

# Import Counterparty Group

[See previous W5 version guide](#)

## **PURPOSE**

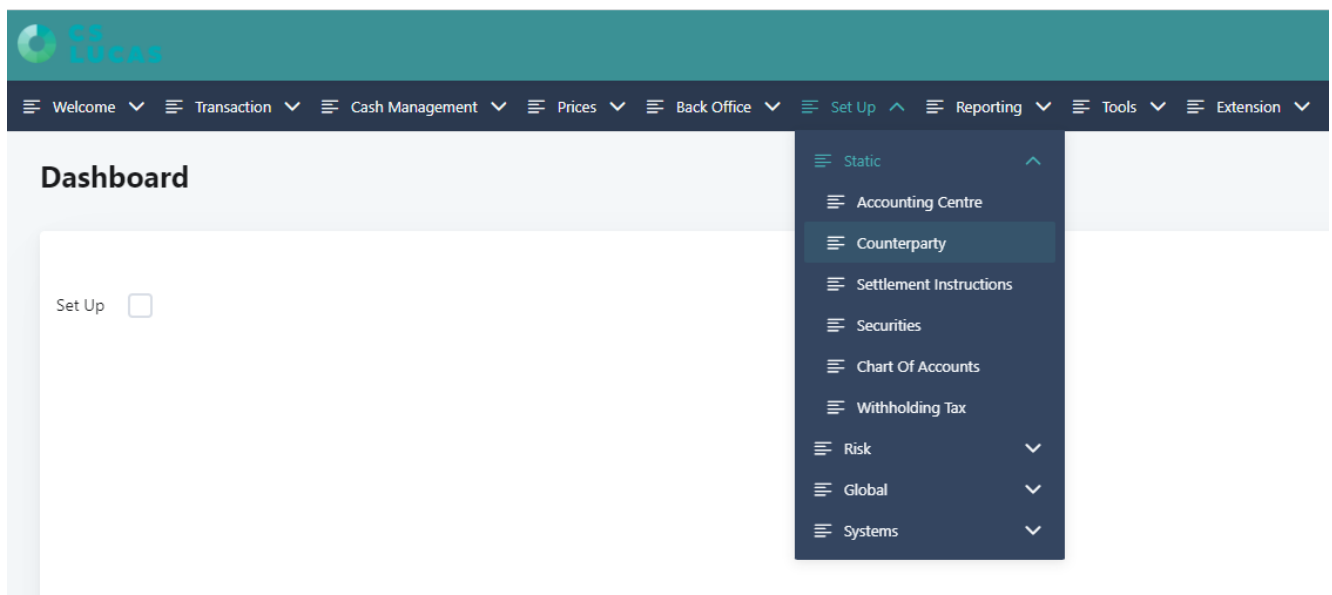
This document contains the detailed procedures for importing counterparty group in CS Lucas system.

## **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

 Refresh  Action  Group  

 Columns


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

3. Click Group .

## Counterparty Group

 Cancel  Refresh  Action

 Columns

<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

✕ Cancel

💾 Save

⬇️ Import

Short Name\*

Long Name

Description

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

## Import Counterparty Group

✕ Cancel

⬇️ Template

Read File




☐

ID	Short Name*	Long Name	Description
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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.




AutoSave ☐ Off    Load\_CounterpartyGroup\_Template - Com

File Home Insert Page Layout Formulas Data Review View Auto




A1    Short Name\*

	A	B	C	D	E	F	G	H
1	Short Name*	Long Name	Description					
2								
3								
4								

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

AutoSave ☐ Off    Load\_CounterpartyGroup\_Template - Com

File Home Insert Page Layout Formulas Data Review View Auto

A1    Short Name\*

	A	B	C	D	E	F	G	H
1	Short Name*	Long Name	Description					
2	Citibank Group							
3	Barclays 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

✕ Cancel ⬇ Load ⬇ Template 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.


### Import Counterparty Group

✕ Cancel ⬇ Load ⬇ Template 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?

✓ Yes ✕ No

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

✓ Approve

🗑 Delete Group

📄 Export CSV

📄 Export PDF

☰ Columns

☐

App? ↑↓

Description ↑↓

☒

N

Barclays Group

Barclays Group

☒

N

Citibank Group

Citibank Group

☐

SG Banks

SG Banks

1-3 of 3 records

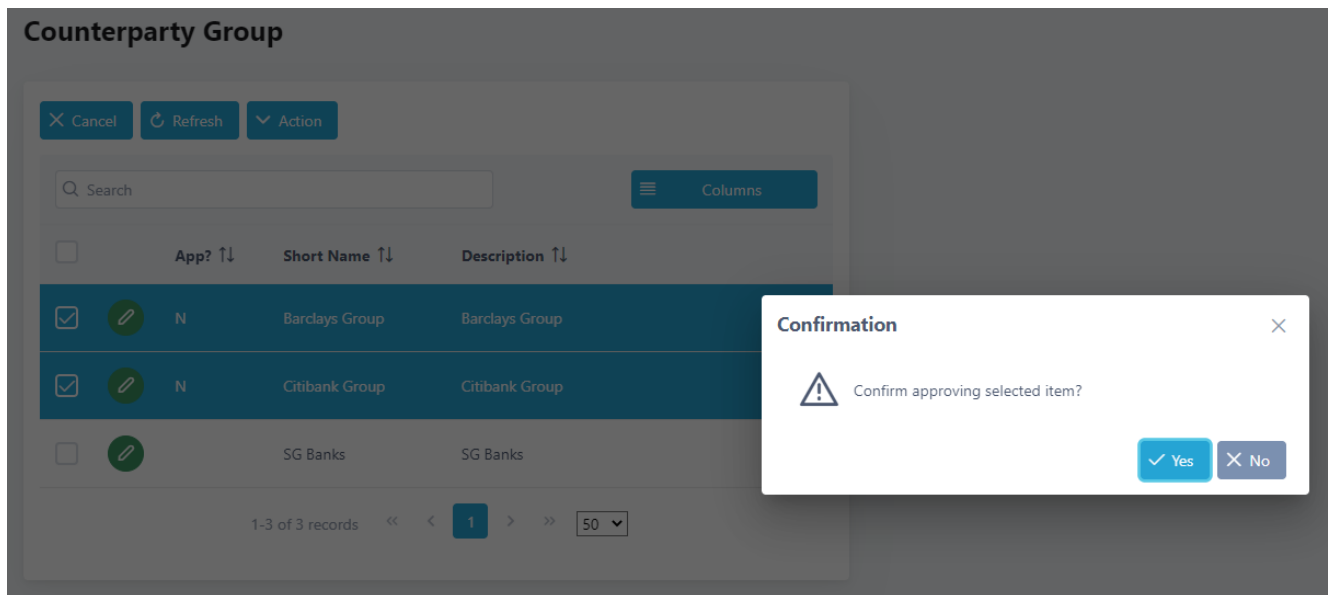


1



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.