

# Forecast Workflow Control

[See the previous W5 version 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

Action

☐

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 Action

<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 Action then 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.

### Forecast Workflow Control

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

Refresh Action

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

**Confirmation**

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

Yes No

5. At the prompt, click Yes.

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

### Forecast Workflow Control

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

Refresh Action

<input type="checkbox"/>	Acct.Cntr ↑↓	Approved by ↑↓	Locked by ↑↓
<input type="checkbox"/>	<u>PINE-TX</u>		
<input type="checkbox"/>	<u>TFI-SG</u>		
<input type="checkbox"/>	<u>TGL-SG</u>		
<input type="checkbox"/>	<u>TFS-SG</u>	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 Action > 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.

### Forecast Workflow Control

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

Refresh Action

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

#### Confirmation

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

Yes No

9. At the prompt, click Yes.

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

**Forecast Workflow Control**

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

Refresh Action

<input type="checkbox"/>	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 Action > Unlock.

12. At the prompt, click Yes.

**Forecast Workflow Control**

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

Refresh Action

<input type="checkbox"/>	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	admin@devent1.com

**Confirmation**

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

Yes No

13. The forecast cycle is now unlocked.

### Forecast Workflow Control

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

Refresh Action

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


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

### Forecast Workflow Control

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

Refresh Action

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

**Confirmation**  
 Are you sure you want to Unapprove the selected entity and forecast cycle?  
✓ Yes ✗ No

15. At the prompt, click Yes.

16. The forecast cycle is now unapproved.

# Forecast Workflow Control

Acct Cntr\*

+ TFS Group

▼

Cycle\*

17.Q2.2

▼

Refresh

Action

<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="#">TFS-SG</a>		
<input type="checkbox"/>	<a href="#">TGL-SG</a>		

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

Action

<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="#">TFS-SG</a>		
<input type="checkbox"/>	<a href="#">TGL-SG</a>		

Forecast Workflow History

Acct Cntr

TFS-SG

Cycle

17.Q2.2

Description	Userid	Timestamp ↑↓
Unapproved Forecast	admin@devent1.com	2025-02-24 04:05:03.275
Unlocked Forecast	admin@devent1.com	2025-02-24 04:03:42.397
Locked Forecast	admin@devent1.com	2025-02-24 04:02:28.514
Approved Forecast	admin@devent1.com	2025-02-24 04:01:10.342
Unapproved Forecast	admin@devent1.com	2025-02-13 16:55:18.015

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

**FREQUENTLY ASKED QUESTIONS**

**RELATED INFORMATION**

**CHANGE HISTORY**

Date	By	Changes
6-Aug-2024	TS	Created.
24-Feb-2025	Lyra	Updated to W6 instructions and screenshots.