

Import Counterparty Group (W5)

[This version is superseded.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

PURPOSE

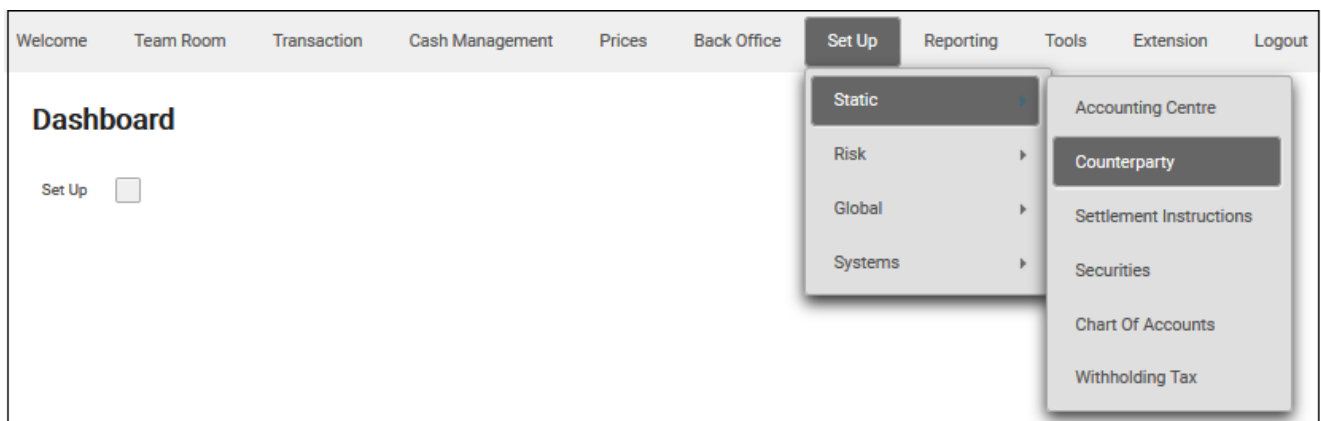
This document contains the detailed procedures for importing counterparty group in CS Lucas system.

WHY IS THIS IMPORTANT?

The purpose of creating counterparty group is for reporting purposes.

PROCEDURE

1. From the main menu, select Set Up > Static > Counterparty.



2. The Counterparty screen displays.

Counterparty

Counterparty Type

	App? <input type="checkbox"/>	Short Name <input type="text"/>	Entity Name <input type="text"/>	Counterparty Type <input type="text"/>
<input type="checkbox"/>		<u>ANZ-SY</u>	ANZ Centrepont	Bank/FI
<input type="checkbox"/>		<u>BARC-LN</u>	Barclays Holborn	Bank/FI
<input type="checkbox"/>		<u>BOTM-SG</u>	The Bank of Tokyo-Mitsubishi Ltd, Singapore Branch	Bank/FI
<input type="checkbox"/>		<u>CAZE</u>	Cazenove Capital Management	Broker
<input type="checkbox"/>		<u>CITI-HK</u>	Citibank N.A. Hong Kong	Bank/FI
<input type="checkbox"/>		<u>CITI-LN</u>	Citibank, London	Bank/FI
<input type="checkbox"/>		<u>CITI-NY</u>	Citibank Lower Manhattan	Bank/FI
<input type="checkbox"/>		<u>CITI-SF</u>	Citibank Texas	Bank/FI

3. Click Group .

Counterparty Group

	App? <input type="checkbox"/>	Short Name <input type="text"/>	Description <input type="text"/>
<input type="checkbox"/>		<u>Ctpy Group A</u>	Ctpy Group A
<input type="checkbox"/>		<u>Daily Rate{1}</u>	Daily Rate{1}
<input type="checkbox"/>		<u>Median Bank</u>	Median Bank
<input type="checkbox"/>		<u>Median Bank{1}</u>	Median Bank{1}

4. Click New Group.

New Counterparty Group

Short Name*

Long Name

Description

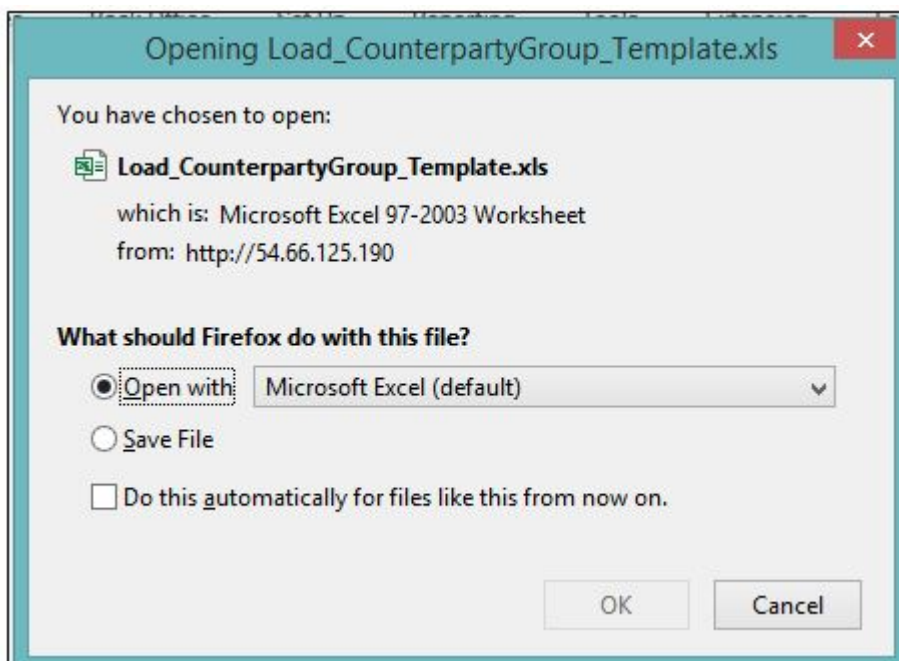
5. Click Import . The Import Counterparty Group screen displays.



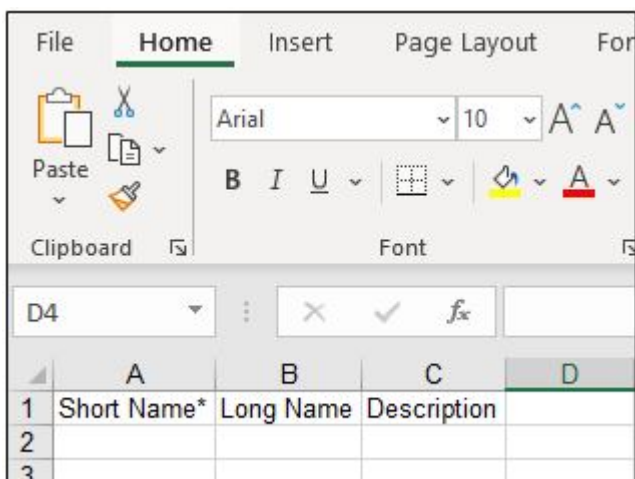
The screenshot shows a web interface titled "Import Counterparty Group". At the top, there is a back arrow button, a "Template" button, and a "Read File" button with an adjacent empty checkbox. Below these buttons is a table with four columns: "ID", "Short Name*", "Long Name", and "Description". The table is currently empty, with a message "No records found." displayed at the bottom.

ID	Short Name*	Long Name	Description
No records found.			

6. Click Template to download CS Lucas template for importing counterparty group.



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



The screenshot shows the Microsoft Excel interface. The "Home" ribbon is active, displaying the "Clipboard" group (Copy, Paste) and the "Font" group (Font face: Arial, Size: 10, Bold, Italic, Underline, Text color, Background color). Below the ribbon, the spreadsheet grid is visible. The active cell is D4. The first row of data contains headers: "Short Name*" in column A, "Long Name" in column B, and "Description" in column C. Columns A, B, and C are highlighted in grey. Rows 1, 2, and 3 are visible.

	A	B	C	D
1	Short Name*	Long Name	Description	
2				
3				

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

	A	B	C
1	Short Name*	Long Name	Description
2	ABC Group	ABC Group	ABC Group
3	XYZ Group	XYZ Group	XYZ Group
4			

9. Save the Excel file on the computer.

10. Go back to Import Counterparty Group screen, tick on Read File checkbox.

11. Click Choose File. Browse for the file saved in the computer.

Import Counterparty Group


 ☒ Read File

File Load_CounterpartyGroup_Template.xls

ID	Short Name*	Long Name	Description
No records found.			

12. Click Read File. The values inputted in the Excel File will displays.

Import Counterparty Group

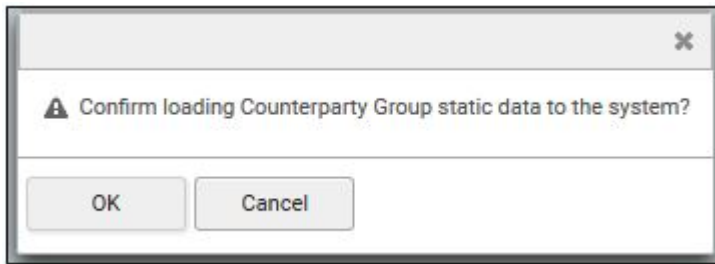
 ☐ Read File

ID	Short Name*	Long Name	Description
1	ABC Group	ABC Group	ABC Group
2	XYZ Group	XYZ Group	XYZ Group

13. 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.

14. If there is no error, click Load .

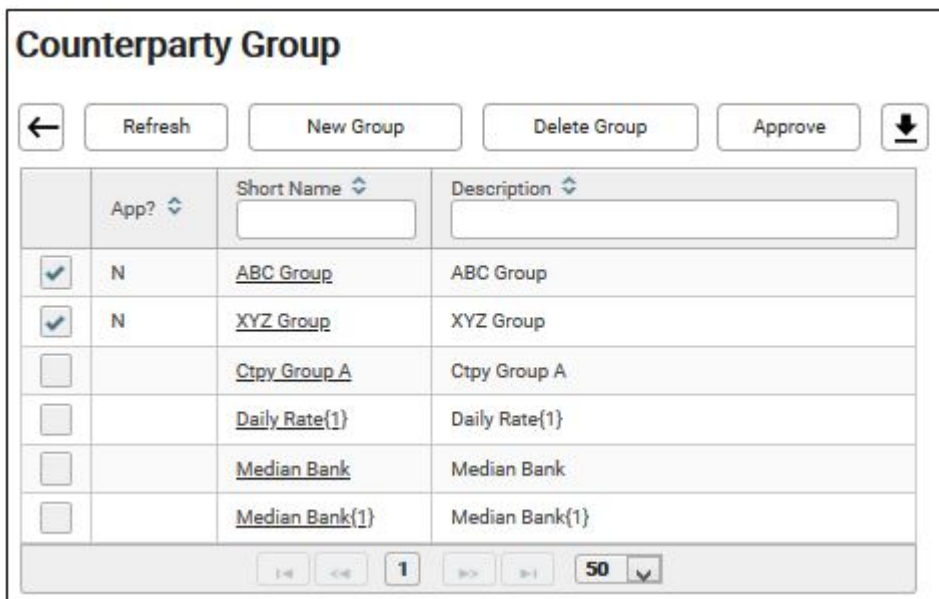
15. A popup appears to confirm, click OK.



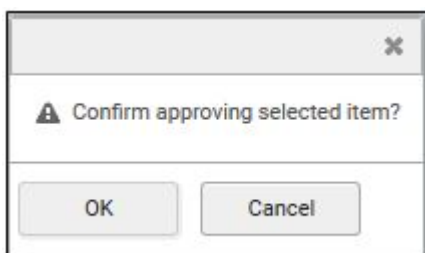
16. A message saying that loading is successful will be displayed.



17. Go back to the Counterparty screen, tick on the checkbox beside the short names of the counterparty groups imported.



18. Click Approve. A popup appears to confirm, click OK.



FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Create Counterparty Group and Assign Members](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created
19-Sep-2017	Clarissa	Reformatted. Rewritten.
17-Aug-2018	Silpa	Updated <u>step1</u> , 2 and screenshot of step 1, 2.
08-Nov-2019	Lyra	Updated Screenshots.