Import Portfolio (W5)

[This version is superseded.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

PURPOSE

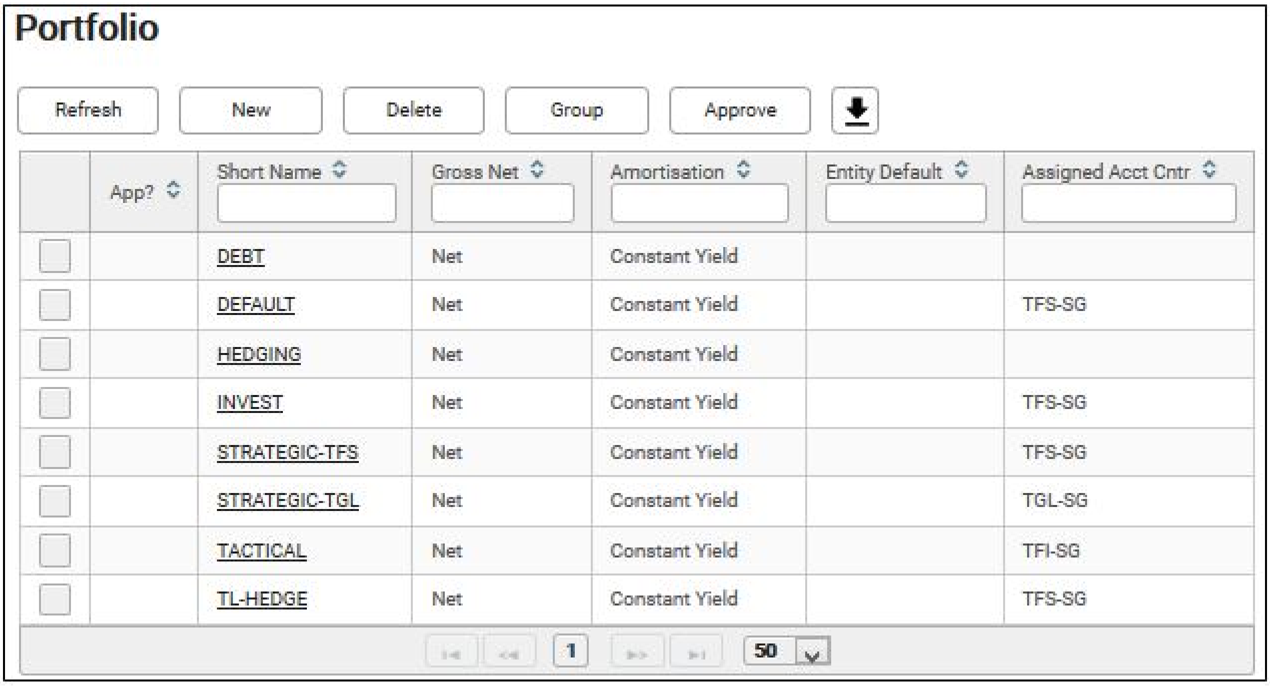
This document shows the procedures for importing portfolio into CS Lucas system.

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.

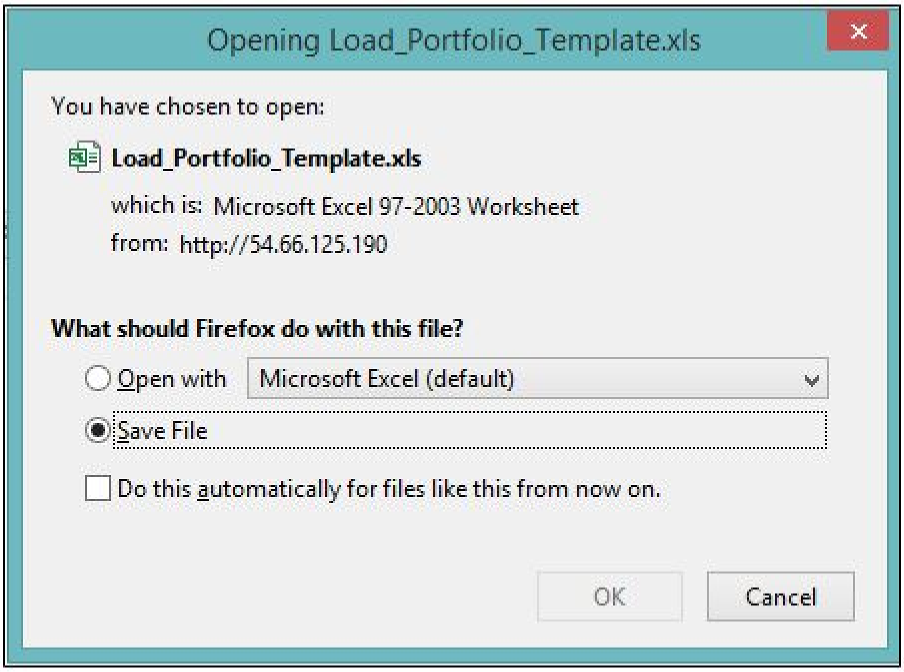


	App?	Short Name	Gross Net	Amortisation	Entity Default	Assigned Acct Cntr
		DEBT	Net	Constant Yield		
		DEFAULT	Net	Constant Yield		TFS-SG
		HEDGING	Net	Constant Yield		
		INVEST	Net	Constant Yield		TFS-SG
		STRATEGIC-TFS	Net	Constant Yield		TFS-SG
		STRATEGIC-TGL	Net	Constant Yield		TGL-SG
		TACTICAL	Net	Constant Yield		TFI-SG
		TL-HEDGE	Net	Constant Yield		TFS-SG

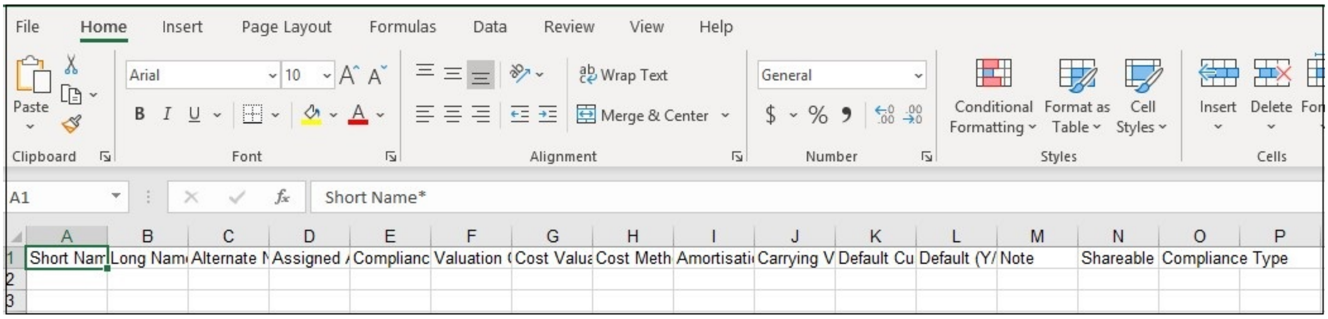
2. Click New.

3. Click Import. The Import Portfolio screen displays.

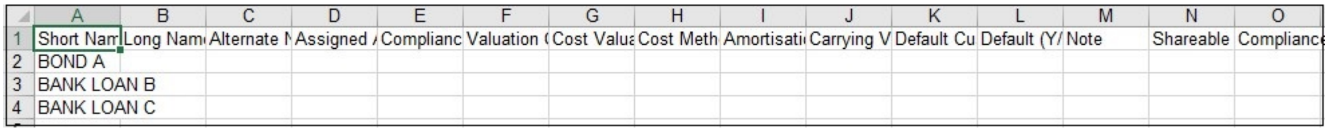
4. Click Template to download CS Lucas template for importing portfolio.



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

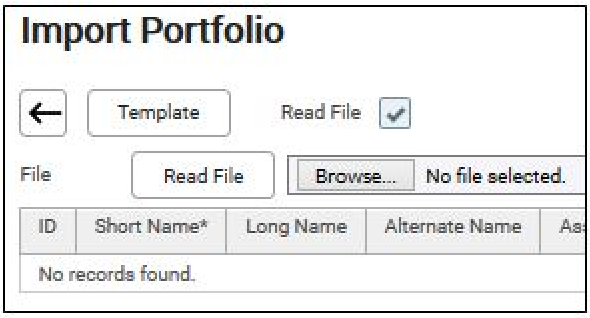


6. Fill out the fields. Short name is mandatory, all others are optional fields. For more information on each field, see [Set Up Risk Portfolio](#).



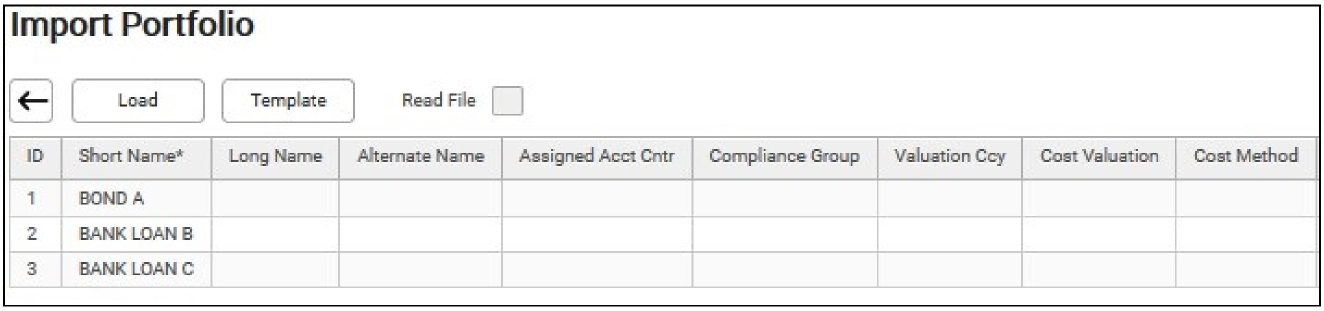
7. Save the Excel file on the computer.

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



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

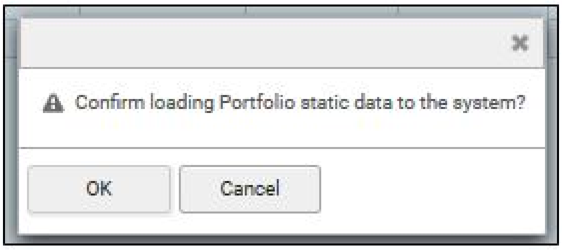
10. Click Read File. The values inputted in the Excel File will displays.



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.

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.