Cut and Paste List of Operational Forecast (W5)

This version is superseded. Click here to view the latest guide.

PURPOSE

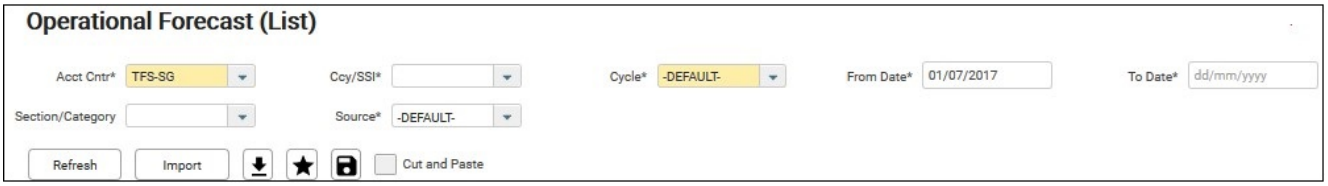
This document explains how to cut and paste the list of operational forecast into the system.

WHY IS THIS IMPORTANT?

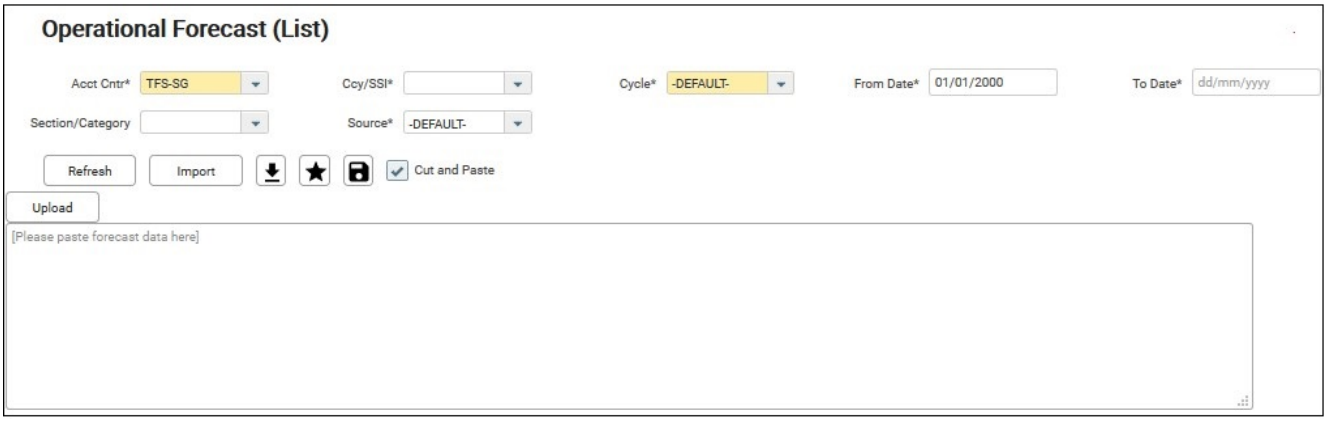
These steps provide an easier way to bulk upload forecasts to reduce effort in maintaining forecast in CS Lucas system.

PROCEDURE

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



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.



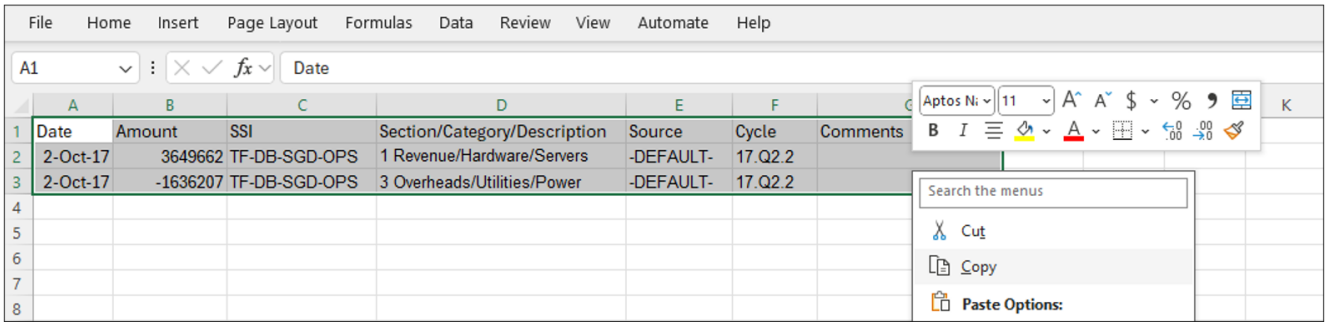
3. Prepare list of forecast to be imported in Excel sheet with the following column

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.

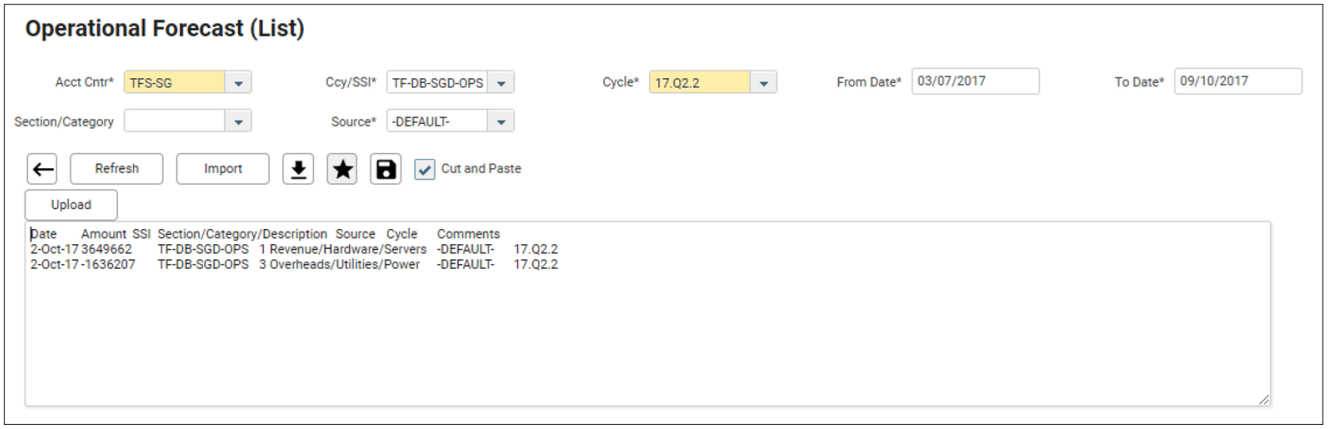
	A	B	C	D	E	F	G	H
1	Date	Amount	SSI	Section/Category/Description	Source	Cycle	Comments	
2	2-Oct-17	3649662	TF-DB-SGD-OPS	1 Revenue/Hardware/Servers	-DEFAULT-	17.Q2.2		
3	2-Oct-17	-1636207	TF-DB-SGD-OPS	3 Overheads/Utilities/Power	-DEFAULT-	17.Q2.2		
4								

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.

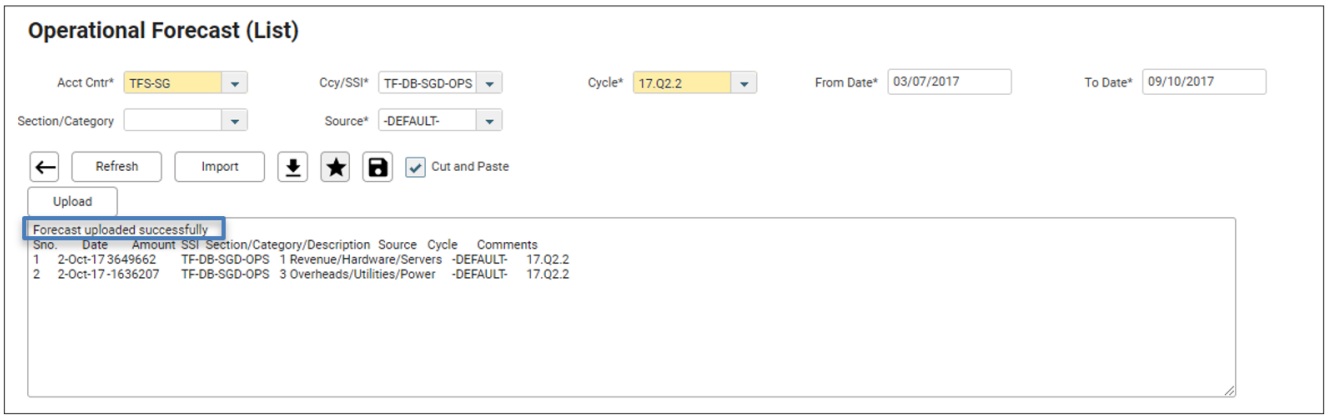


5. Paste into the input text area in Operational Forecast (List) screen.



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.



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.