General Guidelines For Report Printing (W5)

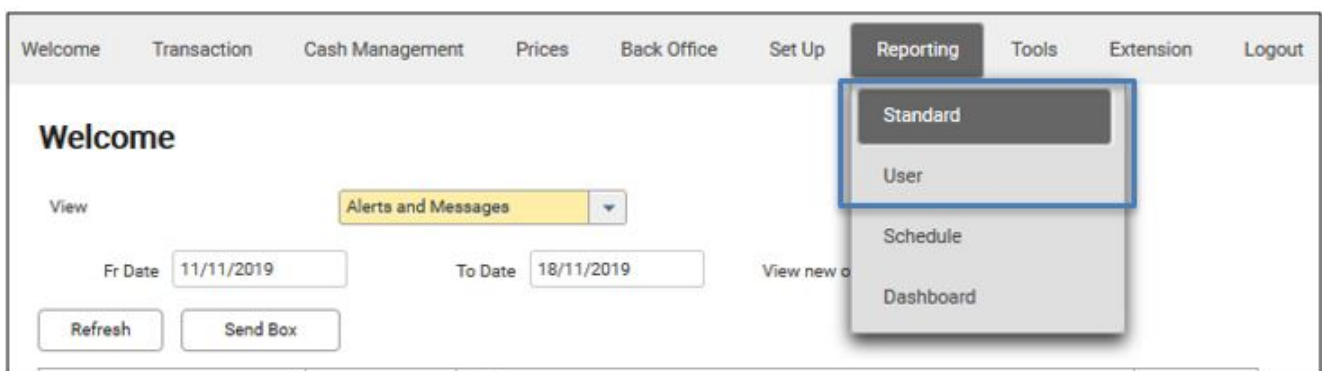[This version is superseded. Click here to view the latest guide.](#)

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

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

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.

Reports

	ID ⇕	Category ⇕	Description ⇕
		money market	
★	2002	Money Market	Money Market Activities
★	2003	Money Market	Money Market Period Interest Analysis by Portfolio
★	2004	Money Market	Money Market Trade By Ccy/Type
★	2005	Money Market	Money Market Trade By Counterparty
★	2006	Money Market	Money Market Trade By Maturity
★	2007	Money Market	Money Market Trade By TradeID
★	2008	Money Market	Money Market Trade By Type
★	2009	Money Market	Outstanding Money Market
★	2010	Money Market	Portfolio Money Market Trade By Counterparty

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

Outstanding Money Market

←	PDF	Excel	Word	↓	★	💾

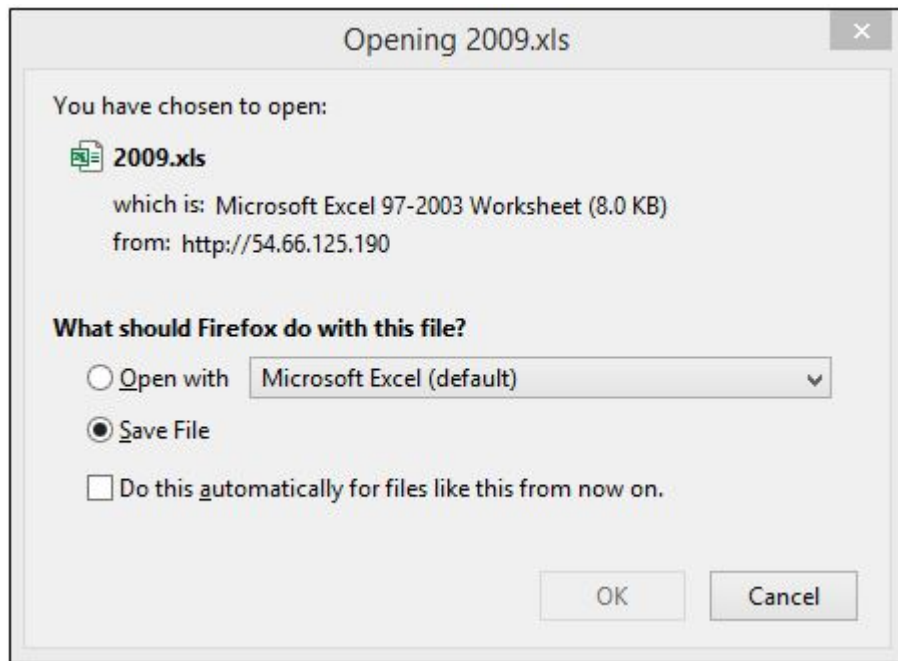|	
Acct Cntr*	TFS-SG ▼
Portfolio	▼
Date*	08/09/2017

6. Reports can be printed in the following format.

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

Outstanding Money Market
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.
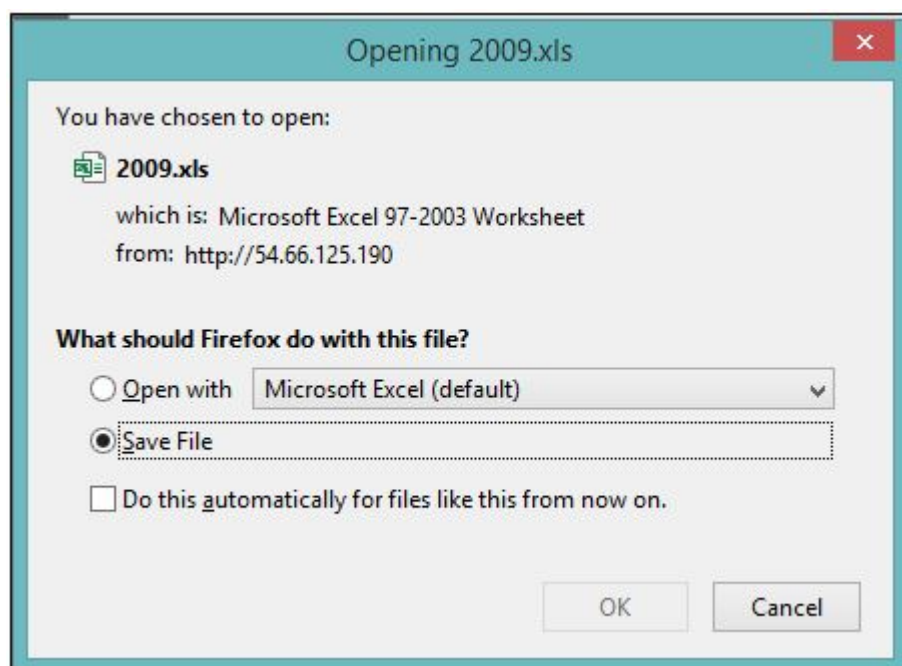
Choose to open or save file.

Click OK.

Ccy	CtpyID	Acct Cntr	TradeID	VDate	MDate	Rates %	Interest	Principal	Mat Proceeds	Accruals	Base	Exc Rate	Principal	Accruals
Borrow/Loan														
(NDF)														
	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
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						Total		10,000,000.00	10,170,000.00	161,150.68			40,000,000.00	644,602.72
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DEFAULT														
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						Total SGD		100,000.00	100,105.21	72.33			100,000.00	72.33

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

Click OK.

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.

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.