General Guidelines For Report Printing

See the previous W5 version guide.

PURPOSE

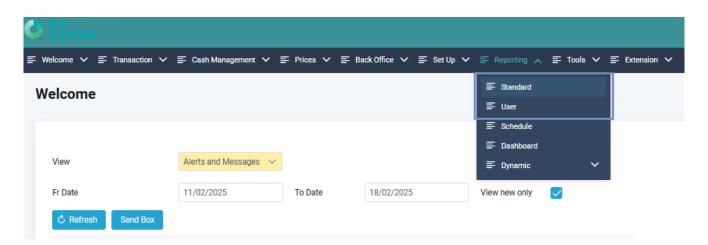
This document shows the general guidelines for report printing in CS Lucas system.

WHY IS THIS IMPORTANT?

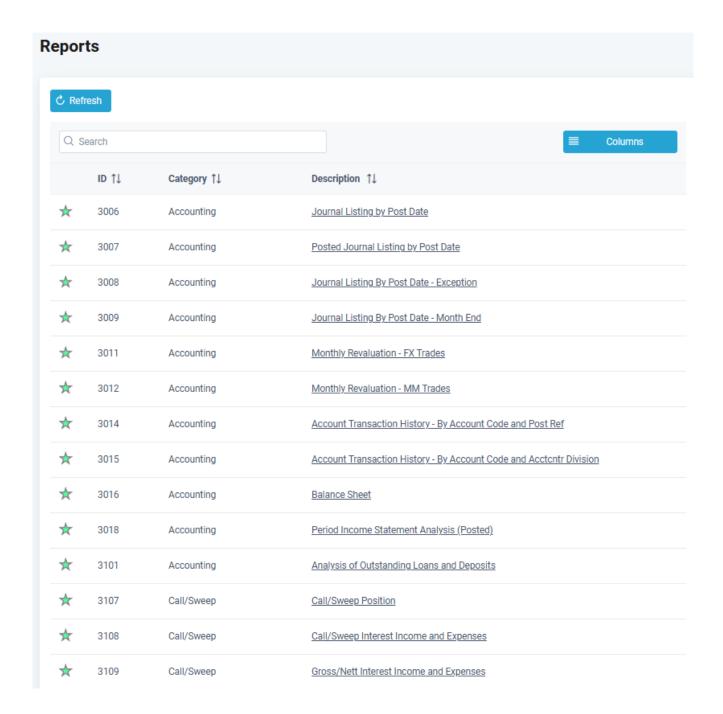
This is to ensure user understands the capability and as well as the limitation of the system in report printing.

PROCEDURE

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



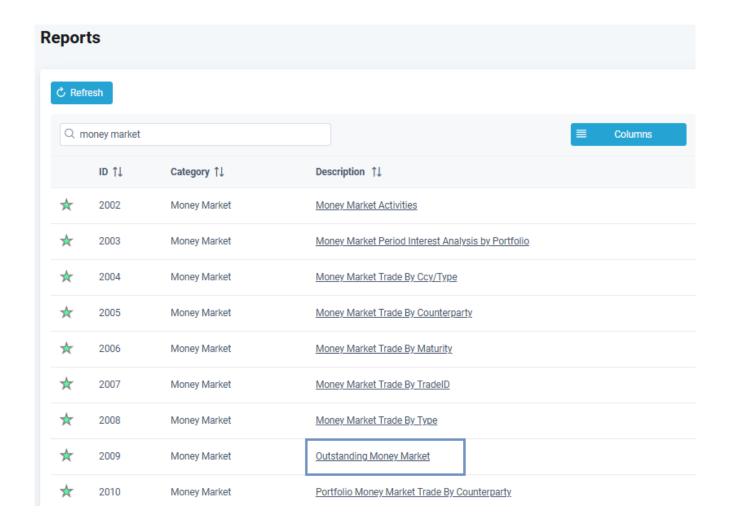
2. The following page with list of reports displays.



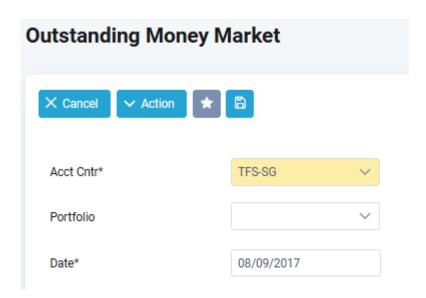
3. You can search the report by key in the ID, Category or Description respectively.



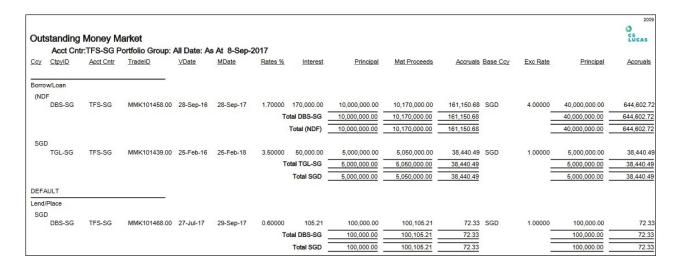
4. Click on the Description hyperlink in the list to print the desired report. In this example, Outstanding Money Market is chosen.



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.



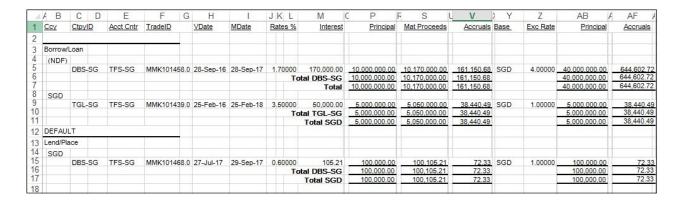
b. Excel - Click Excel. Report will be exported in Excel with formatting, groupings and totalling as shown in PDF. A popup appears.

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.

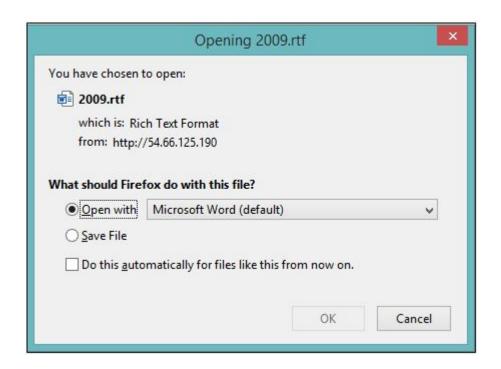
Choose to open or save file.

	Opening 2009.xl	S	
You have chosen t	o open:		
2009.xls			
which is: Mi	crosoft Excel 97-2003 Workshe	eet (8.0 KB)	
	/54.66.125.190		
What should Fire	ox do with this file?		
What should Fire	ox do with this file? Microsoft Excel (default)		~
			~
Open with Save File	Microsoft Excel (default)		~
Open with Save File		m now on.	~
Open with Save File	Microsoft Excel (default)	m now on.	~

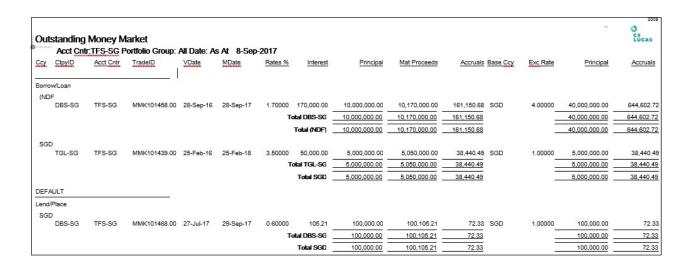
Click OK.



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.

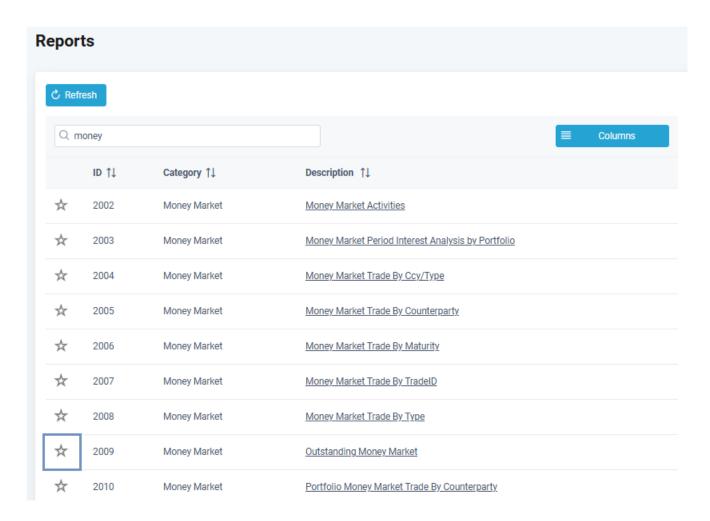


Click OK.

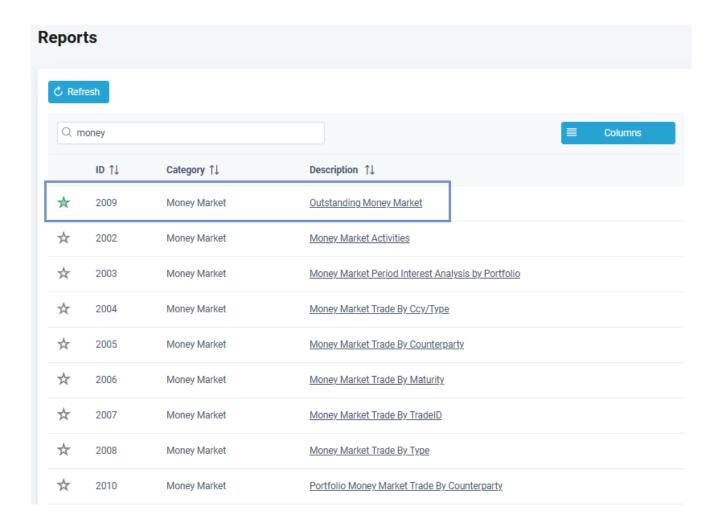
2	A	В	C	D	Е	F	G	Н	1	J	K	1	M	N
1	Outstandi	ng Money Ma	rket	_			-		8			_		
2				roup: All Dat	e: As At 10-Ja	n-2007								
3					ACCTCNTR		VDATE	MDATE	RATE	INTEREST	PRINCIPAL	MATURITY_PROCEEDS	INTERESTACC TO E	BASECCY
4	DEFAULT	Lend/Place	SGD	JAREV-SG	TFS-SG	MMK100001.00	23 May 2006				16053840			
5	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/Loar	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		15000000	15044630.14	42770.55	SGD
		Lend/Place		BARC-SG		MMK100026.00	13 Dec 2006		3.22				33949.38	SGD
16		Lend/Place		SUMI-SG		MMK100027.00	14 Dec 2006		3.25	17177.79	6028744.7		15030.57	
17		Lend/Place		SUMI-SG		MMK100028.00	14 Dec 2006		3.25	27574.25	11060000		27574.25	
		Lend/Place	SGD	SUMI-SG		MMK100029.00	15 Dec 2006	16 Jan 2007	3.25	28020.66			23642.43	SGD
19		Lend/Place		JAREV-SG		MMK100030.00	15 Dec 2006		3	112191.8	7500000		16643.84	
20		Lend/Place		SUMI-SG		MMK100032.00	15 Dec 2006		3.25		8800000			
21		Lend/Place		SUMI-SG		MMK100034.00	18 Dec 2006		3.3	28892.52	10308672		22368.4	
22		Lend/Place		SUMI-SG		MMK100035.00	18 Dec 2006		3.3	12892.6	4600000		9981.37	
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	Ву	Changes
15-Feb-2008	-	Created.
8-Sep-2017	TS	Reformatted. Rewritten.
18-Nov-2019	Lуга	Updated Screenshots.
18-Feb-2025	Lуга	Updated to W6 instructions and screenshots.