JRXML file of the Settlement letter must be saved in the folder location.

Please check with CS Lucas if you are unsure of the folder location and file name to set to.

Click Update.

## **IV. Accounting Centre Region Tagging**

### **AcctCntr/ Ctpy Group**

The counterparty drop down field in the facility set up can be restricted to the same region of the accounting centre. This is so that the counterparty drop down field only display the counterparty of the same region as the accounting centre to prevent users from selecting the wrong ones when the counterparty list is long.

To tag the region grouping for the accounting centre, click on the AcctCntr/ Ctpy Group hyperlink.

Select the grouping from the drop down field.

**Entity Preference**

TFS-SG

← Update

AcctCntr/Ctpy Group

Singapore

Singapore

Click Update.

For counterparty region tagging, this is done in Set Up > Static > Counterparty > Click on the counterparty to drill down to Amend Counterparty > Click Preference > “Acct Cntr/ Ctpy Group” field.

Note: The grouping in the drop down field is user definable set up.

Set Up > Global > User Definable

User definable

Replace

Description: acct

Attributes Tag:

AcctCntr/Ctpy Group

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

See guide on [User Definable Set Up](#) for more details.

## **V. ICD Integration**

### **ICD MMF Trades File Path**

This is to set the path where the files (MMF Trades) from ICD will be retrieved.

Click on the ICD MMF Trads File Path hyperlink.

Enter the file path.



**Entity Preference**

TFS-SG

← Update

ICD MMF Trades File Path C:/Belsize/Integration/ICD

Click Update.

## **VI. Bloomberg Integration**

### **Integration ID**

This is currently used for importing Money Market and Foreign Exchange trades from Bloomberg. Key in the Bloomberg accounting centre name in this field.

Click on the Integration ID hyperlink.

Enter the accounting centre name from Bloomberg (Note: This is Aloc Account from the Bloomberg integration file)  
Example: Bloomberg:Timber Financial Services



**Entity Preference**

TFS-SG

← Update

Integration ID Bloomberg:Timber Financial Services

Click Update.

Note: This setting needs to be done for all the accounting centres that would be trading on the Bloomberg platform.

5. After updating is done, approve the entity in the


Accounting Centre screen.

## **FREQUENTLY ASKED QUESTIONS**


**FAQ01. I amended the accounting centre division in the entity preference set up, however it does not automatically updated in the accounting centre division tagged in the existing trade. Why?**

When the accounting centre division is amended, system marks it as deleted and the newly amended accounting centre division will not be automatically updated for the existing trades. Once amended in the Entity Preference, you need to update the trade to tag against the correct AcctCntr Division. The deleted accounting centre division will be shown in bracket, e.g. [/8100].

**Amend Money Market**



Update



Settle'm Bank

[Check Compliance](#)

Discount

☐

Trade ID

MMK100001.00

Transaction\*

Borrow/Loan

Accounting Centre\*

Co.A

TDate\*

01/01/2016

VDate\*

01/01/2016

MDate\*

30/12/2016

Ccy\*

SGD

Amount\*

200,001.00

Interest Rate\*

1.000000

Interest\*

1,994.53

Accruals

Act/365 (fixed)

Facility\*

TESTING 1

Counterparty ID

DBS-SG

AcctCntr Division

[/8100]

Available:SGD 100.00m ( 100.0%)

## **FAQ02. What values are allowed for updating text and password fields on the Preference page?**

The value entered must only contain letters (a-z, A-Z), spaces, numbers (0-9), basic punctuation marks (. , ! ?), square and round brackets ([ ] ( )), and the following special characters: (: @ # % \* + - \_ = ~ /).

### **RELATED INFORMATION**

[Accounting Journals Management](#)

[Electronic Banking/ Settlement](#)

[How to Create User Definable Field](#)

[Maintaining Entity Specific Accounting Exchange Rates](#)

### **CHANGE HISTORY**

Date	By	Changes
15-Feb-2008	-	Created.
7-Jul-2016	Clarissa	Reformatted. Rewritten.
7-Dec-2016	TS	Updated.
6-Jun-2018	Anuja	Added FAQ01.
17-Aug-2018	Silpa	Updated step1.
7-Jan-2020	Lyra	Updated Screenshots.
4-Nov-2020	TS	Changed : Purpose, Why is this important?, Step 4, Section 1 - Added explanation and instruction for ERP Encryption Method and ERP Encryption OpenPGP PK Recipient, Added Section V and VI.