Import Accounting Centre SSI (W5)

[This version is superseded.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

PURPOSE

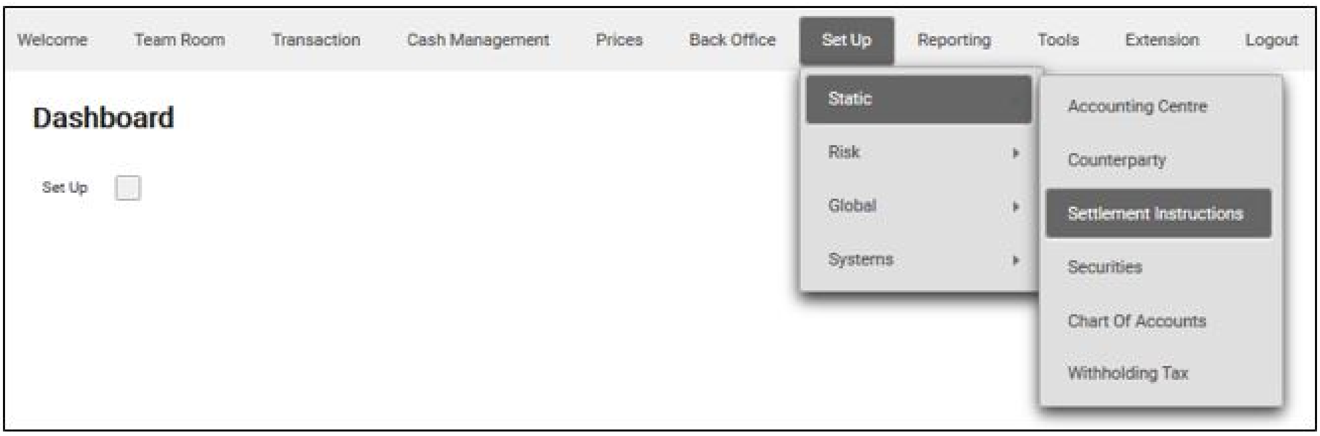
This document shows the procedure for how to import accounting centre SSI into the system.

WHY IS THIS IMPORTANT?

This provides a convenient and faster way for loading accounting centre SSIs in bulk. Multiple SSIs across accounting centres can be loaded at one time using the import function.

PROCEDURE

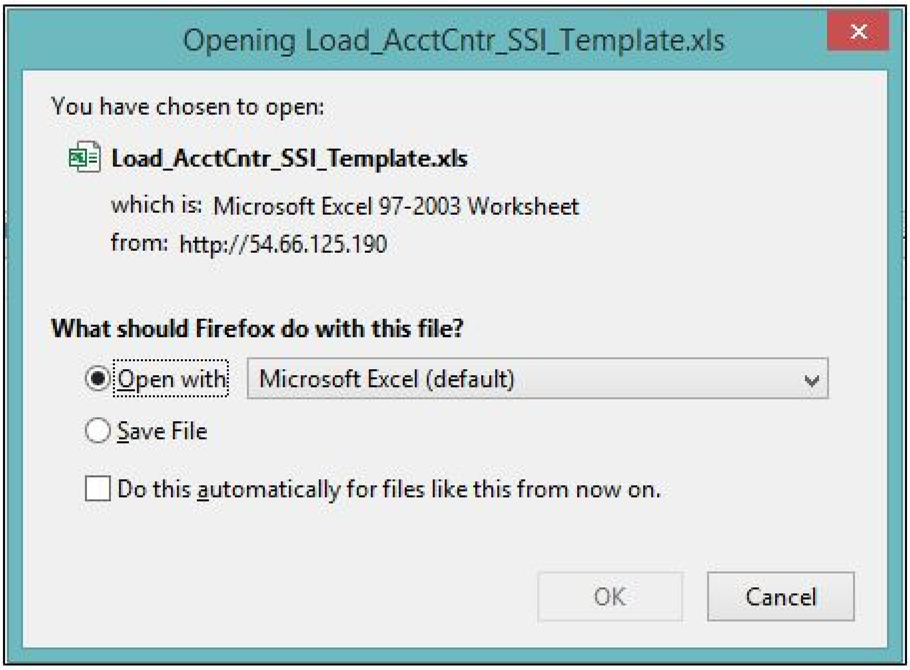
1. From the home screen, select Set Up > Static > Settlement Instructions.



2. In the Accounting Centre SSI screen, click New SSI. The screen below appears.

3. Click the Import button. The screen below appears.

4. Click Template to download the CS Lucas template for importing Accounting Centre SSI.



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

	A	B	C	D	E	F	G	H	I	J	K
1	Entity*	Ccy*	Short Name*	Portfolio	Default Ccy (Y/N)	Product	Default Portfolio (Y/N)	Third Party Account (Y/N)	E-Banking system	SSI Type	SSI Status
2											
3											
4											

6. Input values as required. Fields marked with an asterisk are mandatory.

	A	B	C	D	E	F	G	H	I	J
1	Entity*	Ccy*	Short Name*	Portfolio	Default Ccy (Y/N)	Product	Default Portfolio (Y/N)	Third Party Account (Y/N)	E-Banking system	SSI Type
2	TFS-SG	SGD	TFS-DBS-SGD-632							
3	TFS-SG	USD	TFS-CITI-USD-436							
4	TGL-SG	SGD	TGL-SCB-SGD-112							
5	TGL-SG	GBP	TGL-SCB-GBP-288							

7. Go back to the Import Accounting Centre SSI screen. Tick on the Read File box.

Import Accounting Centre SSI

Template Read File

File Read File Browse... Load_AcctC

ID	Entity*	Ccy*	Shortname*	Portfolio
No records found.				

8. Click Choose File. Look for the saved Load_AcctCntr_SSI_Template.xls file.

9. Click Read File. The values inputted in the Excel file will appear.

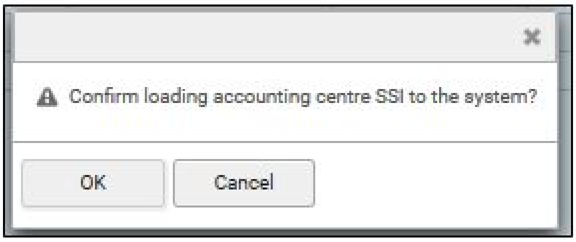
Import Accounting Centre SSI

Load Template Read File

ID	Entity*	Ccy*	Shortname*	Portfolio	Default Ccy (Y/N)	Product	Default Portfolio (Y/N)	Third Party Account (Y/N)
1	TFS-SG	SGD	TFS-DBS-SGD-632					
2	TFS-SG	USD	TFS-CITI-USD-436					
3	TGL-SG	SGD	TGL-SCB-SGD-112					
4	TGL-SG	GBP	TGL-SCB-GBP-288					

10. If there is an error, the user will be prompted with the rows to be corrected. To make corrections, go to the template to edit and upload again.

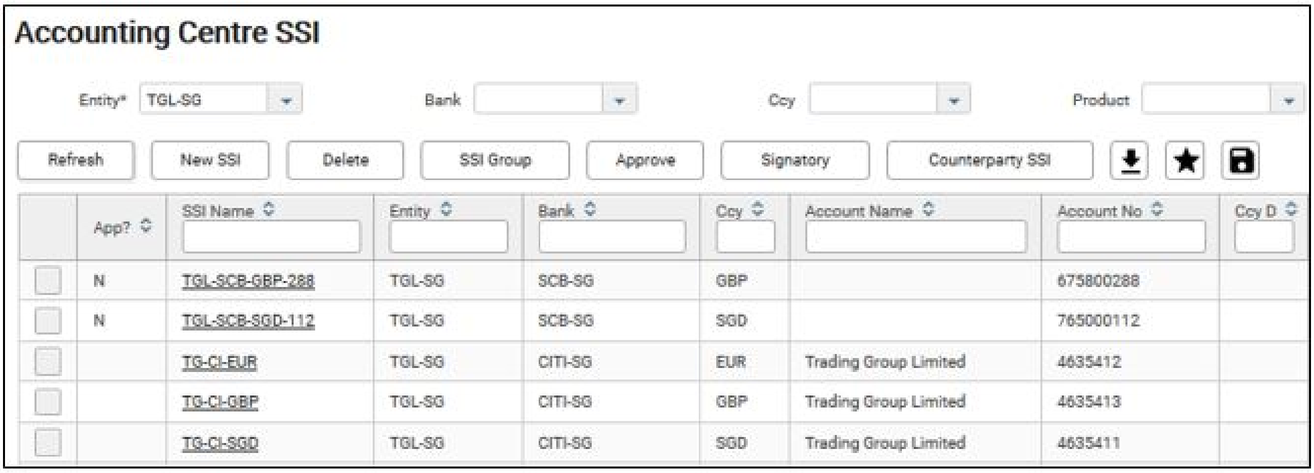
11. If there is no error, click Load. Click OK on the pop up that appears.



12. You will see the message below once successfully loaded.

13. Click Back button to return to the Accounting Centre SSI screen. Select the accounting centre from the Entity drop down menu and click Refresh. In this example, we select “TGL-SG”.

14. The imported accounting centre SSI would be displayed.



15. Approve the newly created SSI by selecting the checkbox of the SSI and click Approve.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created
13-July-2017	Bella	Reformatted. Rewritten.
20-Aug-2018	Silpa	Updated step 1 and screenshot.
11-Nov-2019	Lyra	Updated Screenshots