

# Import Counterparty

[See previous W5 version 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 Action Group Star Save

Columns

<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
<input type="checkbox"/>		CITI-SF	Citibank Texas	Bank/FI
<input type="checkbox"/>		CITI-SG	Citibank Singapore	Bank/FI

3. Click on Action and select New.

## New Counterparty

✕ Cancel 💾 Save ⬇️ Import ⌵ Show Advance

Short Name\*

Ctpy Type\*

4. Click Import. The Import Counterparty screen displays.

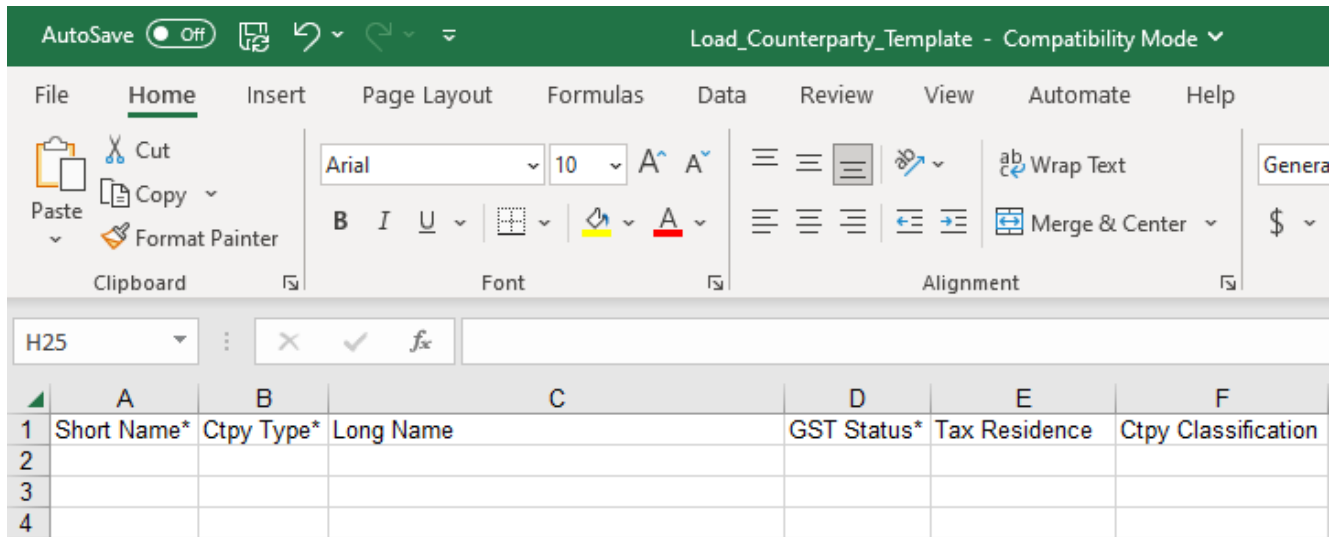
## Import Counterparty

✕ Cancel ⬇️ Template Read File ☐

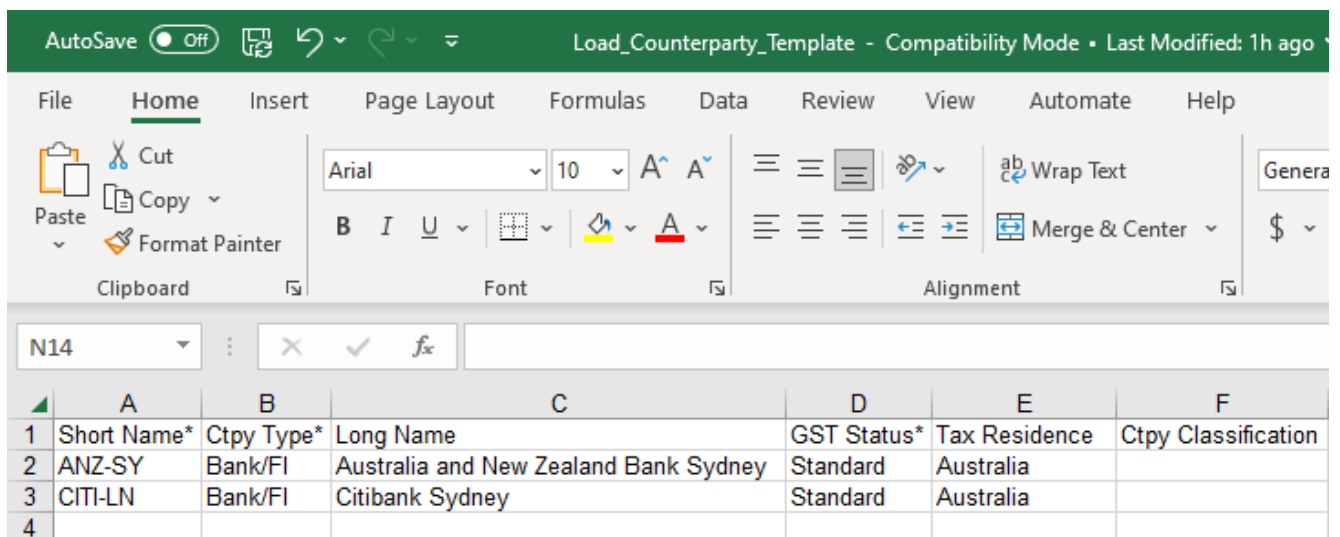
ID	Short Name*	Ctpy Type*	Long Name	GST Status*	Tax Residence	Ctpy Classification
No records found.						

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.

## Import Counterparty

✕ Cancel

📄 Template

Read File ☒

File

✓ Read File

Choose File Load\_Counterparty\_Template.xls

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

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

## Import Counterparty

✕ Cancel

📄 Load

📄 Template

Read File ☐

ID	Short Name*	Ctpy Type*	Long Name	GST Status*	Tax Residence	Ctpy Classification
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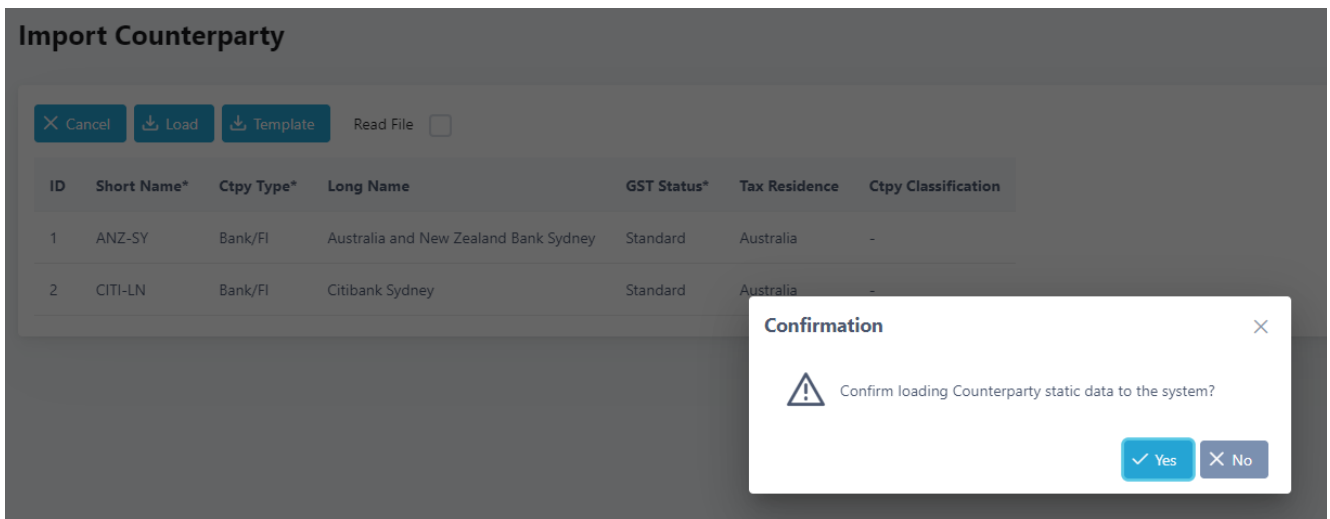
1	ANZ-SY	Bank/FI	Australia and New Zealand Bank Sydney	Standard	Australia	-
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2	CITI-LN	Bank/FI	Citibank Sydney	Standard	Australia	-
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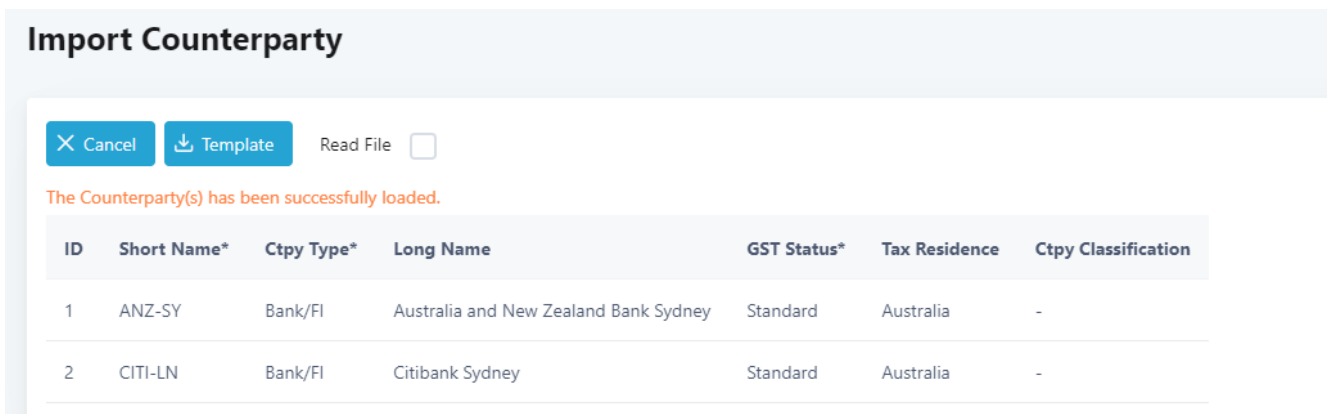
12. If there is an error, the user will be prompted with the rows to be corrected. To make corrections, go to the Excel file to make the necessary corrections and click Read File again.

13. If there is no error, click Load .

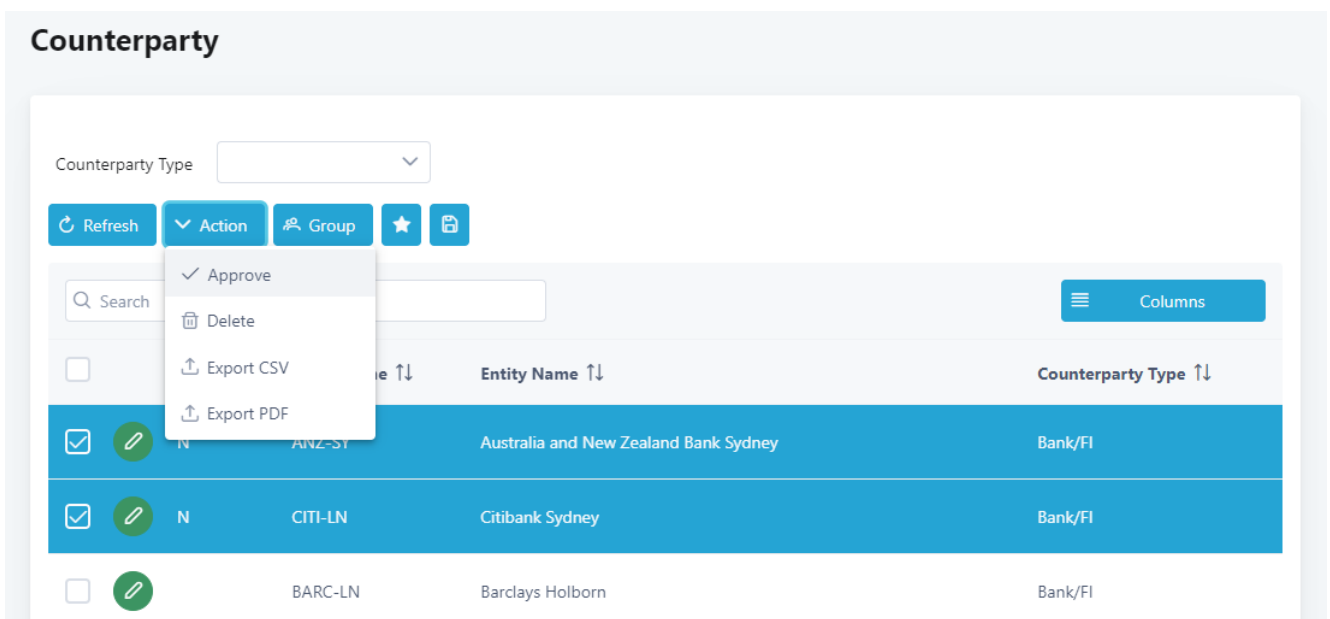
14. A popup appears to confirm, click Yes.



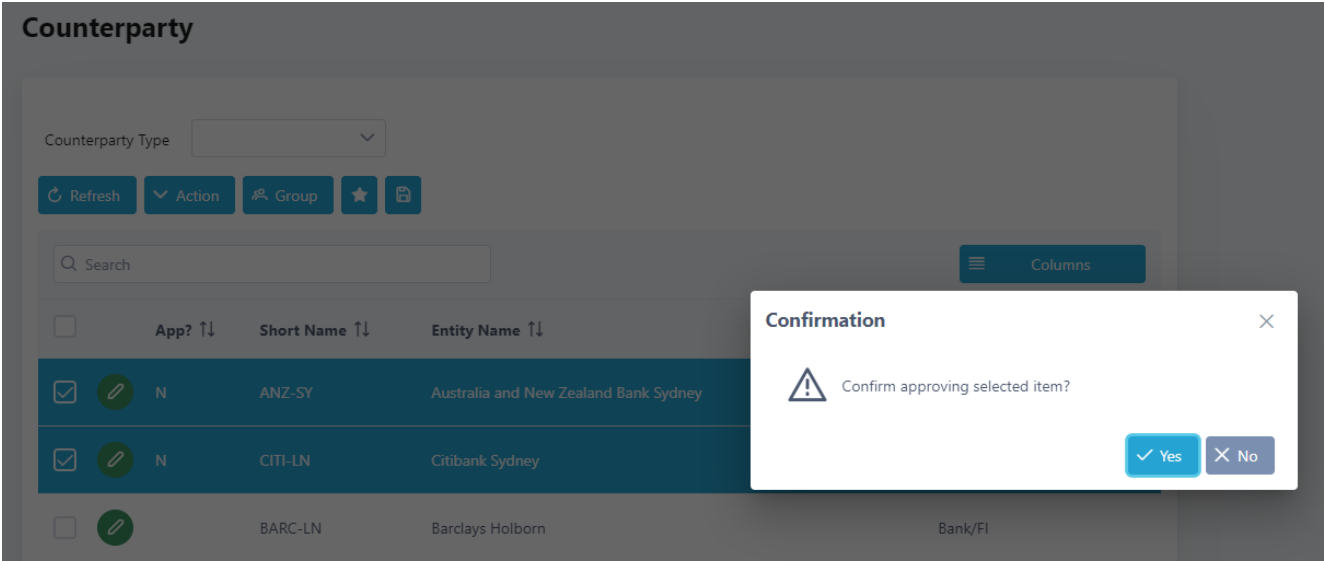
15. A message saying the loading is successful will be displayed.



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.