

Import Holiday

[See previous W5 version guide](#)

PURPOSE

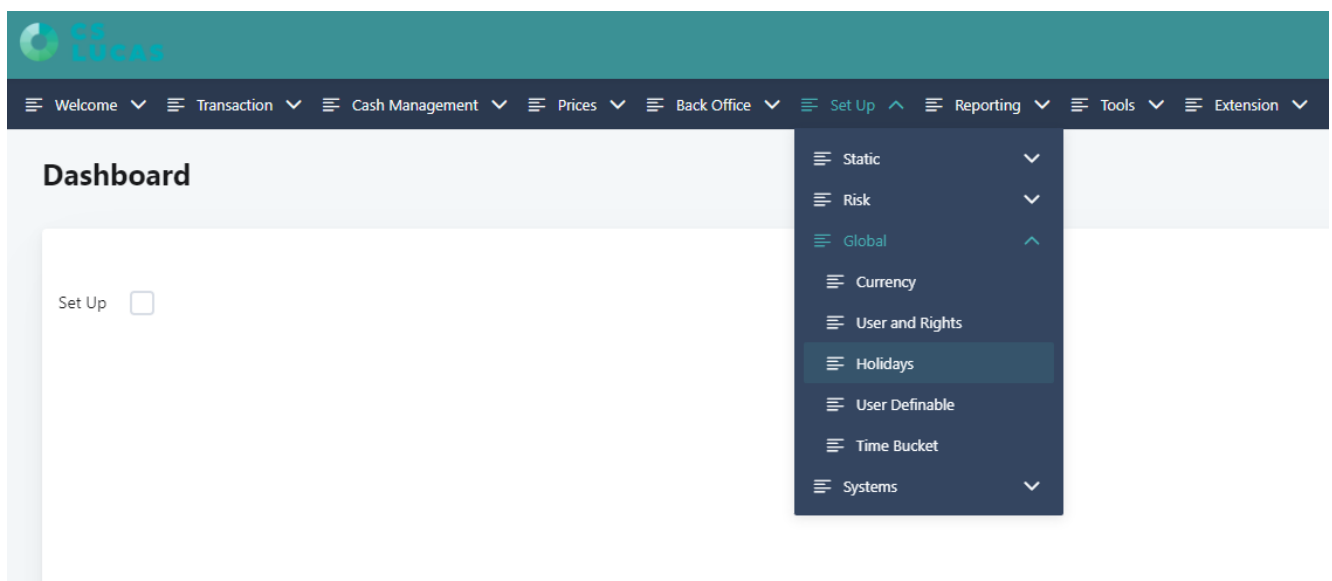
This document shows the procedure for how to import holidays in the system.

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

✕ Cancel

💾 Save

⬇️ Import

Currency*



Date*

dd/mm/yyyy

Description*

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

Import Holidays

✕ Cancel

⬇️ Template




Read File ☐


ID	Currency*	Date*	Description*
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No records found.

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




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

AutoSave ☐ Off   

Load_Holidays_Template - Compatibility Mode 

FileHomeInsertPage LayoutFormulasDataReviewViewAutomateHelp

H25



	A	B	C	D	E	F	G	H	I	J
1	Currency*	Date*	Description*							
2										
3										
4										
5										
6										

6. Input values as required. Fields marked with an asterisk are mandatory. Multiple country's holidays may be inputted at the same time.

AutoSave

Off

Load_Holidays_Template - Compatibility Mode • Last Modified

File

Home

Insert

Page Layout

Formulas

Data

Review

View

Automate

H

C15

	A	B	C	D	E	F	G	H	I
1	Currency*	Date*	Description*						
2	SGD	7-Apr-23	Good Friday						
3	SGD	22-Apr-23	Hari Raya Puasa						
4	SGD	1-May-23	Labor Day						
5	SGD	25-Dec-23	Christmas Day						
6	USD	7-Apr-23	Good Friday						
7	USD	25-Dec-23	Christmas Day						
8									
9									
10									

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

Import Holidays

Cancel
Template
Read File ☒

File

Read File
Choose File
Load_Holidays_Template.xls

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.

Import Holidays

✕ Cancel

⬇ Load

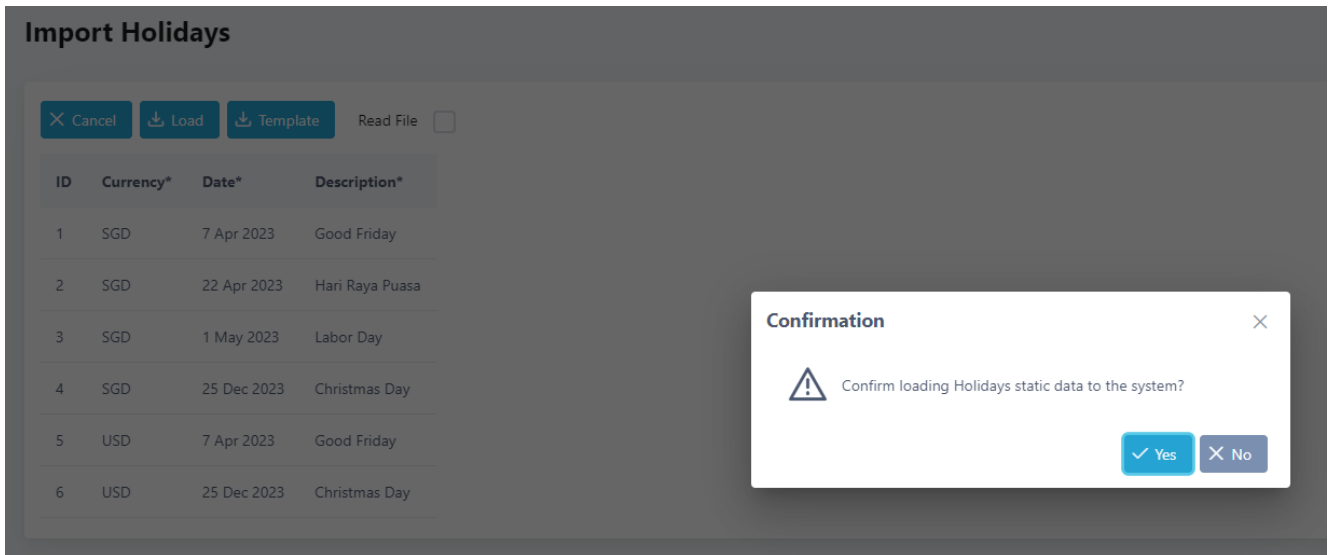
⬇ Template

Read File ☐

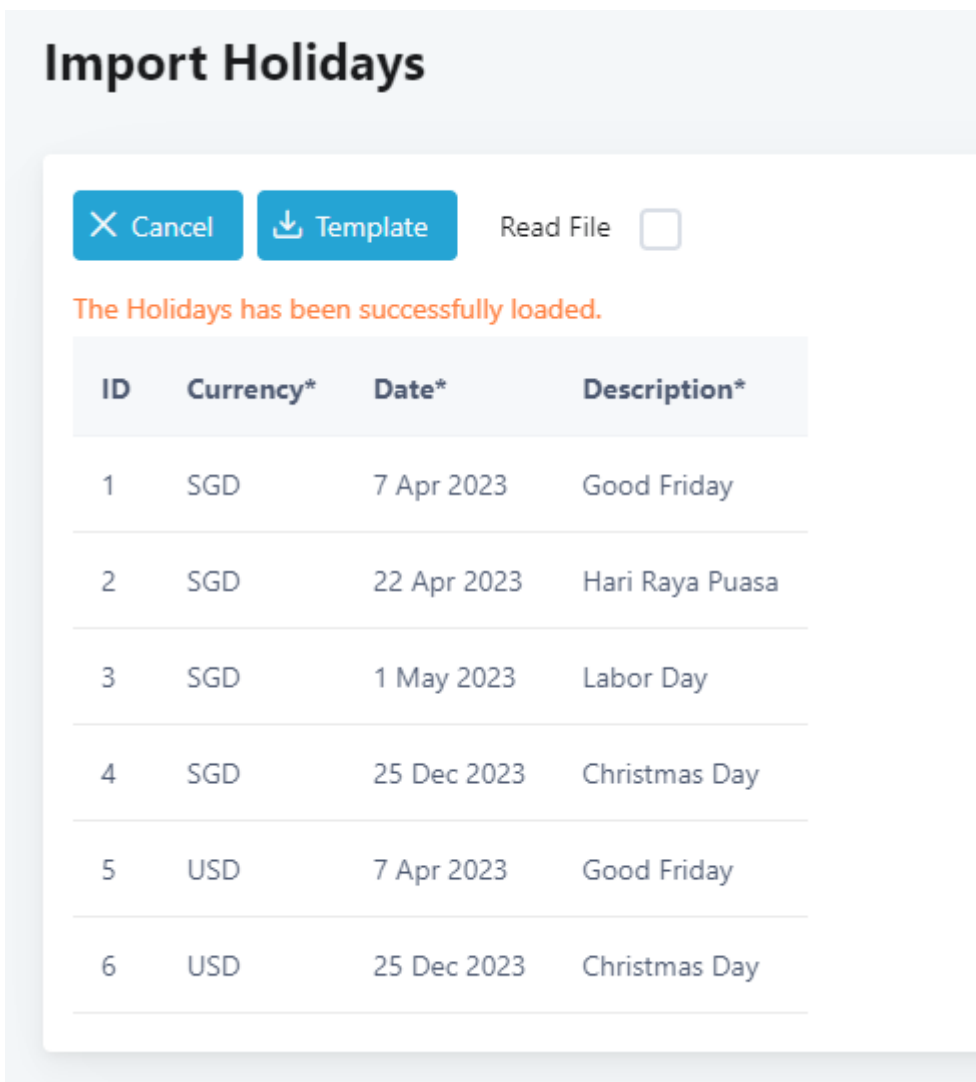
ID	Currency*	Date*	Description*
1	SGD	7 Apr 2023	Good Friday
2	SGD	22 Apr 2023	Hari Raya Puasa
3	SGD	1 May 2023	Labor Day
4	SGD	25 Dec 2023	Christmas Day
5	USD	7 Apr 2023	Good Friday
6	USD	25 Dec 2023	Christmas Day

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 Yes on the pop up that appears.



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



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

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

respective boxes.

Holidays

Year*

2023

Dimension*

SGD

Refresh

Action

Search

Columns

	Date ↑↓	Description ↑↓
No records found.		

0-0 of 0 records

<< < > >>

50

15. Click Refresh and the results would be displayed.

Holidays

Year*

2023

Dimension*

SGD

Refresh

Action

Search

Columns

<input type="checkbox"/>		Date ↑↓	Description ↑↓
<input type="checkbox"/>		7 Apr 2023	Good Friday
<input type="checkbox"/>		22 Apr 2023	Hari Raya Puasa
<input type="checkbox"/>		1 May 2023	Labor Day
<input type="checkbox"/>		25 Dec 2023	Christmas Day

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created.
12-Jul-2017	Bella	Reformatted. Rewritten.
24-Aug-2018	Silpa	Updated step 1 and screenshot.
14-Nov-2019	Lyra	Updated screenshots.
27-Jan-2023	TS	Updated to W6 instructions and screenshots.