

Importing Rate Structure (W5)

[This version is superseded. Click here to view the latest guide.](#)

PURPOSE

This document shows the detailed procedure of importing rate structures.

WHY IS THIS IMPORTANT?

This is important because it allows you to import multiple rate structures at a time and this saves time for the user.

PROCEDURE



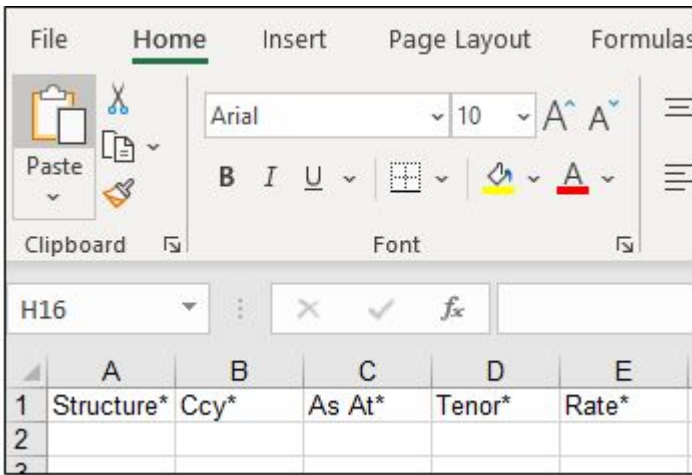
1. From the Maintain Rate Structure screen, click New, then click Import. The Import Rate Structure screen will be displayed.



2. Click Template. An Excel file will be downloaded.

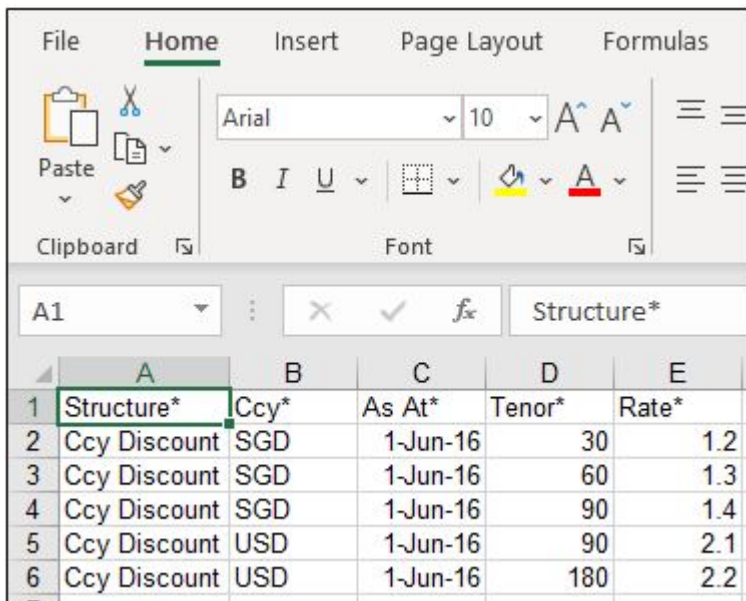


3. Open the file.



4. Fill in the fields as necessary. Input the Structure name. For currency discounting, input as "Ccy Discount".

5. Input the Currency, As At Date, Tenor or number of days and the Rate accordingly.



6. Save the file to your local drive.

7. Go back to the system. From the Import Rate Structure screen, tick on the Read File checkbox.

Import Rate Structure

Read File

File No file selected.

ID	Structure*	Ccy*	As At*	Tenor	Rate*
No records found.					

8. Browse to look for the file that saved in your local drive.

9. Click Read File. The values entered in the Excel file will be displayed.

Import Rate Structure

Read File

ID	Structure*	Ccy*	As At*	Tenor	Rate*
1	Ccy Discount	SGD	1 Jun 2016	30	1.200000
2	Ccy Discount	SGD	1 Jun 2016	60	1.300000
3	Ccy Discount	SGD	1 Jun 2016	90	1.400000
4	Ccy Discount	USD	1 Jun 2016	90	2.100000
5	Ccy Discount	USD	1 Jun 2016	180	2.200000

10. If there is an error, there will be a message informing the user of what is wrong. Simply go back to the saved Excel template and make the necessary corrections then click Read File and choose the file to re-upload.

11. Once everything is okay, click Load. A popup appears, click OK.

✕

⚠ Confirm loading rate structure data to the system?

12. A successfully loaded message will be displayed.

Import Rate Structure

Read File

The rate structure(s) has been successfully loaded.

ID	Structure*	Ccy*	As At*	Tenor	Rate*
1	Ccy Discount	SGD	1 Jun 2016	30	1.200000
2	Ccy Discount	SGD	1 Jun 2016	60	1.300000
3	Ccy Discount	SGD	1 Jun 2016	90	1.400000
4	Ccy Discount	USD	1 Jun 2016	90	2.100000
5	Ccy Discount	USD	1 Jun 2016	180	2.200000

13. Click Back Button. The system will go back to the main Rate Structure screen and the imported structures will be displayed.

Rate Structure

From Date*
 To Date
 Ccy
 Structure

	Ccy ↕	Date ↕	Structure ↕
<input type="checkbox"/>	SGD	19 Apr 2016	Ccy Discount
<input type="checkbox"/>	SGD	1 Jun 2016	Ccy Discount
<input type="checkbox"/>	USD	1 Jun 2016	Ccy Discount

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Creating and Amending Rate Structure](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2010	-	Created
9-Sep-2016	Clarissa	Reformatted. Rewritten.
22-Nov-2019	Lyra	Updated Screenshots.