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[This version is superseded.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.

Right ID	Category	Permission
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

☐	Acct Cntr ⇕	Approved by ⇕	Locked by ⇕
☐	PINE-TX		
☐	TFI-SG		
☐	TFS-SG		
☐	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.

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.

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.

9. At the prompt, click OK.

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

11. To unlock the forecast cycle, select the accounting centre and click Unlock.
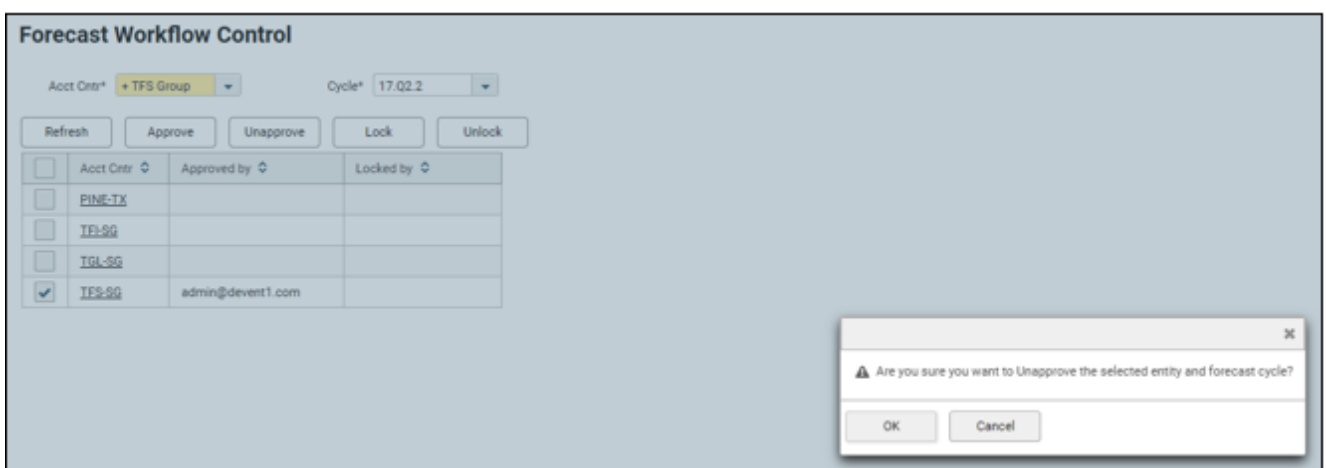
12. At the prompt, click OK.
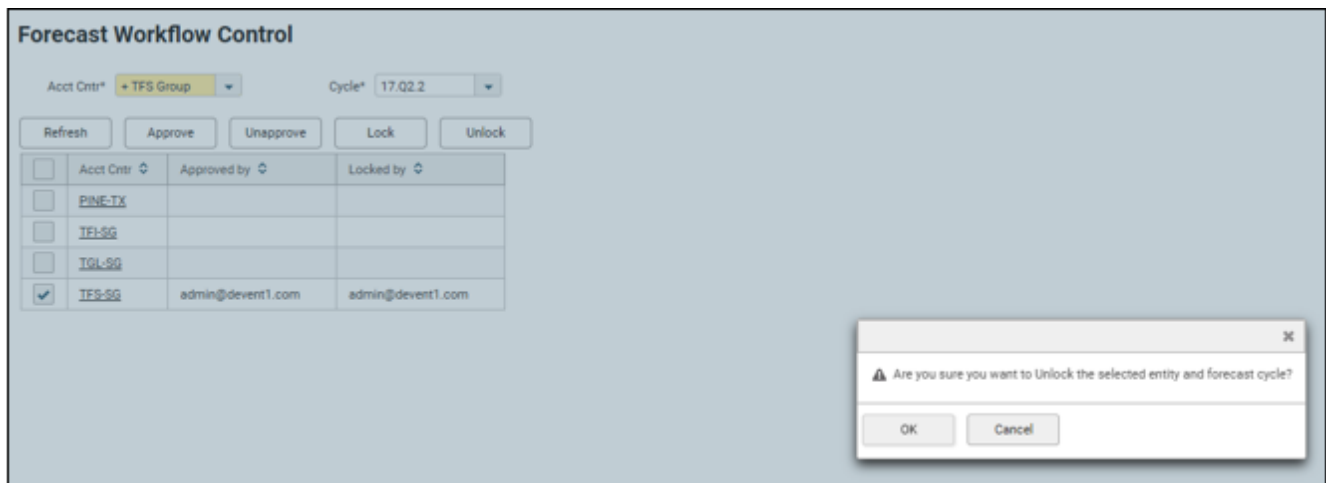
13. The forecast cycle is now unlocked.
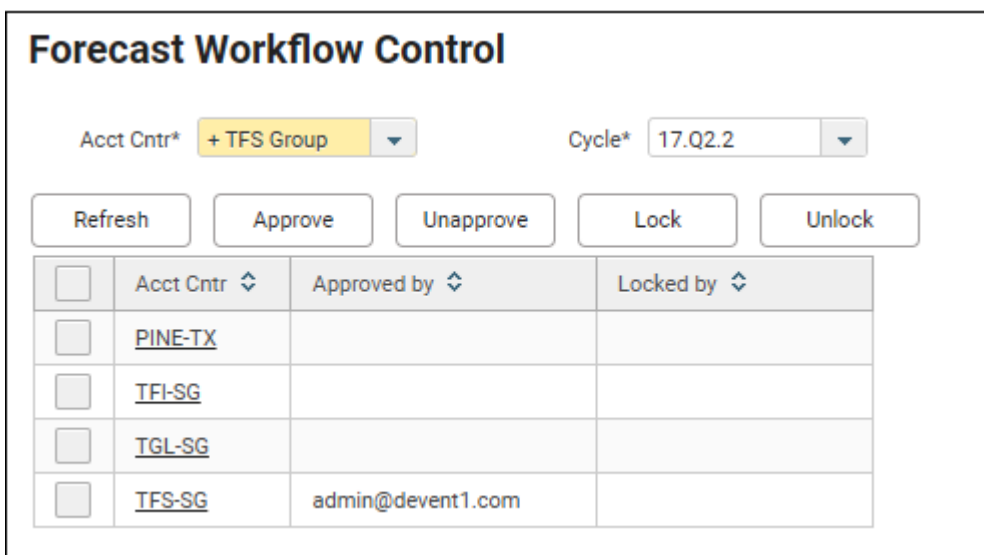
14. Once the forecast cycle is unlocked, it can be unapproved.
To unapprove, select the accounting centre and click
Unapprove.

15. At the prompt, click OK.

16. The forecast cycle is now unapproved.

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.

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

<u>FREQUENTLY ASKED QUESTIONS</u>

RELATED INFORMATION

CHANGE HISTORY

Date	By	Changes
6-Aug-2024	TS	Created.