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.

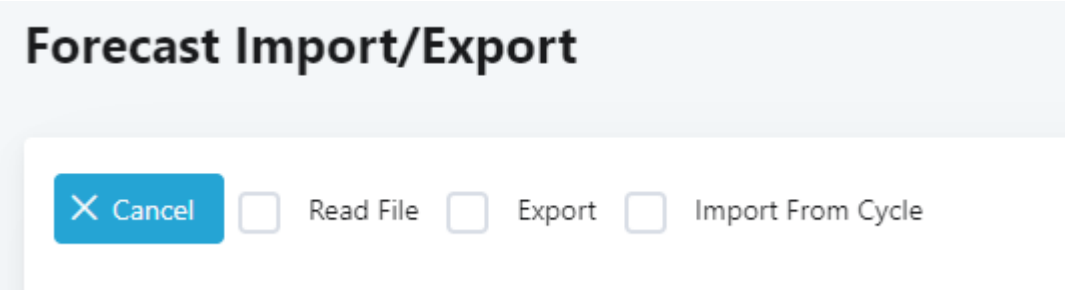
WHY IS THIS IMPORTANT?

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.

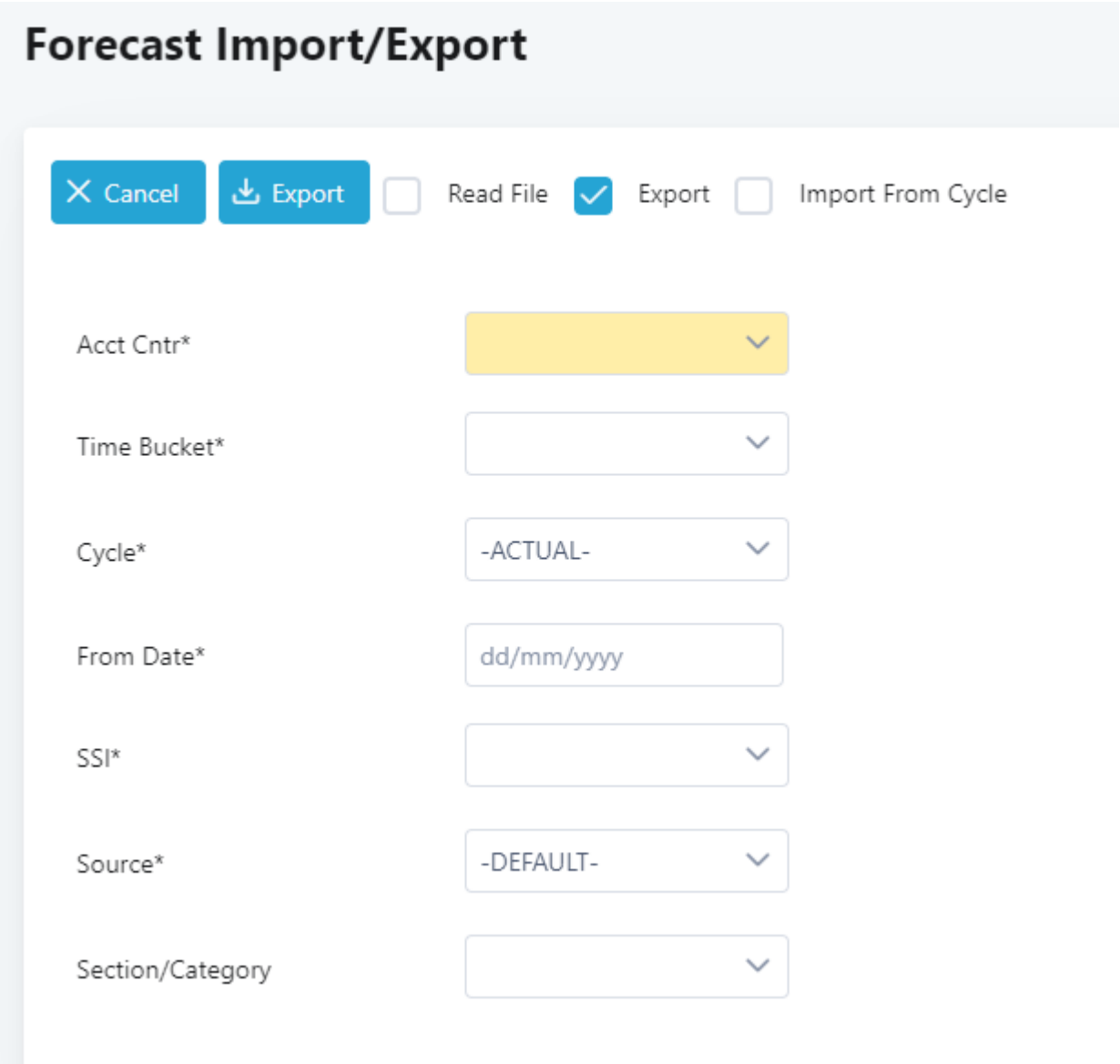


3. Before importing, export the existing forecast from the system.

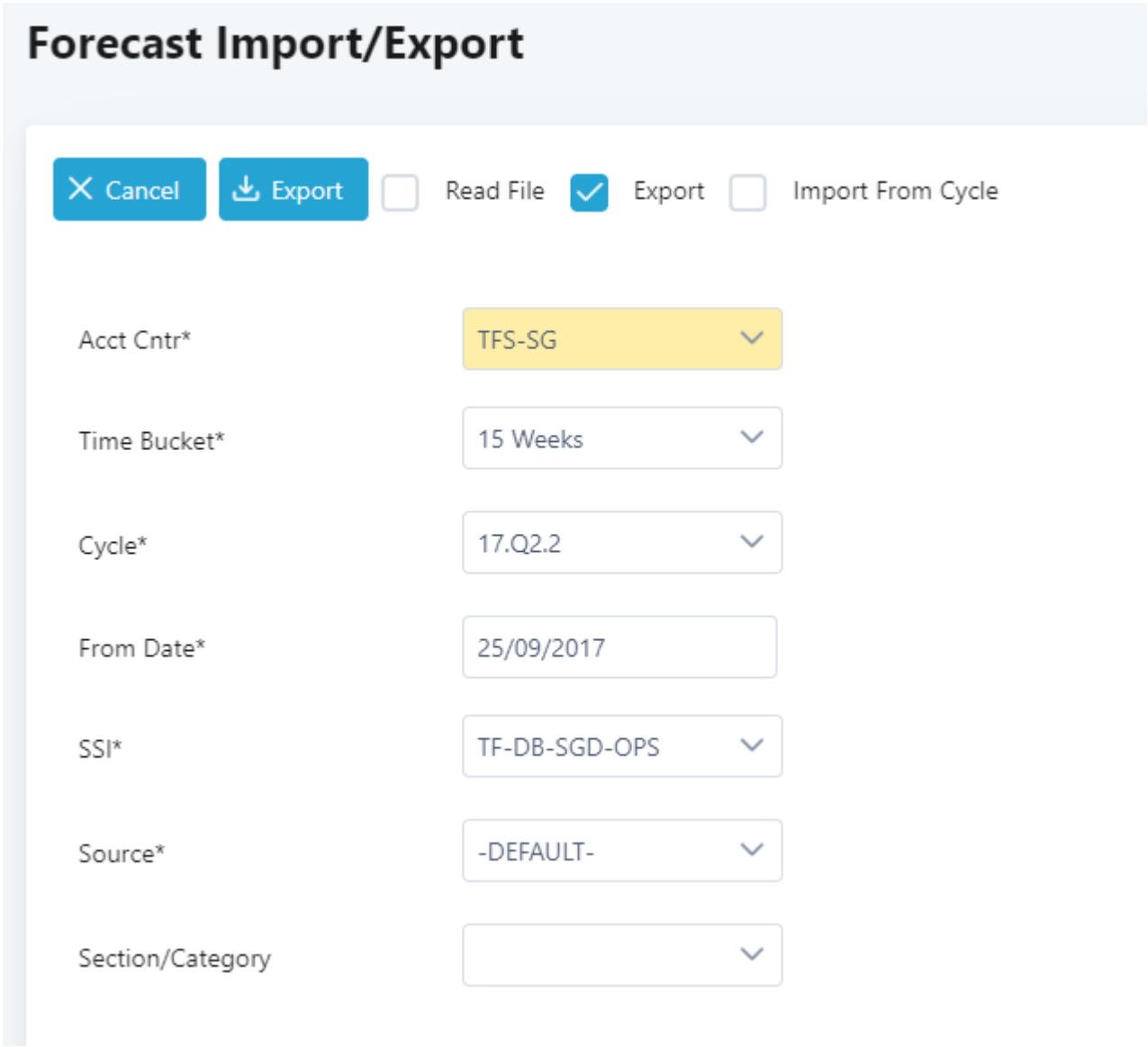
Limitation: Exporting or importing operational forecast (grid) will drop the

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.

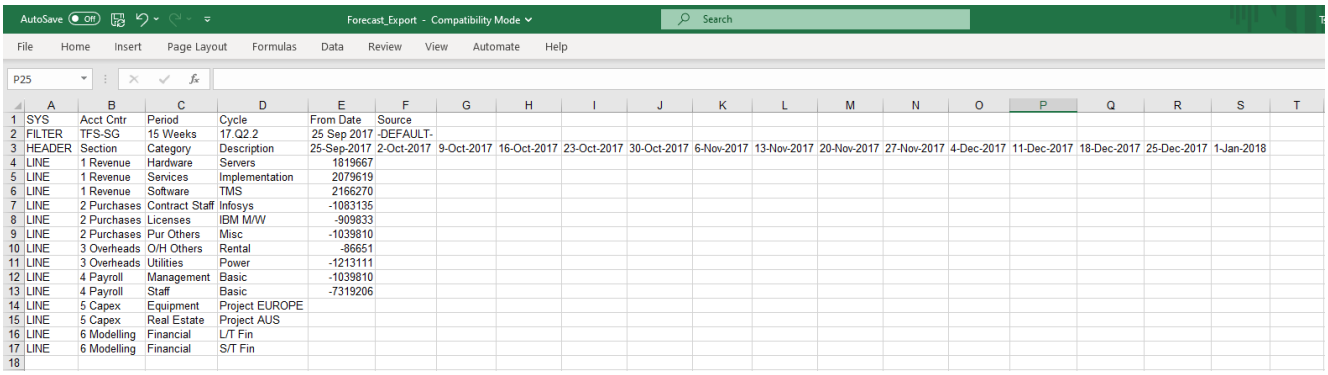


5. Filter mandatory fields to match the forecast data to export.



6. Click Export.

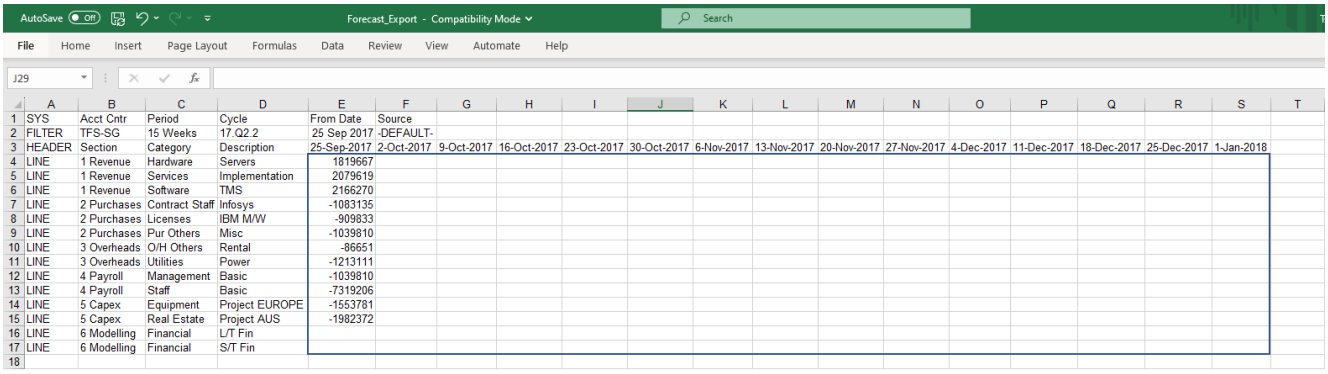
7. Save the forecast template in your local drive. Note the location the forecast template is saved to. Open the saved file.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	SYS	Acct Cntr	Period	Cycle	From Date	Source														
2	FILTER	TFS-SG	15 Weeks	17.Q2.2	25 Sep 2017	-DEFAULT-														
3	HEADER	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-2017	1-Jan-2018	
4	LINE	1 Revenue	Hardware	Servers	1819667															
5	LINE	1 Revenue	Services	Implementation	2079619															
6	LINE	1 Revenue	Software	TMS	2166270															
7	LINE	2 Purchases	Contract Staff	Infosys	-1083135															
8	LINE	2 Purchases	Licenses	IBM M/W	-909833															
9	LINE	2 Purchases	Pur Others	Misc	-1039810															
10	LINE	3 Overheads	O/H Others	Rental	-86651															
11	LINE	3 Overheads	Utilities	Power	-1213111															
12	LINE	4 Payroll	Management	Basic	-1039810															
13	LINE	4 Payroll	Staff	Basic	-7319206															
14	LINE	5 Capex	Equipment	Project EUROPE																
15	LINE	5 Capex	Real Estate	Project AUS																
16	LINE	6 Modelling	Financial	L/T Fin																
17	LINE	6 Modelling	Financial	S/T Fin																
18																				

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

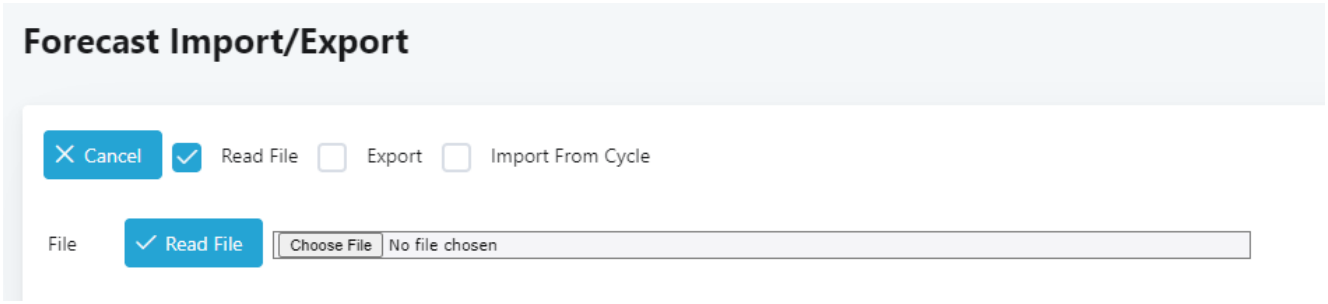
template contains formula, the value cannot be read by the system.



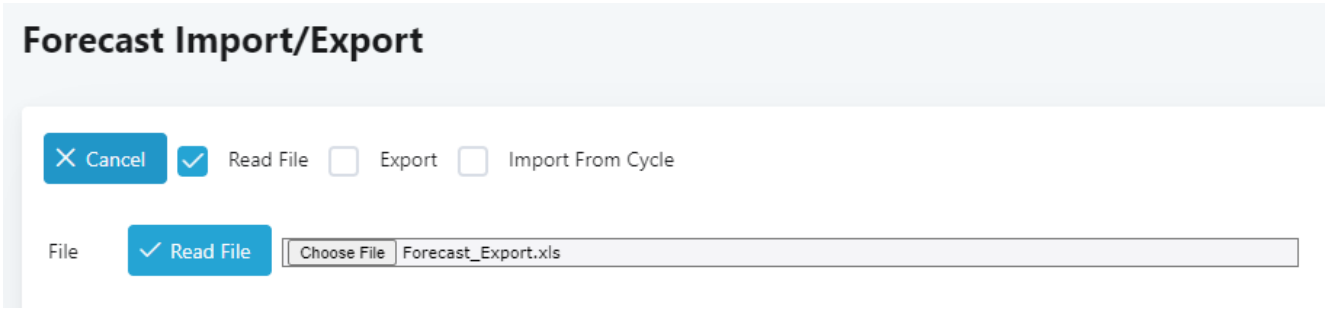
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	SYS	Acct Cntr	Period	Cycle	From Date	Source														
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13	LINE	4 Payroll	Staff	Basic	-7319206															
14	LINE	5 Capex	Equipment	Project EUROPE	-1553781															
15	LINE	5 Capex	Real Estate	Project AUS	-1982372															
16	LINE	6 Modelling	Financial	L/T Fin																
17	LINE	6 Modelling	Financial	S/T Fin																
18																				

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

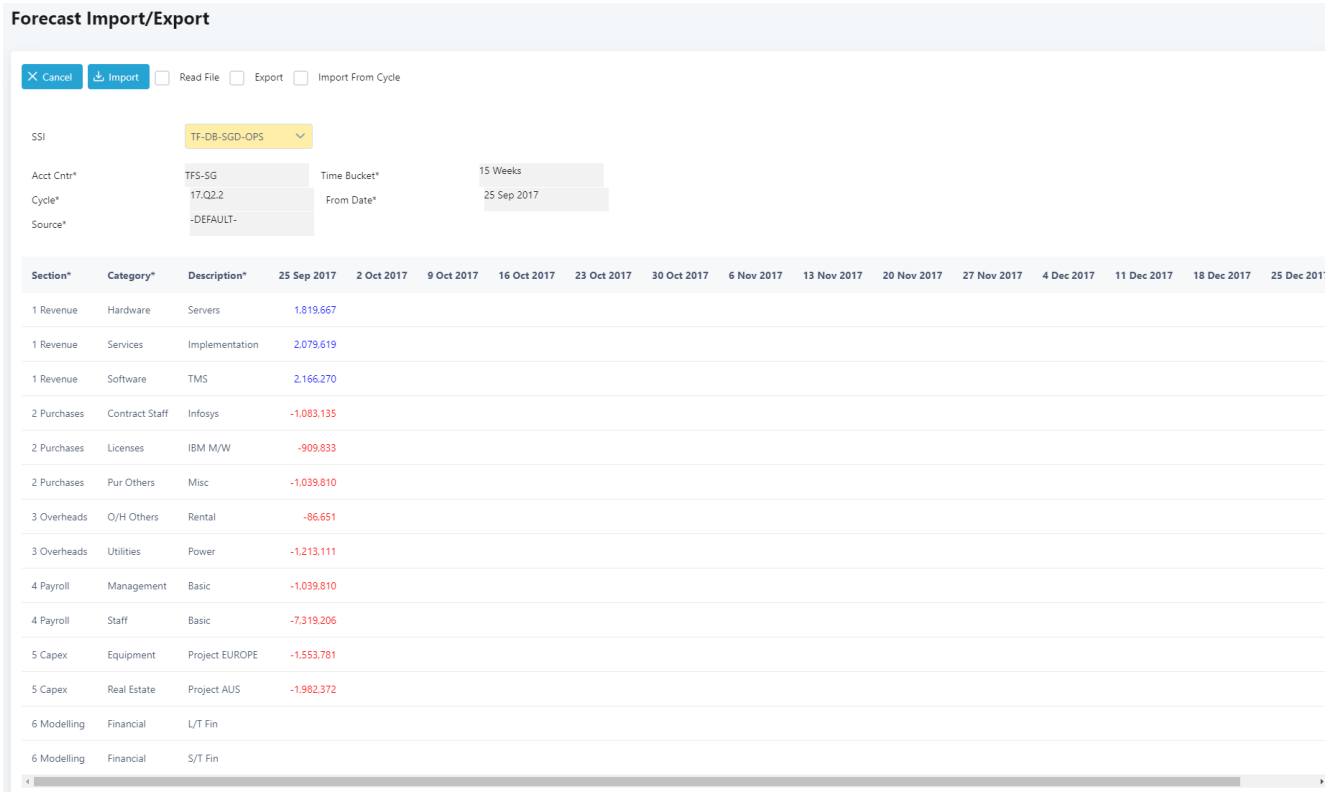
10. Go back to the system and click the Read file checkbox. The screen below is displayed.



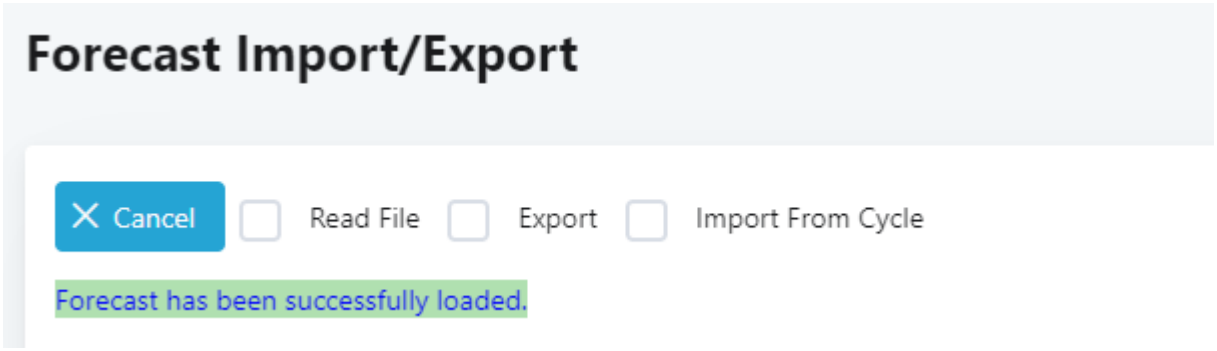
11. Click Choose File and look for the file on your drive.



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



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.