

Fees and Cash Transactions

[See previous W5 version 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

Acct Cntr*

TFS-SG

CtpyID

Ccy

Pay/Rec

Due Date Fr

dd/mm/yyyy

Due Date

Category

Refresh

Action

Search

Columns

	Flag	TradeID ↑↓	Acct Cntr ↑↓	Pay/Rec ↑↓	Category ↑↓	CtpyID ↑↓	Due Date ↑↓	Ccy ↑↓	Amount ↑↓
No records found.									

0-0 of 0 records

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

New Fees and Cash Transactions

✕ Cancel

📁 Book

📄 Import

Acct Cntr*	TFS-SG
Pay/Rec*	
Category*	
Counterparty ID*	
TDate*	27/07/2023
VDate*	dd/mm/yyyy
Ccy*	SGD
Amount*	
Our SSI*	TF-DB-SGD
Their SSI*	
Portfolio	
Transaction Type	-
Projects	-
Our Dealer	admin@devent1.com
Ctpy Dealer	
Ctpy Reference	
Narrative	
Term Loan Amortisation	
Skip Holidays	☐

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.

New Fees and Cash Transactions

✕ Cancel

📁 Book

📄 Import

Acct Cntr*

TFS-SG



Pay/Rec*

Payables



Category*

Bank Charges



Counterparty ID*

CITI-SG



TDate*

20/06/2017

VDate*

20/06/2017

Ccy*

SGD



Amount*

49.25

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	
Transaction Type	-
Projects	-
Our Dealer	admin@devent1.com
Ctpy Dealer	
Ctpy Reference	
Narrative	
Term Loan Amortisation	
Skip Holidays	☐

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 Yes when a popup appears to confirm booking.

Confirmation



Confirm booking the transaction?

✓ Yes

✗ No

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

Fees and Cash Transactions

Acct Cntr*

TFS-SG

CtpyID

Ccy

Pay/Rec

Due Date Fr

Category

Refresh

Action

Q Search

Columns

☐	Flag	TradeID ↑↓	Acct Cntr ↑↓	Pay/Rec ↑↓	Category ↑↓	CtpyID ↑↓	Due Date ↑↓	Ccy ↑↓	Amount ↑↓
☐	 	MAP100001.00	TFS-SG	Payables	Bank Charges	CITI-SG	20 Jun 2017	SGD	49.25

1-1 of 1 records

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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

Apply Description

Search

Columns

☐	Mapped Account ↑↓	Category ↑↓	Description ↑↓
☐	11072300	Bank Charges	
☐		-	

1-2 of 2 records << < 1 > >> 50

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

Apply Description

Search

Columns

☐	Mapped Account ↑↓	Category ↑↓	Description ↑↓
☐	11072400	Bank Charges	
☐		-	

1-2 of 2 records << < 1 > >> 50

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 11072300, which is the mapped account for Fees for 1501: Payables account type.

Journals Details

Cancel

Save

Recreate

File/Note

MAP100001.00

Paid:CITI-SG SGD 49.25 -

StatusReady

PDate*20/06/2017

Eff Date*20/06/2017

Show Parameter☐

Journal DescriptionFees and Cash Transactions SGD 49.25

System A/C	Mapped A/C	Ccy	Dc/(Cr)	Base Ccy	Dc/(Cr)	Rate	Counterparty	Portfolio	SSI	Acct Type	Category
☐ MAP: Pay Fees/Charges	11072300	SGD	49.25	SGD	49.25	1.000000	CITI-SG			1501	Bank Charges
☐ Cash at Bank	11070001: TF-DB-SG	SGD	-49.25	SGD	-49.25	1.000000	CITI-SG		TF-DB-SGD	0001	Bank Charges

1-2 of 2 records << < 1 > >> 50

Snap shot☐

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.
27-Jul-2023	TS	Updated to W6 instructions and screenshots.