Export/ Import TL Repayment Schedule (W5)

This version is superseded. Click here to view the latest guide.

PURPOSE

This document describes the procedures for exporting and re-importing term loan repayment schedule.

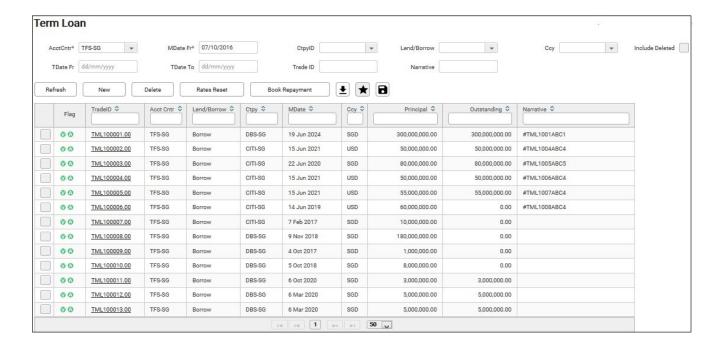
WHY IS THIS IMPORTANT?

This allow updating/ overwriting an existing schedule via importing from an Excel and is a faster way to update the term loan repayment schedule instead of manually update individual items in the system. This way, it provides user the flexibility to amend the entire repayment schedule in Excel before importing it back into the system.

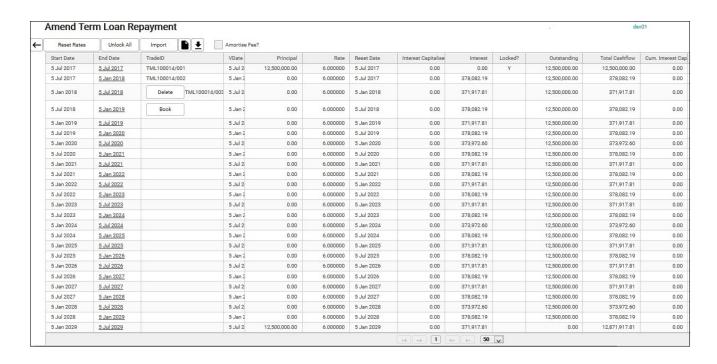
PROCEDURE



- 1. From the main menu, click on Transaction > Term Loan.
- 2. Filter out the term loan transaction that you wish to amend or update the repayment schedule by selecting the accounting centre from the drop down box and maturity from date. Click Refresh.



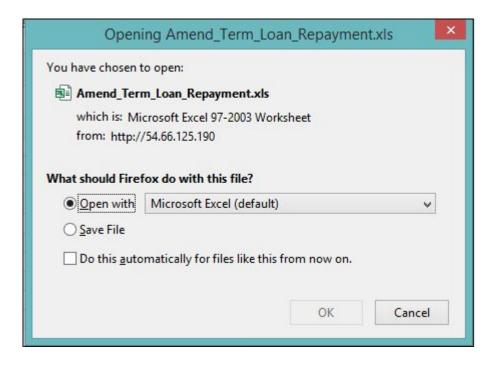
- 3. Click on the TradeID. In this example, TML100014.00 is chosen.
- 4. In the Amend Term Loan screen, click to go to Amend Term Loan Repayment screen.



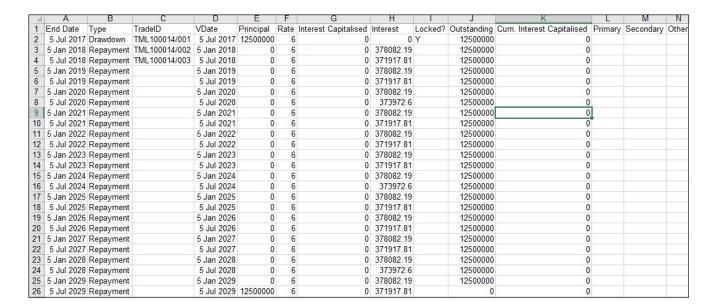
5. To update the existing schedule using import, first you need to export the existing schedule out to an Excel.

To do that, click on Export Button.

6. A popup will appears. Choose to open or save the file.

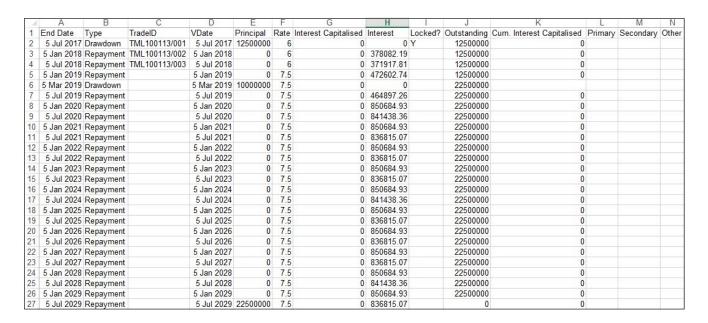


- 7. Click OK.
- 8. The repayment schedule exported to Excel will look like the below. All existing repayment items including booked and unbooked items will be exported out.



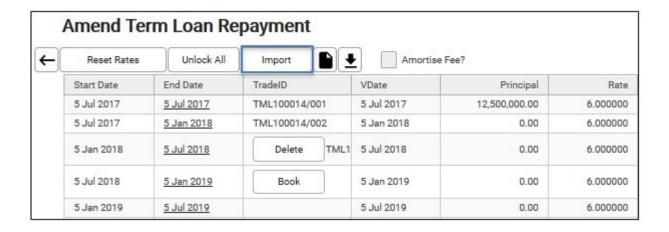
- 9. Amend the repayment schedule exported in the Excel and saved it in your workstation's local drive once completed.
- 10. Please note on the rules and validation checks before importing the repayment schedule into the system:
 - a) Periodic items exported can be amended, new items can be added and existing items can be deleted.

- b) New periodic item can only be inserted after the last booked periodic item's End Date.
- c) New periodic item cannot be inserted before the transaction's VDate.
- d) New periodic item cannot be inserted after the transaction's MDate.
- e) First periodic item's End Date must be same as transaction's VDate and cannot be amended or deleted.
- 11. In this example, we will add additional drawdown of 10 million on 5 Mar 2019 and amend the interest rate and interest amount from 5 Jan 2019 onwards.



12. To import the amended repayment schedule back into the system, click Import button from the Amend Term Loan Repayment screen.

*Note: Import of the repayment schedule is not allowed when reset rates is available for the trade. You will be prompted if the trade has reset rates table maintained.



13. The screen below appears.



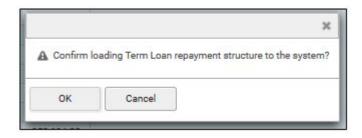
14. Tick on Read File checkbox. Click Choose File. Look for the saved file.



15. Click Read File. System will read only the periodic items where the End Date is after the last booked periodic item's End Date. Note that all imported interest amount will be fixed/locked.

←	Load	Read File						
ID	End Date	Туре	VDate	Principal	Rate	Interest Capitalised	Interest	
4	5 Jan 2019	Repayment	5 Jan 2019	0.00	7.500000	0.00	472,602.74	
5	5 Mar 2019	Drawdown	5 Mar 2019	10,000,000.00	7.500000	0.00	0.00	
6	5 Jul 2019	Repayment	5 Jul 2019	0.00	7.500000	0.00	464,897.26	
7	5 Jan 2020	Repayment	5 Jan 2020	0.00	7.500000	0.00	850,684.93	
8	5 Jul 2020	Repayment	5 Jul 2020	0.00	7.500000	0.00	841,438.36	
9	5 Jan 2021	Repayment	5 Jan 2021	0.00	7.500000	0.00	850,684.93	
10	5 Jul 2021	Repayment	5 Jul 2021	0.00	7.500000	0.00	836,815.07	
11	5 Jan 2022	Repayment	5 Jan 2022	0.00	7.500000	0.00	850,684.93	
12	5 Jul 2022	Repayment	5 Jul 2022	0.00	7.500000	0.00	836,815.07	
13	5 Jan 2023	Repayment	5 Jan 2023	0.00	7.500000	0.00	850,684.93	
14	5 Jul 2023	Repayment	5 Jul 2023	0.00	7.500000	0.00	841,438.36	
15	5 Jan 2024	Repayment	5 Jan 2024	0.00	7.500000	0.00	850,684.93	
16	5 Jul 2024	Repayment	5 Jul 2024	0.00	7.500000	0.00	836,815.07	
17	5 Jan 2025	Repayment	5 Jan 2025	0.00	7.500000	0.00	850,684.93	
18	5 Jul 2025	Repayment	5 Jul 2025	0.00	7.500000	0.00	836,815.07	
19	5 Jan 2026	Repayment	5 Jan 2026	0.00	7.500000	0.00	850,684.93	
20	5 Jul 2026	Repayment	5 Jul 2026	0.00	7.500000	0.00	836,815.07	
21	5 Jan 2027	Repayment	5 Jan 2027	0.00	7.500000	0.00	850,684.93	
22	5 Jul 2027	Repayment	5 Jul 2027	0.00	7.500000	0.00	836,815.07	
23	5 Jan 2028	Repayment	5 Jan 2028	0.00	7.500000	0.00	850,684.93	
24	5 Jul 2028	Repayment	5 Jul 2028	0.00	7.500000	0.00	836,815.07	
25	5 Jan 2029	Repayment	5 Jan 2029	0.00	7.500000	0.00	850,684.93	
26	5 Jul 2029	Repayment	5 Jul 2029	22,500,000.00	7.500000	0.00	836,815.07	

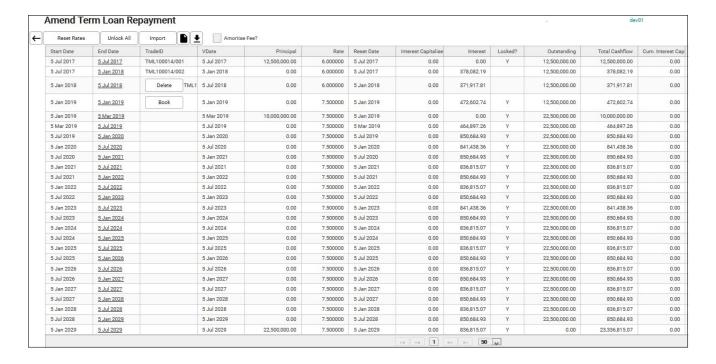
- 16. If there is an error, the user will be prompted with the rows to be corrected. To make corrections, go to the saved Excel file to edit and import again.
- 17. If there is no error, click Load. Click OK on the pop up that appears.



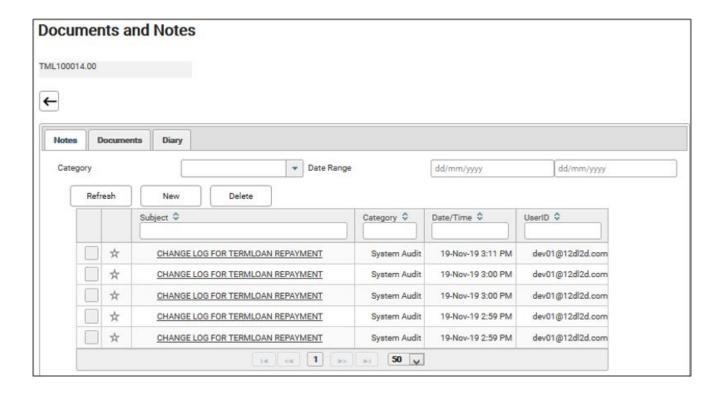
18. You will see message below once successfully loaded.



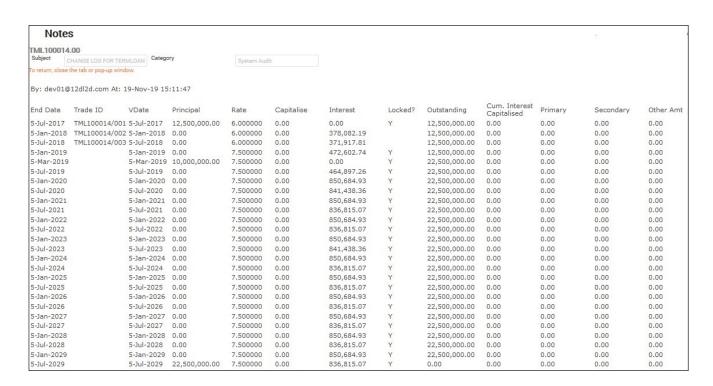
19. Click Back Button to return to Amend Term Loan Repayment screen. The repayment schedule is updated.



- 20. System also keeps an image of the imported repayment schedule in the audit log. To view the audit log, click on the File/Note Button.
- 21. The screen below appears.



22. Click the subject to view the change log. An image of the change log will open in a new Tab.



FREQUENTLY ASKED QUESTIONS

FAQ01. Does the system recalculates the interest amount using import?

When using import function in CS Lucas system, system gives flexibility for users to overwrite the system values and does not recalculate the interest amount. During import, system will load the values as per in the import file and set the interest amount to Locked? = Y for imported periodic items.

FAQ02. Does the system checks for facility limit using import?

No, system does not checks for facility limit for import as the intention was to give flexibility for users to overwrite system values.

RELATED INFORMATION

Amend Term Loan and Repayments

CHANGE HISTORY

Date	Ву	Changes
25-Jul-2017	TS	Created.
19-Nov-2019	Lyra	Updated Screenshots.