

# Import Security

[See previous W5 version guide](#)

## **PURPOSE**

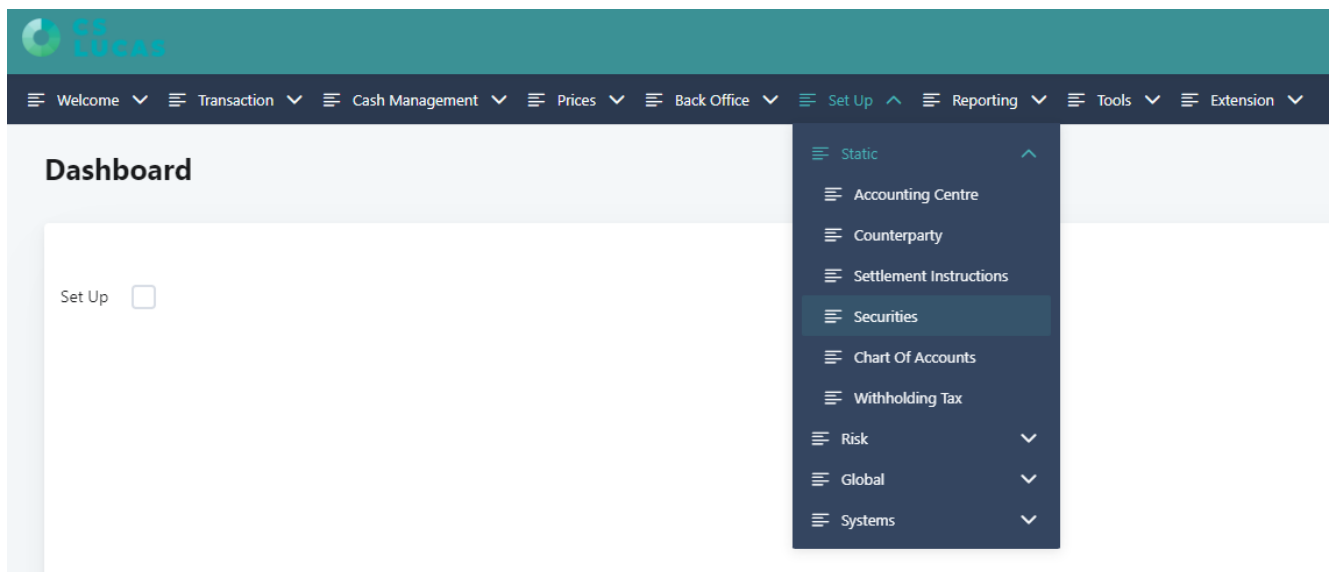
This document shows the procedure for importing securities into the system.

## **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 Action and select New. The screen below appears.

## New Security

✕ Cancel

💾 Save

📄 Import

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

☐ Read File

ID	Security Type*	Shortname*	Security Subtype	Full Name*	Issuer	Price Type*	Trade Ccy*	Holiday Ccy	Settlement T+*	Market Price Factor*	Comments
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.

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 Convention*	Issue Date*	First Coupon Date	Maturity Date*	Accrual Method*	PI Computation Method*

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

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 Convention*	Issue Date*	First Coupon Date	Maturity Date*	Accrual Method*	PI Computation Method*
Equity	Apple	Shares	Apple Inc		Price	USD		2	1											
Bond	Bond A 7% 7/2019	Fixed Coupon	Bond A 7% 7/2019		Percent	SGD		2	0				7	Semi-Annual	No Adjustment	Next Business Day	12-Jul-10		12-Jul-19	30/360

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

### Import Security

☒ Read File

Load\_Security\_Template.xls

ID	Security Type*	Shortname*	Security Subtype	Full Name*	Issuer	Price Type*	Trade Ccy*	Holiday Ccy	Settlement T+*
No records found.									

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**

☐ 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*	Se
1	Equity	Apple	Shares	Apple Inc		Price	USD		2	1						
2	Bond	Bond A 7% 7/2019	Fixed Coupon	Bond A 7% 7/2019		Percent	SGD		2	0	-		7.000000	Semi-Annual	No Adjustment	Ne

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.

**Import Security**

☐ Read File

The Security has been successfully loaded.

ID	Security Type*	Shortname*	Security Subtype	Full Name*	Issuer	Price Type*	Trade Ccy*	Holiday Ccy	Settlement T+*
1	Equity	Apple	Shares	Apple Inc		Price	USD		2
2	Bond	Bond A 7% 7/2019	Fixed Coupon	Bond A 7% 7/2019		Percent	SGD		2

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

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

**Security**

Security Type\* 
 Shortname 
 List

☐ No records found

Equity  
 Bond  
 Securitized  
 Money Market Fund

Columns

Shortname ↑↓    Fullname ↑↓    Status ↑↓

0-0 of 0 records    <<    <    >    >>    50

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

Security

Security Type\*

Equity

Shortname

List

Exclude

Inactive

Refresh

Action

Group

Star

Save

Search

Columns

✓ Approve

Delete

Export CSV

Export PDF

Security Type ↑↓

Shortname ↑↓

Fullname ↑↓

Status ↑↓

Equity

Apple

Apple Inc

Active

Equity

AMZN:US

Amazon.com, Inc.

Active

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Set Up Security](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created.
11-Jul-2017	Bella	Reformatted. Rewritten.
20-Aug-2018	Silpa	Updated step 1 and screenshot.
7-Dec-2018	TS	Updated screenshots in step 3, 5 and 6.
19-Nov-2019	Lyra	Updated screenshots.
27-Feb-2023	TS	Updated to W6 instructions and screenshots.