

# Global Replace User Attribute Value (W5)

[This version is superseded. Click here to view the latest guide.](#)

## **PURPOSE**

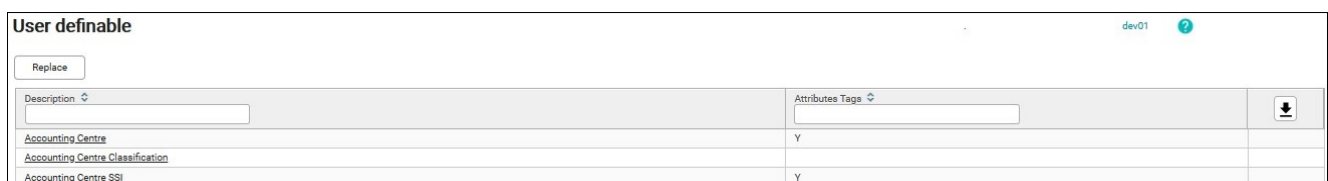
This document describes the procedures on how to update/global replace user attribute values in transaction.

## **WHY IS THIS IMPORTANT?**

Importing user attribute values allows user to bulk upload/global replace user attribute values instead of updating each transaction manually in the system. This saves user's time if the transaction volumes are high.

## **PROCEDURE**

1. From the main menu, navigate to Set Up > Global > User Definable.



The screenshot shows the 'User definable' screen. At the top left is a 'Replace' button. Below it is a table with the following structure:

Description	Attributes Tag	
Accounting Centre	Y	
Accounting Centre Classification		
Accounting Centre SSI	Y	

2. Click Replace.

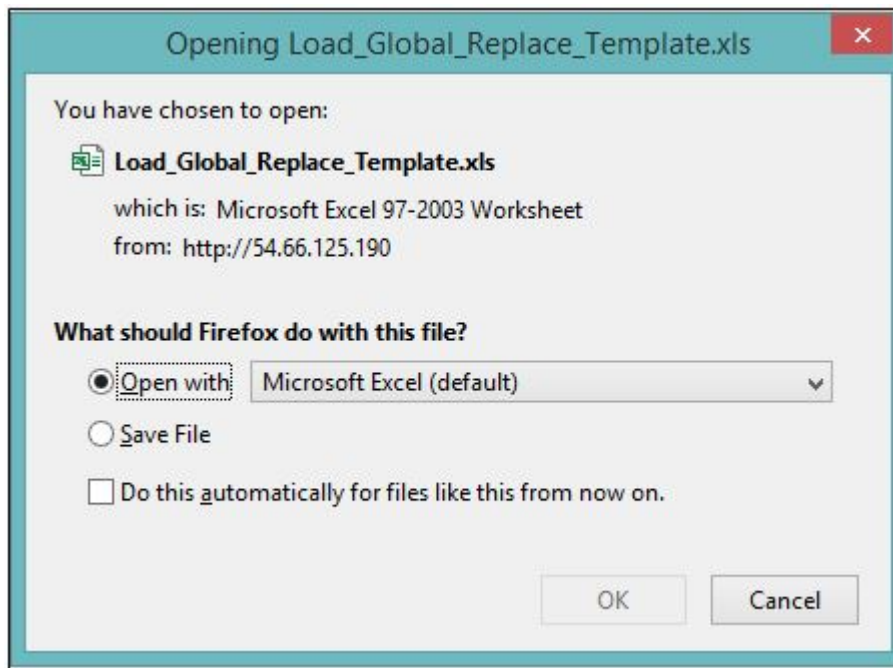
3. The Import Global Replace screen displays.



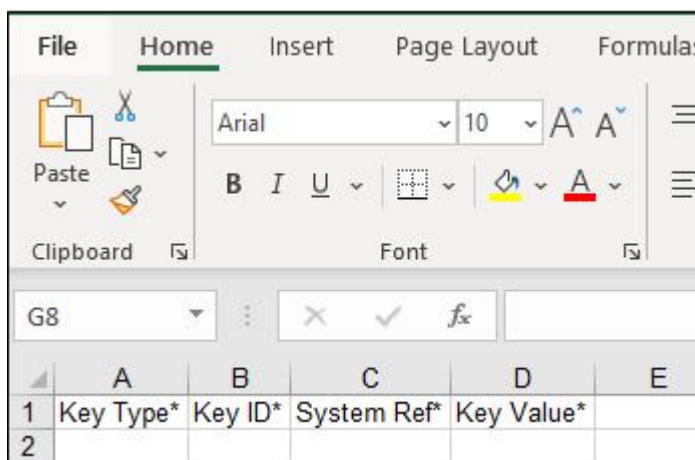
The screenshot shows the 'Import Global Replace' screen. At the top is the title 'Import Global Replace'. Below it are buttons for '←' and 'Template', and a 'Read File' checkbox. Below these is a table with the following structure:

ID	Key Type*	Key ID*	System Ref*	Key Value*
No records found.				

4. Click Template to download CS Lucas template for importing user attribute values.



5. Save the file and open. An Excel sheet will be opened.



6. Fill out the sheet. Fields with asterisks (\*) are mandatory.

File

Home

Insert

Page Layout

Formulas

Data

Review

View

Clipboard

Font

Alignment

Clipboard

Font

Alignment

Clipboard

Font

Alignment

F9

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fx

	A	B	C	D
1	Key Type*	Key ID*	System Ref*	Key Value*
2	ACCTCNTRSN/TRADEID	TFS-SG/MMK100001.00	REPAY_DATE	29-Mar-19
3	ACCTCNTRSN/TRADEID	TFS-SG/MMK100001.00	ROLLOVER_CYCLE	1 Month
4	ACCTCNTRSN/TRADEID	TFS-SG/MMK100001.00	REPAY_DATE	29-Mar-19
5	ACCTCNTRSN/TRADEID	TFS-SG/MMK100001.00	ROLLOVER_CYCLE	1 Month

7. The following table show the rules and examples for importing user attribute values.

Field	Remarks
Key Type*	Key Type must be named as <b>ACCTCNTRSN/TRADEID</b> .
Key ID*	Type in Key ID as [AcctCntrSN]/[TradeID] E.g. TFS-SG/MMK100001.00 This is to indicate the accounting centre and the trade id to update the user attribute values.

System  
Ref\*

Type in the System Reference of the user attribute field for system to identify which user attribute field to update.  
System Reference must be unique.  
You can find System Reference in Set Up > Global > User Definable  
For example, to update user attribute field for a Money Market transaction.  
Search for Money Market Transaction. Click on it to drill down to Attribute Tags screen.

The screenshot shows the 'User definable' interface. At the top, there's a 'Replace' button and a search bar containing 'money'. Below the search bar, a list of results is shown, with 'Money Market Transaction' selected. To the right, there's a section for 'Attributes Tags' with a dropdown menu showing 'Y' and a download icon.

The screenshot shows the 'Attributes Tags' screen for 'Money Market Transaction'. It features a table with columns: Hide, Order, Description, Type, System Reference, Choices, and Secondary Choice. Two rows are visible: 'Rollover Tenor\*' with Type 'Text' and System Reference 'ROLLOVER\_CYCLE', and 'Indicative Repay Date\*' with Type 'Date' and System Reference 'REPAY\_DATE'. The 'System Reference' column is highlighted with a blue box.

Key  
Value\*

Type in the value to update.  
Note: Values must be expressed in the same data type/ format as the user attribute set up in the Attributes Tags screen in order to successfully import the values. See example below.

This screenshot is identical to the one above, showing the 'Attributes Tags' screen for 'Money Market Transaction' with the same table of attributes and the 'System Reference' column highlighted.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D
1	Key Type*	Key ID*	System Ref*	Key Value*
2	ACCTCNTRSN/TRADEID	TFS-SG/MMK100001.00	REPAY_DATE	29-Mar-19
3	ACCTCNTRSN/TRADEID	TFS-SG/MMK100001.00	ROLLOVER_CYCLE	1 Month
4	ACCTCNTRSN/TRADEID	TFS-SG/MMK100001.00	REPAY_DATE	29-Mar-19
5	ACCTCNTRSN/TRADEID	TFS-SG/MMK100001.00	ROLLOVER_CYCLE	1 Month

8. Once completed, save the Excel file.
9. Go back to the Import Global Replace screen, tick on the Read File checkbox.
10. Click Choose/ Browse File. Browse for the file saved in the computer.

**Import Global Replace**

← Template Read File ☒

File Read File Browse... Load\_Global\_Replace\_Template.xls

ID	Key Type*	Key ID*	System Ref*	Key Value*
No records found.				

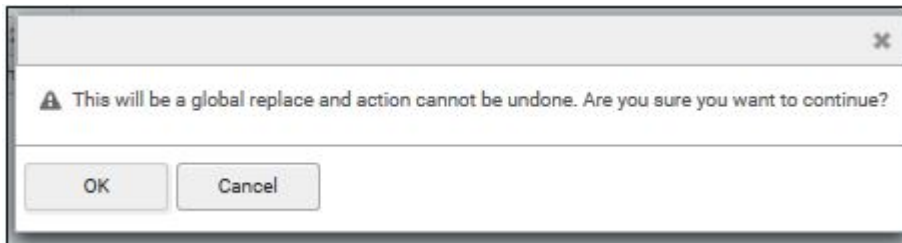
11. Click Read File. The values inputted in the Excel file will display.

**Import Global Replace**

← Load Template Read File ☐

ID	Key Type*	Key ID*	System Ref*	Key Value*
1	ACCTCNTRSN/TRADEID	TFS-SG/MMK100001.00	REPAY_DATE	29 Mar 2019
2	ACCTCNTRSN/TRADEID	TFS-SG/MMK100001.00	ROLLOVER_CYCLE	1 Month
3	ACCTCNTRSN/TRADEID	TFS-SG/MMK100001.00	REPAY_DATE	29 Mar 2019
4	ACCTCNTRSN/TRADEID	TFS-SG/MMK100001.00	ROLLOVER_CYCLE	1 Month

12. If there is an error, the user will be prompted with the rows to be corrected. To make corrections, go to the Excel file to make the necessary corrections and click Read File again.
13. If there is no error, click Load.
14. A popup appears. To confirm, click OK. Note that there will be no audit log for this change.



15. A message saying that loading is successful will be displayed.

### Import Global Replace

←

Template

Read File ☐

Global replace has been successfully loaded.

ID	Key Type*	Key ID*	System Ref*	Key Value*
1	ACCTCNTRSN/TRADEID	TFS-SG/MMK100001.00	REPAY_DATE	29 Mar 2019
2	ACCTCNTRSN/TRADEID	TFS-SG/MMK100001.00	ROLLOVER_CYCLE	1 Month
3	ACCTCNTRSN/TRADEID	TFS-SG/MMK100001.00	REPAY_DATE	29 Mar 2019
4	ACCTCNTRSN/TRADEID	TFS-SG/MMK100001.00	ROLLOVER_CYCLE	1 Month

16. Check the values for the transactions loaded in the Transaction screen.

## FREQUENTLY ASKED QUESTIONS

**FAQ01. I do not have rights to import global replace user attributes?**

To import global replace for user attribute values, the following access rights is required. Please check with your administrator to grant you this access rights.

Right ID ↕	Category ↕	Permission ↕
10417	User Define	Import Global Replace.

## RELATED INFORMATION

## CHANGE HISTORY

Date	By	Changes
7-Dec-2018	TS	Created.
20-Nov-2019	Lyra	Updated Screenshots.