# **Add and Maintain Security Prices**

See previous W5 version guide

#### **PURPOSE**

This document explains how to add and maintain security prices in the system.

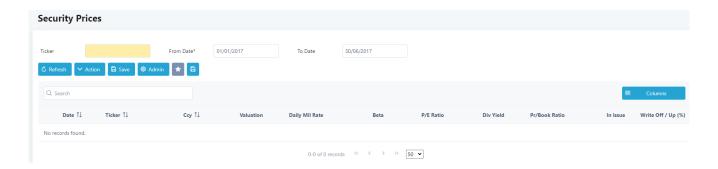
#### **WHY IS THIS IMPORTANT?**

Adding and maintaining security prices is important as they are used by the system for investment valuation.

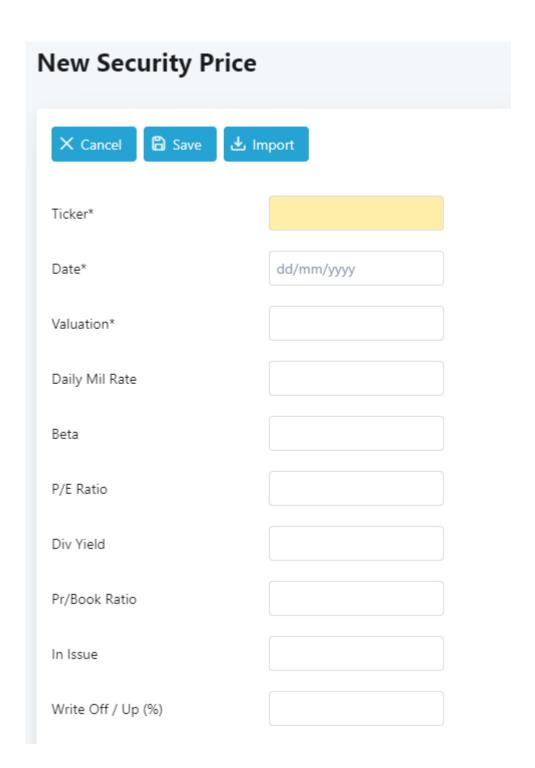
### **PROCEDURE**



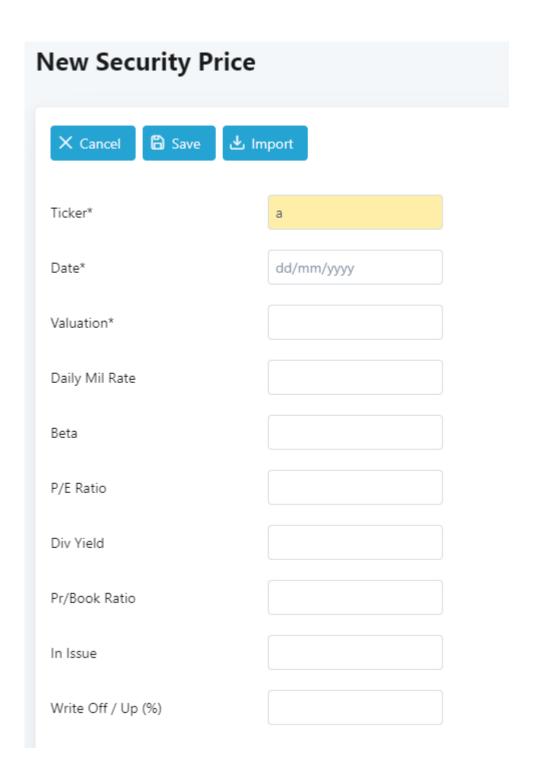
1. From the main menu, select Prices > Security Prices. The Security Prices main screen will be displayed.



2. To add new security prices, click Action and select Add.

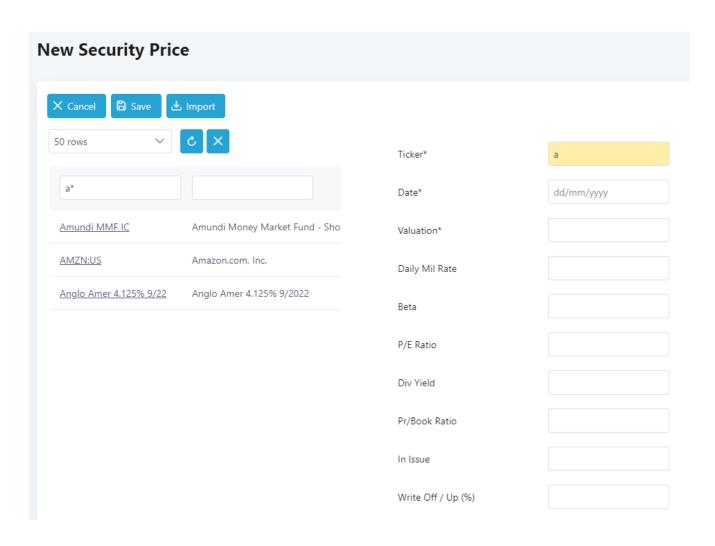


3. Enter the Ticker name. If you know the ticker of the security price to add, type it in. Ticker name is case insensitive, system will format the case accordingly based on Security set up. If not, type the first letter and click Tab key on your keyboard. For example, type in "a" and click Tab.

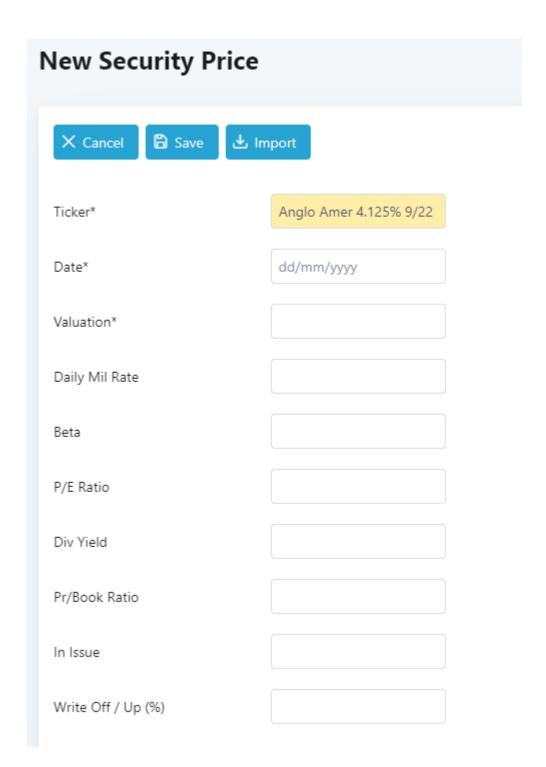


4. A list of securities that start with character "a" will be displayed as screen below

Note: To see all securities, type  $\ast$ .



5. Click on the ticker name to use. In this example, Anglo Amer 4.125%~9/22~will be chosen.



6. Fill in the Date and the Valuation price field. These are mandatory. Note that all security valuation prices should be keyed in decimal values. For example, market price for bond is 101%, key in as 1.01.

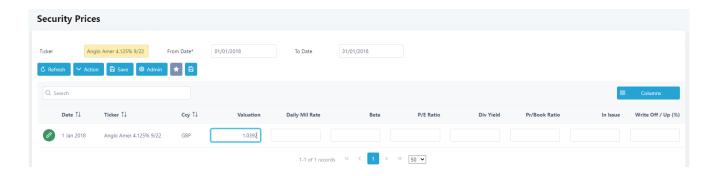
New Security Price		
X Cancel Save		
Ticker*	Anglo Amer 4.125% 9/22	
Date*	01/01/2018	
Valuation*	1.0378	
Daily Mil Rate		
Beta		
P/E Ratio		
Div Yield		
Pr/Book Ratio		
In Issue		
Write Off / Up (%)		

- 7. At this point, the Save button can be clicked. However, Daily Mil Rate, Beta, P/E Ratio, Div Yield, Pr/Book Ratio and In Issue fields can also be filled out as needed.
- 8. To maintain Security Prices, from the main screen, choose the ticker of what needs maintenance. In this example, Anglo Amer 4.125% 9/22 will be chosen.
- 9. Input the From Date and To Date.
- 10. Click Refresh to see list of security prices maintained for the specified ticker

and period.



11. Amend the fields directly in this screen.



- 12. Once done, click Save.
- 13. To export list of security prices to Excel, click on Action and select Export CSV.

## **FREQUENTLY ASKED QUESTIONS**

## FAQ01. I cannot create or maintain security prices.

Authorization is needed to add and maintain security prices. Contact your administrator to grant you rights. Access rights for Security Price as below.

Right ID ↑↓	Category ↑↓	Permission ↑↓
15400	Security Price	Access Security Price.
15401	Security Price	Import Security Price.
15402	Security Price	Refresh Security Price.
15403	Security Price	Save Security Price.
15404	Security Price	Create New Security Price.

# **RELATED INFORMATION**

How to Set Up MMF with ICD Integration

Money Market Fund

## **CHANGE HISTORY**

Date	Ву	Changes
15-Feb-2008	-	Created.
28-Jul-2015	CS	Included section for FAQ.
15-Feb-2016	Clarissa	Reformatted. Rewritten.
11-Nov-2016	Clarissa	Modified to include Daily Mil Rate.
13-Apr-2017	Clarissa	Added Related Information.
4-May-2017	TS	Added Money Market Fund in Related Information.
22-Nov-2019	Lуга	Updated screenshots.
28-Jun-2023	TS	Updated to W6 instructions and screenshots.