

# 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[This version is superseded.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.

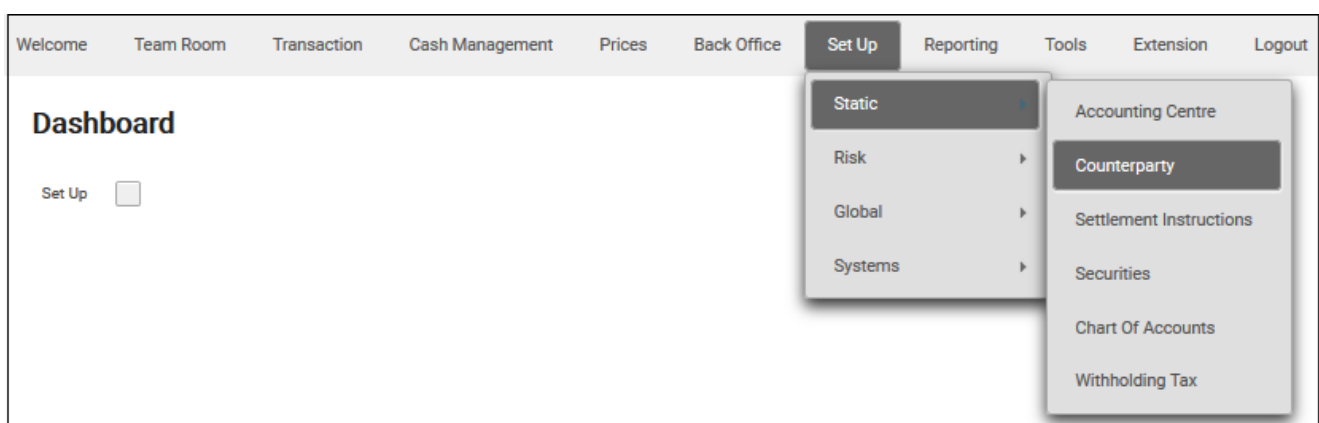
## **WHY IS THIS IMPORTANT?**

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 Centrepoint                                    | 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

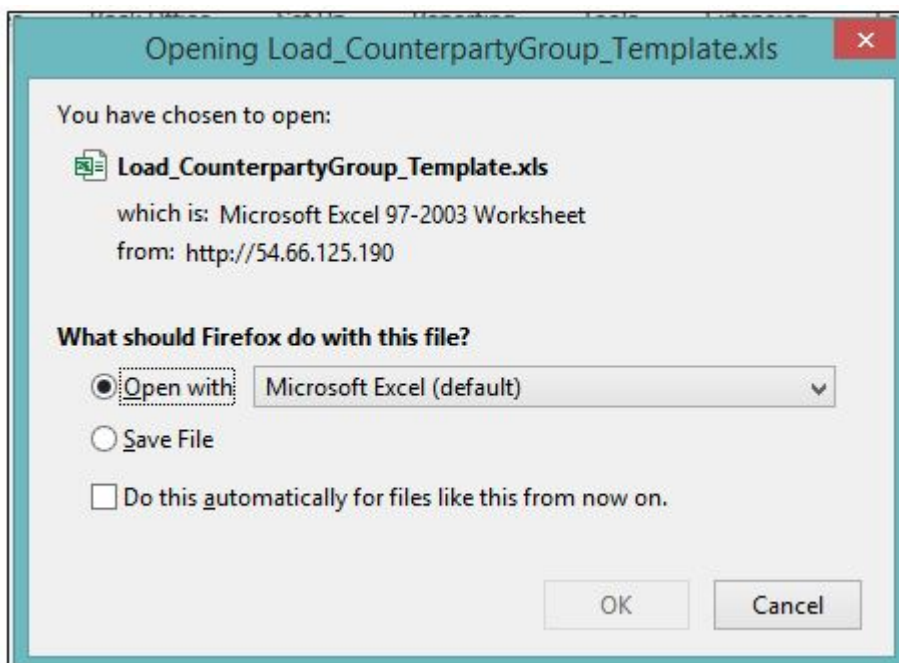
Description

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

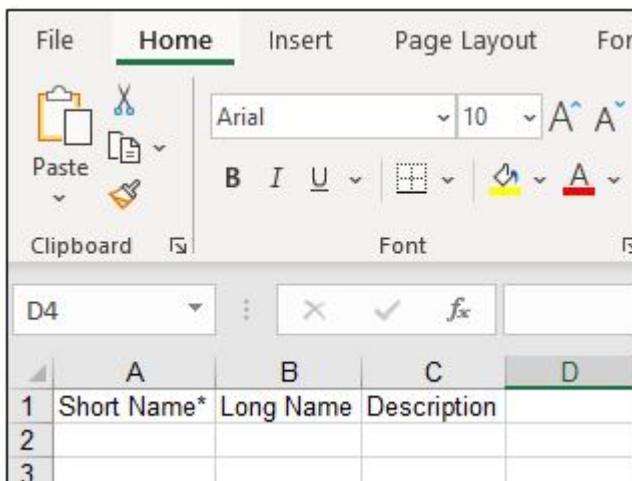


The screenshot shows a web interface titled "Import Counterparty Group". At the top left is a back arrow button. Next to it is a "Template" button. To the right is a "Read File" label followed by an empty checkbox. Below these elements is a table with four columns: "ID", "Short Name\*", "Long Name", and "Description". The table is currently empty, with the text "No records found." displayed at the bottom.

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 an Excel spreadsheet with the "Home" tab selected. The ribbon shows "File", "Home", "Insert", "Page Layout", and "Formulas". The "Clipboard" group is visible on the left. The "Font" group shows "Arial" font and "10" size. The spreadsheet has columns A, B, C, and D. Row 1 contains the headers: "Short Name\*", "Long Name", and "Description". Rows 2 and 3 are empty.

|   | 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

←
Template
Read File ☒

File

Read File
Browse...
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

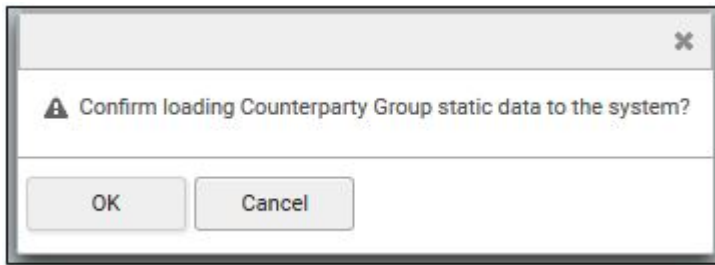
←
Load
Template
Read File ☐

| 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.

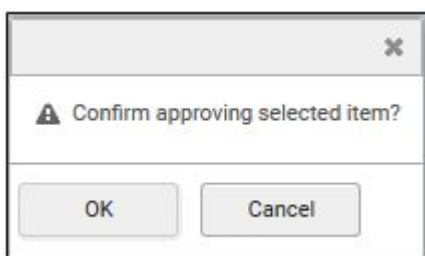


17. Go back to the Counterparty screen, tick on the checkbox beside the short names of the counterparty groups imported.

The "Counterparty Group" screen features a header with a back arrow, "Refresh", "New Group", "Delete Group", "Approve", and a download icon. Below is a table with columns for "App?", "Short Name", and "Description". The table contains six rows of data. The first two rows have checkboxes checked, while the others are unchecked. At the bottom, there are pagination controls showing "1" of "50" items.

|                                     | App? ▾ | Short Name ▾   | Description ▾  |
|-------------------------------------|--------|----------------|----------------|
| <input checked="" type="checkbox"/> | N      | ABC Group      | ABC Group      |
| <input checked="" type="checkbox"/> | N      | XYZ Group      | XYZ Group      |
| <input type="checkbox"/>            |        | Ctpy Group A   | Ctpy Group A   |
| <input type="checkbox"/>            |        | Daily Rate{1}  | Daily Rate{1}  |
| <input type="checkbox"/>            |        | Median Bank    | Median Bank    |
| <input type="checkbox"/>            |        | Median Bank{1} | Median Bank{1} |

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 <del>step</del> 1, 2 and screenshot of step 1, 2. |
| 08-Nov-2019 | Lyra     | Updated Screenshots.                                      |