Back Office Process

The back office is the portion of a company made up of administration and support personnel who are not client-facing. Back-office functions include settlements, clearances, record maintenance, regulatory compliance, accounting, and IT services.

Summary

- How to settle a cash payment?

- How to terminate a trade manually?

- How to fix a floating payment?

How to settle a cash payment?

- Click the BackOffice tab at the top-left corner of the application. Then, expend BackOffice -> Action and select the Payment Settlement.

- After that, you can either click the Load button to load an existing payment settlement for review/modification or the New button to generate a new cash settlement.

- If you click the Load button, a selection window pops up. Expend BackOffice -> Fee -> Book (e.g., Interest Rate) and select a product (e.g., FiBond). All the bond trades having cash settlements within this book are displayed in the main windows

How to settle a cash payment? (Cont'd)

- Select a trade and then click the Load button. All the payment settlements of the trade are displayed in the main windows. You can modify the settlements and click the Save button to save all the changes.

- Or if you click the New button, a selection window pops up. Expend BackOffice -> Fee -> Book (e.g., Interest Rate) and select a product (e.g., FiBond). All the bond trades within this book are displayed in the main windows.

- Select a trade and click the New button. A new payment settlement template is shown in the main window. Fill all fields and click the Save button. The new payment settlement is created.

How to terminate a trade manually?

- Click the BackOffice tab at the top-left corner of the application. Then, expend BackOffice -> Action and select the Termination Settlement.

- Click After that, you can either click the Load button to load an existing terminated trade for review or the New button to terminate a live trade.

- If you click the Load button, a selection window pops up. Expend BackOffice -> Settlement -> Book (e.g., Interest Rate) and select a product (e.g., IrSwap). All the terminated interest rate swap trades within this book are displayed in the main windows

How to terminate a trade manually? (Cont'd)

- Select a terminated trade and then click the Load button. The termination details of the trade are displayed in the main windows. You can modify the termination information and click the Save button to save all the changes.

- Or if you click the New button, a selection window pops up. Expend BackOffice -> Settlement -> Book (e.g., Interest Rate) and select a product (e.g., IrSwap). All the interest rate swap trades within this book are displayed in the main windows.

- Select a trade and click the New button. A new trade termination template is shown in the main window. Fill all fields and click the Save button. The trade is terminated.

How to fix a floating payment?

- Some derivatives or securities require periodic fixings or resets, such as, the floating leg of a swap, caps or floors, floating bonds, etc. In the End of Day (EOD) process, we will automatically fix or reset all the periodic floating instruments. In the meantime, the system also provides an interface for users to fix/reset manually.

- Click the BackOffice tab at the top-left corner of the application. Then, expend/select BackOffice -> Action -> Fixing. You can click the New button to create a new fixing or the Load button to extract an existing one.

How to fix a floating payment? (Cont'd)

- If you click the New button, a selection window pops up. Expend BackOffice -> Fixing -> Book (e.g., Interest Rate) -> Product (all product types that require fixing in this book are displayed) and then select a product (e.g., IrSwap). All live IrSwap trades within this book are shown in the main window. Select a trade (e.g., T000000120010000023) and then click the New button.

- A new fixing template is displayed in the main window. Fill all fields and then click the Save button. The new fixing is generated

How to fix a floating payment? (Cont'd)

- If you click the Load button, a selection window pops up. Expand BackOffice -> Fixing -> Book (e.g., Interest Rate) -> Product (all product types that have fixings within the book are displayed). Select a product (e.g., IrSwap). All the interest rate swaps that have fixings within the book are shown in the main window. Choose a trade and then click the Load button.

- All the fixings of the trade are displayed in the main window. You can modify fields and click the Save button to save all changes.

Thank You