

Quick Start Guide (W5)

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Get your CS Lucas account up and ready with help from this quick-start user guide.

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SECTION 1 BACKGROUND

This quick start guide explains the steps required for booking a trade in CS Lucas system.

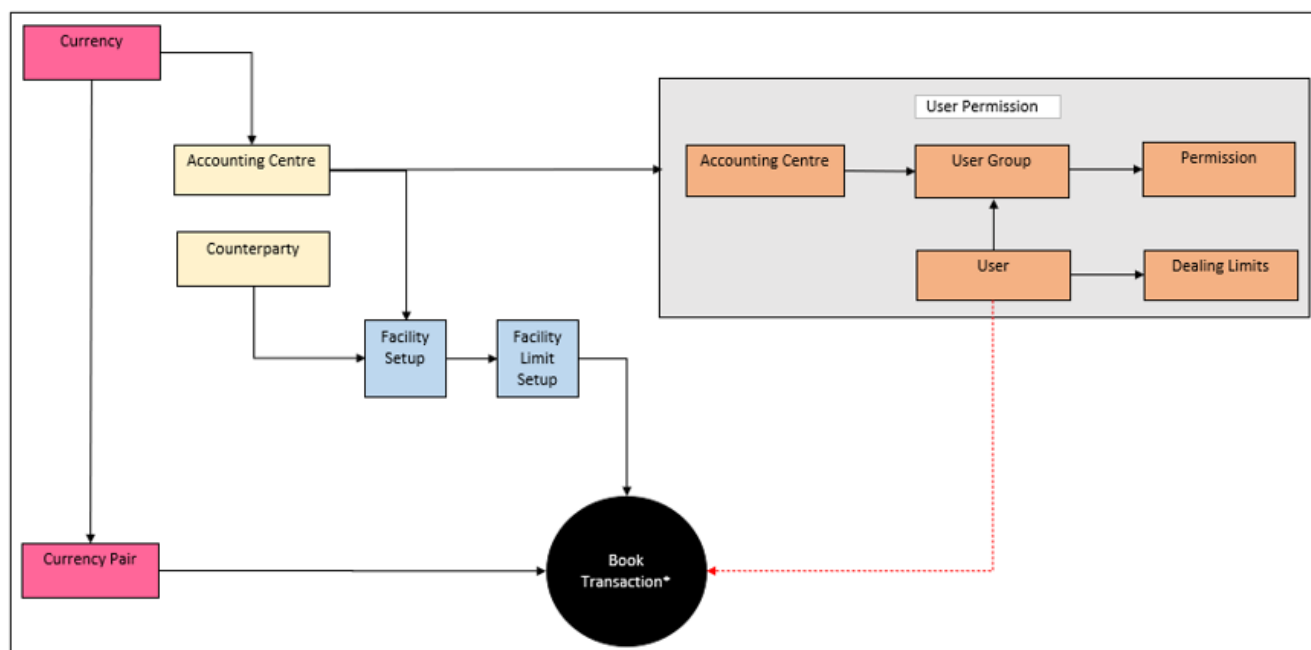
To learn about cash forecasting, click [here](#).

To learn about Fund Management - Investment, click [here](#).

We strongly recommend you spend a few minutes to familiarize yourself with the content of this quick start guide as it links to more details information as you progress.

We suggest that you navigate around the system and read the context guide for details of use; click on the icon  on the top right corner to access help specific to the feature of that page.

SECTION 2 OVERVIEW



*Transactions in CS Lucas system are Money Market, Term Loan, Foreign Exchange, Non-Deliverable Forward, Interest Rate Swap, Options, Contingent Liability, Call/ Sweep, Hedging and Trade Request.

This flow chart illustrates an overview of some pre-requisites set ups and dependencies between the modules in CS Lucas system for a first time-through set up to book transactions.

Each of these modules is explained in section 3 and 4 below.

SECTION 3 MASTER DATA SET UP

Currency

Purpose: To have a new currency to trade with.

Please check out the following user guides regarding

[Maintaining Currency](#)

[Maintaining Currency Pair*](#)

Note*: Required only if you are booking Foreign Exchange or Non-Deliverable Forward transactions.

Accounting Centre

Purpose: To have a new accounting centre to trade with.

Please check out the following user guides regarding

[Maintaining Accounting Centre](#)

To enable/ use the newly created accounting centre in the system, ensure the accounting centre is approved and is assigned to accounting centre group that is tagged to your assigned user access group. Please see below step to assign to accounting centre group.

Accounting Centre Group

Purpose: To facilitate the control of access rights of accounting centres that users can access/view and for reporting purposes.

Please check out the following user guides regarding

[Create Accounting Centre Groups and Assign Members](#)

Note: This is required for creating user group.

Counterparty

Purpose: To have a new counterparty to trade with.

Please check out the following user guides regarding

[Maintaining Counterparty](#)

User Group

Purpose: Define user roles by assigning permissions to user group.

Please check out the following user guides regarding

[Maintaining User Groups and Assigning Permissions](#)

Note: There is no pre-defined user roles in the system.

User and Assign User Group

Purpose: To create a new user and assign user group.

Please check out the following user guides regarding

[Maintaining Users and Assigned Groups](#)

Facility

Purpose: To have a facility to trade between accounting centre and counterparty.

Transactions entered by an accounting centre with a counterparty or another accounting centre are governed by terms and conditions such as product, dealing limits, fees etc. The terms are set out in CS Lucas under Facility.

Please check out the following user guides regarding

[Maintaining Facility and Limit](#)

Note: This is not required for Hedging and Trade Request transaction.

SECTION 4 BOOK TRANSACTION

Pre-requisites: Ensure all the master data in Section 3 are set up before proceeding to book transaction.

Money Market Transactions

Purpose: The CS Lucas Money Market module is used for booking borrowing transactions under a revolving credit terms or placement transaction such as a term deposit.

Please check out the following guides regarding

[Booking Transactions](#)

[Amending Transactions](#)

[Importing Trades](#)

[Rollover](#)

[Verification and Authorisations](#)

[Managing Cash Settlement](#)

Term Loan Transactions

Purpose: The CS Lucas Term Loan module is used for booking long term borrowing transactions. In a term loan transaction, there will be periodic repayment of interest or principal or both.

The term loan module is useful for handling bond issuance and loan with regular and irregular repayment profiles.

Please check out the following guides regarding

[Importing Trades](#)

[Booking and amending transactions](#)

[Booking periodic items](#)

[Verification and Authorisations](#)

[Managing Cash Settlement](#)

Foreign Exchange Transactions

Purpose: The CS Lucas Foreign Exchange module is used for booking FX trades. FX trades may be outright and forwards.

Please check out the following guides regarding

[Booking and amending transactions](#)

[Importing Trades](#)

[Rollover](#)

[Verification and Authorisations](#)

[Managing Cash Settlement](#)

Non-Deliverable Forward Transactions

Purpose: The CS Lucas Non-Deliverable Forward module is used for booking NDF trades.

Please check out the following guides regarding

[Booking and amending transactions](#)

[Importing Trades](#)

[Fixing NDF](#)

[Confirm NDF and Fixed NDF Transactions](#)

[Verification and Authorisations](#)

[Managing Cash Settlement](#)

Interest Rate Swap Transactions

Purpose: The CS Lucas Interest Rate Swap module is used for booking interest rate swap or cross currency swap trades.

Please check out the following guides regarding

[Booking Transactions](#)

[Amending/Maintaining Transactions](#)

[Importing Trades](#)

[Verification and Authorisations](#)

[Managing Cash Settlement](#)

Options

Purpose: The CS Lucas Options module is used for booking vanilla and knock in/knock out currency options trades.

Please check out the following guides regarding

[Booking Transactions](#)

[Amending Transactions](#)

[Exercise/ Settle Currency Options](#)

[Verification and Authorisations](#)

[Managing Cash Settlement](#)

Contingent Liability

Purpose: The CS Lucas Contingent Liability module is used for keeping track any possible contingent liabilities that a company may incur.

Please check out the following guides regarding

[Creating and Amending Contingent Liability](#)

[Importing Trades](#)

[Maintaining Contingent Liability Charges/Refund](#)

[Verification and Authorisations](#)

Call/Sweep

Purpose: The CS Lucas Call/Sweep module is used for booking inter-company transactions, call deposit account transactions with external counterparty and bank sweeping activities.

Please check out the following guides regarding

[Call/Sweep Set Up](#)

[Importing Call/Sweep Set Up](#)

[Applying Call/Sweep Facility Limit](#)

[Booking and Amending Transactions](#)

[Importing Trades](#)

[Maintaining Margin Rates](#)

[Verification and Authorisations](#)

[Managing Cash Settlement](#)

Hedging

Purpose: The CS Lucas Hedging module is used for booking underlying and derivatives transactions for commodity and futures.

Please check out the following guides regarding

[Hedging Product Set Up](#)

[Booking Hedging Transactions](#)

[Importing Hedging Transactions](#)

[Maintaining Commodity/ Futures Prices](#)

[Importing Commodity/Futures Prices](#)

Trade Request

Purpose: The CS Lucas Trade Request module is used for creating trade request for Money Market, Foreign Exchange and Contingent Liability - Issue Guarantee transactions. This allows subsidiaries to submit request and approve in the system for head office to process/ book the transactions on behalf of them.


Please check out the following guides regarding

[Trade Request for Money Market, Foreign Exchange and Contingent Liability](#)


[Trade Request for Money Market Rollover](#)

SECTION 5 TIPS AND TRICKS



User Guides

Click  to access user guide on any page in the system. This help icon is at the top right of the page. See [Accessing User Guides](#).

Document Handling

This button  launches the document handler pertaining to the page where it is found. See [Documents and Notes](#).

Saving query parameters

These two buttons   are for saving and applying user favourite parameters. [Click for guide](#).

RELATED INFORMATION

[Quick Start Guide - Cash Forecasting](#)

[Quick Start Guide - Fund Management - Investment](#)

CHANGE HISTORY

Date	By	Changes
7-July-2016	CS	Created.
20-Oct-2017	TS	Updated.
29-Mar-2018	Anuja	Updated an overview flowchart in section 2.
22-Feb-2021	Lyra	Updated instructions and screen shots.