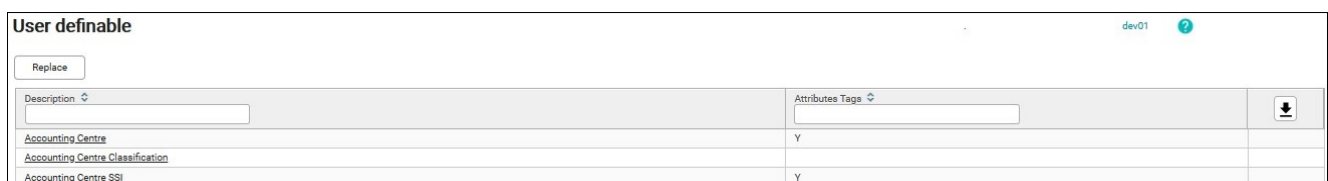# Global Replace User Attribute Value (W5)

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.

2. Click Replace.

3. The Import Global Replace screen displays.

4. Click Template to download CS Lucas template for importing user attribute values.
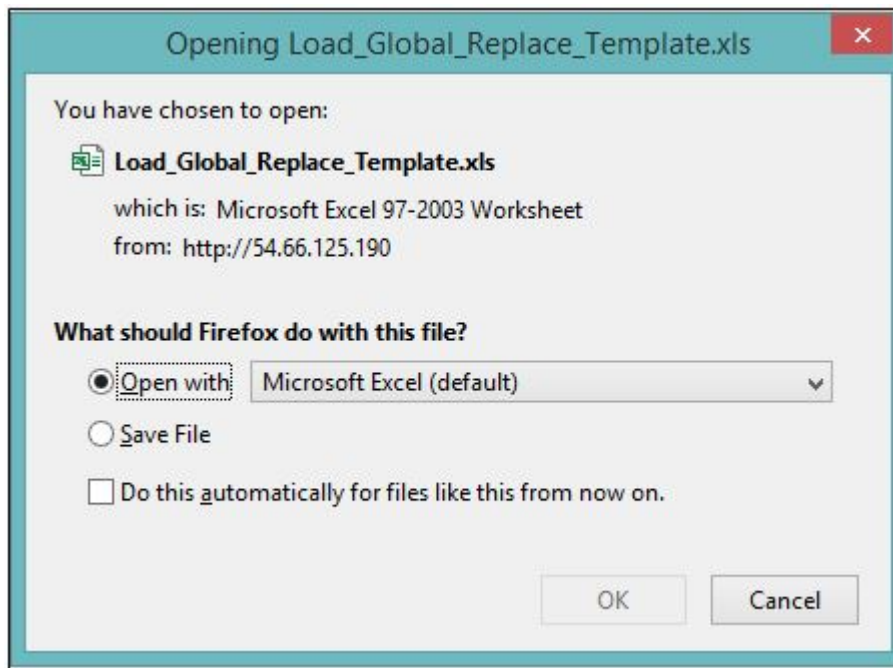
5. Save the file and open. An Excel sheet will be opened.
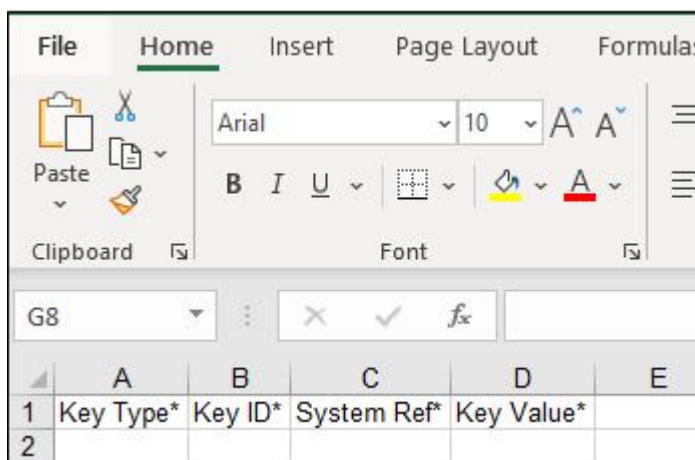
6. Fill out the sheet. Fields with asterisks (*) are mandatory.

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

Field	Remarks
Key Type*	Key Type must be named as **ACCTCNTRSN/TRADEID**.
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. **User definable** Replace Description: money Money Market Transaction — Y Money Market Type **Attributes Tags** ← Save Description: Money Market Transaction 	Hide	Order	Description	Type	System Reference	Choices	Secondary Choice	+
	▲ ▼	Rollover Tenor*	Text	ROLLOVER_CYCLE			
	▲ ▼	Indicative Repay Date*	Date	REPAY_DATE				
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. **Attributes Tags** ← Save Description: Money Market Transaction 	Hide	Order	Description	Type	System Reference	Cho
	▲ ▼	Rollover Tenor*	Text	ROLLOVER_CYCLE	
	▲ ▼	Indicative Repay Date*	Date	REPAY_DATE	| Excel ribbon: File Home Insert Page Layout Formulas Data Review View Arial 10 F9 |	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	

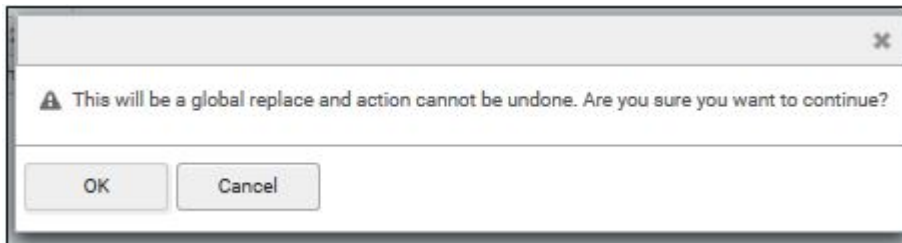| ID	Key Type*	Key ID*	System Ref*	Key Value*
No records found.				

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.

This will be a global replace and action cannot be undone. Are you sure you want to continue?

OK   Cancel

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.