Oracle® Treasury User Guide

RELEASE 11*i*

October 2016

ORACLE®

Oracle® Treasury User Guide Release 11*i*

The part number for this book is E80969-01.

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Contents

Preface

Welcome to Release 11*i* of the *Oracle Treasury User Guide.*

This guide includes the information you need to work with Treasury effectively. It contains detailed information about the following:

- Overview and reference information
- Treasury implementation suggestions
- Specific tasks you can accomplish using Treasury
- How to use Treasury windows
- Treasury programs, reports, and listings
- Treasury functions and features
- Treasury system setup

This preface explains how this guide is organized and introduces other sources of information that can help you.

Audience for This Guide

This guide assumes you have a working knowledge of the following:

- The principles and customary practices of your business area.

- Treasury

  If you have never used Treasury, we suggest you attend the Treasury training classes available through Oracle University.

- The Oracle Applications graphical user interface.

  To learn more about the Oracle Applications graphical user interface, read the *Oracle Applications User Guide.*

See Other Information Sources for more information about Oracle Applications product information.

How To Use This Guide

This guide contains the information you need to understand and use Treasury.

This guide contains the following chapters:

- Chapter 1 contains a checklist for setting up your Treasury system, and includes a complete description of each Treasury setup window.

  Note: There is no separate implementation manual for this product. All implementation information is included in this user guide.

- Chapter 2 describes how to enter and manage your foreign exchange deals.

- Chapter 3 describes how to enter and manage your money market deals including term money, negotiable instruments, and derivatives.

- Chapter 4 describes how to enter or manage your deals using quick input, deal orders, deal linking codes, inter–account transfers, and exposure transactions.

- Chapter 5 explains how you can use to view and analyze your bank account balances, positions, and rates, as well as your limit utilization and excesses.

- Chapter 6 explains how to perform settlements for your Treasury deals and your tax and brokerage fees.

- Chapter 7 explains how to submit a report request and briefly describes each Treasury report and inquiry.

- Appendix A includes menu navigation paths to every Treasury window.

Other Information Sources

You can choose from many sources of information, including online documentation, training, and support services, to increase your knowledge and understanding of Treasury.

If this guide refers you to other Oracle Applications documentation, use only the Release 11*i* versions of those guides unless we specify otherwise.

Online Documentation

All Oracle Applications documentation is available online (HTML and PDF). The technical reference guides are available in paper format only. Note that the HTML documentation is translated into over twenty languages.

The HTML version of this guide is optimized for onscreen reading, and you can use it to follow hypertext links for easy access to other HTML guides in the library. When you have an HTML window open, you can use the features on the left side of the window to navigate freely throughout all Oracle Applications documentation.

- You can use the Search feature to search by words or phrases.

- You can use the expandable menu to search for topics in the menu structure we provide. The Library option on the menu expands to show all Oracle Applications HTML documentation.

You can view HTML help in the following ways:

- From an application window, use the help icon or the help menu to open a new Web browser and display help about that window.

- Use the documentation CD.

- Use a URL provided by your system administrator.

Your HTML help may contain information that was not available when this guide was printed.

Related User Guides

Treasury shares business and setup information with other Oracle Applications products. Therefore, you may want to refer to other user guides when you set up and use Treasury.

You can read the guides online by choosing Library from the expandable menu on your HTML help window, by reading from the Oracle Applications Document Library CD included in your media pack, or by using a Web browser with a URL that your system administrator provides.

If you require printed guides, you can purchase them from the Oracle store at http://oraclestore.oracle.com.

User Guides Related to All Products

Oracle Applications User Guide

This guide explains how to navigate the system, enter data, and query information, and introduces other basic features of the GUI available with this release of Treasury (and any other Oracle Applications product).

You can also access this user guide online by choosing "Getting Started and Using Oracle Applications" from the Oracle Applications help system.

Oracle Alert User Guide

Use this guide to define periodic and event alerts that monitor the status of your Oracle Applications data.

Oracle Applications Implementation Wizard User Guide

If you are implementing more than one Oracle product, you can use the Oracle Applications Implementation Wizard to coordinate your setup activities. This guide describes how to use the wizard.

Oracle Applications Developer's Guide

This guide contains the coding standards followed by the Oracle Applications development staff. It describes the Oracle Application Object Library components needed to implement the Oracle Applications user interface described in the *Oracle Applications User Interface Standards*. It also provides information to help you build your custom Oracle Developer forms so that they integrate with Oracle Applications.

Oracle Applications Flexfields Guide

This guide provides flexfields planning, setup, and reference information for the Treasury implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This guide also provides information on creating custom reports on flexfields data.

Oracle Applications User Interface Standards

This guide contains the user interface (UI) standards followed by the Oracle Applications development staff. It describes the UI for the Oracle Applications products and how to apply this UI to the design of an application built by using Oracle Forms.

User Guides Related to This Product

Oracle Cash Management User Guide

This manual explains how you can reconcile your payments with your bank statements.

Oracle Country–Specific Manuals

Use these manuals to meet statutory requirements and common business practices in your country or region. They also describe additional features added to Treasury to meet those requirements. Look for a User Guide appropriate to your country; for example, see the *Oracle Financials for the Czech Republic User Guide* for more information about using this software in the Czech Republic.

Oracle Financials Open Interfaces Guide

This guide contains a brief summary of all open interface discussions in all Oracle Financial Applications user guides. You can also read about

the Treasury open interface tables in the appendix of the *Oracle Treasury User Guide.*

Oracle General Ledger User Guide

Use this manual when you plan and define your chart of accounts, accounting period types and accounting calendar, functional currency, and set of books. It also describes how to define journal entry sources and categories so you can create journal entries for your general ledger. If you use multiple currencies, use this manual when you define additional rate types, and enter daily rates. This manual also includes complete information on implementing Budgetary Control.

Multiple Reporting Currencies in Oracle Applications

If you use the Multiple Reporting Currencies feature to report and maintain accounting records in more than one currency, use this manual before implementing Treasury. The manual details additional steps and setup considerations for implementing Treasury with this feature.

Multiple Organizations in Oracle Applications

If you use the Oracle Applications Multiple Organization Support feature to use multiple sets of books for one Treasury installation, use this guide to learn about setting up and using Treasury with this feature.

Installation and System Administration Guides

Oracle Applications Concepts

This guide provides an introduction to the concepts, features, technology stack, architecture, and terminology for Oracle Applications Release 11*i*. It provides a useful first book to read before an installation of Oracle Applications. This guide also introduces the concepts behind, and major issues, for Applications–wide features such as Business Intelligence (BIS), languages and character sets, and self–service applications.

Installing Oracle Applications

This guide provides instructions for managing the installation of Oracle Applications products. In Release 11*i*, much of the installation process

is handled using Oracle One–Hour Install, which minimizes the time it takes to install Oracle Applications and the Oracle 8*i* Server technology stack by automating many of the required steps. This guide contains instructions for using Oracle One–Hour Install and lists the tasks you need to perform to finish your installation. You should use this guide in conjunction with individual product user guides and implementation guides.

Upgrading Oracle Applications

Refer to this guide if you are upgrading your Oracle Applications Release 10.7 or Release 11.0 products to Release 11*i*. This guide describes the upgrade process in general and lists database upgrade and product–specific upgrade tasks. You must be at either Release 10.7 (NCA, SmartClient, or character mode) or Release 11.0 to upgrade to Release 11*i*. You cannot upgrade to Release 11*i* directly from releases prior to 10.7.

Using the AD Utilities

Use this guide to help you run the various AD utilities, such as AutoInstall, AutoPatch, AD Administration, AD Controller, Relink, and others. It contains how–to steps, screenshots, and other information that you need to run the AD utilities.

Oracle Applications Product Update Notes

Use this guide as a reference if you are responsible for upgrading an installation of Oracle Applications. It provides a history of the changes to individual Oracle Applications products between Release 11.0 and Release 11*i*. It includes new features and enhancements and changes made to database objects, profile options, and seed data for this interval.

Oracle Applications System Administrator's Guide

This guide provides planning and reference information for the Oracle Applications System Administrator. It contains information on how to define security, customize menus and online help, and manage processing.

You can order a technical reference guide for any product you have licensed. Technical reference guides are available in paper format only.

Oracle Treasury Technical Reference Guide

This reference guide contains database diagrams and a detailed description of database tables, forms, reports, and programs for Treasury and related applications. This information helps you convert data from your existing applications integrate Treasury with non–Oracle applications, and write custom reports for Treasury.

You can order a technical reference guide for any product you have licensed. Technical reference guides are available in paper format only.

Oracle Workflow Guide

This guide explains how to define new workflow business processes as well as customize existing Oracle Applications–embedded workflow processes. You also use this guide to complete the setup steps necessary for any Oracle Applications product that includes workflow–enabled processes.

Training and Support

Training

We offer a complete set of training courses to help you and your staff master Oracle Applications. We can help you develop a training plan that provides thorough training for both your project team and your end users. We will work with you to organize courses appropriate to your job or area of responsibility.

Training professionals can show you how to plan your training throughout the implementation process so that the right amount of information is delivered to key people when they need it the most. You can attend courses at any one of our many Educational Centers, or you can arrange for our trainers to teach at your facility. We also offer Net classes, where training is delivered over the Internet, and many multimedia–based courses on CD. In addition, we can tailor standard courses or develop custom courses to meet your needs.

Support

From on–site support to central support, our team of experienced professionals provides the help and information you need to keep Treasury working for you. This team includes your Technical Representative, Account Manager, and Oracle's large staff of consultants and support specialists with expertise in your business

area, managing an Oracle server, and your hardware and software environment.

Do Not Use Database Tools to Modify Oracle Applications Data

We STRONGLY RECOMMEND that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications tables, unless we tell you to do so in our guides.

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL*Plus to modify Oracle Applications data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle Applications tables are interrelated, any change you make using an Oracle Applications form can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications forms, you might change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications forms to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. But, if you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL*Plus and other database tools do not keep a record of changes.

About Oracle

Oracle Corporation develops and markets an integrated line of software products for database management, applications development, decision support and office automation, as well as Oracle Applications. Oracle Applications provides the E–business Suite, a fully integrated suite of more than 70 software modules for financial management, Internet procurement, business intelligence, supply chain management, manufacturing, project systems, human resources and sales and service management.

Oracle products are available for mainframes, minicomputers, personal computers, network computers, and personal digital assistants, enabling organizations to integrate different computers, different operating systems, different networks, and even different database management systems, into a single, unified computing and information resource.

Oracle is the world's leading supplier of software for information management, and the world's second largest software company. Oracle offers its database, tools, and application products, along with related consulting, education and support services, in over 145 countries around the world.

Your Feedback

Thank you for using Treasury and this user guide.

We value your comments and feedback. This guide contains a Reader's Comment Form you can use to explain what you like or dislike about Treasury or this user guide. Mail your comments to the following address or call us directly at (650) 506–7000.

> Oracle Applications Documentation Manager
> Oracle Corporation
> 500 Oracle Parkway
> Redwood Shores, CA 94065
> U.S.A.

Or, send electronic mail to **appsdoc@us.oracle.com**.

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Treasury Setup

This chapter explains everything you need to know about setting up Treasury. It provides detailed instructions for each step you need to perform to set up Treasury and all of your tax processing options.

Note: Refer to the section Setting Up Oracle Treasury to see if a setup step is documented outside of the *Oracle Treasury User Guide*. We recommend that you read this section in online help. From the online help, you can quickly access any non–Treasury setup steps using hypertext links.

Setting Up Oracle Treasury

This section contains a checklist for use when installing and setting up your Oracle Treasury (Treasury) system.

Before you set up Treasury, perform the following task:

- Set up Oracle Application responsibilities and users for the implementation. You must set up the Treasury Superuser responsibility to implement Treasury. See: Defining a Responsibility, *Oracle Applications System Administrator's Guide.*

Treasury provides these responsibilities:

- Treasury Foreign Exchange Dealer
- Treasury Money Market
- Treasury Settlements Administrator
- Treasury Dealer
- Treasury Inquiry
- Treasury Superuser

If you want to use the Oracle Applications Multiple Organizations Support Feature with Treasury, additional setup steps are required. For detailed information on setting up Treasury for multiple organizations, see: *Multiple Organizations in Oracle Applications.*

Oracle Applications Implementation Wizard

If you are implementing more than one Oracle Applications product, you may want to use the Oracle Applications Implementation Wizard to coordinate your setup activities. The Implementation Wizard guides you through the setup steps for the applications you have installed, suggesting a logical sequence that satisfies cross–product implementation dependencies and minimizes redundancy. The Wizard also identifies steps that can be completed independently—by several teams working in parallel—to help you manage your implementation process most efficiently.

You can use the Implementation Wizard as a resource center to see a graphical overview of setup steps, read online help for a setup activity, and open the appropriate setup window. You can also document your implementation, for further reference and review, by using the Wizard to record comments for each step.

For more information, see: *Oracle Applications Implementation Wizard User's Guide.*

Related Product Setup Steps

The following steps may need to be performed to implement Treasury. These steps are discussed in detail in the Setting Up sections of other Oracle product user's guides. The following tables list steps and a reference to their location within the Application Implementation Wizard (AIW).

Set Up Underlying Oracle Applications Technology

The Implementation Wizard guides you through the entire Oracle Applications setup, including system administration. However, if you do not use the Wizard, you need to complete several other setup steps, including:

- performing system–wide setup tasks such as configuring concurrent managers and printers

- managing data security, which includes setting up responsibilities to allow access to a specific set of business data and complete a specific set of transactions, and assigning individual users to one or more of these responsibilities.

See Also

Oracle Application Implementation Wizard User's Guide

Oracle Applications System Administrator's Guide

General Ledger Setup Steps

See the Setting Up Oracle General Ledger section in the *Oracle General Ledger User's Guide* or online help to complete the following setup steps.

Step	AIW Reference
Define your chart of accounts.	Common Applications
Enable the currencies that you plan to use.	Common Applications
Define your accounting period types and accounting calendar periods.	Common Applications

Table 1 – 1   (Page 1 of 2)

Step	AIW Reference
Define a set of books. Specify the name for the set of books and assign it a calendar, functional currency, and a chart of accounts structure.	Common Applications
If you want to enter foreign currency transactions, define your additional rate types.	Common Applications
Define a transaction calendar to determine which days are business days to be used in cash forecasting.	Common Applications

Table 1 – 1   (Page 2 of 2)

Multiple Organization Support Setup Steps

Use the Setting Up Multiple Organizations section in *Multiple Organizations in Oracle Applications* to complete the following setup step.

Step	AIW Reference
Define the legal entities for your companies.	Common Applications

Setup Flowchart

Some of the steps outlined in this flowchart and setup checklist are Required and some are Optional. Optional step with defaults refers to setup functionality that comes with pre–seeded, default values in the database; however, you should review those defaults and decide whether to change them to suit your business needs. If you want or need to change them, you should perform that setup step. You need to perform Optional steps only if you plan to use the related feature or complete certain business functions.

Legend
Required Step: Cannot continue until complete
Required Step with Defaults: Oracle Treasury provides default values
Optional Step: Corresponding function not available until complete
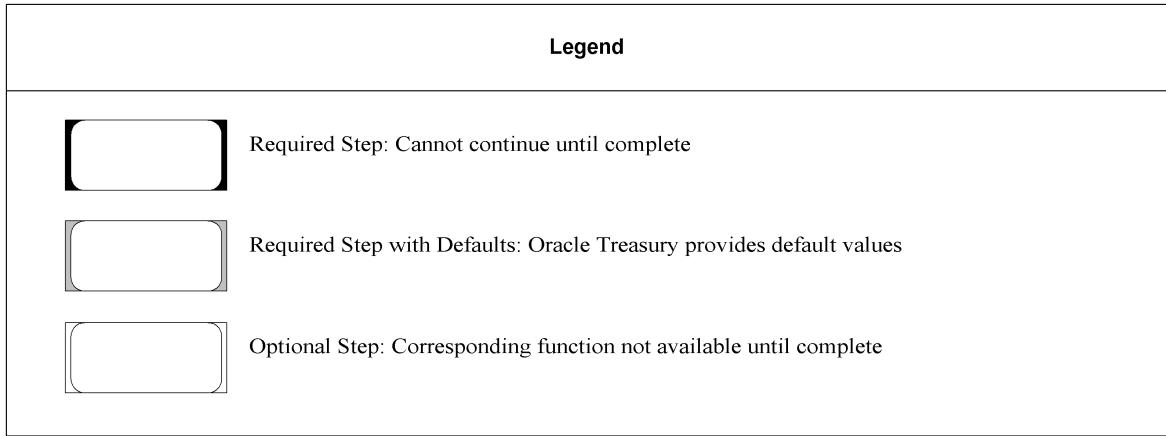
Figure 1 – 1: Oracle Treasury Setup Step Flowchart Legend

| Step 1	Step 9	Step 17	Step 25	Step 33	Step 41
User Sign-Ons and Passwords	Legal Entities	Currency Holiday Rules	Default Settlement Actions	Import Sources	Descriptive Flexfields
Step 2	**Step 10**	**Step 18**	**Step 26**	**Step 34**	
Chart of Accounts	User Access Levels	Portfolios	Party Groups	Payment Schedules	
Step 3	**Step 11**	**Step 19**	**Step 27**	**Step 35**	
Accounting Periods and Calendar	System Parameters	Journal Entry Actions	Bank Account Interest Setoffs	Forecasting Open Interface	
Step 4	**Step 12**	**Step 20**	**Step 28**	**Step 36**	
Enable Currencies	Currency Details	Audit Requirements	Deal Rate Tolerances	Forecast Template	
Step 5	**Step 13**	**Step 21**	**Step 29**	**Step 37**	
Set of Books	Counterparty Profiles	Bond Issues	Interest Rate Policies	Brokerage Schedule and Details	
Step 6	**Step 14**	**Step 22**	**Step 30**	**Step 38**	
Additional Rate Types	Company Profiles	Bill/Bond Issue Numbers	Limits Policy	Tax Schedule and Details	
Step 7	**Step 15**	**Step 23**	**Step 31**	**Step 39**	
GL Set of Books Name profile option	Deal Types/ Product Types	Exposure Types	Deal Confirmation Groups	System Languages	
Step 8	**Step 16**	**Step 24**	**Step 32**	**Step 40**	
Transaction Calendar	Assign Companies and Deals to Users	Default Settlement Accounts	Deal Confirmation Template	Request Sets	

Figure 1 – 2: Oracle Treasury Setup Step Flowchart

Treasury Setup Checklist

The following table lists the Treasury setup steps. A reference to each step's location within the Application Implementation Wizard (AIW) and whether the step is optional or required is provided. After you log on to Oracle Applications, complete the these steps to implement Treasury.

Some steps build upon information defined in other steps, so you must perform them in the order listed.

Step Number	Required?	Step Description	Window Name(s)	AIW Reference
❑ Step 1	Required	**Create application user sign–ons and passwords.** **Context:** Perform this step once per installation. See: Users Window, *Oracle Applications System Administrator's Guide* or online help..	System Administrator responsibility: Users	Common Applications
❑ Step 2	Required	**Define your chart of accounts.** **Context:** Perform this step once per installation. See: Defining Your Account Structure, *Oracle General Ledger User's Guide* or online help.	General Ledger responsibility: multiple windows	Common Applications
❑ Step 3	Required	**Define your accounting period types and accounting calendar periods.** **Context:** Perform this step once per installation. See: Defining Period Types and Defining Calendars, *Oracle General Ledger User's Guide* or online help.	General Ledger responsibility: Period Types, Accounting Calendar	Common Applications

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Step Number	Required?	Step Description	Window Name(s)	AIW Reference
❑ Step 4	Required	**Enable the currencies that you plan to use.** **Context:** Perform this step once per installation. See: Defining Currencies, *Oracle General Ledger User's Guide* or online help.	General Ledger responsibility: Currencies	Common Applications
❑ Step 5	Required	**Define a set of books. Specify the name for the set of books and assign it a calendar, functional currency, and a chart of accounts structure.** **Context:** Perform this step once per installation. See: Defining Sets of Books, *Oracle General Ledger User's Guide* or online help.	General Ledger responsibility: (Define) Set of Books	Common Applications
❑ Step 6	Required	**If you want to enter foreign currency transactions, define your additional rate types.** **Context:** Perform this step once per installation. See: Defining Conversion Rate Types and Entering Daily Rates, *Oracle General Ledger User's Guide* or online help.	General Ledger responsibility: Conversion Rate Types	Common Applications

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Step Number	Required?	Step Description	Window Name(s)	AIW Reference
❏ Step 7	Required	**Use the System Administrator responsibility to set the GL Set of Books Name profile option.** **Context:** Perform this step once per installation. See: Overview of User Profiles and Setting User Profile Options, *Oracle Applications System Administrator's Guide* or online help.	System Administrator responsibility: System Profile Values	Common Applications
❏ Step 8	Optional	**Define a transaction calendar to determine which days are business days to be used in cash forecasting.** **Context:** Perform this step once per installation. See: Defining Transaction Calendars, *Oracle General Ledger User's Guide* or online help.	General Ledger responsibility: Transaction Calendar	Common Applications
❏ Step 9	Required	**Define the legal entities for your companies.** **Context:** Perform this step once per business group. See: Implementing Multiple Organization Support (*Multiple Organizations in Oracle Applications*).	Organization	Common Applications
❏ Step 10	Required	**Define your user access levels.** **Context:** Perform this step once per installation. See: User Access Levels: page 1 – 32	User Access Levels	Oracle Treasury

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Step Number	Required?	Step Description	Window Name(s)	AIW Reference
❏ Step 11	Required	**Define your system parameters.** **Context:** Perform this step once per installation. **Defaults:** There are 11 system parameters in Oracle Treasury and each parameter has a default value. See the System Parameters section for a detailed description of the parameters and their default values. See: System Parameters: page 1 – 21	System Parameters	Oracle Treasury
❏ Step 12	Required	**Define your currency details.** **Context:** Perform this step once per installation. See: Currency Details: page 1 – 68	Currency Details	Oracle Treasury
❏ Step 13	Required	**Define your counterparty profiles.** **Context:** Perform this step once per installation. See: Counterparty Profiles: page 1 – 49	Counterparty Profiles	Oracle Treasury
❏ Step 14	Required	**Define your company information.** **Context:** Perform this step once per installation. See: Company Profiles: page 1 – 44	Company Profiles	Oracle Treasury
❏ Step 15	Required	**Define your deal types/product types.** **Context:** Perform this step once per installation. See: Deal Types and Product Types: page 1 – 64	Deal Types/Product Types	Oracle Treasury

Table 1 – 2   (Page 4 of 10)

Step Number	Required?	Step Description	Window Name(s)	AIW Reference
❏ Step 16	Required	**Assign companies to and authorize deals for your users.** **Context:** Perform this step once per installation. **Default:** If you skip this step, only the user who created a company will have access to that company. Ensure that you assign your users to only the companies, deals, and product types to which they should have access. See: User Access Levels: page 1 – 32	User Access Levels	Oracle Treasury
❏ Step 17	Optional	**Define your currency holiday rules.** **Context:** Perform this step once per installation. See: Currency Holiday Rules: page 1 – 18	Currency Holiday Rules	Oracle Treasury
❏ Step 18	Required	**Define your portfolios.** **Context:** Perform this step once per installation. See: Portfolio Codes: page 1 – 19	Portfolio Codes	Oracle Treasury
❏ Step 19	Optional	**If you want to use journals with Treasury, you must define your journal entry actions.** **Context:** Perform this step once per installation. See: Journal Entry Actions: page 1 – 29	Journal Entry Actions	Oracle Treasury

Table 1 – 2   (Page 5 of 10)

Step Number	Required?	Step Description	Window Name(s)	AIW Reference
❏ Step 20	Optional	**Define your audit requirements.** **Context:** Perform this step once per installation. See: Audit Requirements: page 1 – 33	Audit Requirements	Oracle Treasury
❏ Step 21	Optional	**If you want to buy, issue, or sell fixed income securities, you must define your bond issues.** **Context:** Perform this step once per installation. See: Bond Issues: page 1 – 35	Bond Issues	Oracle Treasury
❏ Step 22	Optional	**If you want to issue fixed income securities, define your bill/bond issue numbers.** **Context:** Perform this step once per installation. See: Bill/Bond Issues: page 1 – 37	Bill/Bond Issue Numbers	Oracle Treasury
❏ Step 23	Required	**Define your exposure types.** **Context:** Perform this step once per installation. See: Exposure Types: page 1 – 39	Exposure Types	Oracle Treasury
❏ Step 24	Optional	**Define your default settlement accounts.** **Context:** Perform this step once per installation. See: Default Settlement Accounts: page 1 – 60	Default Settlement Accounts	Oracle Treasury

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Step Number	Required?	Step Description	Window Name(s)	AIW Reference
❑ Step 25	Optional	**Define your default settlement actions.** **Context:** Perform this step once per installation. See: Settlement Actions: page 1 – 59	Settlement Actions	Oracle Treasury
❑ Step 26	Optional	**Define your party groups.** **Context:** Perform this step once per installation. See: Party Groups: page 1 – 61	Party Group Codes	Oracle Treasury
❑ Step 27	Optional	**Define your bank account interest setoffs.** **Context:** Perform this step once per installation. See: Bank Account Interest Setoffs: page 1 – 62	Bank Account Interest Setoffs	Oracle Treasury
❑ Step 28	Required	**Define your deal rate tolerances.** **Context:** Perform this step once per installation. See: Deal Rate Tolerances: page 1 – 67	Deal Rate Tolerances	Oracle Treasury
❑ Step 29	Optional	**Define your interest rate policies.** **Context:** Perform this step once per installation. See: Interest Rate Policy: page 1 – 72	Interest Rate Policies	Oracle Treasury

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Step Number	Required?	Step Description	Window Name(s)	AIW Reference
❏ Step 30	Optional	**If you want to use limit checking in Treasury, you must define your limits policy.** **Context:** Perform this step once per installation. See: Limits: page 1 – 74	Limits	Oracle Treasury
❏ Step 31	Optional	**Define your deal confirmation groups.** **Context:** Perform this step once per installation. See: Confirmation Groups: page 1 – 58	Deal Confirmation Groups	Oracle Treasury
❏ Step 32	Optional	**If you want to use Treasury to generate deal confirmations, you must define your deal confirmation template.** **Context:** Perform this step once per installation. See: Confirmation Template: page 1 – 27	Confirmation Templates and User Views	Oracle Treasury
❏ Step 33	Optional	**If you want to reconcile your bank statements in Treasury, you must define your import sources.** **Context:** Perform this step once per installation. See: Import Sources and Reconciliation: page 1 – 22	Import Sources	Oracle Treasury

Table 1 – 2   (Page 8 of 10)

Step Number	Required?	Step Description	Window Name(s)	AIW Reference
❑ Step 34	Optional	**If you want to create payment schedules for your retail term money deals, you must define your payment schedules.** **Context:** Perform this step once per installation. See: Payment Schedules: page 1 – 38	Payment Schedules	Oracle Treasury
❑ Step 35	Optional	**If you want to use Treasury to perform cash forecasting, you must set up the Forecasting Open Interface, including the Forecast Selection Criteria Descriptive Flexfield.** **Context:** Perform this step once per installation. See: Forecasting Open Interface, and Associate External Forecast Source Types with Views, *Oracle Cash Management User's Guide* or online help.	Cash Management responsibility: multiple windows	Oracle Treasury
❑ Step 36	Optional	**If you want to use Treasury to perform cash forecasting, you must define the cash forecast template.** **Context:** Perform this step once per installation. See: Cash Forecast Template: page 1 – 96	Forecast Template	Oracle Treasury
❑ Step 37	Optional	**Define your brokerage schedule and details.** **Context:** Perform this step once per installation. See: Brokerage Schedule and Details: page 1 – 91	Brokerage Schedule & Details	Oracle Treasury

Table 1 – 2   (Page 9 of 10)

Step Number	Required?	Step Description	Window Name(s)	AIW Reference
❏ Step 38	Optional	**Define your tax schedule and details.** **Context:** Perform this step once per installation. See: Tax Schedule and Details: page 1 – 93	Tax Schedule & Details	Oracle Treasury
❏ Step 39	Optional	**Define your system languages.** **Context:** Perform this step once per installation. See: System Languages: page 1 – 25	System Languages	Oracle Treasury
❏ Step 40	Optional	**Define your request sets.** **Context:** Perform this step once per installation. See: Request Set Windows, *Oracle Applications User's Guide* or online help.	Request Set	Oracle Treasury
❏ Step 41	Optional	**Define your descriptive flexfields.** **Context:** Perform this step once per installation. See: Defining Descriptive Flexfields, *Oracle Applications Flexfields Guide* or online help.	System Administrator responsibility: multiple windows	Oracle Treasury

Table 1 – 2   (Page 10 of 10)

System Setup

This section contains information that you need to set up the system–related aspects of Treasury. It includes information for setting up system parameters, user access, and other general codes and options.

This section contains the following topics.

Currency Holiday Rules

You must define holidays for each of your authorized currencies. If you enter a deal and that deal falls on a holiday (for the selected deal currency) you receive a warning, but you can continue to enter your deal.

You can define three types of holidays:

- **Constant:** Holidays that occur on a fixed date. For example, in countries using the U.S. dollar, New Year's Day is always on January 1.

- **Rule:** Holidays that change from year to year based on a rule. For example, in countries using the U.S. dollar, Labor Day is always the first Monday in September.

- **One Off:** Holidays that occur one time only. For example, in countries using the pound sterling, the government may declare a holiday to celebrate the coronation of a new king or queen.

For constant or rule holidays, the date of the holiday is automatically calculated five years forward. If you want to calculate the date of the holiday forward more or less than five years, you can enter the date to which you want the holiday calculated. The system will calculate and enter the holiday date until the specified date.

Saturday and Sunday are considered off days, so if a holiday falls on a weekend, the holiday automatically moves to the following Monday. Edit the calculated holiday dates to accommodate your specific work–day adjustments. For example, you may move a weekend holiday to the preceding Friday instead of the following Monday.

Some rule–based holidays, such as those based on the phases of the moon, cannot be calculated and you must define them as a unique, one off, holidays.

Defining Currency Holiday Rules

Use the Holiday Rules window to define the holiday rules for each of your authorized currencies.

▶ **To define a holiday for a currency:**

1. In the Holiday Rules window, enter a currency for the holiday that you want to define.

2. Enter a description for the holiday.

3. Select a holiday type and do the following:

- If you choose the Constant holiday type, enter a holiday date in the Date field and select a holiday month in the Month field. If the holiday is observed for more than one day in a year, enter the number of additional days that the holiday is observed in the Extra Days field.

- If you choose the Rule holiday type, do the following:

    – In the Month field, select the month for the holiday.

    – In the Num field, enter the week of the month for the holiday. For example, if the holiday occurs on the third Monday of the month, enter 3.

    – In the Day field, enter the day of the week that the holiday begins.

    – In the Extra Days field, enter the number of additional days, if any, that the holiday is observed.

    – If the holiday occurs on a weekend, but is observed on a business day, enter the day of the week that the holiday is observed in the Wkd Adj field.

- If you choose the One Off holiday type, enter the date, month, and year of the holiday. If the holiday is observed for more than one day, enter the number of additional days in the Extra Days field.

4. If you want to calculate the future date of the holiday to a specific date, enter the date in the Calculated Date field. If you do not enter a date, Treasury automatically calculates the holiday date five years forward.

5. Review the list of calculated dates for the holiday by choosing the Review Actual Holiday Dates button. The Holiday Rules window appears.

6. Adjust the holiday dates as needed.

7. Save your work.

Portfolio Codes

Use *portfolios* to group your deals according to deal activity or to your company accounting or reporting structure. For example, you might

create a portfolio for the following deal activities: operating, service, capital, trading, and hedging.

You must create at least one portfolio for each company that you set up.

Portfolios are essential to the Treasury accounting structure. For each portfolio you create you must set up an entirely separate set of deals, deal subtypes, and product types within the portfolio. Therefore, adding a new portfolio adds a new level of complexity to your Treasury system.

Suggestion: Minimize the number of portfolios you create. To make it easier for you to maintain your deals, deal subtypes, and product types, you should only create as many portfolios as you need to support your company accounting practices.

You can create two types of portfolios. *Internal portfolios*, which are portfolios that are managed directly by your company. *External portfolios*, which are portfolios that are managed by your company for a third party. External portfolios appear on the Portfolio Codes window only for counterparties that have the external portfolio.

After you create a portfolio, you must create journal entry actions in the Journal Entry Actions window for all deal types that use that portfolio.

Setting Up Portfolios

Use the Portfolio Codes window to create portfolios to group deals for each company.

▶ **To set up a portfolio:**

1. In the Portfolio Codes window, enter the company code of the party for whom you want to define portfolios.

2. In the Portfolio Details region, enter a code and a name for the portfolio that you want to set up.

3. If portfolio is for an external party, select the External Portfolio check box and select the external party from the list of values in the External Pty field.

4. If you want to set a portfolio as the default internal portfolio, select the Internal check box. If you want to set a portfolio as the default external portfolio, select the External check box.

5. Save your work.

System Parameters

System parameters define various settings for the operation and control of Treasury. Set your system parameters at implementation time using the Treasury Superuser id. You can update them after implementation as needed. The database administrator is responsible for setting and maintaining system parameters.

The following system parameters appear on the System Parameters window:

Parameter	Value	Description
Automatically Print Deal Confirmations	Yes (default) or No.	Automatically prints deal confirmations when a deal is dual authorized.
Days Forwards as Default FX Value Date	Numeric. The default is 2.	The number of days that Treasury uses as a default for the spot date on foreign exchange deals.
Default Company as Drawer, Acceptor, or Endorser	Drawer (default), Acceptor, or Endorser.	If the deal subtype is Issue, Treasury uses Acceptor, Drawer, or Endorser as the default for the company code.
Validate Deal Input	Yes or No (default).	Validates deal input for correctness before any settlements can be authorized.
Limit Checks on Quick Input	Yes (default) or No.	Performs limit checks when creating deals by using the Quick Deal Input window.
Settle to Other than Counterparty Bank Account	Yes (default) or No.	Allows settlements to be paid to parties other than the counterparty.
Receive to Other Than Company Bank Account	Yes or No (default).	Allows settlements to be received from or settled to parties/accounts other than the company accounts.
Reporting Currency	Currency short form. USD (default).	Sets the standard reporting currency for Treasury.

Table 1 – 3   (Page 1 of 2)

Parameter	Value	Description
Accrual Days Adjustment Type	Forward (default) or Arrears.	Sets the range of dates for accruals to either all dates prior to the accrual date (Forward), or to all dates up to and including the accrual date (Arrears).
Display Warning After Limit Check	Yes or No (default).	Displays a warning if you exceed a limit.
Use Period End Rates for FX Realized Deals	Yes or No (default).	Uses the end–of–month rate to for perfoming settlements rather than the actual rate on the date the deal matures. If you select No, you must maintain your daily GL rates tables.

Table 1 – 3   (Page 2 of 2)

Import Sources and Reconciliation

To reconcile your bank account activities with the Treasury payments and receipts you must define your import sources and reconciliation process.

Use the following topics to define and mange your reconciliation process.

- Defining Reconciliation Passes: page 1 – 22
- Defining Reconciliation Methods: page 1 – 23
- Defining Reconciliation Import Sources: page 1 – 24
- Viewing Reconciliation Methods: page 1 – 25

Defining Reconciliation Passes

A *reconciliation pass* is a process for verifying reconciliation bank statement information by checking for certain criteria. For each reconciliation pass, you define which columns you want to use to reconcile a deal and the logic that you want to apply to those columns. Typically, you define a comprehensive first pass to verify that the deal amount and date are exact. You can also define subsequent passes that are less comprehensive.

▶ **To set up a reconciliation pass:**

1. In the Reconciliation Passes region of the Import Sources window, enter a pass code and description for the reconciliation pass.

2. In the Reconcile On Column field, select the columns that you want to use as criteria for your reconciliation.

3. In the Reconcile Criteria field, select the criteria by which you want to reconcile each column. The list of available criteria differs depending on which column you selected.

4. Save your work.

Defining Reconciliation Methods

A *reconciliation method* defines which reconciliation passes you want to use to perform a reconciliation and the order by which you want to run those passes. It also defines the type of reconciliation that you want to perform and the level of tolerance you want to set for reconciling dates.

You can define a different reconciliation method for each import source, or you can use the same method for several sources. When you change settings in a reconciliation method you affect every source that uses that method, so if you change a reconciliation method ensure that your changes will not have a negative impact on the import sources that use that method.

Prerequisite:

❑ Set up reconciliation passes. See: Defining Reconciliation Passes: page 1 – 22.

▶ **To set up a reconciliation method:**

1. In the Reconciliation Methods region of the Import Sources window, enter a pass code.

2. In the Seq field, enter the order by which you want Treasury to perform the reconciliation methods.

3. In the Days Adjust field, indicate the number of days of tolerance that you want to allow for this reconciliation method. For example, if you enter 2, any record that has a reconciliation amount received or paid within two days of the expected date is considered a match.

    Note: For retail term money transactions, the deal number and the date must reconcile. Set the Days Adjust field for the

maximum date range possible so that reconciliation occurs. The receipt date for the retail term money transaction resets to this adjusted date.

4. If you require that a user verify the match before the reconciliation is confirmed, in the Manual Verification field select Required. If you do not required user verification, select Not Required.

5. Save your work.

Defining Reconciliation Import Sources

Use the Import Sources region of the Import Sources window to define import sources such as an EDI (Electronic Data Interchange) system. Also, use this region to define an import source when a single regular payment for multiple transactions is made to a bank account. For example, you can define Payroll as an import source if your payroll pays an amount to your treasury account to cover monthly payments for staff loans.

Prerequisite:

❑ Establish at least one reconciliation method. See: Defining Reconciliation Methods: page 1 – 23

▶ **To create a source:**

1. In the Source Name field of the Import Sources region of the Import Sources window, enter a name of an import source. In the Rec Method field select a reconciliation method.

2. Select a company name.

3. Select the bank account number and currency associated with the source.

4. In the Trailer Record region, select one of the following:

   • **Verify Control Total:** Ensures the accuracy of the import.

   • **Transfer:** Indicates if the totals are to be transferred as a reconcilable item.

   • **Reverse:** Reverses totals if they are being transferred. For example, a script from payroll includes a total for the amount to be credited to the account. To balance, this total must be included in the transfer and reversed so that the single figure on the bank statement can be reconciled against the total. The

individual amounts in the transfer are reconciled against the individual amounts in Treasury.

5. If the imported amounts include a decimal point, select the Amounts Include Decimal Point check box.

6. Save your work.

Viewing Reconciliation Methods

You can view the structure of each reconciliation pass in a reconciliation method view using the Reconciliation Matrix region of the Import Sources window.

Prerequisite:

❑ Define an import source. See: Defining Reconciliation Import Sources: page 1 – 23.

▶ **To view the structure of the passes in a reconciliation method:**

■ In the Import Sources window, select the Reconciliation Matrix tabbed region. The matrix shows each pass in the reconciliation method, each column that is reconciled, and the criteria used to reconcile each column.

System Languages

Use the System Languages window to change text on windows, reports, fields, and buttons. Using this window you can change a text item to meet your business standards. For example, you can change the text for a field from "Company" to "Company Code".

For each text item, the following information appears:

- **Canvas Type:** The type of text currently selected. Types are as follows: Text for Text fields, Window for window titles, Buttons for button texts and Checkbox for checkbox texts.

- **Item Name:** The name of the field to which the text belongs. Treasury provides this information because it is potentially useful for developers to identify and support.

- **Original Text:** The text as it appears in the original Treasury GUI in U.S. English, before any modifications occur. Treasury provides this information as a reference for users, in the event

that you modify text and forget how it appeared in the original GUI.

You cannot change the text for radio buttons.

Changing Text Items

Use the System Languages window to change the text for one item at a time. You can apply your changes to all instances of the text in a single module or to all instances of the text in the Treasury product. Note that if you want to update field names in documentation you can also update the HTML.

▶ **To change a text item:**

1. In the System Languages window, use a query to locate the window or module that contains the text that you want to change.

2. Place your cursor in the Module Name, Canvas Type, Item Name, or Original Text field and use the up and down arrow keys to scroll to text item that you want to change.

3. Enter the new text in the Position column.

4. If you want to make the same change to all instances of this text in the selected module, choose the Update All Module Duplicates button. For example, if there are four instances of "Company" on a form or report, you can change one instance to "Company Code" and then apply that change to the other three instances by choosing the Update All Module Duplicates button.

5. If you want to make the same change to all instances of this text in Treasury, choose the Update All Duplicates button.

6. Save your work.

Changing Multiple Text Items

Use the All Prompts window to change the text for multiple items at a time.

▶ **To change multiple text items:**

1. If you want to change multiple text items in a module, use a query to locate the module that you want to change and choose the All Prompts for Above Module button. The All Prompts window appears, listing all the text items for the selected module.

2. If you want to change multiple text items throughout Treasury, choose the All Prompts for All Modules button. The All Prompts window appears, listing all of the text items in Treasury in alphabetical order.

3. For each field that you want to change, in the Prompt field enter the new text that you prefer to use.

4. Save your work.

Confirmation Templates

You can produce one–page confirmations for most deal–related actions and send a print or file version of the confirmation to a counterparty. You can print confirmation letters manually or choose to produce them automatically when you confirm a deal.

Confirmation templates define the layout of your deal confirmations. You can create your own template, copy an existing template, or use the standard templates provided with Treasury (FX Initial, NI Initial, FRA Settlement).

You can create confirmation templates for a particular deal type or deal action. For example, you can create one confirmation template to confirm an initial option deal and another template to confirm the exercise details for the option deal.

You can create more than one template for a deal action, but you can set only one template as the default.

Creating Confirmation Templates

You use the Confirmation Templates and User Views window to create confirmation templates.

▶ **To create a confirmation template:**

1. In the Confirmation Templates and User Views window, enter a template name, and select the action type to which the template applies.

2. In the Column Description fields, enter the text of the confirmation template. Each row in the column description field corresponds to a row of text in the confirmation template. For example, the text that you enter in row one appears on the first line of the confirmation template.

3. If you want to insert common variables, such as the counterparty account number, into your confirmation template, follow these steps:

   - Insert your cursor where you want to insert the variable and choose the list of values.

   - Select the variable that you want from the list in the Select Columns to Copy window, and then choose the Copy button.

4. If you want to copy one line of information to another, select the line that you want to copy and choose the Copy Layout Fields button.

5. If you want to erase all the information in the Column Description fields and start again, choose the Delete Template Details button.

6. If you want the template font to be fixed–width, choose the Fixed option. If you want the font to be proportional, choose the Proportional option.

7. When you have entered all the information for your template, choose the Make Template button.

8. If you want this template to be the default for the selected deal action type, select the Default Template check box.

9. Save your work.

10. To view a list of your default templates, choose the Show Default Templates button. The Default Templates window appears.

Copying Existing Confirmation Templates

Use the Confirmation Templates and User View window to copy an existing confirmation template and use it as the basis for a new template.

▶ **To copy an existing confirmation template:**

1. In the Confirmation Templates and User View window, enter a template name and an action type for the template you want to create.

2. Choose the Copy Existing Template button. A warning appears, stating that all of the existing template details will be deleted. Select Yes to proceed. The Choose an Existing Template to Copy window appears

3. Select the template you want to copy and choose the Copy button.

4. Change the template as needed and choose the Make Template button.

5. Save your work.

Journal Entry Actions

Use the Journal Entry Actions window to define General Ledger accounts that are used to generate accounting entries for each combination of deal type, deal subtype, product type, and portfolio within a company. Accounts and journals must be set up to ensure a balanced ledger.

This discussion contains the following topics:

- Defining General Ledger Accounts: page 1 – 30

- Defining Intercompany General Ledger Accounts: page 1 – 30

- Maintaining the Journal Structure: page 1 – 31
- Querying General Ledger Accounts: page 1 – 31
- Copying General Ledger Accounts: page 1 – 32

Defining General Ledger Accounts

You can define General Ledger accounts used in Treasury for each company. You can add or review existing General Ledger accounts for a company, but you cannot change or delete existing General Ledger accounts.

▶ **To define or review general ledger accounts for a company:**

1. If you want to define a new General Ledger account for your company, in the GL Account column of the Journal Entry Actions window, select a General Ledger account alias. The General Ledger account number and description automatically appear.

2. Save your work.

Defining Intercompany General Ledger Accounts

If your company has several organizations, you must set up Intercompany General Ledger accounts. These accounts are used for intercompany transfers and interest charges.

▶ **To define intercompany general ledger accounts:**

1. In the Journal Entry Actions window, enter the company code of the company for which you want to define intercompany General Ledger accounts. Choose the Intercompany Accounts region.

2. In a blank row enter the name of a company in your intercompany group.

3. In the Principal GL field, enter the General Ledger account that you want to use for posting the principal for that company.

4. In the Interest GL field, enter the General Ledger account that you want to use to posting interest for that company.

   The bank code, currency, and account number apply to the bank account associated with this General Ledger account.

5. Save your work.

Maintaining the Journal Structure

Use the Journal Entry Actions window to set up the journal entries that you want to automatically generate every day for each combination of deal type, deal subtype, product type, and portfolio.

☞ **Attention:** To maintain balanced journals, ensure that your debit and credit GL accounts are set up correctly. See: Defining General Ledger Accounts: page 1 – 30.

▶ **To add or update journal actions:**

1. In the Journal Entry Actions window, select the company code of the company for which you want to add or update journal actions.

2. In the Journal Structures region, select the combination of deal type, subtype, product type, and portfolio for which you want to set up daily journal entires.

3. If journal values do not appear for the selected combination, you can copy values from another combination that has the same deal type by placing your cursor in the Date Type field and choosing the Copy Journal Details button.

4. Enter or change the date type, amount type, and action code as required.

5. If you want the journal action to refer to the general ledger number related to the company's cash flow bank account, select the Bank GL check box. Otherwise, enter an account number in the GL Account field.

6. Direct journal actions to either the principal or the interest General Ledger account number by selecting the Prin GL or the Int GL check boxes.

7. Identify the action as a debit or credit.

8. Enter any related comments.

9. Save your work.

Querying General Ledger Accounts

You can review the deal combinations that were set up for a specific General Ledger account.

▶ **To query by general ledger account:**

1. In the Journal Entry Actions window, enter the company code of the company whose General Ledger account you want to review and choose the Query by GL Account region. The Find GL Accounts window appears.

2. Select a General Ledger account and choose the Find button. The journal entry actions for that General Ledger account appear.

Copying General Ledger Accounts

If you are setting up several companies with similar sets of journals, you can copy a set of journals from a company you have already set up.

▶ **To copy a general ledger account:**

1. In the Journal Entry Actions window, enter the company code of the company you are setting up and choose the Copy GL Accounts region.

2. In the Copy From Company field, select the company that has the journals you want to copy.

3. Choose the Copy Journals button.

4. Update the appropriate General Ledger accounts.

5. Save your work.

User Access Levels

You can restrict access for a user by company and by deal type. For example, you may want to restrict users from accessing other companies in your organization or restrict them from conducting a specific type of deal, such as purchasing corporate bonds.

As a default, all users can access all authorized companies and product types. When you establish a new company or product, you must restrict the user access levels for all users whom you do not want to access that company or product.

You can add, change, or delete access for a user at any time.

Adding Users and Defining User Access Levels

Use the User Access Levels window to add a new user and define the access level for that user.

▶ **To add a user and defining the user access level:**

1. In the User Access Levels window, enter a user name in the Treasury User field. This user name can be any combination of characters, and it can be the same as a user's Oracle Applications user id or unique to Treasury.

2. Select an Oracle Applications ID for the user in the Application User field.

3. If you want to limit a user's access to certain companies, deselect the Authorized check box beside any companies that you do not want the user to access.

4. If you want to limit the user's authority to specific deals, deselect the Authorized check box beside any deal type that you do not want the user to access.

5. Save your work.

Audit Requirements

Use the Audit Requirements window to select the tables that you want to audit. You can audit every change made to a database table or audit only changes made to specific columns of a table. You can change what you want to audit at any time. Typically, only the database administrator can access this window.

> **Note:** Treasury requires more disk space if you choose this option. The exact amount of disk space depends on the volume of transactions that your company processes. Please consult your Database Administrator if you plan to use this option.

You can also group your treasury events into a single audit report for your company through the Audit Group window. For more information on creating an audit group, see: Creating Audit Groups: page 6 – 28.

This audit setup is an internal Treasury audit only. It is separate from the Oracle database audit.

For more information on any table see *Oracle Treasury Technical Reference Manual.*

Setting Up Audit Requirements

Use the Audit Requirements window to set up your audit requirements.

▶ **To set up audit requirements:**

1. In the Audit Requirements window, select the Audit check box beside each table that you want to audit.

    Note: You can select or deselect the Audit check box at any time and change your view of your audit data. Treasury collects audit data for all of your tables, but it displays data only for the columns that have the Audit check box selected. If the Audit check box on the Audit Requirements window is selected for the table, then you can query any column at any time.

2. If you want to group several treasury audit events into an audit report, choose the Audit Group button. For more information, see: Creating Audit Groups: page 6 – 28.

3. If you want to query a specific column in a table, select the table and choose the Audit Columns button. The Audit Columns window appears. Select the Audit check box next to any columns against which you want to perform queries.

4. Save your work.

Deal Setup

This section contains information that you need to set up before you can enter deals in Treasury. It includes information on setting up bonds, registering certificates available for issue, setting up payment schedules, and defining your exposure types.

This section contains the following topics.

- Bill/Bond Issue Numbers: page 1 – 37
- Bond Issues: page 1 – 35
- Exposure Types: page 1 – 39
- Payment Schedules: page 1 – 38

Bond Issues

You can use bond issues to record static information for long–term securities, such as government stocks and bonds, that the company invests in or issues. You must set up a bond issue before you can enter a bond transaction.

Adding Bond Issues

Use the Bond Issues window to record static information for your long term securities. You can create bond issues for securities that you purchase; however, you must create a bond issue for securities that you issue.

Once you enter and save a new bond issue in Treasury, you cannot delete it; you can only unauthorize it.

Prerequisites:

❑ Set up the companies and counterparties who are bond issuers. For counterparties, ensure that the Risk Party check box is selected. See: Company Profiles: page 1 – 44 and Counterparty Profiles: page 1 – 49.

❑ Ensure that the bond product type is authorized in the Deal Types/Product Types window. See: Deal Types and Product Types: page 1 – 64.

❑ Ensure that the currency that you will issue the bond in is authorized. See: Currency Details: page 1 – 68.

▶ **To add a new bond issue:**

1. In the Bond Issues window, enter an issue code and select the bond issuer from the list of values. The issue code is user–defined, and is usually the same number as that assigned by the issuer or the marketplace.

2. Select a product type for the bond.

3. Enter a start date and a maturity date.

4. Select a currency.

5. If you want to track the bond issue against the current market rate, in the Ref Rate field, enter the current market rate for the bond.

6. In the Year Basis field, select the year basis for the bond.

7. In the Accrued Int Basis field, select the basis by which you want to calculate the interest for the bond.

8. In the Price Precision field, enter the number of decimal places to which you want to calculate the price of the bond.

9. In the Yield Precision field, enter the number of decimal places to which you want to calculate the yeild rate of a bond.

10. In the Coupon Details region of the window, select a coupon date.

11. Enter a rate for the coupon.

12. In the Last Coupon Date field, enter the last date the bond paid a coupon.

13. Select a coupon frequency.

14. In the Settlement Basis field, select a basis for settling bond transactions. You can select Modified Previous, Modified Following, or Previous.

15. If you want to force the coupon date to the end of the month, select the Force Month End for Coupon Dates check box.

16. Save your work. The fields in the Coupon Dates region are populated based on the information you enter in the Last Coupon Date and Coupon Frequency fields.

Bill/Bond Issue Numbers

Bill and bond issue numbers are used to track the long–term securities that you issue. If you issue securites, you can simplify the process of entering the deal by predefining one or more bond issue numbers.

Setting Up Bill or Bond Issue Numbers

Use the Bill/Bond Issues window to set up serial numbers for bills or bonds that you issue.

▶ **To set up a bill or bond issue number:**

1. In the Bill/Bond Issues window, select the bank code for the issue number.

2. In the Type field, select Bill if you are setting up a bill issue or Bond if you are setting up a bond issue.

3. Enter bond issue numbers as follows:

- If you want to enter a single bond issue number, enter the serial number in the Serial Number field.

- If you want to set up a range of serial numbers, choose the Enter a Serial Number Range button. Then, in the Serial Number From field enter the first serial number in the range. The value in the To field is automatically calculated. Edit the To field as necessary and choose the Accept button to save the range.

4. In the Status field, select a status for the product.

5. Complete the other fields as necessary.

6. Save your work.

Payment Schedules

You can accommodate your different cash flow requirements by defining payment schedules for your retail term money deals. For example, you could set up a different payment schedule for parties that are dependent on seasonal cash flows, such as agricultural businesses. You can create a payment schedule that requires that agricultural businesses make payments in June, July, and August when the business has cash flow, and no payments during December, January, and February when the business has no cash flow.

You can also create multiple schedules for each product type. The cash flows and calculations are determined based on the schedule that you select.

Creating Payment Schedules

Use the Payment Schedule window to create payment schedules by product type and to define the calculation method for interest for each payment schedule.

▶ **To create a payment schedule:**

1. In the Payment Schedule window, query the combination of deal subtype and product type deal for which you want to create a payment schedule.

2. To identify the payment schedule you are creating, enter a unique schedule code and a description.

3. Select a payment frequency and calculation type. The calculation type is the method you want to use to determine regular payments.

4. In the Max Postings field, enter the maximum number of months in the future that you want to generate cash flows.

   For example, when you enter the deal, you do not need to set up cash flows for all 300 months of a 25–year mortgage. You might set the Max Postings field to 36 because you want to set up cash flows for only three years.

5. In the Extend Deal if Trans < field, enter the minimum number of months remaining before you want to extend the cash flows to the maximum number of postings.

   You can extend the cash flows to the maximum number of postings at any time by selecting Extend Transactions from the Tools menu.

6. In the Posting Frequency field, enter the frequency at which the program checks whether the cash flows require extension. For example, if the schedule was extended on July 1, a posting frequency of 2 means that the program will not extend the cash flows before September 1.

7. If you are creating an ad hoc schedule, check each month in which a settlement payment occurs. Use ad hoc schedules for your seasonal cash flows.

8. Save your work.

Exposure Types

An *exposure* is any cash flow (actual or forecasted) that is not the result of a treasury transaction. Some examples of exposures are wages, sales, purchases, and bank fees. Exposures plus the cash flows that you generate with Treasury deals show the total cash flow requirements of a company.

You record exposures so that you can perform a gap analysis of all cash flows for a company. Most exposures are available to Treasury through the Oracle Cash Management interface, and therefore do not need to be recorded here. For more information see: *Oracle Cash Management User Guide* or Online Help.

Adding Exposure Types

Use the Exposure Types window to add your exposure types.

► **To add an exposure type:**

1. In the Exposure Types window, select the company for which you are adding the exposure type.

2. Enter a unique name for the exposure type.

3. Enter a description of the exposure type.

4. In the Freq field, enter the total number of days for the exposure. For example, enter 7 for wages that are paid weekly.

5. In the GL Account field, enter the General Ledger account number in your accounting system that relates to this exposure type.

6. Save your work.

Party Setup

The term *party* describes all of the organizations and business concerns you set up in Treasury. You set up parties according to their roles in your treasury operations.

This section contains the following topics.

Party Types

You can divide all parties into one of two principle party types: company or counterparty. This section defines each party type and the describes the various roles that each party can perform in your treasury operation.

Companies

A *company* is a party that initiates deals and can run an in–house bank. You associate a company with a legal entity and a set of books. When a company conducts a treasury deal or transaction, it generates journal entries.

You set up your treasury department as a company.

If your company has a subsidiary and you want to track the treasury positions of that subsidiary, you can also set up that subsidiary as a company.

You can make deals between your companies. That is, it is possible for your company and your subsidiary treasury departments to make deals with each other. When two companies make a deal, the company that initiates the deal is the company and the other company is the counterparty. For more information, see: Intercompany Funding: page 3 – 9.

Set up companies in the Company Profiles window. See: Company Profiles: page 1 – 45.

Counterparties

There are two types of counterparties: internal and external.

An *internal counterparty* is any party for which your company acts as a bank. The internal counterparty must be owned by the same corporation that owns your company. Typically internal counterparties are subsidiaries of your company that you do not want to track.

You do not associate counterparties with a set of books, therefore internal counterparties do not generate journal entries.

You set up internal counterparties by cross–referencing them to a company. A company and its internal counterparties together form an *intercompany group.*

Set up internal counterparties in the Counterparty Profiles window.

An *external counterparty* is any party with which your treasury department makes deals (for example, investment banks, foreign exchange banks, brokerage houses). You must identify external counterparties as foreign exchange counterparties, money market counterparties, or both.

You can define limit controls for an external counterparty. You can also define a counterparty group and define a limit for the group as a whole. For example, if you define a main bank and several of its branch banks as external counterparties, you can group these together in a single counterparty group. To define a counterparty group of these banks, cross–reference each branch bank to the main bank. You can place a limit on each of the branch banks and on the group.

Set up external counterparties in the Counterparty Profiles window. See: Counterparty Profiles: page 1 – 49.

Banks

You set up the banks that your company and its internal counterparties use to handle treasury–related payments as counterparties. You must set up these banks as counterparties before you can record the bank accounts of your company and its internal counterparties.

Set up banks in the Counterparty Profiles window. See: Counterparty Profiles: page 1 – 49.

Risk Party

A *risk party* is a party that represents a direct liability to a company, but is not a party with which the company conducts deals. For example, if a company bought securities from an investment bank, then the organization that issued the securities would be a risk party.

Set up risk parties in the Counterparty Profiles window. See: Counterparty Profiles: page 1 – 49.

Advisor

An *advisor* is a party that provides legal or accounting services to another party.

Set up advisors in the Counterparty Profiles window. See: Counterparty Profiles: page 1 – 49.

Valuer

A *valuer* is a party that assesses the value of securities that a counterparty gives or guarantees to a company, or that a company gives or guarantees to a counterparty.

Set up valuers in the Counterparty Profiles window. See: Counterparty Profiles: page 1 – 49.

Third Party

A *third party* is a party to which a company makes payments, but with which no deals are made.

Set up third parties in the Counterparty Profiles window. See: Counterparty Profiles: page 1 – 49.

Company Profiles

You must create a profile for your company before you can begin using Treasury.

A *company profile* associates your treasury department with a set of books. It also defines your company bank accounts, the companies or counterparties who you grant debit authority on your bank accounts, and your principle contacts.

This section contains the following topics.

- Setting Up Companies: page 1 – 45
- Setting Up Company Address: page 1 – 46
- Setting Up Company Bank Accounts: page 1 – 47
- Setting Up Deal Contacts: page 1 – 47
- Setting Up Settlement Contacts: page 1 – 54
- Setting Up Debit Authorities: page 1 – 48
- Setting Up Settlement Scripts: page 1 – 48

Setting Up Companies

Use the Company Profiles window to set up your company treasury department. You can also use this window to set up any of your subsidiaries of whose positions you want to track.

Prerequisites

❑ Set up Legal Entities. See: Implementing Multiple Organization Support (*Multiple Organizations in Oracle Applications*).

❑ Set up as parties the banks that hold the accounts of your company. See: Counterparty Profiles: page 1 – 49.

❑ Set up the currencies of your bank account. See: Currency Details: page 1 – 68.

▶ **To set up a company:**

1. In the Company Profiles window, enter a unique company code in the Company field.

2. In the Legal Entity field, select the legal entity to which the company belongs. You can associate only one legal entity with each company.

A legal entity is associated with a set of books; journal entries are created using the accounts assigned to the set of books associated with this legal entity. See: Legal Entities. Implementing Multiple Organization Support (*Multiple Organizations in Oracle Applications*)

3. Enter a short name for the company in the Short Name field. This short name is used in lists of values and reports throughout Treasury.

4. Enter the full legal name of the company in the Full Name field.

5. Enter the name, phone number, and fax number of the company contact person.

6. Select the set of books used by the company. The list of available sets of books differs depending on the legal entity you select.

7. Select the exchange rate type used by the company, such as Spot Rate or Corporate Rate.

8. If the company has a SWIFT ID, enter that ID in the SWIFT ID field. The SWIFT ID is assigned to the company by the Society for World–Wide Interbank Financial Telecommunications (SWIFT).

9. If the company uses a service provider to match foreign exchange rates between the company and its banks, enter the ID assigned to the company by the service provider in the FX Match field.

10. Select a reporting currency for the company.

11. Select a suspense GL account for the company. A suspense account is a GL account that Treasury uses for those transactions for which a specific GL account has not been defined.

Setting Up the Company Address

Use the Address region of the Company Profiles window to set up the address information for your company.

▶ **To set up the company contact information:**

■ In the Address region, record the full address of the company.

Setting Up Company Bank Accounts

Use the Bank Account Details region of the Company Profiles window to set up your company bank accounts.

▶ **To set up the company bank account information:**

1. In the Bank Account Details region, select the bank code of the bank that holds the company's bank account.

2. Enter the currency of the bank account. You can define and authorize currencies in the Currency Details window. See: Currency Details: page 1 – 68.

3. Enter the address of the branch where the bank account is located.

4. Select the GL account of the company.

5. If the company uses a settlement script to link settlements from its GL account to an EFT system, select a settlement script.

6. In the Domiciled Currency field, select the national currency unit in which a bank can make settlements. This field is enabled only if the bank account is an euro currency account.

   For example, if the currency of a German bank account is the euro, you can enable that account to make settlements in deutsche marks (a national currency unit) by entering DEM in the Domiciled Currency field.

7. If the bank account is the company's default bank account for the account currency, select the Default Account check box. There can only be one default account per currency.

   For example, if a company holds several U.S. dollar accounts, then the company must specify one of those accounts as the default account for U.S. dollar transactions.

8. In the Day Count Basis field, enter the number of days that you uses as a basis for calculating bank account interest: Actual/Actual, Actual/360, Actual/365.

Setting Up Company Deal Contacts

Use the Deal Contacts region of the Company Profiles window to set up the contacts that your company uses for each deal type.

▶ **To set up the company deal contact information**

1. In the Deal Contacts region, select the type of deal whose communication a contact manages.

2. Select the deal subtype, product type, and currency combination that the contact manages.

3. Enter the contact information.

Setting Up Company Settlement Contacts

Use the Settlement Contact region of the Company Profiles window to set up the contacts that your company uses to perform settlements.

▶ **To set up the company settlement contact information**

1. In the Settlement Contact region, select the settlement account number that the contact manages. The account currency appears in the Currency field.

2. Enter the contact information.

Setting Up Debit Authorities

Use the Debit Authorities region of the Company Profiles window to set up the parties that have debit authority on your company bank accounts. For example, if you want to set up automatic payments between your company and your bank, you can select your bank as a counterparty with debit authorities on a specific company bank account.

▶ **To set up the company debit authorities**

1. In the Debit Authorities region, select the bank account on which you want to give debit authority.

2. Select the counterparty who you want to allow debit authority on the bank account.

Setting Up Settlement Scripts

If you use settlement scripts to link your settlements from an account to an EFT system, use the Settlement Scripts region of the Company Profiles window to authorize the scripts.

▶ **To set up the company settlement scripts**

1. In the Settlement Scripts region, select the settlement script you use to link settlements from an account to an EFT system.

2. To authorize the script, select the Auth check box. If you do not authorize the script you cannot access the script

Counterparty Profiles

Use the Counterparty Profiles window to set up the internal and external counterparties with which your company does business. You set up parties and counterparties according to the role they play in your treasury options.

In the Counterparty Profiles window, form *inter–company groups* by cross–referencing one or more internal counterparties to a company.

In the Counterparty Profiles window, form *counterparty groups* by cross–referencing one or more counterparties to the counterparty that controls or owns them. See: Setting Up Counterparty Groups: page 1 – 52.

To create a counterparty profile, see the following topics.

- Setting Up Counterparties: page 1 – 50
- Setting Up Counterparty Groups: page 1 – 52
- Setting Up Counterparty Settlement Accounts: page 1 – 53
- Setting Up Deal Contacts: page 1 – 54
- Setting Up Settlement Contacts: page 1 – 54
- Setting Up Counterparty Securities: page 1 – 55
- Setting Up Counterparty Addresses: page 1 – 56
- Setting Up Counterparty Tax, Brokerage, and Settlement Details: page 1 – 57
- Setting Up Counterparty Limits: page 1 – 57

Setting Up Counterparties

Prerequisite:

❑ Set up users. See: User Access Levels: page 1 – 32.

▶ **To set up a counterparty:**

1. In the Counterparty Profiles window, enter a unique party code for the counterparty.

2. Enter the full legal name of the counterparty in the Full Name field.

3. Enter a short name for the counterparty in the Short Name field.

4. Select a counterparty status, such as Active or Dormant.

5. Select the name of the country where the counterparty operates.

6. Select an account manager for the counterparty. The account manager is the person responsible for the general oversight of the business relations between the party and the company.

7. If this counterparty is tied economically to a company or another counterparty, you can indicate this tie by selecting the company or counterparty in the Cross Reference field. Cross referencing a

counterparty to another counterparty creates a *counterparty group.* Cross referencing a counterparty to a company creates an *intercompany group.* For more information on counterparty groups see: Setting Up Counterparty Groups: page 1 – 52.

8. If the counterparty belongs to a vocational or industry group, select that group from the list of values in the Party Group field. For more information on creating party groups, see: Party Groups: page 1 – 61.

9. Select one or more of the counterparty option check boxes.

   • If the counterparty conducts foreign exchange transactions, select the FX check box.

   • If the counterparty conducts money market transactions, select the MM check box.

   • If the counterparty uses your treasury department to conduct financial market transactions, select the Client check box. In this case, a company acts as broker to the counterparty.

   • If the counterparty represents a direct liability to a company, but is not a party with which the company conducts financial market transactions, select the Risk Party check box.

   • If the counterparty acts as a legal or accounting advisor, select the Advisor check box.

   • If the counterparty values or appraises assets that are offered as loan securities by another party, select the Valuer check box.

10. If the counterparty is going to make deposits to a company bank account, in the Deposit Reference field enter a deposit reference. The deposit reference is a common number assigned to the book of deposit slips that are used by a counterparty to deposit funds into a bank account held by a company.

11. Enter the phone number, fax number, and email address of the counterparty contact.

12. Select a confirmation group for the counterparty. For more information on counterparty groups, see: Confirmation Groups: page 1 – 58.

13. If the counterparty has a SWIFT ID, enter the ID in the SWIFT ID field.

14. Enter the name of the counterparty contact.

15. If the counterparty uses a service provider to match the records of foreign exchange transactions between two businesses, enter in the

FX Match ID field the ID that was assigned to the counterparty by their service provider.

16. Enter any comments as needed.

17. Save your work.

Setting Up Counterparty Groups

Use the Counterparty Profiles window to set up counterparty groups. A *counterparty group* enables you to group together several counterparties that are economically linked (for example one counterparty could be a subsidiary of another). Once you establish a counterparty group, you can define limits for the group.

> **Note:** Counterparty groups differ from party groups. A counterparty group links counterparties that have economic ties to one another. Party groups link any parties who serve similar functions, but do not necessarily have economic ties (such as grouping all counterparties that are lawyers).

To set up a counterparty group you create parent–child relationships between counterparties by cross–referencing one or more child counterparties with a single parent counterparty. For example, you could cross–reference bank branches (the child counterparties) with a main bank (the parent counterparty).

Prerequisite

❑ Set up counterparties. See: Counterparty Profiles: page 1 – 50.

▶ **To set up a counterparty group:**

1. In the Counterparty Profiles window, query a counterparty.

2. To associate a counterparty with its parent counterparty, select the parent counterparty in the Cross Reference field.

3. Save your work.

Setting Up Counterparty Settlement Accounts

Use the Settle Account Detail window to record the bank accounts that you want to use for treasury–related settlements with a counterparty.

Prerequisite:

❑ Set up the banks that hold the bank accounts of internal counterparties as counterparties. However, you do not have to set up the banks that hold the accounts of external counterparties. See: Counterparty Profiles: page 1 – 49.

▶ **To set up a counterparty settlement account:**

1. In the Counterparty Profiles window, choose the Settle Account Detail button. The Settle Account Detail window appears.

2. Enter the bank account number where you want to direct your settlement funds.

3. If the settlement account is a euro account, in the Domiciled Currency field select a domestic currency that the counterparty can use to make settlements.

4. Enter a name for the settlement account. This name appears on lists of values and reports throughout Treasury.

5. If the bank account is a company bank account, you must enter a bank code. The bank code distinguishes the bank branch at which your account resides.

6. Enter the name of the bank and the address.

7. In the Location field, enter a name for the location of the bank branch where your account resides. For example, if the mailing address for your bank is 1 Main St., but your account resides at a branch on University Avenue, enter University Avenue Branch in the Location field.

8. If this account is the default account for settlements transacted in the selected currency, select the Default Account check box. Your default settlement account can be a different account than the one you set as the default account in the Bank Accounts region. However, you can only define one default settlement account per currency.

9. If your company has debit authority in this account, select the We have Direct Debit Authority in this Account check box.

10. If this settlement account is a subaccount, enter the subaccount details and the subaccount number in the Subacct Details and Subacct Number fields.

A *subaccount* is an account to which a correspondent bank directs foreign currency settlement payments. Typically a *correspondent bank* is a bank that operates in a foreign country (relative to your bank). Correspondent banks handle all settlements in the currency of that foreign country for your bank. For example, you may have your USD settlement account with Citibank in New York, but you might handle your GBP settlements using a subaccount with the Bank of Scotland.

11. Save your work.

Setting Up Counterparty Deal Contacts

Use the Deal Contacts window to record the contact information of persons at a counterparty you communicate with regarding specific deals, deal subtypes, and product types.

▶ **To set up a counterparty deal contact:**

1. In the Counterparty Profiles window, choose the Deal Contact button. The Deal Contacts window appears.

2. Select the combination of deal type, deal subtype, product type and currency that the contact manages.

3. Enter the contact information for the person who manages the deal, including the person's title, name, email, phone number, fax number, and telex number.

4. Save your work.

Setting Up Counterparty Settlement Contacts

Use the Settlement Contacts window to record the contact information of persons with whom a company can communicate regarding settlements. You identify persons to manage communications for specific types of deals, deal subtypes, currencies, and product types.

▶ **To set up a counterparty settlement contact:**

1. In the Counterparty Profiles window, choose the Settlement Contact button. The Settlement Contacts window appears.

2. Select the currency and the account number that the settlement contact manages.

3. Enter the contact information for the settlement contact, including title, name, phone number, fax number, telex number, and email address. This information is optional.

4. In the Address Name and Address fields, enter the full address for the settlement contact as it should appear on correspondence.

5. Save your work.

Setting Up Counterparty Securities

Use the Securities window to record the securities details that either a company issues to a counterparty as a guarantee, or a counterparty issues to a company as a guarantee. For example, the Securities window could contain the details of a mortgage, including the valuation of the property and the name of the valuer. The Securities window also contains any review actions required for each security.

▶ **To set up a counterparty security:**

1. In the Counterparty Profiles window, choose the Security Details button. The Securities windwo appears.

2. Enter a description of the security.

3. Enter the legal reference number of the security in the Reference field.

4. Select the company that either issued or registered the security in the Company field.

5. In the Issued By field, select either Company or Party to indicate if a company or a counterparty issued the security.

6. Enter the appraised value of the security in the Valuation field.

7. Select the counterparty who appraised the value of the security in the Valuer field.

8. Select the date on which the valuer appraised the security, in the Valued On field.

9. Enter the registered value of the security, in the Priority Sum field.

10. In the Review Dates section, select a review date on which your company will review the security details.

11. Enter any comments you may have in the Comments field.

Setting Up Counterparty Addresses

Use the Address Detail window to record the postal and physical addresses of a party. This window also stores the name of the parties that provide legal and accounting services for the party.

▶ **To set up a counterparty address:**

1. In the Counterparty Profiles window, choose the Address Details button. The Address Detail window appears.

2. Enter the title of the counterparty contact in the Title field.

3. In the Address Name field, enter the name and the address of the counterparty contact as you want it to appear on any correspondence.
    For example, if your counterparty is a bank with several branches in the same city, you might distinguish between the two locations by entering names such as <Your Bank> – Main Branch or <Your Bank>– University St. Branch in the Address Name field. Replace <Your Bank> with your bank name.

4. Enter the physical address of the counterparty in the Physical Address fields.

5. If the counterparty uses a service provider (such as a lawyer or accountant), select the name of the service provider in the Solicitor, Accounting, or Other fields.

Setting Up Counterparty Tax, Brokerage, and Settlement Details

Use the Tax Brokerage Details window to set up the default tax, brokerage, and settlement categories you use for a particular counterparty.

Prerequisite:

❑ Define your tax, brokerage, and settlement categories. See: Tax/ Brokerage Setup: page 1 – 90.

▶ **To set up a counterparty tax brokerage:**

1. In the Counterparty Profiles window, choose the Tax Brokerage Detail button.

2. In the Tax Brokerage Details window, enter the number under which the counterparty files tax in the Tax File Number field.

3. If the counterparty has a tax exempt code, enter the tax exemption code.

4. Select a tax, brokerage, and settlement category for your counterparty. See: Tax/ Brokerage Setup: page 1 – 90.

Setting Up Counterparty Limits

Use the Limit Details window to limit the total amount of money that you can invest with a single counterparty or counterparty group. When you set up and authorize a counterparty limit, you receive a warning whenever you enter a deal that may cause you to exceed that limit. If you receive a warning you can still enter a deal, but you must acknowledge that you exceeded the limit. For more information about counterparty limits, see: Counterparty Limits: page 1 – 83.

▶ **To set up a counterparty limit**

1. In the Counterparty Profiles window, choose the Limit Detail button.

2. In the Limit Details window, select the company that is placing the limit on the counterparty.

3. Select the limit code for this counterparty limit.

4. Enter the amount of the limit.

5. Enter the limit sequence number in the Seq Num field.

6. Select the date that the counterparty pays the initial fee for the limit in the Initial Fee Date field.

7. Enter the frequency with which you want to review the limit in the Review Freq field.

8. Select the expiration date for the limit.

9. If you want the system to use the limit, select the Authorize check box.

10. Save your work.

Deal Confirmation Groups

A *confirmation* is a document that one party sends to another describing all the relevant details about a transaction. If a deal consists of one or more actions, each of which may require confirmation, you can group several confirmations into a single deal confirmation group. For example, a deal confirmation group for a foreign exchange option may consist of two confirmations: one for the trade and one for exercising the option.

If you want to use confirmations, then you must define at least one confirmation group.

Setting Up Confirmation Groups

Use the Confirmation Groups window to define different groups of transactions that require confirmation. Once defined, you can assign confirmation groups to parties in the Counterparty Profiles window.

▶ **To set up a confirmation group:**

1. In the Confirmation Groups window, in the Group Code field enter a unique value. Enter a description for the group.

2. If you want to create a new confirmation group by modifying an existing confirmation group, then select that confirmation group in the Copy From Group field.

3. Identify which actions require confirmation by selecting the Required check box next to the action.

4. Save your work.

Default Settlement Actions

Use the Default Settlement Actions window to specify the default settlement actions during short term money deals input for a counterparty or client. Settlement action is taken when a short term money deal for a particular counterparty or client is settled. When a deal matures it must be settled as either repaid or renegotiated.

- **Repaid:** the loan is repaid according to the terms of the deal.
- **Renegotiated:** the deal is renegotiated, or "rolled over," and a new deal is created, with new terms.

A *category* is a user–defined means of associating settlement actions with specified subtypes and product types. The settlement defaults are grouped by settlement category. The category is assigned to a counterparty as needed, using the Counterparty Profiles window.

Setting Up Default Settlement Actions

Use the Default Settlement Actions window to define the default actions you want to perform for a particular deal.

▶ **To set the default settlement actions:**

1. In the Default Settlement Actions window, select the default settlement action category, or enter a new unique category.

2. Select a deal subtype.

3. Select a product type.

4. In the Party field, select a counterparty for the deal.

5. In the Default Actions region, select the default principal action you want to take, either Repay or Renegotiate.

6. In the Default Actions region, select the default interest action you want to take, either Repay or Renegotiate. For interest, Renegotiate means to add it to the principal.

7. If you are acting as a broker and your client information is already in the Deal Input window, in the Client Default Settlement region select the principal of the deal. This is the settlement action for the principal of the deal. Then, in the Client Default Settlement region select the interest. This is the settlement action for the interest of the deal.

8. Select the frequency with which you want to settle your interest payments (for example, monthly or quarterly).

9. Save your work.

Default Settlement Accounts

The Default Settlement Accounts window defines the bank accounts to which your company generally sends payments to settle deals. You can define several default settlement accounts for a counterparty and set up each account to receive payments for a specific kind of deal. You can associate a combination of deal type, deal subtype, product type, and amount type with a default settlement account. For example, if a counterparty requires you to send settlements for bond deals to one account, and settlements for negotiable securities to another, then you can define two default settlement accounts for that counterparty and associate the bond deal type with one account and the negotiable securities deal type with the other.

You can also define default settlement accounts to accommodate a counterparty that requests that a company send settlement payments for the premiums to one account and settlement payments for exercising the options to another.

If a counterparty has only one account for a currency, then set that account as the default settlement account in the Settle Account Detail window.

Setting Up a Default Settlement Account

Use the Default Settlement Accounts window to define the default accounts which you want to use to perform settlements for a deal.

Prerequisites:

❑ Set up settlement accounts for your companies and counterparties. See: Company Profiles: page 1 – 44 and Counterparty Profiles: page 1 – 49.

► **To set up a default settlement account:**

1. In the Default Settlement Accounts window, select a party code.

2. Select the currency of the bank account.

3. Select the bank account number.

4. To set this account as the default settlement account for a particular deal type, select a deal type.

5. If the account receives settlement payments for a deal subtype, enter the deal subtype.

6. If the account receives settlement payments for a product type, enter the product type.

7. If the account receives settlement payments for an amount type, enter the amount type.

8. Save your work.

Party Groups

A *party group* is a user–defined category or classification that you can assign to parties that serve similar functions or that share the same vocational designation. For example, you could define a party group called "Investment Banks" and assign this party group to parties that serve a company as an investment bank.

Party groups give users an additional, narrower criterion with which to query counterparties. For example, if you create a party group for all domestic subsidiaries and another for foreign subsidiaries, then you can easily locate every counterparty that is a domestic or foreign subsidiary.

Once you define a party group, you can assign a counterparty to that group by entering a value in the Party Group field in the Counterparty Profiles window. See: Counterparty Profiles: page 1 – 50.

Defining party groups is optional.

Setting Up a Party Group

Use the Party Group Codes window to define groups of parties that serve similar functions.

► **To set up a party group:**

1. In the Party Group Codes window, enter a unique name for the party group code.

2. Enter a description of the party group code.

3. Save your work.

Bank Account Interest Setoffs

You can combine the bank balances of your company and internal counterparty bank accounts and calculate interest on that combined balance by setting up a notional bank account. Each notional account contains two or more *setoff accounts*. Setoff accounts can be any bank account that meets the following criteria:

- Belongs to your company or to a party in your company's intercompany group

- Is the same currency as the notional account

- Is held by the same bank as the notional account

If you perform intercompany funding deals, you can use a notional account to define a specific set of rates for intercompany parties with which you perform intercompany funding deals.

The default account balance for a notional account is the sum of all its setoff accounts.

Setting Up Setoff Bank Accounts

Use the Bank Account Inerest Setoffs window to combine several setoff bank accounts into a single notional bank account.

Prerequisite:

❑ Set up bank accounts for your company and its internal counterparties. See: Counterparty Profiles: page 1 – 49 and Company Profiles: page 1 – 44.

▶ **To set up a setoff bank account:**

1. In the Bank Account Interest Setoffs window, in the To Party field select a party to manage the notional and setoff accounts. The party is responsible for receiving or making interest payments on the balance of the notional account. Generally the party is a company.

2. In the Bank Code field, enter a party code for the bank that holds the notional and setoff accounts. The currency for the notional account appears in the Currency field.

3. In the Setoff Code field, enter a value. The setoff code is combined with the bank code to form an account number for the notional account.

4. In the Day Count Basis field, select the number of days per year that you want to use to calculate interest on the account.

5. Enter the GL account used to record interest for the notional account. When you navigate to the next region, a list of bank accounts that meet the following criteria appears:

   - The party that holds the bank account belongs to the intercompany group of the company listed in the To Party field.

   - The currency of the bank account matches the currency in the Currency field.

   - The bank that holds the account matches the bank identified in the Bank Code field.

6. For each account that you want to include, select the Setoff check box next to the account.

7. Save your work

Policy Setup

This section explains how to set up policies to manage and monitor your risk; authorize different investment and funding products; and set policies for trading limits, interest rates, and rate tolerance levels.

This section contains the following topics.

Deal Types and Product Types

Use the Deal Types/Product Types window to establish product types within a deal type. For example, you can classify bank bills, TCDs, and commercial papers as separate product types within the deal type of negotiable instruments.

You can also restrict actions that can be performed on certain product types or deal subtypes. For example, you can authorize the buying, but not the selling, of foreign exchange options.

Authorizations that you set in the Deal Types/Product Types window override any authorizations you previously set in the User Access Levels window.

This section contains the following topics:

Adding Product Types

A *product type* is a user–defined short code for classifying the different financial products that exist within a particular deal type. Use product types to distinguish between market instruments that are similar except for their risk or marketability. For example, a commercial paper and a bank bill are both negotiable instruments, but each product type carries a different risk.

When you add a product type, every user who is authorized to use the associated deal type, is automatically authorized to use that product type. To unauthorize a product type for all users, you must change the authorization for the product type. To unauthorize the product type for one or more users, you must modify the user access levels for each user and change the journal structure by updating the Journal Entry Actions window.

You cannot create product types for current account balance transactions or intercompany transfer transactions.

▶ **To add a product type:**

1. In the Deal Types/Product Types window, select a deal type to which you want to add a product type.

2. In a blank row of the Product Types region, enter a code for the product type in the Type field. This code is the short code used to identify the product type in the deal input form.

   Note: Product types must be unique within a deal type. For the sake of clarity, consider making your product types unique across all deal types.

3. Enter a description for the product.

4. Select the basis by which you want to calculate the yield basis for the product.

5. To authorize the product type for use, select the Authorized check box.

6. Save your work.

Changing Authorization for Deal Subtypes and Product Types

Use the Deal Types/Product Types window to authorize or unauthorize a deal subtype or product type for all users.

Authorizing a deal subtype does not automatically authorize the associated product types for that deal. You must authorize each product type separately.

Note that you cannot change the deal tolerance levels for your deal subtypes from this window. If you want to change deal tolerance level for a deal subtype, go to the Deal Rate Tolerances window.

► **To change authorization for a deal subtype or product type:**

1. In the Deal Types/Product Types window, select the deal type for the deal subtype or product type that you want to change.

2. To authorize a deal subtype, select the deal subtype in the Deal Subtypes region and select the Authorization check box. To unauthorize a deal subtype, deselect the Authorization check box.

3. To authorize a product type, select the product type in the Product Types region and select the Authorization check box. To unauthorize a product type, deselect the Authorization check box.

4. Save your work.

Adding Amount Types

You can add amount types for your retail term money deals only. Use amount types to categorize the different amounts that are not already defined, but that may be associated with your retail term money deals, for example, fees and registration costs.

You can define what action you want to take for each amount type by defining the appropriate journal structure in the Journal Entry Actions window. See: Journal Entry Actions: page 1 – 29.

► **To add an amount type:**

1. In the Deal Types/Product Types window, select the Retail Term Money deal type.

2. Choose the Amount Types region.

3. In a blank row, enter an amount type code and a description.

4. Select an action code for the amount type.

5. Save your work.

Deal Rate Tolerances

Use *deal rate tolerances* to specify an acceptable range of values for your deal rates. If you enter a rate that is falls outside the deal rate tolerance level, you receive a warning, but you can proceed with the deal.

You set up tolerances for a deal type and deal subtype on the Deal Rate Tolerances window.

Calculating Tolerance

The deal rate tolerance for foreign exchange transactions is calculated by multiplying the latest system mid rates by the specified deal rate tolerance level. (The mid rate is the sum of the bid rate and the offer rate divided by two). Then, that value is added to or subtracted from the latest system mid rate to determine the range of tolerance.

The deal rate tolerance for money market transactions, is calculated by determining the latest system mid rates for the period that is the closest to without going over the term of the deal. The tolerance level is added or subtracted from those rates to determine the range of tolerance.

Setting Tolerance Levels

When you set tolerance levels, consider the following:

- How often do you plan to update your system rates?
- How volatile are the markets?
- What margins do you pay?

If the tolerance is too narrow, you can encounter numerous warnings as you enter a deal. If the tolerance is too wide, the tolerance level may not be effective. When you have set tolerance properly, tolerance highlights possible data entry errors.

► **To set deal rate tolerance:**

1. In the Deal Rate Tolerances window, select the row that contains the deal type or deal subtype for which you want to set a tolerance.

2. In the Tol% field, enter the percentage of tolerance you want to set.

3. Save your work.

Currency Details
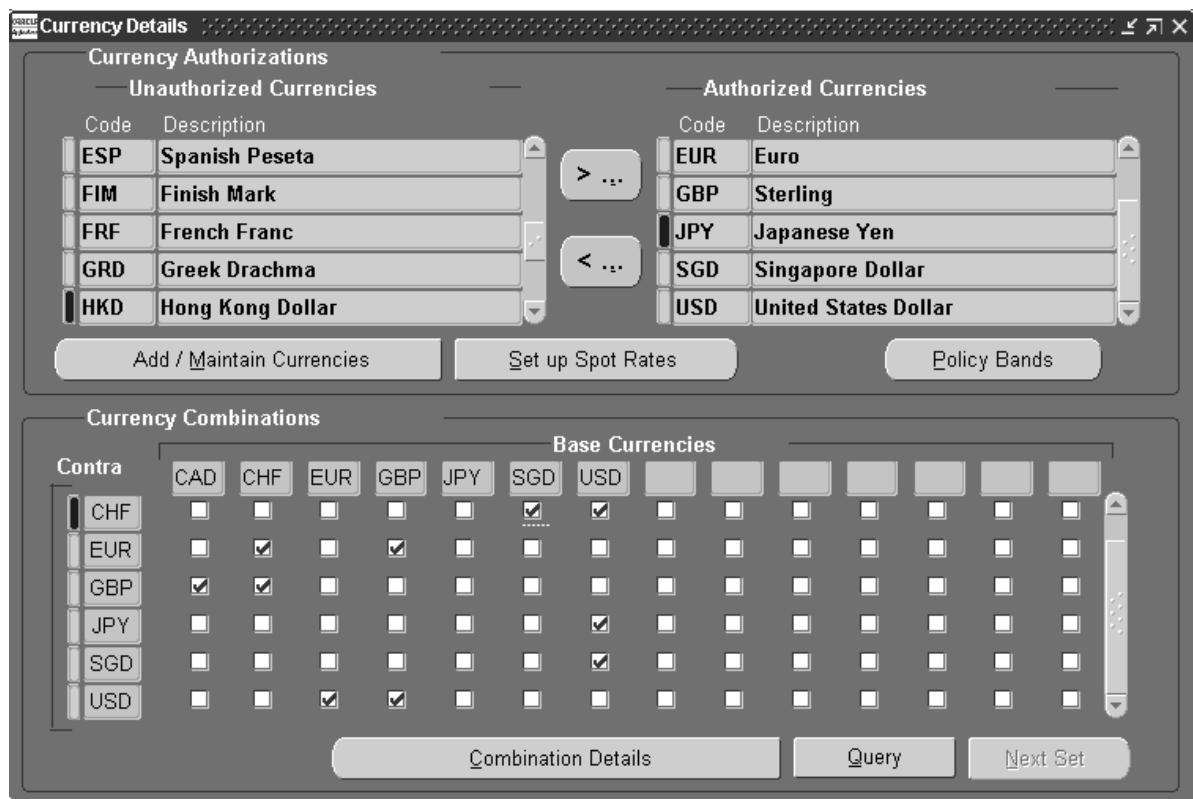
Use the Currency Details window to add and define the characteristics of currencies, including the net maximum exposure for that currency; authorize currencies; define and authorize currency combinations; and set policy regarding the maturity profiles for each currency.

You can also set up spot rates for your currencies and define data feed codes for you foreign exchange rate sources through this window. For

more information on both of these topics, see: Current System Rates: page 5 – 18.

This section contains the following topics.

- Defining Currency Characteristics: page 1 – 69
- Authorizing Currencies: page 1 – 70
- Setting Currency Combinations: page 1 – 70
- Setting Currency Policy: page 1 – 71

Defining Currency Characteristics

To deal with or track a currency, you must define its characteristics, such as its quotation basis and the year basis against the U.S. dollar.

Once you define a currency, you can change its characteristics at anytime by using the Currency Details window. To delete a currency, you must delete it from the Spot Rates, Parties, and Currency Combinations windows before you delete it from the Currency Details window.

Prerequisite:

❏ Define currencies in General Ledger. See: Treasury Setup Checklist: page 1 – 7.

▶ **To define the characteristics of a currency:**

1. In the Currency Details window, choose the Add/Maintain Currencies button. The Add/Maintain Currency Details window appears.

2. Select the international code for the currency you want to add. The list of available currency codes is taken from the General Ledger currency table.

3. If you want to limit your net exposure for this currency, in the Net FX Exposure field enter the maximum amount of the currency that you want to hold at any time.

    Note: You can also define the net foreign exchange exposure limit in the Limits window. See: Currency Limits: page 1 – 88.

4. If you use the currency frequently in foreign exchange deals you can make it appear at the top of the list of available currencies for those deals, by entering a sequence number for the currency in the FX Sequence field.

5. If you use the currency frequently in money market deals you can make it appear at the top of the list of available currencies for those deals, by entering a sequence number for the currency in the MM Sequence field.

6. Select a quotation basis for the currency. The quotation basis determines how the currency is quoted against the U.S. dollar.

   The *base unit* in a currency quote is the first currency in the quote. For example, in a USD/DEM quote, USD is the base unit. The second currency in the quote, DEM, is the *commodity unit.* To check the quotation basis, divide the commodity unit amount by the USD exchange rate. If the result is the correct USD amount, select commodity unit quote for the quotation basis; otherwise, select the base unit quote.

7. In the Year Basis field, select the number of days to use for calculating forward rates. Most currencies have a year basis of 360 days.

8. If you want to calculate the future date of holidays for the selected currency, in the Holiday Forward Years field enter the number of years into the future that you want to calculate the holidays.

9. Save your work.

Authorizing Currencies

If you want to perform deals in a currency, you must authorize that currency. You cannot authorize a currency unless you have set up a spot rate for that currency against the U.S. dollar.

▶ **To authorize a currency:**

1. In the Unauthorized Currencies region of the Currency Details window, select the currency that you want to authorize.

2. Choose the right arrow button to add this currency to the list of authorized currencies.

3. Save your work.

Setting Currency Combinations

If you want to view exchange rates between two different currencies or perform deals between those currencies, you must set up and authorize currency combinations for those currencies in the Currency Details

window. A currency does not need to be authorized for you to set up a currency combination.

If you set up a currency combination using unauthorized currencies or if you set up a currency combination and do not authorize the currency combination for use, you can view the exchange rates, but you cannot enter deals for that currency combination.

> **Note:** You must set up a currency combination between every authorized currency and the U.S. dollar.

▶ **To set a currency combination:**

1. In the Currency Details window, go to the Currency Combinations region.

2. To set a currency combination select the check box that is in the column of the base currency and the row of the contra currency.

☞ **Attention:** The currency combination must be in the correct order for the market practice in your location. For example, in New Zealand, you record NZD/AUD, which results in a rate of .7950. In Australia, you record AUD/NZD, which results in a rate of 1.2579 (the inverse rate).

In general, the U.S. dollar is the base currency for the currencies that are recorded as a commodity unit quote.

Also, your domestic currency is the base currency against other currencies and you must record that combination.

3. To unauthorize a currency combination, choose the Combinations Details button and deselect the Authorized check box for the currency combination you want to unauthorize.

4. Save your work.

Setting Currency Policy

You can define your currency policy by setting the minimum and maximum percentage of "cover" (including foreign exchange options and bank balances) that you want in place to cover foreign exchange currency exposures within a specified time period.

▶ **To set currency policy:**

1. In the Currency Details window, select the currency for which you want to set a policy and choose the Policy Bands button.

2.   Define the time period for the policy by entering values in the
     Period From and Period To fields and selecting the period type.
     For example, you can specify a time period of 1 to 8 months.

> **Suggestion:**   Leave the To field empty for the last policy band
> period you define. This lets you cover currency exposures for
> all periods greater than the date that you specified in the last
> Period From field.

3.   Enter a description of this policy.

4.   Enter a minimum and maximum coverage amount that you want
     for this period.

5.   Save your work.

Interest Rate Policy

Use the Interest Rate Policy window to establish the minimum and
maximum percentage of your total funding or investments that you
want to associate with a fixed interest rate.

You can also establish what percentage of maturities you want to occur
during certain time frames.

Setting Interest Rate Policy

Use the Interest Rate Policy window to establish your interest rate
policies.

▶   **To set interest rate policy:**

1.   In the Interest Rate Policy window, select the currency for which
     you want to establish an interest rate policy. Choose All if you want
     to set a policy for all currencies.

2.   To set the policy for either total investments or total funding, in the
     Invest/Fund field select either Invest or Fund.

3.   In the Min % Fixed and Max % Fixed fields, enter the minimum
     and maximum percentage of your total investments or funding for
     which you want to fix interest rates.

4.   In the Band Details area, define a time frame for the policy, such as
     0 to 3 months.

Suggestion: Establish time frames for all possible maturities. Leave the last Period From field empty so that Treasury retrieves all maturities.

5. Enter a description of the maturity you are specifying.

6. In the Maximum Band field, enter the percent of total maturities that you want to associate with the time frame. For example, enter 10 to allow only 10 percent of your interest funding to have maturities during the specified time frame.

7. Save your work.

Limits Setup

This section describes how to monitor potential exposures by defining limits for your parties, currencies, countries, and deal types. This section contains the following topics. These topics are listed in the order in which they should be completed.

Limits

A *limit* defines the total amount of money or exposure you are willing to risk with a single party, currency, or country. You can define limits for the following deal items:

- Company
- Counterparty
- Counterparty Group
- Daily Settlement Amounts
- Country
- Currency
- Dealer

Each limit definition consists of the following elements:

- Limit type
- Global limit
- Limit weighting
- Term limit

Once you define a limit, you must authorize it to indicate that you want to monitor it. You can authorize or unauthorize limits at any time.

Before you can commit a deal, it is checked against your monitored limits. If a deal exceeds a limit, you receive a warning. This warning does not prevent you from entering the deal, but it forces you to acknowledge that you exceeded the limit.

A deal exceeds a limit if the deal contains an item for which no limit is defined or if the deal amount is greater than the limit minus the limit utilization.

Limit utilization is the total amount of a limit used by your deals. When you enter a deal, the amount of the deal is subtracted from the total amount of the limit. The resulting value is the limit utilization.

Example – Country Limit Utilization

If your company has deals that require you to pay a total of $400,000 USD to counterparties located in a specific country, and deals that require counterparties in that same country to pay a total of $300,000 USD to you, then your total limit utilization for that country is $700,000 USD. (Assuming USD is your reporting currency.)

Example – Counterparty Limit Utilization

If your company has deals that require you to pay a total of 200,000 USD to a specific counterparty, and deals that require that counterparty to pay a total of 200,00 USD to you, then your limit utilization for that counterparty is 400,000 USD. (Assuming USD is your reporting currency.)

Treasury only calculates limit utilization if you authorize the limit for use when you define your global limits, see: Global Limits: page 1 – 77. If you authorize the limit for use after you have already entered deals, you must run the program Update Limit Utilization to ensure that all deals are included when Treasury calculates your limit utilization. See: Update Limit Utilization: page 7 – 16.

Defining Limits

Use *limits* to place a limit on how much your company can fund or invest. To define a limit, do the following:

1. Define limit types. See: Limit Types: page 1 – 77.

2. Define global limits. See: Global Limits: page 1 – 77.

3. Define limit weightings. See: Limit Weighting: page 1 – 79.

4. Define term limits for deals. See: Term Limits: page 1 – 82.

5. Define other limits as needed.

   • Counterparty: page 1 – 83

   • Counterparty group : page 1 – 84

   • Settlement: page 1 – 86

   • Sovereign: page 1 – 87

   • Currency: page 1 – 88

   • Dealer.: page 1 – 89

Viewing Liquidity and Limit Types

You can identify your available funds in the View Limits Liquidity window. This window calculates your liquidity using the limit utilization figures of the global limits to which you have assigned funding limit types or investment limit types. To ensure that you have the most accurate and complete liquidity information, assign funding limit types to all of your global funding limits, and investment limit types to all of your global investment limits. See: Viewing Liquidity Positions: page 5 – 34.

Monitoring Limits

Use the Monitor Limits section of the Limit Types window to choose which limit controls you want Treasury to monitor.

► **To monitor a limit:**

1. In the Monitor Limits section of the Limit Types window, select the Alert check box for each limit control that you want Treasury to monitor.

2. Save your work.

Limit Types

Use *limit types* to group your limits into broad categories for reporting purposes. Every limit must belong to a limit type. When you define global limits you must assign one of the following limit types:

- Foreign Exchange
- Investment
- Funding
- Overdraft

For example, you could define a limit type for committed funding and another for uncommitted funding deals. When you define your global limits you assign these two limit types to corresponding global limits. You can then find out your available committed and uncommitted funding by running the Limit Utilization Report and using these limit types as parameters.

Creating Limit Types

Use the Limit Types window to create limit types.

▶ **To create a limit type:**

1. In the Limit window, choose the Limit Types button. The Limit Types window appears.

2. In the Limit Types region, select the limit that you want to define.

3. Select a category for the limit type.

4. Save your work.

Global Limits

A *global limit* defines the amount of money or exposure you are willing to risk on a specific deal type, regardless of counterparty. For example, you could create a set of global limits for the following deal types:

- Foreign Exchange
- Committed Funding

- Uncommitted Funding

- Derivatives

- Investments

You could also create global limits to group your investments by credit ratings, for example:

- AAA Investments

- AA Investments

- BB Investments

The limit utilization for a global limit is recalculated every time you enter the specific deal type. For example, if you define a global limit of 1,000,000 USD for funding deals, Treasury calculates the total limit utilization for funding deals by adding the limit utilization of each new funding deal to the limit utilization of any outstanding funding deals, regardless of counterparty. If you exceed a global limit, you receive a warning.

Defining Global Limits

Use the Limits window to define your global limits and associate a limit type with an amount.

Prerequisites

❑ Define your limit types. See: Limit Types: page 1 – 77.

▶ **To define a global limit:**

1. In the Global Limits region of the Limits window, select a company for which you want to create a limit.

2. Enter a unique code and name for the global limit.

   Note: Give global limits generic names that can be used by your counterparties as well.

3. Select one of the following limit types for the global limit.

- **Overdraft**: Set global limits for maintaining a bank account only.

- **Investment**: Set global limits for physical money market deals or maintaining a bank account.

- **Funding**,: Set global limits for physical money market deals only.

- **Foreign exchange**: Set global limits for physical money market deals, synthetic deals, or foreign exchange deals.

4. To make the limit available for use, select the Authorized check box.

☞ **Attention:** If you authorize the limit for use after you have already entered deals, you must run the program Update Limit Utilization to ensure that all deals are included when Treasury calculates you limit utilization. See: Update Limit Utilization: page 7 – 16.

5. In the Limit Amount field, enter the maximum amount you are prepared to risk on this type of deal.

   Note: Enter limit amounts in the reporting currency of the company.

6. Save your work.

Limit Weighting

Limit weighting is the percent of a deal that you consider at risk. It is used to calculate the limit utilization for a deal type. The weighted limit utilization for each deal is calculated by multiplying the deal amount by the limit weighting for the deal type, and then dividing that value by the current exchange rate to your reporting currency. Set your limit amounts on the actual amount you are prepared to risk, since limits are weighted.

Example: Short Term Money Limit Weighting

The following table shows what the limit utilization of a short term money (STM) deal would be if:

- The limit weighting is 100% at all times.
- The deal currency is the same as your local currency.

Deal Type	Face Value	Limit Weighting	Exchange Rate	Limit Utilization
Short Term Money	100,000	100%	1.000	100,000

Example: Negotiable Instruments Limit Weighting

The following table shows what the limit utilizations of a negotiable instrument would be if:

- The limit weighting for is 100% at all times.
- The deal currency is DEM and your local currency is USD, with the given exchange rates at times T1 and T2.

Time	Deal Type	Face Value	Limit Weighting	Exchange Rate	Limit Utilization
T1	Negotiable Instrument	DEM 100,000	100%	1 USD = 1.1 DEM	USD 90,909.09
T2	Negotiable Instrument	DEM 100,000	100%	1 USD = 1.2 DEM	USD 83,333.33

Example: Foreign Exchange Limit Weighting

The following table shows what the limit utilization of a foreign exchange deal would be if:

- The limit weighting is 15% when the deal is six months or more from maturity.
- The limit weighting is 10% when the deal is less than six months but more than three months from maturity.
- The limit weighting is 5% when the deal is less than three months but has not reached the maturity date.
- The deal currency is GBP and your local currency is USD, with the given exchange rates at times T1, T2, and T3.

Time	Deal Type	Months from Maturity	Face Value	Limit Weighting	Exchange Rate	Limit Utilization
T1	Foreign Exchange	6 or more	GBP 100,000	15%	1 USD = 0.8 GBP	18,750
T2	Foreign Exchange	3 to 6	GBP 100,000	10%	1 USD = 0.7 GBP	14,285.72
T3	Foreign Exchange	0 to 3	GBP 100,000	5%	1 USD = 1.2 DEM	5555.56

Limits weighting works differently for interest rate swaps than for any other deal type. For these deals, limits apply to both the borrowing and the investment portion of the swap. For example, if you make a $900,000 fixed/float deal, then the limit is applied against the borrowing side at $900,000 and the investment side at $900,000. Hence, the total limit utilization for this deal, with 100% weighting, is $1,800,000. Therefore, when you define the weightings for interest rate swap deals, determine the total weighting that you want for those deals and then reduce the value by one–half to achieve the proper limit.

Defining Limit Weightings

Limit weightings specify the percentage of the face value of a deal type and deal subtype combination that you consider at risk.

You can define multiple weightings for a deal type and deal subtype combination to specify different risks as the terms of a deal move towards maturity. For example, you can define the risk factor of a foreign exchange contract to be 15% for deals six months or more from maturity; 10% for deals less than six and greater than three months from maturity; and 5% for deals less than three months from maturity. (See the table below for how you would define the limit weightings for this example.)

Deal Type	Months	Weighting
FX	6	15
FX	3	10
FX	0	5

► **To define a limit weighting:**

1. In the Limits window, choose the Weightings button. The Weightings window appears.

2. Select the combination of deal type and deal subtype for which you want to create a limit weighting.

3. To base the weighting on the remaining term of deals, enter the number of months from maturity you want the weighting to control.

4. Enter the percentage of the face value of the deal type and deal subtype combination you consider at risk.

5. Save your work.

Term Limits

You can limit the maximum amount of time, or terms, a deal can have until it matures and set term limits for deal subtypes, product types, or counterparties.

Once you set a term limit, you cannot enter deals that have terms that extend beyond the limit.

Defining Term Limits

Use the Deal Time Restrictions window to define term limits for your deal subtypes, product types, or counterparties.

Prerequisites:

❑ Define your limit types. See: Limit Types: page 1 – 77.

❑ Define your group limits. See: Global Limits: page 1 – 77.

❑ Define your limit weightings. See: Limit Weightings: page 1 – 79.

► **To define a term limits:**

1. In the Limits window, choose the Time button.

2. Select a deal type for which you want to create a term limit.

3. To create a more specific term limit, select a deal subtype, a product type, or a counterparty.

4. Enter the maximum length of and the period of the term limit. You can specify periods in days, weeks, months, or years.

5. Save your work.

Counterparty Limits

Define counterparty limits by assigning a global limit to a counterparty and specifying the amount you are willing to risk on the counterparty. For example, you could assign a global funding limit to a counterparty with which you make funding deals, and specify a 500,000 USD limit to that counterparty. When you make a funding deal with this counterparty, Treasury automatically calculates the limit utilization of the deal and adds this number to the existing limit utilization total of that counterparty limit. If a deal causes you to exceed the 500,000 USD counterparty limit you specified, you receive a warning.

You define a counterparty limit by assigning a global limit to it; therefore, when you assign a global limit to a deal, you also specify a counterparty limit for the deal. When you enter deals, you can choose only the global limits that have been associated with the counterparty with which you are making the deal. Hence, the limit utilization of a deal is charged to both the counterparty limit and the global limit, and the deal may cause either or both limits to be exceeded.

> **Note:** Note that the limit utilization of the deal is charged against the other kinds of limits you have activated—for example, currency limits or daily settlement limits––however, you do not specify these limits when you make a deal.

The global limits from which you can choose when you create a deal are also restricted by the type of deal you are making.

You can define multiple counterparty limits. For example, define two funding limits and an investment limit for a counterparty by assigning the corresponding global limits when you define the counterparty limits.

Defining Counterparty Limits

Use the Cparty Limits tabbed region of the Limits window to define counterparty limits. A counterparty limit specifies the maximum amount a company is willing to risk when making deals with a counterparty.

Prerequisite:

❑ Define your global limits. See: Defining Global Limits: page 1 – 78.

▶ **To define a counterparty limit:**

1. In the Cparty tabbed region of the Limits window, select the company for which you want to create a counterparty limit.

2. Select the counterparty to which you want to assign a counterparty limit.

3. Select a global limit from the list of values in the Limit Code field.

4. If you want to specify a date after which the counterparty limit can no longer be used, enter an expiration date.

5. To make the limit available for use, select the Authorized check box.

6. In the Limit Amount field, enter the maximum amount you are prepared to risk on this counterparty for this limit type.

   Limit amounts are recorded in the reporting currency of your company.

7. Save your work.

Counterparty Group Limits

A counterparty group limit specifies the total amount a company is willing to risk on the counterparty group as a whole.

Treasury calculates counterparty group limit utilization by summing the outstanding limit utilization for all members of the counterparty group for that limit type.

Defining Counterparty Group Limits

Use the Group Limits tabbed region of the Limits window to define limits for a counterparty group.

Prerequisites:

❑ Define counterparty groups. See: Counterparty Profiles: page 1 – 49.

❑ Define counterparty limits for the counterparties in the group. See: Defining Counterparty Limits: page 1 – 84.

▶ **To define a counterparty group limit:**

1. In the Group Limits tabbed region of the Limit Maintenance window, select the company for which you want to create a counterparty group limit.

2. To identify a counterparty group, select a parent counterparty.

3. Select a limit type.

4. If you want to specify a date after which the counterparty limit can no longer be used, enter an expiration date.

5. To make the limit available for use, select the Authorized check box.

6. In the Limit Amount field, enter the maximum amount you are prepared to risk on this counterparty group for this limit.

   Limits are recorded in the reporting currency of your company.

7. Save your work.

Settlement Limits

Use the Settlement Limits tabbed region of the Limits window to specify the maximum daily cash settlement limits for your company. Treasury calculates the limit utilization for daily settlement limits by adding potential payments to potential receivables. For example, if on a specific day you are scheduled to pay a counterparty $500,000 and that counterparty is scheduled to pay you $100,000 on the same day, your daily settlement limit must be at least $600,000.

☞ **Attention:** The limit utilization for daily settlement limits is calculated using the actual cash settlement amounts, not limit weightings.

Defining Settlement Limits

Use the Settlement Limits tabbed region of the Limits window to specify the maximum daily cash settlement limits for your company.

▶ **To define a daily settlement limit:**

1. In the Settlements Limits tabbed region of the Limit Maintenance window, select the combination of company and counterparty for which you want to create a daily settlement limit.

2. To specify a date after which the counterparty limit can no longer be used, enter an expiration date.

3. To make the limit available for use, select the Authorized check box.

4. Enter the maximum amount you are prepared to receive from and pay to this counterparty on any single day.

   Limit amounts are in the reporting currency of the company.

5. Save your work.

Sovereign Limits

A sovereign limit specifies the total amount a company is willing to risk on the counterparties that reside in a certain country. Defining country limits enables you to monitor sovereign risks including government intervention. Sovereign limits are weighted.

Defining Sovereign Limits

Use the Sovereign Limits tabbed region of the Limits window to define limits for a particular country.

Prerequisite:

❑ Define your counterparties, including country information. See: Counterparty Profiles: page 1 – 49.

▶ **To define a sovereign limit:**

1. In the Sovereign Limits tabbed region of the Limits window, select the company for which you want to create a country limit.

2. Select the country for which you want to create a limit.

3. To make the limit available for use, select the Authorized check box.

4. Enter the maximum amount you are prepared to risk on counterparties that reside in this country.

    Limit amounts are in the reporting currency of the company.

5. Save your work.

Currency Limits

A currency limit specifies the total amount a company is willing to risk on deals in a certain currency.

The limit utilization of a currency limit is calculated by adding the value of the limit utilizations for deals in a currency, converted to the reporting currency. For example, if your company has deals that require you to pay a total of 500,000 DEM to counterparties, and deals that require counterparties to pay a total of 300,00 DEM to you, then your currency limit utilization for DEM is 800,000 DEM in the reporting currency.

Currency limits are weighted.

Defining Currency Limits

Use the Currency Limits tabbed region of the Limits window to define the currency limits for your company.

Prerequisite:

❑ Set up your currencies. See: Currency Details: page 1 – 68.

▶ **To define a currency limit:**

1. In the Currency Limits tabbed region of the Limits window, select the currency for which you want to create a limit.

2. To make the limit available for use, select the Authorized check box.

3. Enter the maximum amount you are prepared to risk on deals in this currency.

    Limit amounts are in the reporting currency of the company.

4. Save your work.

Dealer Limits

A dealer limit specifies the maximum amount a dealer can use when making deals. You can define dealer limits for different deal types and product types.

Defining Dealer Limits

Use the Dealer Limits tabbed region of the Limits window to define dealer limits.

Prerequisite:

❑ Set up your dealers. See: User Access Levels: page 1 – 32.

▶ **To define a dealer limit:**

1. In the Dealer Limits tabbed region of the Limits window, select the dealer and the deal type for which you want to create a limit.

2. If you want to set a dealer limit for a product type, select a product type.

3. To authorize the limit and make it available for use, select the Authorized check box.

4. Enter the maximum amount that you want the dealer to have available when making deals.

   Limit amounts are in the reporting currency of the company.

5. Save your work.

Tax/Brokerage Setup

This section contains information on how to set up the default tax and brokerage rates as well as the tax and brokerage schedules that apply to your deals. It also contains information on how to apply these schedules to your counterparties, and how to set up settlement accounts for your brokerage fees and taxes.

This section contains the following topics:

- Brokerage Schedule and Details: page 1 – 91
  - Defining Rates: page 1 – 91
  - Defining Brokerage Rate Schedules: page 1 – 92
  - Defining Brokerage Categories: page 1 – 92
  - Defining Brokerage Settlement Details: page 1 – 93
- Tax Schedule and Details: page 1 – 93
  - Defining Tax Rates: page 1 – 94
  - Defining Tax Rate Schedules: page 1 – 94
  - Defining Tax Rate Categories: page 1 – 95
  - Defining Tax Settlement Details: page 1 – 95

Brokerage Schedule and Details

A *brokerage rate* is the rate that either you charge to counterparties or that counterparties pay to you for brokered deals. Use the Brokerage Schedule and Details window to organize your rates into rate schedules, create brokerage categories for different deal types, and define how you want to perform settlements for your brokerage fees.

You can only define brokerage rates for bills, bonds, foreign exchange, retail term money, short term money, and wholesale term money deals.

Brokerage fees are settled separately from the deals to which they are linked. Brokerage fees do not alter the ultimate settlement amount for the deals.

This section contains the following topics:

- Defining Rates: page 1 – 91
- Defining Brokerage Rate Schedules: page 1 – 92
- Defining Brokerage Categories: page 1 – 92
- Defining Brokerage Settlement Details: page 1 – 93

Defining Rates

Use a rate group to define the different rates that a brokerage firm charges for its services. For each rate in a rate group, you can define the minimum and maximum values to which that rate will apply. For example, if your broker charges you a rate of 3% for deals under $1,000,00.00, and 2% for deals over o$1,000,00.00, you can set up a different rate for each scenario.

You can set an effective date for each rate group.

► **To define a rate group:**

1. In the Rate Group region of the Brokerage Rates and Schedules window, enter a unique name for a rate group or select one from the list of values.

2. In the Effective From field, select a date from which you want the rate group to be effective.

3. Enter a minimum and a maximum amount to which you want the brokerage rate to apply.

4. Enter a brokerage rate as a percentage.

5. Save your work.

Defining Brokerage Rate Schedules

Use brokerage rate schedules to relate a rate group to a payee, a deal type, and a calculation type. You can create multiple schedules for each deal type or payee.

▶ **To define a brokerage rate schedule:**

1. In the Schedule region of the Brokerage Rates and Schedules window, enter a unique code for the brokerage rate schedule.

2. Select a rate group.

3. Select a payee for the schedule.

4. Select a deal type for the schedule.

5. Select the calculation type that you want to use for this schedule.

   Note: The list of calculation types differs depending on which deal type you selected.

6. Enter an applicable amount for the schedule.

7. To authorize this schedule for use, check the Authorized check box.

8. Save your work.

Defining Brokerage Categories

Use the Category tabbed region to define a set of default brokerage schedules that can be applied to counterparties. For each category, you define which schedules you want counterparties to use as a default for specific deal types, deal subtypes, product types, and parties. Categories can be as generic or as specific as you want.

▶ **To define a brokerage category:**

1. In the Category tabbed region of the Brokerage Rates and Schedules window, enter a new category code and description in a blank row.

2. Select a deal type and a brokerage rate schedule for the category in the Brokerage Details region.

3. If you want the brokerage schedule to apply to a particular combination of deal subtype, product type, or counterparty, select each as needed. For example, you might want to use one default schedule for all short term money funding deals that are conducted

with the ABC bank, and a different default schedule for all short term funding deals conducted with XYZ bank.

4. To allocate a brokerage category to one or more counterparties, choose the Allocate to Cparties button.

5. Save your work.

Defining Brokerage Settlement Details

Use Settlement Codes tabbed region of the Brokerage Rates and Schedules window to define the default actions to perform when you perform a settlement for your brokerage fees.

▶ **To define brokerage settlement details:**

1. Select the Settlement Codes tabbed region in the Brokerage Rates and Schedules window.

2. Select a company whose settlement details you want to define.

3. Enter a unique code and description for the settlement category.

4. Select the GL Account to which you want to apply the settlement.

5. Save your work.

Tax Schedule and Details

A *tax rate* is the rate you must pay or deduct from your short term money deals for witholding taxes. You can organize your rates into rate schedules, create tax categories for different deal types, and define how you want to perform a tax settlement.

Witholding taxes are settled with your short term money deals. The tax amount is deducted from the interest settlements paid.

This section contains the following topics.

- Defining Tax Rates: page 1 – 94
- Defining Tax Rate Schedules: page 1 – 94
- Defining Tax Rate Categories: page 1 – 95
- Defining Tax Settlement Details: page 1 – 95

Defining Tax Rates

Use tax rates to define the rates of your withholding taxes for your short term money deals.

▶ **To define a tax rate:**

1. In the Rate Schedule tabbed region of the Tax Schedule and Details window, select a blank row and enter a unique code for the new tax rate.

2. In the Effective From field, select the first date you want the tax rate to be effective.

3. In the Rate field, enter the tax rate as a percentage.

4. Save your work.

Defining Tax Rate Schedules

Use tax rate schedules to relate a tax rate to a payee, deal type, and calculation type.

▶ **To define a tax rate schedule:**

1. In the Schedule tabbed region, enter a unique name for the tax schedule in a blank row.

2. Select a tax rate code.

3. Select a payee who will receive the tax payments.

4. Select a deal type, to which you want to apply the schedule.

5. Select a calculation type. Note that the list of available calculation types differs depending on the deal type you selected.

6. In the Applicable Amount field, enter the amount at which the tax rate becomes applicable. For example, if you do not want a tax rate to apply to any deals under $50.00, enter an applicable amount of 50.

7. To authorize the tax schedule for use, select the Authorized check box.

8. Save your work.

Defining Tax Rate Categories

Use the Category tabbed region to define a set of default tax schedules that can be applied to counterparties. For each category, define which default schedules you want counterparties to use for which sets of deal types, deal subtypes, product types, and parties. Categories can be as generic or as specific as you want.

▶ **To define a tax rate category:**

1. In the Categories tabbed region of the Tax Schedule and Details window, enter a tax category code.

2. In the Tax Details region, select a deal type, a deal subtype, and a tax code. The applicable tax rate appears.

3. Select a product type, as needed.

4. In the Party field, select a counterparty.

5. Save your work.

Defining Tax Settlement Details

Use the Settlement Codes tabbed region of the Tax Schedule and Details window to define the details of how you want to settle the withholding taxes for a company.

▶ **To define tax settlement details:**

1. In the Settlement Codes tabbed region in the Tax Schedule and Details window, select a company whose settlement details you want to define.

2. Enter a unique name and a description for the tax settlement.

3. Select the GL Account to which you want to apply the tax settlement.

4. Save your work.

Miscellaneous Setup

This section describes how to integrate Treasury with other Oracle Financial Applications. Miscellaneous setup tasks include creating a cash forecast template and defining your external forecast sources. Only the setup steps unique to Treasury are described in this section. For more information on the other setup steps, see the *Oracle Applications User Guide* and the *Oracle Applications Flexfields Guide.*

This section contains the following sections.

- Cash Forecast Template: page 1 – 96
    - Creating the Cash Forecast Template: page 1 – 97
    - Setting Time Periods for the Cash Forecast Template: page 1 – 97
    - Defining Exposure Types for the Cash Forecast Template: page 1 – 98
- External Forecast Sources: page 1 – 98

Cash Forecast Template

Use the cash forecast template to identify cash flows from other Oracle Applications, such as Oracle General Ledger or Oracle Payables, that you want to include in your company exposure reports.

You can also use the cash forecast template to specify the time periods you want to include in the reports and the frequency with which you want to create the reports.

This section contains the following topics:

- Creating the Cash Forecast Template: page 1 – 97
- Setting Time Periods for the Cash Forecast Template: page 1 – 97
- Defining Exposure Types for the Cash Forecast Template: page 1 – 98

Creating the Cash Forecast Template

Use the cash forecast template to define which cash flows you want to include in your exposure position report.

▶ **To create the cash forecast template:**

1. In the Forecast Template window, enter a name and a description for the template.

2. If you want to include overdue transactions in your exposure position report, in the Overdue Transactions field select Include. If not, select Exclude.

3. In the Business Calendar field, select a base business calendar for the report.

4. Save your work.

Setting Time Periods for the Cash Forecast Template

For each template, set the time periods that you want to include in the report.

▶ **To set a time period for the cash forecast template:**

1. In the Forecast Template window, choose the Columns button.

2. In a blank row select Daily, Weekly, or Monthly to indicate how frequently you want to report on a time period.

3. Set a time period that you want to include in your report by entering the length of the time period and selecting a period.

    For example, if you want to forecast your cash position over a three month period, enter 3 in the Length column and select Months in the Period column.

4. To create another time period, repeat steps 2 and 3.

5. Save your work.

Defining Exposure Types for the Cash Forecast Template

Exposures are any cashflows that impact your company's cash position and that you want to track. If you want to include exposures from other Oracle Applications in your exposure report, such as your company payroll from Accounts Payable, you must define those exposures in the cash forecast template.

▶ **To define an exposure type for your cash forecast template:**

1. In the Forecast Template window, choose the Rows button.

2. In a blank row, select the external source of the exposure.

3. Enter a description of the exposure.

4. Enter a name for the payroll in the Payroll Name field.

5. Select a discount type. If you don't want a discount, select None.

External Forecast Sources

Use the External Forecast Sources window to define the external sources you want to use for your exposure report. An external forecast source can be a remote Oracle Applications database or an external system database.

Defining External Forecast Sources

If you want the exposure report to include cashflow information from external sources, such as a remote Oracle Applications database or an external system database, you must define those sources.

▶ **To define external sources for your exposure report:**

1. In the Find External Source Types window, select an external source for your exposure report.

2. Select the view that you want to use as your source. Then, choose the Find button. A list of the sources that meet your criteria appear in the External Source Types window.

3. Save your work.

Foreign Exchange Deals

This chapter explains how to manage foreign exchange deals and options. It explains how to enter standard foreign exchange spot or forward deals and special spot or forward deals such as swaps, contra company, or subsidiary deals. It also explains how to roll over or predeliver your foreign exchange deals.

Foreign Exchange

This section explains how to enter foreign exchange deals, including spots and forward deals. It also describes how to roll over or predeliver your foreign exchange deals.

You must authorize the individual currencies, and then authorize the specific currency combinations that you want to exchange before you can enter a foreign exchange deal. For more information see: Currency Details: page 1 – 68.

This section includes the following topics.

- Foreign Exchange Options: page 2 – 6
  - Entering Foreign Exchange Options: page 2 – 7
  - Viewing a Summary of Foreign Exchange Options: page 2 – 8
  - Viewing Foreign Exchange Options: page 2 – 8
- Rollovers and Predeliveries: page 2 – 9
  - Rolling Over or Predelivering Foreign Exchange Deals: page 2 – 9
  - Viewing the Rollover History of Foreign Exchange Deals: page 2 – 10
- Spots and Forwards: page 2 – 3
  - Entering Standard Spot or Forward Deals: page 2 – 3
  - Entering Spot or Forward Swap Deals: page 2 – 4
  - Entering Spot or Forward Contra Company Deals: page 2 – 5
  - Entering Spot or Forward Subsidiary Deals: page 2 – 5
  - Viewing Spot or Forward Deal Details: page 2 – 6

Spots and Forwards

Use the Foreign Exchange Spots/Forwards window to enter spot trades or to forward your foreign exchange deals. You can enter several different types of spot or forward deals:

- **Standard**: A foreign exchange deal between your company and a counterparty.

- **Swap:** A foreign exchange deal that you swap with another party.

- **Contra company:** A foreign exchange deal between your company and another company.

- **Subsidiary:** Multiple foreign exchange deals between your company and its subsidiaries.

You can also use the Quick Deals window to enter your spot and forward deals. See: Quick Deals: page 4 – 2.

This section contains the following topics.

- Entering Standard Spot or Forward Deals: page 2 – 3
- Entering Spot or Forward Swap Deals: page 2 – 4
- Entering Spot or Forward Contra Company Deals: page 2 – 5
- Entering Spot or Forward Subsidiary Deals: page 2 – 5
- Viewing Spot or Forward Deal Details: page 2 – 6

Entering Standard Spot or Forward Deals

Create standard spot or forward deals to track foreign currency deals between your company and a counterparty.

▶ **To create a standard spot or forward deal:**

1. In the Foreign Exchange Spot/Forwards window, select the foreign exchange dealer, the company, and the counterparty for the deal.

2. If you are making the deal on behalf of a client, select the client.

3. Select a portfolio for the deal.

4. Select a limit that you want to apply to the deal.

5. In the Main Details tabbed region, select a deal subtype and product type for the deal.

6. In the Value Date field, enter the date on which the deal was valued.

7. In the Buy Currency field, select the currency being bought. In the Buy Amount field, enter the amount of currency being bought.

8. In the Sell Currency field, select the currency being sold. In the Sell Amount field, enter the amount of currency being sold.

9. To enter into a forward deal, in the Trans Rate field enter the forward rate for the deal. To enter into a spot deal, enter the spot rate. The value you enter automatically appears in the Ref Spot Rate field.

10. If you are entering a forward deal, in the Ref Spot Rate field enter the current spot rate for the deal.

11. Complete the Additional Details and Brokerage tabbed regions as needed.

12. Save your work.

13. To view a list of your foreign exchange quick input deals, choose the Review Quick Inputs button. For more information on foreign exchange spot or forward deals using the Quick Deals window, see: Quick Deals: page 4 – 2.

Entering Spot or Forward Swap Deals

Use the Swap Deal window to swap your spot or forward deals with another party. When you swap your spot or forward deals, you enter the first side of the deal completely. The other side of the swap deal is automatically created based on the deal information you enter. You can then complete the second side of the deal as needed.

▶ **To enter a spot or forward swap:**

1. Follow steps 1 through 11 as described in the Entering Standard Spot or Forward Deals. See: Entering Standard Spot or Forward Deals: page 2 – 3.

2. Choose the Create Swap button. The Swap Deal window appears.

3. Select a limit for the deal.

4. Enter the amount of currency you want to sell.

5. Select the account from which you are buying currency.

6. If the rate for the swap deal differs from the spot rate, enter the rate for the deal in the Trans Rate field. If the rate does not differ, leave this field blank.

7. In the Counterparty Account field, select the counterparty bank account.

8. Enter comments about the deal as needed.

9. Choose the Done button to save your work.

Entering Spot or Forward Contra Company Deals

Use the Contra Company Deal window to enter into a spot or forward deal with another company.

▶ **To enter a spot or forward contra company deal:**

1. Follow steps 1 through 11 as described in the Entering Standard Spot or Forward Deals section. See: Entering Standard Spot or Forward Deals: page 2 – 3.

2. Choose the Create Contra Company button. The Contra Company Deal window appears.

3. Select a portfolio for the deal.

4. Select the account from which you are buying currency.

5. Select the account from which you are selling currency.

6. Select a limit for the deal.

7. Enter comments about the deal as needed.

8. Choose the Done button to save your work.

Entering Spot or Forward Subsidiary Deals

Use the Multiple Subsidiary Deals window to enter multiple spot or forward deals between your company and its subsidiaries.

▶ **To enter multiple spot or forward subsidiary deals:**

1. Follow steps 1 to 4 as described in the Entering Standard Spot or Forward Deals section. See: Entering Standard Spot or Forward Deals: page 2 – 3.

2. Choose the Create Subsidiary button. The Multiple Subsidiary Deals window appears.

3. In a blank row, select the party with whom you are entering into the deal. The default buy and sell currencies for that company automatically appear in the Buy and Sell fields.

4. Enter either the buy amount or the sell amount for the deal.

5. Enter the rate for the deal. The amount that you did not enter earlier is automatically calculated and entered in the appropriate field.

6. Select a limit for the deal.

7. Repeat steps 3 through 6 for each deal you want to enter.

8. Choose the Done button to save the deals.

Viewing Spot or Forward Deal Details

Use the View Spots/Forwards window to view the details for a single spot or forward deal.

▶ **To view details of a spot or forward deal:**

1. In the View Foreign Exchange Spot/Forwards window, query a deal that you want to view.

2. To view the history of the selected deal, choose the Contracts History button.

Foreign Exchange Options

Use the Foreign Exchange Options window to enter various types of foreign exchange options including put or call options, American or European style options, and knock in or knock out options.

Knock in options do *not* have value until the spot rate hits a pre–set value. *Knock out* options have value until the spot rate hits a pre–set knock–out level. The value of the knock depends on whether the option is a put or a call.

Use this window to track information about your options, including the break–even rate, which is automatically calculated for every option, and the date that you exercise an option.

When you exercise a foreign exchange option, you automatically create a foreign exchange deal.

This section contains the following topics.

Entering Foreign Exchange Options

Use the Foreign Exchange Options window to enter foreign exchange option deals.

▶ **To enter a foreign exchange option:**

1. In the Foreign Exchange Options window, select the dealer who is managing the option, and the company and the counterparty for the option.

2. If you are entering into the option on behalf of a client, select the client.

3. Select a portfolio for the option and a limit to apply to the option.

4. In the Main Details tabbed region, select a product and deal subtype for the option.

5. In the Base Currency field, select the currency being optioned.

6. In the Base Currency Type field, select the type of option being entered. Select Put if you want the option to sell a currency at a specified rate. Select Call if you want the option to buy a currency at a specified rate.

7. In the Strike Rate field, enter the rate at which you can buy or sell the currency being optioned.

8. Enter an expiration date for the option.

9. If the deal is an American–style option, in the Start Date field enter a start date.

10. Enter the amount of currency being optioned, and the amount being sold.

11. In the Premium Details tabbed region, enter the currency of the premium. Complete the other fields in this region as needed.

12. Complete the fields in the Additional Details tabbed region as needed.

13. To create a knock in or knock out option, in the Knock In/Knock Out tabbed region, select the appropriate option. In the Level field, enter the amount at which you want to activate the knock in or knock out option.

> **Note:** The level you set depends on the Base Currency Type you selected in the Base Currency field and whether the option is a put or a call.

14. Save your work.

Viewing a Summary of Foreign Exchange Options

Use the Transaction Summary window to view a summary of your foreign exchange options.

► **To view a summary of foreign exchange options:**

■ In the Foreign Exchange Options window choose the Summary button. The Transaction Summary window appears.

Viewing Foreign Exchange Options

Use the View Foreign Exchange Options window to view the details for a single foreign exchange option or a summary of your foreign exchange options.

► **To view the details of a foreign exchange option:**

1. In the View Foreign Exchange Options window, query the option you want to view.

2. To view a summary of all of your foreign exchange options, choose the Summary button. The View Transaction Summary window appears.

Rollovers and Predeliveries

When a foreign exchange deal reaches maturity, you can roll it over into another foreign exchange deal or you can take a cash settlement. You can also pre–deliver a foreign exchange deal before it reaches maturity. Use the Foreign Exchange Rollover/Predelivery window to view the before and after details of any deal you roll over or predeliver.

This section contains the following topics.

- Rolling Over or Predelivering Foreign Exchange Deals: page 2 – 9

- Viewing the Rollover History of Foreign Exchange Deals: page 2 – 10

Rolling Over or Predelivering Foreign Exchange Deals

Use the Foreign Exchange Rollover/Predelivery window to roll over or predeliver one or more foreign exchange deals at a time.

▶ **To roll over or predeliver a foreign exchange deal:**

1. In the Find Deals window, select the Single Deal or Multiple Deals option.

2. Complete the fields in the Find Deals window as needed to find the deal you want to roll over or predeliver. Choose the Find button. The Foreign Exchange Rollover/Predelivery window appears.

3. To roll over deals, select the deals and choose the Rollover button. To predeliver one or more deals, select the deals and choose the Predeliver button. The Rollover/Predelivery Details window appears.

    Note: If you roll one or more deals into a single deal, you cannot view a history for the resulting rollover deal.

4. Select a limit for the deal.

5. To link this deal to another deal, select a link code.

6. To enter comments, complete the Internal Comments and External Comments fields.

7. Insert your cursor in the Deal Date field. The current system date appears in the field.

8. Insert your cursor in the Deal Number field. The details for the deals you selected automatically appear.

9. In the Trans Rate field, enter the new rate for the rollover or predelivery deal. The Sell amount for the new deal is automatically calculated and entered in the Sell Amount field.

10. Save your work.

Viewing the Rollover History of Foreign Exchange Deals

Use the View Foreign Exchange Rollovers/Predeliveries window to view the history of your rolled over foreign exchange deals. You cannot view the rollover history for multiple deals that are rolled into a single deal.

▶ **To view the rollover history of a deal:**

■ In the Find Deals window, complete the fields as needed and choose the Find button. The View Foreign Exchange Rollovers/Predeliveries window appears.

Note: If you rolled over multiple deals into one deal, you cannot view the rollover history for the resulting deal.

Money Market Deals

This chapter explains how to enter, maintain, and query your money market deals. Money market deals consist of short term money, retail term money, wholesale term money, intercompany funding, negotiable instruments, and derivative deal types.

Short Term Money

This section describes the deals that you perform when you borrow or invest funds on a short–term basis.

Short term money, also referred to as *call cash*, is money that a bank lends for a very short period of time, such as short term funding, straight loan, money market, and overnight cash. For short term money deals, the bank can request payment with same day, one day, or two days notice.

Each time you renegotiate or repay a deal, you can repay part or all of the principal, and reset the interest rate and term. You can also accrue, settle, or compound the interest.

Each short term money deal can consist of one or more transactions. The window contains two main regions:

- The Common Deal Details region of the window contains general information that identifies the deal.

- The Current Transactions for Above and the Trans History for Above Cparty regions list individual transactions associated with the deal that you identify in the Common Deal Details area of the window.

See the following topics to define and manage your short term money deals.

Common Details for Short Term Money Deals

Before you can work with a short term money deal, you must identify or enter the common deal information in the Common Deal Details region of the window. To identify predefined short term money deals, query the combination of deal subtype, company, counterparty, portfolio, client, year basis, and currency for a deal. If you query a specific combination and find it does not exist, you can enter that combination into to the short term money Common Deal Details region and continue to work with the deal.

Identifying or Entering Common Deal Details for Short Term Money Deals

Use the Short Term Money window to identify or enter the common deal details for a short term money deal.

▶ **To identify or add short term money deals:**

1. In the Common Deal Details region of the Short Term Money window query the short term money deals or complete the general deal information fields.

Note: Do not complete the Client field unless you are acting as a broker for a client. If the client conducts business directly with the company and you want to record the transaction, then enter the client as a counterparty and leave the Client field blank.

Any deals that match either your query criteria or the fields you completed, appear in the Current Transactions for Above and Trans History for Above Cparty regions of the window.

2. If no matching deals appear, then the deal type does not exist. To add this deal type, choose Save from the File menu.

Once you identify or add a general deal type you can enter the details for your short–term money deals. See: Transaction Details for Short Term Money Deals: page 3 – 4.

Transaction Details for Short Term Money Deals

After you identify or enter the common deal details for a short term money deal, you can work with the transactions that comprise the deal. You can enter the transaction details for short term money deals using the Short Term Money window or the Quick Deals window.

This section contains the following topics.

- Entering Short Term Money Deals: page 3 – 5.

- Entering Short Term Money Quick Deals: page 3 – 6.

- Completing the Details for Short Term Money Quick Deals: page 3 – 6.

- Consolidating Transactions in Short Term Money Deals: page 3 – 7.

- Renegotiating Short Term Money Deals: page 3 – 8.

- Viewing Short Term Money Deals: page 3 – 8.

Entering Short Term Money Deals

Use the Short Term Money window to enter the complete details for your short term money deals.

Prerequisite:

❑ Identify or add general deal information. See: Common Details for Short Term Money Deals: page 3 – 3.

▶ **To enter a short term money deal:**

1. In the Short Term Money window, choose the Transactions button. The Transaction Details window appears.

2. Tab through the Deal Subtype, Company, Counterparty, and Currency fields. The data from the Common Deal Details window appears.

3. In the Main Details region, select the security type for the short term money deal.

4. Select a product type for the deal.

5. Enter a settlement date for the deal.

6. If the transaction has a maturity date that differs from the settlement date, enter the maturity date. The Days field displays the number of days between the settlement date and the maturity date.

7. If you want to link the transaction to another transaction or group of transactions, select a link code. For more information on Link Codes, see: Deal Linking Codes: page 4 – 9.

8. Enter the principal amount and the interest rate for the transaction. The Int Amount field displays the total accrued interest for the transaction.

9. If you want to apply a limit to the transaction, select a limit.

10. Complete the Additional Details and the Brokerage/Tax regions as needed.

11. Save your work.

12. To add another transaction for this deal, choose the New Transaction button.

13. If, while performing a query in this window, you want to show only transactions for the selected deal number, choose the Lock button.

Entering Short Term Money Quick Deals

You can also use the Quick Deals window to enter short term money deals. Using this window you can enter the most important information when you make the deal and then return to the quick input deal and complete the deal details when you have more time.

You must complete the deal details before you can view your short term money quick deals in the View Short Term Money or View Deals windows.

Prerequisite:

❑ Identify or add general deal information. See: Common Details for Short Term Money Deals: page 3 – 3.

▶ **To enter a short term money deal quickly:**

1. In the Short Term Money window, choose the Quick Input button. The Quick Deals window appears.

2. Enter the deal details as described in Quick Deals. See: Quick Deals: page 4 – 2.

3. When you want to complete the deal, see: Completing Short Term Money Quick Deals: page 3 – 6.

Completing Short Term Money Quick Deals

You must complete the details for a short term money deal to view your short term money quick deals in the Transaction Details window.

▶ **To complete a short term money quick deal:**

1. In the Short Term Money window, choose the Quick Input button. The Quick Deals window appears.

2. Select the deal that you want to complete and choose the Complete Details button. The Transaction Details window appears, displaying the information that you already entered on the Quick Deals window.

3. To complete the remaining fields, see: Entering Short Term Money Deals: page 3 – 5.

Consolidating Transactions in Short Term Money Deals

You can consolidate similar transactions in short term money deals, as needed. Consolidating transactions prevents the same action from happening repeatedly. For example, if a deal contains three separate deposits with the same counterparty, you can combine them into a single deposit.

▶ **To consolidate short term money transactions:**

1. In the Short Term Money window, query the transactions that you want to consolidate.

2. Choose the Consolidate button. The Renegotiation Criteria window appears.

3. In the Criteria For Reneg Repay region, define the criteria you want to use to select deals for renegotiation by entering or changing information.

4. In the Dflt Details For New Renegs region, enter the default values for the consolidated transaction.

5. Use the following buttons, as needed, to consolidate your transactions:

   - Open Transactions

   - Default Details

   - Get Records

6. Save your work.

Renegotiating Short Term Money Deals

Use the Renegotiation Details window to renegotiate the repayment terms for transactions in a short term money deal.

▶ **To renegotiate a short term money deal:**

1. In the Short Term Money window, query the deal that you want to renegotiate.

2. Select the deal that you want to renegotiate and choose the Select Above Row for Reneg button. The Renegotiation Details window appears.

3. If you want to display the total amount of interest due for the deal, check the Int check box. The total accrued interest appears in the Accrued field

4. In the Int Action field, select the action you want to perform for the interest that has accrued to date.

5. In the Repay Principal field, select the amount that you want to repay, such as a reduction in principal.

   Note: Do not enter a minus sign (–) when you enter the repayment amount.

6. Select the new product type.

7. To consolidate and renegotiate all of your deals at once, check the Reneg check box next to each deal you want to renegotiate. If you want to consolidate and renegotiate most, but not all, of your deals, deselect only the deals that you want to handle separately. Only the checked records are saved.

8. Save your work.

Viewing Short Term Money Deals

Use the View Short Term Money window to view the details of a short term money deal.

▶ **To view a short term money deal:**

1. In the View Short Term Money Deal window, query the deal you want to view.

2. If you want to view a list of short term money quick input deals, choose the Quick Input button.

Intercompany Funding

Use *intercompany funding* to centrally manage the foreign exchange requirements, cash requirements, and exposures of your subsidiaries.

All intercompany funding deals can be posted to Oracle General Ledger.

This section contains the following topics.

- Entering Intercompany Funding Deals: page 3 – 9
- Setting Intercompany Interest Rates: page 3 – 10
- Creating Intercompany Cash Pools: page 3 – 11

Entering Intercompany Funding Deals

Use the Intercompany Funding window to record intercompany funding deals between your company and members of your intercompany group.

▶ **To enter an intercompany funding deal:**

1. In the Intercompany Funding window, select the company for the deal.

2. In the Intercompany Party field, select the subsidiary for the transaction. Default data appears in the Currency, Party Account, and Company Account fields from the default account information for both the company and the intercompany party.

3. If you don't want to use the default accounts or currency for the transaction, change the Currency, Party Account, and Company Account fields as needed.

4. If the company loans funds to the subsidiary, in the Action field select Pay Principal. If the subsidiary deposits funds with the company, select Receive Principal.

5. In the Principal Adjust field, enter the amount that you loan or receive for the deal.

6. In the Interest Rate field, enter an interest rate for this funding deal. If you do not enter an interest rate, the default global or specific interest rates are used to calculate the interest on the deal.

   For more information on setting up global and specific interest rates, see: Setting Intercompany Interest Rates: page 3 – 10.

In the Balance field, the balance of funds exchanged between the company and counterparty appears. If the subsidiary owes the company, the balance is positive. If the company owes the subsidiary, the balance is negative.

In the Accrued Interest field, the total amount of accrued interest for the intercompany funding deal appears.

7. Select a product type and a portfolio type for the deal.

8. If you want to apply a limit to the deal, select a limit.

9. In the Comments field, enter comments as needed.

10. If you want to settle the interest on the deal, select the Settle check box. Then, in the Settle Interest Date field, enter a date on which you want to settle the interest.

> **Note:** If you have accrued interest for a while and you don't want to settle, you can enter the settlement as a new intercompany funds transfer.

11. Save your work.

Setting Intercompany Interest Rates

Use the Bank Account Interest Rates window to set interest rates for your intercompany funding deals. You can set two types of interest rates:

- **Global interest rates:** Apply to all intercompany funding deals for a company.

- **Specific interest rates:** Apply to all intercompany funding deals between a company and an intercompany party in a specific currency. If an intercompany party has accounts in multiple currencies, you create specific rates for each currency.

Specific interest rates override global interest rates.

▶ **To set an intercompany interest rate:**

1. In the Intercompany Funding window, select the company for which you want to set global rates.

2. To set a specific interest rate, select the intercompany party and currency for which you want to set a rate, then choose the Specific Interest button. If you want to set a global interest rate, choose the Global Interest button. The Bank Account Interest Rates window appears.

3. Select a date on which you want the rate to become effective.

4. Specify the amount range to which you want to apply the interest rate by entering an amount in the Account Balance Low and the Account Balance High fields.

Suggestion: To reduce the margin of error when applying interest rates, keep the account balance low amount of each rate as close as possible to the account balance high amount of its preceding rate. For example, if you set one rate for balances between $100 and $1,000,000.00, set the account balance low amount for the next rate at $1,000,000.01.

5. Enter an interest rate for the amount range.

6. To set another rate, repeat steps 1 through 5.

7. Save your work.

Creating Intercompany Cash Pools

Use *intercompany cash pools* to group intercompany accounts for the purpose of collectively calculating your interest. An intercompany cash pool is a nominal setoff account that can only contain accounts of the same currency.

▶ **To create an intercompany cash pool:**

■ Create a setoff bank account for your intercompany group. See: Bank Account Interest Setoffs: page 1 – 62.

Wholesale Term Money

Wholesale term money is borrowed in large amounts from banks and institutions, rather than from small investors. Examples of wholesale term money deals include promissory notes and private debt placements. These types of deals can be fixed or floating rate and are generally not exchanged.

This section contains the following topics.

- Entering Wholesale Term Money Deals: page 3 – 12
- Adjusting Principal: page 3 – 13
- Adjusting Interest: page 3 – 13
- Settling Interest: page 3 – 14
- Viewing Transaction Details: page 3 – 14
- Viewing Wholesale Term Money Deals: page 3 – 14

Entering Wholesale Term Money Deals

Use the Wholesale Term Money window to enter you wholesale term money deals.

► **To enter a wholesale term money deal:**

1. In the Wholesale Term Money window, select a company and counterparty for the deal.

2. If you are acting as a broker for a client, select a client.

3. Select a portfolio for the deal.

4. In the Main Detail region, select a deal subtype and a product type for the deal. The brokerage details appear for the selected product.

5. Select a currency for the deal.

6. Enter a principal amount for the deal.

7. Enter a start date and a maturity date for the deal.

8. In the Initial Basis field, select the type of rate for the deal, either Fixed or Float.

9. If you selected Fixed, enter in the Fixed Until Date field the date up to which you want to fix the rate. On this date, the deal rate changes from fixed to floating.

10. Select a payment frequency for the deal.

The value in the Next Interest Date field is automatically calculated based on the start date and the payment frequency for the deal. It is the date on which interest begins to accrue on the deal. You can change this date as needed.

11. Enter an interest rate for the deal.

Adjusting Principal for Wholesale Term Money Deals

You can adjust the principal on one or more transactions in a wholesale term money deal at any time during the period of the deal. For example, you can add a payment in the middle of a payment period.

▶ **To adjust the principal or maturity for a wholesale term money deal:**

1. In the Wholesale Term Money window, query the deal you want to adjust.

2. Choose the Principal Adjustment button. The Principal Adjustments window appears.

3. Enter the amount of the adjustment.

4. Select the type of adjustment, either Increase or Decrease, that you want to make.

5. Enter a date on which you want the adjustment to take effect.

6. Save your work.

Adjusting Interest for Wholesale Term Money Deals

You can adjust the interest on a wholesale term money deal at any time during the period of the deal.

▶ **To adjust the interest rate for a wholesale term money deal:**

1. In the Wholesale Term Money window, query the deal you want to adjust.

2. Choose the Interest Adjustment button. The Interest Rate Adjustments window appears.

3. Enter a new interest rate.

4. Select a period in which you want the interest rate to take effect.

5. If you want the interest rate to expire on a certain date, enter the date in the Applies Until field. If you do not enter a date in this field, the rate applies to every period after the effective date.

6. Save your work.

Settling Interest for Wholesale Term Money Deals

1. In the Wholesale Term Money window, query the deal you want to settle.

2. Choose the Transaction Details button. The Transaction Details window appears.

3. Save your work.

Viewing Transaction Details for Wholesale Term Money Deals

Use the Transaction Details window to view the individual transactions that are part of a wholesale term money deal.

▶ **To view the transaction details for a wholesale term money deal:**

1. In the Wholesale Term Money window, query the deal that you want to view.

2. Choose the Transaction Details button. The Transaction Details window appears listing all of the transactions for that deal.

Viewing Wholesale Term Money Deals

Use the View Wholesale Term Money window to view the details for a wholesale term money deal.

▶ **To view a wholesale term money deal:**

1. In the View Wholesale Term Money window, query the deal that you want to view.

2. If you want to view the individual transactions that make up the wholesale term money deal, choose the Transaction Details button. The View Transaction Details window appears.

Retail Term Money

Retail term money is a deposit or loan that has regular payments over a period of time, such as interest only, or principal and interest. Some retail term money deals have other fees, such as establishment fees that can increase the total amount of the deal. This increase does not generate cash flows, but it does increase the amount of the deal. Mortgages, sinking funds, and hire purchases are all examples of retail term money deals.

Repayment terms for retail term money differ from all other deal types. The due dates for retail term money deals are only forecast dates (except for principal adjustments). The forecast date and the split between the interest and the principal are precalculated, so when you actually receive funds, the split is recalculated to apply funds to outstanding interest up until the date when the funds are received. The balance is then applied to the outstanding principal. The repayment of funds is tracked through the bank reconciliation process, which automatically updates the transaction rows for retail deposits and advances, and sets the dates for settlement. The transaction is then ready to post journal entries.

This section contains the following topics.

Entering Retail Term Money Deals

Use the Retail Term Money window to enter your retail term money deals.

▶ **To enter a retail term money deal:**

1. In the Retail Term Money window, select the company and counterparty for the deal.

2. In the Main Details region, select a deal subtype and product type for the deal.

3. Select a currency. The default bank accounts for selected currency for the company and counterparty automatically appear in the Additional Detail region.

4. Enter the principal amount for the deal.

5. Select a start date and a maturity date.

6. In the Payment Schedule field, select a payment schedule for the deal. For more information on setting up payment schedules, see: Payment Schedules: page 1 – 38.

7. Select the day count basis for the deal.

8. In the Initial Basis field, select the type of interest rate, either Fixed or Floating, for the deal.

9. In the Next Interest Date field, enter the date on which you want the interest to begin to accrue.

   The number of payments in the deal is automatically calculated using the Next Interest Date and the Maturity Date.

10. Enter the interest rate. The deal payments are calculated using this rate and automatically entered into the Repayments field.

11. In the Additional Details region, complete the fields as needed.

12. In the Brokerage region, complete the fields as needed.

13. Save your work.

Adjusting Principal for Retail Term Money Deals

You can adjust the principal on your loans as needed. For example, you may need to increase the loan amount or add a repayment in the middle of a roll period.

You can only decrease principal through an adjustment if the decrease occurs on a date that is not an existing settlement date. Otherwise, the outstanding principal is automatically adjusted during reconciliation.

When you write off a balance, you create a journal entry that corresponds to the amount of interest and principal that you write off. The amount of the write off/write on applies against the principal amount, and the amount of interest applies against the amount of interest written off.

▶ **To adjust principal for a retail term money deal:**

1. In Retail Term Money window, identify the deal for which you want to adjust principal.

2. Choose the Transactions button. The Transactions window appears, listing all of the transactions for the deal.

3. Choose the Principal Adjustment button. The Do Adjustments/Writeoffs window appears.

4. Enter a date on which you want the adjustment to take effect.

5. Select an amount type for the adjustment. For more information on defining amount types for retail term money deals, see: Deal Types and Product Types: page 1 – 64.

6. In the Type of Adjustment field, select the type of adjustment that you want to make. The list of values available in this field differs depending on the amount type you selected.

7. In the Adjustment Amount field, enter the amount by which you want to adjust the principle.

   The adjusted starting balance for the deal appears in the New Starting Balance field. The adjusted sum of the principal and interest payments for the deal appears in the New Principal And Interest fields.

8. If you want to keep the value of your deal repayments constant and apply the principal adjustment to your final repayment only, select the Keep PI Constant check box. The value of your final repayment is automatically recalculated.

Note: If you increase the principal of a retail term money deal and you want to extend the length of a deal to accommodate more repayments, you can manually extend the length of the deal.

If you want to adjust the value of all of your repayments, do not select the Keep PI Constant check box. The value of each of your repayments is automatically recalculated.

9. Save your work.

Adjusting Interest for Retail Term Money Deals

You can use the Interest Adjustment window to adjust the interest of your loans or deposits as needed.

▶ **To adjust the interest rate for a retail term money deal:**

1. In the Retail Term Money window, query the deal for which you want to adjust the interest.

2. Choose the Transactions button. The Transactions window appears.

3. Choose the Interest Adjustment button. The Interest Adjustment window appears.

4. Enter a new rate for the deal.

5. Enter a date on which you want the new rate to take effect.

   The starting balance for the deal appears in the New Starting Balance field. The adjusted sum of the principal and interest payments for the deal appears in the New Principal And Interest fields.

6. If the deal is a fixed rate deal, enter a date until which you want the new rate fixed.

7. If you want to keep the value of your deal repayments constant and apply the interest adjustment to your final repayment only, select the Keep PI Constant check box. The value of your final repayment is automatically recalculated.

   Note: If you increase the interest of a retail term money deal and you want to extend the length of a deal to accommodate more repayments, you can manually extend the length of the deal.

If you want to adjust the value of all of your repayments, do not select the Keep PI Constant check box. The value of each of your repayments is automatically recalculated.

8. Save your work.

Changing Payment Schedules for Retail Term Money Deals

Use the Schedule Change window to adjust the payment schedule or change the maturity date for a retail term money deal.

Prerequisite:

❑ Set up payment schedules. See: Payment Schedules: page 1 – 38.

▶ **To change the payment schedule for a retail term money deal:**

1. In the Retail Term Money window, query the deal for which you want to change the payment schedule.

2. Choose the Schedule Change button. The Schedule Change window appears.

3. If you want to change the maturity date of your deal, in the Maturity Date field, enter a date from which you want the payment schedule change to take effect.

4. If you want to change the payment schedule for your deal, in the Schedule Code field, select a payment schedule.

   The number of payments remaining is recalculated and appears in the Num of Pymts Remaining field. The value of each repayment is also recalculated and appears in the New Principal and Interest field.

5. Save your work.

Printing Confirmation Letters for Retail Term Money Deals

You can print the confirmation letters for principal adjustments and payment schedule change only through the Retail Term Money window. You can print confirmation letters for interest rate adjustments through the Retail Term Money window or through the Retail Transaction Rates window. See: Product Rates: page 5 – 22.

Prerequisite:

❑ Set up a default confirmation template for retail term money deals. See: Confirmation Template: page 1 – 27.

▶ **To print confirmation letters for changes to retail term money deals:**

1. In the Retail Term Money window, query the deal for which you want to print a confirmation.

2. Choose the Print Letters button. The Print Confirmations window appears.

3. Select the template that you want to use for the confirmation letter.

4. Choose Submit to launch the concurrent process and print the confirmation letter.

Viewing Retail Term Money Deals

Use the View Retail Term Money window to view the details of a retail term money deal.

▶ **To view a retail term money deal:**

1. In the View Retail Term Money window, query the deal that you want to view.

2. If you want to print a confirmation letter for the selected deal, choose the Print Letters button. For more information on printing confirmation letters for retail term money deals, see: Printing Confirmation Letters: page 3 – 20.

3. If you want to view the settlement details for the selected deal, choose the Settlements button. The View Settlement Summary window appears.

4. If you want to view the transactions that make up the selected deal, choose the Transactions button. The View Transactions window appears.

5. If you want to view the repayment history of the selected deal, choose Transactions button. Then, in the View Transactions window, choose the Repayments button.

Viewing Transactions for Retail Term Money Deals

Use the Transactions window to view a list of transactions for your retail term money deals.

▶ **To view a summary of retail term money deals:**

1. In the Retail Term Money window, query the deal for which you want to view a summary of transactions.

2. Choose the Transactions button. The Transactions window appears. This window lists every transaction or payment period in the selected retail term money deal.

Viewing a Settlement Summary for Retail Term Money Deals

Use the Settlement Summary window to view a summary of your settlements for a retail term money deal.

▶ **To view a settlement summary for a retail term money deal:**

1. In the Retail Term Money window, query the deal for which you want to view your settlement summary.

2. Choose the Settlements button. The Settlement Summary window appears.

Viewing a Repayment History for Retail Term Money Deals

Use the Repayment History window to view a history of your deal repayments. This window lists the amount of each repayment, the average amount repaid, the number of overdue repayments, the total number of overdue for all repayments, and total amount of remaining repayments.

▶ **To view a history of repayments for a retail term money deal:**

1. In the Retail Term Money window, query the deal for which you want to view your repayment history and choose the Transactions button. The Transactions window appears.

2. Choose the Repayments button. The Repayment History window appears. This window lists every repayment for the selected retail term money deal.

Negotiable Instruments

Negotiable instruments are any investments that are negotiable in price such as discounted securities and fixed income securities.

This section describes how to issue, purchase, short sell, and resell negotiable instruments such as bank bills, promissory notes, commercial papers, certificates of deposit, and treasury bills. It contains the following topics.

Discounted Securities

Discounted securities are securities that trade for less than their face value or than their value at maturity. Each discounted security has one interest amount, which is included in the face value of the security. Interest on discounted securities can be calculated on a straight discount or on a yield basis.

This section contains the following topics.

Issuing, Buying, or Short Selling Discounted Securities

Use the Discounted Securities window to issue, buy, or short sell discounted securities.

Prerequisite:

❑ If you issue securities, set up the bill/bond issue numbers. See: Bill/Bond Issue Numbers: page 1 – 37.

▶ **To issue, buy, or short sell a discounted security:**

1. In the Discounted Securities window, select a company and counterparty for the deal.

2. If you are conducting the deal for a client, select the client.

3. Select a portfolio for the deal.

4. If you are performing a trade and only expect one cash flow from the security at a set date in the future, select the Trade Bill check box. The transaction rate is automatically set to zero. You cannot override this rate.

   Note: Selecting this option affects your choice of deal subtype.

5. Select a deal subtype for the deal. Select the Sell deal subtype only if you want to short sell a security. To sell a security you already own, see: Reselling Discounted Securities: page 3 – 26.

   Note: If you selected the Trade Bill check box and you expect a positive cash flow, you must select the Buy deal subtype, which indicates that you will receive cash in the future (for example for delivering goods). If you selected the Trade Bill check box and you expect a negative cash flow, then you must select the Issue deal subtype, which indicates that you must make a payment in the future.

6. Select a product type for the deal. The default discount basis for the select product type automatically appears in the Discount/Yield Basis field. For more information on setting the default discount basis see: Deal Types and Product Types: page 1 – 64.

7. Select a currency and a day count basis for the deal.

8. Enter a start date and a maturity date.

9. Enter the rate for the security in the Trans. Rate field.

10. Choose the Parcel Details button. The Parcel Split Details window appears.

11. In the Parcel Split Details window, enter the details of the various securities you bought, sold, or issued as part of the discounted security deal. Enter the details for one type of security in each row. If you buy or sell multiple securities of the same type, enter the details for the security once, then indicate the number of securities you bought or sold using the Size field. If you issue multiple securities of the same type, enter the details for each security you issue in a separate row.

   To enter the parcel split details, do the following:

   • In the Size field, enter the number of securities you bought, sold or issued. If you issue securities, you can only enter a size of 1.

   • If the security is discounted on a yield basis, enter either the face value or the consideration value of the security. The other value is automatically calculated. If the security is discounted on a straight discount basis, enter only the face value of the security.

   • If you are issuing a security, select the serial number of the security you are issuing from the list of values in the Serial Number field. The issuing bank automatically appears in the Issue Bank field.

   • Select Done. You return to the Discounted Securities window.

12. If you use mandatory limit checking, select a limit for the deal in the Additional Details region.

   Note: The limit you select must apply to either the Acceptor, Drawer, or Endorser of the deal. You must complete at least one of those fields in the Additional Details region to activate the list of values for the limit field.

13. Complete the fields in the Additional Details and Brokerage regions as needed.

14. Save your work.

Reselling Discounted Securities

Use the Discounted Securities Resale window to sell your discounted securities.

▶ **To resell a discounted security:**

1. In the Find Discounted Security Resales window, query the security you want to resell. The Discounted Securities Resale window appears, listing all securities that match your query.

2. Select the security to resell and choose the Parcel Details button. The Parcel Split Details window appears.

3. In the Sell field, enter the number of securities that you want to sell. If the number you enter is greater than the number of securities listed in the Remaining field, you will short sell the difference of the securities.

4. Choose the Done button. You return to the Discounted Securities Resale window.

5. Choose the Create Resale Deal button. The Discounted Securities window appears with the part of the resale deal details already completed.

6. Complete the details for the discounted security resale deal as needed.

7. Save your work.

Viewing a Summary of Bill/Bond Issue Numbers

Use the Bill/Bond Issue Numbers window to view a list of your bill bond issue numbers.

Prerequisite:

❑ Set up bill/bond issue numbers. See: Bill/Bond Issue Numbers: page 1 – 37.

▶ **To view a summary of your bill/bond issue numbers:**

1. In the Discounted Securities window, choose the Bill Issues button. The Bill/Bond Issue Numbers window appears.

2. If you want to add a range of bill/bond issue numbers, choose the Enter Serial Number Range button. The Bill Bond Issue Numbers window appears. For more information on adding bill/bond issue numbers, see: Bill/Bond Issue Numbers: page 1 – 37.

Viewing a Summary of Short Sold Discounted Securities

Use the Short Sales window to view a summary of the discounted security deals you short sold.

▶ **To view a summary of short sold discounted securities:**

■ In the Discounted Securities window, choose the Short Sales button. The Short Sales window appears.

Viewing Discounted Securities

Use the View Discounted Securities window to view the details of a discounted security deal.

▶   **To view a discounted security:**

1. In the View Discounted Securities window, query the discounted security deal that you want to view.

2. If you want to view the list of securities that make up the selected discounted security deal, choose the Parcel Details button. The Parcel Split Details window appears.

3. If you want to view a summary of all of your short sale discounted security deals, choose the Short Sales button. The Short Sales window appears.

Fixed Income Securities

A *fixed income security* is a long term tradeable instrument that pays a regular coupon or interest at a fixed rate. Such securities are commonly called bonds, and include government stocks, and corporate bonds. They are generally issued by governments or blue chip companies.

This section contains the following topics.

- Issuing or Buying Fixed Income Securities: page 3 – 29
- Reselling Fixed Income Securities: page 3 – 30
- Viewing a Coupon Summary for Fixed Income Securities: page 3 – 31
- Viewing Fixed Income Securities: page 3 – 31

Buying and Issuing Fixed Income Securities

Use the Fixed Income Securities window to input the purchase and issue of fixed income securities. You can also query and review the records once they are entered.

Prerequisite:

❑ Set up bond issues. See: Bond Issues: page 1 – 35.

▶ **To enter a fixed income security:**

1. In the Fixed Income Securities window, select the company and counterparty for the deal.

2. If you are acting as a broker for a client, select the client for the deal.

3. Select a portfolio for the deal.

4. Select a deal subtype for the deal. Select sell only if you want to short sell the fixed income security. For information on selling fixed income securities, see: Reselling Fixed Income Securities: page 3 – 30.

5. Select an issue code for the deal. The Settlement Date, Currency Maturity Date, Coupon Rate, Coupon Frequency, Next Coupon, Year Basis, and Issue Type fields are automatically completed based on the issue code selected. For more information on issue codes see: Bond Issues: page 1 – 35.

6. If you want to change the settlement date, in the Settlement Date field, enter a new settlement date for the deal.

7. In the Face Value field, enter the face value of the deal.

8. In the Coupon Status field, select one of the following coupon statuses.

   • **CUM:** The buyer gets the outstanding coupon but the seller must be compensated for the amount of accrued interest for the current coupon period.

   • **EX:** The seller keeps the outstanding coupon but the buyer must be compensated for the amount of interest reamining in the coupon period.

9. Enter one of the following prices or rates, and the other prices or rate are automatically calculated:

- **Clean Price:** The price of the bond excluding accrued interest. The clean price is quoted on a price per $100 basis.

- **Total Price:** The price of the bond plus accrued interest.

- **Yield Rate:** The clean price of the bond quoted on a yield basis.

10. Complete the fields in the Additional Details and Brokerage regions as needed.

11. Save your work.

Reselling Fixed Income Securities

You can resell a fixed income security anytime before the deal reaches its maturity date. Use the Fixed Income Securities Resales Summary window to resell a fixed income security.

▶ **To resell a fixed income security:**

1. In the Find Fixed Income Security Resales window, query the security you want to resell. The Fixed Income Securities Resales Summary window appears, listing all of the securities that match your criteria.

2. Select the security that you want to resell, and in the Sale Amount field enter the amount for which you resold the security.

> **Note:** The sale amount must be less than the face value of the security.

3. Choose the Complete Sale Details button. The Fixed Income Securities window appears with the part of the deal resale details already completed.

4. Complete the details for the resale deal.

5. Save your work.

Viewing a Coupon Summary for Fixed Income Securities

Use the Summary of Coupons window to view a summary of the coupons for a fixed income security deal.

▶ **To view a fixed income security deal:**

1. In the Fixed Income Securities window, query the security for which you want to review the coupon summary.

2. Choose the Review Coupon Summary button. The Summary of Coupons window appears.

Viewing Fixed Income Securities

Use the View Fixed Income Securities window to view the details for a fixed income security deal.

▶ **To view a fixed income security deal:**

1. In the View Fixed Income Securities window, query the deal that you want to view.

2. If you want to review the coupon summary for the selected deal, choose the Review Coupon Summary button.

Derivatives

Derivatives include a broad range of risk management instruments, such as options and swaps.

This section describes how to manage derivatives and includes the following topics.

Forward Rate Agreements

A *forward rate agreement* (FRA) is an agreement between two parties that determines an interest rate that applies to a notional loan or deposit at a future date.

When you make the agreement, you set the notional amount, term, and rate with the other party. You can enter one agreement at a time or enter several deals to cover your interest rate exposure for a longer deal, such as a loan.

When the agreement expires, you can settle the difference between the current interest rate and the agreed upon notional interest rate.

This section contains the following topics.

- Entering FRAs: page 3 – 33
- Entering Multiple FRAs: page 3 – 34
- Settling FRAs: page 3 – 35
- Viewing a Summary of FRAs: page 3 – 35
- Viewing FRAs: page 3 – 36

Entering FRAs

Use the Forward Rate Agreements window to enter the details of one or more FRAs.

▶ **To enter a FRA:**

1. In the Forward Rate Agreements window, select a company and a counterparty for the agreement.

2. If you are acting on behalf of a client, select a client for the agreement.

3. Select a portfolio for the agreement.

4. Select a deal subtype and product type.

5. Select a currency and enter the face value.

6. Enter a start date and maturity date for the agreement. The number of days covered by the agreement is calculated and entered in the Calculated Days field.

7. Enter an interest rate for the agreement.

8. Enter the date on which both parties agree to reset the rate in the Reset Date field. As a default, the reset date is the deal start date.

9. Complete the fields in the Additional Details region as needed.

10. Save your work.

Entering Multiple FRAs

If you want to enter multiple FRAs that share the same company, counterparty, deal subtype, product type, currency, and face value, use the Multiple FRA Deals window. Typically, you enter multiple FRAs to hedge the interest rate for the entire length of another, longer term deal.

▶ **To enter multiple FRAs:**

1. In the Forward Rate Agreements window, enter the details for the first FRA in the series. Follow steps 1 to 8 in Entering FRAs. See: Entering FRAs: page 3 – 33.

2. Choose the Multiple FRAs button. The Multiple FRA Deals window appears.

3. In a blank row, begin entering the details for the second FRA in the series by entering a start date and a maturity date for the agreement.

4. In the Interest Rate field, enter an interest rate for the agreement.

5. In the Reset Date field, enter the date on which both parties have agreed to reset the rate. As a default, the reset date is the deal start date.

6. Repeat steps 2 to 5 for each FRA you want to add to the series.

7. Save your work.

Settling FRAs

Use the Settlement Details region of the Forward Rate Agreements window to enter the settlement details for your FRAs. You cannot settle an FRA before the reset date or after the maturity date.

▶ **To enter the settlement details for a FRA:**

1. In the Forward Rate Agreements window, query the FRA that you want to settle.

2. Choose Yes to confirm that you want to settle the details for this FRA.

3. Enter the date on which you want to settle the deal.

4. In the Settlement Rate field, enter the rate that both parties agree to use to settle the FRA. The amount of the settlement is calculated using the deal currency and the settlement rate.

5. Select the company account to which you want to apply the settlement.

6. Select the counterparty who you want to receive the settlement.

7. Save your work. The FRA deal status changes to Settled.

8. If you want to view the settlement details for the FRA, in the Forward Rate Agreements window, query the record and select the Settlement Details region.

9. If you receive a verification of the settlement from the counterparty, check the Settlement Validated check box in the Settlement Details region. Save your work.

Viewing a Summary of FRAs

Use the FRA Transaction Summary window to view a summary of all of your current and settled FRAs.

▶ **To view a summary of all FRAs:**

■ In the Forward Rate Agreements window, choose the Summary button. The FRA Transaction Summary window appears.

Viewing FRAs

Use the View Forward Rate Agreements window to view the details for a FRA.

▶ **To view a forward rate agreement:**

1. In the View Forward Rate Agreements window, query the agreement that you want to view.

2. If you want to view a summary of all your FRAs, choose the Summary button. The View FRA Transaction Summary window appears.

Interest Rate Swaps

An *interest rate swap* is an agreement to swap interest rate exposures from floating to fixed rates or vice versa.

You can enter into nominal swaps, where only the interest cash flows are exchanged, or you can enter into physical swaps, where the principal is swapped.

This section contains the following topics.

- Entering Interest Rate Swaps: page 3 – 36
- Viewing Interest Rate Swap Payment Transactions: page 3 – 38
- Viewing Interest Rate Swap Receipt Transactions: page 3 – 38
- Viewing Interest Rate Swaps: page 3 – 38

Entering Interest Rate Swaps

Use the Interest Rate Swaps window to enter the paying and the receiving sides of your interest rate swap deals.

▶ **To enter an interest rate swap:**

1. In the Interest Rate Swaps window, enter a unique 7–digit reference number for the swap.

2. Select a company and counterparty for the swap.

3. Select a portfolio for the swap.

4. If you want to apply a limit to the swap, select a limit.

5. Select a product type for the swap.

6. If you want to link the swap to another deal or group of deals, in the Link Code field, select a deal group.

7. Enter a start date and maturity date.

8. If the principals are being physically swapped, check the Principal Cashflows check box.

9. Choose the Swap Details button. The Swap Details window appears. This window contains a region for the paying and the receiving side of the swap.

10. In the Paying Details section, enter the details about the paying side of the swap as follows:

    • Enter the face value of the swap.

    • Enter the interest rate of the deal being swapped.

    • If you want to record a source for your interest rate quotes, such as LIBOR, in the Interest Ref field enter your source. This field is optional.

    • If you want to record the margin you should receive on your interest rates, in the Margin field enter the margin. This field is optional.

    • In the Rollover Freq field, enter the frequency, in months, with which you want to roll over the swap.

    • In the First Interest Date field, enter the first date on which you want to apply the interest rate. A default date, based on the deal start date and the rollover frequency, is automatically inserted.

    • If this is a cross currency swap and you checked the Principal Cashflows check box, select the receiving currency of the swap.

11. In the Receiving Details section, repeat step 10 and enter the details for the receiving side of the swap.

12. Complete the information in the Additional Details region as needed.

13. Save your work. Treasury notifies you if you have exceeded any limits and applies the swap.

Viewing Interest Rate Swap Payment Transactions

Use the Paying Transaction Details window to view the details of the payment transactions in an interest rate swap deal.

▶ **To view the payment transactions for an interest rate swap:**

- In the Swap Details window, choose the Paying Details button. The Paying Transaction Details window appears, listing all of the transactions in the payment side of the interest rate swap.

Viewing Interest Rate Swap Receipt Transactions

Use the Receiving Transaction Details window to view the details of the receipt transactions in an interest rate swap deal.

▶ **To view the receipt transactions for an interest rate swap:**

- In the Swap Details window, choose the Receiving Details button. The Receiving Details window appears, listing all of the transactions in the payment side of the interest rate swap.

Viewing Interest Rate Swaps

Use the View Interest Rate Swaps window to view the details of an interest rate swap deal.

▶ **To view an interest rate swap:**

1. In the View Interest Rate Swaps window, query the swap that you want to view.

2. If you want to view the paying and receiving sides of the swap, choose the Swap Details button. The View Swap Details window appears.

3. If you want to view the transaction details for the paying side of the swap, in the View Swap Details window, choose the Paying Details button. The View Paying Transaction Details window appears.

4. If you want to view the transaction details for the receiving side of the swap, in the View Swap Details window, choose the Receiving Details button. The View Receiving Details window appears.

Options

An *option* accords the right, but not the obligation, to buy or sell a specific amount of an instrument at a specified price and within a predetermined time period.

You can create put and call options for bonds, interest rates, and interest rate swaps. You can also create foreign exchange options. For more information on foreign exchange options, see: Foreign Exchange Options: page 2 – 6.

You can only exercise an option if it is profitable to do so. You must also exercise an option while it is still active. You can only exercise American options when the current date is later than the option start date and earlier than or equal to the expiration date. You can only exercise European options when the current date is equal to the expiration date.

This section describes how you can enter, exercise, and review your options. It contains the following topics.

Entering Bond Options

A *bond option* accords you the right to buy or sell a bond at a specific price over a specified time period.

Before you enter a bond option, you must pre–approve the bond that underlies the option.

Prerequisite:

❑ Set up the bond issue for the bond you want to option. See: Bond Issues: page 1 – 35.

▶ **To enter a bond option:**

1. In the Bond Options window, select a company and counterparty for the deal.

2. If you are acting as a broker for a client, select the client.

3. Select a portfolio for the option.

4. In the Main Details region, select the deal subtype and product type for the deal.

5. If the option is a European style option, enter the expiration date for the option. If it is an American style option, enter both a start date and an expiration date for the option. The appropriate option type appears in the Option Type field.

6. In the Strike Price field, enter the price at which the parties agree to either buy or sell the bond.

7. In the Bond Issues field, select the bond being optioned. The pre–approved bond information automatically appears in the Bond Product Type, Physical Start Date, Maturity Date, Coupon Rate, and Coupon Status fields.

8. Enter the face value of the bond.

9. Enter the next coupon date for the bond.

10. In the Amount field in the Premium Details region, enter the amount of the bond premium.

11. Complete the fields in the Premium Details and Additional Details regions as needed.

12. Save your work.

Exercising Bond Options

Use the Settlement Details window to exercise a bond option. When you exercise an option you can take a cash settlement or rollover your settlement into another bond.

▶ **To exercise a bond option:**

1. In the Bond Options window, query the bond option that you want to exercise.

2. Choose the Exercise button. The Settlement Details window appears.

3. Enter the date you want to exercise the bond.

4. Enter the rate at which the parties agree to exercise the option.

5. Enter the amount of the bond.

6. If you want to roll over your settlement into another bond, check the Create Bond check box.

   The Fixed Income Securities window appears with the complete details for the new bond option.

   Enter a new settlement date for this bond and save your work.

   The reference number for the bond you created appears in the Bond Ref field in the Settlement Details window.

7. If you want to take your settlement in cash, select the company account that you want to receive the settlement.

8. Save your work.

9. If you want to view the exercise details for the bond option, in the Bond Options window, query the record and select the Exercise region of the window.

Viewing a Summary of Bond Options

Use the Transaction Summary window to view a summary of your current and exercised bond options.

▶ **To view a summary of bond options:**

■ In the Bond Options window, choose the Summary button. The Transaction Summary window appears, listing your current and exercised bond options.

Viewing Bond Options

Use the View Bond Options window to view the details for a bond option deal.

▶ **To view a bond option:**

1. In the View Bond Options window, query the option that you want to view.

2. If you want to view a summary of your current and exercised bond options, choose the Summary button. The View Transaction Summary window appears

Entering Interest Rate Options

An *interest rate option* allows you to receive a specific interest rate on a specific type of financial instrument over a specified time period.

▶ **To enter an interest rate option:**

1. In the Interest Rate Options window, select a company and counterparty for the option.

2. If you are acting as a broker for a client, select the client.

3. Select a portfolio for the option.

4. If you want to apply a limit to this option, select a limit.

5. Select a deal subtype and product type for the option.

6. Select a currency for the option.

7. Enter an amount for the option.

8. Enter an expiration date for the option. If it is an American style option, enter a start date and an expiration date for the option.

9. In the Physical Start Date field, enter a date on which you want interest to begin to accrue. For European options, the physical start date is the same as the option expiration date.

   Note: You can change the physical start date when you exercise the option. If you change the physical start date date, the settlement will be discounted to the date you actually received the settlement.

10. Enter a maturity date for the option.

11. In the Strike Rate field, enter the rate at which you can buy or sell the option.

12. In the Amount field of the Premium Details region, enter the amount of the option premium. Then, in the Company Account field, select the account to which you want to direct the premium.

13. Complete the fields in the Additional Details region as needed.

14. Save your work.

Exercising Interest Rate Options

Use the Exercise Details window to exercise your interest rate options.

▶ **To exercise an interest rate option:**

1. In the Interest Rate Options window, query the interest rate option that you want to exercise.

2. Choose the Exercise button. The Exercise Details window appears.

3. In the Settlement Rate field, enter the rate at which you exercise the option.

4. Enter the date on which you exercise the option.

5. Save your work. You return to the Interest Rate Options window.

6. If you want to view the exercise details for the interest rate option, in the Interest Rate Options window query the record and select the Exercise region of the window.

Viewing a Summary of Interest Rate Options

Use the Premium/Settlement Details window to view a list of all of your interest rate options.

▶ **To view a summary of interest rate options:**

■ In the Interest Rate Options window, choose the Summary button. The Premium/Settlement Details window appears.

Viewing Interest Rate Options

Use the View Interest Rate Options window to view the details of an interest rate option.

▶ **To view an interest rate option:**

1. In the View Interest Rate Options window, query the option that you want to view.

2. If you want to view a summary of your interest rate options, choose the Summary button. The View Premium/Settlement Details window appears.

Entering Interest Rate Swaptions

An *interest rate swaption* is an option for two parties to swap interest rates.

When you exercise a swaption you can settle in cash or enter into another swap agreement.

▶ **To enter a swaption:**

1. In the Interest Rate Swaptions window, select a company and counterparty for the swaption.

2. Select a portfolio for the swaption.

3. If you want to apply a limit to the swaption, select a limit.

4. In the Main Details region, select the deal subtype and product type for the swaption. When you select the deal subtype, you determine which part of the swap is fixed rate.

5. In the Swap Curr Fixed Leg field, select the currency for the fixed leg of the swaption.

6. Enter the face amount of the swaption.

7. Enter a expiration date for the swaption. If this is an American style swaption, enter a start date and an expiration date for the swaption.

8. In the Physical Start Date field, enter a start date.

9. In the Maturity Date field, enter a maturity date.

10. In the Fixed Rate field, enter the fixed rate for the swaption.

11. In the Interest Freq field, enter the length of each interest accrual period in months.

12. In the Action field, indicate whether you pay or receive the interest in the option by selecting either Pay or Receive.

13. Save your work.

Exercising Interest Rate Swaptions

Use the Exercise Details window to exercise your interest rate swaptions.

▶ **To exercise an interest rate swaption:**

1. In the Interest Rate Swaptions window, query the swaption that you want to exercise.

2. Choose the Exercise button. The Exercise Details window appears.

3. In the Settlement Rate field, enter the rate at which you exercised the swaption.

4. Enter the exercise date for the swap.

5. Enter the amount for the swap.

6. If you want to roll over your option into another swap, check the Create Swap check box. The Interest Rate Swaptions window appears and contains the default data for the swap you are exercising. Enter the new settlement date for the swaption and save your work. The reference number for the swaption appears in the Swap Ref field in the Exercise Details window.

7. Save your work. You return to the Interest Rate Swaptions window.

8. If you want to view the exercise details for the interest rate swaption, in the Interest Rate Swaptions window query the record, and select the Exercise region of the window.

Viewing Interest Rate Swaptions

Use the View Interest Rate Swaptions window to view the details for an interest rate swaption deal.

▶ **To view an interest rate swaption:**

■ In the View Interest Rate Swaptions window, query the swaption that you want to view.

4

Other Deal Items

T his chapter explains how to perform deal–related tasks that are not associated with a specific deal type. It includes information on how to enter quick deals and exposure transactions, how to group related deals using deal linking codes, and how to create a deal order. It also describes how to transfer funds between company bank accounts.

Other Deal Items

This section contains general information on how to manage your deals. It contains the following topics.

Quick Deals

A *quick deal* is a short term money or foreign exchange deal. You can use quick deals to enter the details for several short term money or foreign exchange deals at the same time. You can also use quick deals to collect quotes for these types of deals.

To generate accurate reports, you must return to your quick deals at a later time and complete the deal details.

You can enter quick deals only for short term money or foreign exchange deals.

This section contains the following topics.

Entering Quick Deals

Use the Quick Deals window to enter short term money or foreign exchange deals or to collect quotes for those types of deals. You can enter one or more quick deals for the same company and deal type.

▶ **To enter a quick deal:**

1. In the Quick Deals window, select a company and deal type for the quick deals.

   Note: All the quick deals you enter must be for the company and deal type combination you select.

2. In the Value Date, Portfolio tabbed region, select a deal subtype.

3. Select the counterparty with whom you are entering into the quick deal. Data automatically appears in the Value Date, Product, and Portfolio fields.

4. In the Currency, Amount tabbed region, select a currency.

5. In the Reference Amount field, enter the amount of the quick deal.

6. In the Maturity Date tabbed region, enter a maturity date.

7. In the Rate tabbed region, enter a rate.

8. If you are acting as a broker for a client, select the client.

9. In the Dealer, Deal Date tabbed region, select the dealer.

10. Save your work.

11. If you want to accept a quick deal quote and change it into a deal, in the Status field of the Value Date, Portfolio tabbed region, select Accepted. Save your work.

Entering Multiple Quick Deal Quotes

To enter multiple quotes for the same deal, use the Counterparty Deal Quotes window.

For short term money deals, you must complete the Deal Type, Deal Subtype, Product, Currency, Date, and Reference Amount fields in the Quick Deals window before you enter quotes.

For foreign exchange deals, you must complete the Deal Type, Deal Subtype, Value Date, Currency, Sell Currency, and Reference Amount fields before you enter quotes.

▶ **To enter multiple quotes:**

1. In the Quick Deals window, complete the Deal Type, Deal Subtype, Product, Buy Currency, Date, and Reference Amount fields.

2. Choose the Enter Quotes button. The Counterparty Deal Quotes window appears.

3. Select a counterparty for the quote.

4. In the Trans Rate field, enter the rate the counterparty quoted.

5. Repeat steps 3 and 4 for each quote you receive.

6. Save your work.

7. If you want to accept a quote, check the Accepted check box next to the quote you want to accept. The quote is converted into a deal and is checked against the appropriate deal limit and counterparty limit.

Completing Quick Deals

If you enter a quick deal, you must return to that quick deal to complete the details at a later time. Typically users make this part of their daily routine by completing their quick deals at the end of the day when they are less busy.

Prerequisite:

❑ For short term money deals, define the common deal details for the deal in the Short Term Money window. See: Common Details for Short Term Money Deals: page 3 – 3.

▶ **To complete the deal details for a quick deal:**

1. In the Quick Deals window, query the quick deal you want to complete. A list of deals that match your criteria appears.

2. Select the deal you want to complete.

3. In the Status field of the Value Date, Portfolio tabbed region, select Accepted.

4. Choose the Complete Details button. If it is a foreign exchange quick deal, the Foreign Exchange Spot/Forwards window appears. If it is a short term money quick deal, the Short Term Money window appears.

5. Complete the deal details. For information on completing a foreign exchange deal, see: Entering Foreign Exchange Spot or Forward Deals: page 2 – 3. For information on completing a short term money deal, see: Completing Short Term Money Quick Deals: page 3 – 6.

Viewing Quick Deals

Use the View Quick Deals window to view the details of a quick deal.

▶ **To view a quick deal:**

1. In the View Quick Deals window, select the company and the deal type for the quick deals you want to view.

2. Insert your cursor in the tabbed region of the window and query the quick deal you want to view.

Exposure Transactions

An *exposure* is any transaction that affects your cash position but does not originate in Treasury. Your company payroll, for example, is an exposure. You can enter and monitor your exposures in the Exposure Transactions window or the Exposure Transactions Quick Input window.

Example: Anticipated End–of–Year Taxes Exposure

As your profits increase during the year, so will your end–of–year taxes. You can budget for an anticipated increase in taxes by recording the increase as an exposure in the Exposure Transactions Quick Input window. At the end of the year, when you determine the actual tax amount, you can also enter the actual amount in the Exposure Transactions window.

Use the Exposure Transactions window to enter actual or estimated amounts and dates for each transaction that creates an exposure. If you enter exposures transactions using this window, the values are included in your cash flow position reports.

Use the Exposure Transactions Quick Input window to enter estimated amounts and dates for each exposure transaction. The values of estimated exposure transactions are not included in your cash flow position reports.

This section contains the following topics.

Entering Exposure Transactions

Use the Exposure Transactions window to enter the details for your actual or estimated exposure transactions. For estimated exposures, you can classify your exposures as either firm or indicative.

Prerequisites

❑ Set up exposure types. See: Exposure Types: page 1 – 39.

▶ **To enter an exposure transaction:**

1. In the Exposure Transactions window, select the company for the exposure.

2. In the Exposure Type field, select an exposure type.

   If you need to add an exposure type, choose the Setup Exposure Types button. See: Exposure Types: page 1 – 39.

3. To enter an estimated exposure, in the Firm/Indicative field, select a type for your estimated exposure. Select Firm if you are certain that the transaction will occur on the estimated date and for the estimated amount. Select Indicative if you are uncertain about either the exposure amount or date.

4. Select a portfolio for the exposure.

5. In the Action field, select Pay if it is a payment. Select Receive if it is a deposit.

6. If the currency of this exposure differs from your reporting currency, in the Currency field select the currency of the exposure. The current exchange rate between the selected currency and your reporting currency appears in the Reporting Curr FX Rate field.

7. If the exposure is covered by an foreign exchange contract, in the Covered By FX Contract field enter the foreign exchange deal number.

8. In the Company Account field, select the bank account from which the exposure is paid or deposited.

9. If you know the actual amount and date of the exposure, in the Actual Amount field enter the amount and in the Actual Date field enter the date for the exposure.

   If you estimate the amount and date of the exposure, enter the amount in the Estimate Amount field and the date in the Estimate Date field.

   Note: You must know both the actual amount and the actual date of an exposure to enter values in the Actual Amount and Actual Date fields. If you estimate either the amount or the date of an exposure, you must enter both values in the Estimate Amount and Estimate Date fields.

10. If you want to automatically initiate a payment for the exposure, select the Settle check box. In the Settlement Party field, select a party for the settlement. In the Settlement Party Account field, select the party's account to which you want to send the settlement.

11. Save your work.

Entering Quick Input Exposure Transactions

Use the Exposure Transactions Quick Input window to enter multiple estimated exposure transactions at the same time.

Quick input exposure transactions are not included in your cash flow reports. You must complete the details for a quick input exposure transaction in the Exposure Transaction window before it is included in your cash flow reports.

▶ **To enter an exposure transaction using quick input:**

1. In the Exposure Transactions window, choose the Quick Input button.

2. Select a company for the exposure.

3. Select an exposure type.

4. In the Action field, select Pay if the exposure is a payment. Select Receive if it is a deposit.

5. If the currency of the exposure differs from your reporting currency, select a currency.

6. In the Company Account field, select an account from which the exposure is paid or deposited.

7. Select a portfolio for the exposure.

8. In a blank row, enter an estimated date and estimated amount for the exposure.

9. If you want to automatically create a payment for this exposure, select the Settle option. Then select the party to which you want to send the payment, and a settlement account.

10. In the Firm/Indicative field, select Firm if you know that the transaction will occur on the estimated date and for the estimated amount; select Indicative, if you are uncertain about either the exposure amount or date.

11. Repeat steps 8 to 10 for each exposure you want to enter.

12. Save your work.

Viewing a Summary of Exposure Transactions

Use the Exposure Transaction Summary window to view the details of an exposure transaction.

▶ **To view a summary of exposure transactions:**

1. In the Exposure Transactions window, choose the Summary button.

2. In the Find Exposure Transactions window, complete the fields as needed to locate the exposure transactions you want to view.

3. Choose the Find button. The Exposure Transaction Summary window appears, listing all of the exposure transactions that meet your criteria.

Viewing Exposure Transactions

Use the View Exposure Transactions window to view the details of an exposure transaction.

▶ **To view an exposure transaction:**

1. In the View Exposure Transactions window, query the transaction you want to view.

2. To view a summary of your exposure transactions, choose the Summary button.

3. In the Find Exposure Transactions window, complete the fields as needed to locate the exposure transactions you want to view.

4. Choose the Find button. The View Exposure Transaction Summary window appears, listing all of the exposure transactions that meet your criteria.

Deal Linking Codes

Use *deal linking codes* to link your related deals into a deal group for reporting and reference purposes. For example, you can link deals that are of the same deal type, are for the same counterparty, or have some type of dependence on one another that you want to monitor.

This section contains the following topics.

- Linking Deals: page 4 – 9
- Viewing Linked Deals: page 4 – 9

Linking Deals

Use the Deal Linking Codes window to link your related deals.

▶ **To link related deals:**

1. To create a new deal group, in the Code field of the Deal Linking Codes window enter a code. Then, in the Description field, enter a description for the deal group. The code you enter appears in the list of values for deal linking codes throughout the system.

2. Save your work. You can link new deals to this code through the deal input forms.

Viewing Linked Deals

Use the View Deal Linking Codes window to view a list of transactions that are linked by a deal linking code.

▶ **To view linked deals:**

- In the View Deal Linking Codes window, query the deal linking code that you want to view. A list of deals linked to this code appears in the Transactions Linked By Code region.

Deal Orders

A *deal order* defines a deal and the market conditions upon which you want to execute that deal. You can use deal orders to place conditional deals with your dealers. The dealers execute the deal when and if the market reaches the conditions you specify in the deal order. You can also use deal orders to record the conditional deals that your subsidiaries or clients place with you. You company must execute the deal if or when the market reaches the conditions specified by the deal order from your subsidiary or client.

You can track your deal orders using the View Deal Orders window. See: Inquiries: page 7 – 2.

This section contains the following topics.

- Entering Deal Orders: page 4 – 10
- Viewing a Summary of Deal Orders: page 4 – 11
- Viewing Deal Orders: page 4 – 11

Entering Deal Orders

Use the Deal Orders window to define a deal and the specific set of market conditions that you want met before you or a dealer can execute the deal.

► **To enter a deal order:**

1. In the Firm/Indicative field of the Deal Orders window, select Firm if you want to order a firm deal. Select Indicative if you want to order an indicative deal.

2. Select a company and a counterparty for the deal.

3. In the Company Dealer field select your company dealer for the deal. If the counterparty uses a dealer, in the Counterparty dealer field enter the name of the counterparty's dealer.

4. In the Placed On Date field, enter the date and time at which you place the deal order.

   Note: Use 24–hour time format.

5. If you want the deal order to expire on a certain date, in the Valid Until field enter an expiration date for the deal order.

   Note: Use 24–hour time format.

6. In the Current Mkt Rate field, enter the current market rate for the deal at the time you place the deal order.

7. Select a currency.

8. In the Order Rate field, select the rate at which you want to execute the deal.

9. In the When Market Rate Is field, select Above, if you want to execute the deal when the market rate is equal to or above the order rate. Select Below if you want to execute the deal when the market rate is equal to or below the order rate.

10. Select a deal type and subtype.

11. Select a product type.

12. In the Order Details field, enter comments as needed.

13. If you execute a deal order and you receive confirmation of the deal from the counterparty dealer, query the deal order and in the Confirmed by Cparty Dealer field enter the name of the person at the counterparty who confirmed the deal.

Viewing a Summary of Deal Orders

Use the Order Summary window to view a summary of deal orders.

▶ **To view a summary of deal orders:**

1. In the Deal Orders window, select the Summary of Orders button. The Order Summary window appears.

2. Place your cursor in the window and execute a query to display a summary list of your deal orders.

3. To view the comments for a particular deal order, select the deal. The comments you entered in the Order Details field of the Deal Orders window appear in the Details field.

Viewing Deal Orders

Use the View Order Summary window to view the details for a deal order.

▶ **To view a deal order:**

■ In the View Order Summary window, query the deal order that you want to view.

Inter–Account Transfers

You can perform *inter–account transfers* to transfer cash between your company accounts. Use inter–account transfers to concentrate your company cash in a single account, or to provide funds to an account for special circumstances.

This section contains the following topics.

- Entering Inter–Account Transfers: page 4 – 12
- Viewing Inter–Account Transfers: page 4 – 13

Entering Inter–Account Transfers

Use the Inter–Account Transfers window to transfer funds between two company accounts.

▶ **To transfer funds between two company accounts:**

1. In the Inter–Account Transfers window, select the dealer and the company, and enter the date for the transfer.

2. To transfer the actual cash flow balance from the Bank Account Balances window, select the Actual check box. To use the projected cash flow balance, select the Projected check box. The projected balance is the actual cash flow balance plus all cash flows that occur between the last statement date and the transfer date.

3. To a review the current transfers, choose the Review Transfers button.

4. Insert your cursor in the Account Balances region. The closing balances for each company account appears.

5. In the From Bank Code field, select the bank code for the account from which you want to transfer funds. The bank account number appears in the From Account Number field. If you have more than one account at the same bank, in the From Account Number select the bank account number.

6. In the Pay Amount field, enter the amount of funds you want to transfer.

7. Select a portfolio for the transfer.

8. Select a product type for the transfer.

9. In the To Bank Code field, select the bank code for the account to which you want to transfer funds. The number of the bank account

that is held at the selected bank appears in the To Account Number field.

10. If you have more than one account at the same bank, in the To Account Number field select the number of the bank account to which you want to transfer funds.

11. Save your work.

Viewing Inter–Account Transfers

Use the Inter–Account Transfer Transactions window to view a list of your inter–account transfers.

▶ **To view an inter–account transfer:**

1. In the Transfer Date field of the Inter–Account Transfers window, enter a date for which you want to view your inter–account transfers.

2. Choose the Review Transfers button. The Inter–Account Transfer Transactions window appears, listing all inter–account transfers for the specified date

5

Balances, Positions, Rates, and Limits

This chapter contains information on how to manage your bank accounts, view your positions, set and maintain your current system and product rates, and view your limit utilization and excesses.

It also contains information on the annuities and fixed income securities calculators, which you can use to determine the current value of annuities and fixed income securities.

Calculators

This section describes how to calculate the value of fixed rate securities and annuities and describes how to calculate the regular payment amount for annuities. It contains the following topics.

- Annuities: page 5 – 2
    - Calculating Annuity Payments: page 5 – 2
    - Calculating Annuity Start Amounts: page 5 – 3
- Fixed Income Securities: page 5 – 4

Annuities Calculator

The annuities calculator is a tool that you can use to determine the value of a loan or investment for your company. You use the annuities calculator to calculate the payment amounts that you must make to pay the balance of an annuity at a set time in the future. For example, you can use the annuities calculator to calculate the monthly payment amount for a 5–year, $10,000 mortgage at 10% interest.

Using the annuity calculator, you can determine whether or not you should enter into a new loan or investment; or you can compare the actual value of your existing loans and investments against their current value.

Calculating Annuity Payments

Use the Annuity Calculator window to calculate the amount of your annuity payments.

▶ **To calculate an annuity payment amount:**

1. In the Annuity Calculator window, choose the Loan Repayment or Investment option.

2. In the Start Amount field, enter the principal amount of the annuity.

3. Enter a current, applicable interest rate for the annuity.

4. Enter the start date and maturity date for the annuity.

5. In the Payment Freq field, select how often you intend to make payments.

The Payments per Year, Next Interest Date, Number of Years, and Total Payments field values are automatically calculated. Use these fields only for verification purposes.

The calculated annuity payment amount appears in the Payment Amount field in the Calculation Result region.

Calculating Annuity Starting Amounts

Use the Annuity Calculator window to calculate the starting amount of an annuity.

▶ **To calculate the start amount of an annuity:**

1. In the Annuity Calculator window, choose the Loan Repayment or Investment option button.

2. Leave the Start Amount field blank.

3. In the Payment Amount field, enter a payment amount for the annuity.

4. In the Interest Rate field, enter an interest rate for the annuity.

5. Enter a start date and a maturity date for the annuity.

6. Select a payment frequency for the annuity.

The Payments per Year, Next Interest Date, Number of Years, and Total Payments field values are automatically calculated. Use the values in these fields for verification purposes only.

The calculated start amount appears in the Start Amount field in the Calculation Result region.

Fixed Income Securities Calculator

The fixed income securities calculator is a tool you can use to calculate the current value of a fixed income security.

Calculating the Value of Fixed Income Securities

Use the Fixed Income Securities Calculator window to calculate the current value of a fixed income security.

▶ **To calculate the current value of a fixed income security:**

1. If you want to calculate the current value of one of your existing fixed income securities, in the Bond Issue field in the Fixed Income Securities Calculator window, select a bond issue code.

   The information for the specified bond issue automatically appears. For more on bond issues, see: Bond Issues: page 1 – 35.

2. If you want to calculate the current value for a new fixed income security, leave the Bond Issue field blank and do the following:

- Enter a settlement date for the deal.

- In the Yield Precision field, enter the number of decimal places you want to use to calculate the yield for the deal.

- Enter a start date and a maturity date for the deal.

- Select a coupon status for the deal.

- Enter the coupon rate that is applicable for the remaining period of the deal.

- In the Day Count Basis field, select a day count basis for the deal.

- In the Accrued Interest Basis field, select a basis for calculating the accrued interest for the deal.

- In the Coupon Frequency field, select the number of coupons the deal pays over a one–year period.

- In the Previous Coupon Date field, enter the last date the deal paid a coupon.

- In the Next Coupon Date field, enter the next date the deal pays a coupon.

3. Enter the face value amount of the security that you want to calculate.

4. Enter the one of the following price types, and the other two will be automatically calculated:

- **Capital Price:** The market price, the clean price or bond price, quoted on a price per $100 basis.

- **Total Price:** The capital price or the clean price, plus accrued interest.

- **Yield Rate:** The capital price or the clean price quoted on a yield basis.

The total accrued interest for the security and the consideration value of the security are automatically calculated. Also, the following coupon information is automatically calculated: the number of coupons remaining for the security, the number of days remaining between the previous coupon date and the settlement date, and the number of days remaining between the previous coupon date and the next coupon date.

Bank Accounts

This section describes how to manage your account balances and interest rates, perform inter–account transfers, and reconcile your bank accounts. It contains the following topics.

Bank Account Balances

Use the Current Account Balances window to record the following information about your bank accounts:

- The daily closing balances.

- The opening balance you want to use for a bank account on the company cash flow report.

- Any bank adjustments that affect interest on a bank account.

Your current bank account balances are drawn from your company bank account balances, your intercompany group account balances, and your bank account interest setoff account balances.

This section contains the following topics.

- Assigning Portfolios to Bank Accounts: page 5 – 7

- Updating Bank Account Balances: page 5 – 8

- Entering or Updating Bank Account Interest Rates: page 5 – 9

Assigning Portfolios to Bank Accounts

You must assign a portfolio to each of your bank accounts. Portfolios are necessary for calculating interest on your bank accounts. For more information on portfolios, see: Portfolio Codes: page 1 – 19.

▶ **To assign a portfolio to a bank account:**

1. In the Find Bank Accounts window, choose the Find button. The Current Account Balances window appears listing all of your bank accounts.

2. In the Portfolio field of the Current Account Balances window, select a portfolio for the account. Repeat this step for each bank account.

3. Save your work.

Updating Bank Account Balances

Use the Bank Account Balances window to update bank balances for a company bank account.

Prerequisites:

❑ Set up bank accounts for your parties. See: Company Profiles: page 1 – 44.

❑ Assign portfolios for your bank accounts. See: Assigning Portfolios to Bank Accounts: page 5 – 7.

▶ **To update balances for a bank account:**

1. In the Find Bank Accounts window, complete the fields as needed to locate the bank account that you want to update. Choose the Find button. The Current Account Balances window appears.

2. Select the account you want to update and choose the Maintain Balances button. The Bank Account Balances window appears.

3. In the Date field, enter the date the bank statement was issued. The date must be earlier than the current system date.

   The number of days covered by the statement appears in the Days field. This value is calculated by using the previous statement date and the statement date you entered.

4. Select a limit for the deal.

5. In the Statement Balance field, enter the daily closing balance for the bank account as it appears in the bank statement. Enter a negative balance for an overdraft and a positive balance for an investment. The balance and the cash flow balance are automatically calculated and entered in the Interest Calc Balance and the Cash Flow Balance fields.

6. In the Interest Calc Balance field, enter the balance that you want use to calculate your interest. Use this field to adjust for any errors the bank may make on your statement balance. For example, to adjust for when a bank makes an incorrect interest payment.

7. In the Cash Flow Balance field, enter the balance that you want to use as your opening balance for the day. Use this field to adjust for any counterparty errors on your statement balance. For example, to adjust for when a counterparty makes an incorrect payment.

8. In the Interest Trans Rate field, enter the interest rate which you want to apply to Interest Calc Balance field. The accrued interest

for the number of days in the statement period appears in the Accrued Interest field.

9. If you want to settle the accrued interest, check the Settle check box. The amount of interest settled appears in the Settle Interest field. A journal entry is automatically created for the settled interest.

10. Save your work.

Entering or Updating Bank Account Interest Rates

Use the Bank Account Interest Rates window to set up and maintain the interest rates for your company accounts. Using this window you can set up different rates for different account balances. For example, you can create credit and overdraft rates for each account.

▶ **To enter or update a bank account interest rate:**

1. In the Find Bank Accounts window, query the bank account for which you want to enter or update an interest rate. The Bank Account Balances window appears.

2. Select the account that you want to change and choose the Maintain Interest Rates button. The Bank Account Interest Rates window appears.

3. If you want to add a new interest rate, place your cursor in a blank row. If you want to update an existing rate, select the rate that you want to update.

4. In the Effective Date field, enter the date from which you want the rate to take effect.

5. In the Account Balance Low field, enter the lowest amount to which you want to apply the interest rate. In the Account Balance High field, enter the highest amount to which you want to apply the interest rate.

   If you want to create an overdraft rate, enter a negative amount in both fields.

   Note: To ensure that your rates are applied properly, leave the smallest gap possible between the highest amount for one rate and the lowest amount for the following rate. For example, if you entered a high amount of 1,000,000.01 for the first rate, enter 1,000,000.02 for the low amount of the following rate.

6. Enter an interest rate for the balance range you entered.

> **Note:** Remember that you set the calculation method for the interest rate in the Bank Account Balances window. See: Updating Bank Account Balances: page 5 – 8.

7. Save your work.

Bank Account Reconciliation

You can reconcile your bank statements against your Treasury transactions. You can configure your reconciliations to occur automatically, automatically but with manual confirmation, or manually. See: Import Sources and Reconciliation: page 1 – 22.

When you reconcile retail term money transactions, the transaction rows are updated to reflect the date of settlement. The applicable amount of principal and interest are adjusted accordingly. You cannot reverse amounts for retail term money transactions.

You must transfer your bank statements before you can perform a bank account reconciliation. See: Transferring Bank Statements: page 5 – 16.

The reconciliation process only reconciles Treasury transactions. Use Oracle Cash Management to reconcile other transactions.

This section contains the following topics.

- Reconciling Bank Statements Automatically: page 5 – 11
- Confirming Automatically Reconciled Bank Statements Manually: page 5 – 11
- Reconciling Bank Statements Manually: page 5 – 12
- Reviewing and Unreconciling Bank Statements: page 5 – 13
- Reconciling Unreconcilied Items: page 5 – 14
- Viewing Reconciliation Import Sources: page 5 – 14

Reconciling Bank Statements Automatically

Use a concurrent process to reconcile your bank statements automatically.

▶ **To reconcile a bank statement automatically:**

1. In the Current Bank Account Balances window, select Requests from the View menu. The Find Requests window appears.

2. Choose the Submit a New Request button. The Submit a New Request window appears.

3. Select the Single Request option and choose OK. The Submit Request window appears.

4. In the Name field, select Program – Bank Statement Reconciliation.

5. Complete the program parameters as needed. Choose OK. The concurrent request reconciles your bank statements against your Treasury transactions.

Confirming Automatically Reconciled Bank Statements Manually

If you chose to perform automatic reconciliations with manual confirmation, you must confirm your automatically reconciled bank statements.

▶ **To confirm an automatically reconciled bank statement manually:**

1. In the Bank Statements window, select the record that you want to confirm. Choose the Confirm button.

2. In the Find Confirmed window, complete the fields as needed to locate the bank statement that you want to confirm. The Reconciliation Process window appears.

3. Save your work.

Reconciling Bank Statements Manually

Use the Manual Reconciliation window to manually reconcile your bank statements.

Prerequisites:

❑ Define your import sources for manual reconciliation. See: Import Sources and Reconciliation: page 1 – 22.

❑ Transfer your bank statement. See: Transferring Bank Statements: page 5 – 16.

▶ **To reconcile a bank statement manually:**

1. In the Find Bank Statements window, complete the fields to identify the bank account for which you want to perform a reconciliation. Choose the Find button. The Bank Statements window appears.

2. Select the bank statement that you want to reconcile and choose the Manual Reconciliation button. The Find Available window appears.

3. Complete the fields to identify the transactions that you want to manually reconcile. The Manual Reconciliation window appears.

> **Note:** The Unreconciled Records area of the Manual Reconciliation window contains information from the bank statement. The Transaction Records area of the window contains information from Treasury.

4. In the Unreconciled Records area, check the Sel field beside those records that you want to select for reconciliation. The reconciliation balance at the bottom of the window.

5. In the Transaction Records area of the window, check the Sel field beside those records that you want to reconcile against the selections you made in the Unreconciled Records area.

> **Note:** For retail term transactions, you can match only one transaction record against the records in the Unreconciled Records area.

6. If your statement information does not reconcile, save your work and correct the unreconciled items. For more information, see: Reconciling Bank Statements Manually: page 5 – 12.

7. When you finish reconciling all the records for this account, choose the Reconcile button.

Reviewing and Unreconciling Reconciled Items

Use the Reconciliation Process window to review reconciled items. You can also use this window to unreconcile any previously reconciled items.

Prerequisite:

❑ Perform an automatic or manual reconciliation. See: Reconciling Bank Statements Manually: page 5 – 12 or Reconciling Bank Statement Automatically: page 5 – 11.

▶ **To review an automatic reconciliation:**

1. In the Find Bank Statements window, complete the fields as needed to find the bank account that you want to review. The Bank Statements window appears.

2. Choose the bank statement you want to review and choose the Reconciled button.

3. In the Find Reconciled window, complete the fields as needed to find the statement that you want to review. The Reconciliation Process window appears.

4. If you want to unreconcile an automatically reconciled item, in the Review Unreconciled Items region check the Unreconciled check box beside each item you want to unreconcile.

5. Save your work.

Reconciling Unreconciled Items

Use the Manual Reconciliation window to reconcile any items that were not successfully reconciled during an automatic reconciliation.

Prerequisite:

❑ Perform an automatic reconciliation. See: Reconciling Bank Statement Automatically: page 5 – 11.

▶ **To reconcile unreconciled items:**

1. Reconcile each unsuccessfully reconciled item manually. See: Reconciling Bank Statements Manually: page 5 – 12.

2. If you cannot manually reconcile an item, enter an adjusting transaction as an exposure. See: Interest Rate Exposures: page 5 – 30.

3. Save your work.

Viewing Reconciliation Import Sources

Use the Import Sources window to review bank statement import sources you defined for reconciliation purposes. The Import Sources window contains information about your import sources, reconciliation methods, reconciliation passes, and reconciliation matrixes.

▶ **To view your import source information:**

■ In the Bank Statements window, choose the Review Source/Process button. The Import Sources window appears.

Bank Statement Input

You can input your bank statements automatically or manually. After you enter your bank statements you can transfer them for reconciliation.

You can only automatically input your bank statements if your bank provides account statements in a flat file, using a defined format like BAI or SWIFT MT 940. The script for automatically inputting bank statements is not provided with Treasury but a third–party may be able to provide the script for you.

This section contains the following topics.

- Entering Bank Statements Manually: page 5 – 15
- Transferring Bank Statements: page 5 – 16
- Correcting and Re–Transferring Bank Statements: page 5 – 16
- Viewing a Summary of Unsuccessfully Transferred Bank Statements: page 5 – 17
- Viewing Bank Statements: page 5 – 17.

Entering Bank Statements Manually

If you do not have electronic banking or an electronic transfer failed, use the Manual Statement Input window to manually enter bank statement information. You can also use this window to enter a sub–statement for a transaction on your bank account. For example if your statement includes an employee loans item, you can create a sub–statement to break that item down into individual loan amounts by employee.

You can only input one bank statement per date for each account number. You can add information to or change a statement before you transfer it for reconciliation.

▶ **To enter a bank statement manually:**

1. In the Source field of the Manual Statement Input window, select the bank account for which you are entering information. Values appear in the Account Number, Currency, and Created By fields based on the account you selected and your user id.

2. In the Value Date field, enter the date the statement was issued. The date in the Created Date field is the current system date.

3. For each transaction on the statement, enter the transaction details as follows:

- Complete either the Cparty field or the Particulars field. If the bank statement lists the counterparty for the transaction, in the Cparty field, select the counterparty. If the bank statement does not list the counterparty but does list another way to identify the transaction, such as a deal number, in the Particulars enter that value.

- Select a transaction type.

- In the Amount field, enter the amount of the transaction.

- Enter comments for the transaction as needed.

4. Save your work. The total amount of debits and credits appears in the Trailer region of the window. This region also displays the total number of transactions in the statement.

Transferring Bank Statements

Use a concurrent request to transfer your bank statements for reconciliation.

▶ **To transfer a statement for reconciliation:**

1. In the Manual Statement Input window, query the statement you want to transfer.

2. Choose the Transfer File button. A concurrent process transfers your bank statements for reconciliation. If your bank statement transfer is unsuccessful you must correct the statement and re–transfer it.

Correcting and Re–Transferring Bank Statements

Use the Manual Input Statement window to correct bank statement errors. After you correct the bank statement errors, you can re–transfer your bank statement. You can re–transfer a bank statement anytime after you correct the statement.

▶ **To correct errors in a bank statement:**

1. In the Manual Statement Input window, query the bank statement you want to correct.

2. Choose the Delete File button. The transaction details for this bank statement are deleted from the window.

3. Re–enter the bank statement information. See: Entering Bank Statements Manually: page 5 – 15.

4. Re–transfer the bank statement for reconciliation. See: Transferring Bank Statements: page 5 – 16.

Viewing a Summary of Unsuccessfully Transferred Bank Statements

Use the Transfer Errors window to view a list of bank statements that were not transferred successfully.

▶ **To view a list statements that were not transferred successfully:**

■ In the Manual Statement Input window, choose the Show Errors button. The Transfer Errors window appears, listing details for each incorrect record and a description of each error.

Viewing Bank Statements

Use the Manual Statement Input window to view the details for a bank statement.

▶ **To view the details for a bank statement:**

■ In the Manual Statement Input window, query the bank statement you want to view.

Rates

This section describes how to enter and manage your system and product rates. It contains the following topics.

- Current System Rates: page 5 – 18
  - Setting Up Data Feed Codes: page 5 – 19
  - Entering System Rates: page 5 – 20
  - Archiving System Rates: page 5 – 21
  - Viewing Current System Rates: page 5 – 21
  - Viewing Current and Archived Cross Rates: page 5 – 21
  - Viewing Current and Archived Spot Rates: page 5 – 22
  - Viewing Current and Archived Interest Rates and Volatility Rates: page 5 – 22
- Product Rates: page 5 – 22
  - Entering Product Rates: page 5 – 23
  - Printing Confirmation Letters for Updated Product Rates: page 5 – 24

Current System Rates

A *system rate* is a foreign exchange rate, volatility rate, or interest rate for a currency. System rates are used to validate your deal input against your deal rate tolerances, to calculate revaluations, and to calculate your limit utilization. You can update your rates automatically, using an electronic feed from a rate provider, or you can enter and update your rates manually.

If you want to enter system rates using an electronic feed, you must first define your data feed codes. *Data feed codes* link your current system rates to your source of rate information. You can also define your data feed codes if you manually enter your system rates, and you want to track your source of rate information.

You do not have to record cross currency rates. When you enter a spot rate for a currency against the U.S. dollar, the cross rate is automatically calculated.

This section contains the following topics.

Setting Up Data Feed Codes

Use the Current System Rates window to define data feed codes for each of your sources of rate information. You must define data feed codes before you can enter a system rate.

▶ **Setting up a data feed code:**

1. In the Feed Source field of the Data Feed Codes tabbed region of the Current System Rates window, enter the name of the source for the rate.

2. In the DDE Ref field, enter the source's DDE reference.

3. In the Ref Code field, enter a reference code for your data feed source. This code will appear in the list of values for the Ref Code field on the Current System Rates tabbed region of the window.

4. In the Currency Description, enter a description for the rate.

5. In the Spread Basis field, select a spread basis for the rate. You can select either Positive or Negative.

6. Save your work.

Entering System Rates

Use the Current System Rates window to enter your current system rates.

Prerequisite:

❑ Set up data feed codes. See: Setting Up Data Feed Codes: page 5 – 19.

▶ **To enter a system rate:**

1. In Ref Code field of the Current System Rates window, select a data feed code for the rate. The description of the code automatically appears in the Ref Description field. See: Setting Up Data Feed Codes: page 5 – 19.

2. In the First Currency field, select a currency for which you want to define a rate. If you are entering a foreign exchange rate this is the base currency for the rate.

3. If you are entering a foreign exchange rate, in the Second Currency field select a contra currency for the rate.

   Note: You must record at least one foreign exchange spot rate for each currency against the U.S. dollar.

4. Define a period and term for the rate. In the Period field enter a period for the rate. In the Term Type field, select a term type for the rate.

If you are entering . . .	Select one of the following terms
Interest rate	Day, Month, or Year
Volatility rate	Opt Vol(Days) or Opt Vol(Mths)
Spot rate	FX Spot
Forward rate	FX Fwd(Days) or FX Fwd(Mths)
Bond rate	Bond Price

5. In the Bid Price field, enter the bid price for the rate. A default value automatically appears in the Ask Price field. This value is calculated using the most recent price spread for the selected rate code.

6. If you want to change the price spread, enter a different value in the Ask Price field.

7. Save your work.

Archiving System Rates

Use the Archive Parameters region of the Current System Rates window to define how frequently you want to archive your current system rates.

▶ **To archive rates:**

1. In the Current Rate region of the Current System Rates window, select the rate that you want to archive.

2. In the Archive Frequency fields in the Archive Parameters tabbed region, define a time frequency for archiving the rate by entering a number and a selecting a time period. For example to archive a rate every hour, you could enter the number 1 and select the Hours period or you could enter the number 60 and select the Minutes period.

3. Save your work.

4. If you want to view your archived rates, see Viewing Current and Archived System Rates.

Viewing Current System Rates

Use the Current System Rates window to view your current system rates.

▶ **To view a current system rate:**

■ In the Current Rate region of the Current System Rates window, select a rate that you want to view and scroll to the Bid Price and Ask Price fields.

Viewing Current and Archived Cross Rates

Use the Review Historic Rates window to view your current and archived cross rates.

▶ **To view current and historic cross rates:**

1. In the Current Rate region of the Current System Rates window, choose the Cross Rates button. The Review Historic Rates window appears, listing all of the current and archived cross rates.

2. Query the cross rate you want to view.

Viewing Current and Archived Spot Rates

Use the Review Historic Rates window to view your current and archived spot rates.

▶ **To view current and historic spot rates:**

■ In the Current Rate region of the Current System Rates window, select the spot rate for which you want to view the current and archived rates. Choose the Spot Rates button. The Review Historic Rates window appears listing all of the current and archived spot rates.

Viewing Current and Archived Interest Rates and Volatility Rates

Use the Review Historic Rates window to view your current and archived interest rates and volatility rates.

▶ **To view current and historic interest rates and volatility rates:**

■ In the Current Rate region of the Current System Rates window, select the interest rate for which you want to view the current and archived rates. Choose the Spot Rates button. The Review Historic Rates window appears listing all of the current and archived interest rates and volatility rates.

Product Rates

Product rates are the default interest rates used for retail term money deals. For each product rate you set up, you must specify the deal type, subtype, product type, amount, term, and effective date to which you want to apply the rate.

Use the Retail Transaction Rates window to enter or update product rates for your existing deals. You can apply the updated rate on either the effective date for the rate or the next rollover date for the deal.

This section contains the following topics.

- Entering Product Rates: page 5 – 23
- Printing Confirmation Letters for Updated Product Rates: page 5 – 24

Entering Product Rates

Use the Retail Transaction Rates window to enter new product rates.

▶ **To enter a product rate:**

1. In the Retail Transaction Rates window, select a deal subtype and product type for the product rate.

2. If you want to add a new product rate, place your cursor in a blank row. If you want to update an existing product rate, select the rate.

3. In the Curr field, select a currency for the rate.

4. In the Effective Date field, enter the date on which you want the rate to become effective.

5. In the Minimum Amount field, enter the minimum amount to which you want to apply the rate. In the Maximum Amount field, enter the maximum amount to which you want to apply the rate.

6. If you want to establish two rates for the same amount range, in the term field enter a unique term for the rate.

7. Enter either the interest rate or the interest period and margin for the rate.

8. Choose the Update Transaction Rates button. The Update Transaction Rates window appears.

9. If you want the rate to become effective on the next rollover date, check the Effective on Next Rollover check box. If you do not check this, the rate will be applied to all deals as of the Effective Date.

10. If you want to keep the the principal and interest amounts constant for your existing deals, check the Keep PI Constant check box.

11. Choose the Submit Request button. A concurrent request enters your product rates.

Printing Confirmation Letters for Updated Product Rates

When you change a product rate, you can send the parties with whom you conduct retail term money deals a confirmation letter outlining the details of the rate change. Use the Retail Transaction Rates window to print the confirmation letters for product rate changes. For more information on confirmation letters for retail term money deals, see: Printing Confirmation Letters for Retail Term Money Deals: page 3 – 20.

Prerequisite:

❑ Set up default confirmation templates. See: Confirmation Templates: page 1 – 27.

▶ **To print a confirmation letter for an updated product rate:**

1. In the Retail Transaction Rates window, select the rate for which you want to print a confirmation letter. Choose the Print Letters button. The Print Confirmation Letters window appears.

2. Select the rate for which you want to print a confirmation letter. Choose Submit to launch the concurrent process and print the confirmation letter.

Positions

This section describes how to view your company positions. It contains the following topics.

Average Rates

The View Average Rates window displays the following information:

- Weighted daily average amounts and rates over a specified period

- Total number of outstanding transactions per day

- Total range for your deal amounts and rates

The information on this window is grouped by deal type and subtype currency combination.

Viewing Average Rates

Use the View Average Rates window to review your average rates for any period by deal type and by party.

▶ **To view your average rate position:**

1. In the Find Average Rates window, complete the fields as needed to locate the average rates you want. Choose the Find button. The View Average Rates window appears.

2. If you want to view detailed information for a particular rate, select the rate and choose the Deal Details button. The View Deal Details window appears.

3. If you want to view a different set of average rates, choose the Requery button.

Cash Book

Use the View Cash Book Summary window to view your opening and projected closing bank balances.

This section contains the following topics.

- Viewing Cash Book Summary: page 5 – 27

- Balance Gaps: page 5 – 28

- Viewing Balance Gaps: page 5 – 29

Viewing Cash Book Summaries

View Cash Book Summary						⊻ ⁊ ✕

Selection Criteria

Currency	USD	United States Dollar
Company	BBC	BM-BEST BRITISH CARS
Dealer		

☐ Include Intercompany Accounts   ☑ Include Indicative Exposures

As of Date 23-JUL-2001
Account Number 5678USD98

Opening Balance   ◉ Actual   ● Projected

Opening Balance	<2,500.00>
Prior Cash Flows	6,483,650.87

Settlement Summary

Company	Deal Type	Deal Subtype	Cpart	Dealer	Settlement Amt	Authorized
BBC	TMM	INVEST	BM-M	BRUCE	300,000.00	☐
BBC	TMM	INVEST	BM-M	BRUCE	1,375.00	☐
						☐
						☐

Ref Date Total	301,375.00
Net Cash Flow	6,785,025.87
Closing Balance	6,782,525.87

Short Term Money [   ]

[Generate Gapping]   [Account Details]   [Short Term Money Details]   [Recalculate]

Use the View Cash Book Summary window to view a summary of your cash book for a specified currency.

▶ **To view your current cash position:**

1. In the Selection Criteria region of the View Cash Book Summary window, select a currency for your cash book.

2. Enter a date from which you want to generate your cash book summary.

3. If you want the cash book summary to cover a specific company dealer or bank account, select a company, dealer, or bank account.

4. If you want to include your intercompany accounts, check the Include Intercompany Accounts check box.

5. If you want to include your indicative exposures, check the Include Indicative Exposures check box. Firm exposures are automatically included in the cash book summary.

6. Select one of the following options to calculate the opening balance for the cash book summary.

    • **Actual**: Calculates the actual balance using the last recorded cash flow balance in the Bank Account Balances window.

    • **Projected**: Calculates the anticipated balance from the date of the last recorded cash flow to the date in the As of Date field.

7. Choose the Recalculate button.

    The cash book summary results appear in the bottom region of the window. Some of the key values are described below:

    • **Ref Date Total**: The cash flow on the Ref Date. The ref date total is equal to the sum of the amounts in the Settlement Amt column in the Summary of Settlements for Above Date and Criteria region.

    • **Net Cash Flow**: The sum of the Prior Cash Flows and the Ref Date Total fields.

    • **Closing Balance**: The sum of the Opening Balance and the Net Cash Flow fields.

8. If you want to view information for short term money deals or for funding that has not been transacted on the As of Date, choose the Short Term Money Details button. The Short Term Money window appears.

    Short Term Money deals are not included in the cash flow summary but they refer to possible cash flow movements.

9. If you want to view the details for the bank account which is the basis for the cash book summary, choose the Account Details button. The Account Details window appears.

10. If you want to view your balance gaps, see: Viewing Balance Gaps: page 5 – 29.

Balance Gaps

A *balance gap* arises when you have gaps in your cash flows between the current system date and your defined until date. This gap can occur in the following circumstances:

- You begin with a negative balance and need to borrow money. The balance gap occurs because you don't know when you will receive sufficient funds to pay off part or all of the loan.

- You have a positive balance, and you invest the money. The balance gap occurs because you don't know when you will need part or all of that money to cover future obligations.

Knowing when a balance gap occurs is crucial to effectively handling the funds you loaned or invested. Use the View Balance Gaps window, to manage your balance gaps.

To reduce your balance gap results, enter amount ranges that meet your cash flow requirements.

Your response to a balance gap varies with your particular sensitivity to the amount of interest that the loan costs, or the investment generates. For example, you may decide that you will not be concerned about gaps of $500,000 or less because your overdraft protection covers such amounts. You can specify a balance gap amount that you want to view.

Viewing Balance Gaps

Use the View Balance Gaps window to view a list of balances that fall within a specified amount range.

▶ **To view balance gap information:**

1. In the View Cash Book Summary window, choose the Generate Gapping button. The View Balance Gaps window appears.

2. In the Balances From and To fields, enter an amount range for the balance gap that you want to view. To view all balance gaps, leave these fields blank.

   Suggestion: If you borrowed money to cover a negative balance, enter a number equal to or greater than zero in the Display Balances Between field. By entering a larger number, you accept a larger balance gap. If you had a positive balance and invested the money, enter a number equal to or less than zero in the To field. By entering a larger negative number, you accept a larger balance gap.

3. In the Until Date field, enter the date up to which you want to view your balance gaps. The until date must be greater than the current system date. The balance gap for every date from the current date to the until date you specify appears.

4. Choose the Start Query button. The balance gap information appears.

Interest Rate Exposures

You can view your interest rate exposures as a split between your physical deals and derivatives as well as a split between your fixed interest and floating interest rates. In addtion, you can compare your actual fixed and floating positions to your interest rate policies and variances from the Interest Rate Policy window, see: Interest Rate Policy: page 1 – 72.

This section contains the following topics.

- Viewing Interest Rate Exposures: page 5 – 30
- Viewing Interest Rate Schedules: page 5 – 31
- Viewing Interest Rate Maturity Profiles: page 5 – 32

Viewing Interest Rate Exposures

Use the View Interest Rate Exposures window to view your interest rate exposures for a specified company, portfolio, currency, or any combination of these three criteria.

▶ **To view interest rate exposure information:**

1. In the Calculation Criteria region of the View Interest Rate Exposures window, select a company whose interest rate exposures you want to view.

2. If you want to view the interest rate exposures for a particular portfolio, in the Portfolio field select a portfolio.

3. If you want to view the interest rate exposures for a particular currency, in the Currency field select a currency.

4. If you want to view your interest rate exposures grouped by type, check the Group By Types check box.

5. If you want to include inter–company deals, check the Include Inter–company check box.

6. In the Rate Details region, insert your cursor. The interest rate exposure information for the calculation criteria you specified appears.

7. Choose the Policy/ Variances tabbed region to view information on your policies and variances. For more information on policies and variances, see: Interest Rate Policy: page 1 – 72.

8. If you want to submit this as an interest rate exposure report, choose the Submit Report button. A concurrent process submits your report.

Viewing Interest Rate Schedules

Use the View Funding/Investment Schedule window to view your interest rate schedules.

▶ **To view interest rate schedules:**

1. In the View Interest Rate Exposures window, select the View Schedules button. The View Funding/Investment Schedule window appears.

2. Indicate which schedules you want to view by completing the fields in the Selection Criteria region of the window.

3. In the Schedule Summary region of the window, insert your cursor in a field. Your interest rate schedule information appears.

4. If you want to view all of the deals for a particular deal type, select a deal type and choose the View Deal Type Summary button. The View Deal Type Summary window appears.

   • If you want to view all of the transactions for a particular deal, select a deal and choose the View Transaction Details button. The View Transaction Details window appears.

   • If you want to view the details for a transaction, select the transaction and choose the More Details button. The view deal form for that transaction appears with the complete deal details.

5. If you want to view the balances for particular bank account, select a bank account. Choose the View Account Balance button. The View Transaction Details window appears.

   • If you want to view the details for a particular transaction, select the transaction and choose the More Details button. The view

deal form for that transaction appears with the complete deal details.

Viewing Interest Rate Maturity Profiles

Use the View Maturity Profile window to view the maturity profiles for your interest rates.

▶ **To view interest rate maturity profiles:**

1. In the View Interest Rate Exposures window, select a deal type.

2. Choose the View Maturities button. The View Maturity Profile window appears.

3. If you want to view the maturity profiles for the default period, choose the Default Period option. If you want to view the maturities for the period you defined in the Interest Rate Policy window, choose the User Period option. For more information see: Interest Rate Policy: page 1 – 72.

4. If you want to view a description of your maturities instead of the period, in the Interest Rate Exposure Period section of the View Maturity Profile window select Description.

Liquidity

You can view your liquidity position and identify the total amount of your readily available funds from your undrawn limit facilities, cash, bank overdrafts, and sellable securities. If your limit structure permits, you can also use this window to view the amount of undrawn facilities for which your company has a commitment to provide.

☞ **Attention:** To view accurate liquidity results, you must apply your limits accurately to every deal at deal input. For example, an accurate funding limits liquidity value depends on you applying a funding limit to every funding deal. Also, if you input a deal without applying a limit, your liquidity results will not take that deal into account and therefore, be incorrect.

This section contains the following topics.

- Viewing Liquidity Positions: page 5 – 34
- Viewing Liquidity Details: page 5 – 35

- Viewing Investment Details: page 5 – 36
- Viewing Security Details: page 5 – 37

Viewing Liquidity Positions

Use the View Limits Liquidity window to view your liquidity position.

▶ **To view your liquidity position:**

1. In the View Limits Liquidity window, select the company for which you want to view liquidity information. Your limit facilities for the selected company appear.

   Note: Only fund and invest limit categories are available. Overdraft or foreign exchange limit categories are not available. See: Limit Types: page 1 – 77.

2. If you want to include a limit in your liquidity position, check the Select Limit check box next to each limit that you want to include.

3. Choose the Start Process button. Your liquidity position is automatically calculated and appears in the Liquidity Summary region of the window. Also, depending on which deals and limits are included in your liquidity position, the following buttons may appear: Liquidity Details, Investment Details, and Security Details.

   The *Committed Investment Limits* field in the Liquidity Summary region contains the sum of undrawn limits that you selected to include in the liquidity position.

Viewing Liquidity Details

Liquidity Details						⊻ ⊼ ✕

Available Funding

Type	Limit	Global Limit	Cparty Limits	Cparty Utilized	Limit Available
BO	UNCOMM	300,000,000.00	150,000,000.00	24,211,229.95	125,788,770.05
BO	FCOMM	150,000,000.00	75,000,000.00	0.00	75,000,000.00

Funding Details				Sum	200,788,770.05

Overdraft And Call Investments

Type	Opening Balance	Net Transfers	Balance	Limit Amount	Available
BANK ACCOUNT	282,071.00	<12,393,052.00>	<12,110,981.00>	200,000,000.00	187,889,019.00
CALL INVEST					9,391,711.00

Account Details	Call Investment Details	Sum	197,280,730.00

Total Liquidity	398,069,500.05

Use the Liquidity Details window to view the details of your liquidity position.

▶ **To view liquidity details:**

1. View your liquidity position. See: Viewing Liquidity Positions: page 5 – 34.

2. In the View Limits Liquidity window, choose the Liquidity Details button. The Liquidity Details window appears. The Liquidity Details window contains a summary of your total available funding, your total bank account balance for your company accounts, and your total short term money investments.

3. If you want to view the the parties associated with a limit, in the Available Funding area of the window select the limit you want to view and choose the Funding Details button. The Investment

Details window appears, showing the availability of each limit by counterparty.

4. In the Overdraft and Short Term Money region of the Liquidity Details window, you can view the following information:

- **Opening Balance:** The bank statement cash flow balance for the account. It is obtained from the Bank Account Balances window.

- **Net Transfers:** The amount that reflects the transactions that occurred between the bank statement balance date and the current date.

- **Balance:** The sum of the opening balance and the net transfers.

- **Limit Amount:** The sum of the overdraft limit applied against bank accounts.

- **Available:** The sum of the limit amount and the balance. For short term money investments, you can only see the current amount you have invested.

- **Total Liquidity:** The available funding limits plus bank account balances, overdraft facilities, and short term money that does not have a maturity date.

5. If you want to view your bank account details by bank code, currency, and account number, choose the Account Details button.

6. If you want to view a list of all short term money invested, choose the Short Term Money Details button.

Viewing Investment Details

Use the Investment Details window to view your total commitment for investment deals.

▶ **To view investment details:**

1. View your liquidity position. See: Viewing Liquidity Positions: page 5 – 34.

2. In the View Limits Liquidity window, choose the Investment Details button. The Investment Details window appears.

3. If you want to view the deal details for a specific investment limit, select the limit and choose the Investment Details button. The Limit Details window appears, listing all of your investment deals and the limit utilization for each deal.

Viewing Security Details

Use the Sellable Securities window to view a list of securities that you own and calculate the realize value of those securities.

▶ **To view a list of securities that you own:**

1. View your liquidity position. See: Viewing Liquidity Positions: page 5 – 34.

2. In the View Limits Liquidity window, choose the Securities Details button. The Sellable Securities window appears.

3. If you want to calculate the current amount realized for a deal, select the deal and then choose the Calculator button. The Negotiable Instruments Calculator window appears.

4. In the Interest Rate field, enter the current interest rate for the deal. The realized value for the security appears in the Realized Value field.

Currency

You can view your company position for your authorized currencies. The Currency Position window lists each currency combination, the number of transactions for each combination, and the total value of those transactions for your base and contra currencies.

Viewing Currency Positions

Use the Currency Position window to view your company position by currency.

▶ **To view your currency position:**

1. In the Currency Position window, select the company whose currency position you want to view.

2. In the Amount Unit field, enter the unit measurement that you want to use to view your currency position.

3. In the As At Date field, enter the date to which you want to view your currency position.

4. Choose the Query button. The currency position information for the selected company appears.

The currency combinations displayed are the combinations that you defined in the Currency Details window. For more information of defining currency combinations, see: Currency Details: page 1 – 68.

The currency combinations are displayed in order of importance, as defined in the Currency Details window, and then alphabetically.

Monitored currency combinations are bolded. For each monitored currency combination you can see the amount of base currency and the amount of contra currency that your company holds.

5. If you want to monitor a currency combination, place your cursor in the currency field and choose the Monitor button. If you want to stop monitoring a currency combination, place your cursor in the monitored currency field and choose the Unmonitor button.

6. If you want to view more currency combinations, choose the More Combinations button. Once you select the More Combinations button, you cannot view the earlier currency combinations. To view the earlier currency combinations you must repopulate the Currency Details window by choosing the Query button.

Net Cashflow Summary

Use the Net Cashflow Summary window to view a high level summary of your cash flows. You can also use this window to view your cashflows as a running balance, as a daily summary, or to view the deal details for a particular cashflow.

This section contains the following topics.

Viewing High Level Cashflow Summaries

Use the View Cashflow Summary window to view a high level summary of your net cashflows.

▶ **To view a high–level summary of your cash flows:**

1. In the View Cashflow Summary window, select a company whose cash flows you want to view. If you want to view the cashflows for all companys, leave this field blank.

2. In the Cashflow Until field, enter the latest date for which you want to view your cash flows.

3. In the Order By field, select one of the following:

   • **Sequence:** Displays the information by the money market sequence number, as set in the Add/Maintain Currency window of the Currency Details form. See: Currency Details: page 1 – 68.

   • **Currency:** Displays the information alphabetically by currency code.

4. In the Opening Account Balances field, select one of the following:

   • **Actual Balances:** Displays the cash flow balance amounts obtained from the Current Account Balances window.

   • **Projected Balances:** Displays the cash flow from current account balances, plus the cashflows that occurred since the last bank statement balance.

5. If you want to include all exposure entires, check the Include Indicative Exposures check box. If you do not check this box, Treasury displays only Firm exposures that have values in the Actual Date and Actual Amount fields.

6. Choose the Start Process button. The high level cashflow summary information appears.

Viewing Cashflow Summaries as a Running Balance By Selected Periods

Use the Summary of Cashflow Balances window to view your cashflow summary as a running balance by selected periods.

Prerequisite:

❑ View a high level cash flow summary. See: Viewing High Level Cashflow Summaries: page 5 – 39.

► **To view a cash flows summary with running balances, by selected periods:**

1. In the View Cashflow Summary window choose the Summaries button. The Summary of Cashflow Balances window appears.

2. Choose one of the Round Up To option buttons to view your cash flow balances by the day, week, or month.

   Note: The week option is for a calendar week and the month option is for a calendar month.

3. If you want to see any columns of information that are not displayed on the window, choose the Next Set button.

Viewing Daily Cashflow Summaries By Selected Periods

Use the Summary of Cashflow Balances window to view your cashflow summary without running balances by selected periods.

Prerequisite:

❑ View a high level cash flow summary. See: Viewing High Level Cashflow Summaries: page 5 – 39.

► **To view a daily cashflow summary by selected periods:**

1. In the Summary of Cashflow Balances window choose the Show Cashflows button. In the Summary of Cashflows region of the window, the number of transactions appears beside each period's cashflow movement for the currency.

2. If you want to view the the deal and transaction details for an account balance, select the account balance and choose the Details button. For more information, see: Viewing Cash Flow Details: page 5 – 41.

Viewing Cash Flow Details

Use the Transactions window to view the transactions used to calculate your cashflows.

Prerequisite:

❑ View a high level cash flow summary. See: Viewing High Level Cashflow Summaries: page 5 – 39.

▶ **To view details of your cashflows:**

1. In the Summary of Cashflow Balances window, insert your cursor the currency field for the currency which you want to view your cash flows.

2. Choose the Details button. The Transactions window appears, listing the cash flow information for each deal from the current system date to the Cashflow Until date for the specified currency.

3. If you want to view transaction details of your cashflows with running balances, place your cursor in the Amount field and select the Full Details button. If you want to view transaction details of your cashflows without running balances, place your cursor in the Amount filed and choose the Full Details button. The Deal Details window appears.

Net Transaction Summary

Use the Net Transaction Positions window to review your transaction positions, as of the current system date.

You can drill down through a summary of transactions by deal type to obtain the following types of information:

- Summary of your total net positions, or your positions for a specific deal type
- Deals outstanding with particular counterparties
- Summary of deals for a specific position
- Detailed information for a specific deal

Viewing Net Transaction Summaries

Use the Net Transaction Positions window to review your net position for all treasury deals.

▶ **To view your net transaction position:**

1. In the Find Transaction Positions window, complete the fields as needed to locate the positions you want to view. Choose the Find button. The View Net Transaction Positions window appears, listing position information by deal type.

2. If you want to view a deal type row broken down by counterparty, select the deal type and choose the Net Positions button. The Net Transaction Positions window appears.

   • If you want to view individual deals for a counterparty, select the deal and choose the Details button. The View Position Details window appears.

   • If you want to view the complete details a deal, select the deal, and choose the Deal Details button. The view window for the selected deal appears with the full details.

Limit Utilization and Excesses

This section describes how to view information about your limits, limit utilization, and limit excesses. It contains the following topics.

For more information on limits, see: Limits Setup.

Viewing Limit Utilization

Use the View Limit Utilizations window to view a list of your limits, the amount that your deals have utilized and the amount that is still available. For each limit utlization, you can view a list of the individual deals that are used to calculate the limit utilization amount. You can also use this window to view the details of any deals that caused you to exceed a limit.

☞ **Attention:** To ensure that your limit utilization information is accurate, you must consistently apply limits to your deals. If you do not apply limits to your deals, those deals will not be calculated as part of your limit utilization.

Prerequisite:

❑ Set up limits. See: Limits: page 1 – 74.

▶ **To view limit utilization:**

1. In the Settlement Limits From field of the View Limit Utilizations window, enter the earliest date for which you want to view your limit utilizations.

    Note: The Settlement Limits From date must be equal to or later than the current system date.

2. In the To field, enter the latest date for which you want to view your limit utilizations.

3. In a blank row, query the limit utilizations that you want to view. The list of limits that match the type, settlement date range, and other criteria you specified appear.

The following information is displayed for each limit.

- **Available:** The total amount available for the limit. This value is calculated by subtracting the weighted limit utilization from the limit amount. If the value in the Available field is negative and red, you exceed the limit. See: Limit Weightings: page 1 – 79.

- **Company:** The company applying the limit.

- **Country:** The country to which the limit is applied.

- **Cparty:** The counterparty to which the limit applies.

- **Currency:** The currency to which the limit applies.

- **Effective:** The effective date of the limit.

- **Group:** The counterparty group to which the limit applies.

- **Limit Amount:** The total amount of the limit.

- **Limit Code:** The limit code.

- **Limit Type:** The limit type.

- **Utilized:** The total utilization of the limit.

4. To view the deal details for a specific limit, select the limit and insert your cursor in the Deal Num field of the Limit Details region. A list of deals used to calculate the specified limit utilization amount appear. If the value in the Available field is negative and red, you exceed the limit.

5. To view the deal details for an exceeded limit, select the exceeded limit and choose the View Excesses button. The View Limit Exceptions window appears. See: Viewing Limit Excesses: page 5 – 45.

Viewing Limit Excesses

If your deals have a combined value that is greater than the available amount of a limit, you have exceeded that limit. Use the View Limit Exceptions window to view a list of the limits you have exceeded and the deals which caused you to exceed them.

☞ **Attention:** To ensure that your limit excess information is accurate, you must consistently apply limits to your deals. If you do not apply limits to your deals, those deals will not be calculated and included in your limit excess amounts.

Prerequisite:

❑ Set up limits. See: Limits: page 1 – 74.

▶ **To view a limit exception:**

1. In the View Limit Exceptions window, query the limits for which you want to view your excesses. The list of deals that match your criteria appear.

   The following information is displayed for each limit exception.

   - **Amount:** The amount of the limit.

   - **Company:** The company which applied the limit.

   - **Cparty:** The counterparty to which the limit is applied.

   - **Country:** The country to which the limit is applied.

   - **Currency:** The currency to which the limit is applied.

   - **Date:** The date on which the deal occured.

   - **Deal Num:** The number of the deal to which the limit was applied.

   - **Dealer:** The dealer to who performed the transaction.

   - **Exception:** The type of exception.

   - **Excess Amount:** The amount by which the transaction exceeded the limit.

   - **Group:** The counterparty group to which the limit applies.

   - **Limit:** The limit that was exceeded.

   - **Limit Check ID:** The limit check id number.

- **Limit Chk:** The type of limit check that is applied to this exception.

- **Limit Company:** The company to which the limit is applied. This field is only populated if the limit exception is for a member of your intercompany group.

- **Limit Date:** The effective date for the limit.

- **Trans Amount:** The transaction amount.

Settlements and Accounting

T his chapter explains how to settle Treasury transactions and authorize your journals for transfer to Oracle General Ledger. It describes how to validate your Treasury transactions, create confirmation letters, and settle your bank statements, taxes, and brokerage fees.

It also contains information on how to perform period adjustments, revalue your deals, generate daily journals, and audit your Treasury activities.

Settlements

You must create adjustments to settle your tax and brokerage fees before you can create your journals and transfer them to General Ledger. As part of your settlement process, you can validate your deal transactions or print confirmation letters for your deals.

This section contains the following topics.

Transaction Validation

You should validate your deal transactions before settling them. Validating your transactions is mandatory if you choose the Validate Deal Input option in the System Parameters window. See: System Parameters: page 1 – 21.

Validating Transactions

Use the Transaction Validation window to validate your transactions. before posting them to General Ledger.

▶ **To validate transactions:**

1. In the Transaction Validation window, select the Not yet Validated option to select your unapproved transactions.

2. Select a company whose transactions you want to validate.

3. In the Validate From field enter the earliest date from which you want to validate transactions. If you want to validate all transactions, leave the field blank. The unvalidated transactions appear in the Deal Details tabbed region of the window.

4. Select a transaction and choose the Review Details button. The Review Details window appears.

5. If you want to view additional deal details, choose the Full Details button. The deal input form for the selected deal appears.

6. To validate a transaction, check the Transaction Validated check box.

7. If you received a transaction confirmation letter from the transaction's counterparty party, check the Confirmation Checked check box.

8. Save your work.

Confirmation Letters

You can create confirmation letters to confirm the details of a deal or of a transaction with another party. A deal can have multiple transactions, each of which requires a separate confirmation. For example, an Interest Rate Option deal might require two confirmation letters, one when the deal is initiated, and another confirmation when the option is exercised.

Printing Confirmation Letters

Use the Print/Reprint Confirmation Letters window to print or reprint confirmation letters for specific deals. You cannot print confirmation letters for retail term money adjustments through this window. For more information on how to print confirmation letters for retail term money adjustments, see: Retail Term Money: page 3 – 15.

Prerequisites:

❑ Set up confirmation groups. See: Confirmation Groups: page 1 – 58.

❑ Assign confirmation groups to your counterparties. See: Counterparty Profiles: page 1 – 49.

▶ **To print confirmation letters:**

1. In the Find Deals Requiring Confirmation Letters window, choose the type of deal confirmations that you want to print by choosing the Not Yet Printed, the Already Printed, or the Both option button.

2. Complete the other fields in the Find Deals Requiring Confirmation Letters window as needed and choose the Find button.

   Note: If you chose the Already Printed or the Both options, you must enter at least one date range.

   All the deals that match your criteria, and that meet the requirements that you established on the Confirmation Groups window appear.

3. Select the deals for which you want to print confirmation letters in one of the following ways:

   • To select only a few deals, check the check box beside each deal that you want to print.

   • To select most of the deals, check the Select All to Print check box, and deselect any deals that you do not want to print.

   • To select all deals on the window, check the Select All to Print check box.

4. Choose the Print All Selected Letters button. A concurrent process submits a request to print the letters.

Settlements

Before you can create your daily journals, you must do the following:

1. Authorize your settlements.

2. Group your transactions as needed.

3. Send the authorized settlements to your payment system for payment.

Using the Settlements window, you can also manage your settlement process. You can pre–authorize future settlements, change the default settlement details for a deal, split a settlement between different accounts or parties, or net all the settlements between your company and another party.

This section contains the following topics.

- Authorizing Settlements: page 6 – 6
- Grouping Settlements and Generating Payment Instructions: page 6 – 7
- Splitting Settlements: page 6 – 9
- Pre–Authorizing Settlements: page 6 – 10
- Viewing Future Settlements: page 6 – 10
- Creating Settlement Vouchers: page 6 – 10

Authorizing Settlements

Use the Settlements window to identify, validate, and authorize your settlements.

Prerequisites:

❑ Set up default settlement accounts. See: Default Settlement Accounts: page 1 – 60.

❑ Set up default settlment actions. See: Default Settlement Actions: page 1 – 59.

▶ **To authorize settlements:**

1. In the Settlements window, select the company for which you want to authorize settlements.

2. Enter the date on which you expect the settlement to occur in the Due/Settle Date field.

3. If you want to authorize settlements that occurred on or before the Due/Settle Date, check the Unauthorized Prior to Due Date check box.

4. In the Transaction region of the window, indicate the type of transactions you want to display. Select the Validated option to display only validated transactions. Select the Unvalidated option

to display only unvalidated transactions. Select the Both option to display all transactions.

5. In the Settlement region of the window, indicate whether the type of settlements you want to display. Select the Authorized option to display only authorized settlements. Select the Unauthorized option to display only unauthorized settlements. Select the Both option to display all settlements.

6. In the Settlement Summary region, indicate the type of settlements you want to authorize. Select the Payment Only option if you want to validate only payment settlements. Select the Receipts Only option to validate only receipt settlements. Select the Both option to validate all settlement types.

7. Insert your cursor in a blank row. The settlement information appears.

8. If you want to view or change a specific settlement before you authorize it, select the settlement and choose the Maintain Settlements button. The Settlement Actions window appears. Modify the settlement information in the Settlement Actions window as needed.

9. Check the Authorized field to authorize the settlement. Your user id and the current system date automatically appear in the Authorized By and Settlement Date fields.

10. To view the volume of settlement transactions over the next 14 days on which there are settlements, select the Find Next 14 Days region. The date on which the settlement occurs, the number of settlements and the value of those settlements appears.

11. Save your work.

Grouping Settlements and Generating Payment Instructions

After you authorize your settlements, you can group them and generate your payment instructions.

You can net multiple cash flows for any transactions that have the same currency, counterparty, and value date. Net your payments when you have several transactions with a counterparty. For example, if you owe a counterparty $100,000 and the counterparty owes you $50,000, you can net those transactions and issue only one payment of $50,000, instead of generating a payment for $100,000 and a receipt for $50,000.

For Electronic Funds Transfer (EFT) purposes, payment instructions are generated as a file.

Prerequisite:

❑ Authorize settlements. See: Authorizing Settlements: page 6 – 6.

▶ **To group settlement amounts and generate payment instructions:**

1. In the Netting region of the Settlements window, define how you want to group your settlements by checking one of the following check boxes:

   • **Netoff:** Calculates the total payments and receipts as either one payment or one receipt.

   • **Total:** Produces a total for all receipts and a total for all payments.

   • **None:** Does not perform any netting. Each amount is handled separately.

   • **Not set:** Each amount is handled separately. Select this option if you haven't grouped your settlements yet.

2. If you want to remove the a settlement grouping, select the row of the grouped settlement in the Maintain Details area of the window and delete the value in the Group Ref field.

3. Choose to produce a check, direct debit, or EFT as your method of payment by checking the appropriate check box.

   The settlement amounts appear in the Maintain Details region of the window.

4. Save your work. The payment instructions for the authorized settlements are automatically generated.

Splitting Settlements

Split Settlement			↙ ⬈ ✕
Existing Settlement			

Existing Settlement

Settle Type	PRINFLW	Currency	GBP	Settlement Amount	<45,000.00>
Deal Number	28	Trans Num	3	Due Date	23-JAN-200
Deal Type	ONC	Short Term Money		Product Type	BM24HRS
Company	BBC	BM-BEST BRITISH CARS		Company Acct	678GBP987
Cparty	BMROVEF	BM-ROVER		Cparty Acct	5678GBP

Define Settlement Splits

Split Amount	Party	Settlement Acct	Comments
4,500.00	BMROVER	5678GBP	
41,500.00	BMROVER	5678GBP	

Use the Split Settlements window to divide your settlements between one or more companies or counterparties, or between one or more bank accounts. You cannot partially split a settlement. If you split a settlement you must split the full value of the settlement.

▶ **To split a settlement:**

1. In the Settlements window, select the settlement that you want to split and choose the Maintain Settlements button. The Maintain Settlements window appears.

2. Choose the Split Settlements button. The Split Settlements window appears.

3. For each part of the settlement split, do the following.

   • In the Define Settlement Splits region, enter the amount of the settlement that you want to split.

   • Select the party whom you want to receive the split part of the settlement.

- In the Settlement Account field, select the account that you want to use for the split part of the settlement.

- In the GL Account field, select the General Ledger account to which you want to apply the settlement.

- Enter any comments about the split as needed.

4. Save your work.

Pre–Authorizing Settlements

Use the Settlements window to pre–authorize future settlements.

▶ **To pre–authorize settlements:**

1. In the Due/Settle Date field, enter a future date for which you want to pre–authorize your settlements.

2. Authorize your settlements. See: Authorizing Settlements: page 6 – 6.

Viewing Future Settlements

You can use the Next 14 Days region of the Settlements window to view a list of settlements for the next 14 dates on which settlements occur from a specified date.

▶ **To view a future settlement:**

- In the Start Date field of the Next 14 Days region of the Settlements window field, enter a date from which you want to view a list of your settlements. Choose the Find Next 14 Days button. A list of settlements appears.

Creating Settlement Vouchers

Use the Vouchers window to record settlement vouchers for your reference.

▶ **To create a settlement voucher:**

1. In the Settlements window, select the settlement for which you want to create a voucher. Choose the Maintain Settlements button. The Maintain Settlements window appears.

2. Choose the Vouchers button. The Vouchers window appears.

3. In the Reference field, enter a reference number for the voucher.

4. In the Amount field, enter the amount for the voucher.

5. In the Comments field, enter any comments about the voucher.

6. Save your work.

Tax Brokerage Settlements

You can settle your tax and brokerage fees at the same time you authorize your deal settlements.

Settling Tax or Brokerage Fees:

Use the Tax Brokerage Settlements window to authorize the settlement of your taxes and brokerage fees.

▶ **To settle a tax or brokerage fee:**

1. In the Select Type field of the Tax/Brokerage Settlements window, select the Tax option if you want to create a settlement for a tax fee. Select the Brokerage option if you want to create a settlement for a brokerage fee.

2. In the Receiver field, select the party who will receive the settlement.

3. In the Code field, select the tax or brokerage code for that party.

4. In the Payer field, select the party who will pay the settlement.

5. Select the currency for the settlement.

6. If you want to view your settled and unsettled fees, check the Settled Transactions check box. If you want to view only your unsettled fees, do not check the Settled Transactions check box.

7. In the Period From field enter the earliest date from which you want to settle your fees. In the To field enter the latest date to which you want to settle your fees. A list of matching records appears.

8. Select the record that you want to settle and choose the Settle button.

9. If you want to review your tax information, choose the Tax Setup button. For more information on setting up your taxes, see: Tax/Brokerage Setup: page 1 – 90.

10. If you want to review your brokerage information, choose the Brokerage Setup button. For more information on setting up your brokerage information, see: Tax/Brokerage Setup: page 1 – 90.

Accounting

This section describes how to perform and manage the following accounting functions:

Accruals and Amortizations

You can create amortizations and accruals adjustments split by revenue and expense for money market products. These adjustments include amounts for settling derivatives, such as FRAs and options.

The default period for an accrual and amortization adjustment is one month; however, you can create adjustments for periods of any length. For example, you can create adjustments for periods of one day, two weeks, or three months.

You cannot create more than one adjustment per period. If you created an adjustment for the period June 1 to June 15, you cannot create an adjustment for the period June 1 to June 30. Instead, you can either create additional adjustments to cover the period of June 16 to June 30 (for example, you could create one adjustment for the entire remaining period) or you can delete the existing adjustment and create a new adjustment to cover the period of June 1 to June 30.

Adjustments are calculated for the selected period rather than as an accumulating amount for multiple periods. Reversal entries are not required. You must specify the method you want to use to calculate your accruals and amortizations in the Journal Entry Actions window. See: Journal Entry Actions: page 1 – 29.

Once you generate your adjustments, you must authorize them before you can transfer them to General Ledger.

This section contains the following topics:

- Creating Period Adjustments: page 6 – 15
- Authorizing and Unauthorizing Adjustments for Transfer to General Ledger: page 6 – 16
- Deleting Period Adjustments: page 6 – 16
- Viewing Period Adjustments: page 6 – 17

Creating Period Adjustments

Use the Accruals window to create a period adjustment.

Prerequisite:

❑ Set up your preferred calculation method and date range for accruals and amortizations. See: Journal Entry Actions: page 1 – 29.

▶ **To create a period adjustment:**

1. In the Accruals window, select a company for which you want to create a period adjustment.

2. If you want to create an adjustment for an entire month, in the Period From enter the first date of the month for which you want to create an adjustment. The last date of the month automatically appears in the Period To field.

   If you want to create an adjustment for a different period, in the Period From field enter the earliest date for the adjustment period and in the Period To field, enter the latest date for the adjustment period.

3. Choose the Calculate button. The accrual and amortization details for your deals for the specified period appear.

   The following information appears for each deal adjustment:

   • **Adjustment:** The adjustment amount for the specified period.

   • **Ref Amount:** The original amount of the deal. This amount is used to calculate the adjustment.

   • **Rate:** The rate used to calculate the adjustment for any interest–based deals.

   • **Balance:** The total accrued or amortized amount to date.

4. Save your work.

Authorizing and Unauthorizing Period Adjustments for Transfer to General Ledger

Use the Accruals window to authorize your period adjustment for transfer to General Ledger. A concurrent process transfers all authorized period adjustments to General Ledger the next time you run the Transfer Journals to GL program.

Once you transfer an adjustment to General Ledger you cannot unauthorize the adjustment.

▶ **To authorize a period adjustment for transfer to General Ledger:**

1. In the Accruals window, select the company and the period for the adjustment you want to authorize for transfer. Choose the Authorize button. A concurrent process transfers the adjustment to General Ledger the next time you run the Transfer Journals to GL program.

2. If you want to unauthorize an authorized adjustment, select an authorized adjustment and choose the Unauthorize button.

   Note: The Unauthorize button is available only if the selected adjustment has been authorized.

3. Save your work.

Deleting Period Adjustments

Use the Accruals window to delete a previously created period adjustment. You cannot delete a period adjustment once it has been transferred to the General Ledger.

▶ **To delete a period adjustment:**

■ In the Accruals window, select the company and the period for the adjustment that you want to delete. Choose the Delete Details button.

Viewing Period Adjustments

Use the Accruals window to view your adjustments for a previous period.

▶ **To view a period adjustment:**

1. In the Accruals window, select the company for which you want to view adjustments.

2. In the Period From field, select a period for which you want to view the adjustments. The adjustments for the period you selected appear.

3. If you want to view a summary of the adjustment, choose the Summary button.

Revaluations

Revaluation is the process of adjusting the rates for your financial instruments (foreign exchange deals, foreign exchange options, FRAs, bonds, or negotiable instruments) to reflect the current market value of the instruments and their realized or unrealized profit and loss. You perform revaluations whenever you close your books.

The various rates you use to revalue your financial instruments (interest rates, bond rates, foreign exchange spot rates, or volatility rates) are called *revaluation rates.* In Treasury, interest calculations assume simple, non–compounding interest rates; therefore, any interest rates that you enter, including revaluation rates, should be simple interest rates.

Treasury uses a different set of revaluation rates and revaluation formulas to revalue each financial instrument. The formula for each financial instrument that you can revalue is described below.

- **Foreign Exchange Spot or Forward Deals:** Treasury revalues a foreign exchange spot or forward deal in two steps. First, Treasury calculates the deal's current forward rate. The current forward rate for a foreign exchange deal is the difference between the current foreign exchange spot rates plus the difference between the current interest rates for both currencies in the deal. Second, Treasury calculates the difference between the value of the deal using the original rate and the value of the deal using the current forward rate.

- **Foreign Exchange Options:** Treasury revalues foreign exchange option deals using the modified Black–Scholes currency options pricing model (Hull, John C. *Options, Futures, and Other Derivatives.* 3rd ed. Prentice Hall, 1997). This model is designed to revalue European options; if you are revaluing American and knock options, this model will provide pricing estimates, not a true revaluation. The revaluation rates used to revalue a foreign exchange option are the current foreign exchange spot rates, volatility rates, and current interest rates for both currencies in the deal.

- **Negotiable Instruments:** Treasury revalues a negotiable instrument deal by calculating the difference between the yield rate for the deal and the interest rate that applies to the remaining portion of the deal.

- **Forward Rate Agreements:** Treasury revalues a FRA deal in three steps. First, Treasury calculates the interest rate that applies to the start of the deal and the interest rate that applies to the

maturation date of the deal. Second, Treasury uses these interest rates to calculate the current forward rate for the deal. (The current forward rate for a FRA deal is the difference between the interest rate that applies to the deal from the deal start date to the revaluation date and the interest rate that applies to the deal during the period from the revaluation date to the maturity date.) Third, Treasury calculates the difference between the value of the deal using the original rate and the value of the deal using the new forward rate.

> **Note:** The difference between the value of the original deal and the revalued deal is the deal cash flow at the date of maturity. This value is not discounted back to the maturity or to the revaluation date.

- **Bonds:** Treasury revalues a bond by calculating the difference between the clean price of the bond at the time of purchase and the clean price of the bond on the revaluation date.

You can revalue your financial instruments as often as you want. Once you are satisfied with the results of your revaluation, you must authorize the revaluation for transfer to General Ledger. After you transfer the revaluation to General Ledger, you cannot recalculate the revaluation.

This section contains the following topics:

- Reviewing and Adjusting Revaluation Rates: page 6 – 20

- Calculating and Recalculating Revaluations: page 6 – 20

- Authorizing and Unauthorizing Revaluations for Transfer to General Ledger: page 6 – 22

- Viewing Revaluation History for Deals: page 6 – 23

Reviewing and Adjusting Revaluation Rates

Use the Revaluations window to adjust the rates you want to use to revalue your deals.

Prerequisite:

❑ Set up current system rates. See: Current System Rates: page 5 – 18.

▶ **To review and adjust a rate for revaluation:**

1. In the Revaluations window, select a company.

2. In the As of Date field, enter the earliest date for which you want to review or adjust your revaluation rates.

3. Select the Calculate Rates button. The current system rates for the specified date appear. See Current System Rates: page 5 – 18.

   Note: Volatility rates always have a value of 0.

4. In the Rate field, adjust the revaluation rates (interest rates, foreign exchange spot rates, or volatility rates) as needed.

5. If you want to delete all of your rate adjustments and restore the current system rates for the specified date, choose the Recalculate Rates button.

6. Save your work.

Calculating and Recalculating Revaluations

After you adjust your revaluation rates, use the Revaluation Details window to revalue your deals. Use revaluations to determine your realized and unrealized profits and losses for each deal.

You can recalculate your revaluations as often as you want. When you are satisfied with your revaluations you can authorize the revaluation results for transfer to General Ledger.

Prerequisite:

❑ Review and adjust revaluation rates. See: Reviewing and Adjusting Revaluation Rates: page 6 – 20.

▶ **To revalue your deals:**

1. In the Revaluations window select the company for which you want to calculate your revaluations.

2. In the As of Date field, select a date with no status for which you want to calculate revaluations. No status indicates that the revaluation rates for the date are saved, but revaluations are not yet calculated. Generated status indicates that evaluation rates are saved and revaluations are calculated.

3. Choose the Revaluation Details button. The Revaluation Details window appears.

4. Choose the Calculate Revaluations button. A concurrent process calculates your revaluations and a message appears stating whether or not the calculation was successful.

   Note: If you choose to calculate revaluations for a date for which revaluations already exist, the existing revaluations are replaced with the new calculations.

5. If the concurrent process is successful, close the Revaluation Details window. Then, in the Revaluations window, choose the Revaluation Details button. The Revaluation Details window reappears populated with the calculated revaluations.

6. To view the original deal details for a revalued deal, select the deal and choose the Goto Input Form button. The deal input form appears and shows all of the deal details for the selected deal.

7. To recalculate your revaluations, do the following

   – Choose the Delete Revaluations button.

   – Close the Revaluation Details window.

   – In the Revaluations window, adjust your rates as described in Reviewing and Adjusting Revaluation Rates.

   – Repeat steps 3 to 5.

   Note: You cannot delete an authorized revaluation. To delete an authorized revaluation, you must first unauthorize the revaluation, and then choose the Delete Revaluations button.

8. If you are satisfied with the revaluation of your deals, save your work.

Authorizing and Unauthorizing Revaluations for Transfer to General Ledger

Use the Revaluation Details window to authorize your revaluations for transfer to General Ledger. A concurrent process transfers all authorized revaluations to General Ledger the next time you run the Transfer Journals to GL program.

Once you transfer a revaluation to General Ledger you cannot unauthorize the revaluation.

Prerequisite:

❑ Calculate revaluations. See: Calculating and Recalculating Revaluations: page 6 – 20.

▶ **To authorize revaluations for transfer to General Ledger:**

1. In the Revaluations window, query the revaluation that you want to authorize for transfer and choose the Revaluation Details button. The Revaluation Details window appears.

2. Choose the Authorize button. A concurrent process transfers all authorized revaluations to General Ledger the next time you run the Transfer Journals to GL program.

3. If you want to unauthorize an authorized revaluation, follow step 1, then choose the Unauthorize button.

   Note: The Unauthorize button is available only if the selected revaluation has been authorized.

4. Save your work.

Viewing Revaluation History for Deals

Use the History of Revaluations window to view the history of revaluations for a deal.

▶ **To view the revaluation history for a deal:**

■ In the Revaluations Details window, select the deal for which you want to view a revaluation history, and choose the History button. The Hisotry of Revaluations window appears, listing the details for each revaluation you performed on the selected deal.

Daily Journals

To transfer your deals to General Ledger, you must generate daily journals. After you generate your journals, you can view your journal entries, change the dates or GL accounts of your journal entries, reallocate suspense journal entries to a GL account, and transfer your journals to General Ledger.

This section contains the following topics:

- Generating Daily Journals: page 6 – 24
- Viewing or Changing Journal Entries: page 6 – 25
- Reallocating Suspense Journal Entries: page 6 – 25
- Transferring Journal Entries to General Ledger: page 6 – 26
- Viewing Journal Structures: page 6 – 27

Generating Daily Journals

Use the Daily Journals window to generate your daily journals.

Prerequisite:

❑ Set up journal entry actions. See: Journal Entry Actions: page 1 – 29.

▶ **To generate a journal:**

1. In the Daily Journals window, choose the Generate Journals button. Treasury runs the Generate Journals program. The Submit Process to Generate Journals window appears.

2. In the Company field, select the company for which you want to generate the journals.

3. In the Cutoff Date field, enter the final date for which you want to generate journals.

4. Choose the Submit button. A concurrent request generates your daily journal.

Viewing or Changing Journal Entries

Use the Maintain/Review Journal Details window to view or change your journals. You cannot change a journal after it has been transferred to General Ledger.

Prerequisite:

❑ Generate daily journals. See: Generating Daily Journals: page 6 – 24

▶ **To view or change a journal:**

1. In the Daily Journals window, query the journals that you want to view or change. A list of journals matching your query criteria appears.

2. Select the journal that you want to view or change and choose the Maintain/Review Journal Details button. The Maintain/Review Journal Details window appears.

3. If the journal has not yet been transferred to the general ledger, you can change the values in the Journal Date, or GL Account fields, as needed.

4. In the Comments field, add or change comments as needed.

5. Save your work.

Reallocating Suspense Journal Entries

Use the Suspense Journals window to reallocate journal entries from your suspense journals to a General Ledger account.

Prerequisite:

❑ Create a suspense journal. See: Company Profiles: page 1 – 42.

▶ **To reallocate a suspense journal:**

1. In the Daily Journals window, query the suspense journal for which you want to reallocate journal entries.

2. Choose the Reallocate Suspense Journals button. The Suspense Journals window appears, listing all of the transactions that are posted to the specified suspense journal.

3. Select the transaction that you want to reallocate.

4. In the Allocate to GL Account field, enter the General Ledger account number to which you want to reallocate your suspense journal entry.

5. Save your work.

Transferring Journals to General Ledger

You can transfer your daily journals to Oracle General Ledger; however, once you transfer a journal you can no longer make any changes to that journal. If a deal changes, the change results in a reversal and a replacement journal.

Treasury journals are created in the foreign currency and the home currency equivalent. When the journals are transferred to General Ledger, they are transferred in the home currency equivalent. The rate used to calculate the home currency equivalent is drawn from the GLRATES table. If no rate exists in this table, the journal will not be transferred and a error, describing the reasons for failure, will appear in the log file.

Prerequisite:

❑ Generate daily journals. See:Generating Daily Journals: page 6 – 24.

▶ **To transfer a journal:**

1. In the Daily Journals window, query the journal that you want to transfer.

2. Select the journal that you want to transfer, and choose the Transfer Journals button. The Transfer Journals to GL window appears.

3. In the Transfer From fields, select the earliest date and latest date from which you want to transfer your daily journals.

4. If you also want to view journals that were previously transferred, check the Include Previously Transferred check box.

5. Choose the Review Transfer button. The journals for the specified date range appear.

6. Select the journal you want to transfer and choose the Transfer to GL button. A concurrent process transfers your journal to General Ledger.

Viewing Journal Structures

Use the Journal Entry Actions window to view how you set up your daily journals.

▶ **To view the structure of a daily journal:**

■ In the Daily Journals window, select the Setup Journals button. The Journal Entry Actions window appears. For more information, see: Journal Entry Actions: page 1 – 29.

Auditing

You can use the audit summary report and the canceled transactions report to audit your Treasury transactions. Before you can use the audit reports, you must set up your audit requirements.

This section includes the following topics:

- Setting Up Audit Requirements: page 6 – 27
- Creating Audit Groups: page 6 – 28
- Viewing Summary Audit Reports: page 6 – 29
- Viewing Cancelled Transactions Audit Reports: page 6 – 29

Setting Up Audit Requirements

Use the Audit Requirements window to set up which treasury events you want to appear on your audit reports.

▶ **To setup your audit requirements:**

1. In the View Audit Summary window, choose the Setup Audit Events button. The Audit Requirements window appears, listing all of the treasury events available for audit.

2. If you want to view audit information for a treasury event, check the Audit check box next to the event. As a default, all of the audit information for an event is collected regardless of whether you choose to include that event in your audit reports or not. You can add or remove treasury events from your audit reports at anytime, without loosing the audit information.

3. Repeat step 2 for each treasury event you want to include in your audit reports.

4. If you want to restrict the type of audit information collected for specific events, choose the event that you want to restrict information and choose the Audit Columns button. The Audit Columns window appears.

5. If you want to edit a specific column, check the Audit check box next to the column. If you do not want to audit a column, leave the check box blank. Audit information for the event will be collected only for the selected columns.

6. Repeat steps 3 and 4 for each event for which you want to restrict the audit information

7. Save your work.

Creating Audit Groups

Use the Audit Groups window to group treasury audit events into audit reports for your company.

Prerequisite:

❑ Set up audit requirements. See: Setting Up Audit Requirements: page 6 – 27.

▶ **To create an audit group:**

1. In the Audit Requirements window, choose the Audit Group button. The Audit Group window appears.

2. Enter a unique name for the audit group in the Audit Group field.

3. In a blank row, select a treasury event that you want to include in the audit group.

4. If the treasury event is not currently audited, and you want to include that event in your audit reports for this group, update your audit requirements. See: Setting Up Audit Requirements: page 6 – 27.

5. Repeat step 3 and 4 for each treasury event that you want in the audit group.

6. Save your work.

Viewing Summary Audit Reports

Use the audit summary report to view a list of all or some of your treasury events for auditing purposes. You can customize this report by selecting the events and data columns you want to include in the report, as well as the dates that you want the report to cover.

Prerequisite:

❑ Set up audit requirements. See: Setting up Audit Requirements: page 6 – 27.

► **To view an audit report of your treasury events:**

1. In the View Audit Summary window, in the Period From field enter the earliest date for which you want to view a summary of treasury events. In the To field enter the latest date for which you want to view a summary of treasury events.

2. Select which events you want to include in your audit report by checking the Review check box next to each event.

3. Choose the Review Audits button. The Review Audits window appears, listing a summary of all the selected events.

Viewing Canceled Transactions Audit Reports

Use the Review Canceled Transaction window to view a summary of Treasury transactions that were canceled during a specific time period. From this summary report, you can drill down and view the complete details for individual transactions.

► **To view a list of canceled transactions:**

1. In the Review Canceled Transactions window, in the Period From field enter the earliest date for which you want to view your cancelled transactions. In the To field, enter the latest date for which you want to view your cancelled transactions. A list of cancelled transactions for the specified period appears.

2. If you want to view the details for a specific cancelled transaction, select the transaction and choose the View Deal Details button. The Review Contract Details window appears. This window contains all of the details for the selected deal.

Inquiries and Reports

This chapter contains descriptions of all of the inquiries, programs, and reports available in Treasury. Each report description includes an overview of the report and an explanation of the reports' parameters and headings. This chapter also describes how to submit a report.

To locate any inquiry, program, or report, consult the index.

Inquiries

This section describes how to use the View windows to query your deal, limit, and system information in Treasury.

Performing Inquiries

Use the View windows to query information about your deals, limits, positions, and system.

▶ **To perform an inquiry:**

1. Navigate to an available view window.

2. Query the specific record that you want to view. If you want to view a summary list of records, enter a generic query. Any records that match your criteria and that you are authorized to view appear in the View window.

3. Close the window to exit the View window.

Available Inquiries

The following is a list of the available view windows on which you can perform inquires:

Inquiry Window	Description
Review Deals	Use this window to view multiple deals that meet your specified criteria, such as deal type, deal subtype, product type, or dealer.
	If you want to view the deal details for one of the deals, you can select the deal in the Review Deals window and choose the Deal Details button. The View Deal Details window appears, listing the complete details for the selected deal.
View Bill/Bond Issue Numbers	Use this window to see the bill/bond issue numbers you set up.
View Bill/Bond Issues	Use this window to see the various fixed income securities you set up.

View Bond Options	See: Viewing Bond Options: page 3 – 42
View Brokerage Schedule and Details	Use this window to view your various brokerage schedules and rates.
View Company Profiles	Use this window to view the profile details for your companies.
View Counterparty Profiles	Use this window to view the profile details for your counterparties.
View Currency Holiday Rules	Use this window to view the holiday schedule you defined for a particular currency.
View Deal Confirmation Groups	Use this window to view the deal confirmation actions for a deal confirmation group.
View Deal Details	Use this window to view the deal details for a single deal.
View Deal Linking Codes	See: Viewing Linked Deals: page 4 – 9
View Deal Orders	See: Viewing Deal Orders: page 4 – 11
View Default Settlement Accounts	Use this window to view the default accounts that you have set up for your settlements.
View Discounted Securities	See: Viewing Discounted Securites: page 3 – 28
View Exposure Transactions	See: Viewing Exposure Transactions: page 4 – 8
View Fixed Income Securities	See: Viewing Fixed Income Securities: page 3 – 31
View Forward Rate Agreements	See: Viewing FRAs: page 3 – 36
View Intercompany Funding	See: Viewing Intercompany Funding Deals
View Interest Rate Options	See: Viewing Interest Rate Options: page 3 – 44
View Interest Rate Swaps	See: Viewing Interest Rate Swaps: page 3 – 38
View Interest Rate Swaptions	See: Viewing Interest Rate Swaptions: page 3 – 45

View Limit Exceptions	See: Viewing Limit Exceptions: page 5 – 45.
View Limit Exceptions	See: Viewing Limit Exceptions: page 5 – 45.
View Limit Utilizations	See: Viewing Limit Utilizations: page 5 – 43.
View Limits	Use this window to view the details for your limits.
View Options	See: Viewing Bond Options: page 3 – 42, Viewing Interest Rate Options: page 3 – 44, or Viewing Interest Rate Swaptions: page 3 – 38.
View Payment Schedules	Use this window to view the payment schedules you have set up for your retail term money deals.
View Product Rates	Use this window to view the various product rates you set up for your retail term money transactions.
View Quick Deals	See: Viewing Quick Deals: page 4 – 5
View Retail Term Money	See: Viewing Retail Term Money Deals: page 3 – 20
View Rollover History	See: Viewing the Rollover History of Foreign Exchange Deals: page 2 – 10
View Short Term Money	See: Viewing Short Term Money Deals: page 3 – 8
View Spot and Forward Deals	See: Viewing Spot and Forward Deal Details: page 2 – 6
View Tax Schedule and Details	Use this window to view your various tax schedules and rates.
View Wholesale Term Money	See: Viewing Wholesale Term Money Deals: page 3 – 14

Reports

You can use concurrent processes to produce reports on your Treasury activities.

The Treasury reports are divided into the following report types.

- Administration Reports: page 7 – 8
- Bank Statement Programs: page 7 – 16
- Cash Forecasting Reports: page 7 – 17
- Intercompany Reports: page 7 – 18
- Positions Reports: page 7 – 19
- Settlements Reports: page 7 – 27
- Term Money Reports: page 7 – 29

Automatic Reports

You can run the following reports from windows in Treasury.

- Bank Statement Reconciliation: page 5 – 11
- Bank Statement Transfer: page 5 – 16
- Generate Journal Entries: page 6 – 24
- Limit Weightings: page 1 – 79

You generate reports or listings of your data by submitting single requests or request sets from the Request Set window. Once you submit a request you can continue working in Treasury as the concurrent request manager processes your request in the background. You can use the Requests window to monitor the progress of your concurrent requests, or to cancel requests before they are completely processed.

Submitting Requests

▶ **To submit a standard request or request set from the Submit Request window:**

1. In the Submit a New Request window choose Request or Request Set. Press OK to go to the Submit Requests window.

2. Enter the name of the request or request set that you want to submit.

3. If the request or request set has parameters, enter the parameters in the Parameters window. Choose OK to save the parameters.

4. Choose Submit. You can review the status of your request in the Concurrent Requests Summary or the Requests window.

   If your request has output, you can see detailed information on that output in the Selected Report heading section of the request description or in the Common Report Headings section, see: Common Report Headings: page 7 – 7.

Cancelling Requests

▶ **To cancel a request:**

1. In the Concurrent Requests Summary window, query the concurrent request number for your request.

2. Select your request and choose the Cancel Request button.

Monitoring Requests

▶ **To monitor the status of a request:**

■ You can view the status of your request in the Requests window by choosing View My Requests from the Help Menu.

Defining Request Sets

From the Submit Request window, you can submit a single request or run several reports as a group. To run several reports as a group, you must define a request set.

See Also

Defining Request Sets *(Oracle Applications User's Guide)*

Submitting a Request *(Oracle Applications User's Guide)*

Submitting a Request Set *(Oracle Applications User's Guide)*

Overview of Reports and Programs *(Oracle Applications User's Guide)*

Changing Request Options *(Oracle Applications User's Guide)*

Common Report Parameters

The following is a list of the common Treasury report parameters.

Company: Your organization.

Counterparty: The other organization or party with whom the deal is being transacted.

Currency: The country–specific monetary unit of the transaction.

Deal Subtype: A sub type or category of a specific deal type. Examples might include: sell, issue, buy cap, buy floor, sell floor, and so on

Deal Type: The type of financial deal; for example, bond, exposure, options, FRA, and so on.

Exposures: Any cash flow, actual or indicative, which is not the result of a treasury transaction. This includes cash flows from accounts payable and accounts receivable.

Factor: The factor that you want to use to display your report values. You can select unit, thousand, million, or billion.

Period From: Beginning date of the time period in which you are interested.

Period To: Ending date of the time period in which you are interested.

Portfolio: A user–defined category used to group deals according to accounting, reporting or trading strategies.

Product Type: A user–defined category to sub sort a deal type. You use product types to distinguish between market instruments that are the same except for their marketability due to risk factors. There can be more than one product type per deal type. Examples of product types might include: bank bill, commercial bills, and promissory notes.

Rate: The interest rate, or the foreign exchange rate, of the deal.

Common Report Headings

The report headings at the tope of each report provide general information about the contents of your report or listing, such as the name of your set of books, the report title, the date and time you ran your report, and the page number.

In addition to this information, the first page of the report lists the parameters you specified when you submitted the report request.

Amount Type: The purpose that the money will be used for. Every amount in a transaction has a type, for example, face value, option, premium, accrual, and so on. these can be found in the Deal Type Product Type window.

Company: Your organization.

Counterparty: The other party with whom the deal is being transacted.

Currency: The country–specific monetary unit of the transaction.

Deal Ref: The identification number of the deal, assigned automatically. You can see the Deal Ref in the deal input window.

Deal Subtype: A sub type or category of a specific deal type. Examples might include: sell, issue, buy cap, buy floor, sell floor, and so on

Deal Type: The type of financial deal; for example, bond, exposure, options, FRA, and so on.

Exposures: Any cash flow, actual or indicative, which is not the result of a treasury transaction. This includes cash flows from accounts payable and accounts receivable.

Maturity: The date that the deal matures, finishes, or comes due.

Period From: Beginning date of the time period in which you are interested.

Period To: Ending date of the time period in which you are interested.

Portfolio: A user–defined category used to group deals according to accounting, reporting or trading strategies.

Product Type: A user–defined category to sub sort a deal type. You use product types to distinguish between market instruments that are the same except for their marketability due to risk factors. There can be more than one product type per deal type. Examples of product types might include: bank bill, commercial bills, and promissory notes.

Rate: The interest rate, or the foreign exchange rate, of the deal.

Administration Reports

Treasury provides the following Administration Reports:

- Audit Report: page 7 – 9
- Audit Summary Report: page 7 – 9

Audit Report

Use this report to view a history of events .

Event Group: The group of events that you want to audit.

Audit Date From: The beginning date for the time period which you want to audit the event.

Audit Date To: The ending date for the time period which you want to audit the event.

Audit Summary Report

Use this report to view a history of your changed transactions.

Event Type: The event type that you want to audit.

Transaction Reference: The reference number of the transaction you want to audit. If you want to audit every transaction, leave this field blank.

Column Changed: The name of the column that was changed.

Updated From: The ending date for the time period which you want to produce the report.

Updated To: The beginning date for the time period which you want to produce the report.

Average FX Rates Report

Use this report to view a history of the average foreign exchange rates your company receives for its authorized currency combinations, currency groups, or for a specific currency combination.

This report lists the total cash value of and the average rates for the buy and sell portions of your deals for each currency combination. It also lists the overall average rate for your currency combinations. If you want a more detailed report, you can choose to include a list of the transactions used to calculate these rates for each currency combination.

Selected Report Parameters

Reference Currency: The base currency for which you want to view average rates. If you want to view the average rates for every currency combination, leave this field empty.

Counter Currency: The contra currency for which you want to view average rates. If you want to view the average rates for every currency combinations, or if you want to view the average rates for a particular currency group (for example, the average rates for all deals with a reference currency of GBP), then leave this field empty.

Reference Date From: The beginning of the time period for which you want an average foreign exchange rate report. This date must be earlier than the current system date.

Reference Date To: The ending of the time period for which you want an average foreign exchange rate report.

Show Contracts: If you want to display the transactions used to calculate the average rates for each currency combination, select Yes. If you do not want to view the deal details, select No.

Date Type: The date you want to use to calculate your average rates. You can choose either the maturity date, which is the rate on the date the deal matures, or the deal date, which is the market rate the date the deal occurred.

Selected Report Headings

Currency Combination: The currency combination that the report covers.

Buy Currency: The buy currency of the currency combination.

Buy Amount: The total amount of currency bought in your reporting currency.

Sell Amount: The total amount of currency sold in your reporting currency.

Average Buy Rate: The average rate at which you bought the currency.

Sell Base Amount: The amount of base currency sold.

Buy Contra Amount: The amount of contra currency bought.

Average Sell Rate: The average rate at which you sold the currency.

Cancelled Transactions Summary Report

Use this report to view a list of your cancelled deals and transactions. You can create a cancelled transactions report for a particular deal or you can create a report on a specified deal type or user.

The report lists the deal type and number of each cancelled transaction, the person who cancelled it, and the dates the transaction was created and cancelled.

Selected Report Parameters

Cancelled By: Who cancelled the transaction. If you want to view a list of all cancelled transactions for the time period, leave this field empty.

Cancelled Date From: The beginning of the time period during which transactions were cancelled.

Cancelled Date To: The ending of the time period during which transactions that were cancelled.

Selected Report Headings

Cancelled On: The date the transaction was cancelled.

Cancelled By: The user who cancelled the transaction.

Created On: The date the transaction was created.

Created By: The user who created the transaction.

Cancelled Date: The date the transaction was cancelled.

Type: The deal type of the cancelled transaction.

Trans Ref: The transaction number.

FX Contracts Revaluation Report

Use this report to revalue your foreign exchange forward deals by currency combination for a specified date. You can choose to revalue your deals using the forward rate or the interest rate.

This report lists the deals being revalued, the deal amounts, the contract rate and value dates, the base rate and the applicable forward rate.

Selected Report Parameters

Reference Date: The date for which you want to revalue your foreign exchange contracts.

Rate Type: The rate that you want to use to revalue your foreign exchange forward deals. Select Forward Rate, if you want to revalue your deal using the forward rate. Select Interest Rate if you want to revalue your deal using the interest rate.

Selected Report Headings

Deal Number: The number of the foreign exchange deal.

Base Amount: The total amount of base currency for the deal.

Contract Rate: The forward rate for the deal.

Contra Amount: The total amount of contra currency for the deal.

Maturity Date: The maturity date for the deal.

Days to Maturity: The number of days from the current system date to the deal maturity date.

Months Equiv: The Days To Maturity, expressed in months.

Forward Points: The forward points for the deal.

Adjust Spot: The adjusted spot rate for the deal.

Base Spot Amt: The amount of base currency for the deal.

Spot P1: The product of the adjusted spot rate and the base spot amount.

Reporting Curr Amount: The amount of the deal in your reporting currency.

FX Contracts Tax Gain/Loss Report

Use this report to revalue your foreign exchange forward deals by currency combination for a specified date. This report uses the spot rate to revalue your deals.

This report lists the deals being revalued, the deal amounts, the contract rate and value dates, the base rate and the applicable forward rate.

Selected Report Parameters

Reference Date: The date for which you want to calculate your tax gains or losses.

Selected Report Headings

Deal Number: The number of the foreign exchange deal.

Base Amount: The total amount of base currency for the deal.

Contract Rate: The forward rate for the deal.

Contra Amount: The total amount of contra currency for the deal.

Maturity Date: The maturity date for the deal.

Days to Maturity: The number of days from the current system date to the deal maturity date.

Months Equiv: The Days To Maturity, expressed in months.

Forward Points: The forward points for the deal.

Adjust Spot: The adjusted spot rate for the deal.

Base Spot Amt: The amount of base currency for the deal.

Spot P1: The product of the adjusted spot rate and the base spot amount.

Reporting Curr Amount: The amount of the deal in your reporting currency.

Limit Exceptions Log Report

Use this report to view a list of all deals and transactions where you exceeded a limit.

This report lists the limit, the dealer who exceeded the limit, and a description of the limit exception.

Selected Report Parameters

Limit Code: Enter the global limit for which you want to review limit exceptions, or leave blank to submit the report for all global limits.

From Date: The earliest date from which you want to know your limit exceptions.

Selected Report Headings

Deal Number: The number of the deal that exceeded a limit.

Limit: The limit code of the global limit.

Limit Party: The party that owns the limit that was utilized.

Amount Date: The date until which time the limit will be utilized by this deal.

Reporting Curr Amount: The amount of the limit utilized for this deal, in the reporting currency.

Limit Amount: The amount of the limit.

Dealer: The person who made the deal that exceeded a limit.

Description of Exception: The currency, the country, other details.

Loan Securities Report

Use this report to review the security offered in exchange for a loan. Examples of security are a mortgage, a negative pledge (a promise not to use your assets as security for another transaction without getting permission from the counterparty.), or any other asset.

The report lists details about the security and the account manager handling the transaction. The report is sorted by counterparty and by account manager.

Selected Report Parameters

Valuer: The name of the assessor that valued the security.

Validate Before Date: The date by which to validate (or review, or value) the security.

Valuation Amount: The minimum amount of security that you want to include in the report.

Priority Total: The amount of the security, plus interest, plus cushion that will be repaid when the loan matures. This is the amount that the

counterparty making the loan has rights to, and is usually larger than the loan amount.

Account Manager: The manager that is handling the account.

Sort By: The field by which to sort the report. Usually it is the counterparty.

Selected Report Headings

Party Name: The counterparty offering the security in exchange for a loan.

Party Acct Mgr: The account manager handling the transaction.

Value Date: When the security is to be assessed (valued, or reviewed).

Sec Description: Description of the security, user defined.

Security Reference: An identifying number given by the governmental agency that registers the security.

Company: Your organization

Issued By: The organization making the loan.

Valuer: The name of the assessor that valued the security.

Security Value: The assessed value of the security.

Priority Total: The amount of the security, plus interest, plus cushion that will need to be repaid when the loan matures. This is the amount that the counterparty making the loan has rights to, and is usually a portion of a larger amount.

Monthly Average Rates/Amounts Report

Use this report to calculate the average interest rate for deals in a selected time period. It is used to analyze performance of your deals.

Selected Report Parameters

Group by Deal Type: Groups your monthly average rates by deal type.

Group by Product: Groups your monthly average rates by product.

Group by Portfolio: Groups your monthly average rates by portfolio.

Show Rate/Amount: Shows your monthly average amounts or rates.

Update Limit Utilizations Program

Run this program to update your limit utilizations. Typically, you run this program every night.

Update Limit Weightings Program

Use this program to update your limit weightings. Typically, you run this program whenever you update the weightings for a deal type, deal subtype, or product type.

Update Today's Average Rate Program

Use this program to update the average rate for the current date. Typically this program is run at the beginning of every day.

Bank Statement Programs

Treasury provides the following Bank Statement functions:

- Bank Account Reconciliation: page 7 – 16
- Bank Statement Transfer: page 7 – 16

Bank Account Reconciliation Program

Use this program to automatically reconcile your bank account statements. You activate this form through the Bank Account Reconciliation window.

Selected Report Parameters

Value Date From: The beginning date of the reconciliation period.

Value Date To: The ending date of the reconciliation period.

Include Retail Term Money: Includes settlement information for your retail term money deals. If you select this option, the program may take a significant amount of extra processing time.

Bank Statement Transfer Program

Use this program to send a letter to a deal counterparty when you intend to settle a transaction on a specified day. The bank statement

transfer is usually sent on the day of, or the day before, the intended settlement.

Selected Report Parameters

Source: The source of the bank statement information. You defined the source in the Import Sources window.

Creation Date: The date on which you want to send the bank statement transfer.

Cash Forecasting Reports

Treasury provides the following cash forecasting reports:

- Cash Forecasting: page 7 – 17
- Cash Forecasting Execution: page 7 – 17

Cash Forecasting Report

Use this report to forecast your cashflows for a specified date.

Selected Report Parameters

Forecast Name: The name of the cash forecast report.

Start Date: The beginning of the time period for which you want to create a cash forecasting report.

Row Number From: The first row in the range for which you want to generate a cash forecasting report.

Row Number To: The last row in the range for which you want to generate a cash forecasting report.

Request by Row: Indicate if you want to request your cash flows by row number.

Cash Forecasting Execution Report

Use this report to view your cash forecasting execution.

Selected Report Parameters

Forecast Name: The name of the cash forecast report for which you want to view the execution history.

Intercompany Reports

Treasury provides the following Intercompany Reports:

- Interest Settlement: page 7 – 18
- Letters: page 7 – 18
- Statements: page 7 – 18

Interest Settlement Report

Use this report to view a history of interest settlement actions between your company and its intercompany parties.

Selected Report Parameters

Period Ending: The final date for which you want to view your interest settlement history.

Letters Report

Use this report to generate confirmation letters for a specified intercompany party.

Selected Report Parameters

Month Ending: The final month that you want to generate intercompany letters.

Intercompany Party: The intercompany for which you want to generate confirmation letters.

Statements

Use this report to generate bank statements for your intercompany transfer transactions between your company and its intercompany parties.

This report lists the date of the transfer, account that the transfer was made to, the inter–company bank account balance, the interest rate, and the amount of settled interest.

Positions Reports

Treasury provides the following Positions Reports:

- Cash Flows by Account: page 7 – 19
- Cash Flows by Currency: page 7 – 21
- Consolidated Cash Flows: page 7 – 22
- Discounted Securities: page 7 – 23
- FX Deal Rate Versus Spot: page 7 – 23
- FX Exposures: page 7 – 23
- Interest Rate Exposures: page 7 – 24
- Interest Rate Hedges: page 7 – 24
- Limit Utilizations: page 7 – 25
- Maturities by Counterparty: page 7 – 25
- Maturities by Date: page 7 – 26

Cash Flows by Account Report

Use this report to view your daily cash flows by bank account. This report is one of the most basic and important forecasting tools available in Treasury. With it you can estimate when to borrow, and when to invest, to use your funds most efficiently.

The report lists the cash flows by source and total cash flow, negative or positive, sorted by currency for selected time periods. It also shows the total account balance by date. You can choose to summarize this report by day, week, or month.

Selected Report Parameters

Bank Account Number: The bank account for which you want to produce a cash flow report.

Exposure Type: The nature of an exposure. The four options are:

- **Firm:** Actual, not estimated or uncertain.
- **Indicative:** Estimated, not actual or certain.
- **None:** Don't select exposures.
- **All:** Select all types.

Include FX Option Buy/Sell: Include foreign exchange options in the cash flow report.

Include Indicative Exposure: Include indicative exposures in the cash flow report.

Summarize By: The time period by which the summary is sorted. The Day option covers each day. The Week option covers a calendar week. The Month option covers a calendar month.

Settlement Date From: The beginning of the time period that the summary covers.

Settlement Date To: The end of the time period that the summary covers.

Selected Report Headings

Curr: The currency by which the cash flows are sorted.

- The asterisk in the Curr column is noted as Current Cash Dep/Advs. This means that there are "call cash" balances, or short term funds available for that currency. They are shown in the Net MM Cash Flows column, and are not included in the Acct Balances column.

Date or Week/Month ending: Ending date of the time period covered by the Summary.

Net FX Cash Flows: The total cash flows from foreign exchange.

Net MM Cash Flows: The total cash flows from Money Markets, plus any premiums and settlements from synthetics (synthetics are also known as derivatives).

Net Exposure Cash Flows: The total cash flows from exposures.

Net Cash Flow: The sum of Net FX, MM, and Exposure cash flows.

- **Opening Balance:** This is the bank account cash flow balance at the start of the specified time period, as recorded in the Cash Flow Balance column in the Account Balances module.

Net of C/Flows: The number of cash flows included in Net Cash Flow. This value gives you an idea how busy you will be on that day.

Acct Balance: The sum of the Acct Balance of the previous row, and the Net Cash Flow of the selected row. The first row contains the opening balance in the Acct Balance column.

Cash Flows by Currency Report

Use this report to view your daily cash flows by currency. This report is one of the most basic and important forecasting tools available in Treasury. With it you can estimate when to borrow, and when to invest, to use your funds most efficiently.

The report lists the cash flows by source and total cash flow, negative or positive, sorted by account. It also shows the total account balance by date. You can choose to summarize this report by day, week, or month.

Selected Report Parameters

Exposure Type: The nature of an exposure. The four options are:

- **Firm:** Include actual exposures, not estimated or uncertain.
- **Indicative:** Include estimated, not actual or certain exposures.
- **None:** Do not include exposures.
- **All:** Include all types of exposures.

Include FX Option Buy/Sell: Include foreign exchange options in the cash flow report.

Include Indicative Exposure: Include indicative exposures in the cash flow report.

Summarize By: The time period by which the summary is sorted. The Day option covers each day. The Week option covers a calendar week. The Month option covers a calendar month.

Settlement Date From: The beginning of the time period that the summary covers.

Settlement Date To: The end of the time period that the summary covers.

Selected Report Headings

Curr: The currency by which the cash flows are sorted.

- The asterisk in the Curr column is noted as Current Cash Dep/Advs. This means that there are "call cash" balances, or short term funds available for that currency. They are shown in the Net MM Cash Flows column, and are not included in the Acct Balances column.

Date or Week/Month ending: Ending date of the time period covered by the Summary.

Net FX Cash Flows: The total cash flows from foreign exchange.

Net MM Cash Flows: The total cash flows from Money Markets, plus any premiums and settlements from synthetics (synthetics are also known as derivatives).

Net Exposure Cash Flows: The total cash flows from exposures.

Net Cash Flow: The sum of Net FX, MM, and Exposure cash flows.

- **Opening Balance:** This is the bank account cash flow balance at the start of the specified time period, as recorded in the Cash Flow Balance column in the Account Balances module.

Number of Cash Flows: The number of cash flows included in Net Cash Flow. This value gives you an idea how busy you will be on that day.

Acct Balance: The sum of the Acct Balance of the previous row, and the Net Cash Flow of the selected row. The first row contains the opening balance in the Acct Balance column.

Consolidated Cash Flows Report

Use this report to view the consolidated cashflows for all bank accounts, currencies, and companies.

Selected Report Parameters

Exposure Type: The nature of an exposure. The four options are:

- **Firm:** Include actual exposures, not estimated or uncertain.
- **Indicative:** Include estimated, not actual or certain exposures.
- **None:** Do not include exposures.
- **All:** Include all types of exposures.

Include FX Option Buy/Sell: Include foreign exchange options in the cash flow report.

Include Indicative Exposure: Include indicative exposures in the cash flow report.

Summarize By: The time period by which the summary is sorted. The Day option covers each day. The Week option covers a calendar week. The Month option covers a calendar month.

Settlement Date From: The beginning of the time period that the summary covers.

Settlement Date To: The end of the time period that the summary covers.

Discounted Securities Report

Use this report to view all of your discounted security deals or only the deals for a specific combination of company and counterparty.

Selected Report Parameters

Acceptor Code: The code representing the person who is responsible for paying the deal at maturity. The acceptor code is defined in the Discounted Securities window.

Issued/Purchased: Include all discounted securities in the report or include only the discounted securities issued or purchased by you.

FX Deal Rate versus Spot Report

Use this report to compare the rates you receive for your foreign exchange deals against the spot rates for the date the deal matures.

Selected Report Parameters

Date From: The beginning date for the time period covered by the report.

Date To: The end date for the time period covered by the report.

FX Exposures Report

Use this report to view your net foreign exchange exposure, and your exposures for specific currencies.

This report lists the total amount of all foreign exchange deals and options, your foreign exchange bank account balances, the total amount of currency required to cover your cash flows including your exposures, and your net exposure.

Interest Rate Exposures Report

Use this report to view your net interest rate exposures.

Selected Report Parameters

Reference Number: The reference number for the interest rate swaption deal on which you want to report.

Fund/Investment: The type of transaction for which you want to create an interest rate exposure report.

Include Intercompany Trans: Include intercompany transactions in the interest rate exposures report.

Date From: The beginning date for the time period covered by the report.

Date To: The ending date for the time period covered by the report.

Interest Rate Hedges Report

Use this report to review your hedges against interest rate fluctuations, showing fixed versus floating interest positions. Interest rate hedges are synthetic, and are used to reduce the risk of interest rate fluctuations on your physical loans.

The report lists the hedges and shows how they are spread out for a selected time period, sorted by currency and by deal type.

Selected Report Parameters

Date From: The beginning date for the time period covered by the report This report includes hedge information only for deals that fall after this date.

Date To: The ending date for the time period covered by the report. This report includes hedge information only for deals that fall before this date.

Selected Report Headings

Amount: The amount of the deal.

Date: The beginning date for the time period for which you want to view interest rate hedge information.

Date: The ending date for the time period for which you want to view interest rate hedge information.

Months: The months in which the interest rate hedges are active.

Limit Utilization Report

Use this report to identify the available amounts of your limits.

Selected Report Parameters

Limit Type: Enter the limit type for which you want to review limit utilization, or leave the the field blank to submit the report for all limit types.

Available Amount From: Enter the minimum available amount that you want Treasury to include in this report. Treasury does not display any limits that have available amounts less than the amount you enter here.

Available Amount To: Enter the maximum available amount that you want Treasury to include in this report. Treasury does not display any limits that have available amounts greater than the amount you enter here.

Limit Code: Enter the global limit for which you want to review limit utilization, or leave the field blank to submit the report for all limit types.

Selected Report Headings

Limit Party: The party whose limit was utilized.

Limit: The limit code of the global limit.

Limit Group: The type of limit.

Country: The country of the counterparty.

Currency: The currency of the limit.

Effective Date: The effective date of the limit.

Limit Amt: The amount of the limit.

Utilized: The amount of the limit that has been utilized.

Available: The amount of the limit that is available.

Maturities by Counterparty Report

Use this report to review all deals outstanding with each counterparty. This report is almost identical to the Maturities by Date report, except

it is sorted by counterparty instead of date. It is often used when reviewing the positions held with a counterparty, and also for audit confirmation. You can print this report for all counterparties or for a single counterparty.

This report sorts each deal by counterparty and lists basic information about each deal including the amount, interest rate, currency, and maturity date.

Selected Report Parameters

Client: The third party on whose behalf you have transacted business. This occurs when you act as a broker.

As Principal: Money that is invested by a counterparty directly with you, as opposed to money that is handled by you for a client.

Selected Report Headings

Value Date: The date when the deal matures, or when an action is required. For example, it could refer to a coupon payment date.

Amount: The total amount of money due when the deal matures, or when an action is required.

Maturities by Date Report

Use this report to review basic information about your outstanding deals. You will probably run this report and the cash flow reports daily to see when deals will be transacted, and how much money you need to borrow or lend to use your funds most efficiently.

The report sorts each deal by maturity date and lists information about each deal including the amount, interest rate, and currency.

Selected Report Parameters

Client: The third party on whose behalf you have transacted business. This occurs when you act as a broker.

As Principal: Money that is invested by a counterparty directly with you, as opposed to money that is handled by you for a client.

Selected Report Headings

Maturity Date: The date when the deal matures, or when an action is required. For example, it could refer to a coupon payment date.

Status: The present state of a deal. It can be current, which is still open, or exercised, which is transacted.

Amount: The total amount of money due when the deal matures, or when an action is required.

Settlement Reports

Treasury provides the following Settlement Reports:

- Confirmation Letters: page 7 – 27
- Daily Payments/Receipts Letters: page 7 – 28
- Daily Payments/Receipts Report: page 7 – 28
- Journals by Date: page 7 – 28
- Status: page 7 – 29

Confirmation Letters Report

Use this report to create letters to counterparties confirming transactions. You can also create reports that list the confirmation letters you have created.

Use the confirmation template in setup system to format the letters.

Selected Report Parameters

Test Mode: Creates an entry in the file that prevents rerunning the letter, since there should be only one confirmation of a transaction.

Deal Number: Same as the Deal Ref, a number identifying the deal.

Transaction Number: A sub category of a deal number, identifying a transaction, which is part of a specific deal.

Confirmation Party Code: Indicates who receives the confirmation letter.

Action Type: The action that the letter confirms. For example, the letter may confirm a settlement, a rate change, and so on.

Template Type: The template associated with the action type. This controls the format of the letter, and is user defined.

Selected Report Headings

The letters are formatted according to the confirmation template, which is in the setup system window. It is user–defined.

Daily Payments/Receipts Letters Report

Use this report to create and send letters to counterparties confirming your intention to settle a transaction, and the date of intended settlement.

Daily Payments/Receipts Report

Use this report to instruct your bank to make certain payments to settle a deal. This is usually done by fax.

The report lists the instructions to debit your account and to pay the various parties for which settlement is due. It also lists the amounts your company expects from other counterparties. If a settlement is pre–authorized, this report can be printed prior to the maturity date.

Selected Report Parameters

Settlement Party: The bank to which you pay the cash to settle the deal.

Bank Account Number: The account number from which you get the cash to settle the deal.

Settlement Date: The date the payment will be made to settle the deal.

Include Previously Actioned: If the report is run more than once, this parameter prevents the inclusion of actions that were listed previously.

Journals by Date Report

Use this report to see a listing of journal entries created by Treasury. You can use this list to manually enter the journal entries into General Ledger if you do not have the General Ledger interface.

Selected Report Parameters

Deal Number: The identification number for the specific deal for which to view information

GL Date From: The beginning date of the time period for which you want to create the report.

GL Date To: The ending date of the time period for which you want to create the report.

Amount: The specific amount of a transaction that you want to locate in the journal.

GL Account: The specific GL Account for which to view data. When you choose the list of values for this field, the Operations Accounting Flex window appears.

Status Report

Use this report to review the status of your settlements. It indicates which settlements have been authorized, and is used for control purposes.

This report lists the settlement date, currency, company account, company code, beneficiary of the settlement, deal type, deal subtype, product type and deal or transaction number that created the settlement, the settlement amount and the person who has authorized the settlement.

Selected Report Parameters

Bank Account Number: The bank account for which you want to view the settlement status.

Settlement Date From: The beginning date of the time period covered by the report.

Settlement Date To: The ending date of the time period covered by the report.

Authorized/Unauthorized: Include authorized settlements, unauthorized settlements, or all settlements.

Beneficiary: The person who will receive the settlement payment.

Term Money Reports

Treasury provides the following Term Money Reports:

- New/Settled Retail Term Money Report: page 7 – 30
- Retail Term Money Aging: page 7 – 31
- Retail Term Money Overdues: page 7 – 31
- Retail Term Money Statements: page 7 – 32

New/Settled Retail Term Money Report

Use this report to view your current and settled retail term money deals.

This report lists the deal start date, deal number, counterparty, maturity date, principal and interest amounts due per payment, the face value amount, the initial interest rate and the payment frequency for new deals. It also lists the deal details for settled retail term money deals.

The report lists transactions by deal number or by counterparty.

Selected Report Parameters

New Deal Date From: The beginning date of the time period for which you want to view new retail term money deals. This option is not available if you select Settled in the New/Settled field.

New Deal Date To: The ending date of the time period for which you want to view new retail term money deals. This option is not available if you select Settled in the New/Settled field.

Deals Repaid Date From: The beginning date of the time period for which you want to view settled retail term money deals. This option is not available if you select New in the New/Settled field.

Deals Repaid Date To: The ending date of the time period for which you want to view settled retail term money deals. This option is not available if you select New in the New/Settled field.

New/Settled: Include new retail term money deals, settled retail term money deals, or both.

Sort By: The field by which you want to sort the report. You can select Client or Date.

Selected Report Headings

P&I Amount: The total amount of principal and interest for the deal.

Face Value Amount: The face value of the deal.

Initial Interest Rate: The initial interest rate for the deal.

Payment Frequency: For new deals, the frequency of payment.

Retail Term Money Aging Report

Use this report to review overdue repayments. The report lists the total amount of payments overdue for a deal, and the overdue principal and interest. It also lists a total amount of payments overdue by product type.

The report lists aging of overdue amounts into these groupings:

- Under 30 days
- 30–60 days
- 60–90 days
- Over 90 days

Selected Report Parameters

Deal Number: The number of the deal that you want

As of Date: The date from which you want to view your overdue repayments.

Sort By: The field by which you want to sort your report. You can select Client or Date.

Retail Term Money Overdues Report

Use this report to review transactions where the settlement for rollover transactions is overdue. You can order the report by client name, overdue amount, or product type.

This report lists the outstanding amount of the deal, the overdue principal and interest amounts, the most recent rollover date, and the counterparty.

Selected Report Parameters

Deal Number: The number of the retail term money deal for which you want a report.

Include Previously Actioned: Include overdue retail term money deals that were previously actioned in the report.

As of Date: The date from which you want to view a list of overdue retail term money transactions.

Sort By: The field by which you want to sort the report. You can select Client, Overdue amount, or Product type.

Selected Report Headings

Amount: The amount of the deal.

Principal: The amount of principal that is overdue.

Interest: The amount of interest that is overdue.

Rollover Date: The most recent date that the transaction was rolled over.

Loan Type: The type of loan.

Retail Term Money Statements Report

Use this report as a statement for your retail term money deals that you can send to your counterparties. The report includes the address of the counterparty and the deal number. It starts each deal on a separate page, listing the details of each transaction.

Selected Report Parameters

Intercompany Party: The intercompany party that you want to

Selected Report Headings

Amount: The initial amount of the deal.

Start Date: The date the deal occurred.

Principal: The sum of the principal settled to date for the deal.

Interest: The sum of the interest settled to date for the deal.

Settlement Amount: The amount required to settle the deal in full as of the statement date.

Summary Term Current Balances Report

Use this report to review a summary of current balances for a retail term money deal. You can choose to create the report for a range of balances or for all current retail term money balances.

The report lists basic information about the deal, such as initial deal amount, start and maturity dates, repayment amount, and the total principal repaid and interest paid. It also lists transactions for the deal according to date parameters that you specify.

Selected Report Parameters

Deposit/Advance: Include either deposit or advance .

Balances From: Enter the beginning date of a date range that indicates the transactions you want to include in the report.

Balances To: Enter the ending date of a date range that indicates the transactions you want to include in the report.

As of Date: The date from which you want to view

Selected Report Headings

Initial Amount: The initial amount of the deal.

Repayment: The amount required for repayment as of the report date.

Principal: The total actual amount of principal repaid as of the report date.

Interest: The total interest paid as of the report date.

Term Average Rates Report

Use this report to review for each product type, the average rate, average principal amount outstanding, and average loan amount outstanding. This report also lists the number of current deals.

You can choose to show the details of the deals used to calculate the average rates.

Selected Report Parameters

Deposit/Advance: The type of transaction for which you want to produce a statement.

As of Date: The date from which you want to view your term average rates.

Show Contracts: Enter Y to include the deal details including the deal numbers, counterparties, and amounts for each deal that forms part of the summarized total.

Selected Report Headings

Average Rate: The average interest rate for current deals.

Average Principal: The average principal amount outstanding on current deals.

Average Loan: The average loan amount outstanding on current deals.

Term Money By Type and Product

Use this report to the review current retail term money transactions, by deal type and product. For each transaction, the report lists the start and maturity dates, the accrued interest to the As of Date, and the principal amount outstanding. It also lists the total of accrued interest and current principal for each deal type/product type combination.

You can produce the report for only transactions that exceed a specified amount, and for only those transactions with a current maturity date that is overdue.

Selected Report Parameters

As of Date: The date from which you want to view your term money deals.

Deposit/Advance: The type of transaction on which you want to report.

Balances From: Enter the date from which you want to view your term money deals.

Account Manager: The name of the person who is managing the transactions.

Overdue Amounts Only: Include only term money transactions with an overdue maturity date.

Selected Report Headings

Interest: The accrued interest to the As At Date for the deal.

Principal: The principal amount outstanding for the deal.

Total Interest: The total of accrued interest for the deal type/product type combination.

Total Principal: The total of principal for the deal type/product type combination

Navigation Paths

This appendix describes how to navigate to each window in Treasury.

Treasury Navigator Paths

Although your system administrator may have customized your navigator, typical navigation paths include the following:

Window Name	Navigation Path
Account Details	View:Positions:Cash Book. Choose the Account Details button.
Account Generator Processes	Setup:Miscellaneous:Flexfields:Key:Accounts
Accounting Calendar	Setup:Miscellaneous:Calendars:Accounting
Accruals	Accounting:Accruals
Add/Maintain Currency	Setup:Policies:Currency Details. Choose the Add/Maintain Currencies button.
Address Detail	Setup:Parties:Counterparty Profiles. Choose the Address Detail button.
All Prompts	Setup:System:System Languages. Choose the Update All Prompts button.
Annuity Calculator	Calculators:Annuities
Audit Columns	Setup:System:Audit Requirements. Choose the Audit Columns button.
Audit Requirements	Setup:System:Audit Requirements
Balance Gapping	View:Positions:Cash Book. Choose Generate Gapping button.
Balance Summary	Money Market Transactions:Intercompany Funding. Choose the Balance Summary button.
Bank Account Balances	Bank Accounts:Current Bank Account Balances. Choose the Maintain Balances button.
Bank Account Interest Rates	Bank Accounts:Current Account Balances. Choose the Maintain Interest Rates button.
Bank Account Interest Rates	Money Market Transactions:Intercompany Funding. Choose the Global Interests button.
Bank Account Interest Setoffs	Setup:Parties:Bank Account Interest Setoffs
Bank Statements	Bank Accounts:Bank Account Reconciliation
Bill/Bond Issue Numbers	Setup:Deals:Bill/Bond Issue Numbers
Bond Issues	Setup:Deals:Bond Issues

Window Name	Navigation Path
Bond Options	Money Market Transactions:Derivatives:Bond Options
Brokerage Rates and Schedules	Setup:Tax/Brokerage:Brokerage Schedule & Details
Choose an Existing Template to Copy	Setup:System:Confirmation Template. Choose the Copy Existing Template button.
Company Profiles	Setup:Parties:Company Profiles
Confirmation Templates and User Views	Setup:System:Confirmation Template
Contra Company Deal	Foreign Exchange Transactions:Spot/Forwards. Choose the Create Contra Company button.
Contract Dual Validation	Settlements:Transaction Validation
Counterparty Deal Quotes	Other Deal Items:Quick Deals. Choose the Enter Quotes button.
Counterparty Profiles	Setup:Parties:Counterparty Profiles
Cross–Validation Rules	Setup:Miscellaneous:Flexfields:Key:CrossValidation
Currencies	Setup:Miscellaneous:Currency Codes
Currency Combinations	Setup:Policies:Currency Details. Choose the Combination Details button.
Currency Details	Setup:Policies:Currency Details
Currency Holiday Rules	Setup:System:Currency Holiday Rules
Currency Position	View:Positions:Currency
Current Account Balances	Bank Accounts:Current Account Balances
Current System Rates	Rates:Current System Rates
Daily Journals	Accounting:Daily Journals
Deal Confirmation Groups	Setup:Parties:Deal Confirmation Groups
Deal Contact	Setup:Parties:Counterparty Profiles. Choose the Deal Contact button.
Deal Details	View:Positions:Net Cashflow Summary. Choose the Summaries button. In the Summary of Cashflows window, choose the Details Button. In the Transactions window, choose the Full Details button.
Deal Linking Codes	Other Deal Items:Deal Linking Codes
Deal Orders	Other Deal Items: Deal Orders
Deal Rate Tolerances	Setup:Policies:Deal Rate Tolerances

Window Name	Navigation Path
Deal Time Restrictions	Setup:Policies:Limits. Choose the Time button.
Deal Types/Product Types/Deal Subtypes	Setup:Policies:Deal Types/Product Types
Default Settlement Accounts	Setup:Parties:Default Settlement Accounts
Default Settlement Actions	Setup:Parties:Default Settlement Actions
Default Templates	Setup:System:Confirmation Template. Choose the Show Default Templates button.
Descriptive Flexfield Segments	Setup:Miscellaneous:Flexfields:Descriptive:Segments
Descriptive Flexfields	Setup:Miscellaneous:Flexfields:Descriptive:Register
Discounted Securities	Money Market Transactions:Negotiable Instruments:Discounted Securities
Discounted Securities Resales	Money Market Transactions:Negotiable Instruments:Discounted Securities Resales
Do Adjustments/Writeoffs	Money Market Transactions:Retail Term Money. Choose the Principal Ajdustment button.
Exercise Details	Money Market Transactions:Derivatives Interest Rate Options. Choose the Exercise button.
Exposure Transaction Summary	Other Deal Items:Exposure Transactions. Choose the Summary button.
Exposure Transactions	Other Deal Items:Exposure Transactions
Exposure Transactions Quick Input	Other Deal Items:Exposure Transactions. Choose the Quick Input button.
Exposure Types	Setup:Deals:Exposure Types
External Forecast Sources	Setup:Miscellaneous:External Forecast Sources
External Source Types	Setup:Miscellaneous:Forecast Sources. Choose the Find button.
Find Available	Bank Accounts:Bank Account Reconciliation. Choose the Manual Reconciliation button.
Find Average Rates	View:Positions:Average Rates
Find Bank Accounts	Bank Accounts:Current Account Balances
Find Bank Statements	Bank Accounts: Bank Account Reconciliation
Find Confirmed	Bank Accounts:Bank Account Reconciliation. Choose the Confirmed button.

Window Name	Navigation Path
Find Deals	Foreign Exchange Transactions: Rollovers/ Predelivery
Find Deals Requiring Confirmation Letters	Settlements:Confirmation Letters
Find Descriptive Flexfield Segment	Setup:Miscellaneous:Flexfields:Descriptive:Values
Find Discounted Security Resales	Money Market Transactions:Negotiable Instruments:Discounted Security Resales
Find Exposure Transaction	Other Deal Items:Exposure Transactions. Choose the Summary button.
Find External Source Types	Setup:Miscellaneous:Forecast Sources
Find Fixed Income Security Resales	Money Market Transactions:Negotiable Instruments:Fixed Income Security Resales
Find GL Accounts	Setup:System:Journal Entry Actions. Choose the Query by GL Accounts region.
Find Key Flexfield Segment	Setup:Miscellaneous:Flexfields:Key:Values
Find Organization	Setup:Miscellaneous:Legal Entities
Find Reconciled	Bank Accounts:Bank Account Reconciliation. Choose the Reconciled button.
Find Requests	Other:Concurrent
Find Transaction Positions	View: Positions: Net Transaction Positions
Fixed Income Securities	Money Market Transactions:Negotiable Instruments:Bond/Fixed Income Securities
Fixed Income Securities Calculator	Calculators:Fixed Income Securities
Fixed Income Security Resales Summary	Money Market Transactions:Negotiable Instruments:Fixed Income Security Resales
Forecast Template	Setup:Miscellaneous:Cash Forecast Template
Foreign Exchange Options	Foreign Exchange Transactions:Foreign Exchange Options
Foreign Exchange Rollovers/Predelivery	Foreign Exchange Transactions:Rollovers/ Predeliveries
Foreign Exchange Spot/Forwards	Foreign Exchange Transactions:Spot/Forwards
Forward Rate Agreements	Money Market Transactions:Derivatives:FRAs
FRA Transaction Summary	Money Market Transactions:Derivatives:FRAs Choose the Summary button.
GL Accounts (Company Name)	Setup:Miscellaneous:Flexfields:GL Accounts

Window Name	Navigation Path
Holiday Dates	Setup:System:Currency Holiday Rules
	Choose the Review Actual Holiday Dates button.
Import Sources	Setup:System:Import Sources.
Inputs Requiring Completion	Foreign Exchange Transactions:Spot/Forwards.
	Choose the Quick Inputs button.
Inter–Account Transfer Transactions	Other Deal Items:Inter–Account Transfers.
	Choose the Review Transfers button.
Inter–Account Transfers	Other Deal Items:Inter–Account Transfers
Intercompany Funding	Money Market Transactions:Intercompany Funding
Interest Adjustment	Money Market Transactions:Retail Term Money.
	Choose the Interest Ajdustment button.
Interest Rate Adjustments	Money Market Transactions:Wholesale Term Money.
	Choose the Interest Adjustment button.
Interest Rate Options	Money Market Transactions:Derivatives Interest Rate Options
Interest Rate Policies	Setup:Policies:Interest Rate Policies
Interest Rate Swaps	Money Market Transactions:Derivatives:Interest Rate Swaps
Interest Rate Swaptions	Money Market Transactions:Derivatives:Interest Rate Swaptions
Investment Details	View:Positions:Liquidity.
	Choose the Liquidity Details button. In the View Limits Liquidity window, choose the Investment Details button.
Journal Entry Actions	Setup:System:Journal Entry Actions
Journals/General Ledger Transfer	Accounting:Revaluations.
	Choose the Transfer Posting button, select a journal entry and choose the Transfer for Journal button.
Key Flexfield Segments	Setup:Miscellaneous:Flexfields:Key:Segments
Key Flexfields	Setup:Miscellaneous:Flexfields:Key:Register
Limit Details	Setup:Parties:Counterparty Profiles.
	Choose the Limit Details button.

Window Name	Navigation Path
Limit Details	View:Positions:Liquidity.
	Choose the Liquidity Details button. In the View Limits Liquidity window, choose the Investment Details button. In the Investment Details window, choose Details.
Limit Types	Setup:Policies:Limits or View:Limits:Limits Setup.
	Choose the Limit Types button.
Limit Types	Setup:Policies:Limits.
	Choose the Limit Types button.
Limits	Setup:Policies:Limits
Liquidity Details	View:Limits:Liquidity.
	Choose the Liquidity Details button.
Maintain Settlements	Settlements:Settlements.
	Choose the Maintain Settlements button.
Maintain/Review Journal Details	Accounting:Daily Journals.
	Choose the Maintain/Review Journal Details button.
Manual Reconciliation	Bank Accounts: Bank Account Reconciliation.
	Choose the Manual Reconciliation button.
Manual Statement Input	Bank Accounts:Manual Statement Input
Mark to Market Revaluations	Accounting:Revaluations
Multiple FRA Deals	Money Market Transactions:Derivatives:FRAs.
	Choose the Multiple FRAs button.
Multiple Subsidiary Deals	Foreign Exchange Transactions:Spot/Forwards.
	Choose the Create Subsidiary button.
Negotiable Instruments Calculator	View:Positions:Liquidity.
	Choose the Liquidity Details button. In the View Limits Liquidity window, choose the Security Details button. In the Sellable Securities window, choose the Calculator button.
Negotiable Instruments/Discount Securities	Money Market Transactions:Negotiable Instruments:Discounted Bills/Securities
Net Transaction Positions	View:Positions:Net Transaction Positions.
	Choose the Net Positions button.
Order Summary	Other Deal Items: Deal Orders.
	Choose the Summary of Orders button.
Organization	Setup:Miscellaneous:Legal Entities

Window Name	Navigation Path
Parcel Split Details	Money Market Transactions:Negotiable Instruments:Discounted Securities. Choose the Parcel Split Details window.
Party Group Codes	Setup:Parties:Party Group Codes
Paying Transaction Details	Money Market Transactions:Derivatives:Interest Rate Swaps. Choose the Swap Details button. In the Swap Details window, choose the Paying Details button.
Payment Schedules	Setup:Deals:Payment Schedules
Period Types	Setup:Miscellaneous:Calendars:Types
Personal Profile Values	Other:Profile
Portfolio Codes	Setup:System:Portfolio Codes
Posting Summary	Accounting:Revaluations. Choose the Tranfer Posting button.
Premium Settlement Details	Money Market Transactions:Derivatives Interest Rate Options. Choose the Summary button.
Principal Adjustments	Money Market Transactions:Wholesale Term Money. Choose the Principal Adjustment button.
Print/Reprint Confirmation Letters	Settlements:Confirmation Letters
Retail Transaction Rates	Rates:Retail Transaction Rates
Quick Deals	Other Deal Items:Quick Deals
Reallocate Suspense Journals	Accounting:Daily Journals. Choose the Reallocate Suspense Journals button.
Receiving Transaction Details	Money Market Transactions:Derivatives:Interest Rate Swaps. Choose the Swap Details button. In the Swap Details window, choose the Paying Details button.
Reconciliation Process	Bank Accounts:Bank Account Reconciliation. Choose the Verify Reconciled or the Reconciled button.
Renegotiation Criteria	Money Market Transactions:Short Term Money. Choose the Consolidate button.

Window Name	Navigation Path
Rengotiation Details	Money Market Transactions:Short Term Money.
	Select a transaction and choose the Select Above Row for Reneg button or choose the Transactions button, select a transaction then choose the Select for Renegotiation button.
Repayment History	Money Market Transactions:Retail Term Money.
	Choose the Transactions button. In the Transactions window, choose the Repayments button.
Request Detail	Other:Concurrent.
	Select a request option, choose the Find button then choose the Details button.
Request Diagnostics	Other:Concurrent.
	Select a request option choose the Find button then choose the Diagnostics button.
Request Set	Other:Programs:Set
Requests	Other:Concurrent or choose Other:Programs:View
Retail Term Money	Money Market Transactions:Retail Term Money
Revaluation Details	Accounting:Revaluations.
	Choose the Revaluation Details button.
Revaluations	Accounting:Revaluations
Review Audits	View:Audits:Summary.
	Choose the Review Audits button.
Review Cancelled Transactions	View:Audits:Cancelled Transactions
Review Contract Details	View:Audits:Cancelled Transactions.
	Choose the View Deal Details button.
Review Deals	View:Deal Details
Review Historic Rates	Rates:Current System Rates.
	Choose the Cross Rates, Spot Rates, or Interest Rates buttons.
Rollover/Predelivery Details	Foreign Exchange Transactions:Rollovers/Predeliver-ies.
	Choose the Rollover or the Predeliver button.
Rollup Groups	Setup:Miscellaneous:Flexfields:Key:Groups
Schedule Change	Money Market Transactions:Retail Term Money.
	Choose the Schedule Change button.

Window Name	Navigation Path
Securities	Setup:Parties:Counterparty Profiles. Choose the Securities Details button.
Security Detail	Setup:Parties:Counterparty Profiles. Choose the Security Detail button.
Segment Values	Setup:Miscellaneous:Flexfields:Descriptive Values or choose Setup:Miscellaneous:Flexfields:Key Values
Select Quick Input	Money Market Transactions:Short Term Money. Choose the Quick Inputs button.
Select Renegotiation Criteria	Money Market Transactions:Short Term Money. Choose the Consolidate button, then choose the Default Details button.
Sellable Securities	View:Positions:Liquidity. Choose the Liquidity Details button. In the View Limits Liquidity window, choose the Security Details button.
Set of Books	Setup:Miscellaneous:Books
Settle Account Detail	Setup:Parties:Counterparty Profiles. Choose the Settle Account Detail button.
Settlement Actions	Settlements:Settlements
Settlement Contact	Setup:Parties:Counterparty Profiles. Choose the Settlement Contact button.
Settlement Summary	Money Market Transactions:Retail Term Money. Choose the Settlements button.
Settlements	Settlements:Settlements
Short Sales	Money Market Transactions:Negotiable Instruments:Discounted Securities. Choose the Short Sales button.
Short Term Money	Money Market Transactions:Short Term Money
Short Term Money Details	View:Positions:Cash Book. Choose the Short Term Money Details button.
Shorthand Aliases	Setup:Miscellaneous:Flexfields:Key Aliases
Split Settlements	Settlements:Settlements. Choose the Maintain Settlements button. In the Maintain Settlements window, choose the Split Settlements button.
Submit a New Request	Other:Programs:Run

Window Name	Navigation Path
Submit Process to Generate Journals	Accounting:Daily Journals. Choose the Generate Journals button.
Summary	Accounting:Accruals. Choose the Accruals button.
Summary of Cashflow Balances	View:Positions:Net Cashflow Summary. Choose the Summaries button.
Summary of Coupons	Money Market Transactions:Negotiable Instruments:Bond/Fixed Income Securities. Choose the Review Coupon Summary button.
Suspense Journals	Accounting:Daily Journals. Choose the Reallocate Suspense Journals button.
Swap Details	Money Market Transactions:Derivatives:Interest Rate Swaps. Choose the Swap Details button.
System Languages	Setup:System:System Languages
System Parameters	Setup:System:System Parameters
Tax Schedule and Details	Setup:Tax/Brokerage:Tax Schedule & Details
Tax/Brokerage Settlements	Settlements:Tax/Brokerage Settlements
Test (Key Flexfields)	Setup:Miscellaneous:Flexfields:Test
Transaction Calendar	Setup:Miscellaneous:Calendars:Transaction
Transaction Details	Money Market Transactions:Short Term Money. Choose the Quick Inputs button, select a transaction then choose the Complete Details button.
Transaction Summary	Foreign Exchange Transactions:Foreign Exchange Options. Choose the Summary button.
Transaction Validation	Settlements:Transaction Validation
Transactions	Money Market Transactions:Retail Term Money. Choose the Transactions button.
Transfer Errors	Bank Accounts:Manual Statement Input. Choose the Show Errors button.
Transfer Journal to GL	Accounting: Daily Journals. Choose the Transfer Journal button.
Update Transaction Rates	Rates:Retail Transaction Rates. Choose the Update Transaction Rates button.

Window Name	Navigation Path
User Access Levels	Setup:System:User Access Levels
View Audit Summary	View:Audits:Summary
View Average Rates	View:Positions:Average Rates
View Balance Gaps	View:Positions:Cash Book. Choose the Generate Gapping button.
View Bill/Bond Issue Numbers	View:System:Bill/Bond Issue Numbers
View Bill/Bond Issues	View:System:Bill/Bond Issues
View Bond Options	View:Money Market Transactions:Derivatives:Bond Options
View Brokerage Rates and Schedules	View:System:Brokerage Schedule & Details
View Cash Book Summary	View:Positions:Cash Book
View Cashflow Summary	View:Positions:Net Cashflow Summary
View Company Profiles	View:System:Company Profiles
View Counterparty Profiles	View:System:Counterparty Profiles
View Currency Holiday Rules	View:System:Currency Holiday Rules
View Currency Positions	View:Positions:Currency Position
View Current System Rates	View:System:Current System Rates
View Deal Confirmation Groups	View:System:Deal Confirmation Groups
View Deal Details	View:Other Deal Items:Review Deal Details
View Deal Linking Codes	View:Other Deal Items:Deal Linking Codes
View Deal Orders	View:Other Deal Items:Deal Orders
View Deal Time Restrictions	View:Limits:Limits Setup. Choose the Time button.
View Deal Type Summary	View:Positions:Interest Rate Exposures Choose the View Deal Type Summary button.
View Deals	View:Other Deal Items:Review Deals by Criteria
View Default Settlement Accounts	View:System:Default Settlement Accounts
View Discounted Securities	View:Money Market Transactions:Discounted Bills/Securities
View Discounted Securities	View:Discounted Securities
View Exposure Transaction Summary	View:Other Deal Items:Exposure Transactions. Choose the Summary button.
View Exposure Transactions	View:Other Deal Items:Exposure Transactions

Window Name	Navigation Path
View Fixed Income Securities	View:Money Market Transactions:Bonds/Fixed Income Securities
View Foreign Exchange Options	View:Foreign Exchange Transactions:Options
View Foreign Exchange Rollovers	Foreign Exchange Transactions:Rollover History
View Foreign Exchange Rollovers	View Foreign Exchange Transactions:Rollover History
View Foreign Exchange Spot/Forwards	View:Foreign Exchange Transactions:Spot/Forwards
View Forward Rate Agreements	View:Money Market Transactions:Derivatives:FRAs
View FRA Transaction Summary	View:Money Market Transactions:Derivatives:FRAs. Choose the Summary button.
View Funding/Investment Schedule	View:Positions:Interest Rate Exposures. Choose the View Schedules button.
View Intercompany Funding	View:Money Market Transactions:Intergroup Funding
View Interest Rate Exposures	View:Positions:Interest Rate Exposures
View Interest Rate Options	View:Money Market Transactions:Derivatives:Interest Rate Options
View Interest Rate Swaps	View:Money Market Transactions:Derivatives:Interest Rate Swaps
View Interest Rate Swaptions	View:Money Market Transactions:Derivatives:Interest Rate Swaptions
View Limit Exceptions	View:Limits:Limit Excesses
View Limit Utilizations	View:Limits:Limit Utilizations
View Limits	View:Limits:Limits Setup
View Limits Liquidity	View:Positions:Liquidity
View Maturity Profile	View:Positions:Interest Rate Exposures. Choose the View Maturities button.
View Net Cashflow Summary	View:Positions:Net Cashflow Summary
View Net Transaction Positions	View:Positions:Net Transaction Positions
View Order Summary	View:Other Deal Items:Deal Orders. Choose the Summary button.
View Paying Transaction Details	View:Money Market Transactions:Derivatives:Interest Rate Swaps. Choose the Swap Details button. In the Swap Details window, choose the Paying Details button.
View Payment Schedules	View:System:Payment Schedules

Window Name	Navigation Path
View Position Details	View:Positions:Net Transaction Positions.
	Select a transaction, then choose the Details button.
View Retail Transaction Rates	View:System:Product Rates
View Quick Deals	View:Other Deal Items:Quick Deals
View Receiving Details	View:Money Market Transactions:Derivatives:Interest Rate Swaps.
	Choose the Swap Details button. In the Swap Details window, choose the Receiving Details button.
View Retail Term Money	View:Money Market Transactions:Retail Term Money
View Settlement Summary	View:Money Market Transactions:Retail Term Money.
	Choose the Summary button.
View Short Term Money	View:Money Market Transactions:Short Term Money
View Swap Details	View:Money Market Transactions:Derivatives:Interest Rate Swaps
	Choose the Swap Details button.
View Tax Schedule and Details	View:System:Tax Schedule & Details
View Transaction Details	View:Money Market Transactions:Wholesale Term Money.
	Choose the Transaction Details button.
View Transaction Summary	View:Foreign Exchange Transactions:Options.
	Choose the Options button.
View Transaction Summary	View:Money Market Transactions:Derivatives:Bond Options.
	Choose the Summary button.
View Transactions	View:Money Market Transactions:Retail Term Money.
	Choose the Transactions button.
View Wholesale Term Money	View:Money Market Transactions:Wholesale Term Money
Vouchers	Settlements:Settlements.
	Choose the Maintain Settlements button. In the Maintain Settlements window, choose the Vouchers button.
Weightings	Setup:Policies:Limits.
	Choose the Weightings button.
Wholesale Term Money	Money Market Transactions:Wholesale Term Money

Glossary

Note: Some terms appear more than once because they are shared by more than one Oracle Financial Applications product. These alternate definitions are provided so you can see how the same term or feature name is used in other applications.

Account segment One of up to 30 different sections of your Accounting Flexfield, which together make up your general ledger account code. Each segment is separated from the other segments by a symbol you choose (such as –, ∕, or ∖). Each segment typically represents an element of your business structure, such as Company, Cost Center or Account. One of the sections of an Accounting Flexfield, separated from the other sections by a symbol you choose (such as –, ∕, or ∖). You can have up to 30 different Accounting Flexfield segments. Each segment can be up to 25 characters long. Each Accounting Flexfield segment typically captures one element of your agency's structure, such as Fund, Division, Department, or Program.

Account segment value A series of characters and a description that define a unique value for a particular value set.

Accounting Flexfield The code you use to identify a general ledger account in an Oracle Financials application. Each Accounting Flexfield segment value corresponds to a summary or rollup account within your chart of accounts.

Accounting Flexfield structure The account structure you define to fit the specific needs of your organization. You choose the number of segments, as well as the length, name, and order of each segment in your Accounting Flexfield structure.

Accounting Flexfield value set A group of values and attributes of the values. For example, the value length and value type that you assign to your account segment to identify a particular element of your business, such as Company, Division, Region, or Product.A group of values and attributes of the values. For example, the value length and value type that you assign to your Accounting Flexfield segment to identify a particular element of your business, such as Company, Division, Region, or Product.

alternative region An alternative region is one of a collection of regions that occupy the same space in a window where only one region can be displayed at any time. You identify an alternative region by a poplist icon that displays the region title, which sits on top of a horizontal line that spans the region.

AutoReduction An Oracle Applications feature in the list window that allows you to shorten a list so that you must scan only a subset of values before choosing a final value. Just as AutoReduction incrementally reduces a list of values as you enter additional character(s), pressing [Backspace] incrementally expands a list.

AutoSelection A feature in the list window that allows you to choose a valid value from the list with a single keystroke. When you display the list window, you can type the first character of the choice you want in the window. If only one choice begins with the character you enter, AutoSelection selects the choice, closes the list window, and enters the value in the appropriate field.

AutoSkip A feature specific to flexfields where Oracle Applications automatically moves your cursor to the next segment as soon as you enter a valid value into a current flexfield segment. You can turn this feature on or off with the user profile option Flexfields:AutoSkip.

balancing segment An Accounting Flexfield segment that you define so that General Ledger automatically balances all journal entries for each value of this segment. For example, if your company segment is a balancing segment, General Ledger ensures that, within every journal entry, the total debits to company 01 equal the total credits to company 01. An Accounting Flexfield segment that you define so that Treasury automatically balances all journal entries for each value of this segment.

block Every Oracle Applications window (except root and modal windows) consists of one or more blocks. A block contains information pertaining to a specific business entity Generally, the first or only block in a window assumes the name of the window. Otherwise, a block name appears across the top of the block with a horizontal line marking the beginning of the block.

business entity A person, place, or thing that is tracked by your business. For example, a business entity can be an account, a customer, or a part.

button You choose a button to initiate a predefined action. Buttons do not store values. A button is usually labeled with text to describe its action or it can be an icon whose image illustrates its action.

chart of accounts structure A classification of account segment values that assigns a particular range of values a common characteristic. For example, 1000 to 1999 might be the range of segment values for assets in the account segment of your accounting flexfield.

check box You can indicate an on/off or yes/no state for a value by checking or unchecking its check box. One or more check boxes can be checked since each check box is independent of other check boxes.

child request A concurrent request submitted by another concurrent request (a parent request.) For example, each of the reports and/or programs in a report set are child requests of that report set.

combination block A combination block displays the fields of a record in both multi–record (summary) and single–record (detail) formats. Each format appears in its own separate window that you can easily navigate between.

combination of segment values A combination of segment values uniquely describes the information stored in a field made up of segments. A different combination of segment values results when you change the value of one or more segments. When you alter the combination of segment values, you alter the description of the information stored in the field.

combination query See *Existing Combinations.*

concurrent manager A unique facility that manages many time–consuming, non–interactive tasks within Oracle Applications for you, so you do not have to wait for their completion. When you submit a request in Oracle Applications that does not require your interaction, such as releasing shipments or running a report, the Concurrent Manager does the work for you, enabling you to complete multiple tasks simultaneously.

concurrent process A non–interactive task that you request Oracle Applications to complete. Each time you submit a non–interactive task, you create a new concurrent process. A concurrent process runs simultaneously with other concurrent processes (and other interactive activities on your computer) to help you complete multiple tasks at once.

concurrent queue A list of concurrent requests awaiting completion by a concurrent manager. Each concurrent manager has a queue of requests waiting to be run. If your system administrator sets up your Oracle Application to have simultaneous queuing, your request can wait to run in more than one queue.

concurrent request A request to Oracle Applications to complete a non–interactive task for you. You issue a request whenever you submit a non–interactive task, such as releasing a shipment, posting a journal entry, or running a report. Once you submit a request, Oracle Applications automatically takes over for you, completing your request without further involvement from you or interruption of your work.

current record indicator Multi–record blocks often display a current record indicator to the left of each record. A current record indicator is a one character field that when filled in, identifies a record as being currently selected.

database table A basic data storage structure in a relational database management system. A table consists of one or more units of information (rows), each of which contains the same kind of values (columns). Your application's programs and windows access the information in the tables for you.

descriptive flexfield A field that your organization can extend to capture extra information not otherwise tracked by Oracle Applications. A descriptive flexfield appears in your window as a single character, unnamed field. Your organization can customize this field to capture additional information unique to your business.

dynamic insertion An Accounting Flexfields feature that allows you to enter and define new combinations of segment values directly in a flexfield pop–up window in Oracle Payables and Oracle General Ledger. The new combination must satisfy any cross–validation rules before it is accepted. Your organization can decide if an Accounting Flexfield supports dynamic insertion. If an account does not support dynamic insertion, you can only enter new combinations of segment values using the Define Accounts window

dynamic insertion In Oracle Projects, a feature specific to key flexfields that allows you to enter and define new combinations of segment values directly into a flexfield pop–up window. The new combination must satisfy any cross–validation rules, before your flexfield accepts the new combination. Your organization can decide if a key flexfield supports dynamic insertion. If a flexfield does not support dynamic insertion, you can only enter new combinations of segment values using a combinations form (a form specifically used for creating and maintaining code combinations).

dynamic insertion In Oracle Receivables, an Oracle Applications feature you use to automatically create new key flexfield combinations when you enter transactions or customers. If you do not use dynamic insertion, you can only create new key flexfield combinations using the various flexfield setup forms.

Existing Combinations A feature specific to key flexfields in data entry mode that allows you to enter query criteria in the flexfield to bring up a list of matching predefined combinations of segment values to select from.

field A position on a window that you use to enter, view, update, or delete information. A field prompt describes each field by telling you what kind of information appears in the field, or alternatively, what kind of information you should enter in the field.

flexfield An Oracle Applications field made up of segments. Each segment has an assigned name and a set of valid values. Oracle Applications uses flexfields to capture information about your organization. There are two types of flexfields: key flexfields and descriptive flexfields.

folder A flexible entry and display window in which you can choose the fields you want to see and where each appears in the window.

form A logical collection of fields, regions, and blocks that appear on a single screen. Oracle Applications forms look just like the paper forms you use to run your business. All you need to do to enter data is type onto the form. See *window.*

function security An Oracle Applications feature that lets you control user access to certain functions and windows. By default, access to functionality is *not* restricted; your system administrator customizes each responsibility at your site by including or excluding functions and menus in the Responsibilities window.

inflation start date The inflation start date for an asset specifies when inflation begins to impact an asset. The asset is adjusted for inflation from this date onward. The inflation start date is generally the same date as the date placed in service. You can, however, define an inflation start date that is different than the date placed in service. For example, if you enter an asset that is already in service and that has already been adjusted for inflation, you can set the inflation start date to an appropriate date to begin calculating new inflation adjustments in Oracle Assets.

key flexfield In Oracle General Ledger, an Oracle Applications feature you use to build custom fields in which you can enter and display information relating to your business. The General Ledger Accounting Flexfield is a key flexfield.

key flexfield In Oracle Projects, an intelligent key that uniquely identifies an application entity. Each key flexfield segment has a name you assign, and a set of valid values you specify. Each value has a meaning you also specify. You use this Oracle Applications feature to build custom fields used for entering and displaying information relating to your business. The Accounting Flexfield in your Oracle General Ledger application is an example of a key flexfield used to uniquely identify a general ledger account. An Oracle Applications feature you use to build custom fields used for entering and displaying information relating to your business. Treasury uses the following key flexfields:

    Accounting Flexfield
    Category Flexfield
    Location Flexfield
    Asset Key Flexfield

key flexfield In Oracle Payables, an Oracle Applications feature you use to build custom fields used for entering and displaying information relating to your business. Treasury uses the following key flexfields:

    Accounting Flexfield
    System Items Flexfield

key flexfield In Oracle Receivables, an Oracle Applications feature you use to build custom fields used for entering and displaying information relating to your business. Treasury uses the following key flexfields:

– Accounting Flexfield
– Sales Tax Location Flexfield
– System Items Flexfield
– Territory Flexfield

lamp A one–word message that Oracle Applications displays in the message line of any window to notify you that a particular feature is available for a particular field. A single word message that appears on the message line to indicate whether a function such as <Insert> or <List> is available for the current field.

listing An organized display of Oracle Applications information, similar to a report, but usually showing setup data as opposed to transaction data.

master–detail relationship A master–detail relationship is an association between two blocks—a master block and its detail block. When two blocks are linked by a master–detail relationship, the detail block displays only those records that are associated with the current (master) record in the master block, and querying between the two blocks is always coordinated. Master and detail blocks can often appear in the same window or they can each appear in separate windows.

message line A line on the bottom of a window that displays helpful hints or warning messages when you encounter an error.

multi–org See *multiple organizations.*

multiple organizations The ability to define multiple organizations and the relationships among them within a single installation of Oracle Applications. These organizations can be sets of books, business groups, legal entities, operating units, or inventory organizations.

Multiple Reporting Currencies An Oracle General Ledger feature that allows you to report in your functional currency and in one or more foreign currencies.

option group An option group is a set of option buttons. You can choose only one option button in an option group at a time, and the option group takes on that button's value after you choose it. An option button or option group is also referred to as a radio button or radio group, respectively.

parent request A concurrent request that submits other concurrent requests (child requests). For example, a report set is a parent request that submits reports and/or programs (child requests).

pop–up window An additional window that appears on an Oracle Applications form when your cursor enters a particular field.

poplist A poplist lets you choose a single value from a predefined list. To choose a value, press your left mouse button while on the poplist icon to display the list of choices, then drag your mouse through the list to the desired value. Release your mouse button to choose the value you highlight and display it in the poplist field. A poplist is also sometimes known as a list.

query A search for applications information that you initiate using an Oracle Applications window.

record A record is one occurrence of data stored in all the fields of a block. A record is also referred to as a row or a transaction, since one record corresponds to one row of data in a database table or one database transaction.

region A collection of logically–related fields set apart from other fields by a dashed line that spans a block. Regions help to organize a block so that it is easier to understand.

report In Oracle Assets, Oracle Payables, Oracle Receivables, and Oracle Projects, an organized display of Oracle Applications information. A report can be viewed online or sent to a printer. The content of information in a report can range from a summary to a complete listing of values.

report In Oracle General Ledger, a combination of at least a row set and column set, and optionally a content set, display group, row order, and runtime options, such as currency and override segment name, that you can define and name. When you request financial statements, you can enter this name, and Treasury automatically enters the report components and runtime options for you. You simply specify the accounting period. Treasury automatically enters the rest.

report security group A feature that helps your system administrator control your access to reports and programs. Your system administrator defines a report security group which consists of a group of reports and/or programs and assigns a report security group to each responsibility that has access to run reports using Standard Report Submission. When you submit reports using Standard Report Submission, you can only choose from those reports and programs in the report security group assigned to your responsibility.

report set A group of reports that you submit at the same time to run as one transaction. A report set allows you to submit the same set of reports regularly without having to specify each report individually. For example, you can define a report set that prints all of your regular month–end management reports.

responsibility In Oracle Projects, Oracle Payables, and Oracle Receivables, a level of authority in an application. Each responsibility lets you access a specific set of Oracle Applications windows, menus, reports, and data to fulfill your role in an organization. Several users can share the same responsibility, and a single user can have multiple responsibilities.

responsibility In Oracle Assets and Oracle General Ledger, a level of authority within Treasury. Each responsibility provides a user with access to a menu and a set of books. You can assign one or more responsibilities to each user. Responsibilities let you control security in Treasury.

root window The root window displays the main menu bar and tool bar for every session of Oracle Applications. In Microsoft Windows, the root window is titled "Oracle Applications" and contains all the Oracle Applications windows you run. In the Motif environment, the root window is titled "Toolbar" because it displays just the toolbar and main menu bar.

row One occurrence of the information displayed in the fields of a block. A block may show only one row of information at a time, or it may display several rows of information at once, depending on its layout. The term "row" is synonymous with the term "record".

scrollable region A region whose contents are not entirely visible in a window. A scrollable region contains a horizontal or vertical scroll bar so that you can scroll horizontally or vertically to view additional fields hidden in the region.

segment A single sub–field within a flexfield. You define the structure and meaning of individual segments when customizing a flexfield.

shorthand flexfield entry A quick way to enter key flexfield data using shorthand aliases (names) that represent valid flexfield combinations or patterns of valid segment values. Your organization can specify flexfields that will use shorthand flexfield entry and define shorthand aliases for these flexfields that represent complete or partial sets of key flexfield segment values.

shorthand window A single–segment customizable field that appears in a pop–up window when you enter a key flexfield. The shorthand flexfield pop–up window only appears if you enable shorthand entry for that particular key flexfield.

sign–on An Oracle Applications username and password that allows you to gain access to Oracle Applications. Each sign–on is assigned one or more responsibilities.

Standard Request Submission A standard interface in Oracle Applications in which you run and monitor your application's reports and other processes.

status line A status line appearing below the message line of a root window that displays status information about the current window or field. A status line can contain the following: ^ or **v** symbols indicate previous records before or additional records following the current record in the current block; **Enter Query** indicates that the current block is in Enter Query mode, so you can specify search criteria for a query; **Count** indicates how many records were retrieved or displayed by a query (this number increases with each new record you access but does not decrease when you return to a prior record); the **<Insert>** indicator or *lamp* informs you that the current window is in insert character mode; and the **<List>** lamp appears when a list of values is available for the current field.

structure A structure is a specific combination of segments for a key flexfield. If you add or remove segments, or rearrange the order of segments in a key flexfield, you get a different structure.

tablespace The area in which an Oracle database is divided to hold tables.

toolbar The toolbar is a collection of iconic buttons that each perform a specific action when you choose it. Each toolbar button replicates a commonly–used menu item. Depending on the context of the current field or window, a toolbar button can be enabled or disabled. You can display a hint for an enabled toolbar button on the message line by holding your mouse steadily over the button. The toolbar generally appears below the main menu bar in the root window.

user profile A set of changeable options that affect the way your applications run. You can change the value of a user profile option at any time.

value Data you enter in a parameter. A value can be a date, a name, or a code, depending on the parameter.

value set A group of values and related attributes you assign to an account segment or to a descriptive flexfield segment. Values in each value set have the same maximum length, validation type, alphanumeric option, and so on.

window A box around a set of related information on your screen. Many windows can appear on your screen simultaneously and can overlap or appear adjacent to each other. Windows can also appear embedded in other windows. You can move a window to a different location on your screen.

window title A window title at the top of each window indicates the name of the window, and occasionally, context information pertinent to the content of the window. The context information, contained in parenthesis, can include the organization, set of books, or business group that the window contents is associated with.

Zoom A forms feature that is obsolete in GUI versions of Oracle Applications.

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