

Import Portfolio (W5)

[This version is superseded.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

PURPOSE

This document shows the procedures for importing portfolio into CS Lucas system.

WHY IS THIS IMPORTANT?

This allows import of multiple portfolios in bulk and helps in migrating existing data into system conveniently during initial implementation.

PROCEDURE

1. From the Main Menu, select Set Up > Risk > Portfolio.

Portfolio


Refresh







New

Delete

Group

Approve



	App? 	Short Name 	Gross Net 	Amortisation 	Entity Default 	Assigned Acct Cntr 
<input type="checkbox"/>		<u>DEBT</u>	Net	Constant Yield		
<input type="checkbox"/>		<u>DEFAULT</u>	Net	Constant Yield		TFS-SG
<input type="checkbox"/>		<u>HEDGING</u>	Net	Constant Yield		
<input type="checkbox"/>		<u>INVEST</u>	Net	Constant Yield		TFS-SG
<input type="checkbox"/>		<u>STRATEGIC-TFS</u>	Net	Constant Yield		TFS-SG
<input type="checkbox"/>		<u>STRATEGIC-TGL</u>	Net	Constant Yield		TGL-SG
<input type="checkbox"/>		<u>TACTICAL</u>	Net	Constant Yield		TFI-SG
<input type="checkbox"/>		<u>TL-HEDGE</u>	Net	Constant Yield		TFS-SG

<<1


<<1

1

>>1

>>1

50



2. Click New.

New Portfolio

Short Name*

3. Click Import. The Import Portfolio screen displays.

Import Portfolio


☐ Read File

ID	Short Name*	Long Name	Alternate Name	Assigned Acct Cntr	Compliance Group	Valuation Ccy	Cost Valuation	Cost Method	Amortisation	Carrying Value	Def
No records found.											

4. Click Template to download CS Lucas template for importing portfolio.

Opening Load_Portfolio_Template.xls

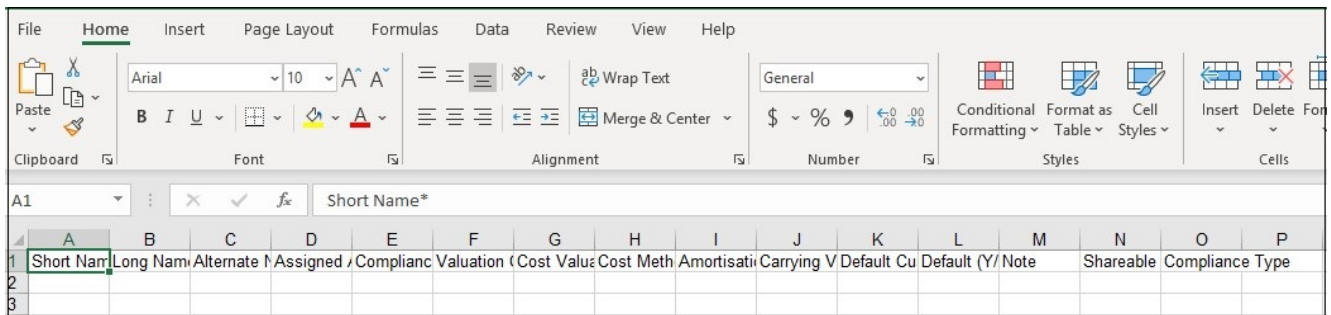
You have chosen to open:

 **Load_Portfolio_Template.xls**
 which is: Microsoft Excel 97-2003 Worksheet
 from: http://54.66.125.190

What should Firefox do with this file?

☐ Open with Microsoft Excel (default) ▼
☒ Save File
☐ Do this automatically for files like this from now on.

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



6. Fill out the fields. Short name is mandatory, all others are optional fields. For more information on each field, see [Set Up Risk Portfolio](#).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Short Name	Long Name	Alternate Name	Assigned	Compliance	Valuation	Cost Value	Cost Method	Amortisation	Carrying Value	Default Currency	Default (Y/N)	Note	Shareable	Compliance Type
2	BOND A														
3	BANK LOAN B														
4	BANK LOAN C														

7. Save the Excel file on the computer.

8. Go back to the Import Portfolio screen, tick on Read File checkbox.

Import Portfolio

←
Template
Read File ☒

File

Read File
Browse...
No file selected.

ID	Short Name*	Long Name	Alternate Name	Assigned
No records found.				

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

Import Portfolio

←
Template
Read File ☒

File

Read File
Browse...
Load_Portfolio_Template.xls

ID	Short Name*	Long Name	Alternate Name	Assigned Acct Cntr
No records found.				

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

Import Portfolio

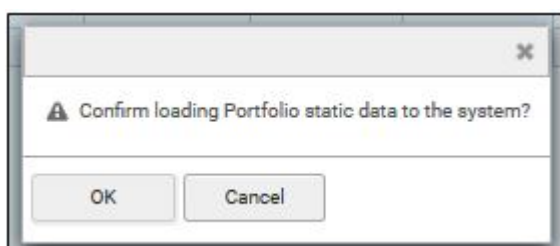
←
Load
Template
Read File ☐

ID	Short Name*	Long Name	Alternate Name	Assigned Acct Cntr	Compliance Group	Valuation Ccy	Cost Valuation	Cost Method
1	BOND A							
2	BANK LOAN B							
3	BANK LOAN C							

11. 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.

12. If there is no error, click Load.

13. When a popup appears, click OK.



14. A message saying that it was loaded successfully will be displayed.

The Portfolio(s) has been successfully loaded.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Set Up Risk Portfolio](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created.
11-Sep-2017	Clarissa	Reformatted. Rewritten.
24-Aug-2018	Silpa	Updated step 1.
15-Nov-2019	Lyra	Updated Screenshots.