Maintain Operational Forecast in List View (W5)

This version is superseded. Click here to view the latest guide.

PURPOSE

This document provides the detailed procedure for maintaining operational forecast in List view.

WHY IS THIS IMPORTANT?

Operational Forecast (List) enables users to update the forecast in table list format.

PROCEDURE

1. To amend operational forecast in List view, click on **Cash Management > Operational > Forecast > List**. The screen below is displayed.



2. Choose the **Accounting Centre** to amend.

3. Select SSI in the **Ccy/SSI** field.

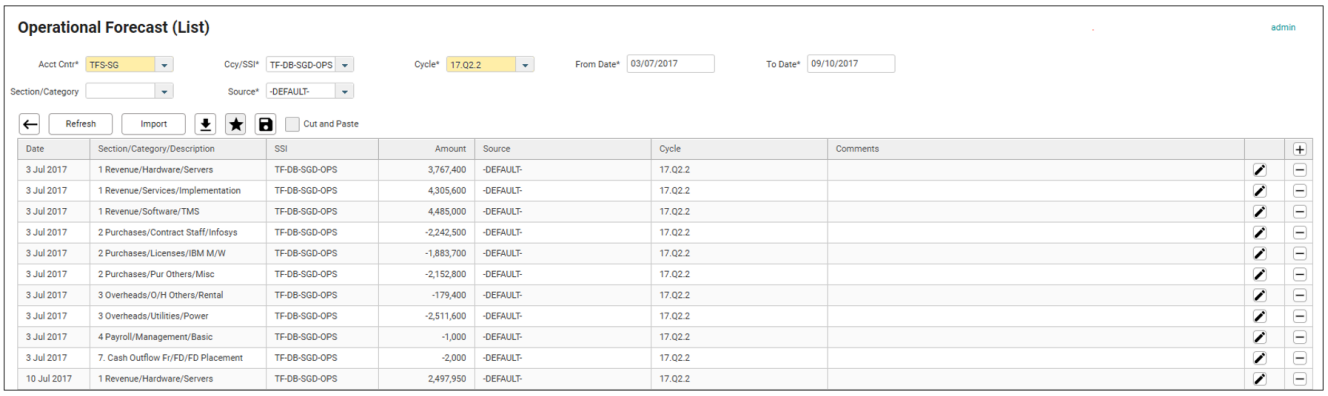
4. Choose the **Forecast Cycle**.

5. Select the **From Date** and the **To Date**.

6. The **Section/Category** field can be left blank. However, to view selected sections and categories only, choose from the dropdown.

7. Select the **Source** to update the forecast.

8. Click **Refresh**.



9. To add new forecast, click on **Add** Button. A new line will appear. Click **Write** Button.



10. Enter a **date** then enter **section/category/description**. The section/category/description list will only contain the forecast item for the selected entity.

11. Select **SSI**.

12. Enter **forecast amount**. Then select the **source** and **cycle** to update to.

13. Enter comment if any. The **Comments** text box allows up to 100 characters. This field is optional.

14. Click **Check** Button to update.

15. To make more changes on existing forecast items, simply click on **Write** Button and amend. To delete an item, click **Minus** Button.

FREQUENTLY 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 Grid 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.
21-Jan-2016	Clarissa	Rewritten. Reformatted.
7-Jun-2016	Douglas	Proofread.
6-Jun-2018	Anuja	Updated instructions in step 1 and 12 and latest screenshots.
21-Nov-2019	Lyra	Updated screenshots.
22-Nov-2024	TS	Updated instructions for adding forecast comments.