

Creating Forecast Cycle (W5)

[This version is superseded. Click here to view the latest guide.](#)

PURPOSE

This document shows the detailed procedure on how to create a forecast cycle.

WHY IS THIS IMPORTANT?

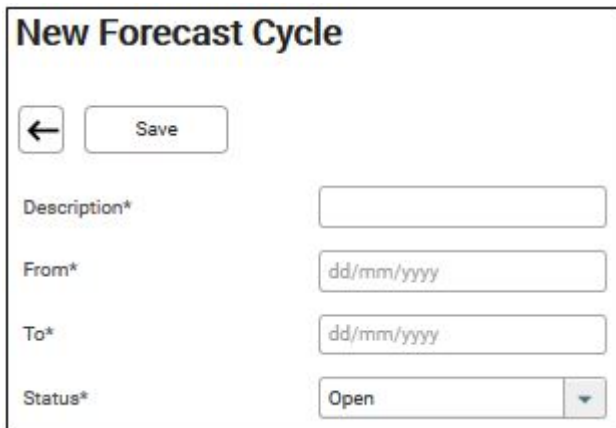
Forecast cycles allow the maintenance of rolling forecasts in the CS Lucas system.

PROCEDURE

1. From the main menu, select Cash Management > Forecasting > Maintenance > Cycle. The Forecast Cycle screen displays.

Forecast Cycle				
<div>RefreshNewDelete</div>				
	Description ▾	From ▾	To ▾	Status ▾
<input type="checkbox"/>	<u>-ACTUAL-</u>	1 Jul 2017	1 Dec 2020	Open
<input type="checkbox"/>	<u>16.Y.5</u>	1 May 2016	30 Apr 2017	Open
<input type="checkbox"/>	<u>16.Y.6</u>	1 Jun 2016	31 May 2017	Open
<input type="checkbox"/>	<u>17.Q2.2</u>	3 Jul 2017	16 Oct 2017	Open
<input type="checkbox"/>	<u>17.Q2.3</u>	7 Aug 2017	13 Nov 2017	Open
<input type="checkbox"/>	<u>17.Q2.4</u>	4 Sep 2017	11 Dec 2017	Open
<div>1 50 ▾</div>				

2. Click New. The New Forecast Cycle screen will be shown.



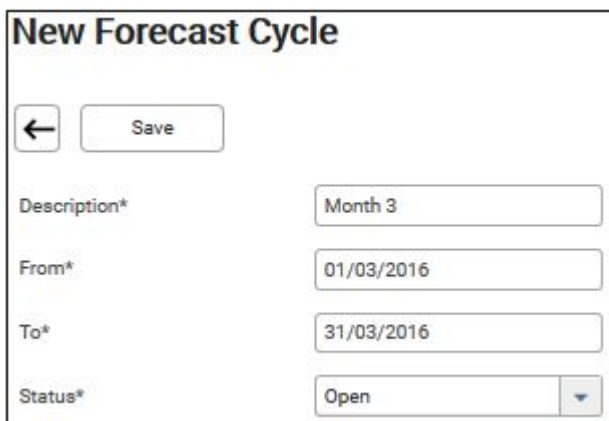
The image shows a web form titled "New Forecast Cycle". At the top left, there is a back arrow button and a "Save" button. Below these are four input fields: "Description*" (a text box), "From*" (a date box with the placeholder "dd/mm/yyyy"), "To*" (a date box with the placeholder "dd/mm/yyyy"), and "Status*" (a dropdown menu with "Open" selected).

3. Fill in the fields, type in the description for the forecast cycle to be created.

4. In the From field, input the date when the cycle will start.

5. Put the end date of the cycle in the To field.

6. In the Status field, choose whether the cycle is Open or Hidden. Default is Open and updating is allowed. If hidden, it will not show up in the Cycle drop-down field in the Operational Forecast screen.



This image shows the same "New Forecast Cycle" form as above, but with sample data entered. The "Description*" field contains "Month 3". The "From*" field contains "01/03/2016". The "To*" field contains "31/03/2016". The "Status*" dropdown menu still shows "Open".

7. Click Save to save new cycle creation.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Maintaining Operational Forecast Grid View](#)

[Maintaining Operational Forecast List View](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created.
28-Jul-2015	CS	Included section for FAQ.
1-Mar-2016	Clarissa	Rewritten. Reformatted.
7-Jun-2016	Richard	Proofread.
20-Nov-2019	Lyra	Updated screenshots.
7-Aug-2024	TS	Updated step 6. "Lock" option is removed.