



Reuters Market Data Import User Guide

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Market Data Import Overview

Treasury and investment operations require regular and accurate market data for reliable revaluation and mark-to-market purposes.

The various Reuters market data services are popular for providing financial markets data. Many CAPIX clients also use the services of Reuters. There is no formal relationship between CAPIX and Reuters.

This User Guide assists CAPIX clients who also use Reuters by illustrating the process to capture financial markets data from Reuters and store this information in the CAPIX database.

While this process could be run on a daily or weekly basis, it will most likely be done as part of the End of Month processing or any other time accurate Mark to Market calculations are required.

Generally accounting periods are based on calendar months and commonly market data will be captured on the last business day of the calendar month. It is possible to process historical market data, although extra steps are involved and it would be easier to do this processing on the day required.

A simple three step process is performed and could typically be completed in a few minutes

Step 1 – Update Reuters Market Data

Step 2 – Import Market Data into the CAPIX Database

Step 3 – Verify Mark to Market Rates

CAPIX supplies template Excel spreadsheets for importing market data and these templates are occasionally updated. Check the web site <http://download.capix.net> for the latest version of these import templates.

Reuters 3000 Xtra

Reuters offers various products and services for various segments of the financial services markets.

This User Guide has been written specifically for clients using the Reuters 3000 Xtra service, although it is also useful and relevant for users of other similar Reuter's products.

Reuters 3000 Xtra is a "hosted" application service that is delivered from servers in London via a Citrix "thin client" platform and is run using a web browser. This service is more popular with smaller treasury and investment operations.

This compares with the "full" Reuters market information offering that is installed on the local corporate network and has a dedicated communications line with Reuters. This service is popular with larger operations such as banks and brokers.

The Reuters 3000 Xtra service is very convenient and cost-effective, but does have some limitations compared to the "full" locally installed version of the Reuters product.

One limitation of running Reuters 3000 Xtra using a "thin-client" is that, as the Reuters software application is run on a remote server via Citrix, some functions are not available. A key missing function is Dynamic Data Exchange (DDE), which is commonly used to access remote data by applications such as MS Excel.

As DDE is not available using Reuters 3000 Xtra via Citrix, it is necessary to upload the template Excel spreadsheet onto the Reuters server and then update the market information.

This step would not be required if the Reuters application was running locally.

Step 1 – Updating Reuters Market Data.

1.1 Log into Reuters 3000 Xtra via Citrix.

The *Reuters 3000 Xtra Hosted Terminal Access* is a popular service for providing financial markets data to smaller treasury operations. It is sold by Reuters on a monthly subscription basis and delivered as a Citrix Metaframe thin-client service. This application service is hosted and runs on a Reuter's server in London and requires an internet connection to operate.



Login to Reuters by starting the MS Internet Explorer browser and using a link such as:

<https://3000xtra.qbl1.reuters.com/asp/>

Typical login details would be:

Username: user@client.com

Password: password

1.2 Start PowerPlus Pro

PowerPlus Pro is the Reuters implementation of MS Excel and also runs on the remote server via citrix.



File Transfer:

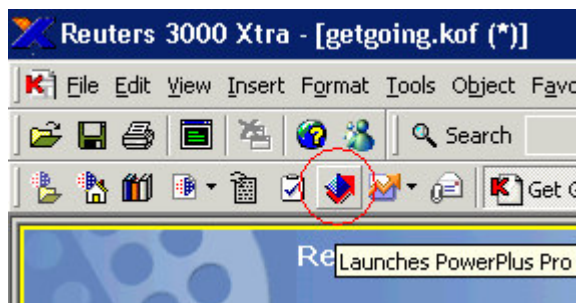
[Click here to visit the file upload download portal.](#)

From the main Reuter's screen press the 3000 Extra button.

Market data is retrieved from Reuters using links from an Excel spreadsheet.

The Reuters server-based Excel service is call PowerPlus Pro.

Reuters 3000 Xtra must be started first to access PowerPlus Pro.



Start Excel by selecting the Reuters PowerPlus Pro application. This is typically the 7th button along on the second line of the toolbar

Once the PowerPro Plus application starts, select File | Open from the main menu. Operation of the PowerPro Plus application should be familiar to experienced Excel users.

The File Open window is now displayed. The folders available reside on the Reuters server, not the local area network. Browse to the folder containing the CAPIX import templates.

As the CAPIX import templates may be regularly updated and downloaded, it may be convenient to store them in the Reuters "Download" folder.

Worksheets can only be downloaded from the Downloads folder on the Reuters server.

1.3 Updating Market Data.

Once a Worksheet .xls file is opened in PowerPlus Pro the Reuters links should be automatically updated and the values in the sheet should reflect current market values.

It is recommended that the Reuters Rtupdate() function be used to retrieve market values, although other functions such as RtGet() will also work.

A "snapshot" update from Reuters is most appropriate, as only a capture of market values is required, not streaming realtime updates.

Check the date and time in the "Updated" cell to ensure that the market values have refreshed and are appropriate.

Press the save button to store the data in the current worksheet.

This process will need to be repeated for the various CAPIX import templates used, typically:

YC_Rates_Import_Reuters.xls

FX_Rates_Import_Reuters.xls

1.4 Download Market Data



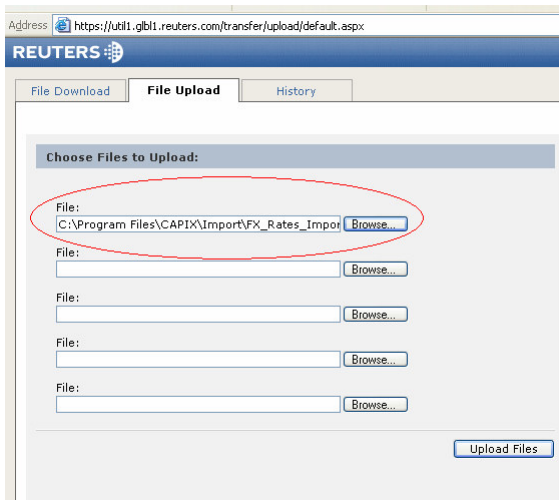
File Transfer:

[Click here to visit the file upload download portal.](#)

Once the market data has been captured using Reuters in the worksheet .xls files above, these worksheets need to be downloaded to be imported into the CAPIX database.

These worksheets may be downloaded to the local PC or to the local area network (LAN).

To do this, return to the main Reuters 3000 screen and press the link for the "upload download portal" to transfer the worksheet files.



The Reuters "upload download portal" allows files to be transferred between the Reuters server and your local PC.

Use this screen to transfer any of the worksheets previously updated using Reuters market data to your PC or network.

It is recommended that a shared network folder be used to allow other users access to the market data.

A typical network folder for this task might be:

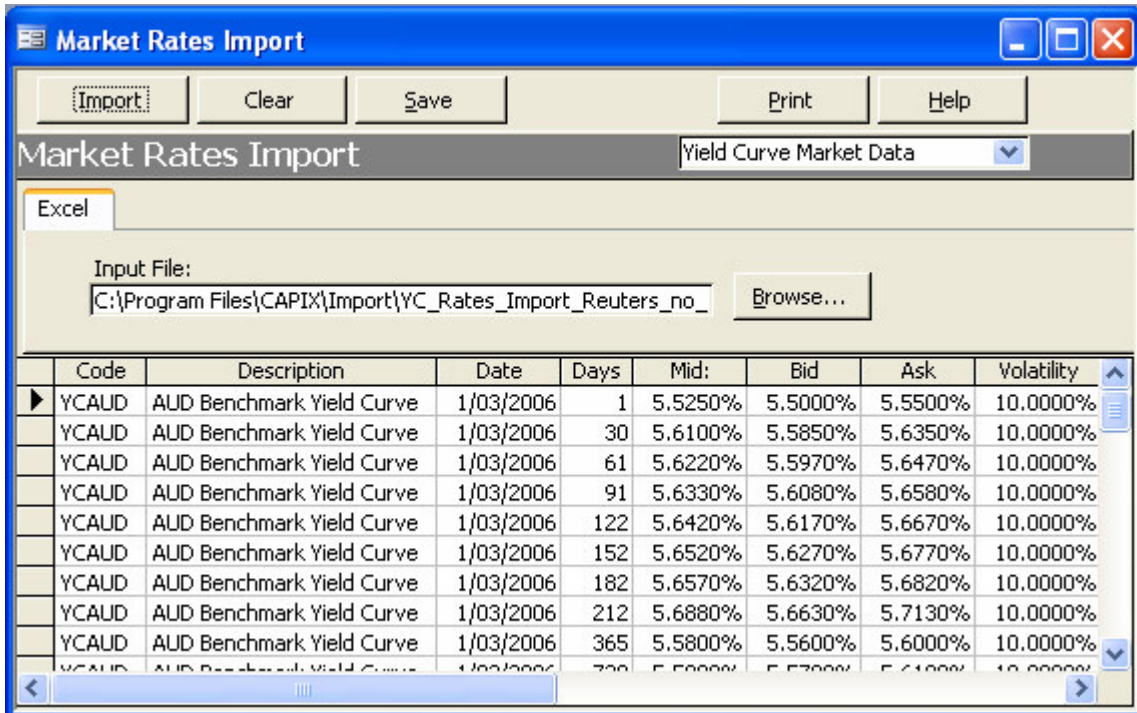
H:\Treasury\CAPIX\Import

Once this is done the Reuters data capture is complete the Reuters 3000 can be closed if no longer required.

Step 2 – Import Market Data into CAPIX Database

Start the CAPIX application and select **Admin | Market Values | Rates Import** from the main menu.

The form below will be displayed.



	Code	Description	Date	Days	Mid:	Bid	Ask	Volatility
▶	YCAUD	AUD Benchmark Yield Curve	1/03/2006	1	5.5250%	5.5000%	5.5500%	10.0000%
	YCAUD	AUD Benchmark Yield Curve	1/03/2006	30	5.6100%	5.5850%	5.6350%	10.0000%
	YCAUD	AUD Benchmark Yield Curve	1/03/2006	61	5.6220%	5.5970%	5.6470%	10.0000%
	YCAUD	AUD Benchmark Yield Curve	1/03/2006	91	5.6330%	5.6080%	5.6580%	10.0000%
	YCAUD	AUD Benchmark Yield Curve	1/03/2006	122	5.6420%	5.6170%	5.6670%	10.0000%
	YCAUD	AUD Benchmark Yield Curve	1/03/2006	152	5.6520%	5.6270%	5.6770%	10.0000%
	YCAUD	AUD Benchmark Yield Curve	1/03/2006	182	5.6570%	5.6320%	5.6820%	10.0000%
	YCAUD	AUD Benchmark Yield Curve	1/03/2006	212	5.6880%	5.6630%	5.7130%	10.0000%
	YCAUD	AUD Benchmark Yield Curve	1/03/2006	365	5.5800%	5.5600%	5.6000%	10.0000%
	YCAUD	AUD Benchmark Yield Curve	1/03/2006	720	5.5000%	5.4700%	5.5100%	10.0000%

2.1 Import Market Rates

Firstly, select the type of market values to be imported from the drop down list near the top right corner of the window.

This will be either *Yield Curve Market Data* or *Foreign Exchange Market Data* for treasury operations. The entry selected will be used as the default for next time this form is loaded.

Use the *Browse...* button for the File Open window to browse and select the file to be imported. By default the last file imported will be automatically selected. If the file name and location is unchanged there is no need to browse for the import file.

Note: the Input File must be an Excel worksheet (.xls) with tables laid out in a similar method to those supplied in the CAPIX import templates. If the Input File is not correctly formatted the import will fail.

Press the *Import* button to import market values from the Excel worksheet selected as the Input File.



After pressing the *Import* button, a message box will be displayed, confirming the import was successful and displaying the number of imported records.

Check that the number of records imported is what is expected before proceeding further.

Press the *Clear* button to remove the imported market values if the data does not appear correct.

2.2 Save Imported Market Values

Press the *Save* button to save the batch of imported records displayed to the CAPIX database.

2.3 Print Imported Market Values

Press the *Print* button to print details of the imported batch of market values.

It is important to print these market value details and keep the printed reports to both allow verification and provide an audit trail of market values used in the Mark to Market process.

Rates_Import

2/03/2006

Code	Description	Date	Days	Mid:	Bid	Ask	Volatility
YCAUD	AUD Benchmark Yield Curve	1/03/2006	1	5.5250%	5.5000%	5.5500%	10.0000%
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Step 3 – Verify Mark to Market Rates

It is important to verify that imported market values are correct. Errors in market values will cause errors in Mark to Market calculations.

3.1 Market Values Verification

A basic and simple verification is to select random market values from the printed batch above and check these against expected market values on Reuters.

Any discrepancies should be checked and corrected as necessary.

A more substantial check would be to printed CAPIX revaluation reports such as

FX Revaluation Report
Fixed Interest Revaluation Report

Compare the market values on these reports with those expected from Reuters.

Once this is done, check individual contract revaluation values on the above reports and ensure they reconcile with expected results.

3.2 Potential Market Value Import Errors

The most common causes of incorrect market values are

Incorrect decimal places. This will be apparent when the market values are wrong by a magnitude of 10 or 100 etc. The CAPIX database stores yields etc as the natural number. Eg. 5.55% is stored as 0.0555. Reuters often retrieves market values in readable form rather than natural numbers.

Wrong Reuters RIC. Check and verify that the correct Reuters RIC code is being used.

Import format. The wrong column placement in the import template workbook will cause the import to fail or possibly incorrect values to be imported. All import templates start importing data from Excel Cell A10.

Care needs to be taken using the copy and paste function between different workbooks.