

Export/ Import Facility and Limit

PURPOSE

This document explains how to export facilities and their limits to an Excel file, update them in Excel, and import the file back into the system to update many facilities at once.

WHY IS THIS IMPORTANT?

Updating facilities one by one on the Amend Facility and Facility Limit screens takes time when many facilities need the same kind of change, for example a new limit amount from a new date, a revised margin or an extended maturity date. With Export/Import you can make all the changes in one Excel file and load them in one go.

Only facilities that already exist can be updated this way. To create brand-new facilities or limits, use the Import button on the New Facility and Facility Limit screens instead.

BEFORE YOU START

- a) You need the access right **11096 Export Facility** to export, and **11097 Import Facility Updates** to import. Ask your system administrator to grant you the permissions if you do not have the access.
- b) You can only import facilities for accounting centres on which you have booking rights.
- c) Every facility that is changed by the import is set to **Unapproved** and must be approved again before it is used.

PROCEDURE

A. Export facilities and limits to Excel

1. From the main menu, click **Set Up > Risk > Facility**.
2. On the Facility screen, click the **Ex/Import** button.

Facility

AcctCntr* TFS-SG Lend/Borrow Counterparty Status

Refresh Action Utilisation **Ex/Import** Star

Search

☐ App? ↑↓ Short Name ↑↓ AcctCntr ↑↓ Lend/borrow ↑↓ Counterparty ↑↓ Grant Date ↑↓ MDate ↑↓ Status ↑↓

No records found.

0-0 of 0 records << < > >> 50 ▼

3. The **Facility Import/Export** screen appears. Tick the **Export** checkbox. The export filters will be shown.

4. Fill in the filters:

- a) **Acct Cntr*** - the accounting centre or accounting centre group to export.
- b) **As At Date*** - only facilities that are active on this date are exported (granted on or before this date and maturing after it). The limit exported is the latest limit in effect on this date.
- c) **Lend/Borrow*** - Borrow, Lend or Trading facilities.
- d) **Counterparty** (optional) - leave blank to export all counterparties.
- e) **Facility Type** (optional) - leave blank to export all facility types.

Fields marked with * must be filled in.

Facility Import/Export

✕ Cancel

📄 Export



Read File



Export

Acct Cntr*

+ TFS Group



As At Date*

31/08/2026

Lend/Borrow*

Borrow



Counterparty



Facility Type



5. Click the **Export** button. An Excel file named **Facility_Export** is downloaded. Save it to your computer.

6. Open the file. Each row is one facility together with its current limit. The first row contains the column headings.

AutoSave

Facility_Export - Compatibility Mode - Saved to this PC

Search

FileHomeInsertDrawPage LayoutFormulasDataReviewViewAutomateHelp

CommentsShare

D25

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V		
1	Facility Type*	Short Name*	Acct Cntr*	Borrow/Lend*	Counterparty*	Draw By Date	Maturity Date*	Check Trade MDate? (Y/N)	Committed Y/N*	Status	Rate Type	Rate Basis	Margin(%)	Ann. Fee Rate(%)	Guarantor	Trustee	Trust Date	Collateral Value	Description	Purpose	Other Info	With Effect*	Limit
2	Treasury	TFS < DBS-SG	TFS-SG	Borrow	DBS-SG		31 Dec 2050 N	N	Open	-	Libor 3 mth	0	0	0									1 Jan 2010 SGD
3	Working Capital	CTI-SG < TFS-SG	TFS-SG	Borrow	CTI-SG		31 Dec 2050 N	N	Open	-	Libor 3 mth	0	0	0									1 Jan 2010 SGD
4	Funding	DBS-SG < TFS-SG	TFS-SG	Borrow	DBS-SG		31 Dec 2050 N	N	Open	-	Libor 3 mth	0	0	0									1 Jan 2010 SGD
5	Working Capital	FRS-UK < BARC-LN	FRS-UK	Borrow	BARC-LN		31 Dec 2050 N	N	Open	-	Libor 3 mth	0	0	0									1 Jan 2010 GBP
6	Working Capital	TFS < TGL Borrow	TFS-SG	Borrow	TGL-SG		31 Dec 2050 N	N	Open	-	Libor 3 mth	0	0	0									1 Jan 2010 USD
7	Working Capital	TFS-SG/DBS-SG OBS	TFS-SG	Borrow	DBS-SG		31 Dec 2050 N	N	Open	-	Libor 3 mth	0	0	0									1 Jan 2010 USD
8	Funding	PINE-NY < PINE-SF	PINE-NY	Borrow	PINE-SF		31 Dec 2050 N	N	Open	-	Libor 3 mth	0	0	0									1 Jan 2010 USD
9	Funding	PINE-NY < PINE-TX	PINE-NY	Borrow	PINE-TX		31 Dec 2050 N	N	Open	-	Libor 3 mth	0	0	0									1 Jan 2010 USD
10	Funding	PINE-NY < ANZ-SY	PINE-NY	Borrow	ANZ-SY		31 Dec 2050 N	N	Open	-	Libor 3 mth	0	0	0									1 Jan 2010 AUD
11	Working Capital	CTI-SG < TGL-SG	TGL-SG	Borrow	CTI-SG		31 Dec 2050 N	N	Open	-	Libor 3 mth	0	0	0									1 Jan 2010 SGD
12	Working Capital	TFS < SCB-SG-TL	TFS-SG	Borrow	SCB-SG		31 Dec 2050 N	N	Open	-	Libor 3 mth	0	0	0									1 Jan 2010 SGD
13																							

AutoSave

Facility_Export - Compatibility Mode

Search

FileHomeInsertDrawPage LayoutFormulasDataReviewViewAutomateHelp

CommentsShare

M45

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	Facility Type*	Short Name*	Acct Cntr*	Borrow/Lend*	Counterparty*	Guarantor	Trustee	Trust Date	Collateral Value	Description	Purpose	Other Info	With Effect*	Limit Ccy*	Limit Amount*	Utilization Type*	Product*											
2	Treasury	TFS < DBS-SG	TFS-SG	Borrow	DBS-SG																							
3	Working Capital	CTI-SG < TFS-SG	TFS-SG	Borrow	CTI-SG									1 Jan 2010 SGD	200000000	Revolving	Money Market, Term Loan											
4	Funding	DBS-SG < TFS-SG	TFS-SG	Borrow	DBS-SG									1 Jan 2010 SGD	300000000	Revolving	Money Market, Term Loan											
5	Working Capital	FRS-UK < BARC-LN	FRS-UK	Borrow	BARC-LN									1 Jan 2010 GBP	200000000	Revolving	Money Market, Interest Rate Swap											
6	Working Capital	TFS < TGL Borrow	TFS-SG	Borrow	TGL-SG									1 Jan 2010 USD	200000000	Revolving	Money Market, Term Loan											
7	Working Capital	TFS-SG/DBS-SG OBS	TFS-SG	Borrow	DBS-SG									1 Jan 2010 USD	200000000	Revolving	Contingent Liability											
8	Funding	PINE-NY < PINE-SF	PINE-NY	Borrow	PINE-SF									1 Jan 2010 USD	999999999	Revolving	Call/Sweep											
9	Funding	PINE-NY < PINE-TX	PINE-NY	Borrow	PINE-TX									1 Jan 2010 USD	999999999	Revolving	Call/Sweep											
10	Funding	PINE-NY < ANZ-SY	PINE-NY	Borrow	ANZ-SY									1 Jan 2010 AUD	999999999	Revolving	Call/Sweep											
11	Working Capital	CTI-SG < TGL-SG	TGL-SG	Borrow	CTI-SG									1 Jan 2010 SGD	100000000	Revolving	Money Market, Term Loan, Foreign Exchange Outright											
12	Working Capital	TFS < SCB-SG-TL	TFS-SG	Borrow	SCB-SG									1 Jan 2010 SGD	100000000	Revolving	Term Loan											
13																												

B. Update the Excel file

7. Change only the values you need to update, then save the file as Excel (.xls or .xlsx). The table below explains each column. Columns marked with * must not be

left blank.

No.	Column	Column
1	Facility Type*	Facility type as shown in the system.
2	Short Name*	Identifies the facility. Do not change. It must match an existing facility.
3	Acct Cntr*	Accounting centre short name. You must have booking rights on it.
4	Borrow/Lend*	Borrow, Lend or Trading.
5	Counterparty*	Counterparty short name. Must be different from the Acct Cntr.
6	Draw By Date	Date. Must be after the Grant Date and on or before the Maturity Date.
7	Maturity Date*	Date. Must be after the Grant Date.
8	Check Trade MDate? (Y/N)	Y or N.
9	Committed Y/N*	Y or N.
10	Status	Open, Freeze or Negotiating. If left blank, the status is set to Open.
11	Rate Type	Rate type as shown in the system. Blank or - means none.
12	Rate Basis	Rate basis as shown in the system. Blank or - means none.
13	Margin(%)*	Percentage, e.g. enter 1.25 for 1.25%.
14	Ann. Fee Rate(%)*	Percentage, e.g. enter 0.5 for 0.5%.
15	Guarantor	Guarantor short name (optional).
16	Trustee	Trustee short name (optional).
17	Trust Date	Date (optional).
18	Collateral Value	Free text (optional).
19	Description	Free text (optional).
20	Purpose	Free text (optional).

No.	Column	Column
21	Other Info	Free text (optional).
22	With Effect*	Date the limit takes effect. Same date as exported = update that limit. A new date = add a new limit from that date. Must be on or after the Grant Date and before the Maturity Date.
23	Limit Ccy*	Limit currency code, e.g. SGD.
24	Limit Amount*	Limit amount. Cannot be negative.
25	Utilization Type*	Revolving, Single Draw or Multiple Draw.
26	Product*	One or more products separated by a semicolon (;), e.g. Term Loan; Money Market. Each product can appear only once.
27	Sub Limit Ccy	Sub-limit currency for each product, in the same order as the Product column, separated by (;).
28	Sub Limit Amount	Sub-limit amount for each product, in the same order as the Product column, separated by (;). Cannot be negative. A currency is required for every amount entered.

8. Please note the following rules before importing:

- a) Do not add, remove or re-order columns, and keep the heading row.
- b) Do not change the **Short Name**. The import updates existing facilities only; it cannot create a new facility.
- c) The **Grant Date** is not in the file and cannot be changed by import.
- d) Names (Acct Cntr, Counterparty, Guarantor, Trustee, Product, etc.) must match the names in the system.
- e) Enter dates as Excel dates, not as text.
- f) Example of a product list with sub-limits: Product = **Term Loan; Money Market**, Sub Limit Ccy = **SGD; SGD**, Sub Limit Amount = **5000000; 2000000**. Leave both sub-limit columns blank if there are no sub-limits.
- g) The products in the file replace the product list of that limit. To remove a product, delete it from the Product column together with its sub-limit currency and amount.
- h) You can delete rows for facilities you do not want to change. Rows with no changes are ignored.

C. Import the updated file

9. Go back to the **Facility Import/Export** screen (Set Up > Risk > Facility > Ex/Import).

10. Tick the **Read File** checkbox. Click **Choose File** and select the Excel file you saved.

The screenshot shows the 'Facility Import/Export' interface. At the top, there are buttons for 'Cancel' (with an X icon) and 'Read File' (with a checkmark icon), followed by an unchecked 'Export' checkbox. Below this, there is a 'File' label, a 'Read File' button with a checkmark, and a text input field containing 'Facility_Export.xls'. A 'Choose File' button is positioned to the left of the text field.

11. Click **Read File**. The system checks every row and shows the results in a table.

a) The **Changed** column shows **Y** for facilities that will be updated and **N** for facilities with no changes. Facilities marked N are not updated and stay as they are.

The screenshot shows the 'Facility Import/Export' interface with a table of facilities. The table has 16 columns: ID, Changed, Facility Type*, Short Name*, Acct Cntr*, Borrow/Lend*, Counterparty*, Draw By Date, Maturity Date*, Check Trade MDate? (Y/N), Commit Y/N*, Status, Rate Type, Rate Basis, Margin(%)*, and Ann. Fee Rate(%)*. The 'Changed' column contains 'Y' for the first row and 'N' for the remaining 10 rows. The 'Facility Type*' column contains 'Treasury', 'Working Capital', 'Funding', 'Working Capital', 'Working Capital', 'Working Capital', 'Funding', 'Funding', 'Funding', 'Working Capital', and 'Working Capital' respectively. The 'Short Name*' column contains 'TFS <> DBS-SG', 'CITI-SG < TFS-SG', 'DBS-SG < TFS-SG', 'FRS-UK < BARC-LN', 'TFS < TGL Borrow', 'TFS-SG/DBS-SG OBS', 'PINE-NY < PINE-SF', 'PINE-NY < PINE-TX', 'PINE-NY < ANZ-SY', 'CITI-SG < TGL-SG', and 'TFS < SCB-SG-TL'. The 'Acct Cntr*' column contains 'TFS-SG', 'TFS-SG', 'TFS-SG', 'FRS-UK', 'TFS-SG', 'TFS-SG', 'PINE-NY', 'PINE-NY', 'PINE-NY', 'TGL-SG', and 'TFS-SG'. The 'Borrow/Lend*' column contains 'Borrow', 'Borrow', 'Borrow', 'Borrow', 'Borrow', 'Borrow', 'Borrow', 'Borrow', 'Borrow', 'Borrow', and 'Borrow'. The 'Counterparty*' column contains 'DBS-SG', 'CITI-SG', 'DBS-SG', 'BARC-LN', 'TGL-SG', 'DBS-SG', 'PINE-SF', 'PINE-TX', 'ANZ-SY', 'CITI-SG', and 'SCB-SG'. The 'Draw By Date' column contains '31 Dec 2050' for all rows. The 'Maturity Date*' column contains '31 Dec 2050' for all rows. The 'Check Trade MDate? (Y/N)' column contains 'N' for all rows. The 'Commit Y/N*' column contains 'N' for all rows. The 'Status' column contains 'Open' for all rows. The 'Rate Type' column contains '-' for all rows. The 'Rate Basis' column contains 'Libor 3 mth' for all rows. The 'Margin(%)*' column contains '0.000000' for all rows. The 'Ann. Fee Rate(%)*' column contains '0.000000' for all rows.

ID	Changed	Facility Type*	Short Name*	Acct Cntr*	Borrow/Lend*	Counterparty*	Draw By Date	Maturity Date*	Check Trade MDate? (Y/N)	Commit Y/N*	Status	Rate Type	Rate Basis	Margin(%)*	Ann. Fee Rate(%)*
1	Y	Treasury	TFS <> DBS-SG	TFS-SG	Borrow	DBS-SG	31 Dec 2050	31 Dec 2050	N	N	Open	-	Libor 3 mth	0.000000	0.000000
2	N	Working Capital	CITI-SG < TFS-SG	TFS-SG	Borrow	CITI-SG	31 Dec 2050	31 Dec 2050	N	N	Open	-	Libor 3 mth	0.000000	0.000000
3	N	Funding	DBS-SG < TFS-SG	TFS-SG	Borrow	DBS-SG	31 Dec 2050	31 Dec 2050	N	N	Open	-	Libor 3 mth	0.000000	0.000000
4	N	Working Capital	FRS-UK < BARC-LN	FRS-UK	Borrow	BARC-LN	31 Dec 2050	31 Dec 2050	N	N	Open	-	Libor 3 mth	0.000000	0.000000
5	N	Working Capital	TFS < TGL Borrow	TFS-SG	Borrow	TGL-SG	31 Dec 2050	31 Dec 2050	N	N	Open	-	Libor 3 mth	0.000000	0.000000
6	N	Working Capital	TFS-SG/DBS-SG OBS	TFS-SG	Borrow	DBS-SG	31 Dec 2050	31 Dec 2050	N	N	Open	-	Libor 3 mth	0.000000	0.000000
7	N	Funding	PINE-NY < PINE-SF	PINE-NY	Borrow	PINE-SF	31 Dec 2050	31 Dec 2050	N	N	Open	-	Libor 3 mth	0.000000	0.000000
8	N	Funding	PINE-NY < PINE-TX	PINE-NY	Borrow	PINE-TX	31 Dec 2050	31 Dec 2050	N	N	Open	-	Libor 3 mth	0.000000	0.000000
9	N	Funding	PINE-NY < ANZ-SY	PINE-NY	Borrow	ANZ-SY	31 Dec 2050	31 Dec 2050	N	N	Open	-	Libor 3 mth	0.000000	0.000000
10	N	Working Capital	CITI-SG < TGL-SG	TGL-SG	Borrow	CITI-SG	31 Dec 2050	31 Dec 2050	N	N	Open	-	Libor 3 mth	0.000000	0.000000
11	N	Working Capital	TFS < SCB-SG-TL	TFS-SG	Borrow	SCB-SG	31 Dec 2050	31 Dec 2050	N	N	Open	-	Libor 3 mth	0.000000	0.000000

12. If there are errors, the **File Errors** box lists each row number with its problem, and the **Errors** column shows ERROR on those rows. The Load button will not appear until all errors are fixed. Correct the rows in the Excel file, save it, and repeat steps 10 to 11.

Facility Import/Export

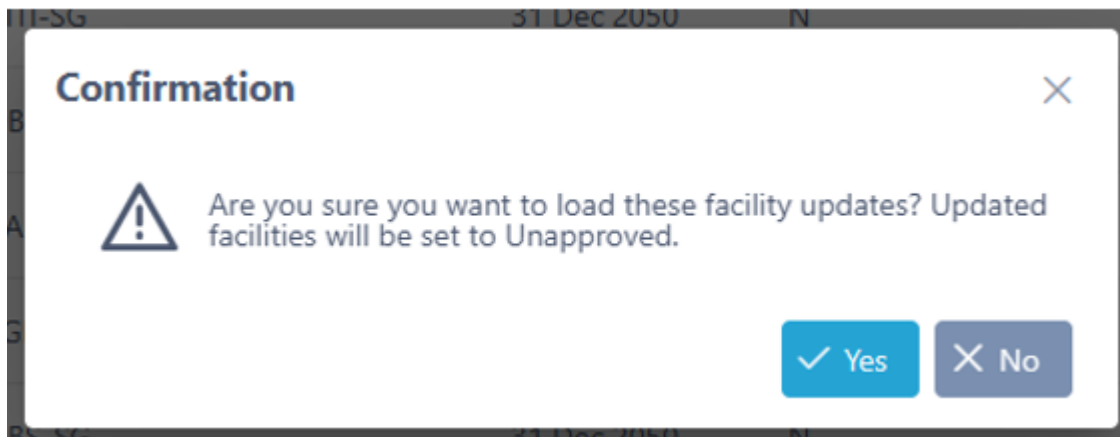
☐ Read File ☐ Export

File Errors

2: Invalid counterparty

ID	Changed	Errors	Facility Type*	Short Name*	Acct Cntr*	Borrow/Lend*	Counterparty*	Draw By Date	Maturity Date*	Check T
1	Y		Treasury	TFS <> DBS-SG	TFS-SG	Borrow	DBS-SG		31 Dec 2050	N
2	N	Error	Working Capital	CITI-SG < TFS-SG	TFS-SG	Borrow	citix		31 Dec 2050	N
3	N		Funding	DBS-SG < TFS-SG	TFS-SG	Borrow	DBS-SG		31 Dec 2050	N

13. If there are no errors, click **Load**. A message appears: “Are you sure you want to load these facility updates? Updated facilities will be set to Unapproved.” Click **Yes**.



14. The message “Facilities updated successfully. Updated facilities are set to Unapproved pending approval.” appears when the load is complete.

Facility Import/Export

☐ Read File ☐ Export

Facilities updated successfully. Updated facilities are set to Unapproved pending approval.

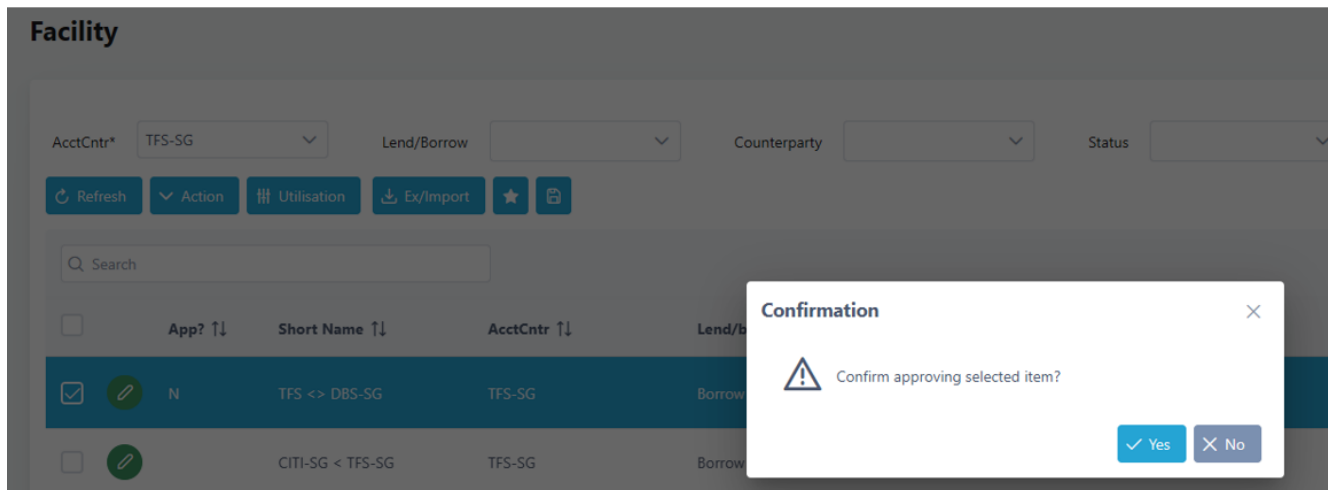
ID	Changed	Facility Type*	Short Name*	Acct Cntr*	Borrow/Lend*	Counterparty*	Draw By Date	Maturity Date*	Check Trade MDate? (Y/N)	Commit Y/N*	Status	Rate Type	Rate Basis	Margin(%)*	Ann. Fee Rate(%)*
1	Y	Treasury	TFS <> DBS-SG	TFS-SG	Borrow	DBS-SG		31 Dec 2050	N	N	Open	-	Libor 3 mth	0.000000	0.000000
2	N	Working Capital	CITI-SG < TFS-SG	TFS-SG	Borrow	CITI-SG		31 Dec 2050	N	N	Open	-	Libor 3 mth	0.000000	0.000000
3	N	Funding	DBS-SG < TFS-SG	TFS-SG	Borrow	DBS-SG		31 Dec 2050	N	N	Open	-	Libor 3 mth	0.000000	0.000000
4	N	Working Capital	FRS-UK < BARC-LN	FRS-UK	Borrow	BARC-LN		31 Dec 2050	N	N	Open	-	Libor 3 mth	0.000000	0.000000
5	N	Working Capital	TFS - TGL Borrow	TFS-SG	Borrow	TGL-SG		31 Dec 2050	N	N	Open	-	Libor 3 mth	0.000000	0.000000
6	N	Working Capital	TFS-SG/DBS-SG OBS	TFS-SG	Borrow	DBS-SG		31 Dec 2050	N	N	Open	-	Libor 3 mth	0.000000	0.000000
7	N	Funding	PINE-NY < PINE-SF	PINE-NY	Borrow	PINE-SF		31 Dec 2050	N	N	Open	-	Libor 3 mth	0.000000	0.000000
8	N	Funding	PINE-NY < PINE-TX	PINE-NY	Borrow	PINE-TX		31 Dec 2050	N	N	Open	-	Libor 3 mth	0.000000	0.000000
9	N	Funding	PINE-NY < ANZ-SY	PINE-NY	Borrow	ANZ-SY		31 Dec 2050	N	N	Open	-	Libor 3 mth	0.000000	0.000000
10	N	Working Capital	CITI-SG < TGL-SG	TGL-SG	Borrow	CITI-SG		31 Dec 2050	N	N	Open	-	Libor 3 mth	0.000000	0.000000
11	N	Working Capital	TFS < SCB-SG-TL	TFS-SG	Borrow	SCB-SG		31 Dec 2050	N	N	Open	-	Libor 3 mth	0.000000	0.000000

15. Click **Cancel** to return to the Facility screen.

D. Approve the updated facilities

16. On the Facility screen, select the Acct Cntr and click **Refresh**. Updated facilities show as not approved in the **App?** column.

17. A user with approval rights ticks the updated facilities and clicks **Approve**, then confirms.



18. To check what was changed for a facility, click its Short Name to open the Amend Facility screen and click **History**.

FREQUENTLY ASKED QUESTIONS

FAQ01. Can I create a new facility using this import?

No. This import only updates facilities that already exist. A Short Name that is not found gives the error “Facility short name is invalid or does not exist”. Use the Import button on the New Facility screen to create new facilities.

FAQ02. How do I give a facility a new limit from a future date?

Change the With Effect date to the new date and enter the new limit details. The system adds a new limit from that date and keeps the earlier limit. If you keep the exported With Effect date, the existing limit is updated instead.

FAQ03. Why does the Changed column show N for a row I edited?

The values in the file are the same as the values already in the system, for

example only the text case or number format was changed. Rows marked N are not updated and are not set to Unapproved.

FAQ04. Why is the Load button not shown?

Load only appears after Read File finishes with no errors. Fix every row listed in File Errors, save the file and click Read File again.

FAQ05. Why did a facility become Unapproved after the import?

Any facility changed by the import must be approved again, the same as when it is amended on screen. Facilities with no changes are not affected.

FAQ06. Why are some facilities missing from the export?

Only facilities that are active on the As At Date are exported, that is, granted on or before the date and maturing after it. Also check the Acct Cntr, Lend/Borrow, Counterparty and Facility Type filters.

RELATED INFORMATION

[Facility](#)

[Import Facility](#)

[Import Facility Limit](#)

CHANGE HISTORY

Date	By	Changes
22-Oct-2026	TS	Created.