# General Guidelines For Report Printing (W5)

This version is superseded. Click here to view the latest guide.

**PURPOSE**

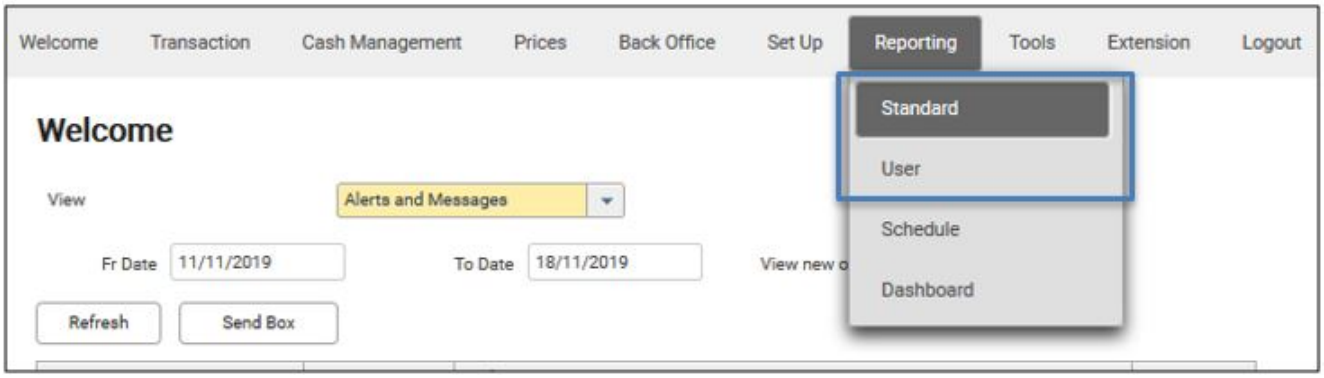
This document shows the general guidelines for report printing in CS Lucas system.

**WHY IS THIS IMPORTANT?**

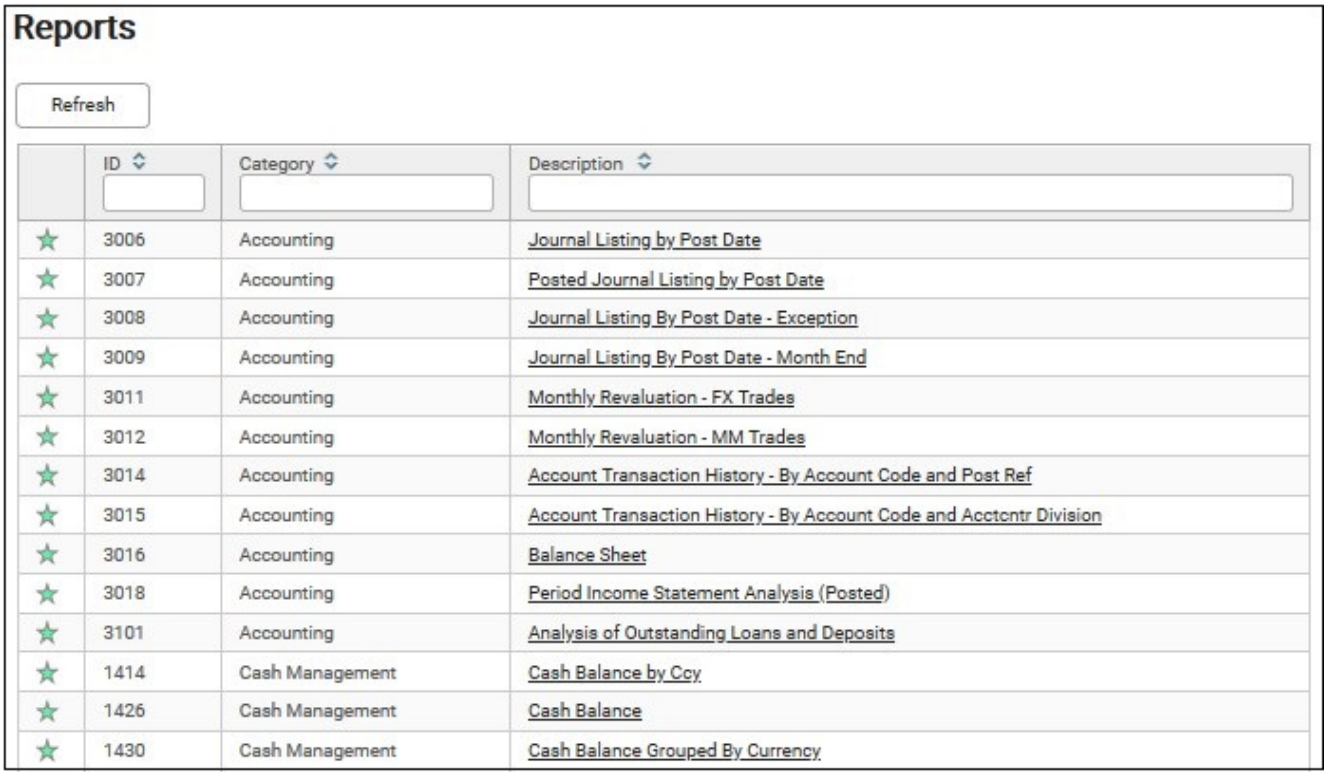
This is to ensure user understands the capability and as well as the limitation of the system in report printing.

**PROCEDURE**

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

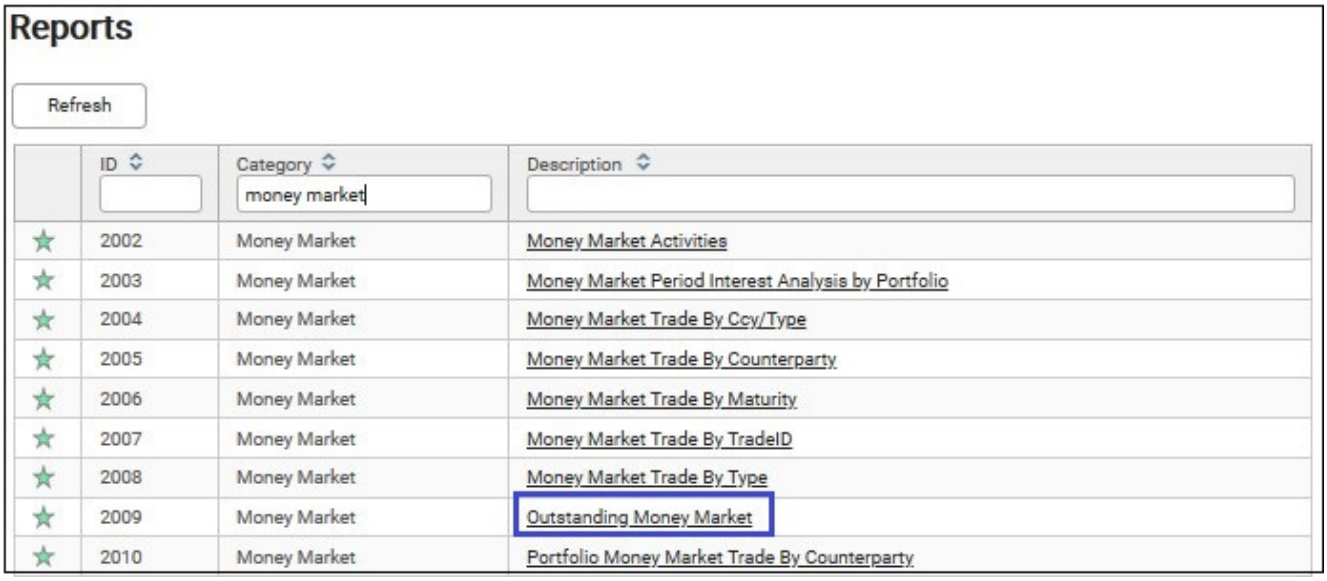



2. The following page with list of reports displays.




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

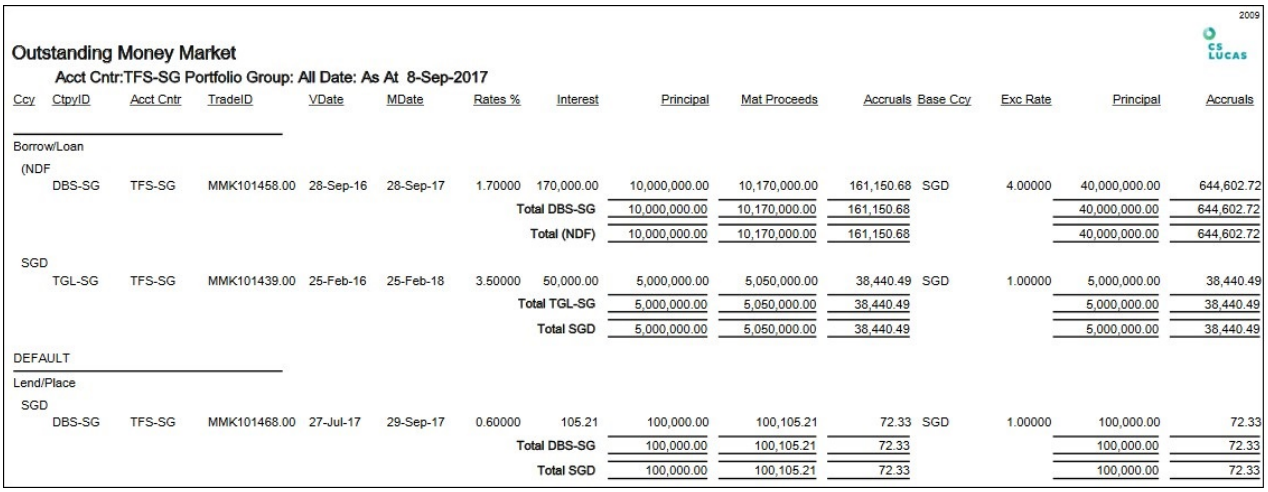
4. Click on the Description hyperlink in the list to print the desired report. In this example, Outstanding Money Market is chosen.




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

6. Reports can be printed in the following format.

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



2009

**Outstanding Money Market**

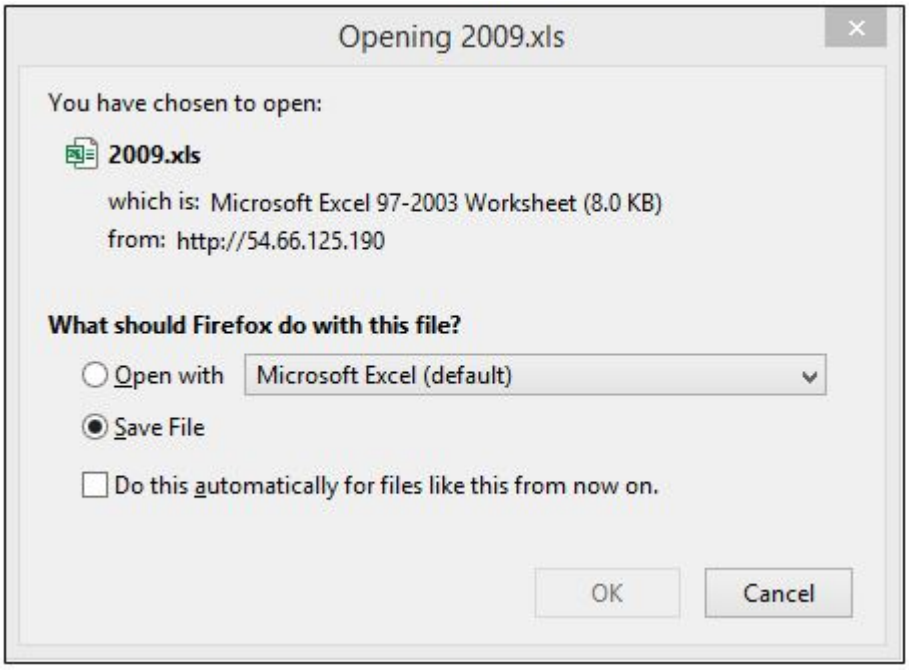
**Acct Cntr:TFS-SG Portfolio Group: All Date: As At 8-Sep-2017**

| Ccy | CtpyID | Acct Cntr | TradeID | VDate | MDate | Rates % | Interest | Principal | Mat Proceeds | Accruals | Base Ccy | Exc Rate | Principal | Accruals |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Borrow/Loan | | | | | | | | | | | | | | |
| (NDF | | | | | | | | | | | | | | |
| | 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 |
| | | | | | | | Total DBS-SG | 10,000,000.00 | 10,170,000.00 | 161,150.68 | | | 40,000,000.00 | 644,602.72 |
| | | | | | | | Total (NDF) | 10,000,000.00 | 10,170,000.00 | 161,150.68 | | | 40,000,000.00 | 644,602.72 |
| SGD | | | | | | | | | | | | | | |
| | 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 |
| | | | | | | | Total TGL-SG | 5,000,000.00 | 5,050,000.00 | 38,440.49 | | | 5,000,000.00 | 38,440.49 |
| | | | | | | | Total SGD | 5,000,000.00 | 5,050,000.00 | 38,440.49 | | | 5,000,000.00 | 38,440.49 |
| DEFAULT | | | | | | | | | | | | | | |
| Lend/Place | | | | | | | | | | | | | | |
| SGD | | | | | | | | | | | | | | |
| | 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 |
| | | | | | | | Total DBS-SG | 100,000.00 | 100,105.21 | 72.33 | | | 100,000.00 | 72.33 |
| | | | | | | | Total SGD | 100,000.00 | 100,105.21 | 72.33 | | | 100,000.00 | 72.33 |

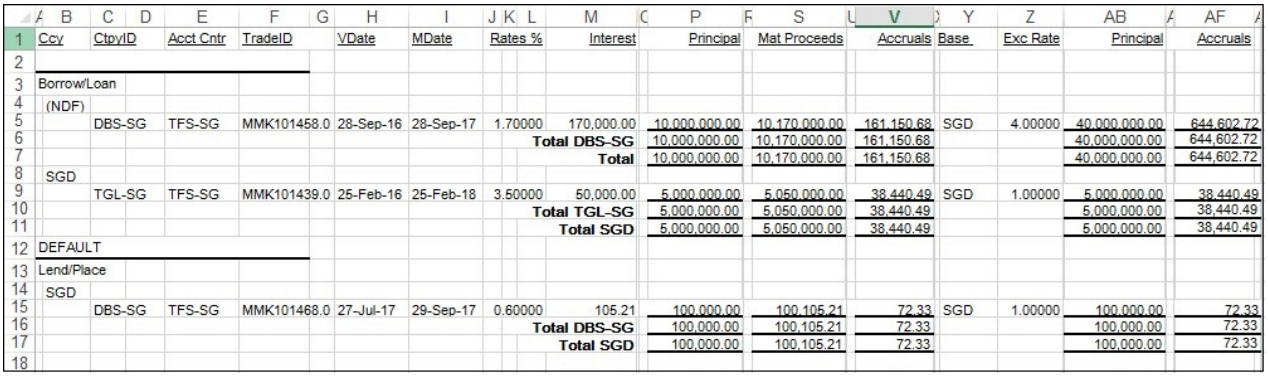
   b. Excel – Click Excel. Report will be exported in Excel with formatting, groupings and totalling as shown in PDF. A popup appears.

   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.

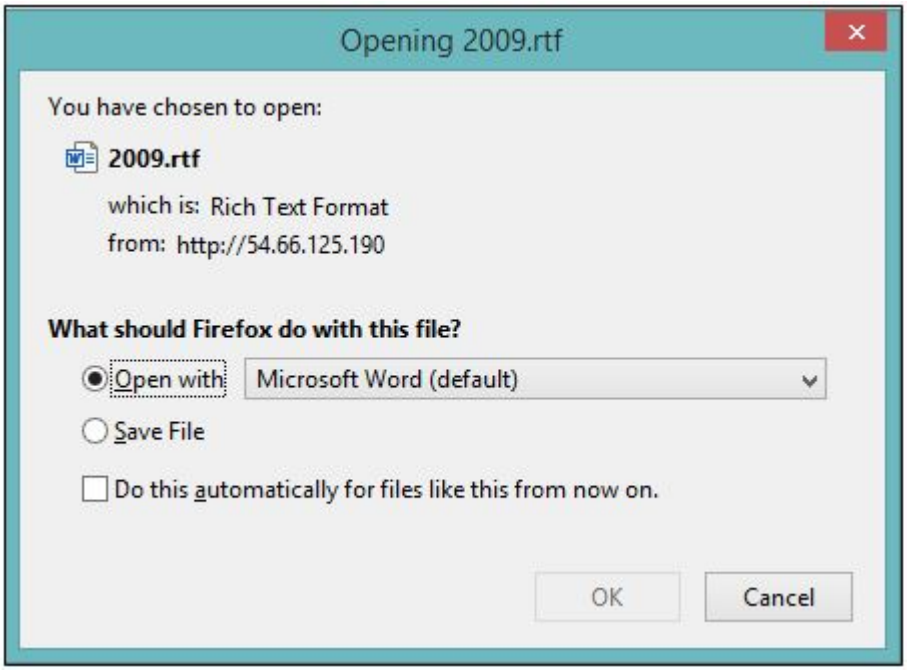



Click OK.

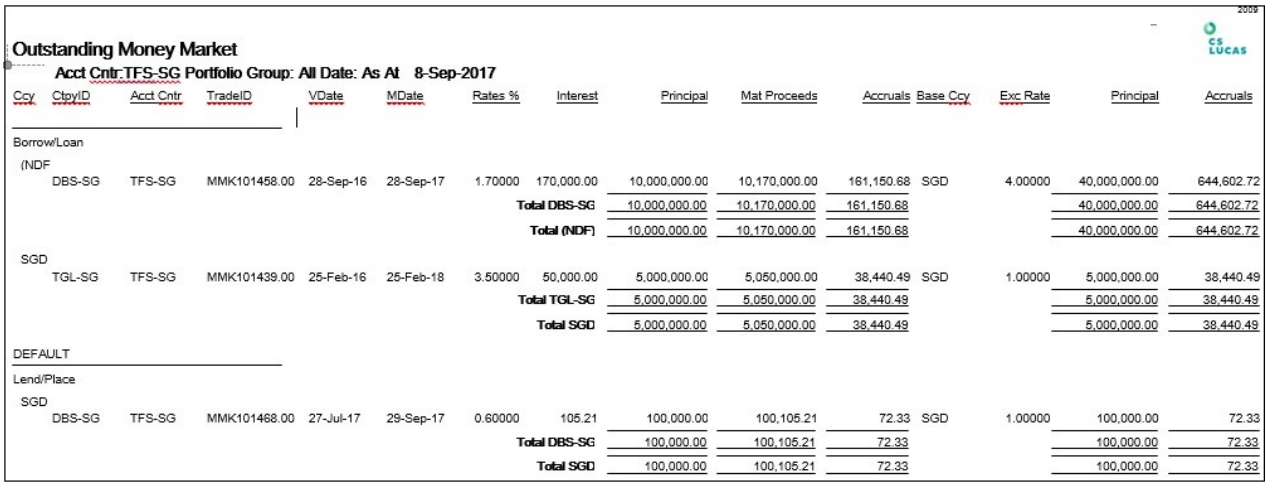


| | Ccy | CtpyID | Acct Cntr | TradeID | VDate | MDate | Rates % | Interest | Principal | Mat Proceeds | Accruals | Base | Exc Rate | Principal | Accruals |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2 | | | | | | | | | | | | | | | |
| 3 | Borrow/Loan | | | | | | | | | | | | | | |
| 4 | (NDF) | | | | | | | | | | | | | | |
| 5 | | DBS-SG | TFS-SG | MMK101458.0 | 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 |
| 6 | | | | | | | | **Total DBS-SG** | 10,000,000.00 | 10,170,000.00 | 161,150.68 | | | 40,000,000.00 | 644,602.72 |
| 7 | | | | | | | | **Total** | 10,000,000.00 | 10,170,000.00 | 161,150.68 | | | 40,000,000.00 | 644,602.72 |
| 8 | SGD | | | | | | | | | | | | | | |
| 9 | | TGL-SG | TFS-SG | MMK101439.0 | 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 |
| 10 | | | | | | | | **Total TGL-SG** | 5,000,000.00 | 5,050,000.00 | 38,440.49 | | | 5,000,000.00 | 38,440.49 |
| 11 | | | | | | | | **Total SGD** | 5,000,000.00 | 5,050,000.00 | 38,440.49 | | | 5,000,000.00 | 38,440.49 |
| 12 | DEFAULT | | | | | | | | | | | | | | |
| 13 | Lend/Place | | | | | | | | | | | | | | |
| 14 | SGD | | | | | | | | | | | | | | |
| 15 | | DBS-SG | TFS-SG | MMK101468.0 | 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 |
| 16 | | | | | | | | **Total DBS-SG** | 100,000.00 | 100,105.21 | 72.33 | | | 100,000.00 | 72.33 |
| 17 | | | | | | | | **Total SGD** | 100,000.00 | 100,105.21 | 72.33 | | | 100,000.00 | 72.33 |
| 18 | | | | | | | | | | | | | | | |

c. Word – Click Word. Report will be printed in Word format. Chose to open or save file.




Click OK.



**Outstanding Money Market**

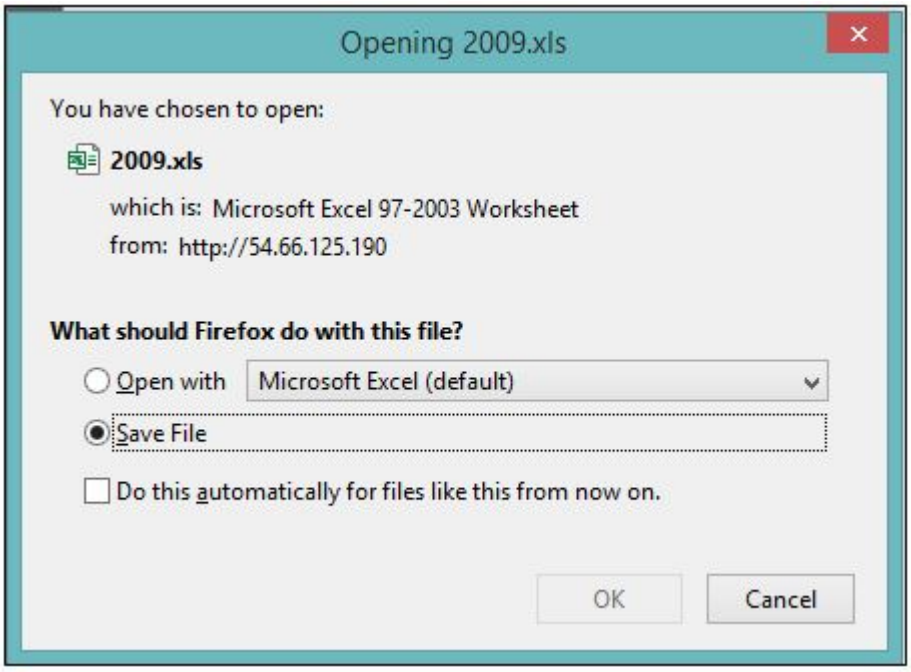
**Acct Cntr:TFS-SG Portfolio Group: All Date: As At 8-Sep-2017**

| Ccy | CtpyID | Acct Cntr | TradeID | VDate | MDate | Rates % | Interest | Principal | Mat Proceeds | Accruals | Base Ccy | Exc Rate | Principal | Accruals |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Borrow/Loan | | | | | | | | | | | | | | |
| (NDF | | | | | | | | | | | | | | |
| | 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 |
| | | | | | | | **Total DBS-SG** | 10,000,000.00 | 10,170,000.00 | 161,150.68 | | | 40,000,000.00 | 644,602.72 |
| | | | | | | | **Total (NDF)** | 10,000,000.00 | 10,170,000.00 | 161,150.68 | | | 40,000,000.00 | 644,602.72 |
| SGD | | | | | | | | | | | | | | |
| | 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 |
| | | | | | | | **Total TGL-SG** | 5,000,000.00 | 5,050,000.00 | 38,440.49 | | | 5,000,000.00 | 38,440.49 |
| | | | | | | | **Total SGD** | 5,000,000.00 | 5,050,000.00 | 38,440.49 | | | 5,000,000.00 | 38,440.49 |
| DEFAULT | | | | | | | | | | | | | | |
| Lend/Place | | | | | | | | | | | | | | |
| SGD | | | | | | | | | | | | | | |
| | 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 |
| | | | | | | | **Total DBS-SG** | 100,000.00 | 100,105.21 | 72.33 | | | 100,000.00 | 72.33 |
| | | | | | | | **Total SGD** | 100,000.00 | 100,105.21 | 72.33 | | | 100,000.00 | 72.33 |

d. Excel Raw – Click Export Button. Report will be exported to Excel in raw format. That means the data will appear in raw format without any formatting, groupings or totalling.

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.

A popup appears. Choose to open or save file.



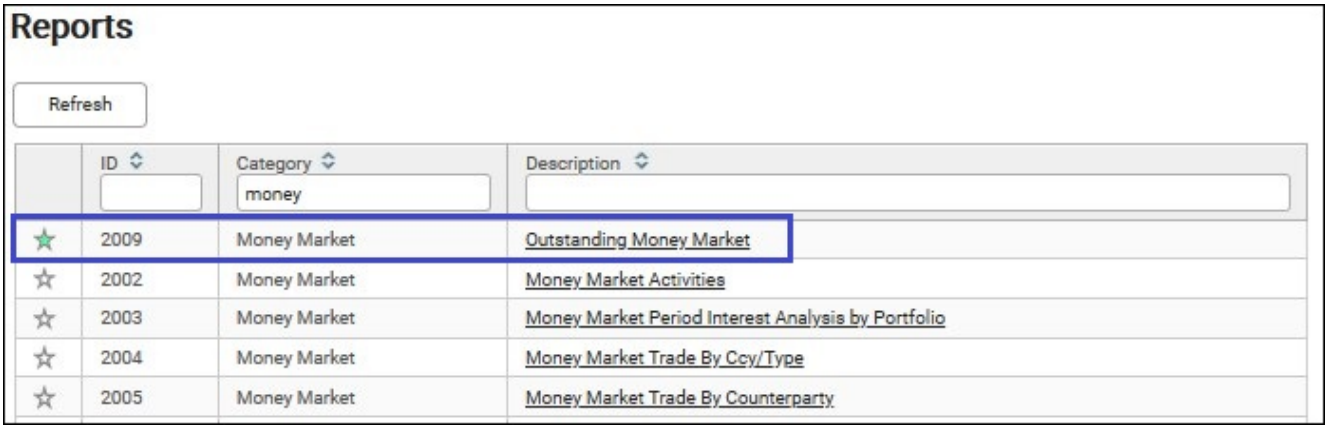

Click OK.

| | 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 | 2500000 | 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 | 9000000 | 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 | 4550000 | 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 | 7500000 | 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 | 8800000 | 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 | 4600000 | 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.

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




## 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. |