

# Import Holiday (W5)

[This version is superseded.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

## **PURPOSE**

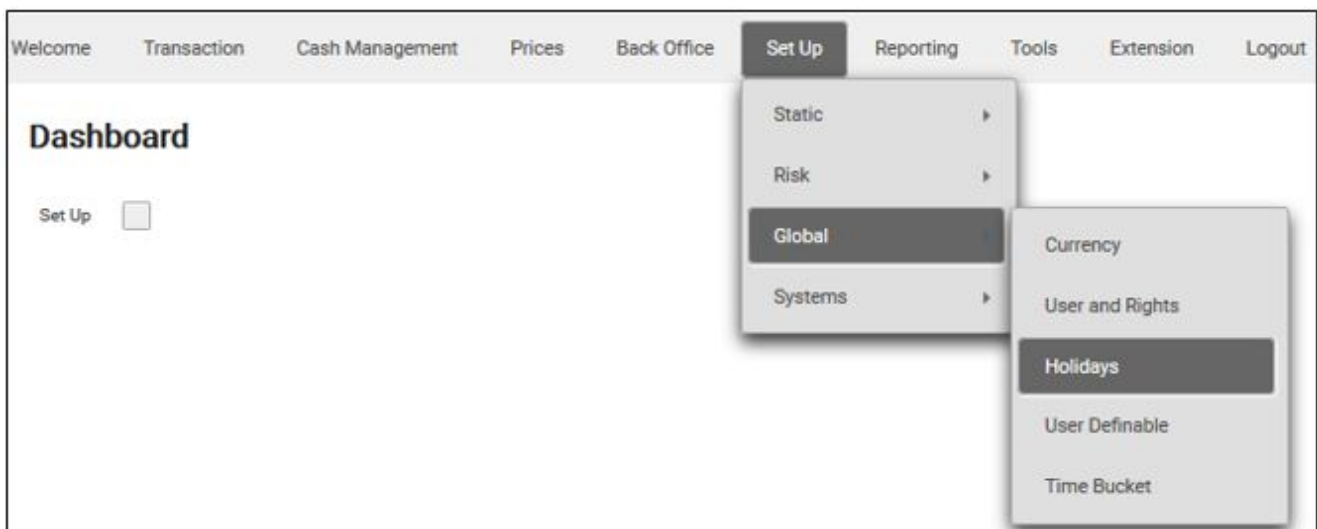
This document shows the procedure for how to import holidays in the system.

## **WHY IS THIS IMPORTANT?**

This allows holidays for different currencies can be imported in bulk into the system so that the system can check and prompt the users for holidays when booking the trades.

## **PROCEDURE**

1. From the home screen, select Set Up > Global > Holidays.



2. In the screen, click New. The screen below appears.

### New Holidays

←
Save
Import

Currency\*

Date\*

Description\*

3. Click the Import button. The screen below appears.

### Import Holidays

←
Template
Read File ☐

ID	Currency*	Date*	Description*
No records found.			

4. Click Template to download the CS Lucas template for importing Holidays.

Opening Load\_Holidays\_Template.xls

You have chosen to open:

**Load\_Holidays\_Template.xls**  
 which is: Microsoft Excel 97-2003 Worksheet  
 from: http://54.66.125.190

**What should Firefox do with this file?**

☐ Open with Microsoft Excel (default)

☒ Save File

☐ Do this automatically for files like this from now on.

OK
Cancel

5. Save the file and open. An excel sheet will be opened.

	A	B	C
1	Currency*	Date*	Description*
2			

6. Input values as required. Fields marked with an asterisk

are mandatory. Multiple country's holidays may be inputted at the same time.

	A	B	C
1	Currency*	Date*	Description*
2	SGD	2-Jan-17	New Year's Day
3	SGD	30-Jan-17	Chinese New Year
4	SGD	14-Apr-17	Good Friday
5	SGD	1-May-17	Labour Day
6	SGD	10-May-17	Vesak Day
7	SGD	26-Jun-17	Hari Raya Puasa
8	SGD	9-Aug-17	National Day
9	SGD	1-Sep-17	Hari Raya Haji
10	SGD	18-Oct-17	Deepavali
11	SGD	25-Dec-17	Christmas Day
12	USD	2-Jan-17	New Year's Day
13	USD	16-Jan-17	Martin Luther King Day
14	USD	20-Feb-17	Presidents' Day
15	USD	29-May-17	Memorial Day
16	USD	4-Jul-17	Independence Day
17	USD	4-Sep-17	Labor Day

7. Go back to the Import Holidays screen. Tick on the Read File box.

**Import Holidays**

←

Template

Read File ☒

File

Read File

Browse...

No file selected.

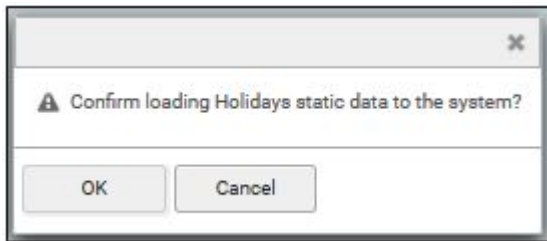
ID	Currency*	Date*	Description*
No records found.			

8. Click Choose File. Select the saved Load\_Holidays\_Template.xls file.

9. Click Read File. The values inputted in the Excel file will appear.

10. If there is an error, the user will be prompted with the rows to be corrected. To make corrections, go to the template to edit and upload again.

11. If there is no error, click Load. Click OK on the pop up that appears.



12. You will see the message below once successfully loaded.

The Holidays has been successfully loaded.

13. Click Back Button to return to the Holiday screen.

14. To view the holidays, select the year and currency in the respective boxes.

**Holidays**

Year\* 2017      Dimension\* USD ▼

15. Click Refresh and the results would be displayed.

**Holidays**

Year\* 2017      Dimension\* USD ▼

Refresh    New    Delete    ⬇    ★    📁

	Date ↕	Description ↕
<input type="checkbox"/>	2 Jan 2017	<u>New Year's Day</u>
<input type="checkbox"/>	16 Jan 2017	<u>Martin Luther King Day</u>
<input type="checkbox"/>	16 Jan 2017	<u>Martin Luther King Day</u>
<input type="checkbox"/>	20 Feb 2017	<u>Presidents' Day</u>
<input type="checkbox"/>	29 May 2017	<u>Memorial Day</u>
<input type="checkbox"/>	4 Jul 2017	<u>Independence Day</u>
<input type="checkbox"/>	4 Sep 2017	<u>Labor Day</u>
<input type="checkbox"/>	25 Dec 2017	<u>Christmas Day</u>

1 50 ▼

## FREQUENTLY ASKED QUESTIONS

## **RELATED INFORMATION**

## **CHANGE HISTORY**

Date	By	Changes
15-Feb-2008	-	Created.
12-July-2017	Bella	Reformatted. Rewritten.
24-Aug-2018	Silpa	Updated step 1 and screenshot.
14-Nov-2019	Lyra	Updated Screenshots.