Import Hedging Transaction

See the previous W5 version guide.

PURPOSE

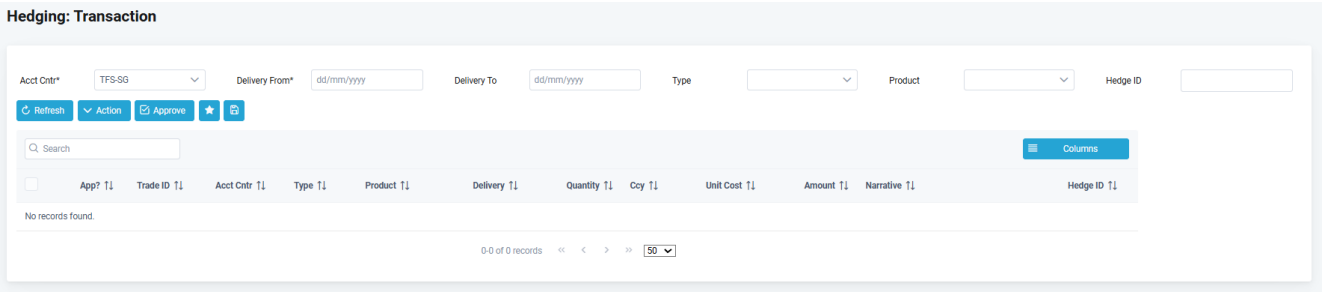
This document shows the detailed procedure on importing underlying and derivatives transactions.

WHY IS THIS IMPORTANT?

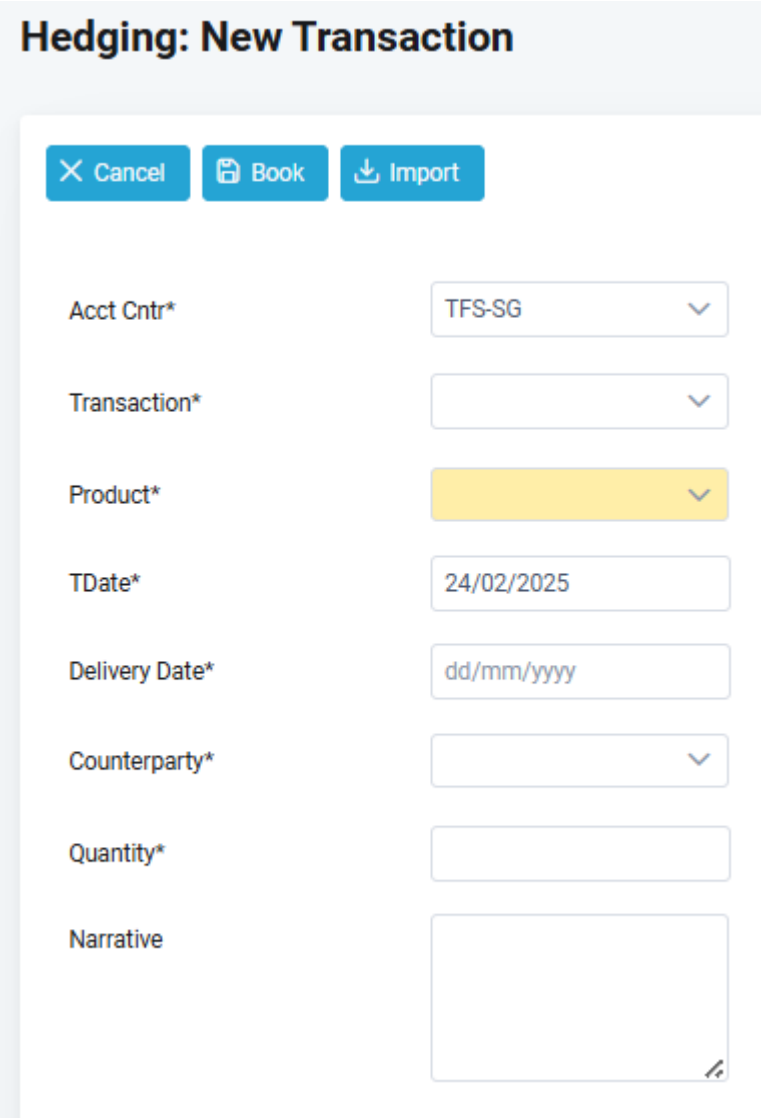
This allows multiple underlying (cash forecast, commodity physical) and derivatives transactions (commodity swap, futures) can be imported into the system in bulk.

PROCEDURE

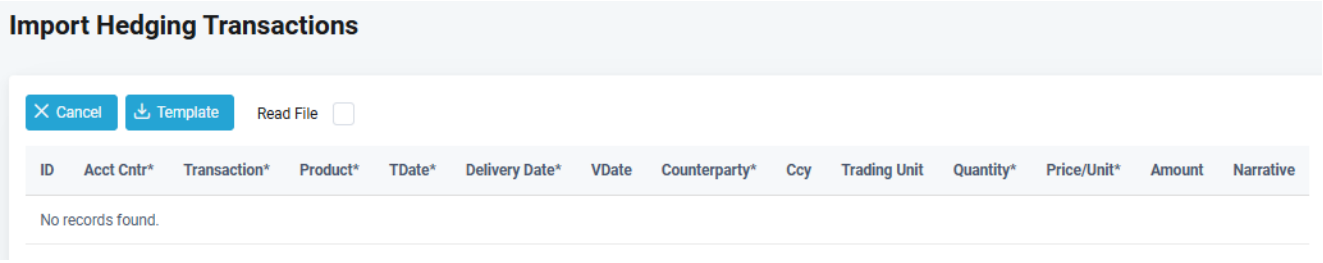
1. From the main menu, click Transaction > Hedging > Transaction. The below page displays.



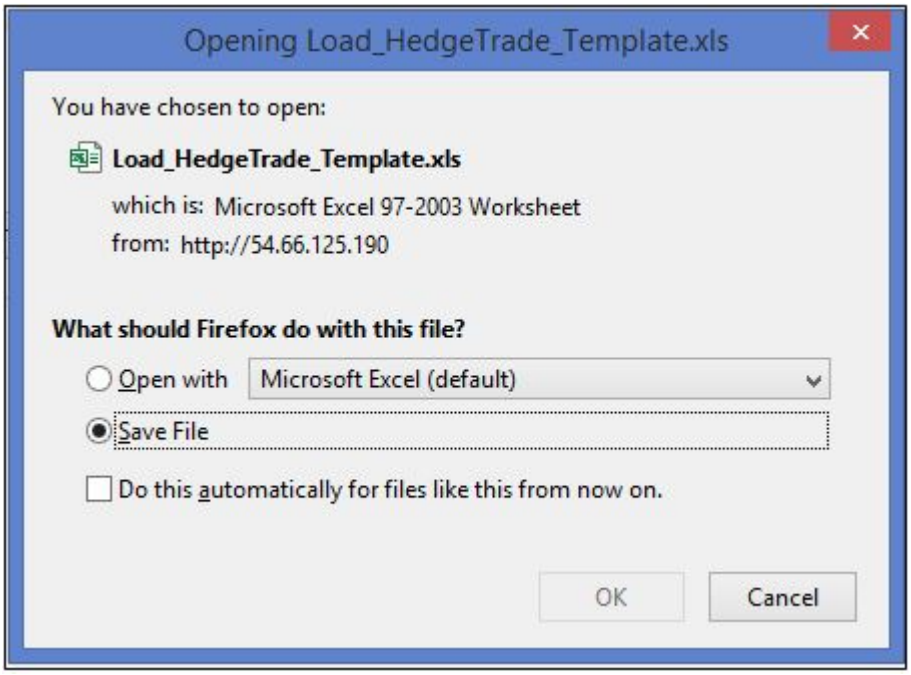
2. Click Action > New.



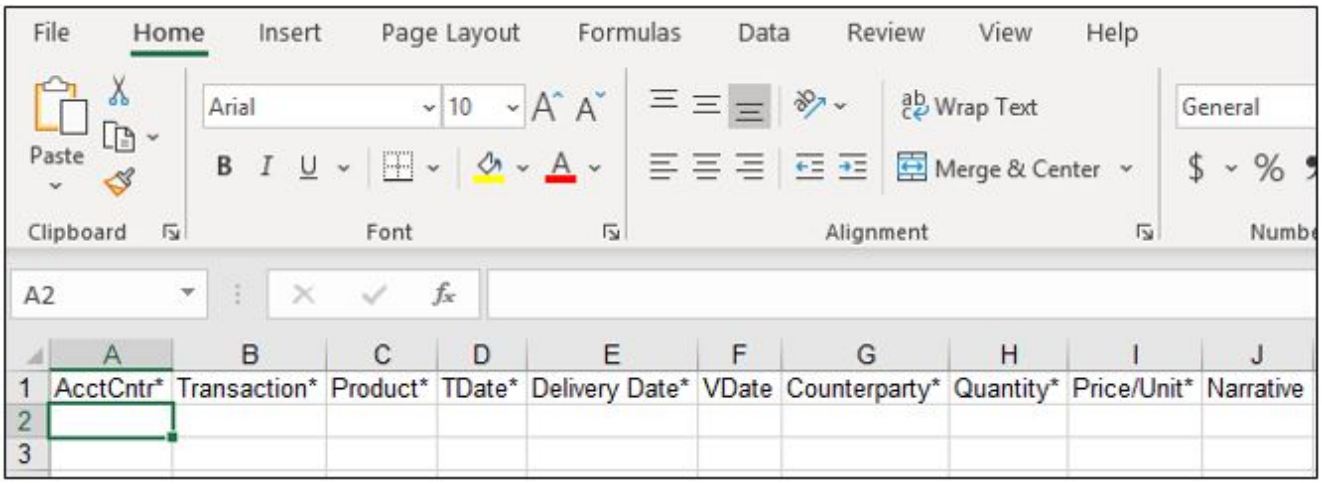
3. Click Import. The import page will be displayed.



4. Click Template to download the import template in Excel. Open the Excel template.



5. The import template titled Load_Hedge_Trade_Template will look like below.



6. The following table explains the steps on how to fill in the import template for different products.

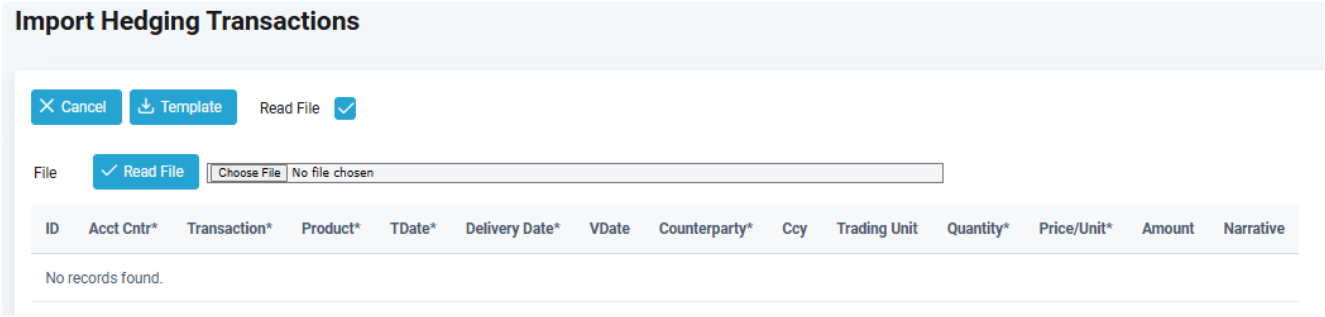
Product	Remarks
Cash Forecast	Input the following columns: **Acct Cntr** – Input Acct Cntr. It must be a valid accounting centre existed in the system. **Transaction** – Input Rec/Buy/Long or Req/Sell/Short. **Product** – Input currency forecast product. E.g. USD Forecast. USD is the currency short name. **TDate** – Input the Transaction Date. **Delivery Date** – Input the Delivery Date. **Counterparty** – Input the counterparty. It must be a valid counterparty existed in the system. **Quantity** – Input the Quantity. **Narrative** – This is optional. Input if necessary.
Commodity Physical	Input the following columns: **Acct Cntr** – Input Acct Cntr. It must be a valid accounting centre existed in the system. **Transaction** – Input Rec/Buy/Long or Req/Sell/Short. **Product** – Input commodity physical product. E.g. Diesel. It must be a valid commodity physical product created in the system. **TDate** – Input the Transaction Date. **Delivery Date** – Input the Delivery Date. **Counterparty** – Input the counterparty. It must be a valid counterparty existed in the system. **Quantity** – Input the Quantity. **Narrative** – This is optional. Input if necessary.

Commodity Swap	**Acct Cntr** – Input Acct Cntr. It must be a valid accounting centre existed in the system. **Transaction** – Input Rec/Buy/Long or Req/Sell/Short. **Product** – Input commodity swap product. E.g. Diesel Swap. Diesel is the commodity product set up in the system. **TDate** – Input the Transaction Date. **Delivery Date** – Input the Delivery Date. **VDate** – Input the Value Date. **Counterparty** – Input the counterparty. It must be a valid counterparty existed in the system. **Quantity** – Input the Quantity. **Price/Unit** – Input the Price per Unit. **Narrative** – This is optional. Input if necessary.
Futures	**Acct Cntr** – Input Acct Cntr. It must be a valid accounting centre existed in the system. **Transaction** – Input Rec/Buy/Long or Req/Sell/Short. **Product** – Input futures product. E.g. FFA. It must be a valid futures product created in the system. **TDate** – Input the Transaction Date. **Counterparty** – Input the counterparty. It must be a valid counterparty existed in the system. **Quantity** – Input the Quantity. **Price/Unit** – Input the Price per Unit. **Narrative** – This is optional. Input if necessary.

	A	B	C	D	E	F	G	H	I	J
1	AcctCntr*	Transaction*	Product*	TDate*	Delivery Date*	VDate	Counterparty*	Quantity*	Price/Unit*	Narrative
2	TFS-SG	Pay/Sell/Short	USD Forecast	15-Dec-16	31-May-17		CITI-SG	1000000		
3	TFS-SG	Pay/Sell/Short	Diesel	15-Dec-16	31-May-17		Shell	100		
4	TFS-SG	Rec/Buy/Long	Diesel Swap	15-Dec-16	31-May-17	15-Jun-17	Shell	100	50	
5	TFS-SG	Rec/Buy/Long	FFA	15-Sep-16	30-Jun-17		FF Broker	5000	8	

7. Save the import template on the computer.

8. From the system, tick on the Read File checkbox.



9. Click Browse to look for the import template saved on the computer.

10. Click Read File.

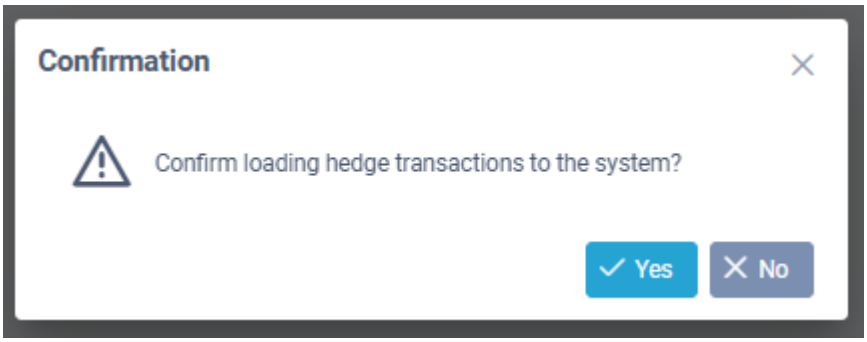
11. The transactions to be imported will be displayed on the screen.



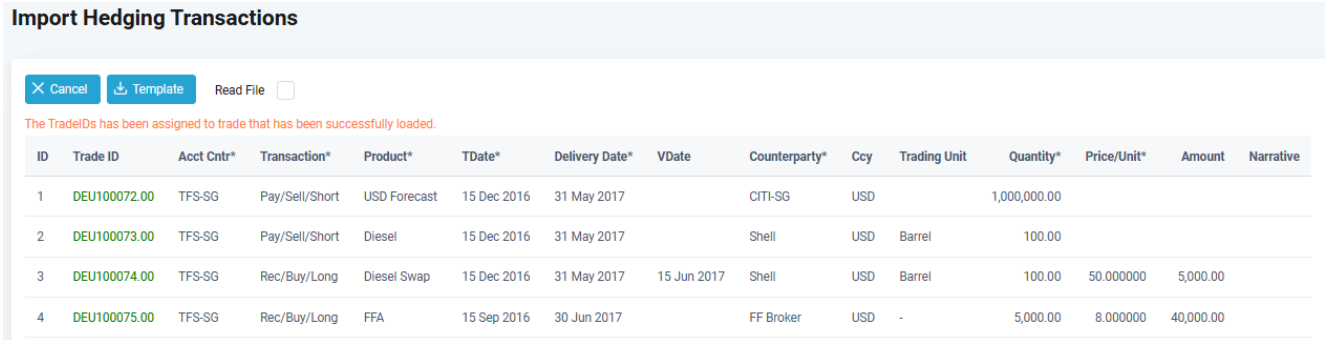
ID	Acct Cntr*	Transaction*	Product*	TDate*	Delivery Date*	VDate	Counterparty*	Ccy	Trading Unit	Quantity*	Price/Unit*	Amount	Narrative
1	TFS-SG	Pay/Sell/Short	USD Forecast	15 Dec 2016	31 May 2017		CITI-SG	USD		1,000,000.00			
2	TFS-SG	Pay/Sell/Short	Diesel	15 Dec 2016	31 May 2017		Shell	USD	Barrel	100.00			
3	TFS-SG	Rec/Buy/Long	Diesel Swap	15 Dec 2016	31 May 2017	15 Jun 2017	Shell	USD	Barrel	100.00	50.000000	5,000.00	
4	TFS-SG	Rec/Buy/Long	FFA	15 Sep 2016	30 Jun 2017		FF Broker	USD	-	5,000.00	8.000000	40,000.00	

12. If there is any error detected, system will prompt. If that happens, go back to the import template saved on the computer, make the necessary corrections then repeat step 8 to 10. If no error, click Load.

13. When the popup appears, click Yes to confirm.



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



ID	Trade ID	Acct Cntr*	Transaction*	Product*	TDate*	Delivery Date*	VDate	Counterparty*	Ccy	Trading Unit	Quantity*	Price/Unit*	Amount	Narrative
1	DEU100072.00	TFS-SG	Pay/Sell/Short	USD Forecast	15 Dec 2016	31 May 2017		CITI-SG	USD		1,000,000.00			
2	DEU100073.00	TFS-SG	Pay/Sell/Short	Diesel	15 Dec 2016	31 May 2017		Shell	USD	Barrel	100.00			
3	DEU100074.00	TFS-SG	Rec/Buy/Long	Diesel Swap	15 Dec 2016	31 May 2017	15 Jun 2017	Shell	USD	Barrel	100.00	50.000000	5,000.00	
4	DEU100075.00	TFS-SG	Rec/Buy/Long	FFA	15 Sep 2016	30 Jun 2017		FF Broker	USD	-	5,000.00	8.000000	40,000.00	

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

Hedging: Transaction

Hedging: Product

Maintain Hedging Relationship

CHANGE HISTORY

Date	By	Changes
19-Dec-2016	TS	Created.
09-Dec-2019	Lyra	Updated Screenshots.
24-Feb-2025	Lyra	Updated to W6 instructions and screenshots.