Maintain Operational Forecast in Grid View

See previous W5 version guide

PURPOSE

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

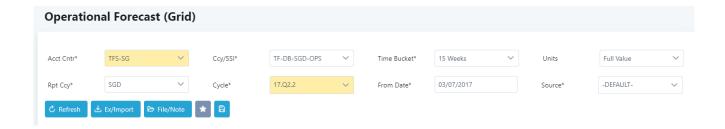
WHY IS THIS IMPORTANT?

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

PROCEDURE

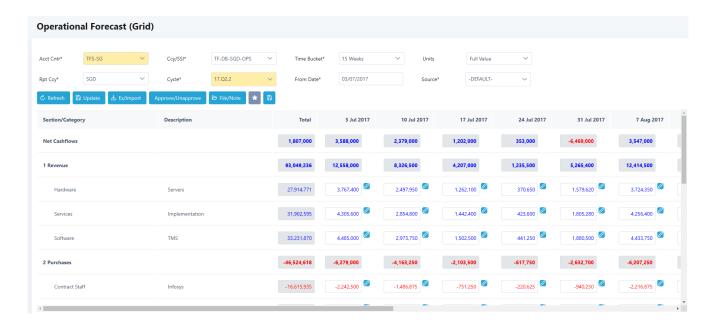


1. Click **Cash Management > Forecasting > Operational > Grid**. The screen below will be displayed.



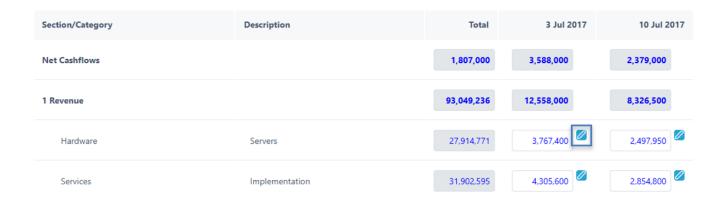
- 2. Select the **Accounting Centre** to maintain. Make sure not to select the group, characterized by a '+' sign before the name. Amending is not allowed for an accounting centre group.
- 3. Select the **SSI**. Make sure not to select the group, characterized by a '+' sign before the name. Amending 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, <u>click here</u>.
- 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.

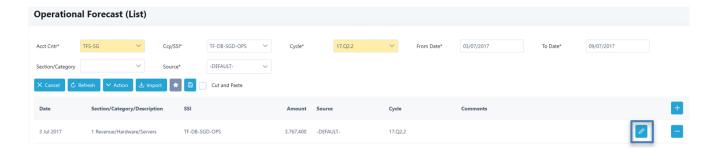


- 11. Amend the forecast values in the cells directly.
- 12. Click **Update** when done.
- 13. To update a comment in the forecast cell, click the **Edit** button next to the

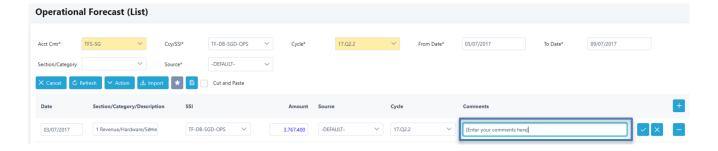
cell.



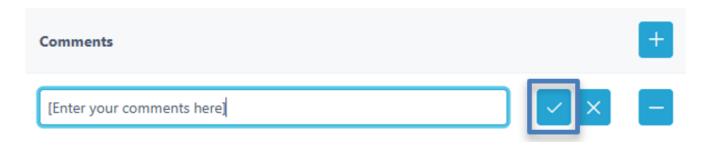
14. You will be taken to the **Operational Forecast (List)** page.



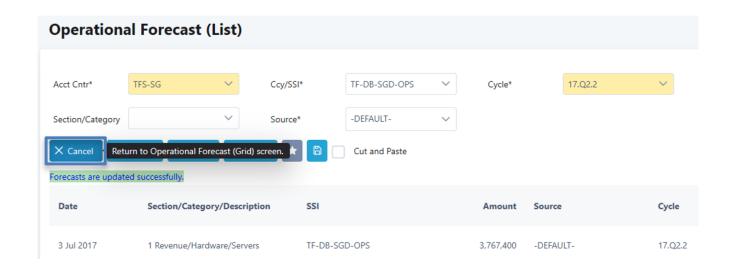
15. Click the **Write** button, then enter your comment in the **Comments** column. The **Comments** text box allows up to 100 characters. This field is optional.



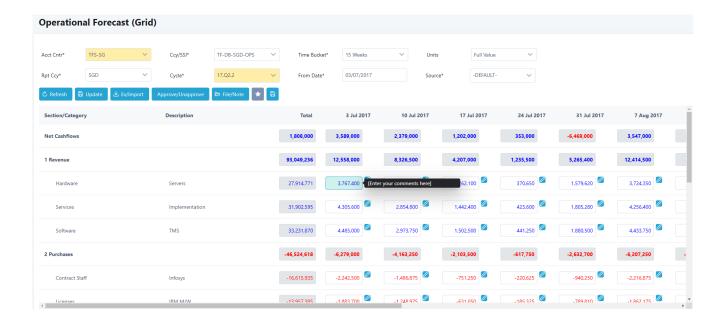
16. Click the **Check** button to save the update.



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



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



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

<u>Viewing Operational Forecast</u>

Maintain Operational Forecast in List View

Importing Operational Forecast (Grid)

<u>Importing Operational Forecast (List)</u>

Cut and Paste List of Operational Forecast

CHANGE HISTORY

Date	Ву	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	Lуга	Updated screenshots.
13-Jun-2023	TS	Updated to W6 instructions and screenshots.
21-Jan-2025	TS	Updated instructions for adding forecast comments.