

# Import Facility (w5)

[This version is superseded.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

## **PURPOSE**

This document shows the detailed procedures for importing facility in the system.




## **WHY IS THIS IMPORTANT?**

This allows import of facilities as a bulk if you have many to create or during the initial set up of the system where you need to migrate existing data.

## **PROCEDURE**



1. From the main menu, select Set Up > Risk > Facility.

Facility								
AcctCntr*		Lend/Borrow		Counterparty		Status		
TFS-SG								
<div>Refresh   New   Delete   Approve   Utilisation     </div>								
	App?	Short Name	AcctCntr	Lend/borrow	Counterparty	Grant Date	MDate	Status
<input type="checkbox"/>	N	CITI-SG-100M	TFS-SG	Borrow	CITI-SG	3 Feb 2016	31 Dec 2017	Open

2. Click New.

## New Facility



Save

Import

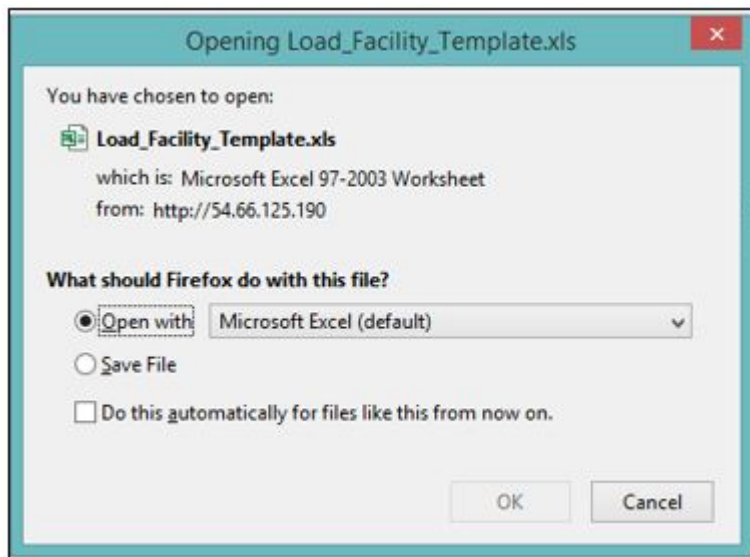
Facility Type*	Capex	▼
Short Name*	<input type="text"/>	
Acct Cntr*	TFS-SG	▼
Borrow/Lend*	<input type="text"/>	
Counterparty*	<input type="text"/>	
Grant Date*	12/11/2019	
Draw By Date	dd/mm/yyyy	
Maturity Date*	dd/mm/yyyy	
Check Trade MDate?	<input checked="" type="checkbox"/>	
Committed*	No	▼
Status	Open	▼
Rate Type	-	▼
Rate Basis	<input type="text"/>	
Margin(%)*	0.000000	
Ann. Fee Rate(%)*	0.000000	
Guarantor	<input type="text"/>	
Trustee	<input type="text"/>	
Trust Date	dd/mm/yyyy	
Collateral Value	<input type="text"/>	
Country	[Unassigned]	▼
Product Type	[Unassigned]	▼
Description	<input type="text"/>	
Purpose	<input type="text"/>	
Other Info	<input type="text"/>	

3. Click Import. The Import Facility screen displays.



The 'Import Facility' screen features a title bar, a back arrow, a 'Template' button, and a 'Read File' checkbox. Below these is a table with columns: ID, Facility Type\*, Short Name\*, Acct Cntr\*, Borrow/Lend\*, Counterparty\*, Grant Date\*, Draw By Date, Maturity Date\*, and Check Trade MDate\*. The table currently shows 'No records found.'

4. Click Template to download the CS Lucas template for importing facility.



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
1	Facility Type*	Short Name*	Acct Cntr*	Borrow/Lend*	Counterparty*	Grant Date*	Draw By Date	Maturity Date*	Check Trade MDate? (Y/N)	Committed Y/N*	Status	Rate Type	Rate Basis	Margin(%)*
2														
3														
4														

6. Type in the information required on the import template. Fields with asterisk (\*) are mandatory. For more information on each field, see [how to create facility and limit](#).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Facility Type*	Short Name*	Acct Cntr*	Borrow/Lend*	Counterparty*	Grant Date*	Draw By Date	Maturity Date*	Check Trade MDate? (Y/N)	Committed Y/N*	Status	Rate Type	Rate Basis	Margin(%)*	Ann. Fee Rate(%)*
2	Working Capit	TSF-CITI-500I	TFS-SG	Borrow	CITI-SG	1-Jan-10		31-Dec-20		Y				0	0
3	Treasury	TFS-DBS-10C	TFS-SG	Trading	DBS-SG	1-Jan-10		31-Dec-20		Y				0	0

7. Save the Excel file in the computer.

8. Go back to the Import Facility screen, tick on Read File.

**Import Facility**

← Template Read File ☒

File Read File Browse... No file selected.

ID	Facility Type*	Short Name*	Acct Cntr*	Borrow/Lend*	Counterparty*	Grant Date*	Draw By
No records found.							

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

**Import Facility**

← Template Read File ☒

File Read File Browse... Load\_Facility\_Template.xls

ID	Facility Type*	Short Name*	Acct Cntr*	Borrow/Lend*
No records found.				

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

**Import Facility**

← Load Template Read File ☐

ID	Facility Type*	Short Name*	Acct Cntr*	Borrow/Lend*	Counterparty*	Grant Date*	Draw By Date	Maturity Date*	Check Trade MDate? (Y/N)	Commit Y/N*
1	Working Capital	TSF-CITI-500M	TFS-SG	Borrow	CITI-SG	1 Jan 2010		31 Dec 2020	Y	Y
2	Treasury	TFS-DBS-100M	TFS-SG	Trading	DBS-SG	1 Jan 2010		31 Dec 2020	Y	Y

11. If there is an error, the user will be prompted with the rows to be corrected. To make corrections, go to the template 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 Facility static data to the system?

OK Cancel

14. You will see the message below once successfully loaded.

**Import Facility**

← Template Read File ☐

The Facility(s) has been successfully loaded.




ID	Facility Type*	Short Name*	Acct Cntr*	Borrow/Lend*	Counterparty*	Grant Date*	Draw By Date	Maturity Date*	Check Trade MDate? (Y/N)
1	Working Capital	TSF-CITI-500M	TFS-SG	Borrow	CITI-SG	1 Jan 2010		31 Dec 2020	Y
2	Treasury	TFS-DBS-100M	TFS-SG	Trading	DBS-SG	1 Jan 2010		31 Dec 2020	Y









15. Click Back Logo to return to Facility screen.

16. Approve the facilities by ticking the checkbox beside the facility short name.

**Facility**

AcctCntr\* TFS-SG Lend/Borrow Counterparty Status

Refresh New Delete Approve Utilisation   

	App? 	Short Name 	AcctCntr 	Lend/borrow 	Counterparty 	Grant Date 	MDate 	Status 
<input type="checkbox"/>	N	CITI-SG-100M	TFS-SG	Borrow	CITI-SG	3 Feb 2016	31 Dec 2017	Open
<input checked="" type="checkbox"/>	N	TFS-DBS-100M	TFS-SG	Trading	DBS-SG	1 Jan 2010	31 Dec 2020	Open
<input checked="" type="checkbox"/>	N	TSF-CITI-500M	TFS-SG	Borrow	CITI-SG	1 Jan 2010	31 Dec 2020	Open

17. Click Approve. A popup appears to confirm, click OK.

Confirm approving selected item?

OK Cancel

18. See [import facility limit](#) for importing a limit to a facility. Facility must be assigned with a limit and product before it can be used for booking transactions.

## **FREQUENTLY ASKED QUESTIONS**

## **RELATED INFORMATION**

[Import Facility Limit](#)

[How to Create Facility and Limit](#)

## **CHANGE HISTORY**

Date	By	Changes
15-Feb-2008	-	Created.
31-Aug-2017	Clarissa	Reformatted. Rewritten.
24-Aug-2018	Silpa	Updated step 1.
12-Nov-2019	Lyra	Updated Screenshots.