Import NDF

[See previous W5 version guide]

PURPOSE

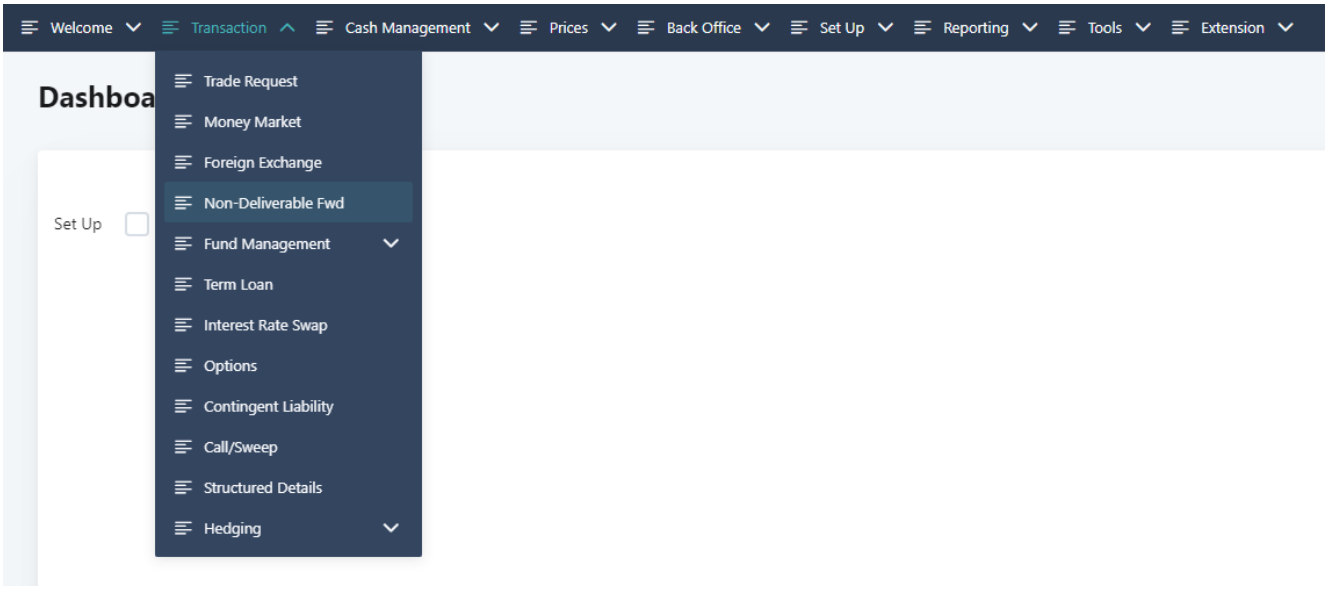
This document shows the procedure for how to import NDF in the system.

WHY IS THIS IMPORTANT?

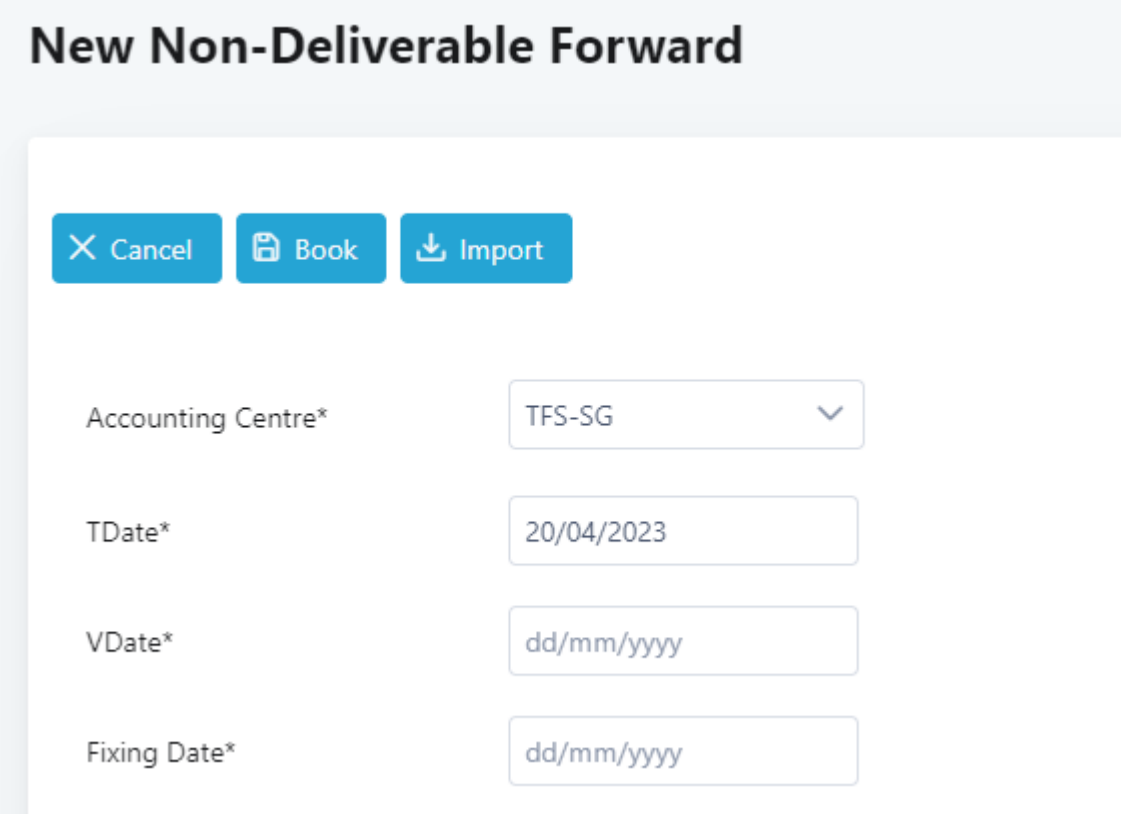
This allows convenient and faster way when you have a number of transactions to be booked in the system.

PROCEDURE

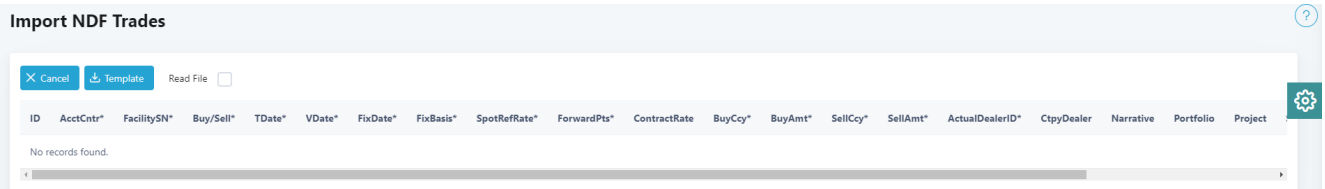
1. From the main menu, select Transaction > Non-Deliverable Fwd.



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

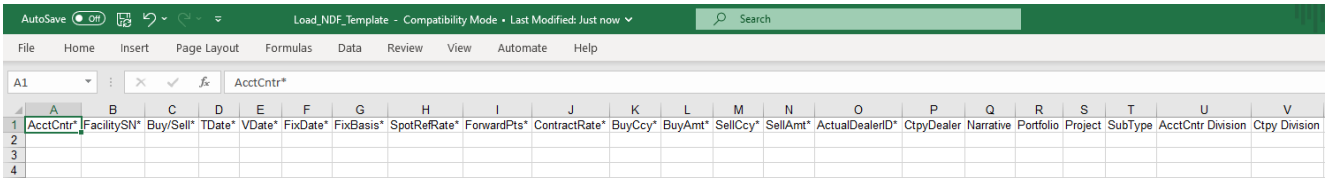


3. Click the Import button. The screen below appears.

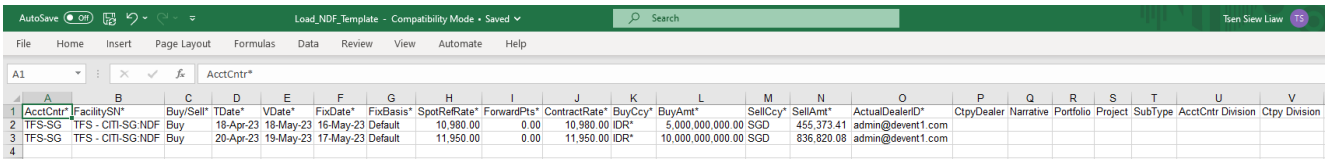


4. Click Template to download the CS Lucas template for importing NDFs.

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



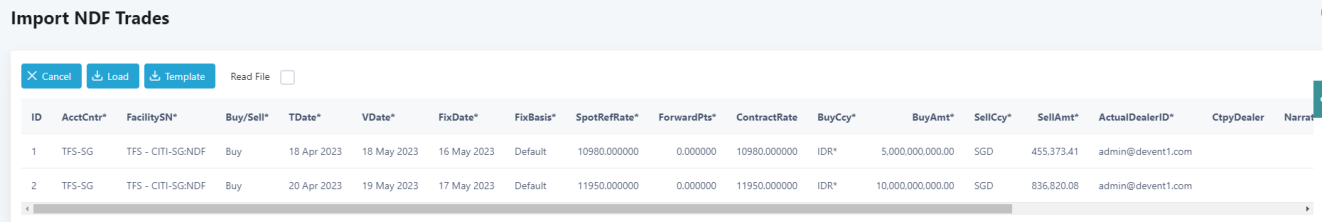
6. Input values as required. Fields marked with an asterisk are mandatory.



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

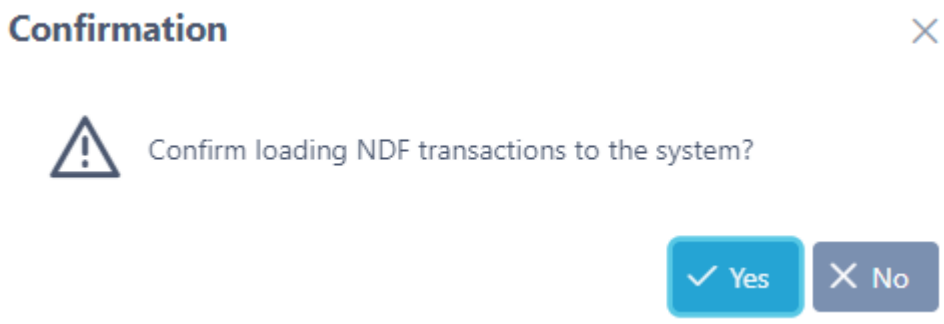
8. Click Choose File. Select the saved Load_NDF_Template.xls file.

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

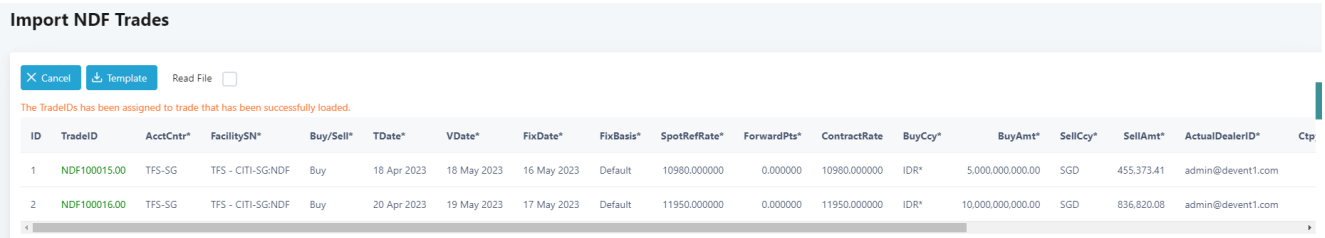


10. If there is an error, the user will be prompted with the rows to be corrected. To make corrections, go to the template to edit and upload again.

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

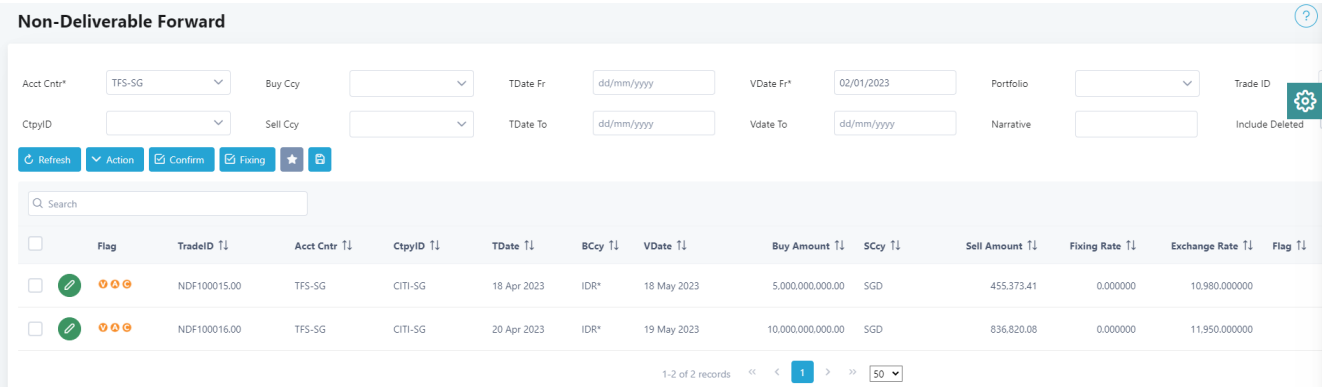


12. You will see the message below once successfully loaded.



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.



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.