

# Forecast Workflow Control (W5)

[This version is superseded.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

## **PURPOSE**

This document outlines the procedures for approving or unapproving, and locking or unlocking the forecast cycle.

## **WHY IS THIS IMPORTANT?**

Approving and locking forecasts allows the cash planner to prevent changes to the forecasts and manage the cash needs and surplus submitted by the forecaster.

## **PRE-REQUISITE**

Please note that you will need the following access rights to access the Forecast Workflow Control screen, approve or unapprove the forecast cycle, and lock or unlock the forecast cycle.

| <b>Right ID</b> | <b>Category</b>      | <b>Permission</b>                |
|-----------------|----------------------|----------------------------------|
| 13869           | Operational Forecast | Access Forecast Workflow Control |
| 13870           | Operational Forecast | Approve/Unapprove Forecast Cycle |
| 13871           | Operational Forecast | Lock/Unlock Forecast Cycle       |

## **PROCEDURE**



1. From the main menu, select Cash Management > Forecasting > Maintenance > Workflow Control. The Forecast Workflow Control screen will display.

Forecast Workflow Control

Acct Cntr\* TFS-SG

Cycle\* 17.Q2.2

Refresh

Approve

Unapprove

Lock

Unlock

☐

Acct Cntr

Approved by

Locked by

No records found.

2. Select the accounting centre or group and the forecast cycle, then click Refresh.

Forecast Workflow Control

Acct Cntr\* + TFS Group

Cycle\* 17.Q2.2

Refresh

Approve

Unapprove

Lock

Unlock

| <input type="checkbox"/> | Acct Cntr | Approved by | Locked by |
|--------------------------|-----------|-------------|-----------|
| <input type="checkbox"/> | PINE-TX   |             |           |
| <input type="checkbox"/> | TFI-SG    |             |           |
| <input type="checkbox"/> | TFS-SG    |             |           |
| <input type="checkbox"/> | TGL-SG    |             |           |

3. The system will display the accounting centre(s) with forecast line items

maintained.

4. To approve the forecast cycle for accounting centre(s), select the accounting and click the Approve button.

Note: You need access right “13870 Approve/Unapprove Forecast Cycle” to approve the forecast cycle. If you do not have this right, contact your administrator to assign it to you.

The screenshot shows the 'Forecast Workflow Control' interface. At the top, there are dropdown menus for 'Acct Cntr\*' (set to '+ TFS Group') and 'Cycle\*' (set to '17.Q2.2'). Below these are buttons for 'Refresh', 'Approve', 'Unapprove', 'Lock', and 'Unlock'. A table lists accounting centres: PINE-TX, TFI-SG, TFS-SG (selected with a checkmark), and TGL-SG. The 'Approved by' and 'Locked by' columns are empty. A confirmation dialog box is open in the bottom right, asking: 'Are you sure you want to Approve the selected entity and forecast cycle?'. It has 'OK' and 'Cancel' buttons.

5. At the prompt, click OK.

6. The forecast cycle for the selected accounting centre is now approved. The approver's user ID will appear under the "Approved by" column.

The screenshot shows the 'Forecast Workflow Control' interface after approval. The 'Acct Cntr\*' dropdown is still '+ TFS Group' and 'Cycle\*' is '17.Q2.2'. The 'Approve' button is now disabled. The table shows that 'TFS-SG' is now approved, with 'admin@devent1.com' entered in the 'Approved by' column. The other accounting centres remain unapproved.

|                                     | Acct Cntr ↕ | Approved by ↕     | Locked by ↕ |
|-------------------------------------|-------------|-------------------|-------------|
| <input type="checkbox"/>            | PINE-TX     |                   |             |
| <input type="checkbox"/>            | TFI-SG      |                   |             |
| <input checked="" type="checkbox"/> | TGL-SG      |                   |             |
| <input type="checkbox"/>            | TFS-SG      | admin@devent1.com |             |

7. Once the forecast cycle is approved, it can be locked. Only approved forecast cycles can be locked.

8. To lock the forecast cycle, select the accounting centre and click Lock.

Note: You need access right “13871 Lock/Unlock Forecast Cycle” to lock the forecast cycle. If you do not have this right, contact your administrator to assign it to you.

The screenshot shows the 'Forecast Workflow Control' interface. At the top, there are dropdown menus for 'Acct Cntr\*' (set to '+ TFS Group') and 'Cycle\*' (set to '17.Q2.2'). Below these are buttons for 'Refresh', 'Approve', 'Unapprove', 'Lock', and 'Unlock'. A table lists accounting centers with checkboxes, 'Acct Cntr', 'Approved by', and 'Locked by' columns. The 'TFS-SG' row is selected. A confirmation dialog box is open in the bottom right, asking 'Are you sure you want to Lock the selected entity and forecast cycle?' with 'OK' and 'Cancel' buttons.

|                                     | Acct Cntr | Approved by       | Locked by |
|-------------------------------------|-----------|-------------------|-----------|
| <input type="checkbox"/>            | PINE-TX   |                   |           |
| <input type="checkbox"/>            | TFI-SG    |                   |           |
| <input type="checkbox"/>            | TGL-SG    |                   |           |
| <input checked="" type="checkbox"/> | TFS-SG    | admin@devent1.com |           |

9. At the prompt, click OK.

10. The approved forecast cycle is now locked. The user ID will appear under the “Locked by” column.

The screenshot shows the 'Forecast Workflow Control' interface after the lock action. The 'TFS-SG' row now has 'admin@devent1.com' in the 'Locked by' column. The other rows remain unchanged.

|                          | Acct Cntr | Approved by       | Locked by         |
|--------------------------|-----------|-------------------|-------------------|
| <input type="checkbox"/> | PINE-TX   |                   |                   |
| <input type="checkbox"/> | TFI-SG    |                   |                   |
| <input type="checkbox"/> | TGL-SG    |                   |                   |
| <input type="checkbox"/> | TFS-SG    | admin@devent1.com | admin@devent1.com |

11. To unlock the forecast cycle, select the accounting centre and click Unlock.

12. At the prompt, click OK.

**Forecast Workflow Control**

Acct Cntr\* + TFS Group Cycle\* 17.Q2.2

Refresh Approve Unapprove Lock Unlock

| <input type="checkbox"/>            | Acct Cntr ↕             | Approved by ↕     | Locked by ↕       |
|-------------------------------------|-------------------------|-------------------|-------------------|
| <input type="checkbox"/>            | <a href="#">PINE-TX</a> |                   |                   |
| <input type="checkbox"/>            | <a href="#">TFI-SG</a>  |                   |                   |
| <input type="checkbox"/>            | <a href="#">TGL-SG</a>  |                   |                   |
| <input checked="" type="checkbox"/> | <a href="#">TFS-SG</a>  | admin@devent1.com | admin@devent1.com |

Are you sure you want to Unlock the selected entity and forecast cycle?

OK Cancel

13. The forecast cycle is now unlocked.

**Forecast Workflow Control**

Acct Cntr\* + TFS Group Cycle\* 17.Q2.2

Refresh Approve Unapprove Lock Unlock

| <input type="checkbox"/> | Acct Cntr ↕             | Approved by ↕     | Locked by ↕ |
|--------------------------|-------------------------|-------------------|-------------|
| <input type="checkbox"/> | <a href="#">PINE-TX</a> |                   |             |
| <input type="checkbox"/> | <a href="#">TFI-SG</a>  |                   |             |
| <input type="checkbox"/> | <a href="#">TGL-SG</a>  |                   |             |
| <input type="checkbox"/> | <a href="#">TFS-SG</a>  | admin@devent1.com |             |

14. Once the forecast cycle is unlocked, it can be unapproved. To unapprove, select the accounting centre and click Unapprove.

**Forecast Workflow Control**

Acct Cntr\* + TFS Group Cycle\* 17.Q2.2

Refresh Approve Unapprove Lock Unlock

| <input type="checkbox"/>            | Acct Cntr ↕             | Approved by ↕     | Locked by ↕ |
|-------------------------------------|-------------------------|-------------------|-------------|
| <input type="checkbox"/>            | <a href="#">PINE-TX</a> |                   |             |
| <input type="checkbox"/>            | <a href="#">TFI-SG</a>  |                   |             |
| <input type="checkbox"/>            | <a href="#">TGL-SG</a>  |                   |             |
| <input checked="" type="checkbox"/> | <a href="#">TFS-SG</a>  | admin@devent1.com |             |

Are you sure you want to Unapprove the selected entity and forecast cycle?

OK Cancel

15. At the prompt, click OK.

16. The forecast cycle is now unapproved.

Forecast Workflow Control

Acct Cntr\*

+ TFS Group

Cycle\*17.Q2.2

Refresh

Approve

Unapprove

Lock

Unlock

| <input type="checkbox"/> | Acct Cntr | Approved by | Locked by |
|--------------------------|-----------|-------------|-----------|
| <input type="checkbox"/> | PINE-TX   |             |           |
| <input type="checkbox"/> | TFI-SG    |             |           |
| <input type="checkbox"/> | TFS-SG    |             |           |
| <input type="checkbox"/> | TGL-SG    |             |           |

17. To view the audit log for approving/unapproving and locking/unlocking forecast cycle, click on the accounting centre hyperlink. The forecast workflow history will be displayed in a pop-up window.

Forecast Workflow Control

Acct Cntr\*

+ TFS Group

Cycle\*17.Q2.2

Refresh

Approve

Unapprove

Lock

Unlock

| <input type="checkbox"/> | Acct Cntr | Approved by | Locked by |
|--------------------------|-----------|-------------|-----------|
| <input type="checkbox"/> | PINE-TX   |             |           |
| <input type="checkbox"/> | TFI-SG    |             |           |
| <input type="checkbox"/> | TFS-SG    |             |           |
| <input type="checkbox"/> | TGL-SG    |             |           |

Forecast Workflow History

Acct CntrTFS-SG

Cycle17.Q2.2

| Description         | Userid            | Timestamp               |
|---------------------|-------------------|-------------------------|
| Unapproved Forecast | admin@devent1.com | 2024-08-06 10:53:35.684 |
| Unlocked Forecast   | admin@devent1.com | 2024-08-06 10:51:21.256 |
| Locked Forecast     | admin@devent1.com | 2024-08-06 10:19:31.589 |
| Approved Forecast   | admin@devent1.com | 2024-08-06 10:12:36.31  |
| Unapproved Forecast | admin@devent1.com | 2024-08-06 10:07:29.556 |
| Approved Forecast   | admin@devent1.com | 2024-08-05 09:16:17.995 |
| Unapproved Forecast | admin@devent1.com | 2024-07-30 19:09:54.377 |
| Unlocked Forecast   | admin@devent1.com | 2024-07-30 19:09:48.249 |
| Locked Forecast     | admin@devent1.com | 2024-07-30 19:09:36.343 |
| Approved Forecast   | admin@devent1.com | 2024-07-30 19:09:33.382 |
| Unapproved Forecast | admin@devent1.com | 2024-07-30 19:09:21.31  |
| Unlocked Forecast   | admin@devent1.com | 2024-07-30 19:09:15.128 |
| Locked Forecast     | admin@devent1.com | 2024-07-30 19:09:09.015 |

18. Click X to close the pop-up window.

**FREQUENTLY ASKED QUESTIONS**

**RELATED INFORMATION**

**CHANGE HISTORY**

| Date       | By | Changes  |
|------------|----|----------|
| 6-Aug-2024 | TS | Created. |
|            |    |          |
|            |    |          |