

Import Portfolio

[See previous W5 version 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

Action

Group

Q Search

Columns

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

1-5 of 5 records

<<

<

1

>

>>

50

2. Click on Action and select New.

New Portfolio

✕ Cancel 💾 Save ⬇️ Import ⌵ Show Advance

Short Name*

3. Click Import. The Import Portfolio screen displays.

Import Portfolio

✕ Cancel ⬇️ Template Read File ☐

ID	Short Name*	Long Name	Alternate Name	Assigned Acct Cntr	Compliance Group	Valuation Ccy	Cost Valuation	Cost Method	Amortisation	Carrying Value	Default Custodian	Default (Y/N)	Note	Shareable (Y/N)	Compliance
No records found.															

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

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

AutoSave Off Load_Portfolio_Template - Compatibility Mode - Last Modified: Just now															
File Home Insert Page Layout Formulas Data Review View Automate Help															
A1	Short Name*														
1	Short Name*	Long Name	Alternate Name	Assigned Acct Cntr	Compliance Group	Valuation Ccy	Cost Valuation	Cost Method	Amortisation	Carrying Value	Default Custodian	Default (Y/N)	Note	Shareable (Y/N)	Compliance Type
2															
3															
4															

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](#).

AutoSave Off Load_Portfolio_Template - Compatibility Mode - Last Modified: 2m ago															
File Home Insert Page Layout Formulas Data Review View Automate Help															
A1	Short Name*														
1	Short Name*	Long Name	Alternate Name	Assigned Acct Cntr	Compliance Group	Valuation Ccy	Cost Valuation	Cost Method	Amortisation	Carrying Value	Default Custodian	Default (Y/N)	Note	Shareable (Y/N)	Compliance Type
2	TFS-DEBT														
3	TFS-INVEST			TFS-SG		SGD	Net	FIFO	Constant Yield	At Market Value					
4															

7. Save the Excel file on the computer.

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

Import Portfolio

✕ Cancel
📄 Template
Read File ☒

File
✓ Read File
Choose File
No file chosen

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

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

Import Portfolio

✕ Cancel
📄 Template
Read File ☒

File
✓ Read File
Choose File
Load_Portfolio_Template.xls

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

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

Import Portfolio

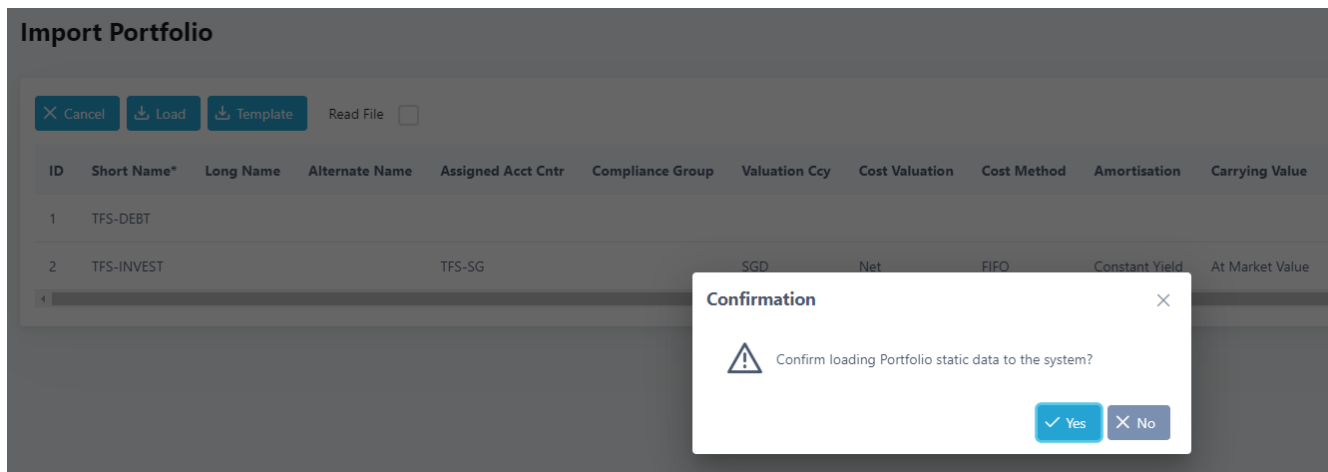
✕ Cancel
📄 Load
📄 Template
Read File ☐

ID	Short Name*	Long Name	Alternate Name	Assigned Acct Cntr	Compliance Group	Valuation Ccy	Cost Valuation	Cost Method	Amortisation	Carrying Value	Default Custodian	Default (Y/N)	Note	Shareable (Y/N)	Compliance
1	TFS-DEBT														
2	TFS-INVEST		TFS-SG			SGD	Net	FIFO	Constant Yield	At Market Value					

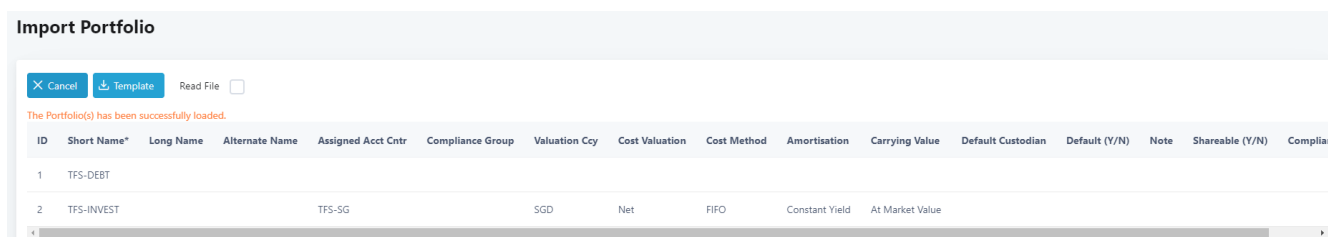
11. If there is an error, the user will be prompted with the rows to be corrected. To make corrections, go to the Excel file to make the necessary corrections and click Read File again.

12. If there is no error, click Load.

13. When a popup appears, click Yes.



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



15. Click Cancel to return to the listing page and approve the newly imported portfolios.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Set Up Risk Portfolio](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created.
11-Sep-2017	Clarissa	Rewritten. Reformatted.
24-Aug-2018	Silpa	Updated step 1.
15-Nov-2019	Lyra	Updated screenshots.
13-Mar-2023	TS	Updated to W6 instructions and screenshots.