

# Import Call/Sweep Transaction

[See previous W5 version guide](#)

## **PURPOSE**

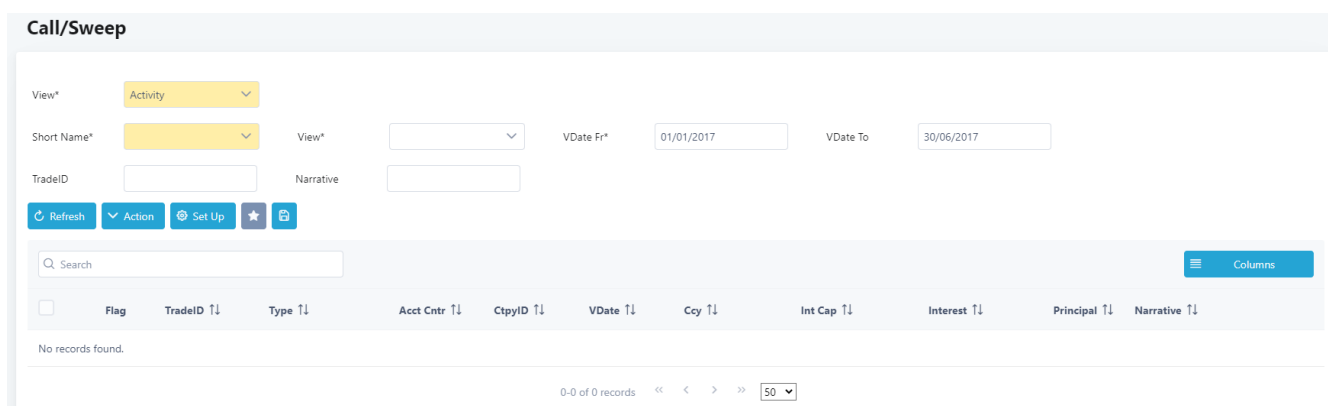
This document shows how to import call/ sweep transactions in the CS Lucas system.

## **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.



The screenshot shows the 'Call/Sweep' interface. At the top, there's a header 'Call/Sweep'. Below it, there are several input fields: 'View\*' with a dropdown menu showing 'Activity', 'Short Name\*' with a dropdown menu, 'View\*' with a dropdown menu, 'VDate Fr\*' with a date field '01/01/2017', 'VDate To' with a date field '30/06/2017', 'TradeID' with a text field, and 'Narrative' with a text field. Below these fields are five buttons: 'Refresh', 'Action', 'Set Up', a star icon, and a document icon. A search bar with a magnifying glass icon and the text 'Search' is located below the buttons. To the right of the search bar is a 'Columns' button. Below the search bar is a table header with the following columns: 'Flag', 'TradeID ↑↓', 'Type ↑↓', 'Acct Cntr ↑↓', 'CtpyID ↑↓', 'VDate ↑↓', 'Ccy ↑↓', 'Int Cap ↑↓', 'Interest ↑↓', 'Principal ↑↓', and 'Narrative ↑↓'. Below the table header, it says 'No records found.' At the bottom, there is a pagination bar showing '0-0 of 0 records' and a dropdown menu set to '50'.

2. Click on Action and select New. The following screen will be displayed.

## New Call/Sweep

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

Shortname
▼

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

## Import Call/Sweep

Cancel
Template
☐ Read File

ID	Shortname*	Ctpy ID*	VDate*	Int Cap Amount	Interest Amount	Cash Amount*	Portfolio	Our Dealer*	Ctpy Dealer	Narrative	AcctCntr Division	Ctpy Division	WHTType
No records found.													

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

Load_Interco_Call_Sweep_Template - Compatibility Mo... • Last Modified: Just now													
File Home Insert Page Layout Formulas Data Review View Automate Help													
A1	Shortname*												
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Shortname*	Ctpy ID*	VDate*	Int Cap [+ve Receivable/-ve Payable]	Interest [+ve Received/-ve Paid]	Cash [-ve Lend/ +ve Redeem] [+ve Borrow/-ve Repay]*	Portfolio	Our Dealer*	Ctpy Dealer	Narrative	AcctCntr Division	Ctpy Division	WHTType
2													
3													
4													

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

Load_Interco_Call_Sweep_Template - Compatibility Mode • Saved													
File Home Insert Page Layout Formulas Data Review View Automate Help													
A1	Shortname*												
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Shortname*	Ctpy ID*	VDate*	Int Cap [+ve Receivable/-ve Payable]	Interest [+ve Received/-ve Paid]	Cash [-ve Lend/ +ve Redeem] [+ve Borrow/-ve Repay]*	Portfolio	Our Dealer*	Ctpy Dealer	Narrative	AcctCntr Division	Ctpy Division	WHTType
2	TFS - TGL	TGL-SG	19-Jun-17	0	0	50000		admin@devent1.com					
3	TFS - TGL	TGL-SG	19-Aug-17	0	0	100000		admin@devent1.com					
4													

6. Save the Excel file on the computer.

7. From the Import Call/ Sweep screen, tick on Read File checkbox. Then, click Choose File. Look for the saved Excel file.

Import Call/Sweep

Cancel

Template

Read File ☒

File

Read File

Choose File

Load\_Interco\_Call\_Sweep\_Template.xls

ID	Shortname*	Ctpy ID*	VDate*	Int Cap Amount	Interest Amount	Cash Amount*	Portfolio	Our Dealer*	Ctpy Dealer	Narrative	AcctCntr Division	Ctpy Division	WHTType
No records found.													

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

Cancel

Load

Template

Read File ☐

ID	Shortname*	Ctpy ID*	VDate*	Int Cap Amount	Interest Amount	Cash Amount*	Portfolio	Our Dealer*	Ctpy Dealer	Narrative	AcctCntr Division	Ctpy Division	WHTType
1	TFS - TGL	TGL-SG	19 Jun 2017	0.00	0.00	50,000.00		admin@devent1.com					
2	TFS - TGL	TGL-SG	19 Aug 2017	0.00	0.00	100,000.00		admin@devent1.com					

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

Confirmation

×

⚠

Confirm loading Call/Sweep to the system?

✓ Yes

✗ No

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

Import Call/Sweep

Cancel

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*	Ctpy Dealer	Narrative	AcctCntr Division	Ctpy Division	WHTType
1	INC100002.00	TFS - TGL	TGL-SG	19 Jun 2017	0.00	0.00	50,000.00		admin@devent1.com					
2	INC100003.00	TFS - TGL	TGL-SG	19 Aug 2017	0.00	0.00	100,000.00		admin@devent1.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.
11-May-2023	TS	Updated to W6 instructions and screenshots.