Export/ Import TL Repayment Schedule

[See previous W5 version 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.

Term Loan

| | AcctCntr* | TFS-SG | | Lend/Borrow | | | TDate Fr | dd/mm/yyyy | | MDate Fr* | 01/07/2017 | | Ccy | |
| CtpyID | | | Portfolio | | | TDate To | dd/mm/yyyy | | MDate To | dd/mm/yyyy | | Trade ID | |

Refresh | Action | Rates Reset | Book Repayment | ★ |

Search

		Flag	TradeID ↑↓	Acct Cntr ↑↓	Lend/Borrow ↑↓	Ctpy ↑↓	Portfolio ↑↓	MDate ↑↓	Ccy ↑↓	Principal ↑↓	Outstanding ↑↓	Project ↑↓	Narrative ↑↓
☐	✎	V A	TML100001.00	TFS-SG	Borrow	DBS-SG	DEFAULT	19 Jun 2024	SGD	300,000,000.00	300,000,000.00		#TML1001ABC1
☐	✎	V A	TML100002.00	TFS-SG	Borrow	CITI-SG	DEFAULT	15 Jun 2021	USD	50,000,000.00	0.00		#TML1004ABC4
☐	✎	V A	TML100003.00	TFS-SG	Borrow	CITI-SG	DEFAULT	22 Jun 2020	SGD	80,000,000.00	0.00		#TML1005ABC5
☐	✎	V A	TML100004.00	TFS-SG	Borrow	CITI-SG	TL-HEDGE	15 Jun 2021	USD	50,000,000.00	0.00		#TML1006ABC4
☐	✎	V A	TML100005.00	TFS-SG	Borrow	CITI-SG	TL-HEDGE	15 Jun 2021	USD	55,000,000.00	0.00		#TML1007ABC4
☐	✎	V A	TML100006.00	TFS-SG	Borrow	CITI-SG	TL-HEDGE	14 Jun 2019	USD	60,000,000.00	0.00		#TML1008ABC4

3. Click on the Edit button of the trade to be amended. In this example, TML100006.00 is chosen.

4. This brings you to the Amend Term Loan screen. Click Repayment to go to Amend Term Loan Repayment screen.

Amend Term Loan Repayment

Cancel | Reset Rates | Unlock All | Import | File/Note | Action | Amortise Fee? ☑

	Start Date	End Date	TradeID	VDate	Principal	Rate	Reset Date	Int. Cap.	Interest	Locked?	Outstanding	Total Cashflow	Cum. Int. Cap.
✎	15 Jun 2017	15 Jun 2017	TML100006/001	15 Jun 2017	60,000,000.00	3.500000	15 Jun 2017	0.00	0.00	Y	60,000,000.00	60,000,000.00	0.00
✎	15 Jun 2017	15 Dec 2017	Delete TML100006/002	15 Dec 2017	0.00	3.500000	15 Jun 2017	0.00	1,067,500.00	Y	60,000,000.00	1,067,500.00	0.00
✎	15 Dec 2017	15 Jun 2018	Book	15 Jun 2018	0.00	3.500000	15 Dec 2017	0.00	1,061,666.67	Y	60,000,000.00	1,061,666.67	0.00
✎	15 Jun 2018	15 Dec 2018		15 Dec 2018	0.00	3.500000	15 Jun 2018	0.00	1,067,500.00	Y	60,000,000.00	1,067,500.00	0.00
✎	15 Dec 2018	14 Jun 2019		14 Jun 2019	60,000,000.00	3.500000	15 Dec 2018	0.00	1,055,833.33	Y	0.00	61,055,833.33	0.00

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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 Action and select export XLS.

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

7. Open the saved file.

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.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	End Date	Type	TradeID	VDate	Principal	Rate	Int. Cap.	Interest	Locked?	Outstanding	Cum. Int. Cap.	Primary	Secondary	Other
2	15 Jun 2017	Drawdown	TML100006/001	15 Jun 2017	60000000	3.5	0		0 Y	60000000	0			
3	15 Dec 2017	Repayment	TML100006/002	15 Dec 2017	0	3.5	0	1067500	Y	60000000	0			
4	15 Jun 2018	Repayment		15 Jun 2018	0	3.5	0	1061666.67		60000000	0			
5	15 Dec 2018	Repayment		15 Dec 2018	0	3.5	0	1067500		60000000	0			
6	14 Jun 2019	Repayment		14 Jun 2019	60000000	3.5	0	1055833.33		0	0			

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 5 million on 15 July 2018 and amend the interest rate and interest amount from 15 June 2018 onwards.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	End Date	Type	TradeID	VDate	Principal	Rate	Int. Cap.	Interest	Locked?	Outstanding	Cum. Int. Cap.	Primary	Secondary	Other
2	15 Jun 2017	Drawdown	TML100006/001	15 Jun 2017	60000000	3.5	0		0 Y	60000000	0			
3	15 Dec 2017	Repayment	TML100006/002	15 Dec 2017	0	3.5	0	1067500	Y	60000000	0			
4	15 Jun 2018	Repayment		15 Jun 2018	0	3.85	0	1151835.62		60000000	0			
5	15 Jul 2018	Drawdown		15 Jul 2018	5000000	3.85	0	189863.01		65000000	0			
6	15 Dec 2018	Repayment		15 Dec 2018	0	3.85	0	1048993.15		65000000	0			
7	14 Jun 2019	Repayment		14 Jun 2019	60000000	3.85	0	1240965.75		0	0			

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.

Import Term Loan Repayment

X Cancel	Read File ✓						

| File | ✓ Read File | Choose File | Amend_Term_Loan_Repayment.xls | | | | |

ID	End Date	Type	VDate	Principal	Rate	Interest Capitalised	Interest
No records found.							

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.

Import Term Loan Repayment

X Cancel	⬇ Load	Read File ☐

ID	End Date	Type	VDate	Principal	Rate	Interest Capitalised	Interest
3	15 Jun 2018	Repayment	15 Jun 2018	0.00	3.850000	0.00	1,151,835.62
4	15 Jul 2018	Drawdown	15 Jul 2018	5,000,000.00	3.850000	0.00	189,863.01
5	15 Dec 2018	Repayment	15 Dec 2018	0.00	3.850000	0.00	1,048,993.15
6	14 Jun 2019	Repayment	14 Jun 2019	60,000,000.00	3.850000	0.00	1,240,965.75

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 Yes on the pop up that appears.

Import Term Loan Repayment

ID	End Date	Type	VDate	Principal	Rate	Interest Capitalised	Interest
3	15 Jun 2018	Repayment	15 Jun 2018	0.00	3.850000	0.00	1,151,835.62
4	15 Jul 2018	Drawdown	15 Jul 2018	5,000,000.00	3.850000		
5	15 Dec 2018	Repayment	15 Dec 2018	0.00	3.850000		
6	14 Jun 2019	Repayment	14 Jun 2019	60,000,000.00	3.850000		

Confirmation

⚠ Confirm loading Term Loan repayment structure to the system?

✓ Yes   ✕ No

18. You will see message below once successfully loaded.

Import Term Loan Repayment

✕ Cancel   Read File ☐

The term loan repayment structure has been successfully loaded.

ID	End Date	Type	VDate	Principal	Rate	Interest Capitalised	Interest
3	15 Jun 2018	Repayment	15 Jun 2018	0.00	3.850000	0.00	1,151,835.62
4	15 Jul 2018	Drawdown	15 Jul 2018	5,000,000.00	3.850000	0.00	189,863.01
5	15 Dec 2018	Repayment	15 Dec 2018	0.00	3.850000	0.00	1,048,993.15
6	14 Jun 2019	Repayment	14 Jun 2019	60,000,000.00	3.850000	0.00	1,240,965.75

19. Click Cancel button to return to Amend Term Loan Repayment screen. The repayment schedule is updated.

Amend Term Loan Repayment

	Start Date	End Date	TradeID	VDate	Principal	Rate	Reset Date	Int. Cap.	Interest	Locked?	Outstanding	Total Cashflow	Cum. Int. Cap.
✎	15 Jun 2017	15 Jun 2017	TML100006/001	15 Jun 2017	60,000,000.00	3.500000	15 Jun 2017	0.00	0.00	Y	60,000,000.00	60,000,000.00	0.00
✎	15 Jun 2017	15 Dec 2017	Delete TML100006/002	15 Dec 2017	0.00	3.500000	15 Jun 2017	0.00	1,067,500.00	Y	60,000,000.00	1,067,500.00	0.00
✎	15 Jun 2018	15 Jun 2018	Book	15 Jun 2018	0.00	3.850000	15 Jun 2018	0.00	1,151,835.62	Y	60,000,000.00	1,151,835.62	0.00
✎	15 Jun 2018	15 Jul 2018		15 Jul 2018	5,000,000.00	3.850000	15 Jun 2018	0.00	189,863.01	Y	65,000,000.00	5,189,863.01	0.00
✎	15 Jul 2018	15 Dec 2018		15 Dec 2018	0.00	3.850000	15 Jul 2018	0.00	1,048,993.15	Y	65,000,000.00	1,048,993.15	0.00
✎	15 Dec 2018	14 Jun 2019		14 Jun 2019	65,000,000.00	3.850000	15 Dec 2018	0.00	1,240,965.75	Y	0.00	66,240,965.75	0.00

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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.

Documents and Notes

TML100006.00

← Back

Notes   Documents   Diary

Category [⌄]   Date Range [dd/mm/yyyy]   [dd/mm/yyyy]

↻ Refresh   💾 New   ⬇ Delete

🔍 Search   ☰ Columns

		Subject ↑↓	Category ↑↓	Date/Time ↑↓	UserID ↑↓
☐	☆	CHANGE LOG FOR TERMLOAN REPAYMENT	System Audit	29-Jan-24 7:25 AM	admin@devent1.com
☐	☆	CHANGE LOG FOR TERMLOAN REPAYMENT	System Audit	29-Jan-24 7:13 AM	admin@devent1.com

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

Notes

TML100006.00

Subject   CHANGE LOG FOR TERML   Category   System Audit

To return, close the tab or pop-up window.

By: admin@devent1.com At: 29-Jan-24 07:25:38

End Date	Trade ID	VDate	Principal	Rate	Capitalise	Interest	Locked?	Outstanding	Cum. Interest Capitalised	Primary	Secondary	Other Amt
15-Jun-2017	TML100006/001	15-Jun-2017	60,000,000.00	3.500000	0.00	0.00	Y	60,000,000.00	0.00	0.00	0.00	0.00
15-Dec-2017	TML100006/002	15-Dec-2017	0.00	3.500000	0.00	1,067,500.00	Y	60,000,000.00	0.00	0.00	0.00	0.00
15-Jun-2018		15-Jun-2018	0.00	3.850000	0.00	1,151,835.62	Y	60,000,000.00	0.00	0.00	0.00	0.00
15-Jul-2018		15-Jul-2018	5,000,000.00	3.850000	0.00	189,863.01	Y	65,000,000.00	0.00	0.00	0.00	0.00
15-Dec-2018		15-Dec-2018	0.00	3.850000	0.00	1,048,993.15	Y	65,000,000.00	0.00	0.00	0.00	0.00
14-Jun-2019		14-Jun-2019	65,000,000.00	3.850000	0.00	1,240,965.75	Y	0.00	0.00	0.00	0.00	0.00

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	By	Changes
25-Jul-2017	TS	Created.
19-Nov-2019	Lyra	Updated screenshots.
29-Jan-2024	TS	Updated to W6 instructions and screenshots.