

# Import Counterparty Group

[See previous W5 version guide](#)

## **PURPOSE**

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

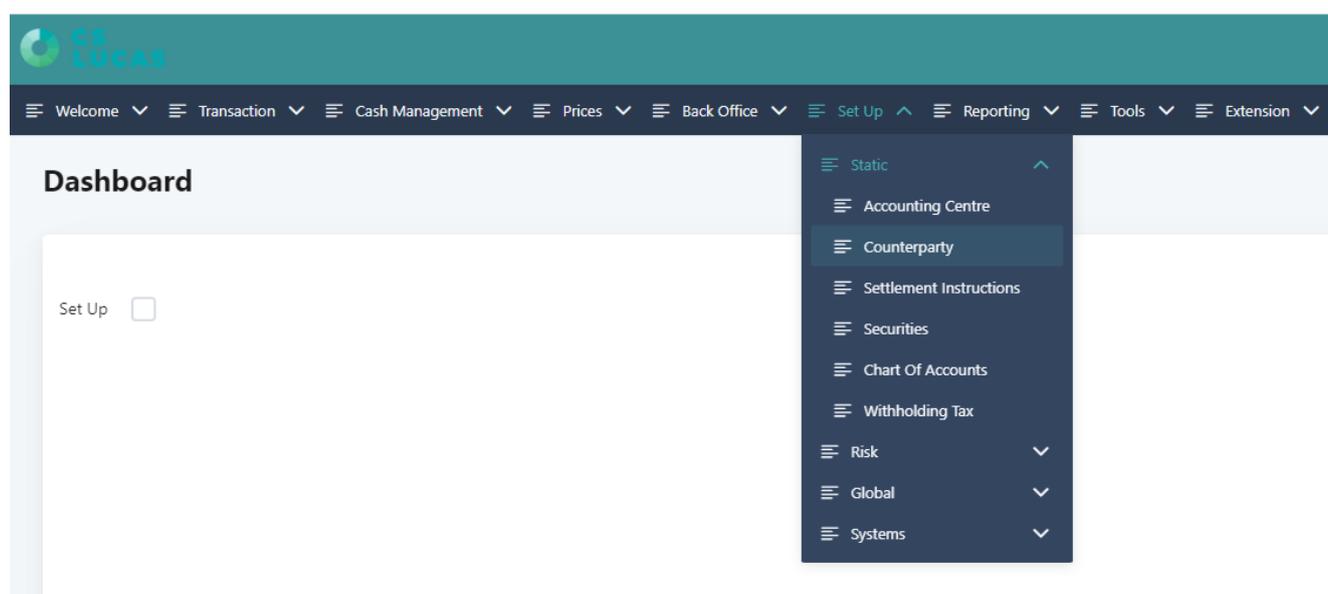
## **WHY IS THIS IMPORTANT?**

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

<input type="checkbox"/>	App? ↑↓	Short Name ↑↓	Entity Name ↑↓	Counterparty Type ↑↓
<input type="checkbox"/>		BARC-LN	Barclays Holborn	Bank/FI
<input type="checkbox"/>		BOTM-SG	The Bank of Tokyo-Mitsubishi Ltd, Singapore Branch	Bank/FI
<input type="checkbox"/>		CAZE	Cazenove Capital Management	Broker
<input type="checkbox"/>		CITI-NY	Citibank Lower Manhattan	Bank/FI

3. Click Group .

### Counterparty Group

<input type="checkbox"/>	App? ↑↓	Short Name ↑↓	Description ↑↓
<input type="checkbox"/>		SG Banks	SG Banks

1-1 of 1 records    << < 1 > >>    50 ▾

4. Click on Action and select New Group.

## New Counterparty Group

Short Name\*

Long Name

Description

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

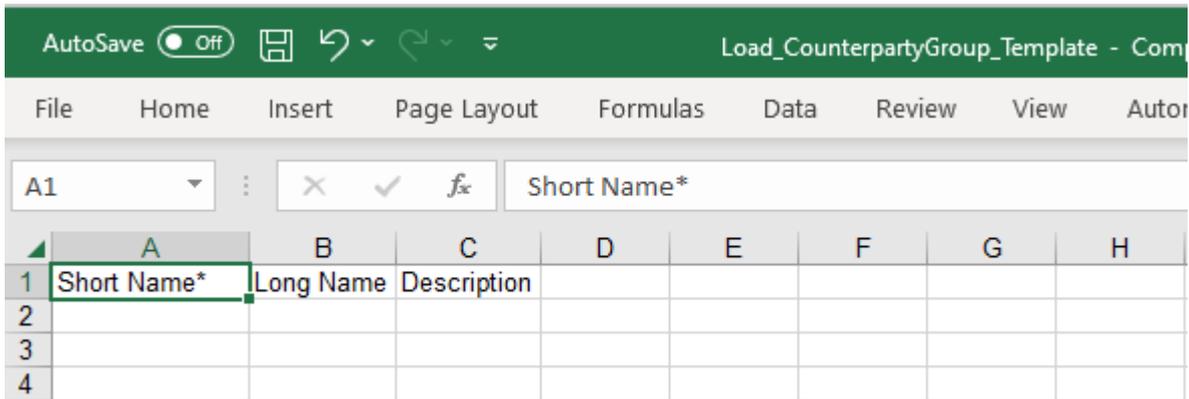
## Import Counterparty Group

Read File

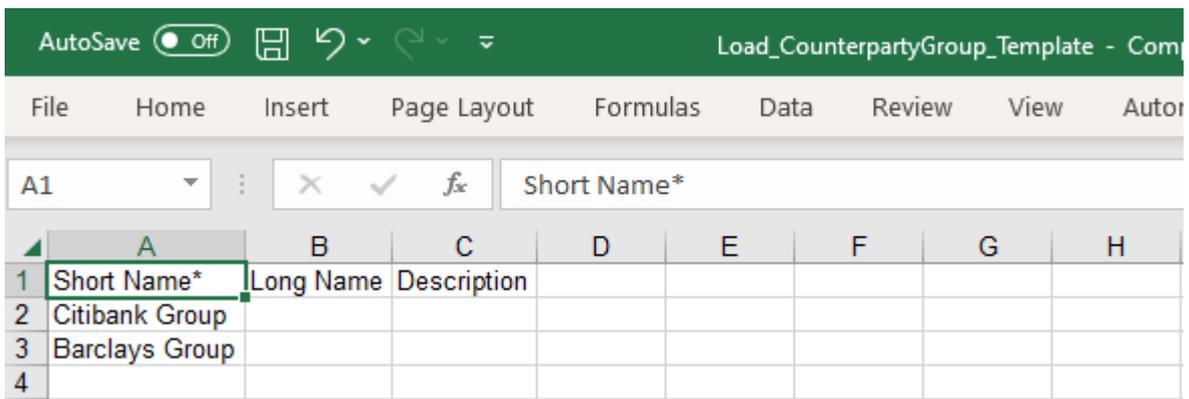
ID	Short Name*	Long Name	Description
No records found.			

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

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



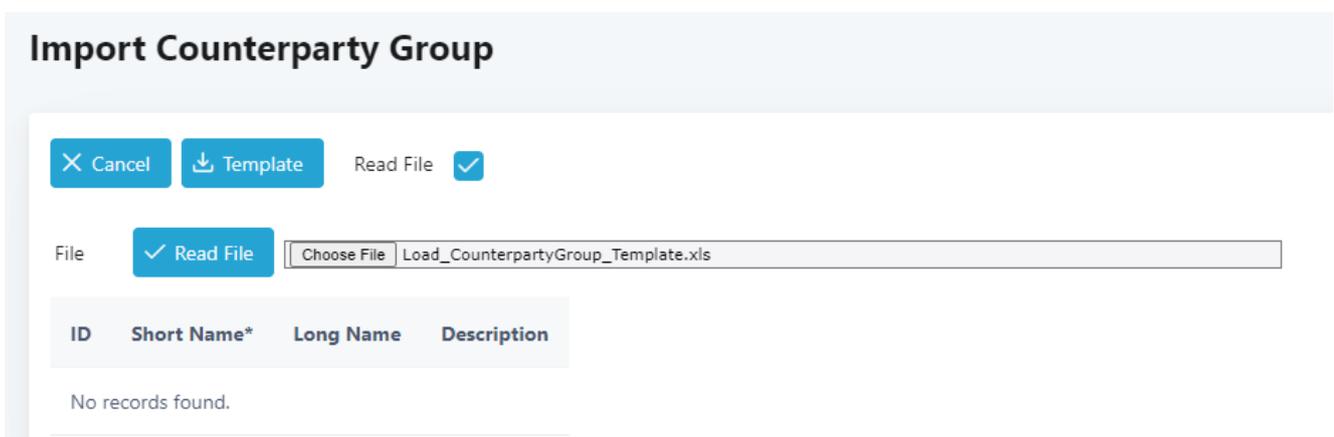
8. Fill out the sheet. Fields with asterisks (\*) are mandatory.



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.



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

## Import Counterparty Group

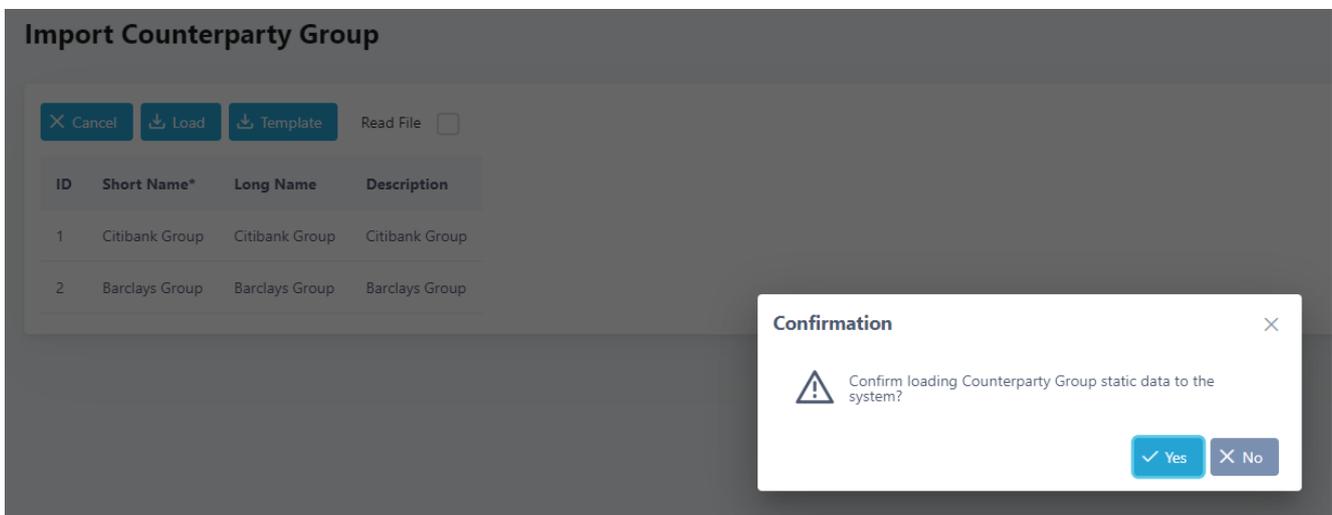
Read File

ID	Short Name*	Long Name	Description
1	Citibank Group	Citibank Group	Citibank Group
2	Barclays Group	Barclays Group	Barclays 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 Yes.



The screenshot shows the 'Import Counterparty Group' interface with a confirmation dialog box. The dialog box is titled 'Confirmation' and contains a warning icon and the text 'Confirm loading Counterparty Group static data to the system?'. There are two buttons: 'Yes' and 'No'.

**Import Counterparty Group**

Read File

ID	Short Name*	Long Name	Description
1	Citibank Group	Citibank Group	Citibank Group
2	Barclays Group	Barclays Group	Barclays Group

**Confirmation** ×

 Confirm loading Counterparty Group static data to the system?

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

## Import Counterparty Group

Cancel

Template

Read File

The Counterparty Group(s) has been successfully loaded.

ID	Short Name*	Long Name	Description
1	Citibank Group	Citibank Group	Citibank Group
2	Barclays Group	Barclays Group	Barclays Group

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

## Counterparty Group

Cancel

Refresh

Action

Search

Columns

App? ↑↓

Export CSV

Description ↑↓



N

Barclays Group

Barclays Group



N

Citibank Group

Citibank Group



SG Banks

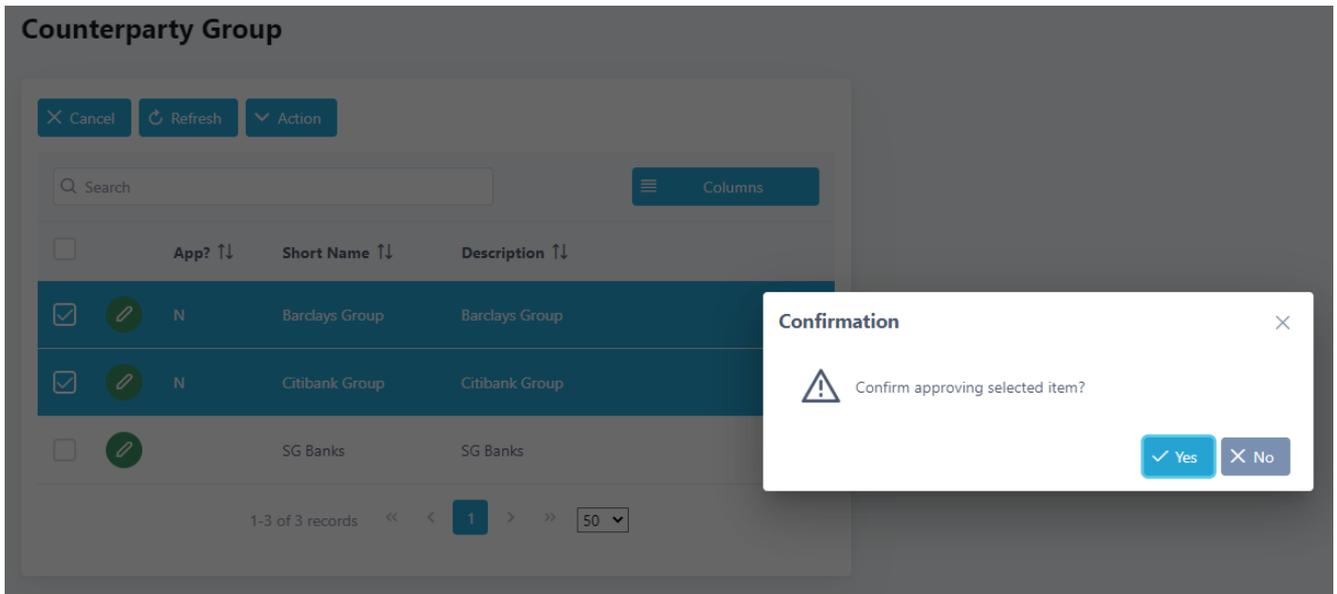
SG Banks

1-3 of 3 records



50

18. Click on Action and Approve. A popup appears to confirm, click Yes.



## **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 step 1, 2 and screenshots of step 1, 2.
8-Nov-2019	Lyra	Updated screenshots.
9-Feb-2023	TS	Updated to W6 instructions and screenshots.