

Import Counterparty (W5)

[This version is superseded.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

PURPOSE

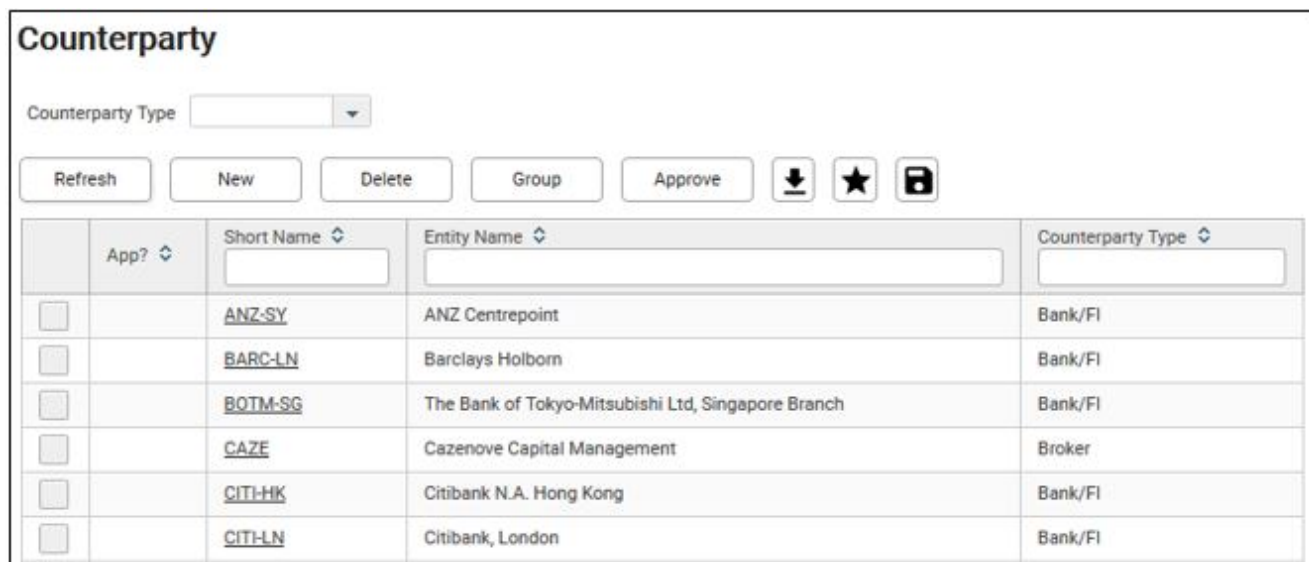
This document contains the detailed procedures on how to import counterparty in CS Lucas system.

WHY IS THIS IMPORTANT?

This allows import of external counterparties into the system. This is a faster way to create counterparty in the system if there are many.




PROCEDURE





1. From the main menu, select Set Up > Static > Counterparty.
2. The Counterparty screen displays.



Counterparty

Counterparty Type

Refresh New Delete Group Approve   

	App? 	Short Name 	Entity Name 	Counterparty Type 
<input type="checkbox"/>		ANZ-SY	ANZ Centrepont	Bank/FI
<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-HK	Citibank N.A. Hong Kong	Bank/FI
<input type="checkbox"/>		CITI-LN	Citibank, London	Bank/FI

3. Click New.

New Counterparty

Short Name*

Ctpy Type* ▼

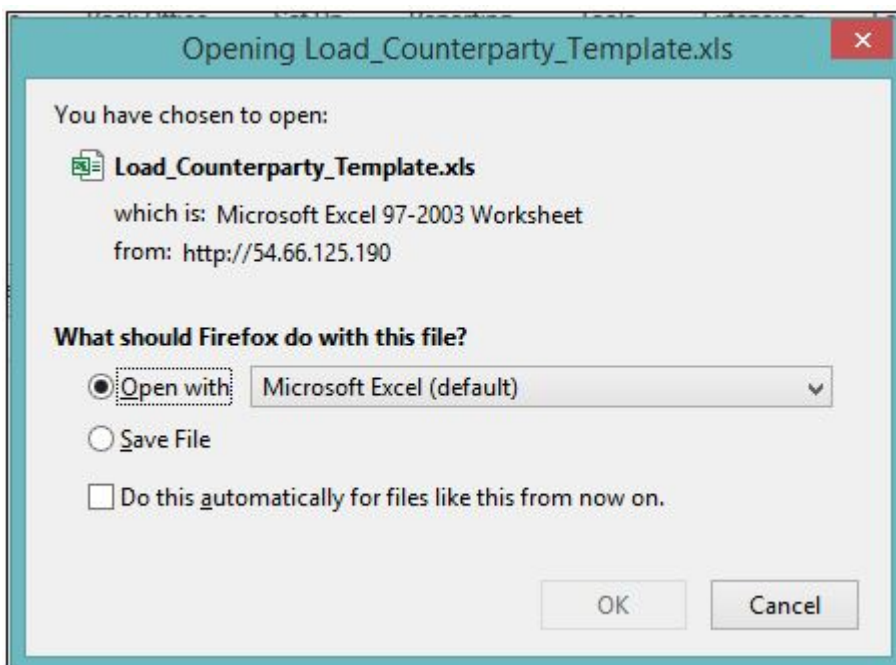
4. Click Import. The Import Counterparty screen displays.

Import Counterparty

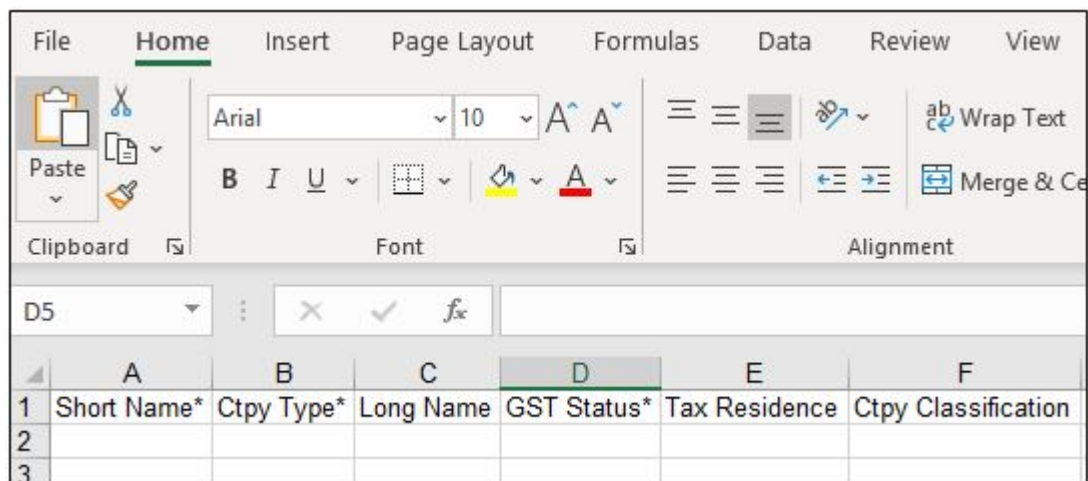
Read File ☐

ID	Short Name*	Ctpy Type*	Long Name	GST Status*	Tax Residence	Ctpy Classification
No records found.						

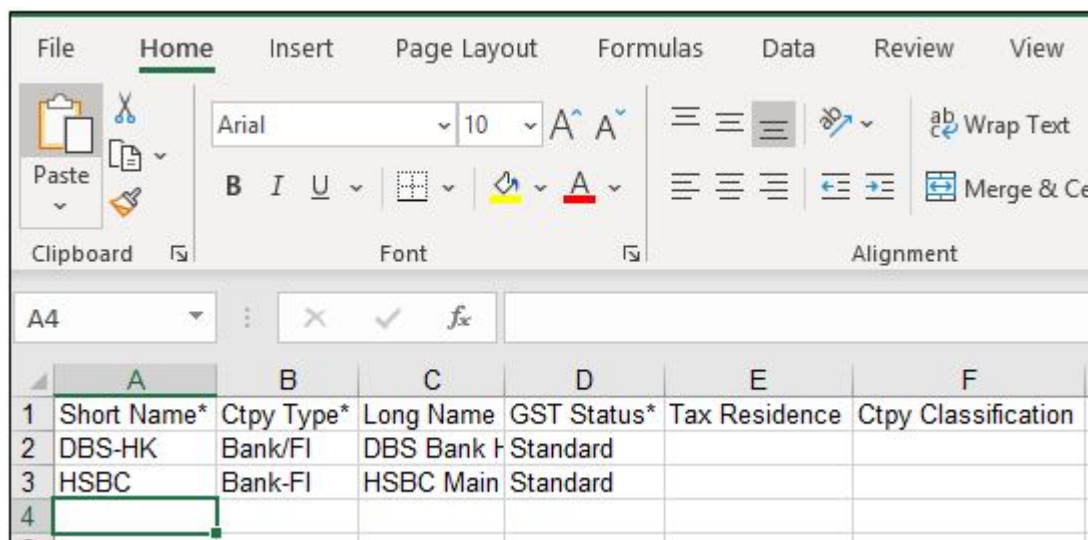
5. Click Template to download CS Lucas template for importing counterparty.



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



7. Fill out the Excel file. Fields with asterisks (*) are mandatory. For more details on each of the field, see [How to Set Up Entity – Counterparty](#).



8. Save the Excel file on the computer.

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

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

Import Counterparty

☒

File Load_Counterparty_Template.xls

ID	Short Name*	Ctpy Type*	Long Name	GST Status*	Tax Residence	Ctpy Classification
No records found.						

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

Import Counterparty

☐

ID	Short Name*	Ctpy Type*	Long Name	GST Status*	Tax Residence	Ctpy Classification
1	DBS-HK	Bank/FI	DBS Bank Hong Kong	Standard		-
2	HSBC	Bank/FI	HSBC Main	Standard		-

12. 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.

13. If there is no error, click Load .

14. A popup appears to confirm, click OK.

✕

Confirm loading Counterparty static data to the system?

15. A message saying the loading is successful will be displayed.

The Counterparty(s) has been successfully loaded.

16. Go back to Counterparty screen, click on the checkbox

beside the counterparties imported.

Counterparty

Counterparty Type

Refresh

New

Delete

Group

Approve

	App? <div></div>	Short Name <div></div>	Entity Name <div></div>	Counterparty Type <div></div>
<input checked="" type="checkbox"/>	N	<u>DBS-HK</u>	DBS Bank Hong Kong	Bank/FI
<input checked="" type="checkbox"/>	N	<u>HSBC</u>	HSBC Main	Bank/FI
<input type="checkbox"/>		<u>ANZ-SY</u>	ANZ Centrepont	Bank/FI

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

Confirm approving selected item?

OK

Cancel

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[How to Set Up Entity – Counterparty](#)

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 2, 16.
08-Nov-2019	Lyra	Updated Screenshots