Trade Request (W5)

This version is superseded. Click here to view the latest guide.

PURPOSE

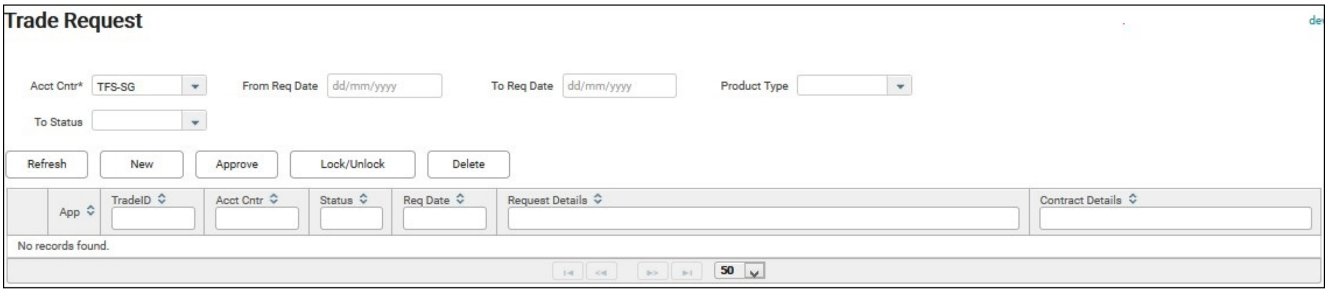
This document describes the procedure on how to create, amend, approve and process trade request for Money Market, Foreign Exchange and Contingent Liability – Issue Guarantee.

WHY IS THIS IMPORTANT?

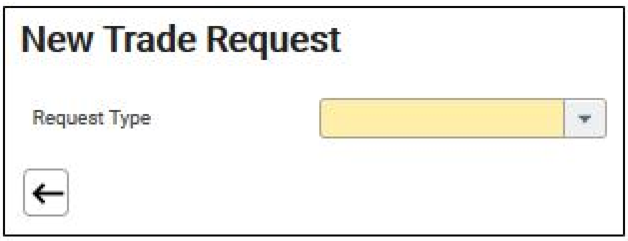
This allows subsidiaries or child entities to submit and approve trade request through the system so that the head office or parent entity can process the trade request. This process eliminates the need to use email or phone call to communicate the request.

PROCEDURE

1. From the main menu, select Transaction > Trade Request. The screen below will be displayed.



2. To create a new request, click New. The New Trade Request screen will be displayed.



3. Select the type of request from the dropdown field. The type of requests that you may create are as follows:

Internal
A. Money Market
B. FX Outright
C. Contingent Liability – Issue Guarantee

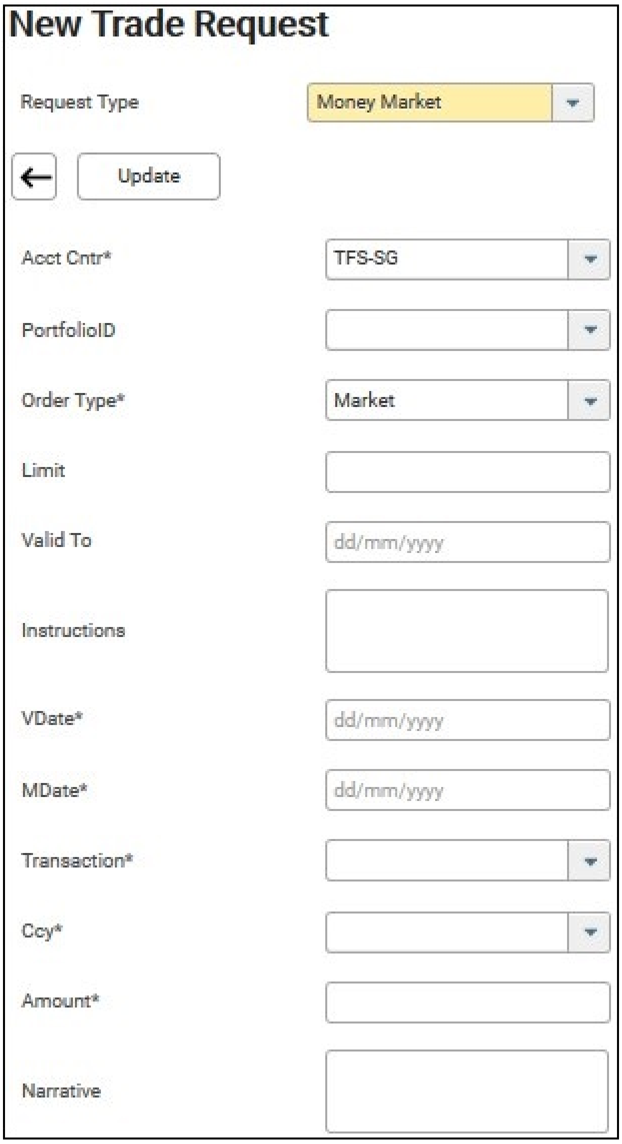
Online
D. FX Platform

4. The following are the detailed steps on how to create trade request for Money Market, Foreign Exchange and Contingent Liability – Issue Guarantee internally in CS Lucas system. For sending trade request to online FX platform, see FX Platform – Trade Request.

A. Money Market

1. Select Request Type as Money Market.

2. The following fields will be displayed.



3. Fill in the required fields characterised by an asterisk (*).

4. Acct Cntr would have been defaulted to user accounting centre if there is default accounting centre set up. If not, it will be left blank. Select the accounting centre from the drop down field.

5. PorfolioID is optional. This is for information tagging only.

6. Select the Order Type.

Order Type	Remarks
Limit*	Request the order type to be based on a certain limit or interest rate.
Market	Request the order type to be based on market interest rate.

Note *: If limit is selected, a limit can be specified at the Limit field. For example, specify the interest rate requirement for the money market trade.

7. Valid To field is to specify the validity of this trade request. This is optional.

8. If there is any instruction for this trade request, you may also input under the Instructions field.

9. Specify the VDate, which is the start date of the money market trade.

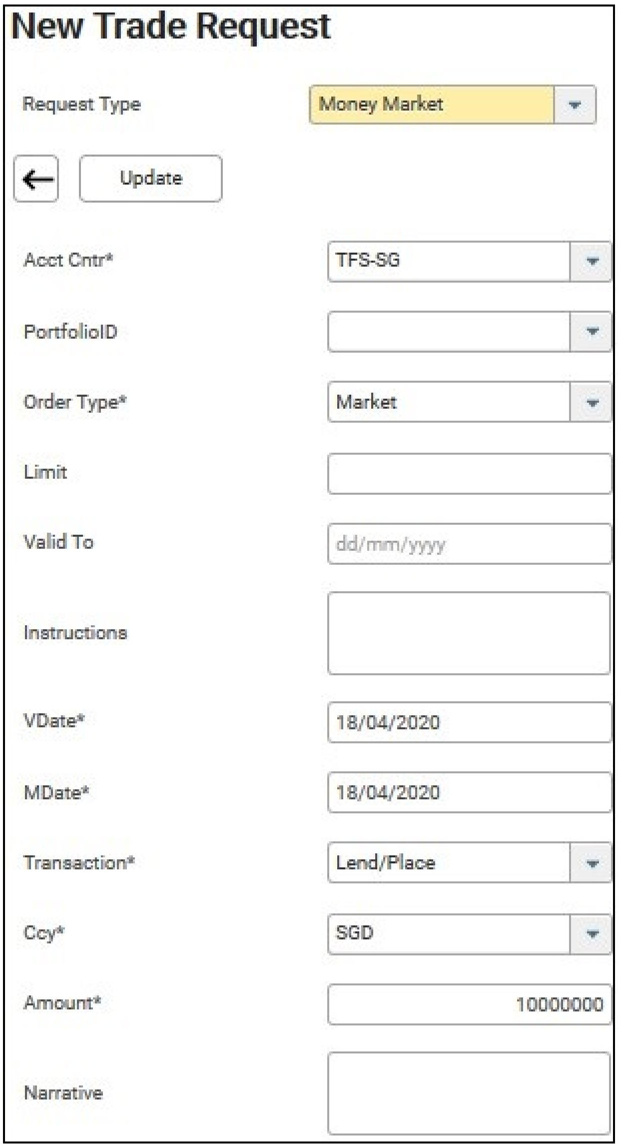
10. Specify the MDate, which is the maturity date of the money market trade.

11. Select the Transaction whether Lend/Place or Borrow/Loan.

12. Select the Ccy of the money market trade.

13. Input the Amount of the money market trade.

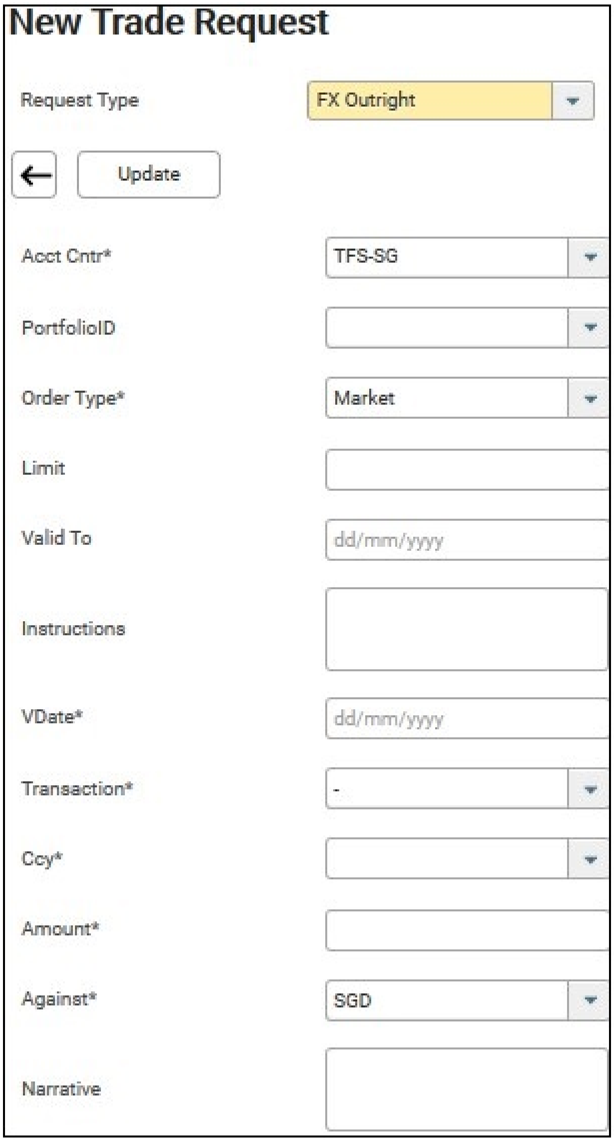
14. Narrative is optional. Input if any.



B. FX Outright

1. Select the Request Type as FX Outright.

2. The following fields will be displayed.



3. Fill in the required fields characterised by an asterisk (*).

4. Acct Cntr would have been defaulted to user accounting centre if there is default accounting centre set up. If not, it will be left blank. Select the accounting centre from the drop down field.

5. PortfolioID is optional. This is for information tagging only.

6. Select the Order Type.

Order Type	Remarks
Limit*	Request the order type to be based on a certain limit or exchange rate.
Market	Request the order type to be based on market exchange rate.

Note *: If limit is selected, a limit can be specified at the Limit field. For example, specify the exchange rate requirement for the foreign exchange trade.

7. Valid To field is to specify the validity of this trade request. This is optional.

8. If there is any instruction for this trade request, you may also input under the Instructions field.

9. Specify the VDate, which is the value date of the foreign exchange trade.

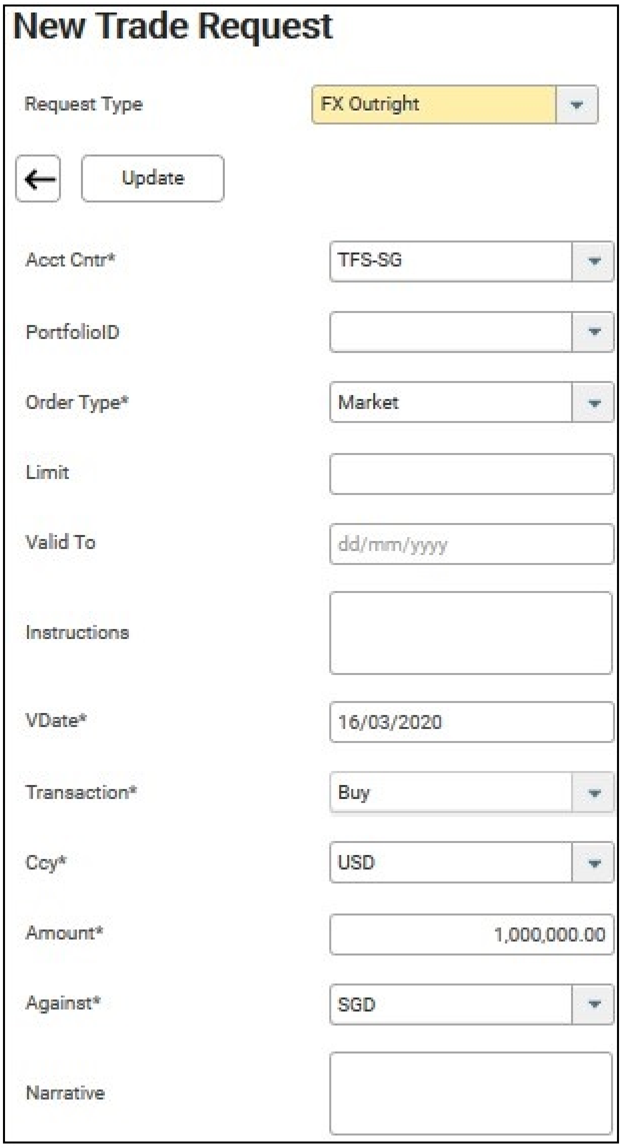
10. Select the Transaction whether Buy or Sell.

11. Select the Transaction Buy/Sell Ccy of the foreign exchange trade.

12. Input the Transaction Amount of the foreign exchange trade.

13. Select the Against Ccy/ counter ccy of the foreign exchange trade.

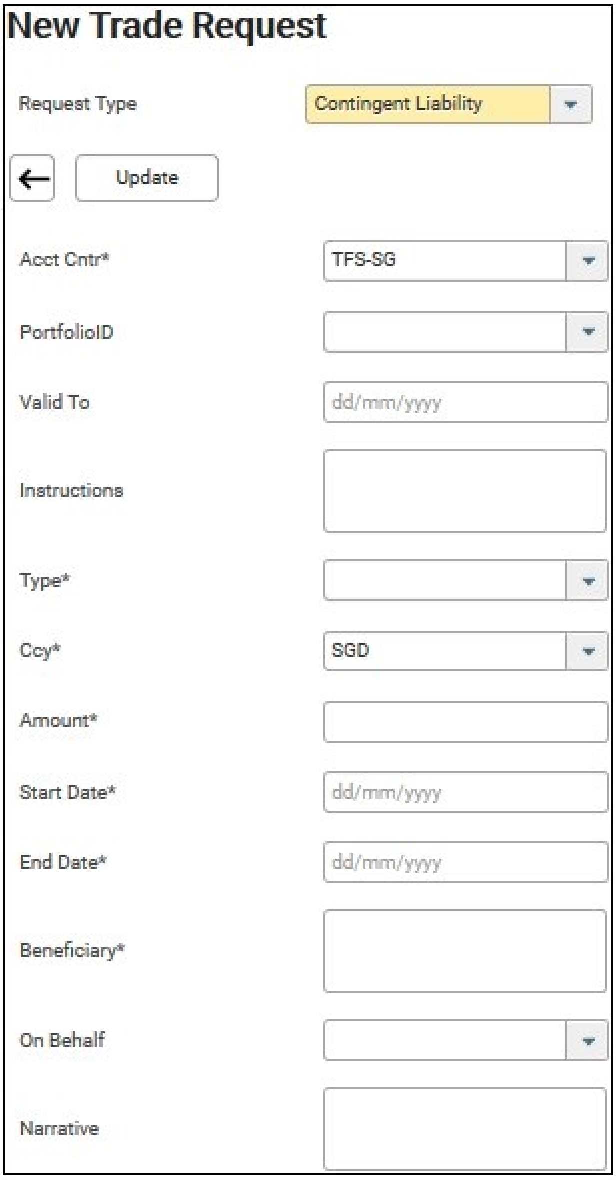
14. Narrative is optional. Input if any.



C. Contingent Liability – Issue Guarantee

1. Select the Request Type as Contingent Liability.

2. The following fields will be displayed.



3. Fill in the required fields characterised by an asterisk (*).

4. Acct Cntr would have been defaulted to user accounting centre if there is default accounting centre set up. If not, it will be left blank. Select the accounting centre from the drop down field.

5. PorfolioID is optional. This is only for information tagging purposes only.

6. Valid To field is to specify the validity of this trade request. This is optional.

7. If there is any instruction for this trade request, you may also input under the Instructions field.

8. Select the Type as Issue.

9. Select the Ccy of the Contingent Liability trade.

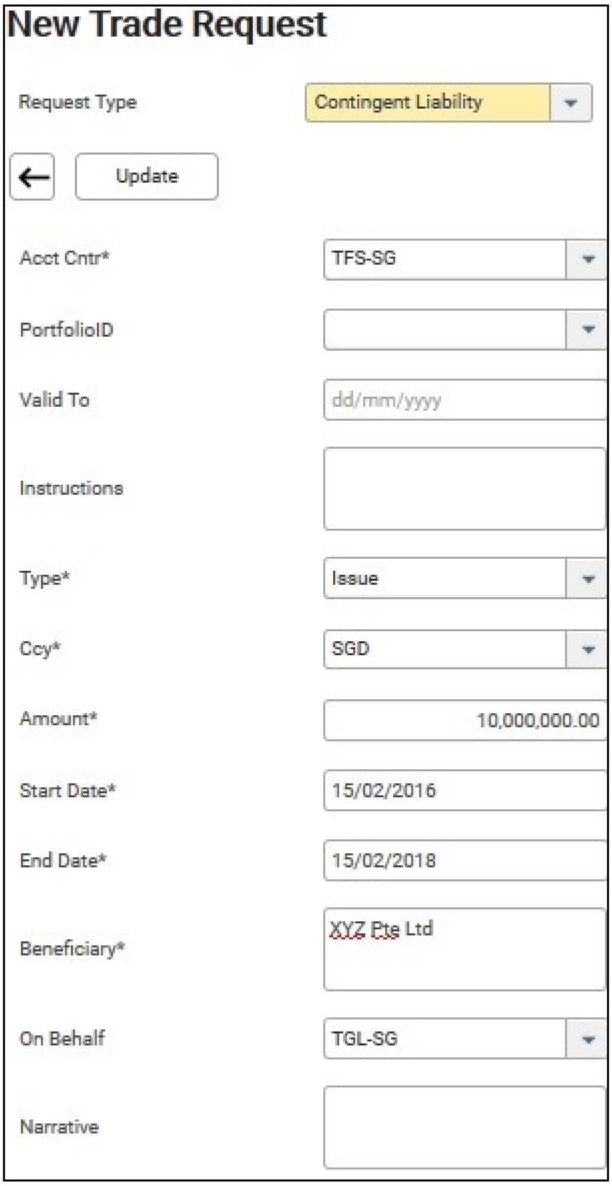
10. Select the Amount of the Contingent Liability trade.

11. Specify the Start Date and End Date of the Contingent Liability trade.

12. Input the Beneficiary.

13. Select the On Behalf accounting centre for this Contingent Liability trade.

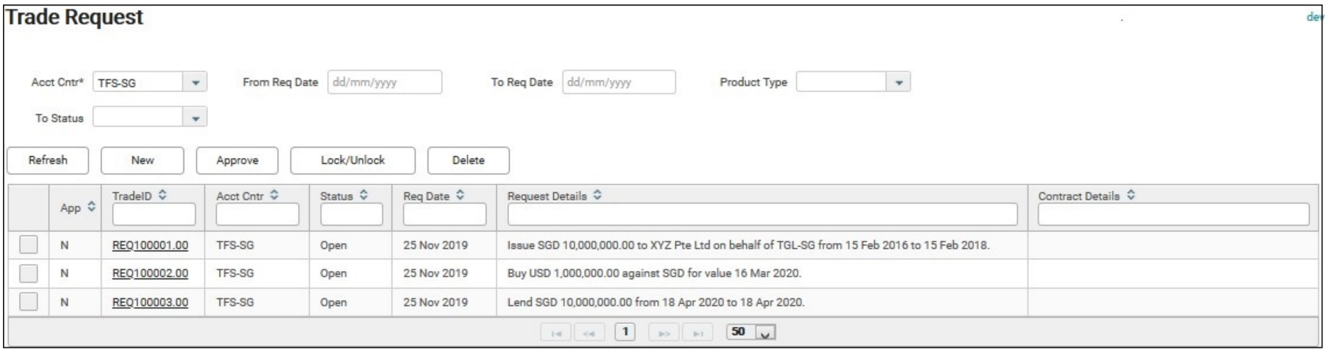
14. Narrative is optional. Input if any.



15. When completed, click Update.

16. You will be returned to Trade Request main screen.

17. Select the Accounting Centre and click Refresh to view the list of trade requests.



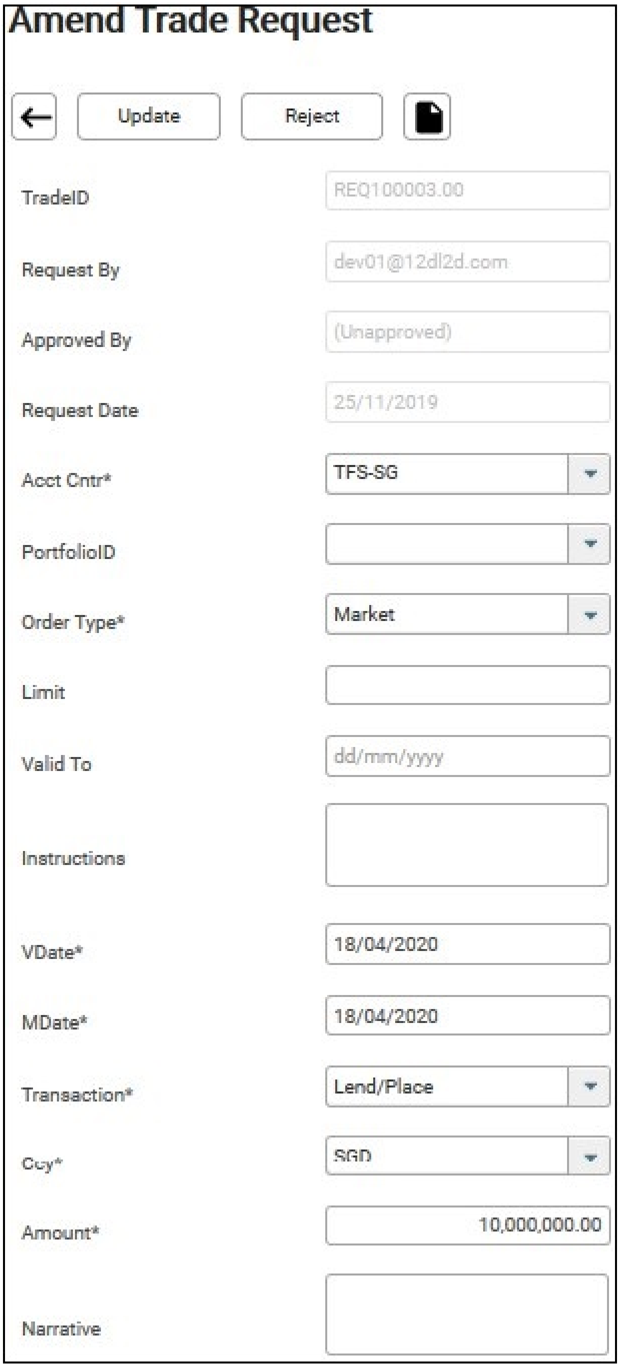
18. New trade request will be in open status and not approved.

19. Before approve the trade request, the trade request can be locked. To lock it, select the checkbox on the left of the Trade ID and click Lock/Unlock. The status of the trade request will change to “Locked”. Locked request cannot be deleted.

20. If you need to amend the trade request, click on the Trade ID to amend.

Note: A locked trade request cannot be amended and must be unlocked. To unlock, select the checkbox of the trade ID and click Lock/Unlock. The status will change to “Open” again.

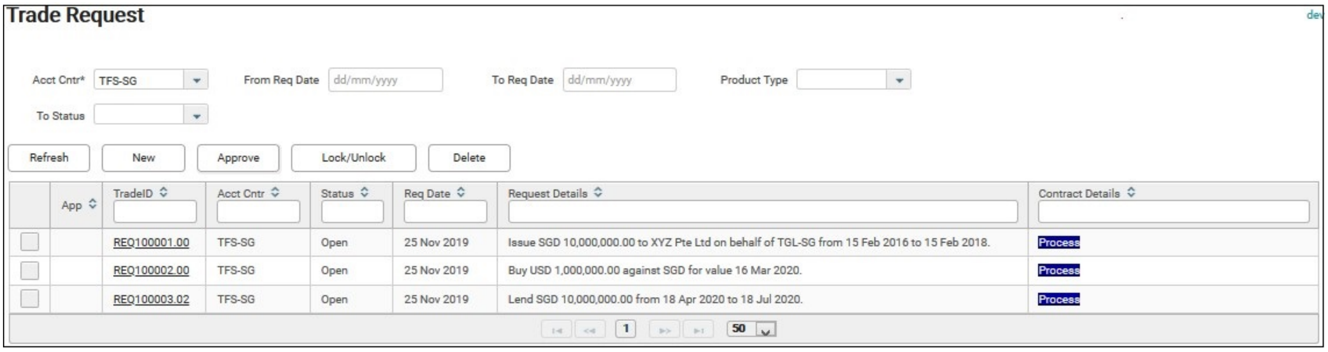
21. Make the necessary change in the Amend Trade Request screen and click Update when done.



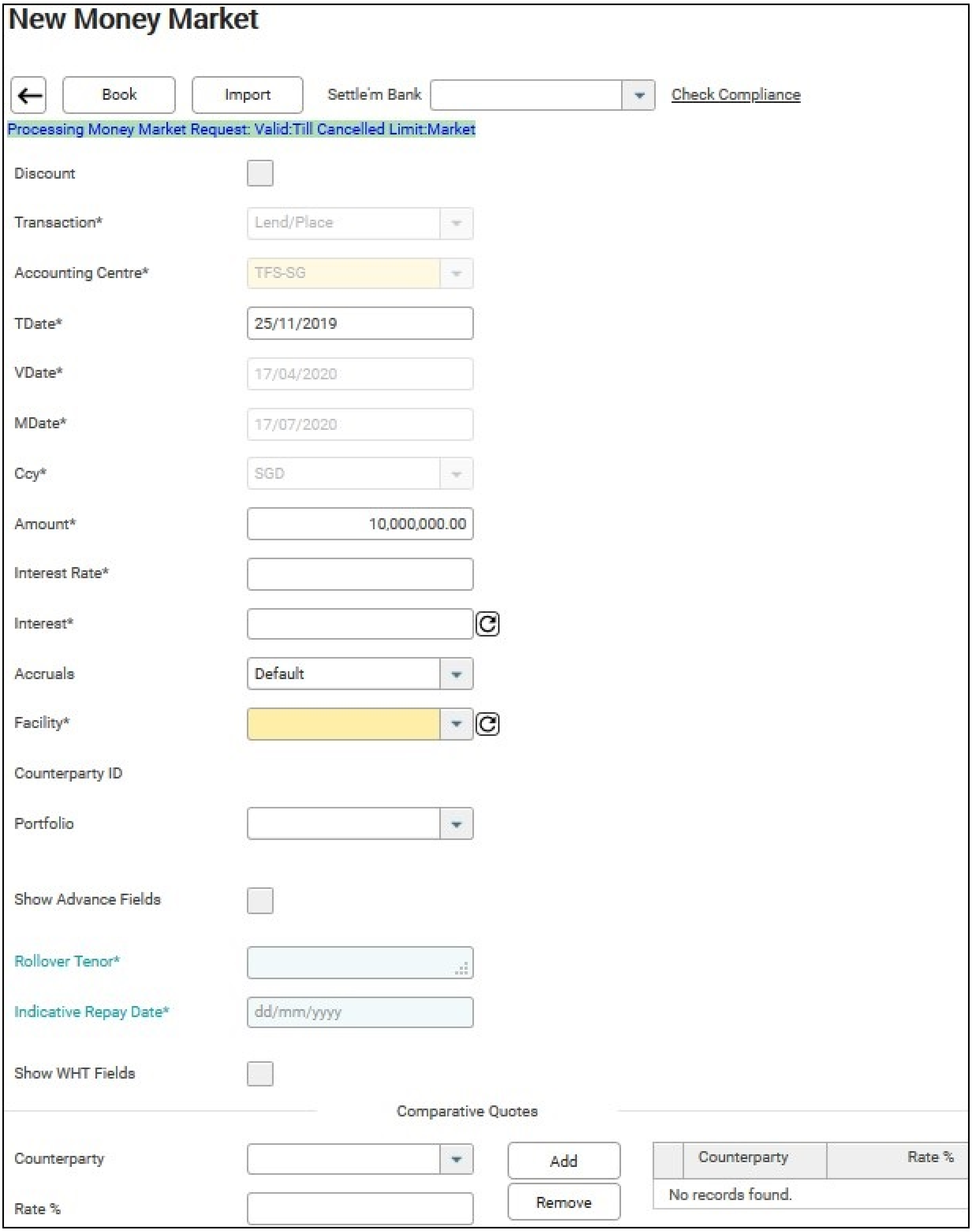
22. If you wish to reject the trade request, click the Reject button in the Amend Trade Request screen. Once the trade request has been rejected, you can reopen by drilling down to the Amend Trade Request screen.

23. After amendments are updated, the trade request will requires approval again. Tick on the checkbox for the Trade ID to approve and click Approve.

24. Once approved, you will able to process the trade request. Click on the Process link under the Contract Details.

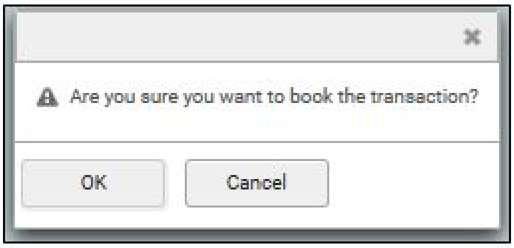


25. System will redirect you to the transaction booking screen. In this example, New Money Market screen.

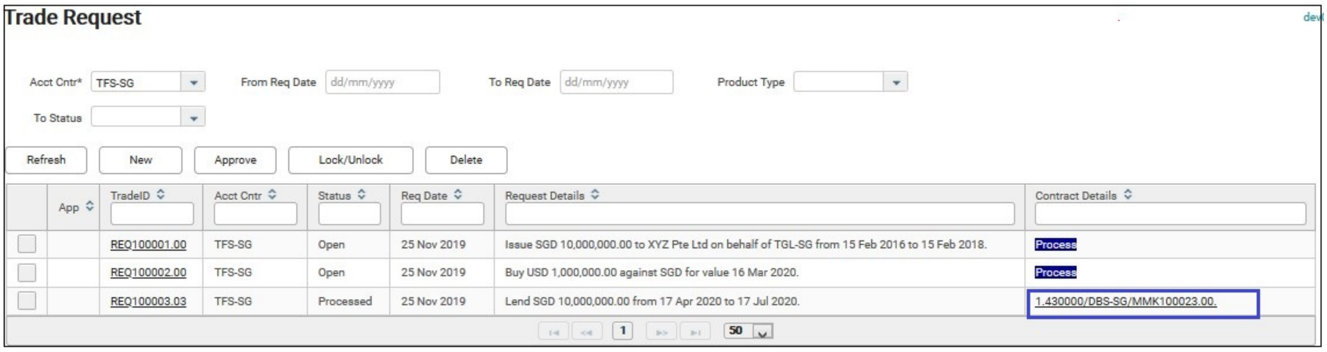


26. The information as per the trade request will be populated in the respective fields in New Money Market screen. Fill out the rest of the required fields like interest rate, interest and facility and click Book. Other fields are optional but you may input if any.

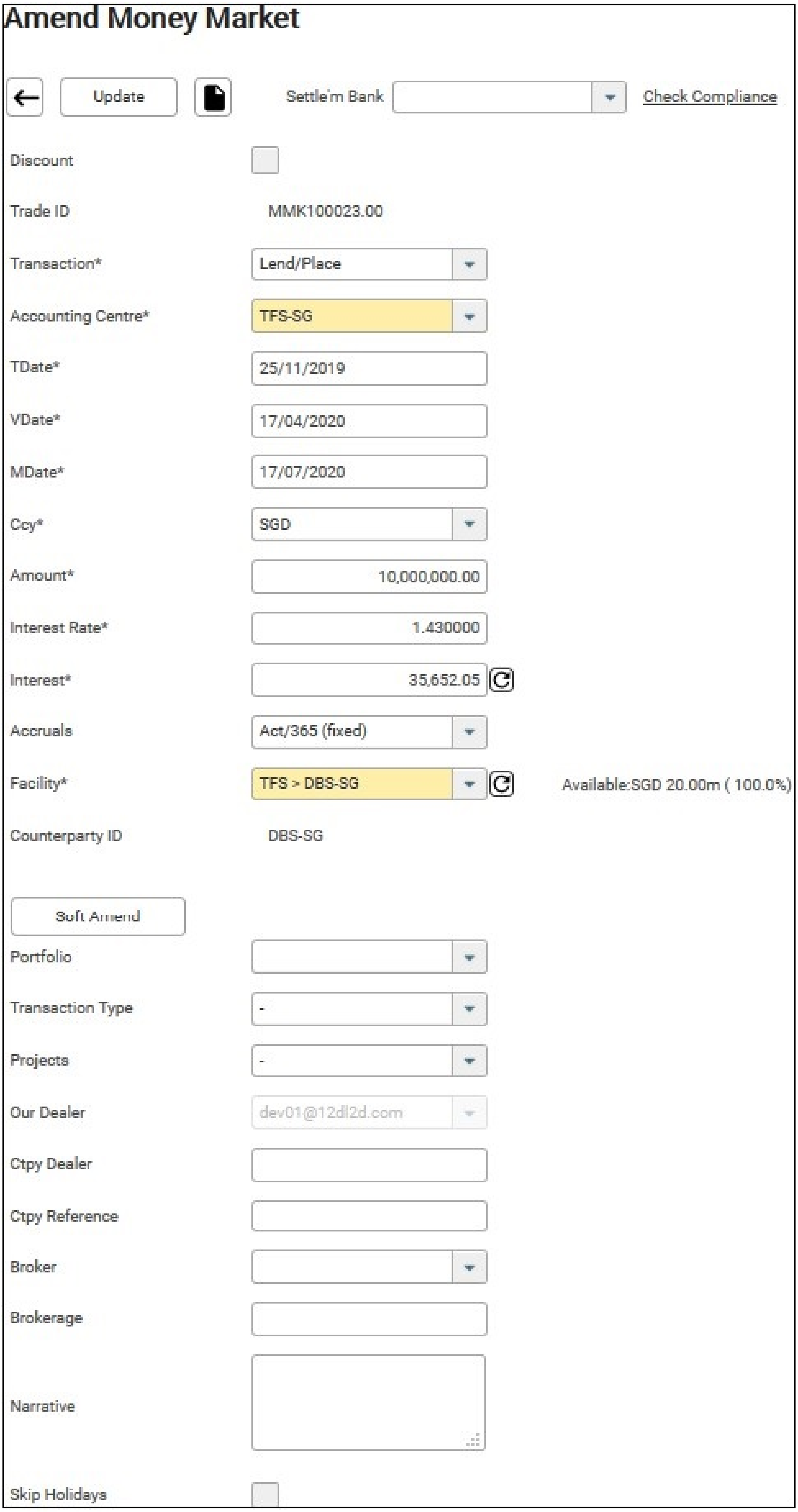
27. A popup appears, click OK to confirm.



28. You will be returned to the Trade Request main screen. Note that the trade request is now processed. Contract Details will be updated with the trade ID with the booked rate and counterparty information.



29. Once processed, the trade request can no longer be amended or deleted. However, you can amend it at the Transaction screen. Click on the Contract Details hyperlink, the Amend Money Market screen will be displayed.

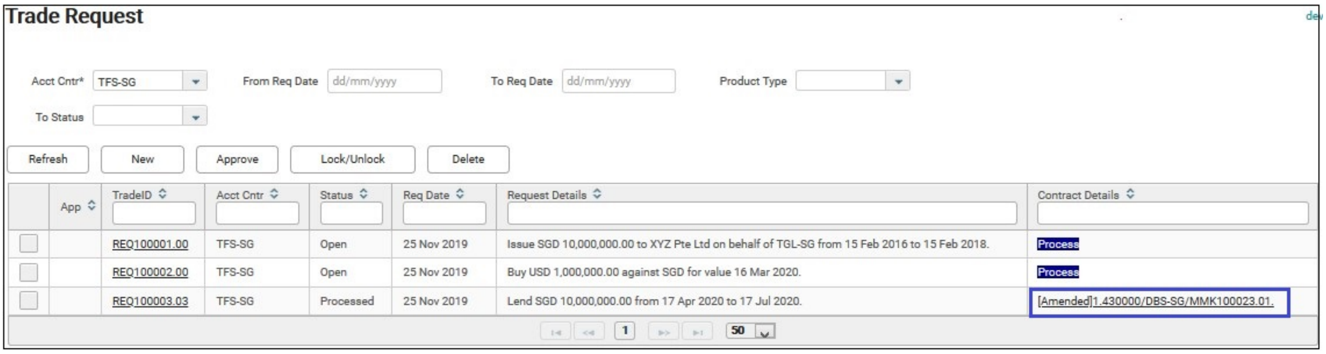


30. Make the changes accordingly. Amendment to the fields before the Soft

Amend button are hard amend which involves amendment to the contractual details. Fields below the Soft Amend button are non-contractual details. In this example, the amount will be changed to 8,000,000.

31. Click Update.

32. You will be returned to Trade Request main screen. The Contract Details will show as [Amended].



33. To delete a trade request, select the checkbox of the trade request to delete and click Delete. Only open or rejected trade request can be deleted.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

FX Platform – Trade Request

Trade Request for Money Market Rollover

CHANGE HISTORY

Date	By	Changes
15-Feb-2010	-	Created
11-Apr-2016	Clarissa	Rewritten. Reformatted.
23-Dec-2016	TS	Updated.
4-Jun-2018	Anuja	Updated instruction for sending trade request to online FX platform.
10-Dec-2018	TS	Updated trade request for money market rollover in Related Information.
25-Nov-2019	Lyra	Updated Screenshots.