Importing From Cycle

PURPOSE

This document explains how to import forecast data from one forecast cycle to another.

WHY IS THIS IMPORTANT?

This process allows the forecaster to copy forecast data from one cycle to another.

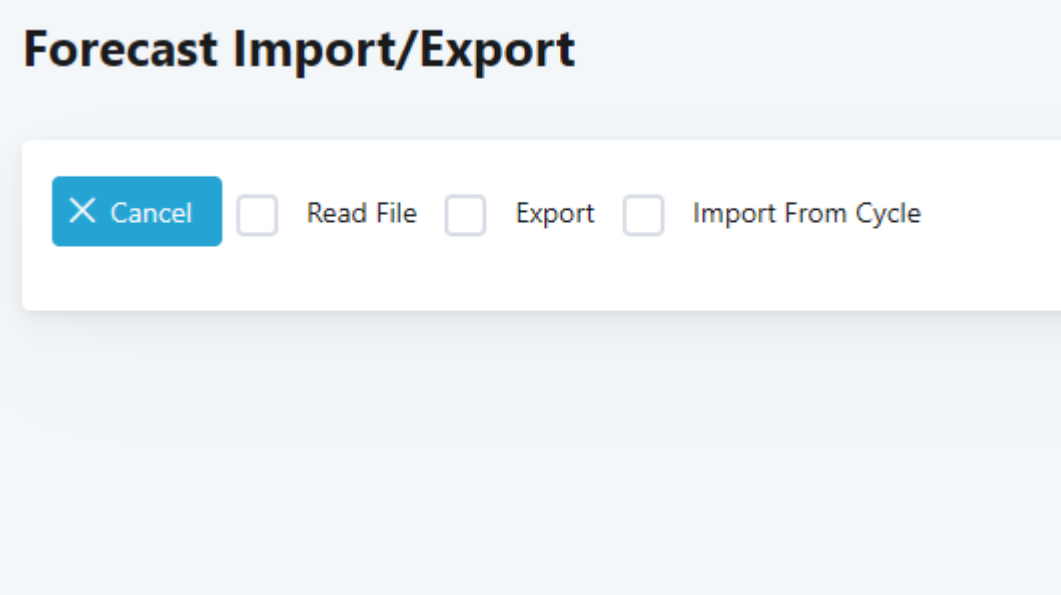
PRE-REQUISITE

To copy the forecast data from one cycle to another, the data must fall within the overlapping periods of the source and target cycles.

PROCEDURE

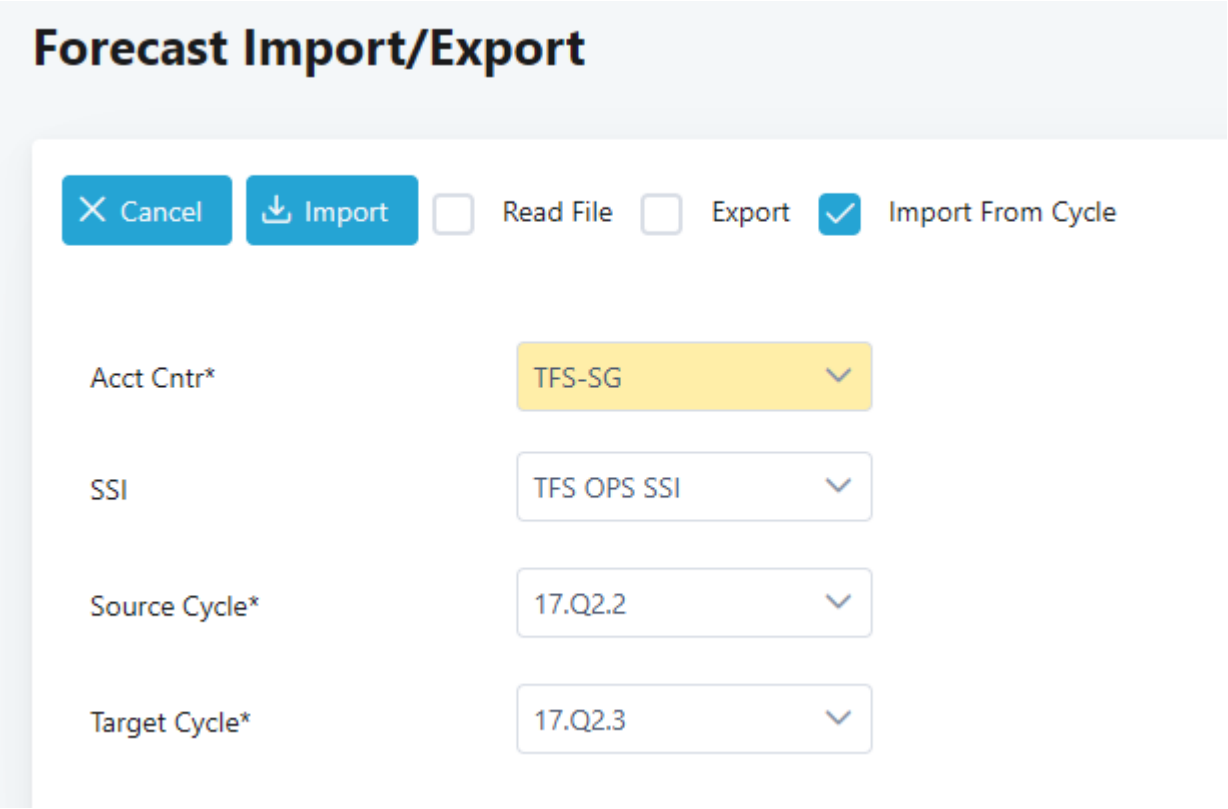
1. From the main menu, select Cash Management > Forecasting > Operational > Grid. Operational Forecast (Grid) screen displays.

2. Click the Ex/Import button. The Forecast Import/Export screen will display.



3. Check the “Import from Cycle” checkbox.

4. Select the Accounting Centre or Group, SSI or Group, Source Cycle and the Target Cycle.

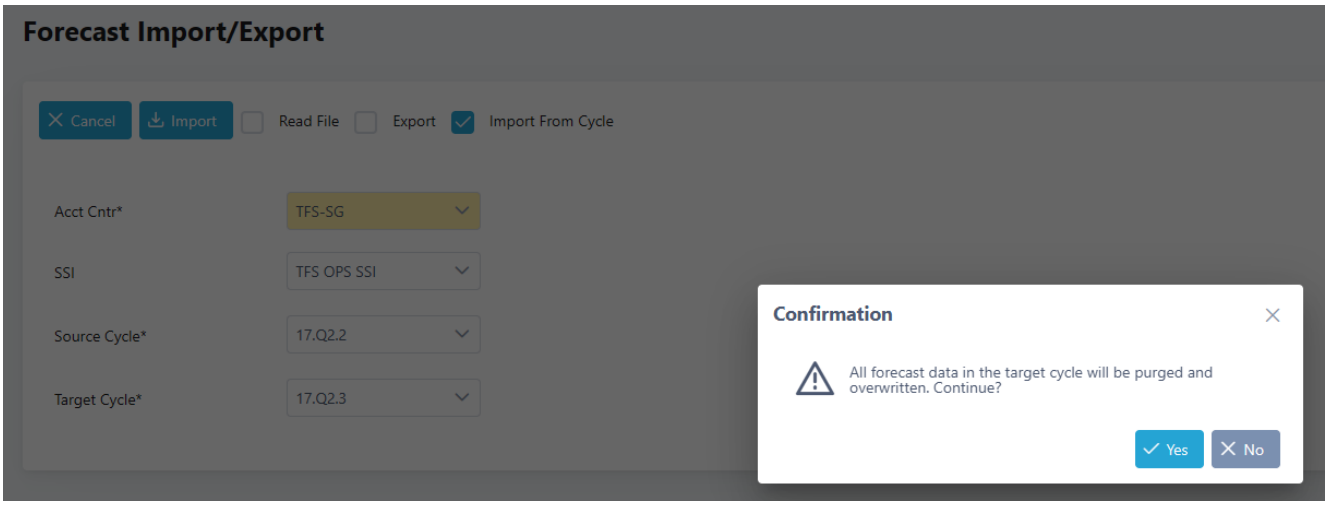


Note: To copy forecast data from the Source Cycle to the Target Cycle:
i. The Source Cycle's From Date must be before the Target Cycle's From Date. If not, the system will display the message "Source Cycle From Date should be before the Target Cycle From Date."
ii. There must be overlapping periods between the Source Cycle and the Target Cycle. If not, the system will display the message: "There is no overlap period for the selected cycles. No data is imported to the target cycle."
iii. The Source Cycle must contain forecast data. If not, the system will display the message: "No forecast data in the source cycle."

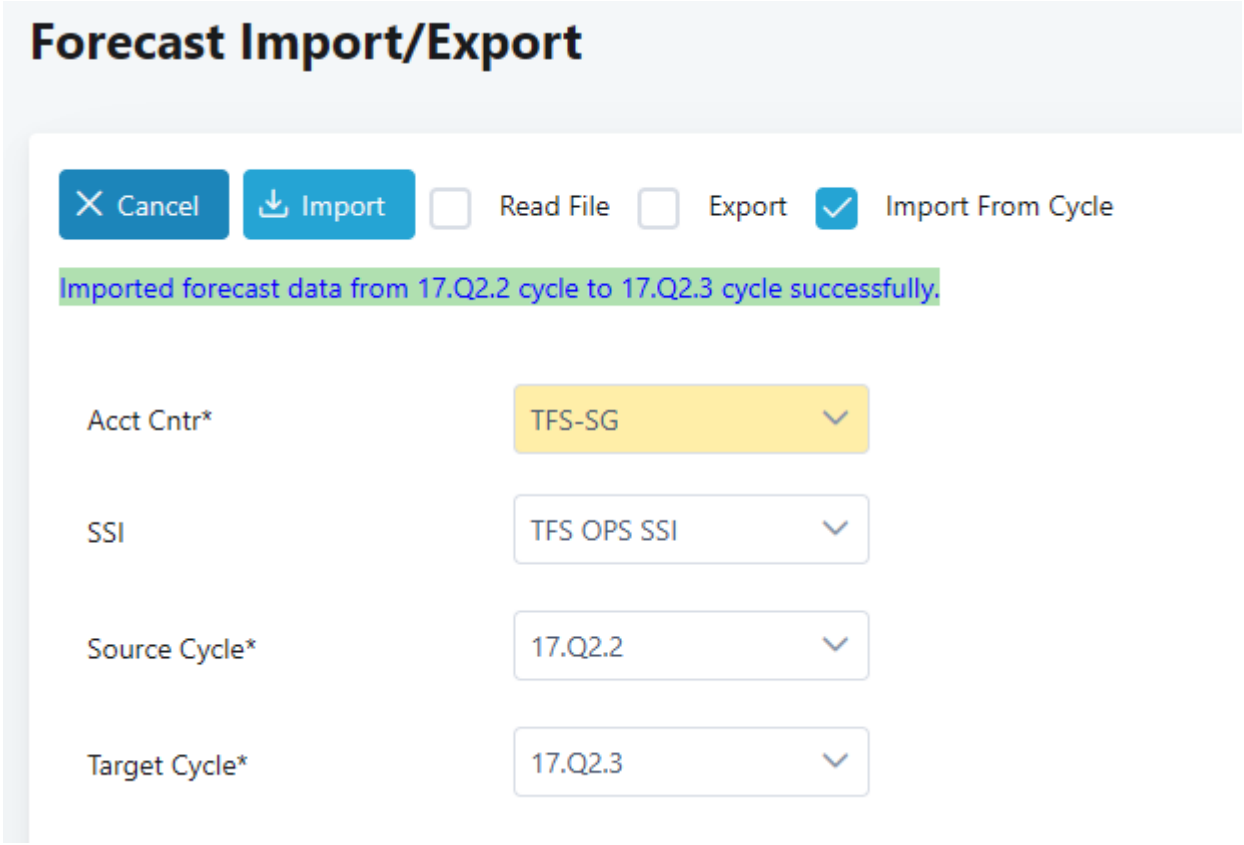
5. Click the Import button.

6. Confirm by clicking Yes at the prompt.

Note: All forecast data in the Target Cycle will be cleared and replaced. The system will copy all forecast data from the Source Cycle that falls between the Target Cycle's From Date and To Date.

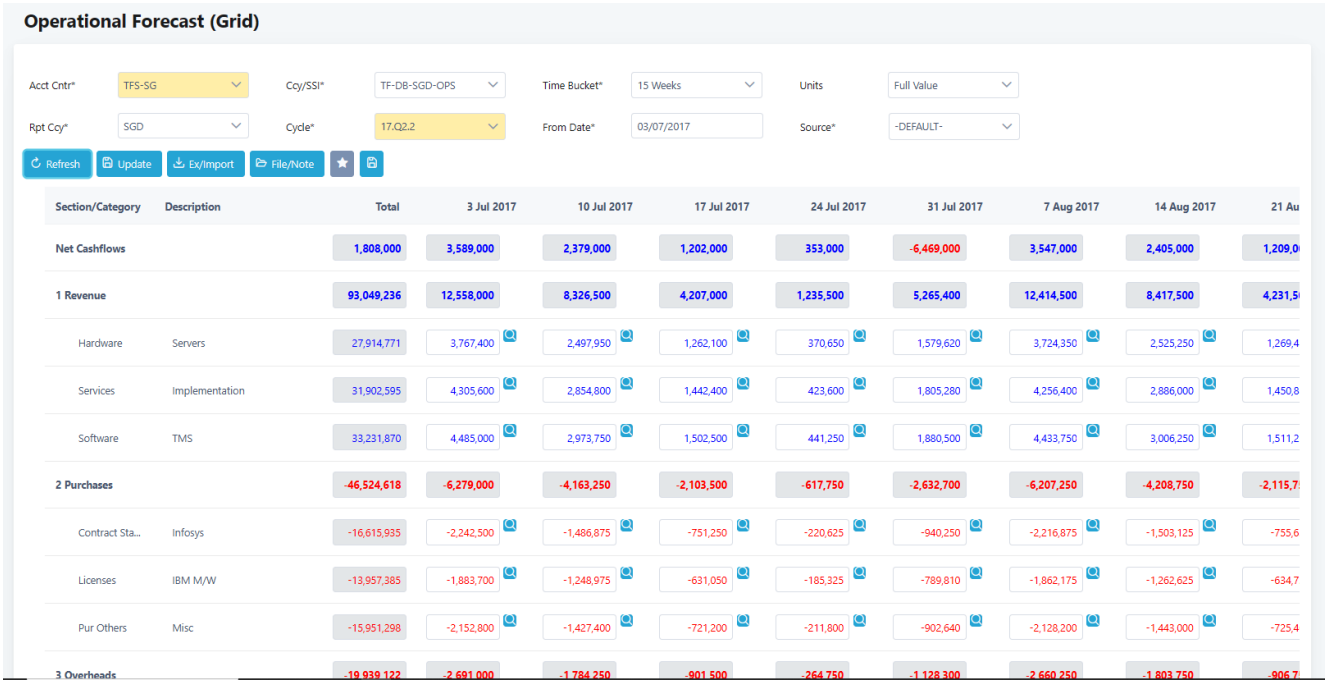


7. After completion, a message will indicate that the import was successful.

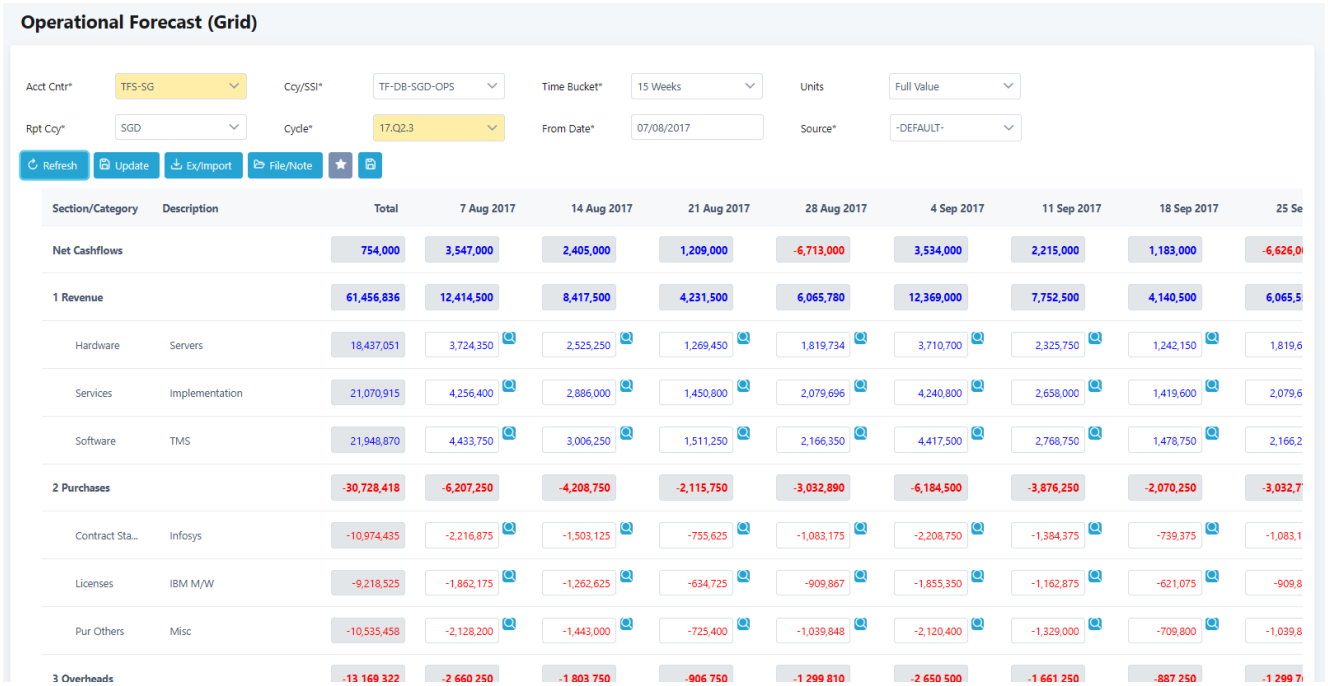


8. Click Cancel to return to the Operational Forecast (Grid) screen and verify the forecast data in the Target Cycle.

Source Cycle



Target Cycle



FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

CHANGE HISTORY

Date	By	Changes
13-Aug-2024	TS	Created.