

Import Portfolio

[See previous W5 version guide](#)

PURPOSE

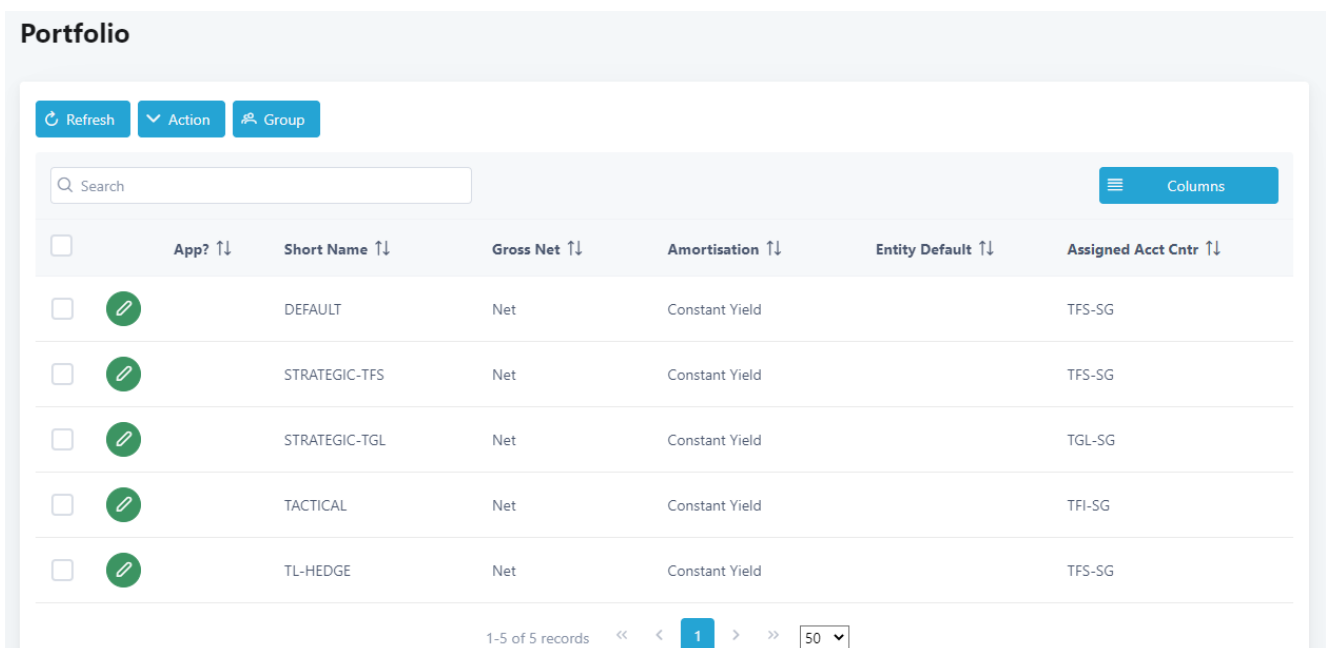
This document shows the procedures for importing portfolio into CS Lucas system.

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.



The screenshot displays the 'Portfolio' management interface. At the top, there are buttons for 'Refresh', 'Action', and 'Group'. Below these is a search bar and a 'Columns' button. The main table has columns: 'App? ↑↓', 'Short Name ↑↓', 'Gross Net ↑↓', 'Amortisation ↑↓', 'Entity Default ↑↓', and 'Assigned Acct Cntr ↑↓'. There are 5 rows of data, each with a checkbox and a green edit icon. The footer shows '1-5 of 5 records' and a pagination control with '1' selected and a dropdown for '50'.

| <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 |

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 Type |
|-------------------|-------------|-----------|----------------|--------------------|------------------|---------------|----------------|-------------|--------------|----------------|-------------------|---------------|------|-----------------|-----------------|
| 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 Search | | | | | | | | | | | | | | | |
| 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 Search | | | | | | | | | | | | | | | |
| 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

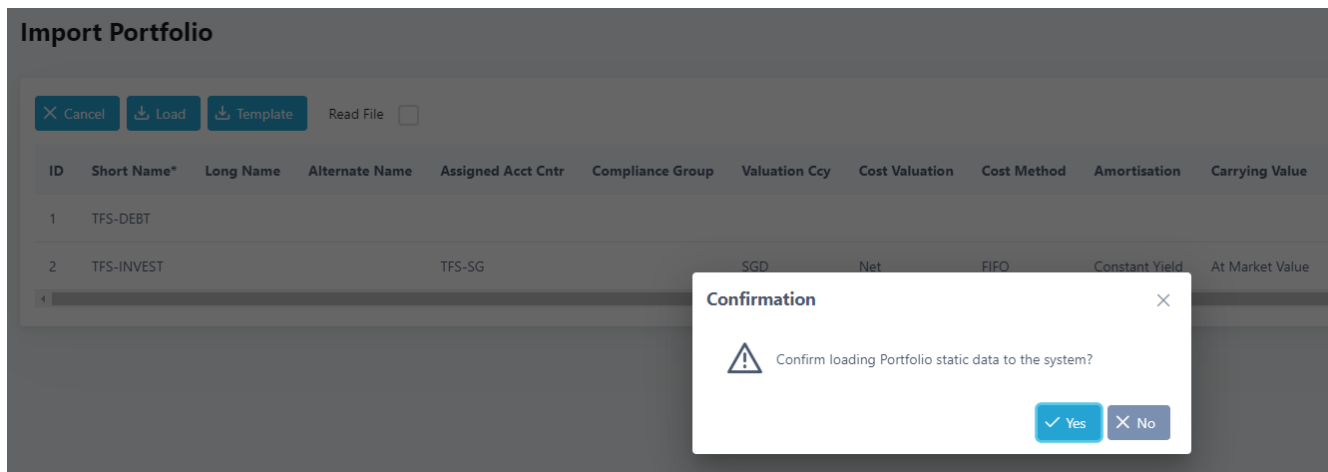
✕ Cancel
📄 Load
📄 Template
Read File ☐

| 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 | | | | | |

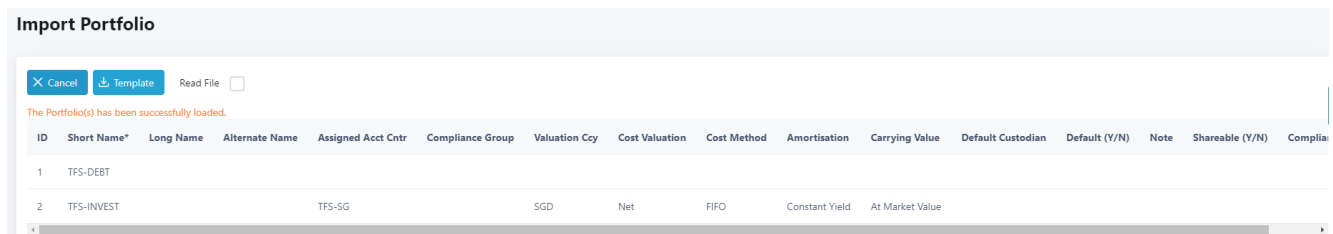
11. If there is an error, the user will be prompted with the rows to be corrected. To make corrections, go to the Excel file to make the necessary corrections and click Read File again.

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. |