Creating Forecast Cycle (W5)

PURPOSE

This document shows the detailed procedure on how to create a forecast cycle.
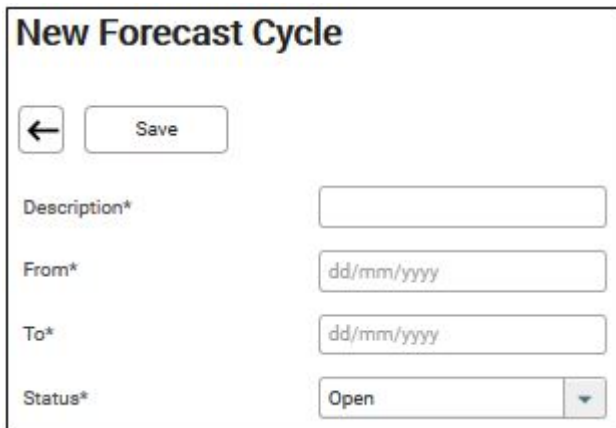
WHY IS THIS IMPORTANT?

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.

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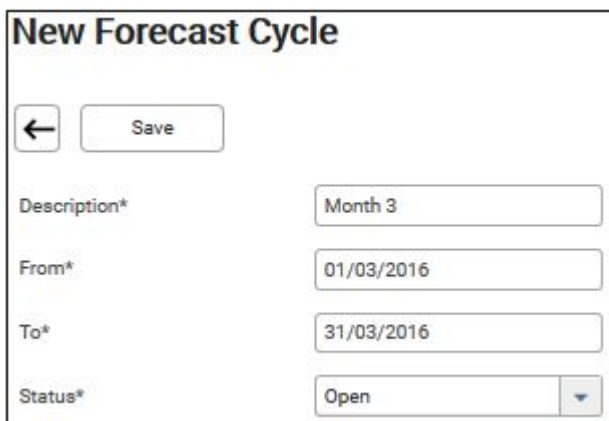
New Forecast Cycle

Save

Description*
From* dd/mm/yyyy
To* dd/mm/yyyy
Status* Open

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.

New Forecast Cycle

Save

Description* Month 3
From* 01/03/2016
To* 31/03/2016
Status* 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.