Fund Management – Dividend (W5)

PURPOSE

This document describes how to manage dividends in the system.

WHY IS THIS IMPORTANT?

Allow to capture dividends earned from the investment in shares that booked in CS Lucas system.

PROCEDURE

1. Select Transaction > Fund Management > Dividend. The Dividends launch screen will be displayed.

2. Click New to get to the Maintain Dividend screen.

Maintain Dividend

←

Acct Cntr*	TFS-SG ▾
Ticker*	
Declare Date*	25/11/2019
Ex Date*	25/11/2019
VDate*	dd/mm/yyyy
Ccy	
Gross Per Share*	
Tax Rate (%)*	
Dividend Ref	

Refresh

TDate*	25/11/2019
Skip Holidays	☐

Acct Cntr	Portfolio		Position	Dividend	Taxation	Transaction Cost	Net Amount	Booked dividend details
No records found.								

3. Fill in the mandatory fields characterized by (*).

4. Accounting centre would have been defaulted to user accounting centre. If not, it will be left blank. Choose the accounting centre or accounting centre group.

5. Type the Ticker. If unsure the ticker name, type the first letter and press Tab. All tickers that start with that letter will be displayed.

Maintain Dividend

s*	
SATS	SATS
Sec1	Sec1
Share A	Share A
SIA:SP	Singapore Airlines
SINGTEL	SINGTEL

50 rows

Field	Value
Acct Cntr*	+ TFS Group
Ticker*	s
Declare Date*	08/01/2020
Ex Date*	08/01/2020
VDate*	dd/mm/yyyy
Ccy	
Gross Per Share*	
Tax Rate (%)*	
Dividend Ref	
TDate*	14/06/2017
Skip Holidays	

Refresh

Acct Cntr	Portfolio	
No records found.		

6. Fill in the Declare Date, Ex Date and VDate. Note that Declare Date must be before Ex Date and Ex Date must before the VDate.

Field	Description
Declare Date	This is the date when the dividend amount is declared by the company.
Ex Date	This is the reference date at which the quantity of shares held will be used to compute the amount of dividend paid.
VDate	This is the date when the dividend will be received.

7. Type the Gross per share.

8. Input any Tax Rate.

Maintain Dividend

←

Acct Cntr*	+ TFS Group ▼
Ticker*	SIA:SP
Declare Date*	14/06/2017
Ex Date*	14/06/2017
VDate*	14/07/2017
Ccy	SGD
Gross Per Share*	0.500000
Tax Rate (%)*	7.500000
Dividend Ref	

Refresh   Book

TDate*	14/06/2017
Skip Holidays	☐

9. Fill in the TDate. This is the transaction date.

10. Click Refresh. The table listing below shows the holding of SIA:SP shares by accounting centre and portfolio.

Maintain Dividend

	Acct Cntr	Portfolio	Position	Dividend	Taxation	Transaction Cost	Net Amount	Booked dividend details
☐	TFI-SG	TACTICAL	1,600,000.000	800,000.00	60,000.00	0.00	740,000.00	

11. Users can change the values for dividend amount, taxation and input transaction cost. Once done, tick on the checkbox of the accounting centre and portfolio to receive dividend and click Book. A popup appears, click OK.
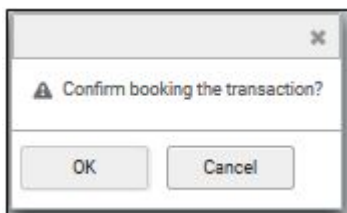
12. To view the dividends booked, select the Acct Cntr and Portfolio. You may also filter by Ticker, Declare Fr and Declare To. Leave blank will show all. Click Refresh.

13. To amend dividend, click on the TradeID. Note that only the Transaction Date and Value Date can be changed. Click Update once done.

Amend Dividend

← Update 📄	
Trade ID	DIV100001.00
Acct Cntr	TFI-SG ▾
Portfolio	TACTICAL ▾
Ticker	SIA:SP
Ccy	SGD
Declare Date	14/06/2017
Ex Date	14/06/2017
Position	1,600,000.000
TDate*	14/06/2017
VDate*	14/07/2017
Gross Dividend*	800,000.00
Tax Rate*	7.500000
Tax Amount*	60,000.00
Transaction Cost	0.00
Net Amount	740,000.00
Dividend Ref	
Project	- ▾
Transaction Type	- ▾
Narrative	
Skip Holidays	☐
Trade Change History	
TradeID:DIV100001.00 By:dev01@12dl2d.com At:8 Jan 2020 14.01.17 --	

14. If you need to amend any information that is un-editable in this screen, please delete the dividend trade and re-book again.

FREQUENTLY ASKED QUESTIONS

FAQ01. I do not have the rights to book dividends.

Access rights is needed to book dividends. Please contact your

administrator to give you rights 15102.

RELATED INFORMATION

[Create and Amend Investment](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created
28-Jul-2015	CS	Included section for FAQ
17-Mar-2016	Clarissa	Rewritten. Reformatted.
4-May-2017	TS	ID: 00364 Enhanced to allow booking dividends for multiple accounting centres.
8-Jan-2020	Lyra	Updated Screenshots.