

# Import Commodity / Futures Prices

[See previous W5 version 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 Action and select Add. The page below will be displayed.

## New Commodity/Futures Price

 Cancel  Save  Import

Product\*

Shortname\*

Date\*

 dd/mm/yyyy

Valuation\*

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

## Import Commodity/Futures Price

 Cancel

 Template

Read File

ID	Date*	Shortname*	Valuation*
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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	E	F	G
1	DATE*	SHORTNAME*	VALUATION*				
2							
3							
4							
5							

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	E	F	G
1	DATE*	SHORTNAME*	VALUATION*				
2	16-Dec-16	Diesel	32.5				
3	16-Dec-16	Jet Fuel	42.7				
4							
5							

6. Save the Excel file on the computer.

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

**Import Commodity/Futures Price**

File  LoadCommodityFuturesPrices\_Template.xls

ID	Date*	Shortname*	Valuation*
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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.

## Import Commodity/Futures Price

X Cancel Load Template Read File

ID	Date*	Shortname*	Valuation*
1	16 Dec 2016	Diesel	32.500000
2	16 Dec 2016	Jet Fuel	42.700000

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



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

## Import Commodity/Futures Price

[X Cancel](#)

[Template](#)

Read File



Commodity/Futures prices have been successfully loaded.

ID	Status	Date*	Shortname*	Valuation*
1	LOADED	16 Dec 2016	Diesel	32.500000
2	LOADED	16 Dec 2016	Jet Fuel	42.700000

13. Click Cancel 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.
26-Jul-2023	TS	Updated to W6 instructions and screenshots.