

Import Contingent Liability (W5)

[This version is superseded.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

PURPOSE

This document shows the detailed procedure for importing contingent liability.

WHY IS THIS IMPORTANT?

This allows import of contingent liability into the system in a bulk when you have many.

PROCEDURE


1. From the main menu, select Transaction > Contingent Liability.

The screenshot shows the 'Contingent Liability' form. At the top, there are fields for 'Acct Cntr*' (set to 'TFS-SG'), 'End Date Fr*' (set to '14/11/2019'), 'End Date To' (placeholder 'dd/mm/yyyy'), 'Issue/Accept' (dropdown), and 'Type' (dropdown). Below these are 'Trade ID' and 'Narrative' text boxes, and an 'Include Deleted' checkbox. A toolbar contains 'Refresh', 'New', 'Delete', and three icons (download, star, save). The main table has columns: 'Flag', 'TradeID', 'Acct Cntr', 'Issuer', 'Ccy', 'Amount', 'End Date', 'Start Date', 'Category', and 'Narrative'. The table is currently empty, with the message 'No records found.' at the bottom. A pagination bar at the very bottom shows '50' records per page.

2. Click New.

New Contingent Liability

←
Book
Import

Issue/Accept*	Issue ▼
Type*	- ▼
Accounting Centre*	TFS-SG ▼
On Behalf	▼
Ccy*	SGD ▼
Amount*	
Start Date*	10/09/2017
End Date*	dd/mm/yyyy
Facility*	▼ 
Issuer	
Beneficiary/In favour*	
Claim Date	dd/mm/yyyy
Advising Bank	▼
Show Advance Fields	<input type="checkbox"/>
Skip Holidays	<input type="checkbox"/>

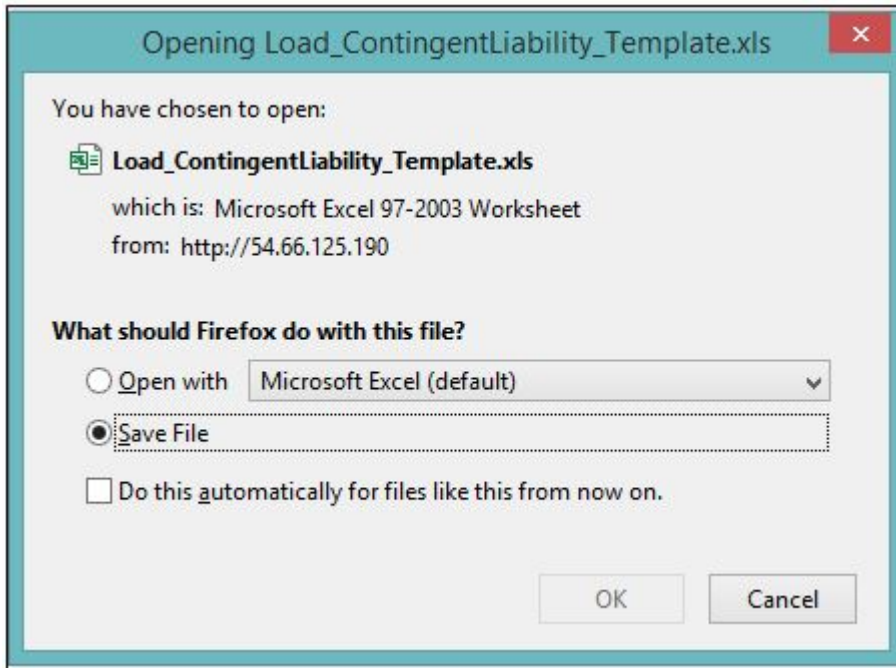
3. Click Import.

Import Contingent Liability

←
Template
Read File ☐

ID	Issue/Accept*	Type*	Accounting Centre*	On behalf
No records found.				

4. Click Template to download CS Lucas standard template for importing contingent liability.



5. Save the file and open. An Excel sheet will be opened.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Issue/Accept*	Type*	Accounting	On behalf*	Ccy*	Amount*	Start Date*	End Date*	Facility*	Beneficiary	Claim Date	Advising B	Tolerance%	Limit Release	Portfolio	SubType
2																
3																

6. Fill out the fields on the Excel file. Fields with asterisk (*) are mandatory. For more information on each field, see [Create and Amend Contingent Liability](#).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Issue/Accept*	Type*	Accounting Centre*	On behalf*	Ccy*	Amount*	Start Date*	End Date*	Facility*	Beneficiary/In favour*	Claim Date*	Advising Bank	Tolerance%	Limit Release*	P	
2	Issue	Banker Guarantee	TFS-SG	TFS-SG	SGD	10,000,000.00	17-Feb-17	17-Feb-18	TFS-SG/DBS-SG OBS	Vendor ABC	24-Feb-18			0 Auto		
3	Issue	Banker Guarantee	TFS-SG	TGL-SG	SGD	20,000,000.00	17-Jun-17	17-Jun-18	TFS-SG/DBS-SG OBS	Vendor XYZ	24-Jun-18			0 Auto		

7. Save the Excel file on the computer.

8. Go back to the Import Contingent Liability screen, tick on Read File checkbox.

Import Contingent Liability

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ID	Issue/Accept*	Type*	Accounting Centre*
No records found.			

9. Click Choose File. Browse for the Excel file saved.

Import Contingent Liability

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ID	Issue/Accept*	Type*	Accounting Centre*	On behalf	Ccy*	Am
No records found.						

10. Click Read File. The values inputted in the Excel file will displays.

Import Contingent Liability

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ID	Issue/Accept*	Type*	Accounting Centre*	On behalf	Ccy*	Amount*	Start Date*	End Date*	Facility*	Beneficiary/In favour*	Claim Date*
1	Issue	Banker Guarantee	TFS-SG	TFS-SG	SGD	10,000,000.00	17 Feb 2017	17 Feb 2018	TFS-SG/DBS-SG OBS	Vendor ABC	24 Feb 2018
2	Issue	Banker Guarantee	TFS-SG	TGL-SG	SGD	20,000,000.00	17 Jun 2017	17 Jun 2018	TFS-SG/DBS-SG OBS	Vendor XYZ	24 Jun 2018

11. If there is an error, the user will be prompted with the rows to be corrected. To make corrections, go to the Excel file to make the necessary corrections and click Read File again.

12. If there is no error, click Load.

13. When a popup appears, click OK.

✕

Confirm loading Contingent Liability(s) to the system?

14. Message indicating that the loading was successful will be

displayed. Trade ID will be assigned to the successfully loaded trades.

Import Contingent Liability

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The TradeIDs has been assigned to trade that has been successfully loaded.

ID	TradeID	Issue/Accept*	Type*	Acc
1	GRT100009.00	Issue	Banker Guarantee	TFS
2	GRT100010.00	Issue	Banker Guarantee	TFS

15. Click Back Button to return to Contingent Liability screen. You will see the trades loaded appear in the trade listing.

Contingent Liability

Acct Cntr* TFS-SG
End Date Fr* 01/01/2010
End Date To dd/mm/yyyy
Issue/Accept

Trade ID
Narrative
Include Deleted ☐

	Flag	TradeID	Acct Cntr	Issuer	Ccy	Amount	End Date	Start Date	Category
<input type="checkbox"/>		GRT100010.00	TFS-SG	DBS-SG	SGD	20,000,000.00	17 Jun 2018	17 Jun 2017	Banker Guarantee
<input type="checkbox"/>		GRT100009.00	TFS-SG	DBS-SG	SGD	10,000,000.00	17 Feb 2018	17 Feb 2017	Banker Guarantee
<input type="checkbox"/>		GRT100008.01	TFS-SG	DBS-SG	SGD	15,000,000.00	15 Dec 2016	17 Feb 2016	Banker Guarantee
<input type="checkbox"/>		GRT100007.00	TFS-SG		SGD	49,000.00	3 Jan 2018	3 Jan 2017	Performance Bond

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Create and Amend Contingent Liability](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created
8-Sep-2017	Clarissa	Reformatted. Rewritten.
14-Nov-2019	Lyra	Updated Screenshots.