

Maintaining Forecast Grouping

[See previous W5 version guide](#)

PURPOSE

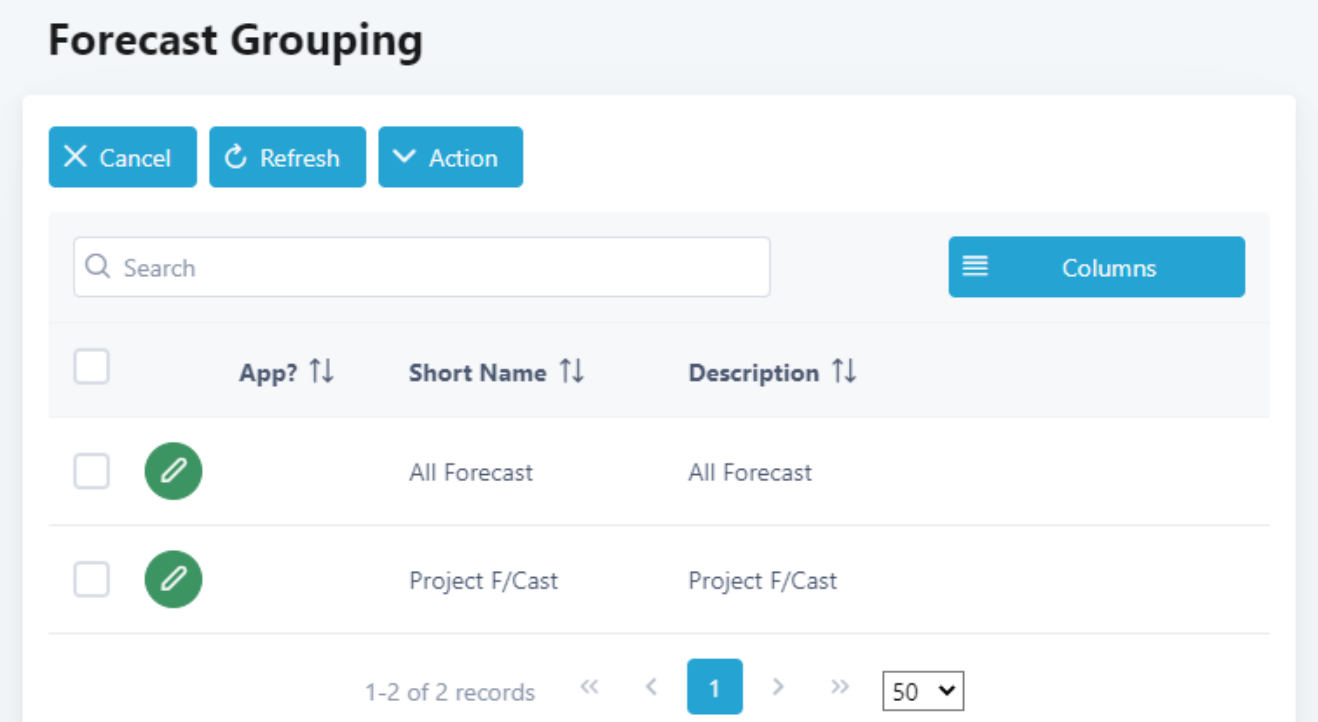
This is a detailed procedure on how to maintain forecast grouping.

WHY IS THIS IMPORTANT?



Forecast grouping maintenance allows user to classify individual forecast sections and categories into groups.

PROCEDURE

1. In the Forecast Section / Category Maintenance screen (Cash Management > Forecasting > Maintenance > Section/Category), click on Grouping. The Forecast Grouping screen will be displayed.



The screenshot displays the 'Forecast Grouping' interface. At the top, there are three buttons: 'Cancel' (with a close icon), 'Refresh' (with a circular arrow icon), and 'Action' (with a dropdown arrow icon). Below these is a search bar with a magnifying glass icon and a 'Columns' button with a hamburger menu icon. The main area contains a table with the following structure:

<input type="checkbox"/>	App? ↑↓	Short Name ↑↓	Description ↑↓
<input type="checkbox"/>		All Forecast	All Forecast
<input type="checkbox"/>		Project F/Cast	Project F/Cast

At the bottom, there is a pagination bar showing '1-2 of 2 records', navigation arrows, a page number '1' in a blue box, and a dropdown menu set to '50'.

2. To add a new forecast group, click on Action and select New. The screen below is displayed.

Maintain Forecast Grouping

Cancel
Save
History

Shortname*

Longname

<input type="checkbox"/>	Section	Category
<input type="checkbox"/>	1 Revenue	Hardware
<input type="checkbox"/>	1 Revenue	Services
<input type="checkbox"/>	1 Revenue	Software
<input type="checkbox"/>	2 Purchases	Contract Staff
<input type="checkbox"/>	2 Purchases	Licenses
<input type="checkbox"/>	2 Purchases	Other Purchases
<input type="checkbox"/>	2 Purchases	Software
<input type="checkbox"/>	3 Overheads	O/H Others
<input type="checkbox"/>	3 Overheads	Utilities

+

-

<input type="checkbox"/>	Section	Category
No records found.		

3. Type in the preferred short name; it must be unique. Longname field is optional.

4. Next, tick on the checkbox of the forecast item to add to the group.

Maintain Forecast Grouping

Cancel
Save
History

Shortname*

Revenue+Purchases

Longname

<input type="checkbox"/>	Section	Category
<input checked="" type="checkbox"/>	1 Revenue	Hardware
<input checked="" type="checkbox"/>	1 Revenue	Services
<input checked="" type="checkbox"/>	1 Revenue	Software
<input checked="" type="checkbox"/>	2 Purchases	Contract Staff
<input checked="" type="checkbox"/>	2 Purchases	Licenses
<input checked="" type="checkbox"/>	2 Purchases	Other Purchases
<input checked="" type="checkbox"/>	2 Purchases	Software
<input type="checkbox"/>	3 Overheads	O/H Others
<input type="checkbox"/>	3 Overheads	Utilities

+

-

<input type="checkbox"/>	Section	Category
No records found.		

5. Click on Add (+). The line items selected will be added on

the right.

Maintain Forecast Grouping

Cancel

Save

History

Shortname*

Revenue+Purchases

Longname

Section

Category

1 Revenue

Hardware

1 Revenue

Services

1 Revenue

Software

2 Purchases

Contract Staff

2 Purchases

Licenses

2 Purchases

Other Purchases

2 Purchases

Software

3 Overheads

O/H Others

3 Overheads

Utilities

Section

Category

1 Revenue

Hardware

1 Revenue

Services

1 Revenue

Software

2 Purchases

Contract Staff

2 Purchases

Licenses

2 Purchases

Other Purchases

2 Purchases

Software

6. Click the Save button. A message prompt saying “Forecast grouping saved successfully” will be displayed on the screen.

7. Click on Cancel button to go back to the Forecast Grouping screen.

8. The created forecast group needs to be approved before it can be used. To do that, tick the checkbox of the forecast group and click Action and Approve.

Forecast Grouping

✕ Cancel

↻ Refresh

▼ Action

🔍 Search

Columns




☐

App? ↑↓

✓ Approve

🗑 Delete

Description ↑↓

<input checked="" type="checkbox"/>		N	Revenue+Purchases	Revenue+Purchases
<input type="checkbox"/>			All Forecast	All Forecast
<input type="checkbox"/>			Project F/Cast	Project F/Cast

1-3 of 3 records

« < 1 > »

50 ▼

9. Click Approve.

RELATED INFORMATION

[Viewing and Creating Forecast Section Category](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created.
8-Jan-2015	Clarissa	Rewritten. Reformatted.
7-Jun-2016	Richard	Proofread.
20-Nov-2019	Lyra	Updated screenshots.
5-Jun-2023	TS	Updated to W6 instructions and screenshots.