# **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This version is superseded.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.

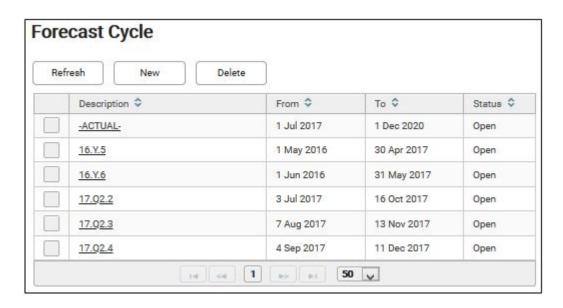
#### **WHY IS THIS IMPORTANT?**

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

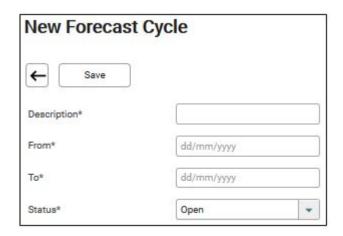
#### **PROCEDURE**



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



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



- 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.



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	Ву	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	Lуга	Updated screenshots.
7-Aug-2024	TS	Updated step 6. "Lock" option is removed.