

# Import NDF

[See previous W5 version guide](#)

## **PURPOSE**

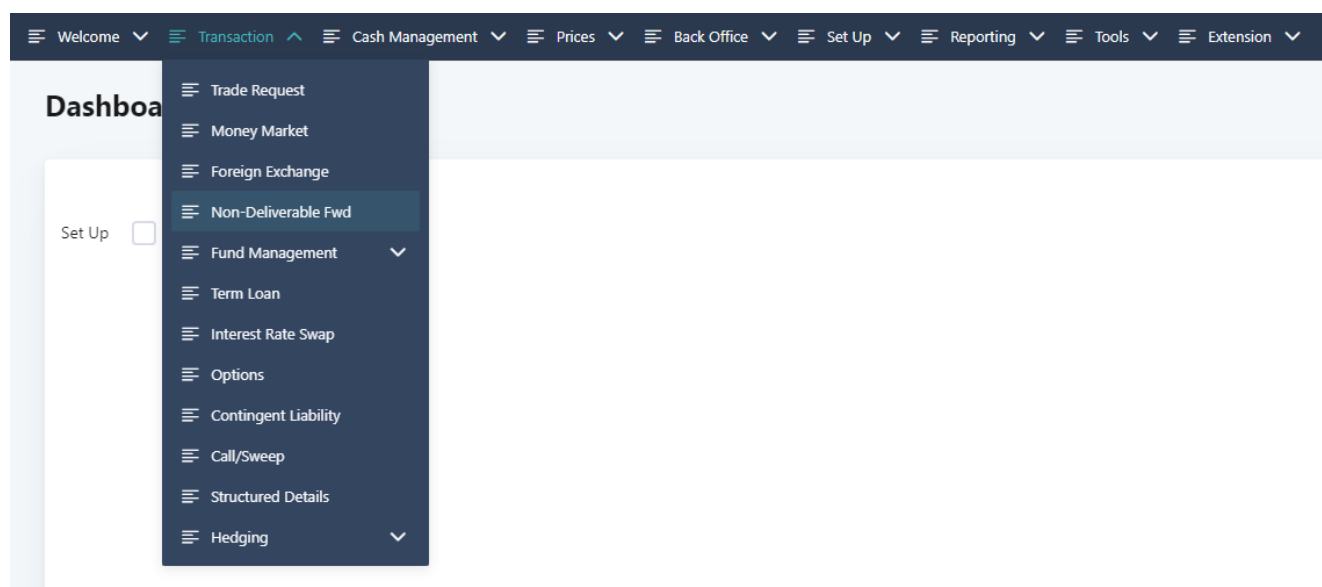
This document shows the procedure for how to import NDF in the system.

## **WHY IS THIS IMPORTANT?**

This allows convenient and faster way when you have a number of transactions to be booked in the system.

## **PROCEDURE**

1. From the main menu, select Transaction > Non-Deliverable Fwd.



2. Non-Deliverable Forward screen will be launched. In the screen, click on Action and select New. The screen below appears.

# New Non-Deliverable Forward

✕ Cancel

💾 Book

⬇️ Import

Accounting Centre\*

TFS-SG

TDate\*

20/04/2023

VDate\*

dd/mm/yyyy

Fixing Date\*

dd/mm/yyyy

3. Click the Import button. The screen below appears.

### Import NDF Trades

Cancel

Template

Read File

ID	AcctCnt*	FacilitySN*	Buy/Sell*	TDate*	VDate*	FixDate*	FixBasis*	SpotRefRate*	ForwardPts*	ContractRate	BuyCcy*	BuyAmt*	SellCcy*	SellAmt*	ActualDealerID*	CtpyDealer	Narrative	Portfolio	Project
No records found.																			

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

5. Save the file and open. An excel sheet will be opened.

6. Input values as required. Fields marked with an asterisk are mandatory.

AutoSave [OFF] Load_NDF_Template - Compatibility Mode • Saved Search Tsen Siew Liaw																			
File Home Insert Page Layout Formulas Data Review View Automate Help																			
A1																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	AcctCntr*	FacilitySN*	Buy/Sell*	TDate*	VDate*	FixDate*	FixBasis*	SpotReRate*	ForwardPts*	ContractRate*	BuyCcy*	BuyAmt*	SellCcy*	SellAmt*	ActualDealerID*	CtpyDealer	Narrative	Portfolio	Project
2	TFS-SG	TFS - CITI-SG NDF	Buy	18-Apr-23	18-May-23	16-May-23	Default	10.980 00	0.00	10.980 00 IDR*		5,000.000 000 00	SGD	455.373 41	admin@devnet1.com				
3	TFS-SG	TFS - CITI-SG NDF	Buy	20-Apr-23	19-May-23	17-May-23	Default	11.950 00	0.00	11.950 00 IDR*		10,000.000 000 00	SGD	836.820 08	admin@devnet1.com				

7. Go back to the Import NDFs screen. Tick on the Read File box.

### Import NDF Trades

✕ Cancel 📄 Template Read File ☒

File ✓ Read File Choose File Load\_NDF\_Template.xls

ID	AcctCntr*	FacilitySN*	Buy/Sell*	TDate*	VDate*	FixDate*	FixBasis*	SpotRefRate*	ForwardPts*	ContractRate
No records found.										

8. Click Choose File. Select the saved Load\_NDF\_Template.xls file.

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

### Import NDF Trades

✕ Cancel 📄 Load 📄 Template Read File ☐

ID	AcctCntr*	FacilitySN*	Buy/Sell*	TDate*	VDate*	FixDate*	FixBasis*	SpotRefRate*	ForwardPts*	ContractRate	BuyCcy*	BuyAmt*	SellCcy*	SellAmt*	ActualDealerID*	CtpyDealer	Narrat
1	TFS-SG	TFS - CITI-SG-NDF	Buy	18 Apr 2023	18 May 2023	16 May 2023	Default	10980.000000	0.000000	10980.000000	IDR*	5,000,000,000.00	SGD	455,373.41	admin@devent1.com		
2	TFS-SG	TFS - CITI-SG-NDF	Buy	20 Apr 2023	19 May 2023	17 May 2023	Default	11950.000000	0.000000	11950.000000	IDR*	10,000,000,000.00	SGD	836,820.08	admin@devent1.com		

10. 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.

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

### Confirmation



Confirm loading NDF transactions to the system?

✓ Yes

✕ No

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

Cancel

Template

Read File

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

ID	TradeID	AcctCntr*	FacilitySN*	Buy/Sell*	TDate*	VDate*	FixDate*	FixBasis*	SpotRefRate*	ForwardPts*	ContractRate	BuyCcy*	BuyAmt*	SellCcy*	SellAmt*	ActualDealerID*	Ctp
1	NDF100015.00	TFS-SG	TFS - CITI-SG-NDF	Buy	18 Apr 2023	18 May 2023	16 May 2023	Default	10980.000000	0.000000	10980.000000	IDR*	5,000,000,000.00	SGD	455,373.41	admin@devent1.com	
2	NDF100016.00	TFS-SG	TFS - CITI-SG-NDF	Buy	20 Apr 2023	19 May 2023	17 May 2023	Default	11950.000000	0.000000	11950.000000	IDR*	10,000,000,000.00	SGD	836,820.08	admin@devent1.com	

13. Click Cancel button to return to the Non-Deliverable Forward listing screen. Filter by Acct Cntr and VDate Fr and click Refresh. The imported NDF trades will be displayed.

Non-Deliverable Forward

Acct Cntr\*

TFS-SG

Buy Ccy

TDate Fr

dd/mm/yyyy

VDate Fr\*

02/01/2023

Portfolio

Trade ID

CtpyID

Sell Ccy

TDate To

dd/mm/yyyy

Vdate To

dd/mm/yyyy

Narrative

Include Deleted

Refresh

Action

Confirm

Fixing

Q Search

	Flag	TradeID T↓	Acct Cntr T↓	CtpyID T↓	TDate T↓	BCcy T↓	VDate T↓	Buy Amount T↓	SCcy T↓	Sell Amount T↓	Fixing Rate T↓	Exchange Rate T↓	Flag T↓
<input type="checkbox"/>		NDF100015.00	TFS-SG	CITI-SG	18 Apr 2023	IDR*	18 May 2023	5,000,000,000.00	SGD	455,373.41	0.000000	10,980.000000	
<input type="checkbox"/>		NDF100016.00	TFS-SG	CITI-SG	20 Apr 2023	IDR*	19 May 2023	10,000,000,000.00	SGD	836,820.08	0.000000	11,950.000000	

1-2 of 2 records

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FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created.
12-Jul-2017	Bella	Rewritten. Reformatted.
15-Nov-2019	Lyra	Updated screenshots.
20-Apr-2023	TS	Updated to W6 instructions and screenshots.