**Introduction to Using CS-DRMS for Domestic Debt Management**

**Course Information Sheet**

This module introduces the software systems knowledge, procedural skills, and problem-solving skills that learners require in order to be competent users of CS-DRMS for recording and managing domestic debt with a focus on securities. The learning in this module is both procedural knowledge learning and problem-solving learning. The delivery of this course may require exercises outside the e-learning portal for the calculations and computations of various debt management indicators. The course will be run by a tutor and expected to run for a period of six weeks.

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| PrerequisiteNo pre-course materials are recommended. Learners are however expected to be working in a Debt Management Office or plan to work in a Debt Management Office. You will need to have access to CS-DRMS in order to complete the final assessment | Learning OutcomesOn completion of the module, learners will be able to:* + Describe the scope, functionality, and key benefits of using CS-DRMS.
	+ Log in to CS-DRMS, navigate using Instrument Explorer, and create debt participants.
	+ Define, describe, and use codes and rates.
	+ Describe the reporting capabilities of CS-DRMS and produce selected debt reports
	+ Record and manage the various characteristics of securities: Details down to bid level, process instruments, and generate and interpret selected debt reports.
	+ Describe the processing, aggregation functions in CS-DRMS and prepare data for period end processing.
	+ Record and manage actual transactions (manually or through auto-generate process)
	+ Generate Repots
	+ Understand some of the advanced features for securities in CS-DRMS ( i.e. re-opening and restructuring*)*
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| Essential Reading Participants are encouraged to get a copy of the IMF - Public Sector Debt Guide (2013).  |
| AssessmentLearners will demonstrate their successful achievement of these objectives by completing a small case study consisting of various auction results in which they will enter and process a treasury bill, fixed coupon bond and floating rate bond, as well as generate relevant reports. Satisfactory completion of this assessment will confirm that they are a competent user of CS-DRMS for recording and managing securities. The final assessment should take about 1 ½ hours to complete. In addition, assessment questions are contained in each lesson. |
| Course SyllabusThe course is divided into twelve (12) modulesModule 01: Getting started with CS-DRMSIn this module, learners will understand how CS-DRMS fits with the Commonwealth Secretariat's other debt management solutions and also how and why CS-DRMS was developed. The module will also discuss (i) the benefits of using CS-DRMS, (ii) what you can do in CS-DRMS, (iii) how to use CS-DRMS to manage the securities cycle and, (iv) the CS-DRMS architecture and security.Module 02: Using Instrument ExplorerThe module introduces the instrument explorer and discusses how the explorer can be used to access and organize information in CS-DRMS. Module 03: Managing Participants Managing participants in CS-DRMS is one of the core functions of portfolio management. The module will discuss the different types of participants involved in securities and their roles and how the basic participant details should be recorded in CS-DRMS.Module 04: Managing codes & ratesAt the end of this module, learners will understand why exchange rates, interest rate and other rate series data need to be maintained and how the rates are recorded, modified and deleted in CS-DRMS. Module 05: Recording treasury bills This module will introduce learners to recording all the details of treasury bills at the instrument level and how to record the auction summary and related bids of a treasury bill through the tranche and bid recording features in CS-DRMS.Module 06 and 07: BondsIn these two modules, learners will be introduced to recording bonds in CS-DRMS. The types of bonds covered are fixed coupon, floating rate, stepped rate, annuity, zero coupon, savings and perpetual bonds. As with recording of treasury bills, the bonds are also recorded using 3 levels: instrument, tranche (auction) and bid details.1Module 08: Promissory notes and commercial papers The securities module caters for a wide range of debt securities including promissory notes and commercial papers. This module will discuss how these instruments can be recorded in CS-DRMS.Module: 09 - Processing, aggregation and period end processingAt the end of this module, learners will be able to understand the significance of the cut-off date, processing and aggregation and period end processing. The learner will understand how to concept of the cut-off date is critical to how processing takes place in CS-DRMS and how actual transactions and rates are treated.Module: 10 - Recording actual transactions At the end of this module, learners will understand (i) the debt service process, (ii) auto-generation of actual transactions for securities (iii) Listing, viewing and editing transactions for securities, (iv) monitoring actual transactions. Module: 11 - Advanced features More and more issuers are managing their liabilities, their securities in particular, more actively. In this module, learners will have an introduction to:* Re-opening securities using CS-DRMS
* Restructuring securities (buy-backs, splits, strips and reconstitution, switches)

Module: 12 - Generating and understanding reports in CS-DRMSThis module will introduce learners to the various reporting tools in CS-DRMS and also how to run the available Standard Reports in CS-DRMS.2 |