How To Import Derivatives

Futures Import

1. Download the Import template

   a.

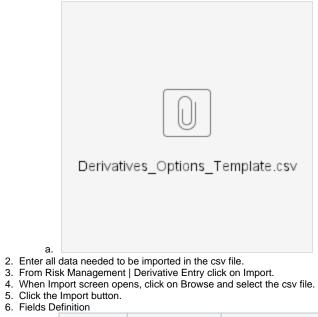
   Derivatives_Futures_Template.csv

2. Enter all data needed to be imported in the csv file.
3. From Risk Management | Derivative Entry click on Import.
4. When Import screen opens, click on Browse and select the csv file.
5. Click the Import button.
6. Fields Definition

   a.

Column Name	Data Type	Requirements
Broker	Alphanumeric characters	• **Broker Field** in the Brokerage Accounts screen. • Entered data in the spreadsheet should be existing in the Risk Management | Maintenance | Brokerage Accounts records. • This is a required field.
AccountNumber	Alphanumeric characters	• **Account Number** in the Brokerage Accounts . • Entered data in the spreadsheet should be existing in the Risk Management | Maintenance | Brokerage Accounts records. • This is a required field.
MarketName	Alphanumeric characters	• **Market Name** in the Futures Market screen • Entered data in the spreadsheet should be existing in the Risk Management | Maintenance | Futures Markets records. • This is a required field.
InstrumentType	Alphanumeric characters	Value should be **Futures**
Commodity Code	Alphanumeric characters	• **Commodity Code** in the Commodity screen. • Entered data in the spreadsheet should be existing in the Inventory | Maintenance | Commodities . • This is a required field.
LocationName	Alphanumeric characters	• **Location Name** in the Location Name screen. • Entered data in the spreadsheet should be existing in the System Manager | Activities | Company Locations. • This is a required field.
Salesperson	Alphanumeric characters	• **Sales Person** in the Brokerage Accounts screen. • Entered data in the spreadsheet should be existing in the Risk Management | Maintenance | Brokerage Accounts records. • This is a required field.
Currency	Alphanumeric characters	• **Currency** in Futures Market screen. • Entered data in the spreadsheet should be existing in the Risk Management | Maintenance | Futures Markets records.. • This is a required field.
BrokerTrade No	Alphanumeric characters	• This is not a required field.

BuySell	Alphanumeric characters	Value should be **Buy** or **Sell**
NoOfContract	Numbers	• This will be imported in **Contracts** column of Derivative Entry screen.
FutureMonth	Alphanumeric characters	• Format is MMM-YY e.g. Sep-19 • Month should be existing in the Risk Management | Maintenance | Futures Trading Month.
OptionMonth	Alphanumeric characters	• This is not a required field for Futures import.
OptionType	Alphanumeric characters	• This is not a required field for Futures import.
Strike	Numbers	• This is not a required field for Futures import.
Price	Numbers	• This will be imported in **Price** column of Derivative Entry screen. • This is a required field
Reference	Alphanumeric characters	• Mapped to **Notes** field. • This is not a required field.

Status	Alphanumeric characters	• Values can any of the following.
		  ○ Filled
		  ○ Unfilled
		  ○ Cancelled
		• This is a required field.

FilledDate	Date	Should follow the same date format setup in User Profile | Date format
Book	Alphanumeric characters	• **Book** field in Book screen under Contract Management | Maintenance | Books. • Entered data in the spreadsheet should be existing in the Contract Management | Maintenance | Books. • This is not a required field.
SubBook	Alphanumeric characters	• **SubBook** in Book grid. • Entered data in the spreadsheet should be existing in the Contract Management | Maintenance | Books.
CreateDate Time	Date	Should follow the same date format setup in User Profile | Date format.

Options Import

1. Download the Import template

Derivatives_Options_Template.csv

    a.
2. Enter all data needed to be imported in the csv file.
3. From Risk Management | Derivative Entry click on Import.
4. When Import screen opens, click on Browse and select the csv file.
5. Click the Import button.
6. Fields Definition

a. **Column Name**	**Data Type**	**Requirements**

Broker	Alphanumeric characters	• **Broker Field** in the Brokerage Accounts. • Entered data in the spreadsheet should be existing in the Risk Management | Maintenance | Brokerage Accounts records. • This is a required field.
AccountNumber	Alphanumeric characters	• **Account Number** in the Brokerage Accounts. • Entered data in the spreadsheet should be existing in the Risk Management | Maintenance | Brokerage Accounts records. • This is a required field.
MarketName	Alphanumeric characters	• **Market Name** in the Futures Market screen. • Entered data in the spreadsheet should be existing in the Risk Management | Maintenance | Futures Markets records. • This is a required field.
InstrumentType	Alphanumeric characters	Value should be **Futures**
Commodity Code	Alphanumeric characters	• **Commodity Code** in the Commodity Screen • Entered data in the spreadsheet should be existing in the Inventory | Maintenance | Commodities. • This is a required field.
LocationName	Alphanumeric characters	• **Location Name** in the Location Name screen • Entered data in the spreadsheet should be existing in the System Manager | Activities | Company Locations. • This is a required field.
Salesperson	Alphanumeric characters	• **Sales Person** in the Brokerage Accounts screen. • Entered data in the spreadsheet should be existing in the Risk Management | Maintenance | Brokerage Accounts records. • This is a required field.
Currency	Alphanumeric characters	• **Currency** in Futures Market screen. • Entered data in the spreadsheet should be existing in the Risk Management | Maintenance | Futures Markets records. • This is a required field.
BrokerTradeNo	Alphanumeric characters	• This is not a required field.
BuySell	Alphanumeric characters	Value should be **Buy** or **Sell**
NoOfContract	Numbers	• This will be imported in **Contracts** column of Derivative Entry screen.
FutureMonth	Alphanumeric characters	• This is not a required field for Options import.
OptionMonth	Alphanumeric characters	• Format is MMM-YY eg Sep-19 • Month should be existing in the Risk Management | Maintenance | Options Trading Month
OptionType	Alphanumeric characters	Values should be **Put** or **Call**
Strike	Numbers	• This will be imported in **Strike** column of Derivative Entry screen.
Price	Numbers	• This will be imported in **Price** column of Derivative Entry screen. • This is a required field
Reference	Alphanumeric characters	• Mapped to **Notes** field. • This is not a required field.

Status	Alphanumeric characters	• Values can any of the following.
		  ○ Filled
		  ○ Unfilled
		  ○ Cancelled
		• This is a required field.

FilledDate	Date	Should follow the same date format setup in User Profile | Date format.
Book	Alphanumeric characters	• **Book** field in Book screen under Contract Management | Maintenance | Books. • Entered data in the spreadsheet should be existing in the Contract Management | Maintenance | Books • This is not a required field.

SubBook	Alphanumeric characters	**SubBook** in Book grid. - Entered data in the spreadsheet should be existing in the Contract Management | Maintenance | Books.
CreateDate Time	Date	Should follow the same date format setup in User Profile | Date format.