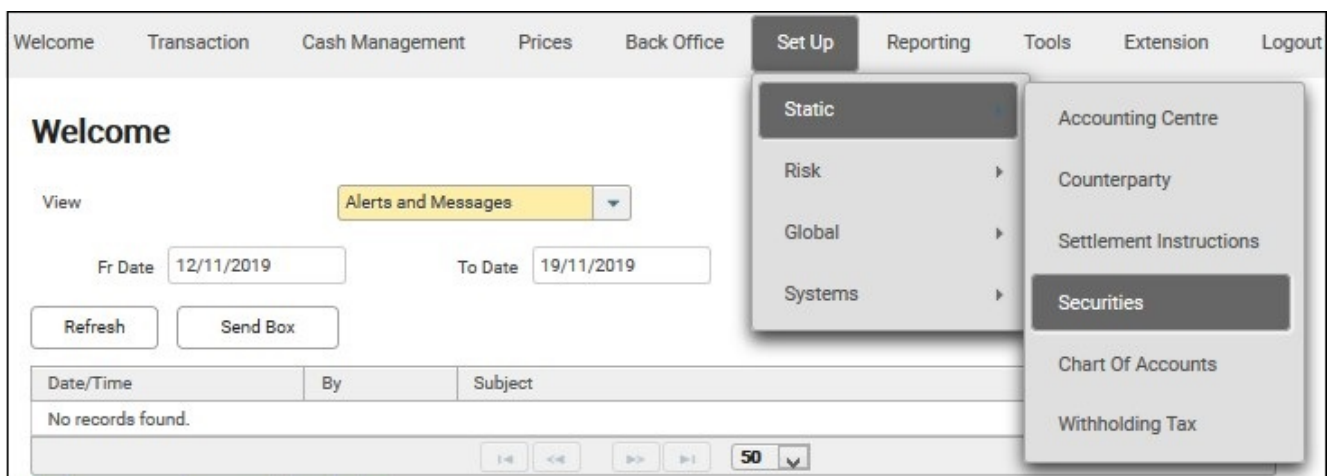# Import Security (W5)

PURPOSE

This document shows the procedure for importing securities into the system.

WHY IS THIS IMPORTANT?

This allows import of securities into the system and is a faster way to maintain in the system if there are many.

PROCEDURE

1. From the main menu, select Set Up > Static > Securities.

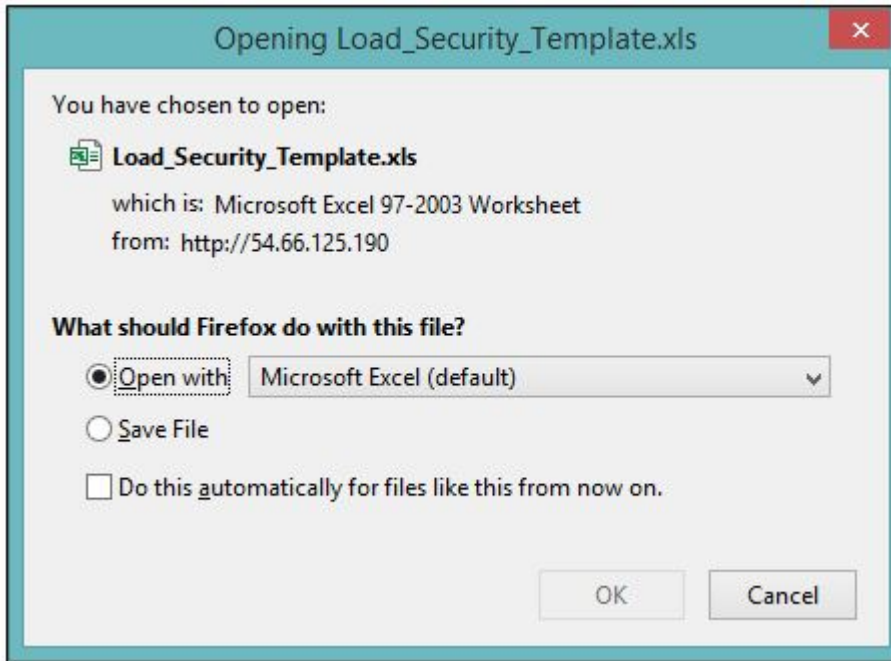2. In the Security screen, click New. The screen below appears.

New Security

| ← | Save | Import |

Field	Value
Security Type*	
Shortname*	
Security Sub Type	
Full Name*	
Issuer	
Price Type*	
Trade Ccy*	SGD
Holiday Ccy	SGD
Settlement T+*	
Comments	

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

Import Security

| ← | Template | Read File ☐ |

ID	Security Type*	Shortname*	Security Subtype	Full Name*	Issuer	Price Type*	Trade Ccy*	Holiday Ccy	Settlement T+*	Market Price Factor*	Comments	Basis*	Rate/Last Reset*	Freq*	Day Conv*	Settle Conv*	Issue Date*	First Coupon Date
No records found.																		

4. Click Template to download the CS Lucas template for importing Security.

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Security Type*	Shortname*	Security Sub Type	Full Name*	Issuer	Price Type*	Trade Ccy*	Holiday Ccy	Settlement T+*	Market Price Factor*	Comments	Basis*	Rate/Last Reset*	Frequency*	Day Convention*	Settle Conver
2																
3																

6. Input values as required. Fields marked with an asterisk are mandatory. For more details on each field, see [Set Up Security](#).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Security Type*	Shortname*	Security Sub Type	Full Name*	Issuer	Price Type*	Trade Ccy*	Holiday Ccy	Settlement T+*	Market Price Factor*	Comments	Basis*	Rate/Last Reset*	Frequency*	Day Convention
2	Bond	MCT 3.6% 24/8/20	Fixed Coupon	Mapletress Commercial Trust 3.6%4/8/2020	Mapletree Commercial Trust	Percent	SGD	SGD	2	0		-	3.6	Semi-Annual	Next Business
3	Bond	Starhub 3.08% 12/9/22	Fixed Coupon	Starhub Ltd 3.08% 12/9/2022	Starhub Ltd	Percent	SGD	SGD	2	0		-	3.08	Semi-Annual	Next Business
4	Bond	SIA 3.22% 9/7/20	Fixed Coupon	Singapore Airlines Ltd 3.22% 9/7/2020	Singapore Airlines Ltd	Percent	SGD	SGD	2	0		-	3.22	Semi-Annual	Next Business
5	Equity	A-RIET	Shares	Ascendas Real Estate Inv Trust		Price	SGD	SGD	2	1		-	0	Annual	Next Business

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

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

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

Import Security

ID	Security Type*	Shortname*	Security Subtype	Full Name*	Issuer	Price Type*	Trade Ccy*	Holiday Ccy	Settlement T+*
1	Bond	MCT 3.6% 24/8/20	Fixed Coupon	Mapletress Commercial Trust 3.6%4/8/2020	Mapletree Commercial Trust	Percent	SGD	SGD	2
2	Bond	Starhub 3.08% 12/9/22	Fixed Coupon	Starhub Ltd 3.08% 12/9/2022	Starhub Ltd	Percent	SGD	SGD	2
3	Bond	SIA 3.22% 9/7/20	Fixed Coupon	Singapore Airlines Ltd 3.22% 9/7/2020	Singapore Airlines Ltd	Percent	SGD	SGD	2
4	Equity	A-RIET	Shares	Ascendas Real Estate Inv Trust		Price	SGD	SGD	2

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.

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

The Security has been successfully loaded.

13. Click Back Button to return to the Security screen.

14. Filter Security by type in the Security screen. Click Refresh.

15. Approve the newly created securities by selecting the checkbox and click Approve.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

Set Up Security

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created
11-July-2017	Bella	Reformatted. Rewritten.
20-Aug-2018	Silpa	Updated step 1 and screenshot.
7-Dec-2018	TS	Updated screen shots in step 3, 5 and 6.
19-Nov-2019	Lyra	Updated Screenshots.