

# Launching Term Loan Module

[See previous W5 version guide](#)

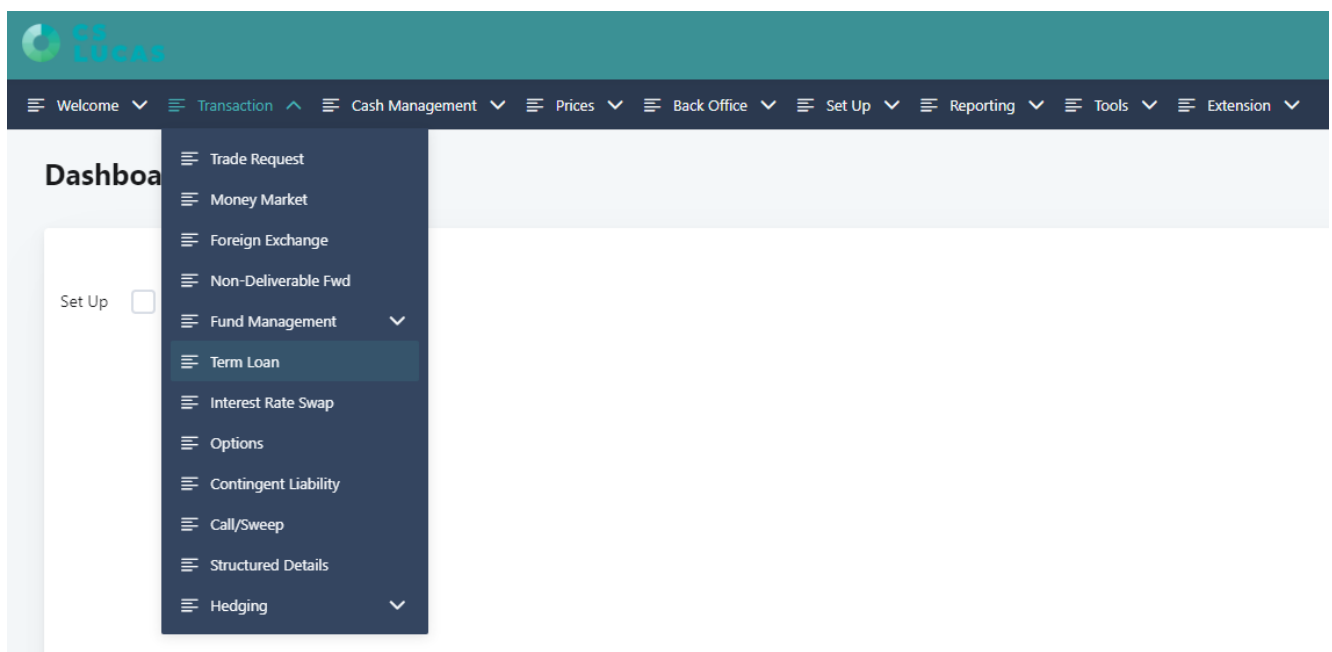
## **PURPOSE**

This document gives a step-by-step procedure on how to launch the Term Loan module.

## **PROCEDURE**



1. From the main menu, select Transaction > Term Loan.



2. Term Loan page is shown below.

**Term Loan**

AcctCntr\*  Lend/Borrow  TDate Fr  MDate Fr\*  Ccy  Narrative

CtpyID  Portfolio  TDate To  MDate To  Trade ID  Project

[Refresh](#) [Action](#) [Rates Reset](#) [Book Repayment](#) [Star](#) [Print](#)

[Columns](#)

<input type="checkbox"/>	Flag	TradeID ↑↓	Acct Cntr ↑↓	Lend/Borrow ↑↓	Ctpy ↑↓	Portfolio ↑↓	MDate ↑↓	Ccy ↑↓	Principal ↑↓	Outstanding ↑↓	Project ↑↓	Narrative ↑↓
No records found.												

0-0 of 0 records << < > >> 50

- Accounting Centre will be populated with the default value based on preference set up under User and Rights.

- Maturity Date will be populated with the current date.

These values may be overridden if user favourites are set up (see FAQ).

3. User may also set other filter criteria to queries. if required, (e.g.. Ctpy ID, Lend/Borrow etc). These filter fields are not mandatory.

4. Click Refresh to populate the list with what is booked.

**Term Loan**

AcctCntr\*  Lend/Borrow  TDate Fr  MDate Fr\*  Ccy  Narrative

CtpyID  Portfolio  TDate To  MDate To  Trade ID  Project

[Refresh](#) [Action](#) [Rates Reset](#) [Book Repayment](#) [Star](#) [Print](#)

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<input type="checkbox"/>	Flag	TradeID ↑↓	Acct Cntr ↑↓	Lend/Borrow ↑↓	Ctpy ↑↓	Portfolio ↑↓	MDate ↑↓	Ccy ↑↓	Principal ↑↓	Outstanding ↑↓	Project ↑↓	Narrative ↑↓
<input type="checkbox"/>		TML100001.00	TFS-SG	Borrow	DBS-SG	DEFAULT	19 Jun 2024	SGD	300,000,000.00	300,000,000.00		#TML1001ABC1
<input type="checkbox"/>		TML100002.00	TFS-SG	Borrow	CITI-SG	DEFAULT	15 Jun 2021	USD	50,000,000.00	0.00		#TML1004ABC4
<input type="checkbox"/>		TML100003.00	TFS-SG	Borrow	CITI-SG	DEFAULT	22 Jun 2020	SGD	80,000,000.00	0.00		#TML1005ABC5
<input type="checkbox"/>		TML100004.00	TFS-SG	Borrow	CITI-SG	TL-HEDGE	15 Jun 2021	USD	50,000,000.00	0.00		#TML1006ABC4
<input type="checkbox"/>		TML100005.00	TFS-SG	Borrow	CITI-SG	TL-HEDGE	15 Jun 2021	USD	55,000,000.00	0.00		#TML1007ABC4
<input type="checkbox"/>		TML100006.00	TFS-SG	Borrow	CITI-SG	TL-HEDGE	14 Jun 2019	USD	60,000,000.00	0.00		#TML1008ABC4

1-6 of 6 records << < 1 > >> 50

5. To export what is displayed on the list, click on Action and select Export CSV. It will download the Excel in CSV format.

6. Note that this query list allow user to save commonly used filter criteria as “favourites” (see FAQ).

7. If user favourites are saved, you may click on Star/Favourites button once to apply them.

## **FREQUENTLY ASKED QUESTIONS**

### **FAQ01. The system prompts that I cannot access the term loan module.**

Please check that you have sufficient access rights. The access right for this process is 12010.

### **FAQ02. How do I save favourites?**

Please refer to this [link](#).

## **RELATED INFORMATION**

## **CHANGE HISTORY**

Date	By	Changes
3-Sep-2009	-	Created.
28-Jul-2015	CS	Included section for FAQ.
17-Sep-2015	Clarissa	Rewritten. Reformatted.
7-Jun-2016	Richard	Proofread.
19-Nov-2019	Lyra	Updated screenshots.
2-May-2023	TS	Updated to W6 instructions and screenshots.