

Import Investment Trades (W5)

[This version is superseded.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

PURPOSE

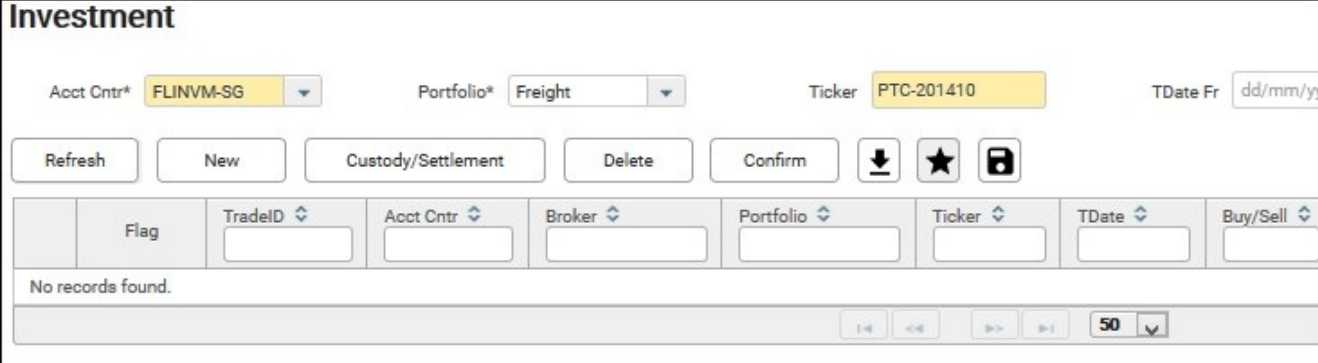
This document shows the detailed procedures for importing investment trades.

WHY IS THIS IMPORTANT?

This allows import of investment trades in a bulk when you have many. This helps in the migration of the existing trades into the system during initial system implementation.

PROCEDURE

1. From the main menu, select Transaction > Fund Management > Investment.



The screenshot displays the 'Investment' management interface. At the top, there are filter fields: 'Acct Cntr*' set to 'FLINVM-SG', 'Portfolio*' set to 'Freight', 'Ticker' set to 'PTC-201410', and 'TDate Fr' with a date format 'dd/mm/yy'. Below these are action buttons: 'Refresh', 'New', 'Custody/Settlement', 'Delete', 'Confirm', a download icon, a star icon, and a save icon. A table with columns 'Flag', 'TradeID', 'Acct Cntr', 'Broker', 'Portfolio', 'Ticker', 'TDate', and 'Buy/Sell' is shown. The table is currently empty, with the text 'No records found.' displayed below it. At the bottom right, there are pagination controls including '1-4', '<<', '>>', '3-1', and a dropdown menu set to '50'.

2. Click New.

New Investment

[←](#)
[Book](#)
[Import](#)

[▼](#)
[Check Compliance](#)

Acct Cntr*

Portfolio*

Ticker*

TDate*

TDate Holding

Buy/Sell*

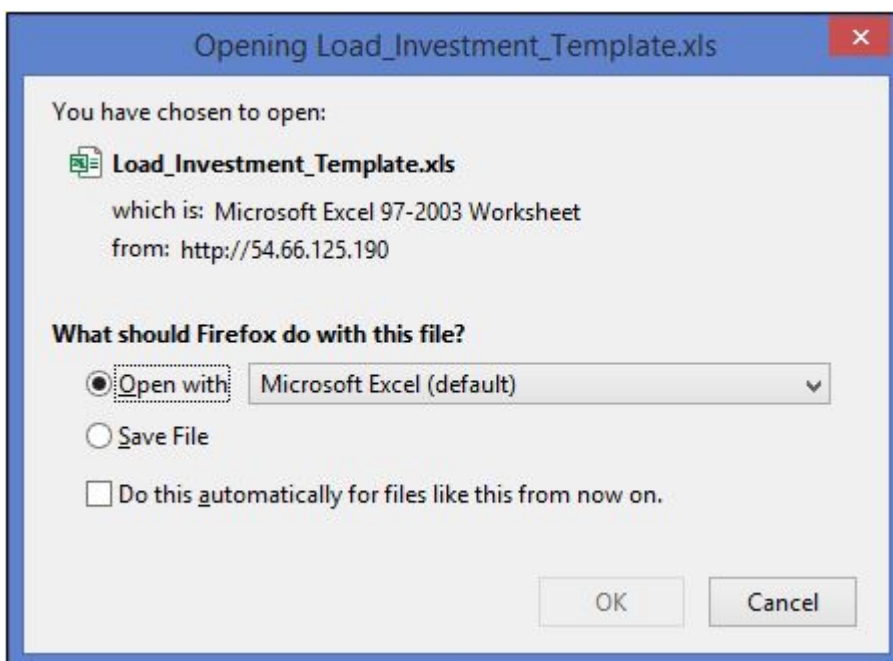
3. Click Import. The Import Investment Trades screen displays.

Import Investment Trades

[←](#)
[Template](#)
[Read File](#)
☐

ID	Acct Cntr*	Portfolio*	Ticker*	TDate*	VDate*
No records found.					

4. Click Template to download CS Lucas template for importing Investment trades.



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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Acct Cntr*	Portfolio*	Ticker*	TDate*	VDate*	Buy/Sell*	Quantity*	Price*	Yield	Broker*	Purchase Interest	Brokerage	CStamp	CFees	Others	GST	Gross Proceeds*	Net Proceeds*	Transaction Type	ActualDeale
2																				
3																				
4																				

6. Fill out the fields as required. Fields with asterisk (*) are mandatory. For more information on each field, see [Create and Amend Investment](#).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Acct Cntr*	Portfolio*	Ticker*	TDate*	VDate*	Buy/Sell*	Quantity*	Price*	Yield	Broker*	Purchase Interest	Brokerage	CStamp	CFees	Others	GST	Gross Proceeds*	Net Proceeds*	Transaction Type	ActualDeale
2																				
3																				
4																				

7. Save the Excel file on the computer.

8. Go back to the Import Investment Trades screen, tick on Read File checkbox. Browse for the file saved in the computer.

Import Investment Trades

← Template Read File ☒

File Read File Browse... Load_Investment_Template.xls

ID	Acct Cntr*	Portfolio*	Ticker*	TDate*	VDate*	Buy/Sell*	Qu
No records found.							

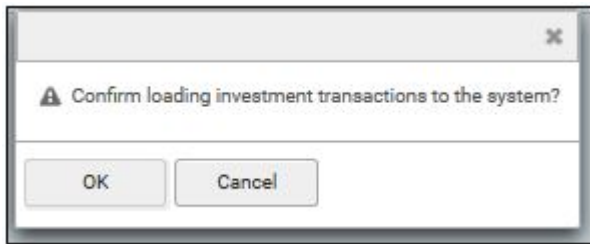
9. Click Read File. The values inputted in the Excel File will displays.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Acct Cntr*	Portfolio*	Ticker*	TDate*	VDate*	Buy/Sell*	Quantity*	Price*	Yield	Broker*	Purchase Interest	Brokerage	CStamp	CFees	Others	GST	Gross Proceeds*	Net Proceeds*
2	FLINVM-SG	Invest	SGS 0.5% 4/18	18-Mar-16	22-Mar-16	Buy	1000000	104		GS	2,369.86						1,040,000.00	1,042,369.86
3	FLINVM-SG	Invest	SIA:SP	15-May-20	19-May-20	Buy	10000	10.18		GS							101,800.00	101,800.00
4																		

10. 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.

11. If there is no error, click Load.

12. When a popup appears, click OK.



13. A message confirming successful loading will be displayed. Trade ID will be assigned to the successfully loaded trades.

Import Investment Trades												
<div>← Template Read File <input type="checkbox"/></div> <div>The TradeIDs has been assigned to trade that has been successfully loaded.</div>												
ID	TradeID	Acct Cntr*	Portfolio*	Ticker*	TDate*	VDate*	Buy/Sell*	Quantity*	Price*	Yield	Broker*	Purchase Interest
1	IVM100004.00	FLINVM-SG	Invest	SGS 0.5% 4/18	18 Mar 2016	22 Mar 2016	Buy	1,000,000.000000	104.000000		GS	2,369.86
2	IVM100005.00	FLINVM-SG	Invest	SIA:SP	15 May 2020	19 May 2020	Buy	10,000.000000	10.180000		GS	

14. Click Back Button to return to Investment screen. You will see the trades loaded appear in the trade listing.

Investment csllucasadm?

Acct Cntr*

FLINVM-SG

 Portfolio*

Invest

 Ticker TDate Fr

dd/mm/yyyy

 TDate To

dd/mm/yyyy

 Broker

Refresh

New

Custody/Settlement

Delete

Confirm

	Flag	TradeID	Acct Cntr	Broker	Portfolio	Ticker	TDate	Buy/Sell	Quantity	Ccy	Net Proceeds	Tranx Cost		
<input type="checkbox"/>				IVM100001.03	FLINVM-SG	GS	Invest	ASTRO	6 May 2008	Buy	110,400.000000	MYR	525,722.81	0.00
<input type="checkbox"/>				IVM100002.01	FLINVM-SG	GS	Invest	SIA:SP	15 May 2020	Buy	10,000.000000	SGD	101,800.00	0.00
<input type="checkbox"/>				IVM100003.00	FLINVM-SG	GS	Invest	SGS 0.5% 4/18	18 Mar 2016	Buy	1,000,000.000000	SGD	1,042,369.86	0.00
<input type="checkbox"/>				IVM100004.00	FLINVM-SG	GS	Invest	SGS 0.5% 4/18	18 Mar 2016	Buy	1,000,000.000000	SGD	1,042,369.86	0.00
<input type="checkbox"/>				IVM100005.00	FLINVM-SG	GS	Invest	SIA:SP	15 May 2020	Buy	10,000.000000	SGD	101,800.00	0.00

1

50

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Create and Amend Investment](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created
8-Sep-2017	Clarissa	Reformatted. Rewritten.
25-Nov-2019	Lyra	Updated Screenshots.
15-May-2020	Lyra	Updated Screenshots. Added Yield for Import.