

Import Contingent Liability

[See previous W5 version 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.

Contingent Liability

Acct Cntr*

TFS-SG

End Date Fr*

22/07/2020

End Date To

dd/mm/yyyy

Issue/Accept

Type

Trade ID

Narrative

Include Deleted

Refresh

Action

Search

Columns

Flag

TradeID ↑↓

Acct Cntr ↑↓

Issuer ↑↓

Ccy ↑↓

Amount ↑↓

End Date ↑↓

Start Date ↑↓

Category ↑↓

Narrative ↑↓

No records found.

0-0 of 0 records

<<<<>>>>

50

2. Click on Action and select New.

New Contingent Liability

Cancel

Book

Import

Issue/Accept*

Issue

Type*

-

Accounting Centre*

TFS-SG

3. Click Import.

Import Contingent Liability

Cancel

Template

Read File

ID	Issue/Accept*	Type*	Accounting Centre*	On behalf	Ccy*	Amount*	Start Date*	End Date*	Facility*	Beneficiary/In favour*	Claim Date*	Advising Bank	Tolerance%*	Limit Release*	Portfolio	SubType	Project	Actual
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.

Load_ContingentLiability_Template - Compatibility Mo... - Last Modified: Just now																		
File Home Insert Page Layout Formulas Data Review View Automate Help																		
A1 Issue/Accept*																		
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
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*	Portfolio	SubType	Project	ActualDealerID*
2																		CtpyDealer
3																		CtpyReference
4																		Narrative

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](#).

Load_ContingentLiability_Template - Compatibility Mode																		
File Home Insert Page Layout Formulas Data Review View Automate Help																		
A1 Issue/Accept*																		
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
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*	Portfolio	SubType	Project	ActualDealerID*
2	Issue	Banker Guarantee	TFS-SG	TFS-SG	SGD	10000000	22-Jul-20	22-Jul-21	TFS-SG/DBS-SG OBS	ABC Co. Ltd	20-Aug-21			0 Auto				admin@devent1.com
3	Issue	Banker Guarantee	TFS-SG	TGL-SG	SGD	20000000	22-Jul-20	22-Jul-21	TFS-SG/DBS-SG OBS	XYZ Ltd	20-Aug-21			0 Auto				admin@devent1.com
4																		

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

Read File ☒

File No file chosen

ID	Issue/Accept*	Type*	Accounting Centre*	On behalf	Ccy*	Amount*	Start Date*	End Date*	Facility*	Beneficiary/In favour*
No records found.										

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

Import Contingent Liability

Read File ☒

File Load_ContingentLiability_Template.xls

ID	Issue/Accept*	Type*	Accounting Centre*	On behalf	Ccy*	Amount*	Start Date*	End Date*	Facility*	Beneficiary/In favour*
No records found.										

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

Import Contingent Liability

Read File ☐

ID	Issue/Accept*	Type*	Accounting Centre*	On behalf	Ccy*	Amount*	Start Date*	End Date*	Facility*	Beneficiary/In favour*	Claim Date*	Advising Bank	Tolerance%*	Limit Release*	Portfolio	St
1	Issue	Banker Guarantee	TFS-SG	TFS-SG	SGD	10,000,000.00	22 Jul 2020	22 Jul 2021	TFS-SG/OBS-SG OBS	ABC Co. Ltd	20 Aug 2021		0	Auto		
2	Issue	Banker Guarantee	TFS-SG	TGL-SG	SGD	20,000,000.00	22 Jul 2020	22 Jul 2021	TFS-SG/OBS-SG OBS	XYZ Ltd	20 Aug 2021		0	Auto		

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 Yes.

Confirmation



Confirm loading Contingent Liability(s) to the system?

✓ Yes

✗ No

14. Message indicating that the loading was successful will be displayed. Trade ID will be assigned to the successfully loaded trades.

Import Contingent Liability

✗ Cancel Template ☐ Read File

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

ID	TradeID	Issue/Accept*	Type*	Accounting Centre*	On behalf	Ccy*	Amount*	Start Date*	End Date*	Facility*	Beneficiary/In favour*	Claim Date*	Advising Bank	Tolerance%*	Limit Release*
1	GRT100017.00	Issue	Banker Guarantee	TFS-SG	TFS-SG	SGD	10,000,000.00	22 Jul 2020	22 Jul 2021	TFS-SG/DBS-SG OBS	ABC Co. Ltd	20 Aug 2021		0	Auto
2	GRT100018.00	Issue	Banker Guarantee	TFS-SG	TGL-SG	SGD	20,000,000.00	22 Jul 2020	22 Jul 2021	TFS-SG/DBS-SG OBS	XYZ Ltd	20 Aug 2021		0	Auto

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

Contingent Liability

Acct Cntr* End Date Fr* End Date To Issue/Accept Type

Trade ID Narrative Include Deleted ☐

Refresh Action

Columns

<input type="checkbox"/>	Flag	TradeID ↑↓	Acct Cntr ↑↓	Issuer ↑↓	Ccy ↑↓	Amount ↑↓	End Date ↑↓	Start Date ↑↓	Category ↑↓	Narrative ↑↓
<input type="checkbox"/>		GRT100017.00	TFS-SG	DBS-SG	SGD	10,000,000.00	22 Jul 2021	22 Jul 2020	Banker Guarantee	
<input type="checkbox"/>		GRT100018.00	TFS-SG	DBS-SG	SGD	20,000,000.00	22 Jul 2021	22 Jul 2020	Banker Guarantee	

1-2 of 2 records << < 1 > >> 50

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Create and Amend Contingent Liability](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created.
8-Sep-2017	Clarissa	Rewritten. Reformatted.
14-Nov-2019	Lyra	Updated screenshots.
9-May-2023	TS	Updated to W6 instructions and screenshots.