

Import Commodity / Futures Prices (W5)

[This version is superseded.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

PURPOSE

This document shows the detailed procedure of importing commodity / futures prices in the system.

WHY IS THIS IMPORTANT?

This is important as this saves user time when loading multiple commodity or futures prices in the system.

PROCEDURE

1. Select Prices > Commodity/Futures Prices from the top menu. Click Add. The page below will be displayed.



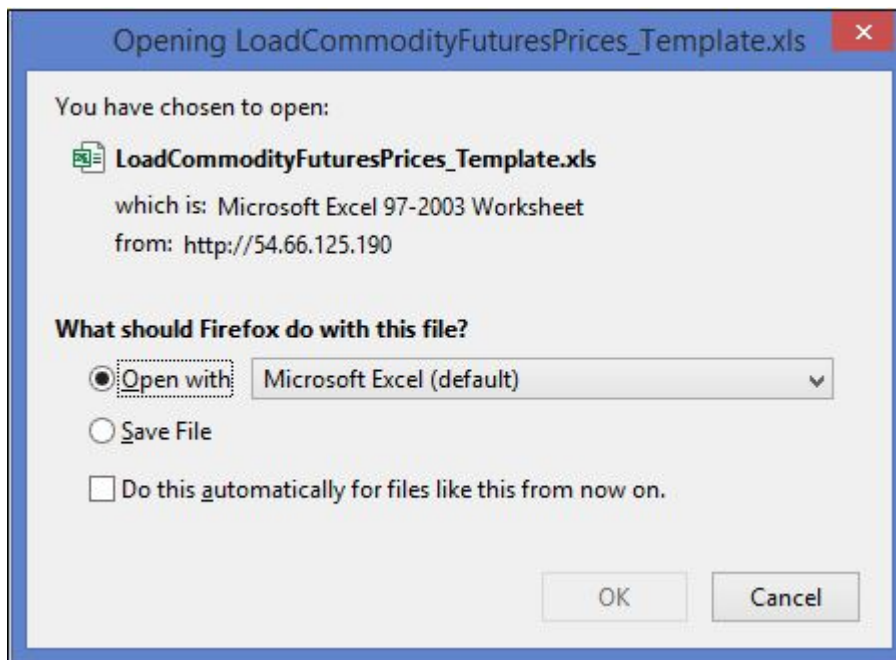
The screenshot shows a web form titled "New Commodity/Futures Price". At the top left is a back arrow button. To its right are two buttons: "Save" and "Import". Below these are four input fields, each with an asterisk indicating it is required: "Product*" (a dropdown menu with a yellow highlight), "Shortname*" (a text input field with a dropdown arrow), "Date*" (a text input field with a date format hint "dd/mm/yyyy"), and "Valuation*" (a text input field).

2. Click Import. The Import page will be displayed.



The screenshot shows a web form titled "Import Commodity/Futures Price". At the top left is a back arrow button. To its right are two buttons: "Template" and "Read File" (which has an unchecked checkbox next to it). Below these is a table with four columns: "ID", "Date*", "Shortname*", and "Valuation*". The table body contains a single row with the text "No records found."

3. Click Template to download the import template in Excel. Open the Excel template.



4. The Excel template titled LoadCommodityFuturePrices_Template will look like below.

	A	B	C	D
1	DATE*	SHORTNAME*	VALUATION*	
2				
3				
4				

5. Input the Date, Shortname and Valuation price in the respective columns. Note that system accepts any valid date format in Excel. Short name is commodity or futures short name that must be existed in the system.

	A	B	C	D
1	DATE*	SHORTNAME*	VALUATION*	
2	12/16/2016	Diesel		35
3	12/22/2016	FFA		15

6. Save the Excel file on the computer.

7. From the system, click on the Read File check box.

Import Commodity/Futures Price

← Template Read File ☒

File Read File Browse... No file selected.

ID	Date*	Shortname*	Valuation*
No records found.			

8. Click Browse. Look for the Excel file saved on the computer.

9. Click Read File.

10. If there is any error, the system will prompt. If that happens, go back to the Excel file saved on the computer, make the necessary corrections then do steps 8 to 9. If no error, click Load.

11. When the popup appears, click OK to confirm loading.

Confirm loading Commodity/Futures prices?

OK Cancel

12. Once successful, the page will display a message and the Status will show as LOADED.

Import Commodity/Futures Price

← Template Read File ☐

Commodity/Futures prices have been successfully loaded.

ID	Status	Date*	Shortname*	Valuation*
1	LOADED	16 Dec 2016	Diesel	35.000000
2	LOADED	22 Dec 2016	FFA	15.000000

13. Click Back button to return to Commodity/ Futures Prices page.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Maintain Commodity / Futures Prices](#)

CHANGE HISTORY

Date	By	Changes
12-Dec-2016	Clarissa	Created.
8-Jan-2020	Lyra	Updated Screenshots.