

## Fees and Cash Transactions (W5)

[This version is superseded. Click here to view the latest guide.](#)

## PURPOSE

This document shows the detailed procedure for creating fees and cash transactions.

## WHY IS THIS IMPORTANT?

This allows cash or fees relating to treasury transactions to be captured in the system for accounting purposes.

## PROCEDURE

1. From the main menu, select Back Office > Fees and Cash Transactions.

Fees and Cash Transactions

dev01 ?

Acct Cntr\*

TFS-SG

CtpyID

Ccy

Pay/Rec

Due Date Fr

dd/mm/yyyy

Due Date To

dd/mm/yyyy

Category

Refresh

New

Delete

Flag	TradeID ↕	Acct Cntr ↕	Pay/Rec ↕	Category ↕	CtpyID ↕	Due Date ↕	Ccy ↕	Amount ↕

No records found.

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2. Click New. The system displays New Fees and Cash Transactions.

### New Fees and Cash Transactions

Acct Cntr*	TFS-SG
Pay/Rec*	
Category*	
Counterparty ID*	
TDate*	15/11/2019
VDate*	dd/mm/yyyy
Ccy*	SGD
Amount*	
Our SSI*	TF-DB-SGD
Their SSI*	
Portfolio	
Transaction Type	-
Projects	-
Our Dealer	dev01@12dl2d.com
Ctpy Dealer	
Ctpy Reference	
Narrative	
Term Loan Amortisation	
Skip Holidays	<input type="checkbox"/>

3. Accounting centre will be populated with the default value based on the preference set up under User and Rights. Otherwise, choose the accounting centre from the dropdown.

4. In the Pay/Rec field, select if Payables or Receivables.

5. In the Category field, select the type of fees or cash transactions. This field is user definable. You can create this under Set Up > User Definable > Fees and Cash

Transactions Category. For detail steps, see how to set up user definable field [here](#). Note that the mapping account of this Category type is mapped under Set Up > Chart of Account for accounting journals posting. See Mapping Chart of Accounts below.

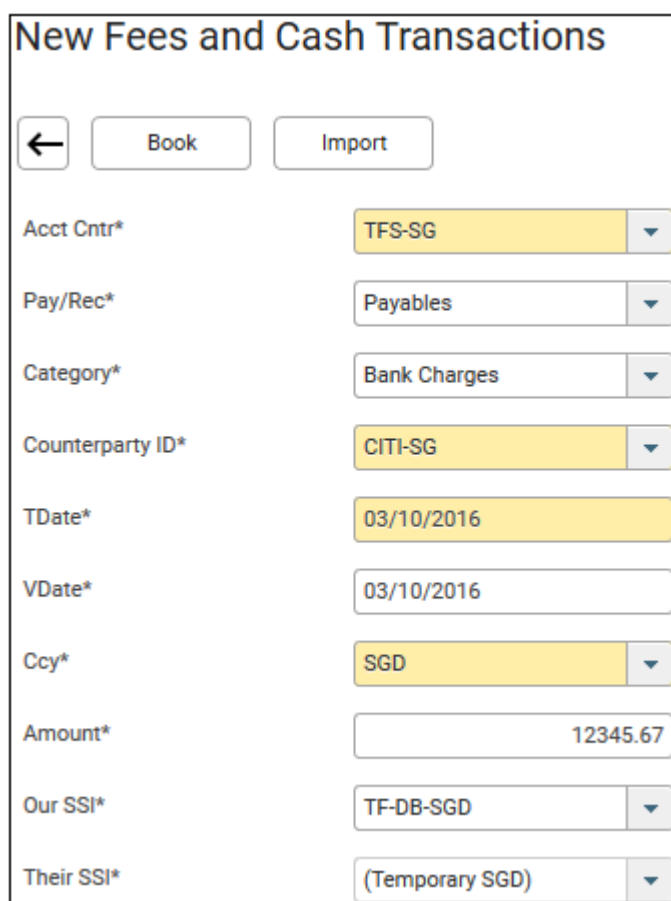
6. Select the Counterparty.

7. Input the TDate and VDate.

8. Choose the currency in the Ccy field.

9. Input the amount.

10. Choose from the dropdown in the Our SSI and Their SSI fields to select the bank accounts to debit and credit.



The screenshot shows a web form titled "New Fees and Cash Transactions". At the top, there are three buttons: a back arrow, "Book", and "Import". Below these are several input fields, each with an asterisk indicating it is mandatory. The fields and their values are: "Acct Cntr\*" with a dropdown menu showing "TFS-SG"; "Pay/Rec\*" with a dropdown menu showing "Payables"; "Category\*" with a dropdown menu showing "Bank Charges"; "Counterparty ID\*" with a dropdown menu showing "CITI-SG"; "TDate\*" with a text box containing "03/10/2016"; "VDate\*" with a text box containing "03/10/2016"; "Ccy\*" with a dropdown menu showing "SGD"; "Amount\*" with a text box containing "12345.67"; "Our SSI\*" with a dropdown menu showing "TF-DB-SGD"; and "Their SSI\*" with a dropdown menu showing "(Temporary SGD)".

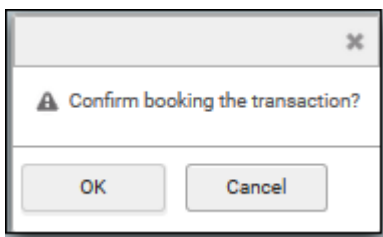
Field	Value
Acct Cntr*	TFS-SG
Pay/Rec*	Payables
Category*	Bank Charges
Counterparty ID*	CITI-SG
TDate*	03/10/2016
VDate*	03/10/2016
Ccy*	SGD
Amount*	12345.67
Our SSI*	TF-DB-SGD
Their SSI*	(Temporary SGD)

11. At this point, the transaction is ready to book as all the mandatory fields are entered. However, other fields below may be filled out if necessary.

Portfolio	<input type="text"/>
Transaction Type	<input type="text"/>
Projects	<input type="text"/>
Our Dealer	<input type="text" value="dev01@12d12d.com"/>
Ctpy Dealer	<input type="text"/>
Ctpy Reference	<input type="text"/>
Narrative	<div></div>
Term Loan Amortisation	<input type="text"/>
Skip Holidays	<input type="checkbox"/>

12. If the transaction entered is fee relating to your Term Loan trade and you need system to amortize it, tag the trade ID of the Term Loan trade at the Term Loan Amortisation field for this Fee trade. This field is optional.

13. Click Book when completed. Click OK when a popup appears to confirm booking.



14. The Fees and Cash Transactions main screen will display the transaction entered.

Fees and Cash Transactions

dev01?

Acct Cntr\*

TFS-SG

CtpyID

Ccy

Pay/Rec

Due Date Fr

dd/mm/yyyy

Due Date To

dd/mm/yyyy

Category

Refresh

New

Delete

	Flag	TradeID <div></div>	Acct Cntr <div></div>	Pay/Rec <div></div>	Category <div></div>	CtpyID <div></div>	Due Date <div></div>	Ccy <div></div>	Amount <div></div>
<input type="checkbox"/>		MAP100001.00	TFS-SG	Payables	Bank Charges	CITI-SG	3 Oct 2016	SGD	12,345.67

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15. You may filter the transactions by selecting the filter

criteria from the fields on the top of the screen such as counterparty ID, currency, Pay/ Rec, Due Date From and To and Category. Accounting Centre field is mandatory. Click Refresh when it is done.

16. Fees and Cash transaction booked cannot be amended. Delete the trade and re-book if amendment is necessary.

### **MAPPING CHART OF ACCOUNTS**

Fees and Cash transactions accounts mapping is done under Set Up > Chart of Accounts.

In the example below, the account type 1501: Payables and 1502: Receivables is mapped by Category.

**Accounting Chart of Account**

Acct Cntr\* TFS-SG Account Type\* 1501:MAP: Pay Fees/Charges

Category\*

Refresh Import Save Apply All Apply Selected

Apply Mapped Account

<input type="checkbox"/>	Mapped Account ↕	Category ↕
<input type="checkbox"/>	112233	Bank Charges
<input type="checkbox"/>		-

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**Accounting Chart of Account**

Acct Cntr\* TFS-SG Account Type\* 1502:MAR: Receive Fees/Charges

Category\*

Refresh Import Save Apply All Apply Selected

Apply Mapped Account

<input type="checkbox"/>	Mapped Account ↕	Category ↕
<input type="checkbox"/>	223344	Bank Charges
<input type="checkbox"/>		-

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Note that the two account types above can be mapped by the following dimensions:

- Category
- Ccy + Category
- Ctpy + Category
- Portfolio + Category
- Ctpy + Ccy + Category
- Portfolio + Ctpy + Category
- Portfolio + Ccy + Category
- Portfolio + Ctpy + Ccy + Category

JOURNALS

The journals will look like the below for MAP100001.00. The mapped account is 112233, which is the mapped account for Fees for 1501: Payables account type.

Journals Details

dev01

←

Save

Recreate

MAP100001.00

PaiddCITI-SG SGD 12,345.67 -

Status

Ready

PDate\*

01/06/2017

Eff Date\*

03/10/2016

Show Parameter

☐

Journal Description

Fees and Cash Transactions SGD 12,345.67

	System A/C	Mapped A/C	Ccy	Dc/(Cr)	Base Ccy	Dc/(Cr)	Rate	Counterparty	Portfolio	SSI	Acct T
<input type="checkbox"/>	MAP: Pay Fees/Charges	112233	SGD	12,345.67	SGD	12,345.67	1.000000	CITI-SG			1501
<input type="checkbox"/>	Cash at Bank	11070001: TF-DB-S	SGD	-12,345.67	SGD	-12,345.67	1.000000	CITI-SG		TF-DB-SGD	0001

Snap shot

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FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created
4-May-2016	Clarissa	Reformatted. Rewritten.
7-Nov-2016	TS	Updated.
4-Mar-2020	Lyra	Updated Screenshots.