

# User Reports (W5)

[This version is superseded.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

## **PURPOSE**

This document shows the procedure on how to access and print user reports in CS Lucas system.

## **WHY IS THIS IMPORTANT?**

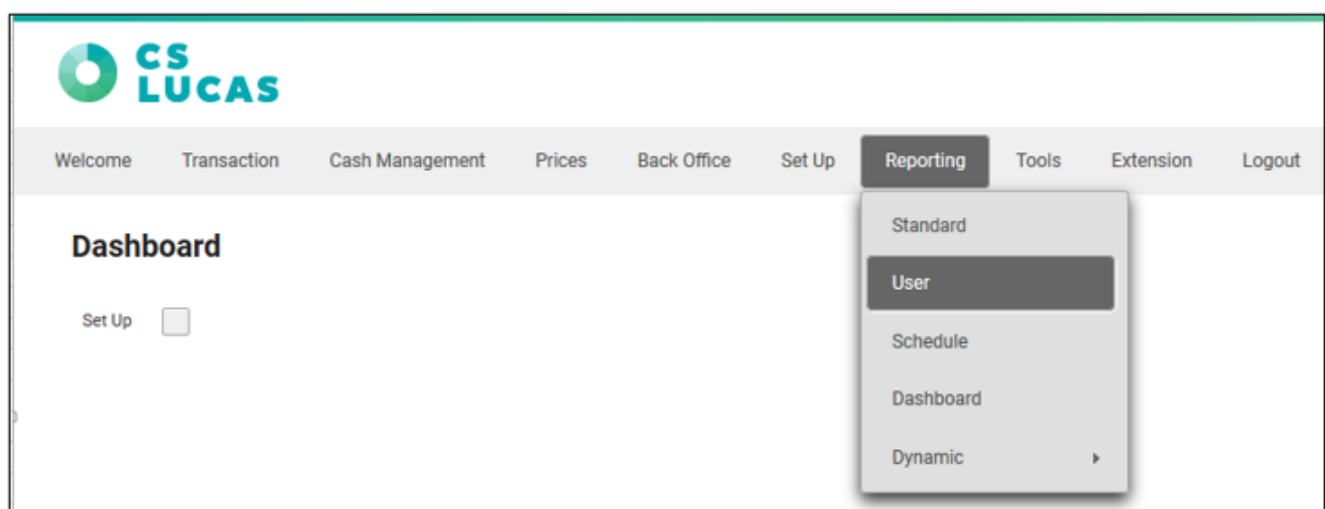
User reports are reports that are built based on specific requirements from customers which are not part of CS Lucas standard reports.

## **PROCEDURE**

Pre-requisite: To access user reports in CS Lucas, the following access rights are required.

Right ID ↕	Category ↕	Permission ↕
70176	User Reports	Access User Reports.
70177	User Reports	Refresh User Reports.

1. From the Main Menu, select Reporting > User.



2. The User Reports screen displays. Click Refresh to see the

list of user reports.

User Reports

Category

Refresh

New

Delete

	Type ↕	Category ↕	Short name ↕	
<input type="checkbox"/>	Query	Demo	<a href="#">Bond Amortisation Query</a>	<a href="#">Configure</a>
<input type="checkbox"/>	Report	-	<a href="#">Money Market Trade Details</a>	<a href="#">Configure</a>

3. If you do not see any user report available in this screen, this is because no user report has been downloaded to the system yet. You can find and download the available user reports in CS Lucas Extension Store in the system by clicking on Extension from the main menu > Extension > Select Category as Report. For more details on how to download user reports from the Extension Store, see [CS Lucas Extension Store](#).

4. To print user report, click the short name of the desired user report from the User Reports screen. For example, Money Market Trade Details.

Note that access rights is required to print each individual user report. To assign the access rights, go to Set Up > User and Rights > Group > Click on the desired user group > Assign Permission. Choose category: User Designed Report/Dashboard/Pivot Chart and click Refresh. You will see the list of user reports access rights.

### Money Market Trade Details

Acct Cntr*	TFS-SG
Borrow/Lend	
TDate From	dd/mm/yyyy
TDate To	dd/mm/yyyy
VDate From	dd/mm/yyyy
VDate To	dd/mm/yyyy
MDate From	dd/mm/yyyy
MDate To	dd/mm/yyyy

5. Select/ fill in the report parameters as required. Click to print in PDF/ Excel/ Word.

Money Market Trade Details												
Acct Cntr: TFS-SG Borrow/Lend: ALL TDate From: TDate To: VDate From: VDate To: MDate From: MDate To:												
Trade ID	Type	Acct Cntr	Copy ID	TDate	VDate	MDate	Ccy	Principal	Interest	Tax	Mat Proceeds	Rate % Narrative
MMK100001.00	Lend/Place patrick wong	TFS-SG	DBS-SG cslucasadmin	8-Jun-17 cslucasadmin	8-Jun-17 cslucasadmin	8-Jul-17	SGD	1,100,000.00	226.03	0.00	1,100,226.03	0.250000
MMK100002.00	Lend/Place patrick wong	TFS-SG	SCB-SG cslucasadmin	7-Jun-17 cslucasadmin	7-Jun-17 cslucasadmin	10-Jul-17	USD	1,200,000.00	286.00	0.00	1,200,286.00	0.260000
MMK100003.00	Borrow/Loan patrick wong	TFS-SG	CITI-SG cslucasadmin	6-Jun-17 cslucasadmin	6-Jun-17 cslucasadmin	23-Jun-17	SGD	(1,300,000.00)	(405.67)	0.00	(1,300,405.67)	0.670000

6. Click Browser's Back button to return to user report's inquiry screen.

### Money Market Trade Details

PDF

Excel

Word

★

Acct Cntr\*

TFS-SG

▼

Borrow/Lend

▼

TDate From

dd/mm/yyyy

TDate To

dd/mm/yyyy

VDate From

dd/mm/yyyy

VDate To

dd/mm/yyyy

MDate From

dd/mm/yyyy

MDate To

dd/mm/yyyy

7. Click button to return to User Reports screen.

## **FREQUENTLY ASKED QUESTIONS**

## **RELATED INFORMATION**

[CS Lucas Extension Store](#)

## **CHANGE HISTORY**

Date	By	Changes
22-Apr-2020	TS	Created.