Import Counterparty

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.

3. Click on Action and select New.

New Counterparty

[X Cancel] [🖫 Save] [⭳ Import] [⟱ Show Advance]

Short Name*

Ctpy Type*   ⌄

4. Click Import. The Import Counterparty screen displays.

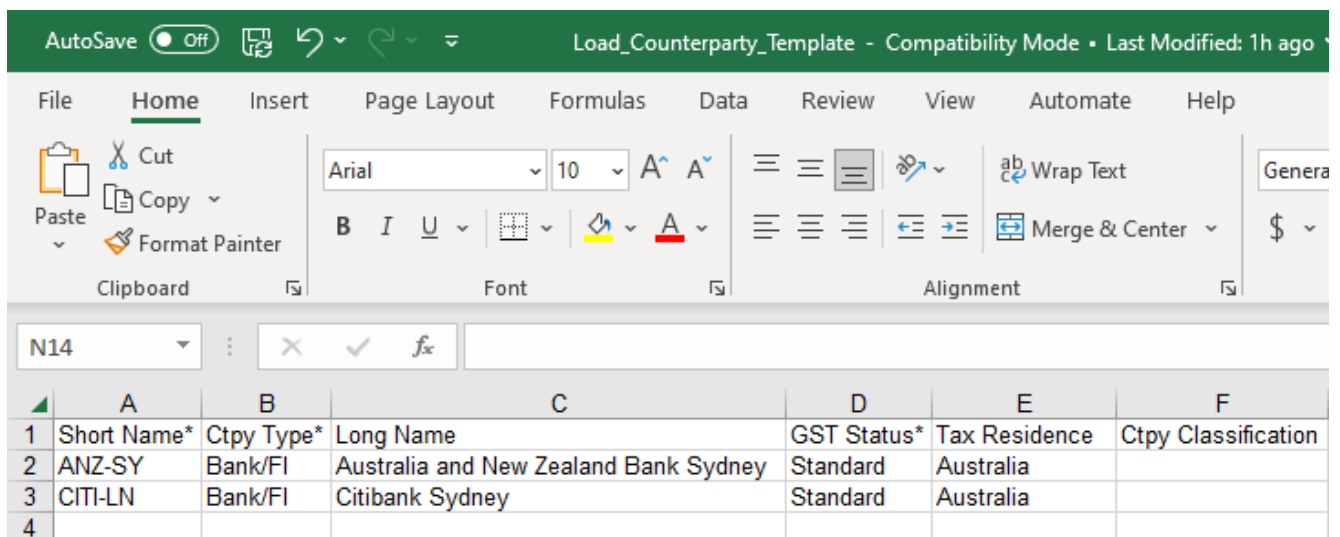**Import Counterparty**

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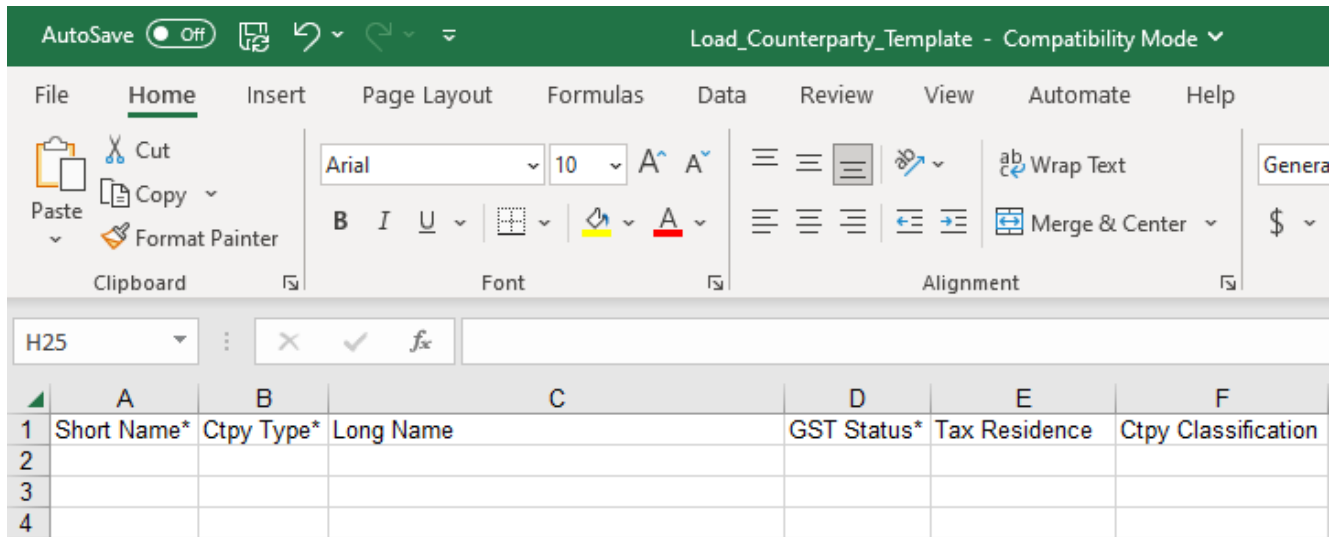
7. Fill out the Excel file. Fields with asterisks (*) are mandatory. For more details on each of the field, see How to Set Up Entity – Counterparty.

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.

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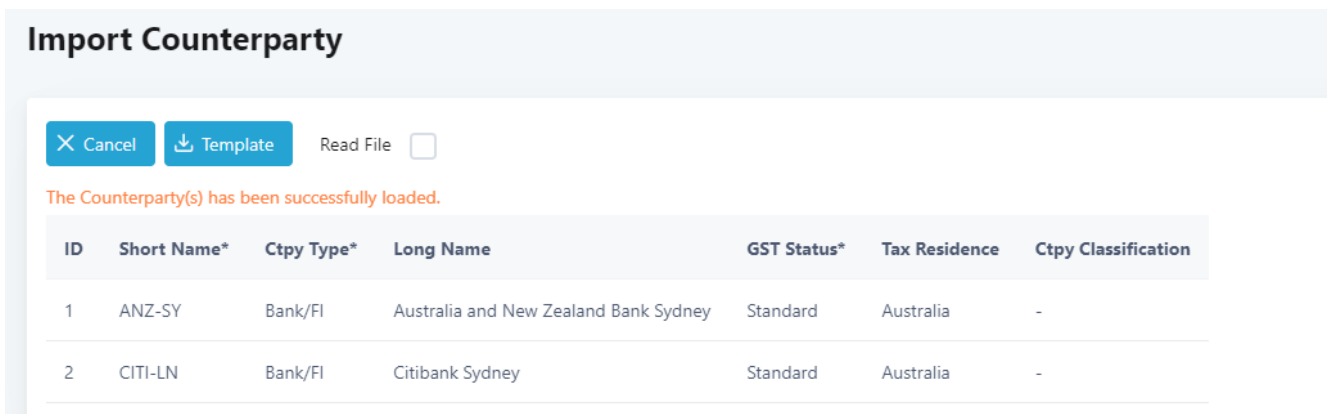

12. If there is an error, the user will be prompted with the rows to be corrected. To make corrections, go to the Excel file to make the necessary corrections and click Read File again.
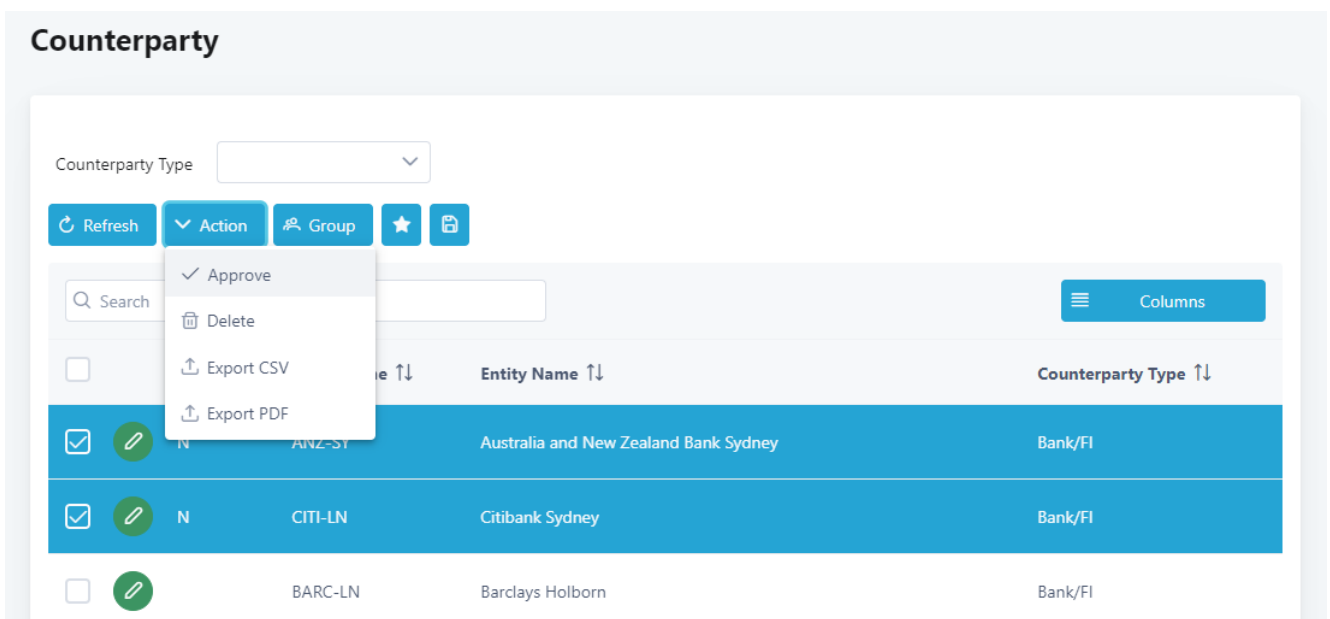
13. If there is no error, click Load .
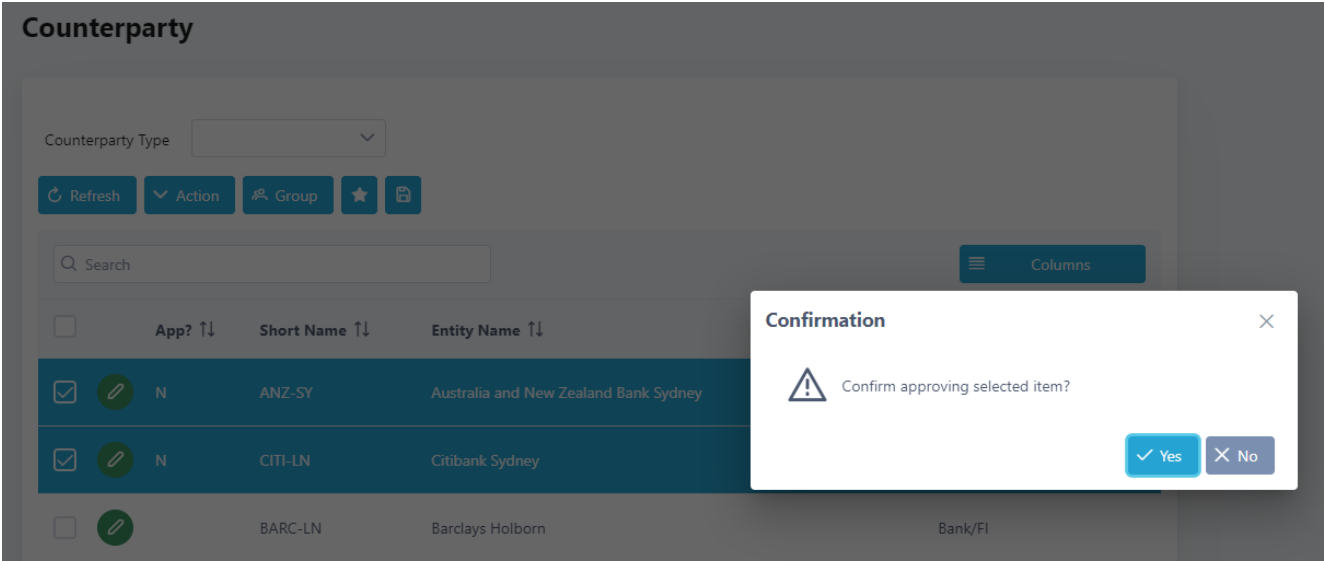
14. A popup appears to confirm, click Yes.
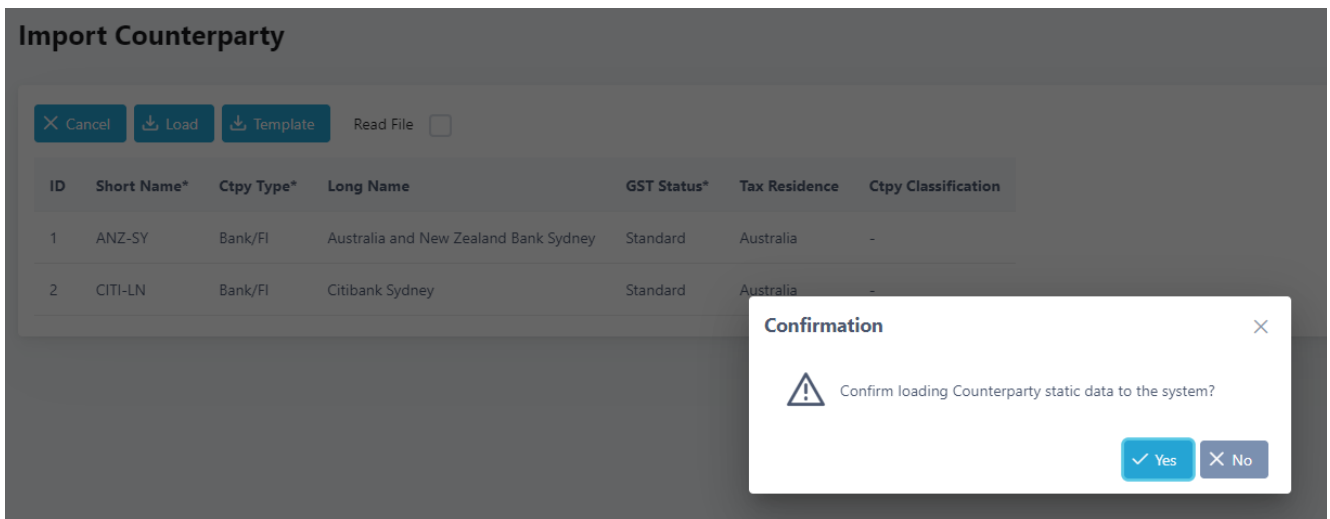
15. A message saying the loading is successful will be displayed.

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

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

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 step 1, 2 and screenshots of step 2, 16.
8-Nov-2019	Lyra	Updated screenshots.
8-Feb-2023	TS	Updated to W6 instructions and screenshots.