

Fund Management - Dividend

[See previous W5 version guide](#)

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.

Dividends

Acct Cntr*

TFI-SG

Portfolio*

Ticker

Declare Fr

dd/mm/yyyy

Declare To

dd/mm/yyyy

Refresh

Action

Search

Columns

Flag

Trade ID

Ticker

Declare Date

Ex Date

VDate

Position

Ccy

Gross Dividend

No records found.

0-0 of 0 records

50

2. Click on Action and select New to get to the Maintain Dividend screen.

×

Cancel

Acct Cntr*

TFI-SG

▼

Ticker*

Declare Date*

30/04/2018

Ex Date*

30/04/2018

VDate*

dd/mm/yyyy

Ccy

Gross Per Share*

Tax Rate (%)*

Dividend Ref

↻

Refresh

TDate*

dd/mm/yyyy

Skip Holidays

☐

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

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

×

Cancel

50 rows

↻

×

s*

SIA/SP

Singapore Airlines

Acct Cntr*

TFI-SG

▼

Ticker*

s

Declare Date*

30/04/2018

Ex Date*

30/04/2018

VDate*

dd/mm/yyyy

Ccy

Gross Per Share*

Tax Rate (%)*

Dividend Ref

↻

Refresh

TDate*

30/04/2018

Skip Holidays

☐

Acct Cntr	Portfolio	Position	Dividend	Taxation	Transaction Cost	Net Amount	Booked dividend details
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

✕ Cancel

Acct Cntr*

TFI-SG

Ticker*

SIA:SP

Declare Date*

30/04/2018

Ex Date*

30/04/2018

VDate*

15/05/2018

Ccy

SGD

Gross Per Share*

0.335

Tax Rate (%)*

7.5

Dividend Ref

↻ Refresh

TDate*

30/04/2018

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.

×

Cancel

Acct Cntr*

TFI-SG

Ticker*

SIA:SP

Declare Date*

30/04/2018

Ex Date*

30/04/2018

VDate*

15/05/2018

Ccy

SGD

Gross Per Share*

0.335000

Tax Rate (%)*

7.500000

Dividend Ref

↻ Refresh

📖 Book

TDate*

30/04/2018

Skip Holidays

☐

Acct Cntr	Portfolio	Position	Dividend	Taxation	Transaction Cost	Net Amount	Booked dividend details
<input type="checkbox"/> TFI-SG	TACTICAL	4,500,000.000	1,507,500.00	113,062.50	0.00	1,394,437.500	

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.

Confirmation



Confirm booking the transaction?

✓ Yes

✗ No

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.

Dividends

Acct Cntr*

TFI-SG

Portfolio*

TACTICAL

Ticker

Declare Fr

dd/mm/yyyy

Declare To



dd/mm/yyyy

Refresh

Action

Q Search

Columns

	Flag	Trade ID ↑↓	Ticker ↑↓	Declare Date ↑↓	Ex Date ↑↓	VDate ↑↓	Position ↑↓	Ccy ↑↓	Gross Dividend ↑↓
<input type="checkbox"/>	 	DIV100006.00	SIA:SP	30 Apr 2018	30 Apr 2018	15 May 2018	4,500,000.000	SGD	1,507,500.00

1-1 of 1 records

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1

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

Amend Dividend

✕ Cancel 📄 Update 📄 File/Note

Trade ID	DIV100006.00
Acct Cntr	TFI-SG
Portfolio	TACTICAL
Ticker	SIA:SP
Ccy	SGD
Declare Date	30/04/2018
Ex Date	30/04/2018
Position	4,500,000.000
TDate*	30/04/2018
VDate*	15/05/2018
Gross Dividend*	1,507,500.00
Tax Rate*	7.500000
Tax Amount*	113,062.50
Transaction Cost	0.00
Net Amount	1,394,437.50
Dividend Ref	
Project	-
Transaction Type	-
Narrative	
Skip Holidays	<input type="checkbox"/>

Trade Change History

TradeID:DIV100006.00 By:admin@devent1.com At:28 Apr 2023 03.33.32

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.
28-Apr-2023	TS	Updated to W6 instructions and screenshots.