

# Generate Funds Transfer Letter (W5)

[This version is superseded.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

## **PURPOSE**

This document shows the detailed procedure for how to generate a funds transfer letter.

## **WHY IS THIS IMPORTANT?**

This letter is sent to the payer bank to instruct the payment details.

## **PROCEDURE**

1. Select a transaction from the Cash Settlement main screen by clicking on the tick box beside the TradeID. In this example, MMK100022.01 will be chosen.

Cash Settlement								
Acct Cntr* TFS-SG		From* 02/01/2016		To* 03/03/2016		Ccy		
Refresh	Net Trade	Group	Cash Transfer	Confirm	Settle/Unsettle	EBanking		
<input type="checkbox"/>	Vdate	TradeID	Acct Cntr	Ctpy	Ccy	Amount	St'd	Assigned SSI
<input type="checkbox"/>	5 Feb 2016	TML100007/001	TFS-SG	CITI-SG	SGD	10,000,000.00		TF-DB-SGD
<input type="checkbox"/>	25 Feb 2016	MMK100014.00	TFS-SG	TGL-SG	SGD	-10,000,000.00		CITI-SG-428
<input type="checkbox"/>	25 Feb 2016	MMK100017.00	TFS-SG	TGL-SG	SGD	10,000,000.00		TF-DB-SGD
<input type="checkbox"/>	25 Feb 2016	MMK100018.00	TFS-SG	TGL-SG	SGD	5,000,000.00		TF-DB-SGD
<input type="checkbox"/>	25 Feb 2016	MMK100022.01	TFS-SG	DBS-SG	SGD	-1,000,000.00		CITI-SG-428
<input type="checkbox"/>	3 Mar 2016	MMK100022.01	TFS-SG	DBS-SG	SGD	1,000,057.53		TF-DB-SGD

2. Click Confirm.

3. The Confirmation screen will be displayed.

## Confirmation

By:

Trade details  
Settlement of SGD-1,000,000.00 for VDate 25 Feb 2016

Settlement Details

Date	Our SSI	Their SSI	Ccy	Amount	Description
25 Feb 2016	CITI-SG-428	DBS-SG	SGD	-1,000,000.00	

Additional Text

4. Choose from Email, Excel or Print in the By field. In this example, print is selected.

## Confirmation

By:

Trade details  
Settlement of SGD-1,000,000.00 for VDate 25 Feb 2016

Settlement Details

Date	Our SSI	Their SSI	Ccy	Amount	Description
25 Feb 2016	CITI-SG-428	DBS-SG	SGD	-1,000,000.00	

Additional Text

5. Click Confirm. A popup appears; click on OK.

Proceed with confirmation? The status of the trade will be marked as CONFIRMED.

6. The letter is displayed as a PDF that can be printed or saved.

Reference: MMK100022.01

26 November 2019

--???

--???

Attention: --???

#### **FUND TRANSFER**

Please effect the following for value 25 February 2016 and debit our current account no: 7667428 accordingly.

Amount	SGD 1,000,000.00
Beneficiary	DBS Bank Ltd, Singapore
Account Number	111111
Bank	DBS Bank Ltd, Singapore
	DBSSSG

Details

Yours faithfully,  
**Timber Firm Limited**

---

Authorised Signatories

7. Click the browser's Back button to go back to the Confirmation screen.

8. Click Back Button to return to Cash Settlement main screen.

#### **FREQUENTLY ASKED QUESTIONS**

**FAQ01. Can I print a funds transfer letter if the trades are not confirmed?**

Money Market, Foreign Exchange and Non-Deliverable Forward trades require confirmation before a funds transfer letter can be generated by the system.

#### **RELATED INFORMATION**

[Cash Settlement](#)

## **CHANGE HISTORY**

Date	By	Changes
15-Feb-2008	-	Created.
28-Jul-2015	CS	Included section for FAQ
3-Mar-2016	Clarissa	Rewritten. Reformatted.
7-Jun-2016	Douglas	Proofread.
26-Nov-2019	Lyra	Updated Screenshots.