

Import Foreign Exchange

[See previous W5 version 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 Action and select New Outright. The New Foreign Exchange Outright is displayed.

New Foreign Exchange Outright

✕ Cancel

📁 Book

📄 Import

Accounting Centre*

TFS-SG

TDate*

17/04/2023

VDate*

dd/mm/yyyy

Transaction*

-

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

Import FX Trades

☐ 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*	Narrative	Ctpy Dealer	Ctpy Reference	Portfolio	Project	Sub Type
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:

AutoSave ☐ Off Load_FX_Template - Compatibility Mode - Last Modified: Just now

File Home Insert Page Layout Formulas Data Review View Automate Help

Y32

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	AcctCntr*	FacilitySN*	Buy/Sell*	TDate*	VDate*	SpotRefRate*	ForwardPoints*	ExRate*	BuyCcy*	BuyAmt*	SellCcy*	SellAmt*	ActualDealerID*	CtpyDealer	Ctpy Reference	Narrative	Portfolio	Project	SubType	AcctCntr Division	Ctpy Division
2																					
3																					
4																					

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](#).

AutoSave ☐ Off Load_FX_Template - Compatibility Mode - Last Modified: 6m ago

File Home Insert Page Layout Formulas Data Review View Automate Help

X39

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	AcctCntr*	FacilitySN*	Buy/Sell*	TDate*	VDate*	SpotRefRate*	ForwardPoints*	ExRate*	BuyCcy*	BuyAmt*	SellCcy*	SellAmt*	ActualDealerID*	CtpyDealer	Ctpy Reference	Narrative	Portfolio	Project	SubType	AcctCntr D	Ctpy Division
2	TFS-SG	TFS - CITI-SG.FX	Buy	8-Feb-23	8-Mar-23	1.2352	10	1.2362	USD	1,000,000.00	SGD	1,236,200.00	admin@devent2.com								
3	TFS-SG	TFS - DBS-SG.FX	Buy	9-Feb-23	9-Mar-23	1.2386	10	1.2396	USD	2,000,000.00	SGD	1,239,600.00	admin@devent2.com								
4																					

7. Save the Excel template when finished.

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

Import FX Trades

☒ Read File

File Load_FX_Template.xls

ID	AcctCntr*	FacilitySN*	B/S*	TDate*	VDate*	Spot Ref Rate*	Forward Pts*	Exc Rate*	Buy Ccy*	Buy Amt*	Sell Ccy*
No records found.											

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="Cancel"/>		<input type="button" value="Load"/>		<input type="button" value="Template"/>		Read File <input type="checkbox"/>									
ID	AcctCntr*	FacilitySN*	B/S*	TDate*	VDate*	Spot Ref Rate*	Forward Pts*	Exc Rate*	Buy Ccy*	Buy Amt*	Sell Ccy*	Sell Amt*	Our Dealer*	Narrative	Ctpy Dealer
1	TFS-SG	TFS - CITI-SG:FX	Buy	8 Feb 2023	8 Mar 2023	1.235200	10.000	1.236200	USD	1,000,000.00	SGD	1,236,200.00	admin@devent2.com		
2	TFS-SG	TFS - DBS-SG:FX	Buy	9 Feb 2023	9 Mar 2023	1.238600	10.000	1.239600	USD	2,000,000.00	SGD	1,239,600.00	admin@devent2.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 Yes.

Import FX Trades															
<input type="button" value="Cancel"/>		<input type="button" value="Load"/>		<input type="button" value="Template"/>		Read File <input type="checkbox"/>									
ID	AcctCntr*	FacilitySN*	B/S*	TDate*	VDate*	Spot Ref Rate*	Forward Pts*	Exc Rate*	Buy Ccy*	Buy Amt*	Sell Ccy*	Sell Amt*	Our Dealer*	Narrative	Ctpy Dealer
1	TFS-SG	TFS - CITI-SG:FX	Buy	8 Feb 2023	8 Mar 2023	1.235200	10.000	1.236200	USD	1,000,000.00	SGD	1,236,200.00	admin@devent2.com		
2	TFS-SG	TFS - DBS-SG:FX	Buy	9 Feb 2023	9 Mar 2023	1.238600	10.000	1.239600	USD	2,000,000.00	SGD	1,239,600.00	admin@devent2.com		

Confirmation

 Confirm loading FX transactions to the system?

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

Import FX Trades

Cancel

Template

Read File☐

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

ID	TradeID	AcctCntr*	FacilitySN*	B/S*	TDate*	VDate*	Spot Ref Rate*	Forward Pts*	Exc Rate*	Buy Ccy*	Buy Amt*	Sell Ccy*	Sell Amt*	Our Dealer*	Narrative
1	FRX100017.00	TFS-SG	TFS - CITI-SG:FX	Buy	8 Feb 2023	8 Mar 2023	1.235200	10.000	1.236200	USD	1,000,000.00	SGD	1,236,200.00	admin@devent2.com	
2	FRX100018.00	TFS-SG	TFS - DBS-SG:FX	Buy	9 Feb 2023	9 Mar 2023	1.238600	10.000	1.239600	USD	2,000,000.00	SGD	1,239,600.00	admin@devent2.com	

14. Click Cancel 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*

01/02/2023

Portfolio

FX Type

CtpyID

Sell Ccy

TDate To

dd/mm/yyyy

Vdate To

dd/mm/yyyy

Trade ID

Narrative

Refresh



Action

Rollover

Update MTM

Confirm

Search

	Flag	Trade ID ↑↓	Acct Cntr ↑↓	CtpyID ↑↓	TDate ↑↓	VDate ↑↓	BCcy ↑↓	Buy Amount ↑↓	SCcy ↑↓	Sell Amount ↑↓	Exchange Rate ↑↓	Type ↑↓	Narrati
<input type="checkbox"/>		FRX100017.00	TFS-SG	CITI-SG	8 Feb 2023	8 Mar 2023	USD	1,000,000.00	SGD	1,236,200.00	1.236200	Foreign Exchange Outright	
<input type="checkbox"/>		FRX100018.00	TFS-SG	DBS-SG	9 Feb 2023	9 Mar 2023	USD	2,000,000.00	SGD	1,239,600.00	1.239600	Foreign Exchange Outright	

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

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.
17-Apr-2023	TS	Updated to W6 instructions and screenshots.