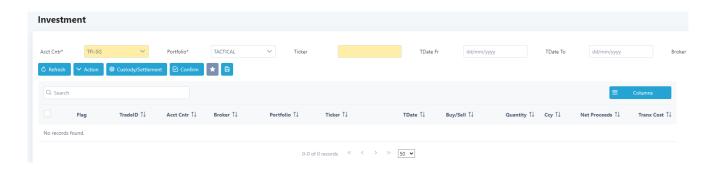# Import Investment Trades

PURPOSE

This document shows the detailed procedures for importing investment trades.
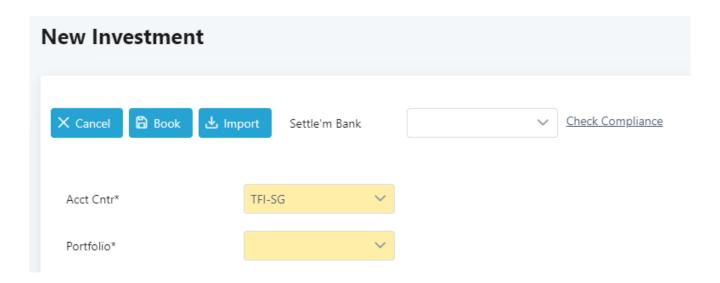
WHY IS THIS IMPORTANT?

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.
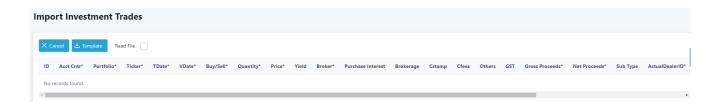
PROCEDURE

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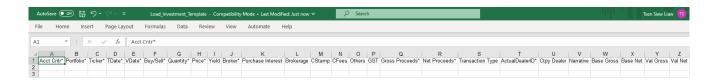

2. Click on Action and select New.

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

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

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

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

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.

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

Import Investment Trades

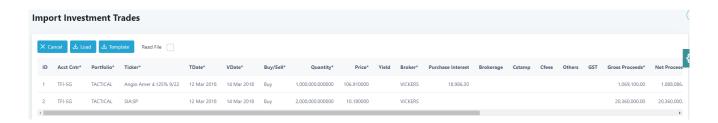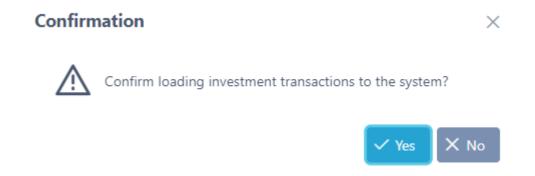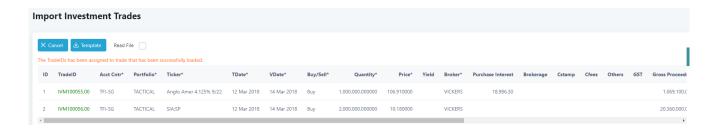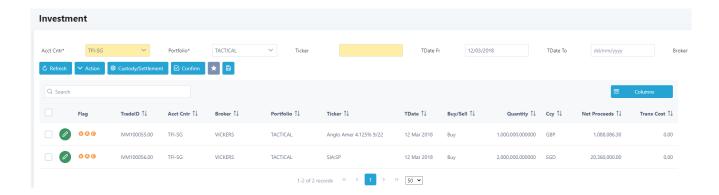| ID	Acct Cntr*	Portfolio*	Ticker*	TDate*	VDate*	Buy/Sell*	Quantity*	Price*	Yield	Broker*	Purchase Interest	Brokerage	Cstamp	Cfees	Others	GST	Gross Proceeds*	Net Procee
1	TFI-SG	TACTICAL	Anglo Amer 4.125% 9/22	12 Mar 2018	14 Mar 2018	Buy	1,000,000.000000	106.910000		VICKERS	18,986.30						1,069,100.00	1,088,086.
2	TFI-SG	TACTICAL	SIA:SP	12 Mar 2018	14 Mar 2018	Buy	2,000,000.000000	10.180000		VICKERS							20,360,000.00	20,360,000.

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 Yes.

Confirmation   ✕

⚠ Confirm loading investment transactions to the system?

✓ Yes   ✕ No

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

Import Investment Trades

The TradeIDs has been assigned to trade that has been successfully loaded.

ID	TradeID	Acct Cntr*	Portfolio*	Ticker*	TDate*	VDate*	Buy/Sell*	Quantity*	Price*	Yield	Broker*	Purchase Interest	Brokerage	Cstamp	Cfees	Others	GST	Gross Proceeds
1	IVM100055.00	TFI-SG	TACTICAL	Anglo Amer 4.125% 9/22	12 Mar 2018	14 Mar 2018	Buy	1,000,000.000000	106.910000		VICKERS	18,986.30						1,069,100.0
2	IVM100056.00	TFI-SG	TACTICAL	SIA:SP	12 Mar 2018	14 Mar 2018	Buy	2,000,000.000000	10.180000		VICKERS							20,360,000.0

14. Click Cancel button to return to Investment listing screen. Filter for the accounting centre, portfolio and TDate From accordingly and click Refresh. You will see the trades loaded appear in the trade listing.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Create and Amend Investment](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created.
8-Sep-2017	Clarissa	Rewritten. Reformatted.
25-Nov-2019	Lyra	Updated screenshots.
15-May-2020	Lyra	Updated screenshots. Added Yield field for import.
27-Apr-2023	TS	Updated to W6 instructions and screenshots.