

# Maintain Operational Forecast in Grid View

[See previous W5 version guide](#)

## PURPOSE

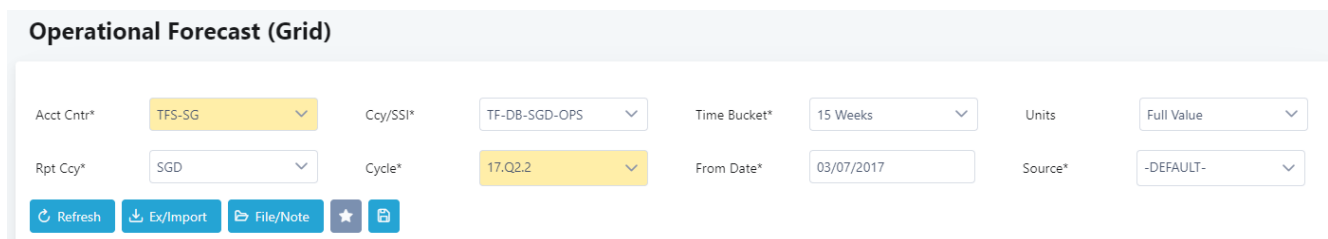
This document gives detailed procedure on maintaining operational forecast in Grid view.

## WHY IS THIS IMPORTANT?

Operational Forecast (Grid) enables user to update forecast in grid view.

## PROCEDURE

1. Click **Cash Management > Forecasting > Operational > Grid**. The screen below will be displayed.



The screenshot shows the 'Operational Forecast (Grid)' interface. It features a header bar with the title. Below the header, there are several filter controls arranged in two rows. The first row includes 'Acct Cntr\*' (set to TFS-SG), 'Ccy/SSI\*' (set to TF-DB-SGD-OPS), 'Time Bucket\*' (set to 15 Weeks), 'Units' (set to Full Value), and a dropdown arrow. The second row includes 'Rpt Ccy\*' (set to SGD), 'Cycle\*' (set to 17.Q2.2), 'From Date\*' (set to 03/07/2017), and 'Source\*' (set to -DEFAULT-). At the bottom of the filter section, there are five buttons: 'Refresh' (with a circular arrow icon), 'Ex/Import' (with a download icon), 'File/Note' (with a document icon), a star icon, and a trash can icon.

2. Select the **Accounting Centre** to maintain. Make sure not to select the group, characterized by a '+' sign before the name. Amending is not allowed for an accounting centre group.

3. Select the **SSI**. Make sure not to select the group, characterized by a '+' sign before the name. Amending is not allowed for a SSI group.

4. Next, select the **time bucket** to update forecast. Time bucket is user definable. To set up time bucket, [click here](#).

5. **Unit** is Full Value by default. It can be update to

thousands or millions too, no decimal places are allowed.

6. Choose the **Reporting Currency**; make sure that it is the same as the SSI currency.

7. Select **forecast cycle** in the Cycle field. Default cycle has no specific cycle dates, forecast can be update on any dates. See Forecast Cycle or more information.

8. From date is defaulted to the start date of the selected forecast cycle. If the selected cycle is Default, the From date is 1-Jan-2000. Select the **From Date** from which you want to maintain the forecast. The date can be future or past date.

9. Choose the **forecast source** to update forecast from different source or purpose. You can leave it as Default if only one source of forecast is to be updated. See Forecast Source for more information.

10. Click **Refresh**. The system displays forecast data up to 15 columns at a time.

**Operational Forecast (Grid)**

Acct Cntr\* TFS-SG Coy/SSI\* TF-DB-SGD-OPS Time Bucket\* 15 Weeks Units Full Value  
Rpt Coy\* SGD Cycle\* 17.Q2.2 From Date\* 03/07/2017 Source\* -DEFAULT-

Refresh Update Ex/Import Approve/Unapprove File/Note

Section/Category	Description	Total	3 Jul 2017	10 Jul 2017	17 Jul 2017	24 Jul 2017	31 Jul 2017	7 Aug 2017
Net Cashflows		1,807,000	3,588,000	2,379,000	1,202,000	353,000	-6,469,000	3,547,000
1 Revenue		93,049,236	12,558,000	8,326,500	4,207,000	1,235,500	5,265,400	12,414,500
Hardware	Servers	27,914,771	3,767,400	2,497,950	1,262,100	370,650	1,579,620	3,724,350
Services	Implementation	31,902,595	4,305,600	2,854,800	1,442,400	423,600	1,805,280	4,256,400
Software	TMS	33,231,870	4,485,000	2,973,750	1,502,500	441,250	1,880,500	4,433,750
2 Purchases		-46,524,618	-6,279,000	-4,163,250	-2,103,500	-617,750	-2,632,700	-6,207,250
Contract Staff	Infosys	-16,615,935	-2,242,500	-1,486,875	-751,250	-220,625	-940,250	-2,216,875

11. Amend the forecast values in the cells directly.

12. Click **Update** when done.

13. To update a comment in the forecast cell, click the **Edit**

button next to the cell.

Section/Category	Description	Total	3 Jul 2017	10 Jul 2017
Net Cashflows		1,807,000	3,588,000	2,379,000
1 Revenue		93,049,236	12,558,000	8,326,500
Hardware	Servers	27,914,771	3,767,400	2,497,950
Services	Implementation	31,902,595	4,305,600	2,854,800

14. You will be taken to the **Operational Forecast (List)** page.

**Operational Forecast (List)**

Acct Cntr\*

TFS-SG

Ccy/SSI\*

TF-DB-SGD-OPS

Cycle\*

17.Q2.2

From Date\*

03/07/2017

To Date\*

09/07/2017

Section/Category

Source\*

-DEFAULT-

Cancel

Refresh

Action

Import

Star

Clipboard

☐ Cut and Paste

Date	Section/Category/Description	SSI	Amount	Source	Cycle	Comments	
3 Jul 2017	1 Revenue/Hardware/Servers	TF-DB-SGD-OPS	3,767,400	-DEFAULT-	17.Q2.2		<div><div></div><div></div></div>

15. Click the **Write** button, then enter your comment in the **Comments** column. The **Comments** text box allows up to 100 characters. This field is optional.

**Operational Forecast (List)**

Acct Cntr\*

TFS-SG

Ccy/SSI\*

TF-DB-SGD-OPS

Cycle\*

17.Q2.2

From Date\*

03/07/2017

To Date\*

09/07/2017

Section/Category

Source\*

-DEFAULT-

Cancel

Refresh

Action

Import

Star

Clipboard

☐ Cut and Paste

Date	Section/Category/Description	SSI	Amount	Source	Cycle	Comments	
<div>03/07/2017</div>	<div>1 Revenue/Hardware/Serve</div>	<div>TF-DB-SGD-OPS</div>	<div>3,767,400</div>	<div>-DEFAULT-</div>	<div>17.Q2.2</div>	<div><div>[Enter your comments here]</div></div>	<div><div></div><div><div>✓</div><div>✕</div><div>−</div></div></div>

16. Click the **Check** button to save the update.

**Comments**

[Enter your comments here]

✓

✕

−

17. To return to the **Operational Forecast (Grid)** page, click

the **Cancel** button.

Operational Forecast (List)

Acct Cntr\*

TFS-SG

Ccy/SSI\*

TF-DB-SGD-OPS

Cycle\*

17.Q2.2

Section/Category

Source\*

-DEFAULT-

Cancel

Return to Operational Forecast (Grid) screen.

Cut and Paste

Forecasts are updated successfully.

Date	Section/Category/Description	SSI	Amount	Source	Cycle
3 Jul 2017	1 Revenue/Hardware/Servers	TF-DB-SGD-OPS	3,767,400	-DEFAULT-	17.Q2.2

18. The forecast cell with the updated comment will appear in light grayish cyan. Hover over the cell to view the comment.

Operational Forecast (Grid)

Acct Cntr\*

TFS-SG

Ccy/SSI\*

TF-DB-SGD-OPS

Time Bucket\*

15 Weeks

Units

Full Value

Rpt Coy\*

SGD

Cycle\*

17.Q2.2

From Date\*

03/07/2017

Source\*

-DEFAULT-

Refresh

Update

Ex/Import

Approve/Unapprove

File/Note

Section/Category	Description	Total	3 Jul 2017	10 Jul 2017	17 Jul 2017	24 Jul 2017	31 Jul 2017	7 Aug 2017
Net Cashflows		1,808,000	3,589,000	2,379,000	1,202,000	353,000	-6,469,000	3,547,000
1 Revenue		93,049,236	12,558,000	8,326,500	4,207,000	1,235,500	5,265,400	12,414,500
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2 Purchases		-46,524,618	-6,279,000	-4,163,250	-2,103,500	-617,750	-2,632,700	-6,207,250
Contract Staff	Infosys	-16,615,935	-2,242,500	-1,486,875	-751,250	-220,625	-940,250	-2,216,875
IT Services	IRM M/W	-13,957,385	-1,883,700	-1,248,975	-631,050	-185,325	-789,810	-1,862,175

**Limitation:** Exporting or importing operational forecast (grid) will drop the existing comments added to the forecast cell. Any existing comment added to the existing forecast cell will be overwritten after import.

**REQUENTLY ASKED QUESTIONS**

**FAQ01.** I cannot make the changes on the operational forecast.

Authorization is needed to amend the operational forecast. Contact your administrator to grant you rights

13845.

## **RELATED INFORMATION**

[Viewing Operational Forecast](#)

[Maintain Operational Forecast in List View](#)

[Importing Operational Forecast \(Grid\)](#)

[Importing Operational Forecast \(List\)](#)

[Cut and Paste List of Operational Forecast](#)

## **CHANGE HISTORY**

Date	By	Changes
15-Feb-2008	-	Created.
28-Jul-2015	CS	Included section for FAQ.
21-Jan-2016	Clarissa	Rewritten. Reformatted.
6-Jun-2018	Anuja	Updated instruction in step 1 and latest screenshots.
25-Nov-2019	Lyra	Updated screenshots.
13-Jun-2023	TS	Updated to W6 instructions and screenshots.
21-Jan-2025	TS	Updated instructions for adding forecast comments.