Importing Operational Forecast (Grid)

[See previous W5 version guide](#)

PURPOSE

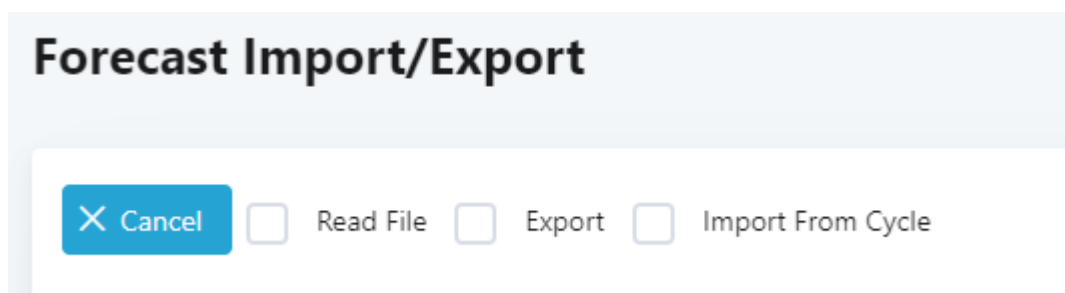This document contains the detailed procedures for importing operational forecast in grid view into the system.

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.

Forecast Import/Export

| ✕ Cancel | ⬇ Export | ☐ Read File | ✓ Export | ☐ Import From Cycle |

Acct Cntr*	[⌄]
Time Bucket*	[⌄]
Cycle*	-ACTUAL- ⌄
From Date*	dd/mm/yyyy
SSI*	[⌄]
Source*	-DEFAULT- ⌄
Section/Category	[⌄]

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

Forecast Import/Export

6. Click Export.

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

8. 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.

Forecast Import/Export

Section*	Category*	Description*	25 Sep 2017	2 Oct 2017	9 Oct 2017	16 Oct 2017	23 Oct 2017	30 Oct 2017	6 Nov 2017	13 Nov 2017	20 Nov 2017	27 Nov 2017	4 Dec 2017	11 Dec 2017	18 Dec 2017	25 Dec 201
1 Revenue	Hardware	Servers	1,819,667													
1 Revenue	Services	Implementation	2,079,619													
1 Revenue	Software	TMS	2,166,270													
2 Purchases	Contract Staff	Infosys	-1,083,135													
2 Purchases	Licenses	IBM M/W	-909,833													
2 Purchases	Pur Others	Misc	-1,039,810													
3 Overheads	O/H Others	Rental	-86,651													
3 Overheads	Utilities	Power	-1,213,111													
4 Payroll	Management	Basic	-1,039,810													
4 Payroll	Staff	Basic	-7,319,206													
5 Capex	Equipment	Project EUROPE	-1,553,781													
5 Capex	Real Estate	Project AUS	-1,982,372													
6 Modelling	Financial	L/T Fin														
6 Modelling	Financial	S/T Fin														

13. Click Import. The screen shows a message "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.
30-May-2023	TS	Updated to W6 instructions and screenshots.
11-Dec-2024	TS	Updated instruction in step 3.