

Cut and Paste List of Operational Forecast (W5)

[This version is superseded. Click here to view the latest guide.](#)

PURPOSE

This document explains how to cut and paste the list of operational forecast into the system.

WHY IS THIS IMPORTANT?

These steps provide an easier way to bulk upload forecasts to reduce effort in maintaining forecast in CS Lucas system.

PROCEDURE

1. From the main menu, select Cash Management > Forecasting > Operational > List. Operational Forecast (List) screen displays.



The screenshot shows the 'Operational Forecast (List)' interface. It includes several filter fields: 'Acct Cntr*' with a dropdown menu showing 'TFS-SG', 'Ccy/SSI*' with a dropdown menu, 'Cycle*' with a dropdown menu showing '-DEFAULT-', 'From Date*' with a text input showing '01/07/2017', 'To Date*' with a text input showing 'dd/mm/yyyy', 'Section/Category' with a dropdown menu, and 'Source*' with a dropdown menu showing '-DEFAULT-'. Below these fields are buttons for 'Refresh', 'Import', and a download icon. To the right of these buttons is a checkbox labeled 'Cut and Paste' which is currently unchecked.

2. Tick on the Cut and Paste checkbox. Access rights is required to upload list of forecast. Please ensure you have access rights ID 13867 Upload Operational Forecast List.

Operational Forecast (List)

Acct Cntr* TFS-SG

Ccy/SSI*

Cycle* -DEFAULT-

From Date* 01/01/2000

To Date* dd/mm/yyyy

Section/Category

Source* -DEFAULT-

Refresh

Import

Download

Star

Save

☒ Cut and Paste

Upload

[Please paste forecast data here]

3. Prepare list of forecast to be imported in Excel sheet with the following column headers. Column names must be same as column headers shown below. The sequence of the column headers does not matters for import list of forecast.

	A	B	C	D	E	F	G	H
1	Date	Amount	SSI	Section/Category/Description	Source	Cycle	Comments	
2	2-Oct-17	3649662	TF-DB-SGD-OPS	1 Revenue/Hardware/Servers	-DEFAULT-	17.Q2.2		
3	2-Oct-17	-1636207	TF-DB-SGD-OPS	3 Overheads/Utilities/Power	-DEFAULT-	17.Q2.2		
4								

Column Name	Remarks
Date	Date of forecast. Any date format that is valid in Excel.
Amount	Forecast amount.
SSI	Ensure SSI short name is valid and exists in the system.
Section/Category/Description	Ensure section/category/description are valid and exist in the system.
Source	Ensure source is valid and exists in the system.
Cycle	Ensure cycle is valid and exists in the system.
Comments	Enter any comments. This field is optional and allows up to 100 characters.

4. From the Excel sheet, copy the forecast data including the column headers.

File Home Insert Page Layout Formulas Data Review View Automate Help						
A1 : fx Date						
A	B	C	D	E	F	G
Date	Amount	SSI	Section/Category/Description	Source	Cycle	Comments
2-Oct-17	3649662	TF-DB-SGD-OPS	1 Revenue/Hardware/Servers	-DEFAULT-	17.Q2.2	
2-Oct-17	-1636207	TF-DB-SGD-OPS	3 Overheads/Utilities/Power	-DEFAULT-	17.Q2.2	
4						
5						
6						
7						
8						

5. Paste into the input text area in Operational Forecast (List) screen.

Operational Forecast (List)

Acct Cntr* TFS-SG

Ccy/SSI* TF-DB-SGD-OPS

Cycle* 17.Q2.2

From Date* 03/07/2017

To Date* 09/10/2017

Section/Category

Source* -DEFAULT-

← Refresh Import

☒ Cut and Paste

Upload

Date	Amount	SSI	Section/Category/Description	Source	Cycle	Comments
2-Oct-17	3649662	TF-DB-SGD-OPS	1 Revenue/Hardware/Servers	-DEFAULT-	17.Q2.2	
2-Oct-17	-1636207	TF-DB-SGD-OPS	3 Overheads/Utilities/Power	-DEFAULT-	17.Q2.2	

6. Click Upload. Any existing forecast records will be replaced. Click OK to confirm.

7. System will show a message that forecast is uploaded successfully at the top of the input text area if is successful. Otherwise, system will show the errors of the forecast pasted in the input text area.

Operational Forecast (List)

Acct Cntr* TFS-SG

Ccy/SSI* TF-DB-SGD-OPS

Cycle* 17.Q2.2

From Date* 03/07/2017

To Date* 09/10/2017

Section/Category

Source* -DEFAULT-

← Refresh Import

☒ Cut and Paste

Upload

Forecast uploaded successfully

Sno.	Date	Amount	SSI	Section/Category/Description	Source	Cycle	Comments
1	2-Oct-17	3649662	TF-DB-SGD-OPS	1 Revenue/Hardware/Servers	-DEFAULT-	17.Q2.2	
2	2-Oct-17	-1636207	TF-DB-SGD-OPS	3 Overheads/Utilities/Power	-DEFAULT-	17.Q2.2	

8. If an error is detected, correct in Excel sheet, remove the previous forecast pasted in the input text area and any system

message, paste the updated forecast and upload.

9. System checks the following during import:

- Invalid column headers. Ensure column headers are valid.
- Invalid SSI, Date, Amount, Section/Category/Description, Cycle and Source. Ensure SSI, Section/Category/Description, Cycle and Source are valid and exist in the system. Ensure Date and Amount format are valid.
- Forecast cycle is locked and updating is not allowed.
- Forecast not within the forecast cycle.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Maintain Operational Forecast in List View](#)

[Importing Operational Forecast \(List\)](#)

[Viewing Operational Forecast](#)

CHANGE HISTORY

Date	By	Changes
15-Jan-2018	TS	Created.
7-Jun-2018	Anuja	Updated with the latest screenshots and instructions. Added section for Related Information.
28-Nov-2019	Lyra	Updated screenshots.
13-Dec-2024	TS	Updated with the latest screenshots and instructions for step 3.