

KPI Custom Targets import template Rules and Sample

Rules. (*Required fields are marked with a Red background colour*)

Field Name	Description	Rules	Exception Handling	Values to be placed	Default Values	Field Type
KPI	The KPI that this target value applies to	The system will lookup the KPI using the KPI Code provided	If the KPI is not found, the system will not import the target and an error will be displayed.		An error will be displayed.	Lookup (KPIs)
CustomTarget	The Custom Target that this target value applies to	The system will lookups the Custom target using the name provided	If the custom target is not found, the system will not import the target and an error will be displayed.		An error will be displayed.	Lookup(CustomTargets)
Month	The month values	User can add multiple month columns. The heading of the column must be a valid date. The value of the row will be the target value for the month.				Number

Sample.

KPI	CustomTarget	Apr-18	May-18	Jun-18	Jul-18
KPI-0001	Budget	200	400	600	800
KPI-0001	Budget	200	200	200	200
KPI-0001	Budget	800	700	200	300
KPI-0001	Budget	800	700	200	300
KPI-0001	Budget	100	150	175	200
KPI-0001	Budget	100	150	175	200
KPI-0001	Budget	200	205	202	207
KPI-0001	Budget	209	211	214	215