

# Add and Maintain Security Prices

[See previous W5 version guide](#)

## **PURPOSE**

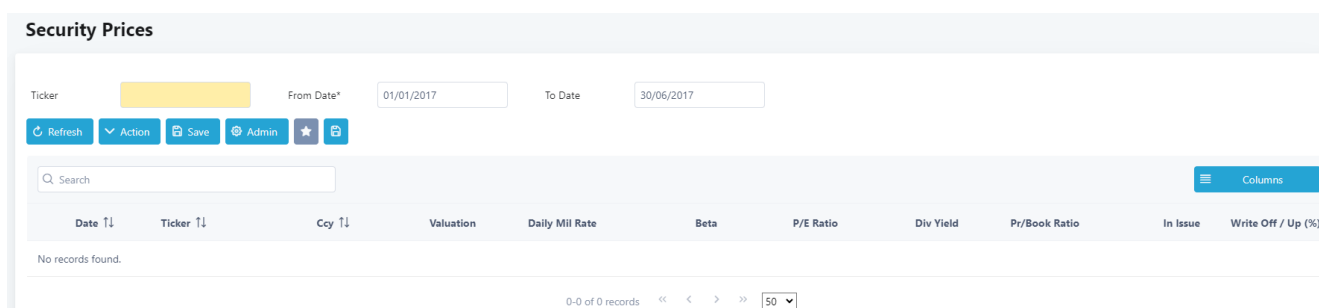
This document explains how to add and maintain security prices in the system.

## **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.



The screenshot displays the 'Security Prices' interface. At the top, there is a header 'Security Prices'. Below it, a filter section includes a 'Ticker' field (yellow), a 'From Date\*' field (01/01/2017), and a 'To Date' field (30/06/2017). A row of buttons includes 'Refresh', 'Action' (dropdown), 'Save', 'Admin', and two icons (star and trash). Below the buttons is a search bar with the placeholder 'Search'. A table with 11 columns is shown: 'Date' (sortable), 'Ticker' (sortable), 'Ccy' (sortable), 'Valuation', 'Daily Mil Rate', 'Beta', 'P/E Ratio', 'Div Yield', 'Pr/Book Ratio', 'In Issue', and 'Write Off / Up (%)'. The table is currently empty, with the text 'No records found.' displayed below it. At the bottom, there is a pagination bar showing '0-0 of 0 records' and a dropdown menu set to '50'.

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

## New Security Price

✕ Cancel

💾 Save

⬇️ Import

Ticker\*

Date\*

dd/mm/yyyy

Valuation\*

Daily Mil Rate

Beta

P/E Ratio

Div Yield

Pr/Book Ratio

In Issue

Write Off / Up (%)

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.

## New Security Price

✕ Cancel

💾 Save

⬇️ Import

Ticker\*

a

Date\*

dd/mm/yyyy

Valuation\*

Daily Mil Rate

Beta

P/E Ratio

Div Yield

Pr/Book Ratio

In Issue

Write Off / Up (%)

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

Note: To see all securities, type \*.

# New Security Price

Cancel Save Import

50 rows 50 rows

a*	
Amundi MMF IC	Amundi Money Market Fund - Sho
AMZN:US	Amazon.com, Inc.
Anglo Amer 4.125% 9/22	Anglo Amer 4.125% 9/2022

Ticker*	a
Date*	dd/mm/yyyy
Valuation*	
Daily Mil Rate	
Beta	
P/E Ratio	
Div Yield	
Pr/Book Ratio	
In Issue	
Write Off / Up (%)	

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

## New Security Price

✕ Cancel

💾 Save

📄 Import

Ticker\*

Anglo Amer 4.125% 9/22

Date\*

dd/mm/yyyy

Valuation\*

Daily Mil Rate

Beta

P/E Ratio

Div Yield

Pr/Book Ratio

In Issue

Write Off / Up (%)

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

✕ Cancel

💾 Save

⬇️ Import

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.

The screenshot shows the 'Security Prices' interface. At the top, there's a header 'Security Prices'. Below it, a filter section includes a 'Ticker' dropdown set to 'Anglo Amer 4.125% 9/22', a 'From Date\*' field with '01/01/2018', and a 'To Date' field with '31/01/2018'. A row of buttons includes 'Refresh', 'Action', 'Save', 'Admin', and a star icon. Below the filters is a search bar and a 'Columns' button. The main area is a table with columns: 'Date', 'Ticker', 'Ccy', 'Valuation', 'Daily Mil Rate', 'Beta', 'P/E Ratio', 'Div Yield', 'Pr/Book Ratio', 'In Issue', and 'Write Off / Up (%)'. The first row shows data for '1 Jan 2018', 'Anglo Amer 4.125% 9/22', 'GBP', and '1.037800'. At the bottom, it says '1-1 of 1 records' with pagination controls.

Date	Ticker	Ccy	Valuation	Daily Mil Rate	Beta	P/E Ratio	Div Yield	Pr/Book Ratio	In Issue	Write Off / Up (%)
1 Jan 2018	Anglo Amer 4.125% 9/22	GBP	1.037800							

11. Amend the fields directly in this screen.

This screenshot is identical to the previous one, but the 'Valuation' field in the first row of the table, which contains '1.037800', is highlighted with a blue border, indicating it is selected for editing.

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	By	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	Lyra	Updated screenshots.
28-Jun-2023	TS	Updated to W6 instructions and screenshots.