

Importing Rate Structure

[See previous W5 version 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 Action and select New, then click Import. The Import Rate Structure screen will be displayed.

Import Rate Structure

✕ Cancel

↓ Template

Read File ☐

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

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

3. Open the file.

AutoSave ☐ Off Load_RateStructure_						
File Home Insert Page Layout Formulas Data						
Q7 ✕ ✓ f_x						
	A	B	C	D	E	F
1	Structure*	Ccy*	As At*	Tenor*	Rate*	
2						
3						
4						

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.

AutoSave ☐ Off Load_RateStruc						
File Home Insert Page Layout Formulas Data						
P23 ✕ ✓ f_x						
	A	B	C	D	E	F
1	Structure*	Ccy*	As At*	Tenor*	Rate*	
2	Ccy Discount	SGD	30-Jun-23	30	1.2572	
3	Ccy Discount	SGD	30-Jun-23	60	1.3625	
4	Ccy Discount	USD	30-Jun-23	30	1.6257	
5	Ccy Discount	USD	30-Jun-23	60	1.7821	
6						

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

✕ Cancel

↓ Template

Read File ☒

File

✓ Read File

Choose File

Load_RateStructure_Template.xls

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

✕ Cancel

⬇ Load

⬇ Template

Read File ☐

ID	Structure*	Ccy*	As At*	Tenor	Rate*
1	Ccy Discount	SGD	30 Jun 2023	30	1.257200
2	Ccy Discount	SGD	30 Jun 2023	60	1.362500
3	Ccy Discount	USD	30 Jun 2023	30	1.625700
4	Ccy Discount	USD	30 Jun 2023	60	1.782100

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 Yes.

Confirmation



Confirm loading rate structure data to the system?

✓ Yes

✕ No

12. A successfully loaded message will be displayed.

Import Rate Structure

✕ Cancel

↓ Load

↓ Template

Read File

☐

The rate structure(s) has been successfully loaded.

ID	Structure*	Ccy*	As At*	Tenor	Rate*
1	Ccy Discount	SGD	30 Jun 2023	30	1.257200
2	Ccy Discount	SGD	30 Jun 2023	60	1.362500
3	Ccy Discount	USD	30 Jun 2023	30	1.625700
4	Ccy Discount	USD	30 Jun 2023	60	1.782100

13. Click Cancel button to return to the main Rate Structure screen. Select the From Date and click Refresh. The imported rate structures will be displayed.

Rate Structure

From Date*

01/06/2022

To Date

dd/mm/yyyy

Ccy

Structure

↺ Refresh

▼ Action

⚙ Admin

★

📄

🔍 Search

☰ Columns

Ccy ↑↓

Date ↑↓

Structure ↑↓

☐

SGD

30 Jun 2023

Ccy Discount

☐

USD

30 Jun 2023

Ccy Discount

1-2 of 2 records

«

<

1

>

»

50 ▼

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.
25-Jul-2023	TS	Updated to W6 instructions and screenshots.