

# Money Market Confirmation

[See previous W5 version guide](#)

## **PURPOSE**

This document sets out a detailed procedure for how to confirm money market transactions.

## **WHY IS THIS IMPORTANT?**

Confirmation involves sending out a confirmation letter to an external trade counterparty to confirm the financial instruments booked. This is important because the transaction will not be completed without confirmation.

## **PROCEDURE**

1. From the Money Market screen, select the transaction to confirm by checking the tick box next to it.

Money Market														
Acct Cntr*	TFS-SG	Transaction		TDate From	dd/mm/yyyy	VDate From	dd/mm/yyyy	MDate From*	01/07/2017	Ccy				
Cpty ID		Portfolio		TDate To	dd/mm/yyyy	VDate To	dd/mm/yyyy	MDate To	dd/mm/yyyy	Narrative				
<div><div>Refresh</div><div>Action</div><div>Rollover</div><div>Terminate</div><div>Confirm</div><div>Star</div><div>Print</div></div>														
<div>Search</div>														
<input type="checkbox"/>	Flag	Trade ID Tl	L/B Tl	Acct Cntr Tl	Cpty ID Tl	VDate Tl	MDate Tl	Ccy Tl	Principal Tl	Interest Tl	Maturity Proceed Tl	Rate Tl	WHT Total Tl	Narrative Tl
<input type="checkbox"/>		MMK100001.00	Lend/Place	TFS-SG	D8S-SG	8 Jun 2017	8 Jul 2017	SGD	1,100,000.00	226.03	1,100,226.03	0.250000	0.00	
<input type="checkbox"/>		MMK100002.00	Lend/Place	TFS-SG	SCB-SG	7 Jun 2017	10 Jul 2017	USD	1,200,000.00	286.00	1,200,286.00	0.260000	0.00	
<input checked="" type="checkbox"/>		MMK100007.00	Borrow/Loan	TFS-SG	CITI-SG	30 Jun 2017	10 Jul 2017	SGD	15,000,000.00	2,753.42	15,002,753.42	0.670000	0.00	
<input type="checkbox"/>		MMK100008.00	Borrow/Loan	TFS-SG	CITI-SG	30 Jun 2017	10 Jul 2017	GBP	14,000,000.00	3,106.85	14,003,106.85	0.810000	0.00	
<input type="checkbox"/>		MMK100009.00	Borrow/Loan	TFS-SG	CITI-SG	30 Jun 2017	24 Jul 2017	USD	20,000,000.00	10,000.00	20,010,000.00	0.750000	0.00	

2. Note that transaction needs to be verified and authorized before confirmation can be done. Check the icons in the Flag column to determine which process was done. This letter V (in green), A (in green) and C (in orange) means the transaction is Verified, Authorized, but not yet Confirmed.

3. Click Confirm. The Confirmation screen will be displayed.

**Confirmation**

By: 

▼

✕ Cancel

📄 Confirm

Trade details

Borrow/Loan SGD 15,000,000.00 at 0.670000% from 30 Jun 2017 to 10 Jul 2017 with CITI-SG Portfolio:DEFAULT [patrick@devent2]

Settlement Details

Date	Our SSI	Their SSI	Ccy	Amount	Description
30 Jun 2017	TF-DB-SGD	(Temporary SGD)	SGD	15,000,000.00	-
10 Jul 2017	TF-DB-SGD	(Temporary SGD)	SGD	-15,002,753.42	-

Additional Text

▼

▼

▼

4. Note that the settlement details on this screen will be set to the default SSI if it is set before the transaction is booked. See [Accounting Centre SSI Set Up](#) for how to set the default for SSI. If not on default, the SSI can still be changed in the Cash Settlement screen after the transaction is booked. See Amend Cash Settlement for how to amend the settlement instructions.
5. Once settlement details are verified, proceed to confirm.
6. Confirmation can be via Email, Excel, or Print. Remember to set up the counterparty to ensure that the email address and the physical address on the letter are correct. See [instructions for Counterparty Address](#) on how to set up the email address and the physical address of the counterparty.
- Note that additional access rights are required to print the

confirmation letter in Excel. For confirmation via Email, a confirmation letter in PDF format will be attached to the email to be sent to the recipients' email addresses set up in the Counterparty Address.

**Confirmation**

By: 

Cancel

Confirm

Trade details

Borrow/Loan SGD 15,000,000.00 from 30 Jun 2017 to 10 Jul 2017 with CITI-SG Portfolio:DEFAULT [patrick@devent2]

Email

Excel

Print

Settlement Details

Date	Our SSI	Their SSI	Ccy	Amount	Description
30 Jun 2017	TF-DB-SGD	(Temporary SGD)	SGD	15,000,000.00	-
10 Jul 2017	TF-DB-SGD	(Temporary SGD)	SGD	-15,002,753.42	-

Additional Text

7. In this example, Print will be chosen.

8. Click Confirm. The system will display the confirmation letter in PDF format, which can be printed or saved in the computer.

Reference: MMK100007.00

13 April 2023

Citibank Singapore  
One Raffles Quay  
South Tower Level 17  
Singapore 048583

Attention: Mr. To Be Identified

### CONFIRMATION OF LOAN

We confirm the new loan draw down as follows:

Currency	SGD
Principal	15,000,000.00
Interest	2,753.42
Proceeds at Maturity	15,002,753.42
Trade Date	30-Jun-17
Start Date	30-Jun-17
Maturity Date	10-Jul-17
Rate (%) p.a.	0.670000

For value date 30 June 2017 please credit account as follows:

Amount	SGD 15,000,000.00
Beneficiary	Timber Financial Services
Account Number	2240566
Bank	DBS Bank Ltd, Singapore

Upon maturity on 10 July 2017, unless otherwise advised, we remit to your account as follows:

Amount	SGD 15,002,753.42
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Yours faithfully,  
**Timber Firm Limited**

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Authorised Signatories

9. Click on the back button from the Internet Browser to return to the Confirmation screen.

10. Click Cancel button. Notice the icons in the Flag column have changed to VAC green, which means the transaction is already confirmed.

11. A trade that is confirmed cannot be amended. If you need to amend the trade, you must first unconfirm the trade.
12. To unconfirm a trade, check the box beside the Trade ID of the transaction. Click Confirm or Unconfirm.
13. From the Confirmation screen, click on Unconfirm. When a popup appears, click Yes.

The screenshot shows a 'Confirmation' screen with the following elements:

- Buttons:** 'Print' (dropdown), 'Cancel' (with an 'X' icon), 'Confirm' (with a document icon), and 'Unconfirm' (with a document icon).
- Trade details:** A text box containing 'Borrow/Loan SGD 15,000,000.00 at 0.670000% from 30 Jun 2017 to 10 Jul 2017 with CITI-SG Portfolio:DEFAULT [patrick@devent2]'.
- Settlement Details:** A table with columns: Date, Our SSI, Their SSI, and Ccy.

Date	Our SSI	Their SSI	Ccy
30 Jun 2017	TF-DB-SGD	(Temporary SGD)	SGD
10 Jul 2017	TF-DB-SGD	(Temporary SGD)	SGD

**Confirmation Popup:** A white modal box with the title 'Confirmation' and a close 'X' button. The text inside reads: 'Proceed with unconfirmation? The status of the trade will be marked as UNCONFIRMED.' At the bottom are 'Yes' and 'No' buttons.

**Additional Text:** A text box at the bottom of the screen.

14. Click Cancel button to return to money market listing screen, notice that the confirmation flag is now turned to orange after unconfirm. This means the trade is back to not confirmed stage.

## **FREQUENTLY ASKED QUESTIONS**

### **FAQ01. I am unable to confirm the transaction.**

Please check if the transaction has already been verified and authorized. If not, check [Authorizing and Verifying Trades](#) for instructions.

### **FAQ02. How do I print confirmation letter with our company logo?**

To print confirmation letter with company logo, check [Adding Company Logo](#) for instructions.

### FAQ03. Can I confirm multiple money market trades?

To confirm multiple money market trades, you need to have the following access rights. Please request your administrator to grant the necessary permissions.

<u>Right ID</u>	<u>Category</u>	<u>Assigned Permission</u>
11648	Money Market	Multiple Confirm Money Market Trades.

Please note that with the multiple confirm trades feature, the system will only verify if you have the access rights. If granted, the system will mark the trades as confirmed. There are no additional checks or process logic implemented for confirming multiple trades.

### FAQ04: Can I unconfirm multiple money market trades?

Yes. To unconfirm multiple money market trades, select the trades and click **Unconfirm**. A confirmation message will appear to verify the action.

Click **OK** to unconfirm only the trades that are currently confirmed.

#### Note:

1. You will need the permission "11634 Unconfirm Money Market Trade". If you don't have this permission, you will receive an access denial message.
2. The system will verify whether you have the necessary access rights. If granted, the system will mark the selected trades as unconfirmed. No additional checks or process logic are implemented when unconfirming multiple trades.
3. If any selected trades are already unconfirmed, no action will be taken on them.

## **RELATED INFORMATION**

[Authorizing and Verifying Trades](#)

[Fixed Deposit Account Number on Money Market Confirmation](#)

## **CHANGE HISTORY**

Date	By	Changes
15-Feb-2008	-	Created.
25-Feb-2016	Clarissa	Rewritten. Reformatted.
14-Jun-2016	Douglas	Proofread.
13-Sep-2016	TS	Updated Related Information.
26-Nov-2019	Lyra	Updated screenshots.
13-Apr-2023	TS	Updated to W6 instructions and screenshots.
24-Apr-2024	TS	Added FAQ03.
13-Feb-2025	TS	Added FAQ04.