

Import Foreign Exchange (W5)

[This version is superseded.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

PURPOSE

This document shows the detailed procedure of importing foreign exchange transactions.

WHY IS THIS IMPORTANT?

The import function helps saving a user's time by entering multiple FX trades into the system at one time.

PROCEDURE



1. From the Foreign Exchange launch screen, click New Outright. The New Foreign Exchange Outright is displayed.

New Foreign Exchange Outright

Accounting Centre*

TDate*

VDate*

Transaction*

Ccy*

Amount*

Against Ccy*

Spot Reference Rate*

Forward Points

Contract Rate

Countervalue

Facility*

Counterparty ID

Portfolio

Show Advance

Comparative Quotes

Counterparty

Rate

Remarks

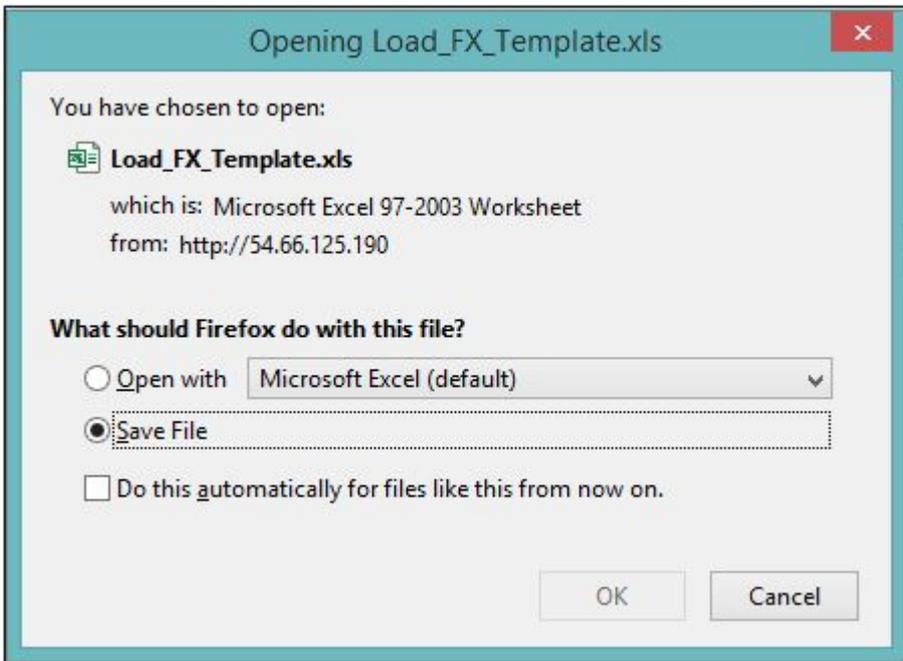
2. Click Import. Import FX Trades screen will be shown.

Import FX Trades

Read File

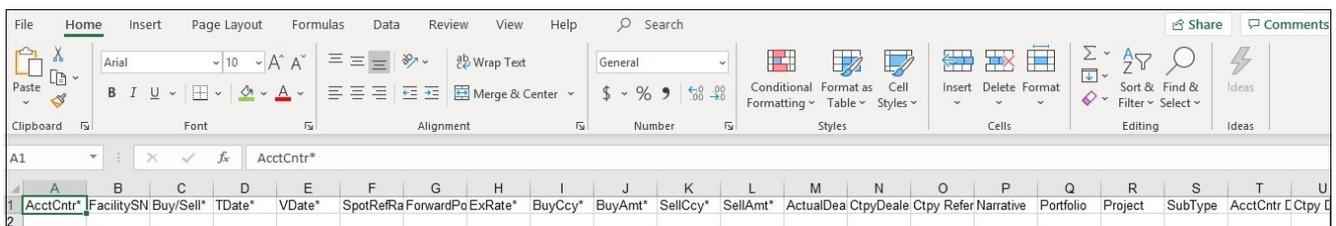
ID	AcctCntr*	FacilitySN*	B/S*	TDate*	VDate*
No records found.					

3. Click Template to download CS Lucas template for importing Foreign Exchange transactions. The computer's folders, where the file will be saved, will display.



4. Click Save. The file will be saved in the folder specified.

5. Open the file. The Excel sheet will look like this:

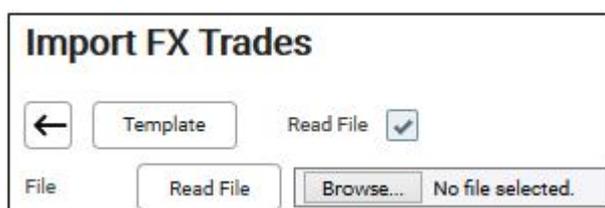


6. Fill in the columns. Make sure all mandatory columns are filled, these are characterized with an (*). For explanation of the fields, see user guide for [Creating FX Outright](#).

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	AcctCntr*	FacilitySN*	Buy/Sell*	TDate*	VDate*	SpotRefRa	ForwardPo	ExRate*	BuyCcy*	BuyAmt*	SellCcy*	SellAmt*	ActualDealerID*
2	TFS-SG	TFS - DBS-SG	Buy	3-Mar-16	3-Feb-17	3.5	0	3.5	SGD	5,000,000	USD	3,500,000	dev01@12d12d.com
3	TFS-SG	TFS - DBS-SG	Buy	3-Mar-16	3-Feb-17	3	0	3	SGD	1,000,000	USD	750,000	dev01@12d12d.com

7. Save the Excel template when finished.

8. Go back to the Import FX Trades screen, click the tick box before Read File.



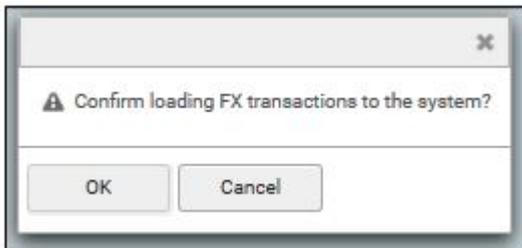
9. Click Choose File button. Look for the Excel file saved.

10. Click Read File. The values input into the Excel file will appear in the screen below.

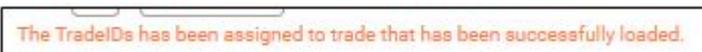
Import FX Trades													
<input type="button" value="←"/> <input type="button" value="Load"/> <input type="button" value="Template"/> <input type="checkbox"/> Read File													
ID	AcctCntr*	FacilitySN*	B/S*	TDate*	VDate*	Spot Ref Rate*	Forward Pts*	Exc Rate*	Buy Ccy*	Buy Amt*	Sell Ccy*	Sell Amt*	Our Dealer*
1	TFS-SG	TFS - DBS-SG:FX	Buy	3 Mar 2016	3 Feb 2017	3.500000	0.000	3.500000	SGD	5,000,000.00	USD	3,500,000.00	dev01@12dl2d.com
2	TFS-SG	TFS - DBS-SG:FX	Buy	3 Mar 2016	3 Feb 2017	3.000000	0.000	3.000000	SGD	1,000,000.00	USD	750,000.00	dev01@12dl2d.com

11. If there is an error, the user will be prompted with the rows to be corrected. To correct it, open the Excel file to edit and upload again.

12. Click Load if there is no error. A popup appears, click OK.



13. A message that says it has been successfully loaded will be displayed.



14. Click Back Button to return to Foreign Exchange screen. Filter for the appropriate Accounting Centre and VDate From field and click Refresh.

15. The imported trades will show in the Foreign Exchange launch screen.

Foreign Exchange													
Acct Cntr* TFS-SG		Buy Ccy		TDate Fr dd/mm/yyyy		Vdate Fr* 03/03/2016		Portfolio					
CtpyID		Sell Ccy		TDate To dd/mm/yyyy		Vdate To dd/mm/yyyy		Trade ID					
<input type="button" value="Refresh"/> <input type="button" value="New Outright"/> <input type="button" value="New Swap"/> <input type="button" value="Delete"/> <input type="button" value="Rollover"/> <input type="button" value="Update MTM"/> <input type="button" value="Confirm"/> <input type="button" value="↓"/> <input type="button" value="★"/> <input type="button" value="📄"/>													
	Flag	Trade ID	Acct Cntr	CtpyID	TDate	VDate	BCcy	Buy Amount	SCcy	Sell Amount	Exchange Rate		
<input type="checkbox"/>	🔍🔍🔍	ERX100022.00	TFS-SG	DBS-SG	3 Mar 2016	3 Feb 2017	SGD	1,000,000.00	USD	750,000.00	3.000000		
<input type="checkbox"/>	🔍🔍🔍	ERX100021.00	TFS-SG	DBS-SG	3 Mar 2016	3 Feb 2017	SGD	5,000,000.00	USD	3,500,000.00	3.500000		
<input type="checkbox"/>	🔍🔍🔍MR	ERX100020.00	TFS-SG	CITI-SG	30 Mar 2016	2 Mar 2017	USD	10,000,000.00	SGD	32,010,000.00	3.201000		

FREQUENTLY ASKED QUESTIONS

FAQ01. I get an error that says that the Facility is invalid.

Invalid facility error means that what was entered in the FacilitySN column does not match any of the short names in the system or the facility is not for FX transaction. To check, go to Set Up > Facility to check the short name and ensure Foreign Exchange Outright product is assigned to the facility. If not, a new facility may be set up; see [How to Set Up Facility and Limits](#) for instructions.

FAQ02: What do I enter for forward points if the FX contract is a spot transaction?

If the forward points is not required for the transaction, please enter it as 0.

FAQ03: What is Ex Rate?

Ex Rate is the contracted FX rate comprised of spot rate and any forward points.

FAQ04: I got an error saying “There is an error validating the loaded data. Please check the format of the data and/or the structure of spreadsheet.

This error message is normally because the system cannot read the file for the following reasons:

- 1) Using an outdated load sheet.
- 2) Additional/ missing column(s) in the load sheet.
- 3) Missing column header or column name changed.
- 4) There are formulas in the cells.
- 5) Reading the wrong template. For example, read MM load sheet in the FX import screen.

Because the file cannot be read due to the format of data and structure of the loaded sheet, system is not able to show which row has the error.

RELATED INFORMATION

[Launching Foreign Exchange](#)

[Creating FX Outright](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created
28-Jul-2015	CS	Included section for FAQ
3-Mar-2016	Clarissa	Rewritten. Reformatted.
14-Jun-2016	Richard	Proofread.
21-Feb-2017	Clarissa	Added FAQ04.
14-Nov-2019	Lyra	Updated Screenshots