Importing Operational Forecast (Grid) (W5)

This version is superseded. Click here to view the latest guide.

PURPOSE

This document contains the detailed procedures for importing operational forecast in grid view into the system.

WHY IS THIS IMPORTANT?

These steps provide an easier way to bulk upload forecasts to reduce effort in maintaining forecast in the CS Lucas system.

PROCEDURE

1. From the Operational Forecast (Grid) screen, click Ex/Import button.

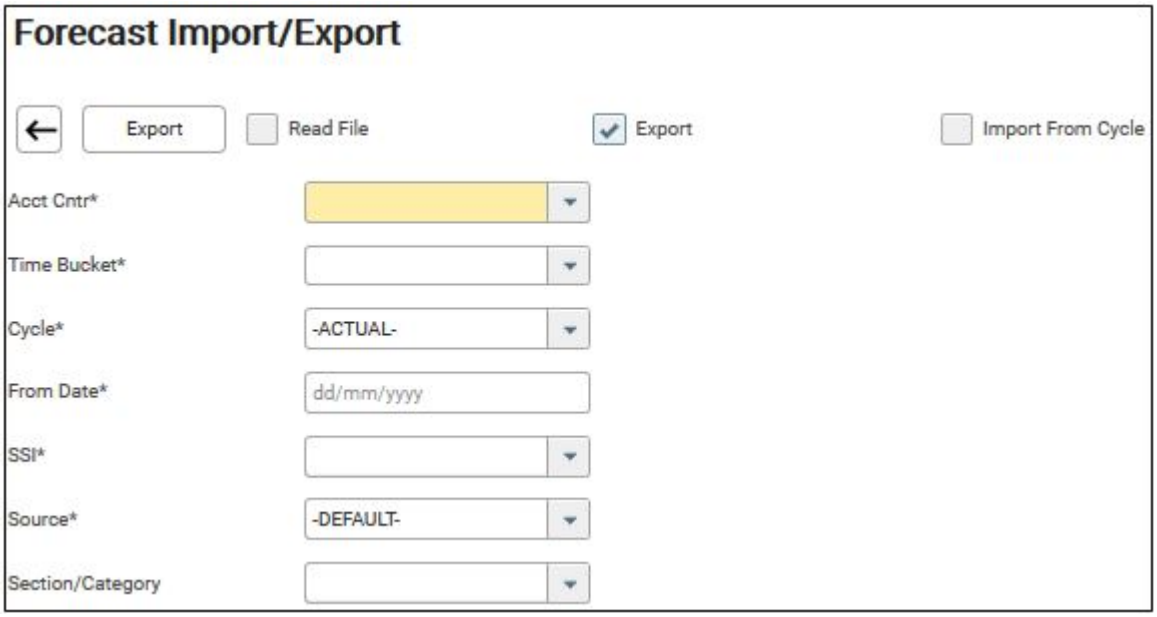
2. The Forecast Import/Export screen will be displayed.



3. Before importing, export the existing forecast from the system.

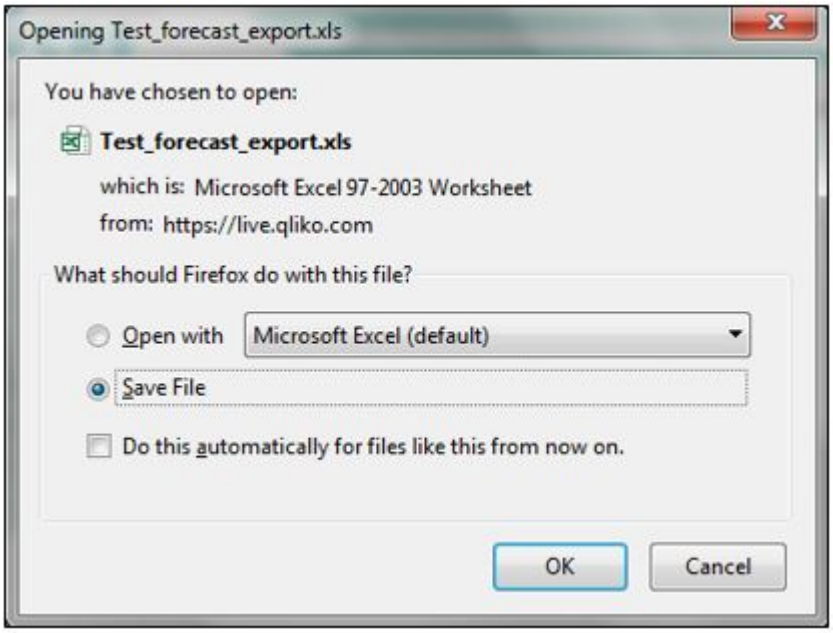
Limitation: Exporting or importing operational forecast (grid) will drop the existing comments added to the forecast cell. Any existing comment added to the existing forecast cell will be overwritten after import.

4. To export, tick on the Export check box. Fields appear on the screen.



5. Filter mandatory fields to match the forecast data to export.

6. Click Export.

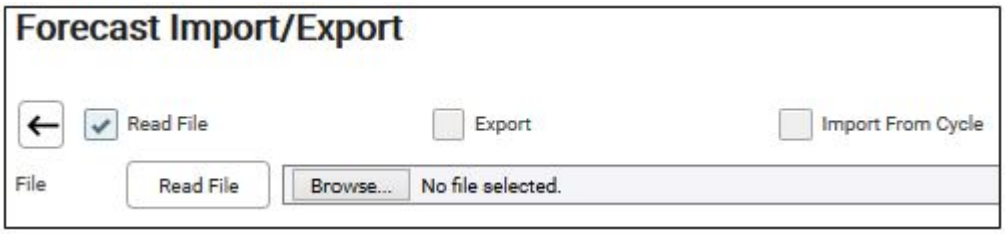


7. Save the forecast template in your local drive. Note the location the forecast template is saved to.

8. Open the Excel template. Make sure to change only the forecast amount and keep all formatting intact. The Excel template also should not contains any formula in it. If a cell in the Excel template contains formula, the value cannot be read by the system.

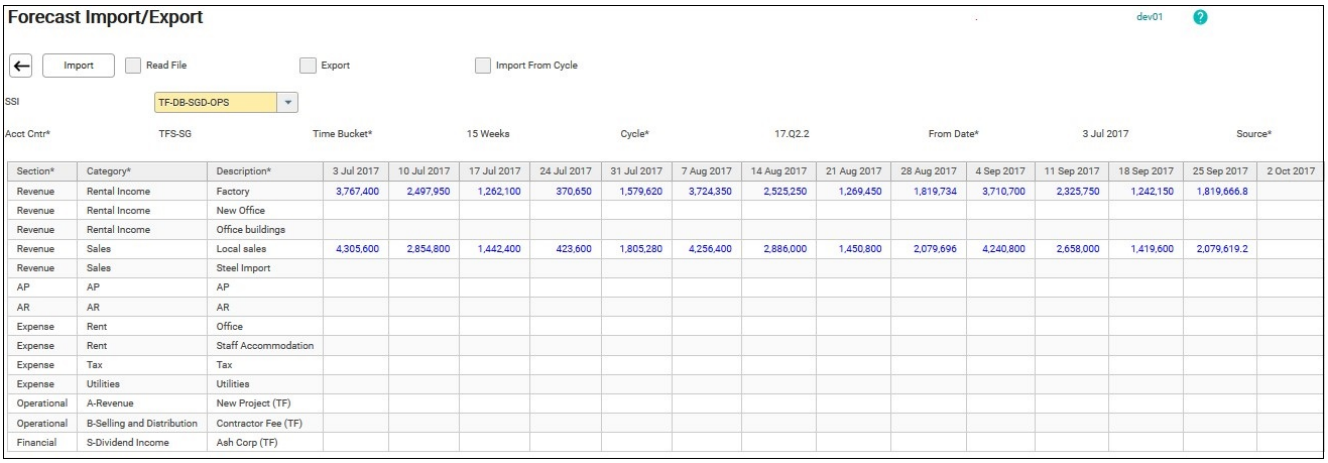
9. After the amendments are done, save the file.

10. Go back to the system and click the Read file checkbox. The screen below is displayed.



11. Click Choose File and look for the file on your drive.

12. Click Read File. The system will validate and shows a preview of the forecast to be saved if no error is detected.



Section*	Category*	Description*	3 Jul 2017	10 Jul 2017	17 Jul 2017	24 Jul 2017	31 Jul 2017	7 Aug 2017	14 Aug 2017	21 Aug 2017	28 Aug 2017	4 Sep 2017	11 Sep 2017	18 Sep 2017	25 Sep 2017	2 Oct 2017
Revenue	Rental Income	Factory	3,767,400	2,497,950	1,262,100	370,650	1,579,620	3,724,350	2,525,250	1,269,450	1,819,734	3,710,700	2,325,750	1,242,150	1,819,666.8	
Revenue	Rental Income	New Office														
Revenue	Rental Income	Office buildings														
Revenue	Sales	Local sales	4,305,600	2,854,800	1,442,400	423,600	1,805,280	4,256,400	2,886,000	1,450,800	2,079,696	4,240,800	2,658,000	1,419,600	2,079,619.2	
Revenue	Sales	Steel Import														
AP	AP	AP														
AR	AR	AR														
Expense	Rent	Office														
Expense	Rent	Staff Accommodation														
Expense	Tax	Tax														
Expense	Utilities	Utilities														
Operational	A-Revenue	New Project (TF)														
Operational	B-Selling and Distribution	Contractor Fee (TF)														
Financial	S-Dividend Income	Ash Corp (TF)														

13. Click Import. The screen shows a prompt: “Forecast has been successfully loaded.”

14. If an error is detected, correct the Excel template and reload it.

FREQUENTLY ASKED QUESTIONS

FAQ01. I cannot access import the operational forecast.

Authorization is needed to import the operational forecast. Contact your administrator to give you access rights to 13849.

RELATED INFORMATION

Maintain Operational Forecast in Grid View

Viewing Operational Forecast

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created.
28-Jul-2015	CS	Included section for FAQ.
21-Jan-2016	Clarissa	Rewritten. Reformatted.
7-Jun-2016	Douglas	Proofread.
23-Sep-2016	TS	Updated.
7-Jun-2018	Anuja	Updated with latest screenshots and added section for Related Information.
22-Nov-2019	Lyra	Updated screenshots.
22-Nov-2024	TS	Updated instruction in step 3.