

Import FX MTM

PURPOSE


This document explains how to import FX MTM from banks into CS Lucas system.

WHY IS THIS IMPORTANT?

This allows system to import banks MTM for FX transaction.

PROCEDURE

1. From the main menu, click Prices > Bank MTM . The Bank MTM screen is displayed as below.



ID	CtpyID*	Ctpy Ref*	As At Date*	MTM Ccy*	MTM*
No records found.					

2. Click Template to download the import template in Excel format to your computer.

3. After the import template is successfully downloaded, open the import template.

4. Save the file and open. An Excel sheet will be opened.

CtpyID*	Ctpy Ref*	As At Date*	MTM Ccy*	MTM*

5. Fill in the columns. Make sure all mandatory columns are filled, these are characterized with an (*). The explanation of the fields are as below:

CtpyID*	Ctpy Ref*	As At Date*	MTM Ccy*	MTM*
DBS-SG	FRX5166	30-Jun-17	SGD	21,234.32
CITI-SG	FRX00009	30-Jun-17	SGD	15,678.56

Field	Remarks
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CtpyID *	Type in the counterparty ID of the trade counterparty.
Ctpy Ref*	Type in the counterparty reference.
As At Date*	Type in the MTM Date.
MTM Ccy*	Type in the MTM currency.
MTM*	Type in the MTM amount.

Please note on the rules and validation checks before importing the FX MTM into the system:

- a) Ctpy ID must be valid and exist in the system.
- b) Ctpy Ref must be valid and exist in the system.
- c) MTM Ccy must be same as accounting centre base currency.

6. Go back to the Bank MTM screen. Tick on the Read File box.

The screenshot shows the 'Bank MTM' interface. At the top, there is a 'Template' button and a 'Read File' checkbox which is checked. Below this, there is a 'File' section with a 'Read File' button and a 'Browse...' button. To the right of 'Browse...' is the text 'No file selected.'. Below the file section is a table with columns: ID, CtpyID*, Ctpy Ref*, As At Date*, MTM Ccy*, and MTM*. The table currently contains the text 'No records found.'

7. Click Choose File. Look for the saved import template file.

8. Click Read File. The values inputted in the Excel file will appear.

The screenshot shows the 'Bank MTM' interface after data has been loaded. The 'Load' button is visible, and the 'Read File' checkbox is now unchecked. The table below contains two rows of data:

ID	CtpyID*	Ctpy Ref*	As At Date*	MTM Ccy*	MTM*
1	DBS-SG	FRX5166	30 Jun 2017	SGD	21,234.32
2	CITI-SG	FRX00009	30 Jun 2017	SGD	15,678.56

9. If there is an error, the user will be prompted with the rows to be corrected. To make corrections, go to the template to edit and upload again.

10. If there is no error, click Load. Click OK on the pop up that appears.

The screenshot shows a confirmation dialog box with the title 'Confirm loading Bank MTM static data to the system?'. It has two buttons: 'OK' and 'Cancel'.

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

Bank MTM

Template

Read File ☐

The MTM has been successfully loaded.

ID	CtpyID*	Ctpy Ref*	As At Date*	MTM Ccy*	MTM*
1	DBS-SG	FRX5166	30 Jun 2017	SGD	21,234.32
2	CITI-SG	FRX00009	30 Jun 2017	SGD	15,678.56

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Launching Foreign Exchange Module](#)

[Updating FX MTM](#)

CHANGE HISTORY

Date	By	Changes
04-Apr-2018	Anuja	Created.
28-May-2018	Anuja	Updated with latest screen shots.
8-Jan-2020	Lyra	Updated Screenshots.