

Import Call/ Sweep Transaction (W5)

[This version is superseded.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

PURPOSE

This document shows how to import call/ sweep transactions in the CS Lucas system.

WHY IS THIS IMPORTANT?

This allows call/ sweep transactions to be imported into the system in bulk especially when users need to migrate their existing transactions into the system for a start.

PROCEDURE



1. From the main menu, select Transaction > Call/Sweep.

A screenshot of a web application interface titled "Call/Sweep". The interface includes a header with "dev01" and a help icon. Below the header, there are several input fields: "View*" (set to "Activity"), "Short Name*" (yellow dropdown), "View*" (dropdown), "VDate Fr*" (22/02/2016), and "VDate To" (07/10/2016). There are also fields for "TradeID" and "Narrative". Below these fields are buttons for "Refresh", "New", "Delete", "Set Up", and a download icon. At the bottom, there is a table with columns: "Flag", "TradeID", "Type", "Acct Cntr", "CtpyID", "VDate", "Ccy", "Int Cap", "Interest", "Principal", and "Narrative". The table is currently empty, with the text "No records found." displayed below it. At the very bottom, there are pagination controls showing "50" records.

2. Click New.

New Call/Sweep

←
Book
Import
Settle'm Bank
[Check Compliance](#)

Shortname

3. Click Import. The import screen will be displayed.

Import Call/Sweep

←
Template
Read File ☐

ID	Shortname*	Ctpy ID*	VDate*	Int Cap Amount	Interest Amount	Cash Amount*	Portf
No records found.							

4. Click Template. An Excel file will be downloaded.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Shortname	Ctpy ID*	VDate*	Int Cap [+]	Interest [+]	Cash [-ve]	Portfolio	Our Dealer	Ctpy Deale	Narrative	AcctCntr	Ctpy Divisi	WHTType
2													
3													

5. Fill out the fields in the Excel file. Those with asterisk (*) are mandatory. In this example, only the mandatory fields are filled out.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Shortname	Ctpy ID*	VDate*	Int Cap [+]	Interest [+]	Cash [-ve]	Portfolio	Our Dealer	Ctpy Deale	Narrative	AcctCntr	Ctpy Divisi	WHTType
2	Co.A - Co.	Co.B	19-Jun-17	0	0	50000		dev01@12dl2d.com					
3	Co.A - Co.	Co.B	19-Aug-17	0	0	100000		dev01@12dl2d.com					

6. Save the Excel file on the computer.

7. From the Import Call/ Sweep screen, click Choose File. Look for the saved Excel file.

Browse...
Load_Interco_Call_Sweep_Template.xls

8. Click Read File.

9. If there is an error, go back to the Excel template and make the necessary changes then Read File again.
10. If no error, the page will be displayed like below.

Import Call/Sweep

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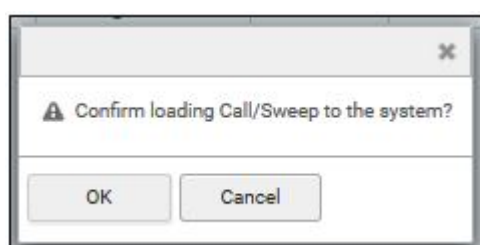
Load

Template

Read File ☐

ID	Shortname*	Ctpy ID*	VDate*	Int Cap Amount	Interest Amount	Cash Amount*	Portfolio	Our Dealer*
1	Co.A - Co.B	Co.B	19 Jun 2017	0.00	0.00	50,000.00		dev01@12dl2d.com
2	Co.A - Co.B	Co.B	19 Aug 2017	0.00	0.00	100,000.00		dev01@12dl2d.com

11. Click Load. When a popup appears, click OK.



12. A message that it was successfully loaded will be displayed. Transactions loaded will be assigned with Trade IDs.

Import Call/Sweep

←

Template

Read File ☐

The TradeIDs has been assigned to trade that has been successfully loaded.

ID	TradeID	Shortname*	Ctpy ID*	VDate*	Int Cap Amount	Interest Amount	Cash Amount*	Portfolio	Our Dealer*
1	INC100002.00	Co.A - Co.B	Co.B	19 Jun 2017	0.00	0.00	50,000.00		dev01@12dl2d.com
2	INC100003.00	Co.A - Co.B	Co.B	19 Aug 2017	0.00	0.00	100,000.00		dev01@12dl2d.com

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Call/Sweep Set Up](#)

[Call/ Sweep Transaction](#)

CHANGE HISTORY

Date	By	Changes
7-Jul-2017	Clarissa	Created.
21-Nov-2019	Lyra	Updated Screenshots.