

# Importing Fees and Cash Transactions (W5)

[This version is superseded.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

## **PURPOSE**

This document shows the detailed procedures on how to import Fees and Cash Transactions in CS Lucas system.

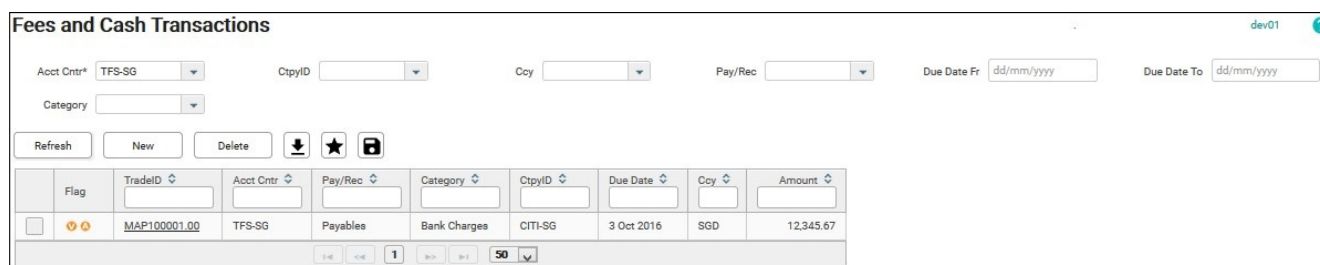
## **WHY IS THIS IMPORTANT?**

This allows the user to import cash or fees relating to treasury transactions which will be captured in the system for accounting purposes.

## **PROCEDURE**



1. From the main menu, select Back Office > Fees and Cash Transactions.

A screenshot of the 'Fees and Cash Transactions' web application interface. The title bar shows 'Fees and Cash Transactions' and 'dev01'. The form includes several dropdown menus: 'Acct Cntr\*' (TFS-SG), 'CtpylD', 'Ccy', 'Pay/Rec', 'Due Date Fr' (dd/mm/yyyy), and 'Due Date To' (dd/mm/yyyy). There is also a 'Category' dropdown. Below these are buttons for 'Refresh', 'New', 'Delete', and icons for download, star, and lock. A table displays transaction data with columns: Flag, TradeID, Acct Cntr, Pay/Rec, Category, CtpylD, Due Date, Ccy, and Amount. The first row shows a transaction with Flag 'MAP100001.00', Acct Cntr 'TFS-SG', Pay/Rec 'Payables', Category 'Bank Charges', CtpylD 'CITI-SG', Due Date '3 Oct 2016', Ccy 'SGD', and Amount '12,345.67'. At the bottom, there are pagination controls showing '1' of '50' items.

2. Click New. The system displays New Fees and Cash Transactions screen.

### New Fees and Cash Transactions

←
Book
Import

Acct Cntr*	TFS-SG
Pay/Rec*	
Category*	
Counterparty ID*	
TDate*	15/11/2019
VDate*	dd/mm/yyyy
Ccy*	SGD
Amount*	
Our SSI*	TF-DB-SGD
Their SSI*	
Portfolio	
Transaction Type	-
Projects	-
Our Dealer	dev01@12dl2d.com
Ctpy Dealer	
Ctpy Reference	
Narrative	
Term Loan Amortisation	
Skip Holidays	<input type="checkbox"/>

3. Click on Import. The display will show the Import Fees and Cash Transactions screen.

Import Fees and Cash Transactions

dev01

←

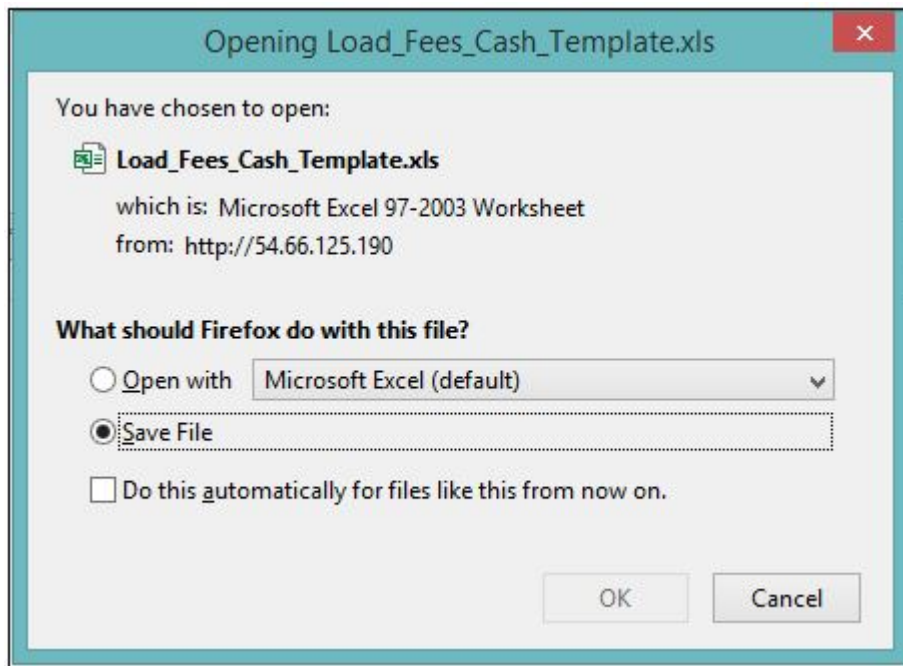
Template

Read File

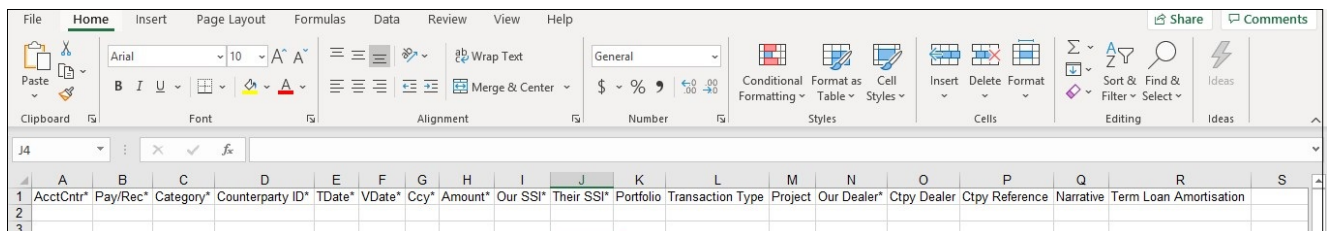
☐

ID	AcctCntr*	Pay/Rec*	Category*	Counterparty ID*	TDate*	VDate*	Ccy*	Amount*	Our SSI*	Their SSI*	Portfolio	Transaction Type	Project	Our Dealer*	Ctpy Dealer	Ctpy Reference	Narrative	Term Loan Amortisation
No records found.																		

4. Click on Template to download CS Lucas template for importing fees and cash transactions.



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



6. Fill out the sheet. Fields with asterisks (\*) are mandatory.

Fields	Remarks
Acct Cntr*	The short name of the Accounting Centre.
Pay/Rec*	Value should be either Payables or Receivables.

Category*	Type in the type of fees or cash transactions. Value must be the same with the Category created in Set Up > User Definable > Fees and Cash Transactions Category. For detailed steps, see how to set up user definable field <a href="#">here</a> . Note that the mapping account of this Category type is mapped under Set Up > Static > Chart of Account for accounting journals posting. See Mapping Chart of Accounts below.
Counterparty ID*	The short name of the Counterparty.
TDate*	Transaction Date
VDate*	Value Date
Ccy*	Currency of the transaction
Amount*	Amount of the transaction
Our SSI*	Accounting Centre's bank account to debit/ credit.
Their SSI*	Counterparty's bank account to debit/ credit.
Portfolio	Optional. Value entered must be same as portfolio set up. Portfolio is set up under Set Up > Risk > Portfolio. See <a href="#">how to set up risk portfolio</a> .
Transaction Type	Optional. Value entered must be same as transaction type created in Set Up > Global > User Definable > Fees and Cash Transaction Type. See <a href="#">how to set up user definable</a> .
Project	Optional. Value entered must be same as project created in Set Up > Global > User Definable > Projects. See <a href="#">how to set up user definable</a> .
Our Dealer*	Enter the dealer's user id for this transaction.

Ctpy Dealer	Optional. This is a free text field.
Ctpy Reference	Optional. This is a free text field.
Narrative	Optional. This is a free text field.
Term Loan Amortisation	Optional. To link fees to term loan amortisation. Enter the trade ID of the term loan.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	AcctCntr*	Pay/Rec*	Category*	Counterparty ID*	TDate*	VDate*	Ccy*	Amount*	Our SSI*	Their SSI*	Portfolio	Transaction Type	Project	Our Dealer*	Ctpy Dealer	Ctpy Reference	Narrative
1	TFS-SG	Payables	Bank Charges	CITI-SG	5-Jan-15	5-Jan-15	SGD	120000	TFS-DBS-SGD-123	(Temporary SGD)	Portfolio	Transaction Type	Project	Our Dealer* dev01@12dl2d.com	Ctpy Dealer	Ctpy Reference	Narrative

- Once you're done filling out the fields, save the Excel file on the computer.
- Go back to the Import Fees and Cash Transactions screen, tick on Read File checkbox.
- Click Choose File. Browse for the file saved in the computer.

**Import Fees and Cash Transactions**

☒ Read File

File
 

 Load\_Fees\_Cash\_Template.xls

ID	AcctCntr*	Pay/Rec*	Category*	Counterparty ID*	TDate*	VDate*	Ccy*	Amount*	Our SSI*	Their SSI*	Portfolio	Transaction Type
No records found.												

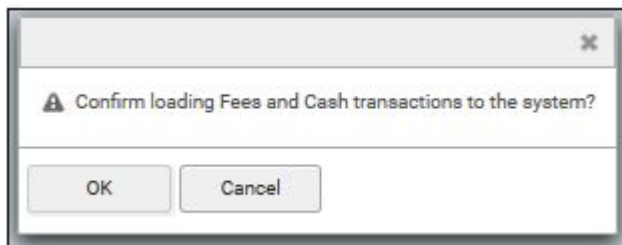
- Click Read File. The values inputted in the Excel File will display.

**Import Fees and Cash Transactions**

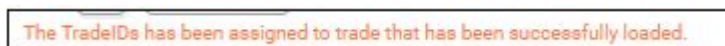
☐ Read File

ID	AcctCntr*	Pay/Rec*	Category*	Counterparty ID*	TDate*	VDate*	Ccy*	Amount*	Our SSI*	Their SSI*	Portfolio	Transaction Type	Project	Our Dealer*	Ctpy Dealer	Ctpy Reference	Narrative	Term Loan
1	TFS-SG	Payables	Bank Charges	CITI-SG	5 Jan 2015	5 Jan 2015	SGD	120,000.00	TFS-DBS-SGD-123	(Temporary SGD)				dev01@12dl2d.com				

- If there is an error, the user will be prompted with the rows to be corrected. To make corrections, go to the Excel file to make the necessary corrections and click Read File again.
- If there is no error, click Load.
- A popup appears to confirm, click OK.



14. A message saying that loading is successful will be displayed.



15. Go back to the Fees and Cash Transaction screen. Select the Accounting Centre of the imported transactions, then click Refresh. You should be able to see the imported transactions on the list.

**Fees and Cash Transactions**

Acct Cntr\*

TFS-SG

CtpyID

Ccy

Pay/Rec

Category

Refresh

New

Delete

	Flag	TradeID	Acct Cntr	Pay/Rec	Category	CtpyID	Due Date	Ccy	Amount
<input type="checkbox"/>		<u>MAP100002.00</u>	TFS-SG	Payables	Bank Charges	CITI-SG	5 Jan 2015	SGD	120,000.00

## **MAPPING CHART OF ACCOUNTS**

Fees and Cash transactions accounts mapping is done under Set Up > Chart of Accounts.

In the example below, the account type 1501: Payables and 1502: Receivables is mapped by Category.

### Accounting Chart of Account

Acct Cntr\* TFS-SG Account Type\* 1501:MAP: Pay Fees/Charges

Category\*

Refresh Import Save Apply All Apply Selected

Apply Mapped Account

<input type="checkbox"/>	Mapped Account ↕	Category ↕
<input type="checkbox"/>	112233	Bank Charges
<input type="checkbox"/>		

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### Accounting Chart of Account

Acct Cntr\* TFS-SG Account Type\* 1502:MAR: Receive Fees/Charges

Category\*

Refresh Import Save Apply All Apply Selected

Apply Mapped Account

<input type="checkbox"/>	Mapped Account ↕	Category ↕
<input type="checkbox"/>	223344	Bank Charges
<input type="checkbox"/>		

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Note that the two account types above can be mapped by the following dimensions:

- Category
- Ccy + Category
- Ctpy + Category
- Portfolio + Category
- Ctpy + Ccy + Category
- Portfolio + Ctpy + Category
- Portfolio + Ccy + Category

- Portfolio + Ctpy + Ccy + Category

## **FREQUENTLY ASKED QUESTIONS**

## **RELATED INFORMATION**

[Fees and Cash Transactions](#)

## **CHANGE HISTORY**

Date	By	Changes
30-Apr-2019	Aya	Created.
15-Nov-2019	Lyra	Updated Screenshots.