

# Maintaining Forecast Details

[See previous W5 version guide](#)

## **PURPOSE**

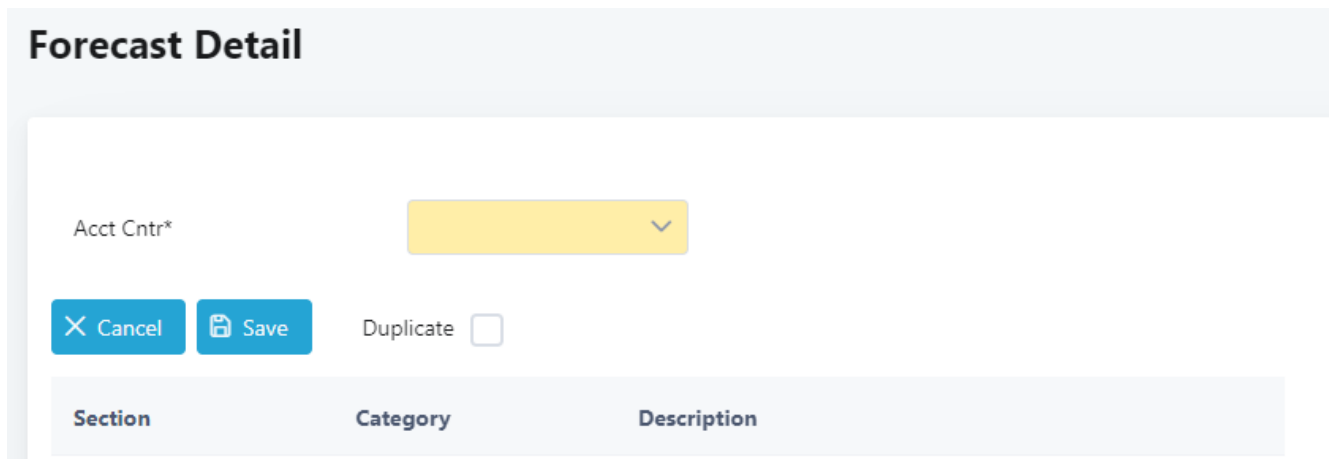
This is a detailed procedure on how to maintain forecast details.

## **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 (Cash Management > Forecasting > Maintenance > Section/Category), click Detail. The Forecast Detail screen will be displayed.



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

## Forecast Detail

Acct Cntr\*

TFS-SG



✕ Cancel

💾 Save

Duplicate ☐

Section	Category	Description		
1 Revenue	Hardware	<input type="text" value="Servers"/>	<a href="#">Add</a>	<a href="#">Hide</a>
1 Revenue	Services	<input type="text" value="Implementation"/>	<a href="#">Add</a>	<a href="#">Hide</a>
1 Revenue	Software	<input type="text" value="TMS"/>	<a href="#">Add</a>	<a href="#">Hide</a>
2 Purchases	Contract Staff	<input type="text" value="Infosys"/>	<a href="#">Add</a>	<a href="#">Hide</a>
2 Purchases	Licenses	<input type="text" value="IBM M/W"/>	<a href="#">Add</a>	<a href="#">Hide</a>
2 Purchases	Other Purchases	<input type="text" value="Misc"/>	<a href="#">Add</a>	<a href="#">Hide</a>
2 Purchases	Software	<input type="text" value="[Unused]"/>	<a href="#">Add</a>	
3 Overheads	O/H Others	<input type="text" value="Rental"/>	<a href="#">Add</a>	<a href="#">Hide</a>

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, MS Office will be typed in the Software category. Click on Save.

5. Another description may also be added. In this example, we will add Zoom under the category Software.

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

2 Purchases	Software	MS Office	<a href="#">Add</a>	
2 Purchases	Software	[Unused]	<a href="#">Add</a>	<a href="#">Remove</a>

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



[X](#) Cancel

Save

Duplicate ☐

Forecast Detail saved successfully.

Section	Category	Description		
1 Revenue	Hardware	Servers	<a href="#">Add</a>	<a href="#">Hide</a>
1 Revenue	Services	Implementation	<a href="#">Add</a>	<a href="#">Hide</a>
1 Revenue	Software	TMS	<a href="#">Add</a>	<a href="#">Hide</a>
2 Purchases	Contract Staff	Infosys	<a href="#">Add</a>	<a href="#">Hide</a>
2 Purchases	Licenses	IBM M/W	<a href="#">Add</a>	<a href="#">Hide</a>
2 Purchases	Other Purchases	Misc	<a href="#">Add</a>	<a href="#">Hide</a>
2 Purchases	Software	MS Office	<a href="#">Add</a>	<a href="#">Hide</a>
2 Purchases	Software	Zoom	<a href="#">Add</a>	<a href="#">Hide</a>

8. To hide a forecast line item, click the Hide hyperlink in the same row. The hidden line item will be moved to the bottom of the list. In this example, Zoom is hidden.

6 Modelling	Financial	<input type="text" value="S/T Fin"/>	<a href="#">Add</a>	<a href="#">Hide</a>
Operating Activities	Fixed Business Expenses	<input type="text" value="[Unused]"/>	<a href="#">Add</a>	
Operating Activities	Rent	<input type="text" value="[Unused]"/>	<a href="#">Add</a>	
Operating Activities	Taxation	<input type="text" value="[Unused]"/>	<a href="#">Add</a>	
2 Purchases	Software	<input type="text" value="Zoom"/>	<a href="#">Add</a>	<a href="#">Unhide</a>

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.

## Forecast Detail

Acct Cntr\*

TFS-SG

✕ Cancel

💾 Save

Duplicate ☒

Duplicate To\*

💾 Duplicate

Section

Category

Description

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

Cancel

Save

Duplicate



Duplicate To\*

TGL-SG

Duplicate

Section	Category	Description		
1 Revenue	Hardware	Hardware	<a href="#">Add</a>	<a href="#">Hide</a>
1 Revenue	Services	Implementation	<a href="#">Add</a>	<a href="#">Hide</a>
1 Revenue	Software	TMS	<a href="#">Add</a>	<a href="#">Hide</a>
2 Purchases	Contract Staff	Infosys	<a href="#">Add</a>	<a href="#">Hide</a>
2 Purchases	Licenses	IBM M/W	<a href="#">Add</a>	<a href="#">Hide</a>
2 Purchases	Other Purchases	Misc	<a href="#">Add</a>	<a href="#">Hide</a>
2 Purchases	Software	MS Office	<a href="#">Add</a>	<a href="#">Hide</a>

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 be retained.

## 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	Rewritten. Reformatted.
21-Nov-2019	Lyra	Updated screenshots.
5-Jun-2023	TS	Updated to W6 instructions and screenshots.