Import Contingent Liability

PURPOSE

This document shows the detailed procedure for importing contingent liability.
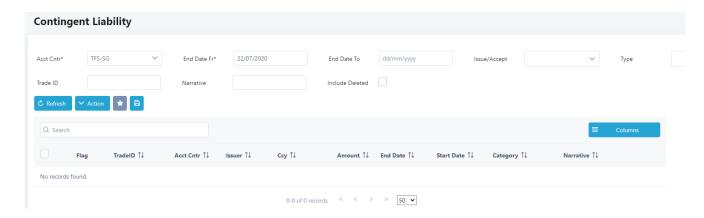
WHY IS THIS IMPORTANT?

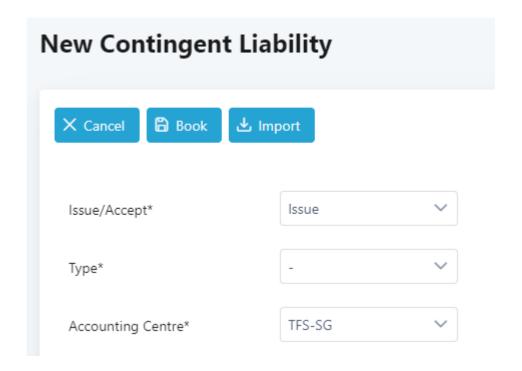This allows import of contingent liability into the system in a bulk when you have many.

PROCEDURE

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

2. Click on Action and select New.

New Contingent Liability
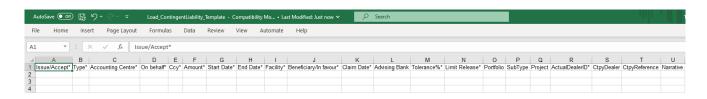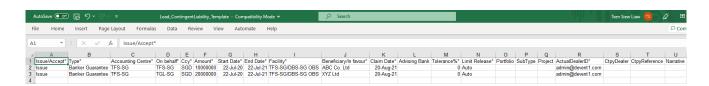
3. Click Import.

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.

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](#).

7. Save the Excel file on the computer.

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

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

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

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.

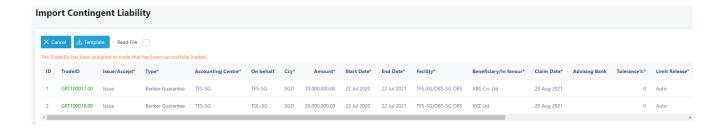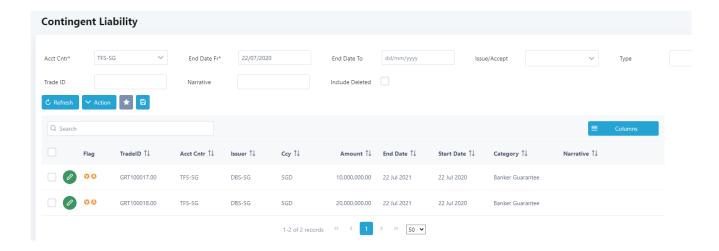| ID	TradeID	Issue/Accept*	Type*	Accounting Centre*	On behalf	Ccy*	Amount*	Start Date*	End Date*	Facility*	Beneficiary/In favour*	Claim Date*	Advising Bank	Tolerance%*	Limit Release*
1	GRT100017.00	Issue	Banker Guarantee	TFS-SG	TFS-SG	SGD	10,000,000.00	22 Jul 2020	22 Jul 2021	TFS-SG/DBS-SG OBS	ABC Co. 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*	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 ↑↓
☐	✏ ⦿⚠	GRT100017.00	TFS-SG	DBS-SG	SGD	10,000,000.00	22 Jul 2021	22 Jul 2020	Banker Guarantee	
☐	✏ ⦿⚠	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.