

Maintaining Forecast Details (W5)

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PURPOSE

This is a detailed procedure on how to maintain forecast details.

WHY IS THIS IMPORTANT?

Forecast Detail Maintenance screen allows the maintenance of forecast items for each individual entity.

PROCEDURE

1. From the Forecast Section/Category Maintenance screen, click Detail. The Forecast Detail screen will be displayed.



Section	Category	Description			
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2. Choose Acct Cntr to maintain from the drop down. In this example, TFS-SG is chosen.

Forecast Detail

Acct Cntr* TFS-SG

☐ Duplicate

Section	Category	Description			
Revenue	Rental Income	<input type="text" value="Factory"/>	Add	Remove	Hide
Revenue	Rental Income	<input type="text" value="New Office"/>	Add	Remove	Hide
Revenue	Rental Income	<input type="text" value="Office buildings"/>	Add	Remove	Hide
Revenue	Sales	<input type="text" value="Local sales"/>	Add	Remove	Hide
Revenue	Sales	<input type="text" value="Steel Import"/>	Add	Remove	Hide
AP	AP	<input type="text" value="AP"/>	Add	Remove	Hide
AR	AR	<input type="text" value="AR"/>	Add	Remove	Hide
Expense	Rent	<input type="text" value="[Unused]"/>	Add	Remove	
Expense	Tax	<input type="text" value="Tax"/>	Add	Remove	Hide
Expense	Utilities	<input type="text" value="Utilities"/>	Add	Remove	Hide

3. The list of sections and categories that are available for forecasting are displayed on the screen. New sections and categories will show “Unused” under Description. Those marked “Unused” will not appear in the Operational Forecast screen.

4. To add appropriate definition for the forecast section and category list, type under Description. In this example, Office will be typed in the Rent category. Click on Save.

5. Another description may also be added. In this example, we will add Staff Accommodation under the category Rent.

6. To do this, click on Add hyperlink in the line of the category being maintained. A new line will be added.

Expense	Rent	<input type="text" value="Office"/>	Add	Remove	Hide
Expense	Rent	<input type="text" value="[Unused]"/>	Add	Remove	

7. Type in the new description on the blank field and click Save. The screen below will be displayed and the new description shows.

Forecast Detail

Acct Cntr* TFS-SG

← ☐ Duplicate

Forecast Detail saved successfully.

Section	Category	Description			
Revenue	Rental Income	Factory	Add	Remove	Hide
Revenue	Rental Income	New Office	Add	Remove	Hide
Revenue	Rental Income	Office buildings	Add	Remove	Hide
Revenue	Sales	Local sales	Add	Remove	Hide
Revenue	Sales	Steel Import	Add	Remove	Hide
AP	AP	AP	Add	Remove	Hide
AR	AR	AR	Add	Remove	Hide
Expense	Rent	Office	Add	Remove	Hide
Expense	Rent	Staff Accommodation	Add	Remove	Hide
Expense	Tax	Tax	Add	Remove	Hide
Expense	Utilities	Utilities	Add	Remove	Hide

8. To hide a forecast line item, click the Hide hyperlink in the same row. The line item will be on the bottom of the list. In this example, Staff Accommodation was hidden.

Forecast Detail

Acct Cntr* TFS-SG

← ☐ Duplicate

Section	Category	Description			
Revenue	Rental Income	Factory	Add	Remove	Hide
Revenue	Rental Income	New Office	Add	Remove	Hide
Revenue	Rental Income	Office buildings	Add	Remove	Hide
Revenue	Sales	Local sales	Add	Remove	Hide
Revenue	Sales	Steel Import	Add	Remove	Hide
AP	AP	AP	Add	Remove	Hide
AR	AR	AR	Add	Remove	Hide
Expense	Rent	Office	Add	Remove	Hide
Expense	Tax	Tax	Add	Remove	Hide
Expense	Utilities	Utilities	Add	Remove	Hide
Expense	Rent	Staff Accommodation	Add	Remove	Unhide

9. Click Save.

10. Duplicating sections and categories to be used in another accounting centre is also allowed. To do this, in the Forecast Detail screen click on Duplicate.

☒ Duplicate

11. A drop down box labelled Duplicate To* appears. Select the Accounting Centre where you wish to copy the forecast details to. In this example we will duplicate TFS-SG to TGL-SG.

Forecast Detail

Acct Cntr*

TFS-SG

☒ Duplicate

Duplicate To*

Section	Description			
Revenue	Factory	Add	Remove	Hide
Revenue	New Office	Add	Remove	Hide
Revenue	Office buildings	Add	Remove	Hide
Revenue	Local sales	Add	Remove	Hide
Revenue	Steel Import	Add	Remove	Hide
AP	AP	Add	Remove	Hide
AR	AR	Add	Remove	Hide
Expense	Rent	Add	Remove	Hide
Expense	Tax	Add	Remove	Hide
Expense	Utilities	Add	Remove	Hide
Expense	Rent	Add	Remove	Unhide

12. Click Duplicate. Once done, all the forecast details maintained for TFS-SG will be duplicated to TGL-SG. Other forecast details maintained under TGL-SG before duplication will remain.

FREQUENTLY ASKED QUESTIONS

FAQ01: How to remove a particular forecast detail?

You can remove a particular forecast detail only before saving. Once the forecast details are saved, they cannot be removed. If you do not wish to show it in the Operational Forecast, please click Hide to hide the particular forecast detail. Default forecast detail cannot be removed.

RELATED INFORMATION

[Viewing and Creating Forecast Section/Category](#)

[Amend and Maintain Forecast Section/Category](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created
8-Jan-2015	Clarissa	Reformatted. Rewritten.
21-Nov-2019	Lyra	Updated Screenshots.