

How to Set Up Holiday (W5)

[This version is superseded.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

PURPOSE

This document describes how to set up a holiday in the system.

WHY IS THIS IMPORTANT?

Holidays need to be maintained in the CS Lucas system so that system is able to check and prevent the user from booking or settling transactions on non-business days.

PROCEDURE



1. From the main menu, select Set Up > Global > Holidays. The screen below will be displayed.

A screenshot of a web application interface titled "Holidays". At the top, there are two input fields: "Year*" and "Dimension*", both with dropdown arrows. Below these are four buttons: "Refresh", "New", "Delete", and a download icon. To the right of the buttons are a star icon and a save icon. Below the buttons is a table with two columns: "Date" and "Description", both with dropdown arrows. The table is currently empty, and the text "No records found." is displayed below it. At the bottom of the table, there are pagination controls: "1-4", "<<4", ">4", "4-1", and a dropdown menu showing "50".

2. To create a new holiday, click New.

New Holidays

Currency*

Date*

Description*

3. Choose the currency of the holiday to set up. In this example, SGD will be chosen.

4. Then choose the date of the holiday. Then type in the description.

New Holidays

Currency*

Date*

Description*

5. Click Save.

6. In the Holidays main screen, look up the Year: 2016 and Ccy: SGD.

7. Click Refresh. The Holiday set up will be displayed.

Holidays

Year* Dimension*

	Date ↕	Description ↕
☐	25 Mar 2016	<u>Good Friday</u>

8. To amend a holiday, click on the Description of the holiday to change. In this example, the previously set up holiday will be chosen. Make the change to displayed fields as necessary.

Amend Holidays

Currency*

SGD

Date*

25/03/2016

Description*

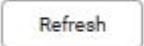
Good Friday

9. Click Save. The Holiday main screen will display the amended item.

Holidays

Year* 2016

Dimension* SGD

	Date	Description
☐	25 Mar 2016	Black Friday

1

50

10. To delete, click on the tick box beside the holiday.

Holidays

Year* 2016

Dimension* SGD

	Date	Description
☒	25 Mar 2016	Black Friday

1

50

11. Click Delete. A popup appears, click OK.



 Are you sure you want to delete the selected holiday?

12. The Black Friday holiday set up will be deleted.

Holidays

Year* 2016 Dimension* SGD

Refresh New Delete [Download] [Star] [Save]

Date	Description
No records found.	

1 50

FREQUENTLY ASKED QUESTIONS

FAQ01. I cannot access the holiday screen.

Access rights are needed to access holiday module. Please contact your administrator to give you rights 10210.

RELATED INFORMATION

[Import Holiday](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created
28-Jul-2015	CS	Included section for FAQ
18-Mar-2016	Clarissa	Rewritten. Reformatted.
7-Jun-2016	Richard	Proofread.
24-Aug-2018	Silpa	Updated step 1.
14-Nov-2019	Lyra	Updated Screenshots.