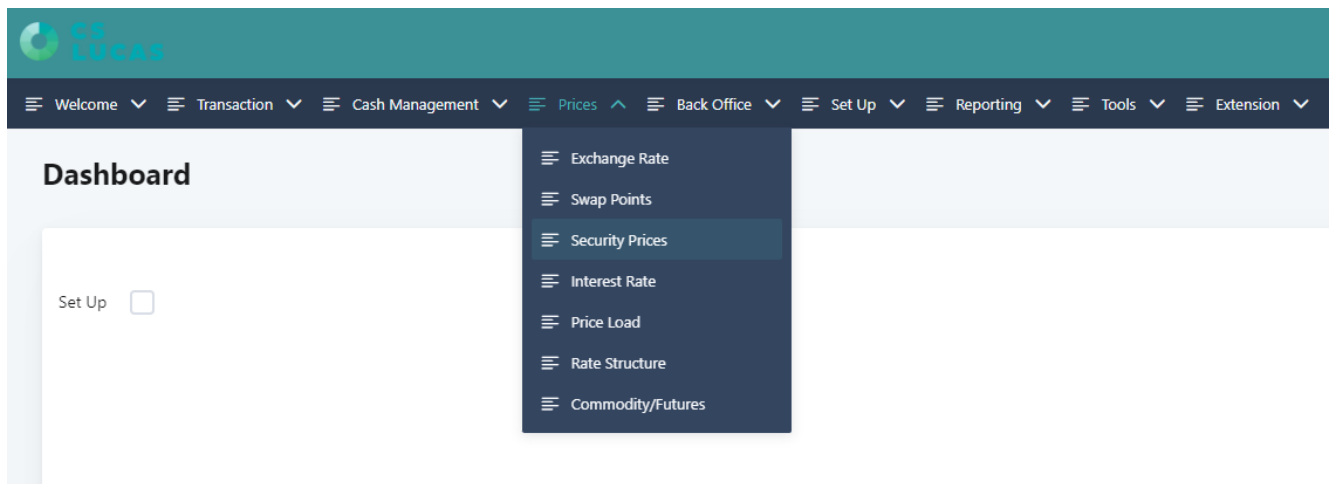# Import Security Prices

PURPOSE

This document shows the procedure for importing security prices into the system.

WHY IS THIS IMPORTANT?

This allows import of security prices for different securities and dates into the system. This is a faster way for maintaining security prices in the system if the securities you have are many.

PROCEDURE

1. From the main menu, select Prices > Security Prices.

2. In the Security Prices screen, click on Action and select Add. The screen below appears.

New Security Price

Cancel   **Save**   **Import**

Ticker*	
Date*	dd/mm/yyyy
Valuation*	
Daily Mil Rate	
Beta	
P/E Ratio	
Div Yield	
Pr/Book Ratio	
In Issue	
Write Off / Up (%)	

3. Click the Import button. The screen below appears.

Import Security Price

Cancel   **Template**   Read File ☐

ID	Date*	Ticker*	Valuation*	Daily Mil Rate	Beta	P/E Ratio	Div Yield	Pr/Book Ratio	In Issue	Write Off / Up (%)
No records found.										

4. Click Template to download the CS Lucas template for

importing Security Prices.

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

6. Input values as required. Fields marked with an asterisk are mandatory. For more information on each field, see Add and Maintain Security Prices.

7. Go back to the Security Prices screen. Tick on the Read File box.

8. Click Choose File. Look for the saved LoadSecurityPrices_Template.xls file.

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

Import Security Price

ID	Date*	Ticker*	Valuation*	Daily Mil Rate	Beta	P/E Ratio	Div Yield	Pr/Book Ratio	In Issue	Write Off / Up (%)
1	31 Dec 2016	Anglo Amer 4.125% 9/22	1.087800							
2	31 Dec 2016	SIA:SP	9.650000							

10. If there is an error, the user will be prompted with the rows to be corrected. To make corrections, go to the template to edit and upload again.

11. If there is no error, click Load. Click Yes on the pop up that appears.

Confirmation

Confirm loading security prices?

✓ Yes   ✗ No

12. You will see the message below once successfully loaded.

Import Security Price

Security prices have been successfully loaded.

ID	Status	Date*	Ticker*	Valuation*	Daily Mil Rate	Beta	P/E Ratio	Div Yield	Pr/Book Ratio	In Issue	Write Off / Up (%)
1	LOADED	31 Dec 2016	Anglo Amer 4.125% 9/22	1.087800							
2	LOADED	31 Dec 2016	SIA:SP	9.650000							

13. Click Cancel button to return to the Security Prices screen.

14. Filter Security Prices by date in the Security Prices screen to view all security prices available for the day. If you wish to view by date range, it must be for a selected ticker.

15. Click Refresh. The newly created Security Prices will be displayed.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Add and Maintain Security Prices](#)

[Set Up Security](#)

[Import Security](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created.
11-Aug-2017	Bella	Reformatted. Rewritten.
22-Nov-2019	Lyra	Updated screenshots.
30-Jun-2023	TS	Updated to W6 instructions and screenshots.