How to Create User Definable Field (W5)

[This version is superseded.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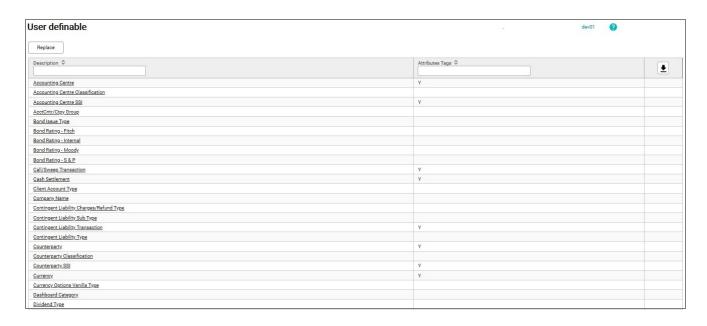
PURPOSE

This document contains the procedure for creating user definable fields.

WHY IS THIS IMPORTANT?

The selection list for user definable fields is not fixed by the system. It allows a user to create their own list for information tagging purpose.

PROCEDURE

1. Click Set Up > Global > User Definable.
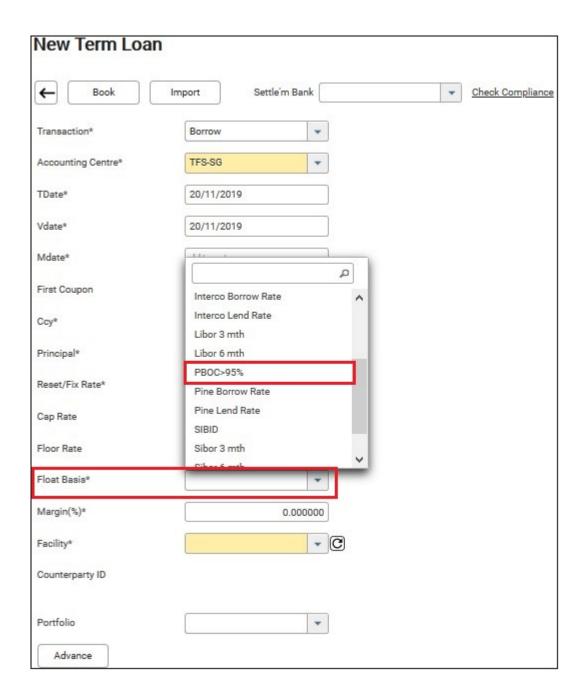
2. The User Definable screen displays.

3. Click on the user definable type you want to create. In this example, Float Basis is chosen and the User Definable

field shown below is displayed.

4. Click New. The New User Definable screen will appear.

5. Input the new user definable item. In this example, we will put PBOC>95% for the new user definable float basis. Click Save.

6. The system will show the new entry in the selected user definable field. See example in the Term Loan screen below.

FREQUENTLY ASKED QUESTIONS

FAQ01. I cannot access the user definable screen.

Access rights are required to create new user definable. Please speak to your administrator to grant you rights 10400.

RELATED INFORMATION

[User Attributes Field](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created.
28-Jul-2015	CS	Included section for FAQ.
28-Jan-2016	Clarissa	Rewritten. Reformatted.
7-Jun-2016	Douglas	Proofread.
10-Aug-2016	TS	Included section for Related Information.
24-Aug-2018	Silpa	Updated step 1.
20-Nov-2019	Lyra	Updated Screenshots.