

Maintain Operational Forecast in List View

[See previous W5 version 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.

A screenshot of a web application interface titled "Operational Forecast (List)". It features a header bar with the title. Below the header, there are several input fields: "Acct Cntr*" with a dropdown menu showing "TFS-SG", "Ccy/SSI*" with a dropdown menu showing "TF-DB-SGD-OPS", "Cycle*" with a dropdown menu showing "17.Q2.2", "From Date*" with a text box containing "03/07/2017", and "To Date*" with a text box containing "09/10/2017". There are also fields for "Section/Category" and "Source*" with dropdown menus. At the bottom, there is a row of buttons: "Refresh", "Action", "Import", a star icon, a document icon, and a checkbox labeled "Cut and Paste".

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**.

Operational Forecast (List)

Acct Cntr* TFS-SG Coy/SSI* TF-DB-SGD-OPS Cycle* 17.Q2.2 From Date* 03/07/2017 To Date* 09/10/2017

Section/Category Source* -DEFAULT-

☐ 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		<input type="button" value="+"/>
3 Jul 2017	1 Revenue/Services/Implementation	TF-DB-SGD-OPS	4,305,600	-DEFAULT-	17.Q2.2		<input type="button" value="+"/>
3 Jul 2017	1 Revenue/Software/TMS	TF-DB-SGD-OPS	4,485,000	-DEFAULT-	17.Q2.2		<input type="button" value="+"/>
3 Jul 2017	2 Purchases/Contract Staff/Infosys	TF-DB-SGD-OPS	-2,242,500	-DEFAULT-	17.Q2.2		<input type="button" value="+"/>
3 Jul 2017	2 Purchases/Licenses/IBM M/W	TF-DB-SGD-OPS	-1,883,700	-DEFAULT-	17.Q2.2		<input type="button" value="+"/>

9. To add new forecast, click on **Add** Button. A new line will appear at the bottom of the list. Click **Write** button.

dd/mm/yyyy -DEFAULT- -ACTUAL-

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 **Remove (-)** 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-Jun-2016	Clarissa	Rewritten. Reformatted.
7-Jun-2016	Douglas	Proofread.
6-Jun-2018	Anuja	Updated instructions in step 1, 12 and latest screenshots.
21-Nov-2019	Lyra	Updated screenshots.
1-Jun-2023	TS	Updated to W6 instructions and screenshots.
22-Jan-2025	TS	Updated instructions for adding forecast comments.