

How to Set Up Holiday

[See previous W5 version 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.

Holidays

Year* Dimension*

☐	Date ↑↓	Description ↑↓
No records found.		

0-0 of 0 records << < > >>

2. To create a new holiday, click on Action and select 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

 Cancel

 Save

 Import

Currency*

SGD

Date*

25/12/2023

Description*

Christmas

5. Click Save.

6. In the Holidays main screen, look up the Year: 2023 and Ccy: SGD.

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

Holidays

Year* 2023

Dimension* SGD

 Refresh

 Action





 Search



Columns

☐

Date ↑↓

Description ↑↓

☐



25 Dec 2023

Christmas

1-1 of 1 records

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

Amend Holidays

 Cancel

 Save

 History

 File/Note

Currency*

SGD

Date*

25/12/2023

Description*

Christmas Day

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

Holidays

Year* 2023

Dimension* SGD

 Refresh

 Action





 Search

 Columns



Date ↑↓

Description ↑↓



25 Dec 2023

Christmas Day

1-1 of 1 records

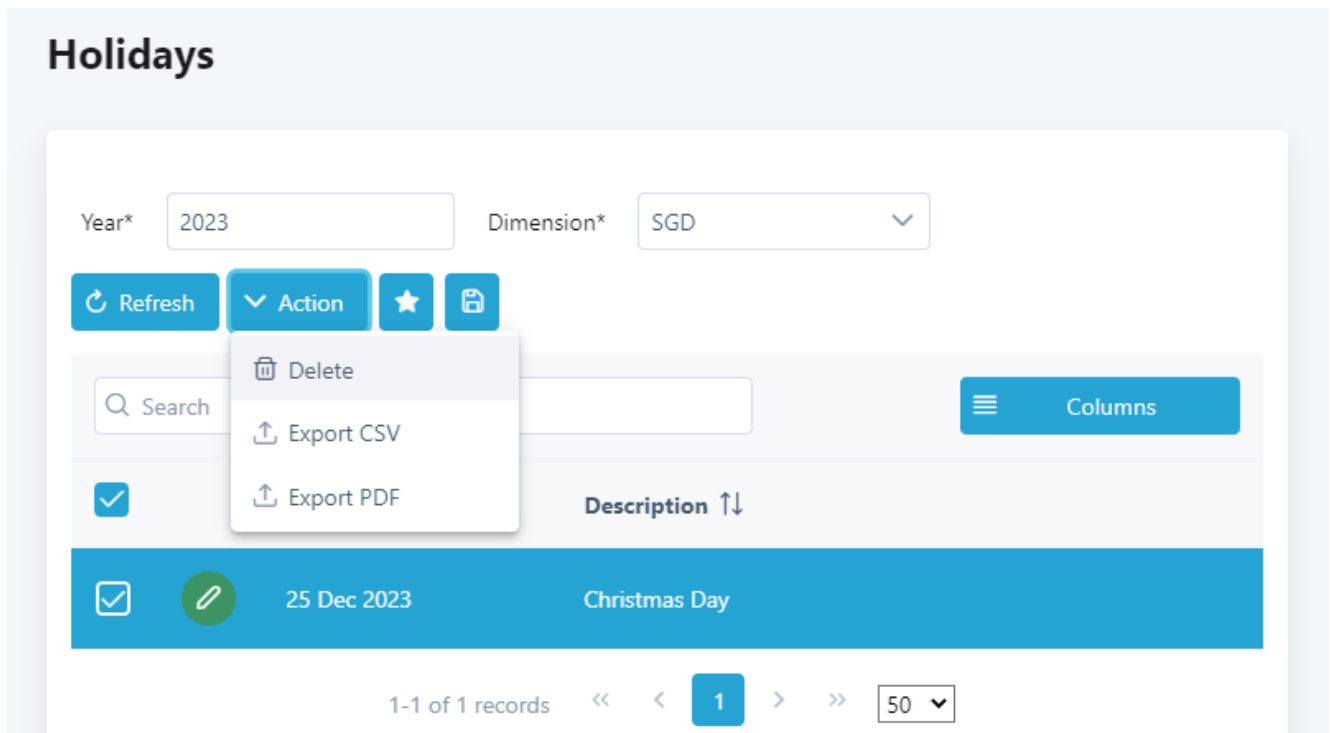


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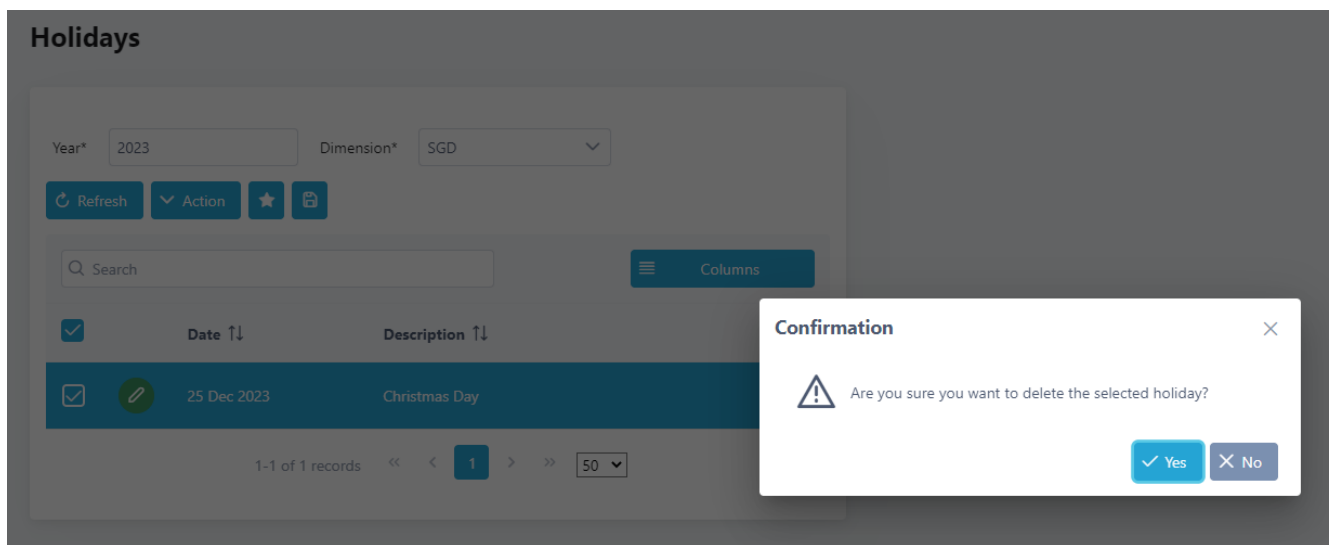


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10. To delete, click on the tick box beside the holiday.



11. Click on Action and select Delete. A popup appears, click Yes to confirm.



12. The holiday created will be deleted.

Holidays

Year*

2023

Dimension*

SGD

Refresh

Action

★

Q Search

Columns

Date ↑↓

Description ↑↓

No records found.

0-0 of 0 records

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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.
27-Jan-2023	TS	Updated to W6 instructions and screenshots.