

# General Guidelines For Report Printing (W5)

[This version is superseded.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

## **PURPOSE**

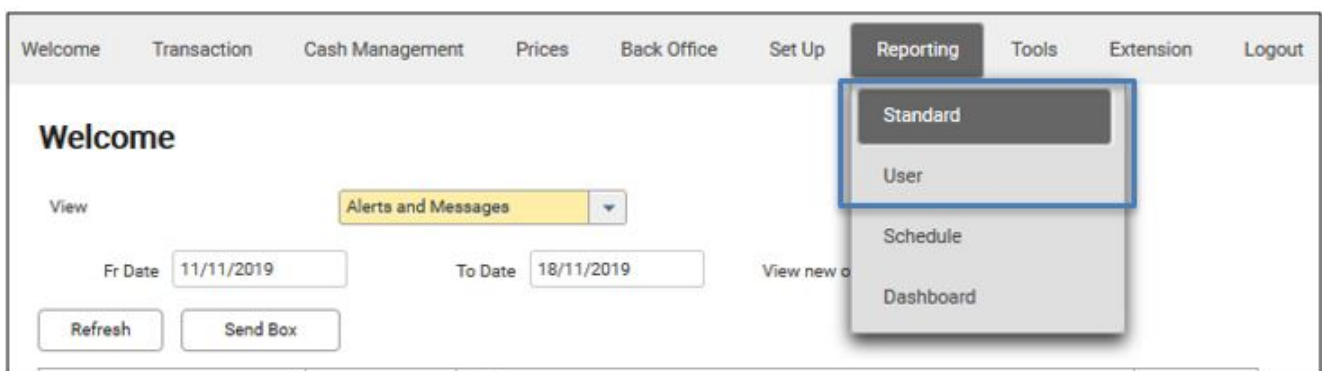
This document shows the general guidelines for report printing in CS Lucas system.

## **WHY IS THIS IMPORTANT?**

This is to ensure user understands the capability and as well as the limitation of the system in report printing.

## **PROCEDURE**

1. To print reports, click Reporting from the main menu. Choose to print standard or user reports. In this example, standard is chosen.



2. The following page with list of reports displays.

Reports			
Refresh			
	ID ↕	Category ↕	Description ↕
★	3006	Accounting	<a href="#">Journal Listing by Post Date</a>
★	3007	Accounting	<a href="#">Posted Journal Listing by Post Date</a>
★	3008	Accounting	<a href="#">Journal Listing By Post Date - Exception</a>
★	3009	Accounting	<a href="#">Journal Listing By Post Date - Month End</a>
★	3011	Accounting	<a href="#">Monthly Revaluation - FX Trades</a>
★	3012	Accounting	<a href="#">Monthly Revaluation - MM Trades</a>
★	3014	Accounting	<a href="#">Account Transaction History - By Account Code and Post Ref</a>
★	3015	Accounting	<a href="#">Account Transaction History - By Account Code and Acctcntr Division</a>
★	3016	Accounting	<a href="#">Balance Sheet</a>
★	3018	Accounting	<a href="#">Period Income Statement Analysis (Posted)</a>
★	3101	Accounting	<a href="#">Analysis of Outstanding Loans and Deposits</a>
★	1414	Cash Management	<a href="#">Cash Balance by Ccy</a>
★	1426	Cash Management	<a href="#">Cash Balance</a>
★	1430	Cash Management	<a href="#">Cash Balance Grouped By Currency</a>

3. You can search the report by key in the ID, Category or Description respectively.

ID ↕	Category ↕	Description ↕
<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Click on the Description hyperlink in the list to print the desired report. In this example, Outstanding Money Market is chosen.

Reports			
Refresh			
	ID ↕	Category ↕	Description ↕
	<input type="text"/>	<input type="text" value="money market"/>	<input type="text"/>
★	2002	Money Market	<a href="#">Money Market Activities</a>
★	2003	Money Market	<a href="#">Money Market Period Interest Analysis by Portfolio</a>
★	2004	Money Market	<a href="#">Money Market Trade By Ccy/Type</a>
★	2005	Money Market	<a href="#">Money Market Trade By Counterparty</a>
★	2006	Money Market	<a href="#">Money Market Trade By Maturity</a>
★	2007	Money Market	<a href="#">Money Market Trade By TradeID</a>
★	2008	Money Market	<a href="#">Money Market Trade By Type</a>
★	2009	Money Market	<a href="#">Outstanding Money Market</a>
★	2010	Money Market	<a href="#">Portfolio Money Market Trade By Counterparty</a>

5. Fill in the report parameters. Fields with asterisk are mandatory.

### Outstanding Money Market

Acct Cntr\*

TFS-SG

Portfolio

Date\*

08/09/2017

6. Reports can be printed in the following format.

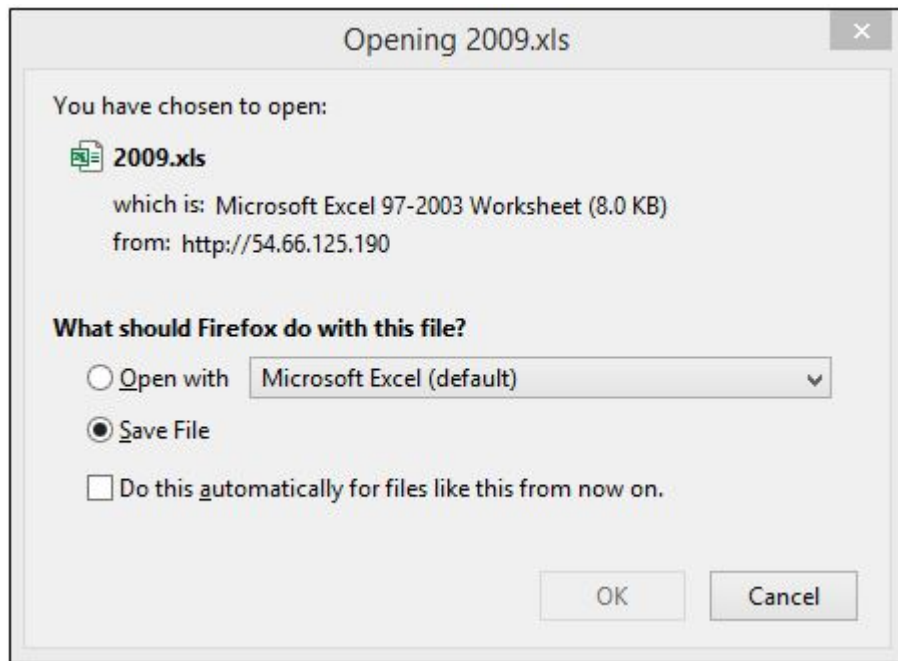
a. PDF – Click PDF. Report in PDF format will be displayed.

Outstanding Money Market														2009
Acct Cntr:TFS-SG Portfolio Group: All Date: As At 8-Sep-2017														CS LUCAS
Ccy	CptyID	Acct Cntr	TradeID	VDate	MDate	Rates %	Interest	Principal	Mat Proceeds	Accruals	Base Ccy	Exc Rate	Principal	Accruals
<b>Borrow/Loan</b>														
<b>(NDF)</b>														
	DBS-SG	TFS-SG	MMK101458.00	28-Sep-16	28-Sep-17	1.70000	170,000.00	10,000,000.00	10,170,000.00	161,150.68	SGD	4.00000	40,000,000.00	644,602.72
<b>Total DBS-SG</b>								10,000,000.00	10,170,000.00	161,150.68				
<b>Total (NDF)</b>								10,000,000.00	10,170,000.00	161,150.68				
<b>SGD</b>														
	TGL-SG	TFS-SG	MMK101439.00	25-Feb-16	25-Feb-18	3.50000	50,000.00	5,000,000.00	5,050,000.00	38,440.49	SGD	1.00000	5,000,000.00	38,440.49
<b>Total TGL-SG</b>								5,000,000.00	5,050,000.00	38,440.49				
<b>Total SGD</b>								5,000,000.00	5,050,000.00	38,440.49				
<b>DEFAULT</b>														
<b>Lend/Place</b>														
<b>SGD</b>														
	DBS-SG	TFS-SG	MMK101468.00	27-Jul-17	29-Sep-17	0.60000	105.21	100,000.00	100,105.21	72.33	SGD	1.00000	100,000.00	72.33
<b>Total DBS-SG</b>								100,000.00	100,105.21	72.33				
<b>Total SGD</b>								100,000.00	100,105.21	72.33				

b. Excel – Click Excel. Report will be exported in Excel with formatting, groupings and totalling as shown in PDF. A popup appears.

Note: There is a limit in the number of rows that can be exported. For Excel versions using .xls format, the row limit is 65,536. For any later versions of Excel using .xlsx format, the row limit is 1,048,576 rows. This Excel format (.xls or .xlsx) is configured at the Enterprise level by CS Lucas. By default, it's set to using .xls format. Please contact CS Lucas if you require this configuration to be changed.

Choose to open or save file.



Click OK.

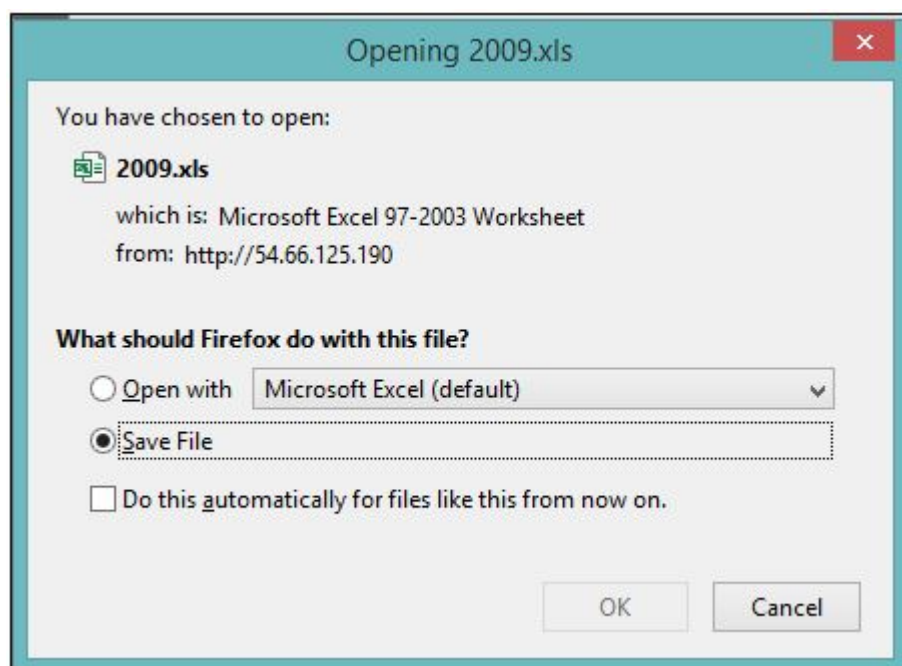
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG
1	Ccy	CtryID	Acct Cntr	TradeID	VDate	MDate	Rates %	Interest	Principal	Mat Proceeds	Accruals	Base	Exc Rate	Principal	Accruals																		
2																																	
3																																	
4																																	
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c. Word – Click Word. Report will be printed in Word format.  
Chose to open or save file.





A popup appears. Choose to open or save file.



Click OK.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Outstanding Money Market													
2	Acct Cntr:TFS-SG Portfolio Group: All Date: As At 10-Jan-2007													
3	PORTFOL PLACETAKE	CCY	CTPY_SN	ACCTCNTR	TRADEID	VDATE	MDATE	RATE	INTEREST	PRINCIPAL	MATURITY_PROCEEDS	INTERESTACC_TC_EI	BASECCY	
4	DEFAULT Lend/Place	SGD	JAREV-SG	TFS-SG	MMK100001.00	23 May 2006	29 Jun 2007	4.835	854886.8	16053840	16908726.77	495494.07	SGD	
5	DEFAULT Lend/Place	SGD	JAREV-SG	TFS-SG	MMK100002.00	4 Aug 2006	29 Jun 2007	4.875	473707.3	10780340	11254047.34	230374.39	SGD	
6	DEFAULT Lend/Place	SGD	JAREV-SG	TFS-SG	MMK100003.00	22 Nov 2006	12 Mar 2007	3.35	41530.82	25000000	2541530.82	18877.65	SGD	
7	DEFAULT Borrow/Loan	SGD	BOC-BJ	TFS-SG	MMK100004.00	18 Sep 2006	19 Mar 2007	4.019	400750	20000000	20400750.04	253221.18	SGD	
8	DEFAULT Borrow/Loan	SGD	BOC-BJ	TFS-SG	MMK100005.00	18 Sep 2006	19 Mar 2007	4.019	801500.1	40000000	40801500.08	506442.36	SGD	
9	DEFAULT Borrow/Loan	SGD	BOC-BJ	TFS-SG	MMK100006.00	18 Sep 2006	19 Mar 2007	4.019	801500.1	40000000	40801500.08	506442.36	SGD	
10	DEFAULT Lend/Place	SGD	JAREV-SG	TFS-SG	MMK100015.00	6 Dec 2006	6 Jun 2007	3.5	157068.5	90000000	9157068.49	31068.49	SGD	
11	DEFAULT Lend/Place	SGD	BARC-SG	TFS-SG	MMK100020.00	11 Dec 2006	11 Jan 2007	3.21	12404.67	45500000	4562404.67	12404.67	SGD	
12	DEFAULT Borrow/Loan	SGD	MERTI-SG	TFS-SG	MMK100022.00	11 Dec 2006	11 Jan 2007	3.11	80326.56	30410949	30491275.69	80326.56	SGD	
13	DEFAULT Lend/Place	SGD	TGL-SG	TFS-SG	MMK100024.00	19 Dec 2006	12 Jan 2007	3.62	246953.4	83000000	83246953.42	236663.69	SGD	
14	DEFAULT Lend/Place	SGD	TGL-SG	TFS-SG	MMK100025.00	19 Dec 2006	12 Jan 2007	3.62	44630.14	15000000	15044630.14	42770.55	SGD	
15	DEFAULT Lend/Place	SGD	BARC-SG	TFS-SG	MMK100026.00	13 Dec 2006	12 Jan 2007	3.22	35120.05	13270000	13305120.05	33949.38	SGD	
16	DEFAULT Lend/Place	SGD	SUMI-SG	TFS-SG	MMK100027.00	14 Dec 2006	15 Jan 2007	3.25	17177.79	6028744.7	6045922.48	15030.57	SGD	
17	DEFAULT Lend/Place	SGD	SUMI-SG	TFS-SG	MMK100028.00	14 Dec 2006	11 Jan 2007	3.25	27574.25	11060000	11087574.25	27574.25	SGD	
18	DEFAULT Lend/Place	SGD	SUMI-SG	TFS-SG	MMK100029.00	15 Dec 2006	16 Jan 2007	3.25	28020.66	9834175.6	9862196.21	23642.43	SGD	
19	DEFAULT Lend/Place	SGD	JAREV-SG	TFS-SG	MMK100030.00	15 Dec 2006	15 Jun 2007	3	112191.8	75000000	7612191.78	16643.84	SGD	
20	DEFAULT Lend/Place	SGD	SUMI-SG	TFS-SG	MMK100032.00	15 Dec 2006	17 Jan 2007	3.25	25857.53	88000000	8825857.53	21156.16	SGD	
21	DEFAULT Lend/Place	SGD	SUMI-SG	TFS-SG	MMK100034.00	18 Dec 2006	18 Jan 2007	3.3	28892.52	10308672	10337564.11	22368.4	SGD	
22	DEFAULT Lend/Place	SGD	SUMI-SG	TFS-SG	MMK100035.00	18 Dec 2006	18 Jan 2007	3.3	12892.6	46000000	4612892.6	9981.37	SGD	
23	DEFAULT Lend/Place	SGD	TGL-SG	TFS-SG	MMK100036.00	19 Dec 2006	18 Jan 2007	3.62	282855.9	92000000	92282855.89	216856.18	SGD	

7. To return to the report listing screen, click Back Button.

8. To mark a report as favourite, click on Star the next to the report ID.

Reports			
Refresh			
	ID ↕	Category ↕	Description ↕
	<input type="text"/>	<input type="text" value="money"/>	<input type="text"/>
☆	2002	Money Market	<a href="#">Money Market Activities</a>
☆	2003	Money Market	<a href="#">Money Market Period Interest Analysis by Portfolio</a>
☆	2004	Money Market	<a href="#">Money Market Trade By Ccy/Type</a>
☆	2005	Money Market	<a href="#">Money Market Trade By Counterparty</a>
☆	2006	Money Market	<a href="#">Money Market Trade By Maturity</a>
☆	2007	Money Market	<a href="#">Money Market Trade By TradeID</a>
☆	2008	Money Market	<a href="#">Money Market Trade By Type</a>
☆	2009	Money Market	<a href="#">Outstanding Money Market</a>
☆	2010	Money Market	<a href="#">Portfolio Money Market Trade By Counterparty</a>

9. The Star will turn to green and report that marked as favourite will appears at the top of the report list.

Reports			
Refresh			
	ID ↕	Category ↕	Description ↕
	<input type="text"/>	<input type="text" value="money"/>	<input type="text"/>
★	2009	Money Market	<a href="#">Outstanding Money Market</a>
☆	2002	Money Market	<a href="#">Money Market Activities</a>
☆	2003	Money Market	<a href="#">Money Market Period Interest Analysis by Portfolio</a>
☆	2004	Money Market	<a href="#">Money Market Trade By Ccy/Type</a>
☆	2005	Money Market	<a href="#">Money Market Trade By Counterparty</a>

## **FREQUENTLY ASKED QUESTIONS**

## **RELATED INFORMATION**

[How to save favourites](#)

[General Formatting For All Reports](#)

## **CHANGE HISTORY**

Date	By	Changes
15-Feb-2008	-	Created.
8-Sep-2017	TS	Reformatted. Rewritten.
18-Nov-2019	Lyra	Updated Screenshots.