# Importing Operational Forecast (List)

See previous W5 version guide

### **PURPOSE**

This document contains the detailed procedures for importing list of operational forecast into the system.

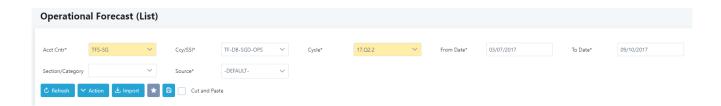
#### WHY IS THIS IMPORTANT?

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

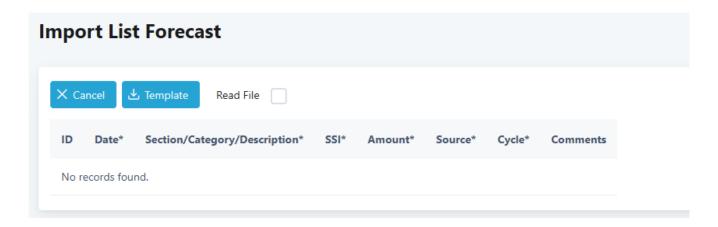
#### **PROCEDURE**



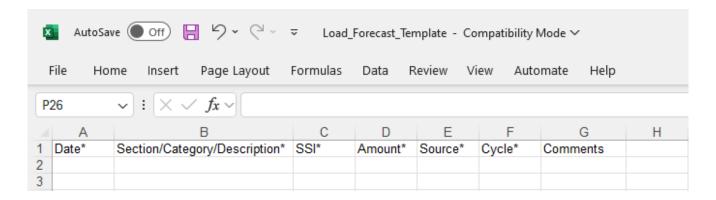
1. From the main menu, click Cash management > Forecasting > Operational > List. The Operational Forecast (List) screen is displayed as below.



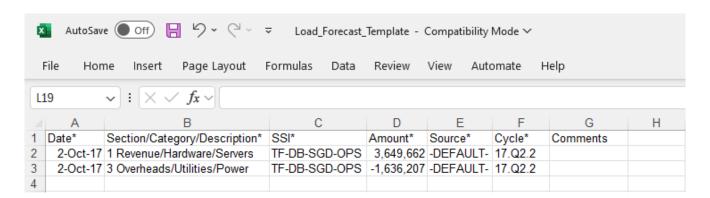
2. Click on Import button. The Import List Forecast screen is displayed.



- 3. Click Template to download the Load\_Forecast\_Template in Excel format to your computer.
- 4. After the import template is successfully downloaded, open the import template.
- 5. Save the file and open. An Excel sheet will be opened.



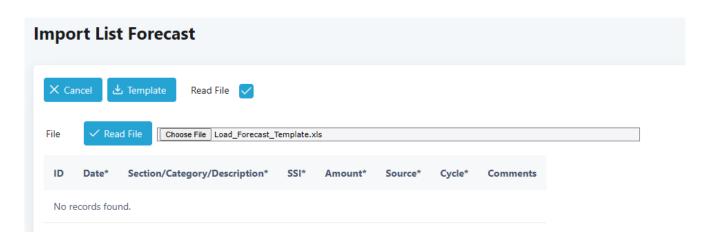
6. Fill in the columns. Make sure all mandatory columns are filled, these are characterized with an (\*). The explanation of the fields are as below:



Field	Remarks				
Date*	Date of forecast. Any date format that is valid in Excel.				
Section/Category/Description*	Ensure section/category/description are valid and exist in the system.				

SSI*	Ensure SSI short name is valid and exists in the system.
Amount*	Forecast amount.
Source*	Ensure source is valid and exists in the system.
Cycle*	Ensure cycle is valid and exists in the system.
Comments	Enter any comments. This field is optional and allows up to 100 characters.

- 7. System checks the following during import:
  - a) Mandatory fields.
  - b) Invalid SSI, Date, Amount, Section/Category/Description, Cycle and Source. Ensure SSI, Section/Category/Description, Cycle and Source are valid and exist in the system. Ensure Date and Amount format are valid.
  - c) Forecast cycle is locked and updating is not allowed.
  - d) Forecast not within the forecast cycle.
- 8. Go back to the Import Operational Forecast (List) screen. Tick on the Read File box.



- 9. Click Choose File. Look for the saved Load\_Forecast\_Template.xls file.
- 10. Click Read File. The values inputted in the Excel file will appear.

mport List Forecast							
X Cancel Load Load Read File							
ID	Date*	Section/Category/Description*	SSI*	Amount*	Source*	Cycle*	Comments
1	2 Oct 2017	1 Revenue/Hardware/Servers	TF-DB-SGD-OPS	3649662.0	-DEFAULT-	17.Q2.2	
2	2 Oct 2017	3 Overheads/Utilities/Power	TF-DB-SGD-OPS	-1636207.0	-DEFAULT-	17.Q2.2	

- 11. 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.
- 12. If there is no error, click Load. System prompts the following message.

Load will replace existing forecasting records if any. Confirm loading list of forecast to the system.

- 13. Click OK to confirm loading.
- 14. You will see the message below once successfully loaded.

The Forecast has been successfully loaded.

- 15. Click Cancel button to return to Operational Forecast (List) screen.
- 16. From the Operational Forecast (List) screen, select the appropriate fields Acct Cntr, Ccy/ SSI, Cycle, From Date, To Date and Source to filter out the forecast and click Refresh. The forecast imported will be displayed.

# **FREQUENTLY ASKED QUESTIONS**

# **RELATED INFORMATION**

Maintain Operational Forecast in List View

Cut and Paste List of Operational Forecast

**Viewing Operational Forecast** 

## **CHANGE HISTORY**

Date	Ву	Changes	
4-Арг-2018	Anuja	Created.	
28-May-2018	Anuja	Updated with latest screenshots.	
7-Jun-2018	Anuja	Added Cut and Paste List of Operational Forecast in Related Information.	
21-Nov-2019	Lуга	Updated screenshots.	
1-Jun-2023	TS	Updated to W6 instructions and screenshots.	
21-Jan-2025	TS	Updated with latest screenshots and instruction in step 6.	