

Viewing Operational Forecast

[See previous W5 version guide](#)

PURPOSE

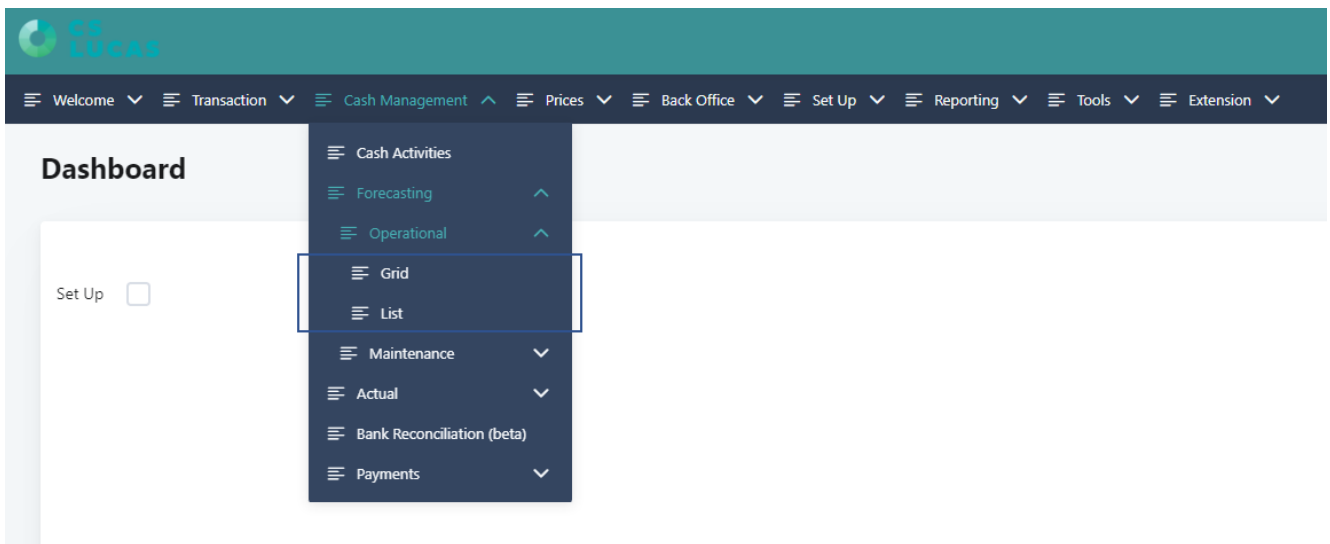
This document contains the procedures for viewing operational forecast in the system.

WHY IS THIS IMPORTANT?

Viewing operational forecast allows users to view operational forecasts that are input by an entity, or view the consolidated forecasts by group of entities.

PROCEDURE

1. From the Menu, select Cash Management > Forecasting > Operational, you can choose to view in grid or list.



2. To view operational forecast in grid view, select Grid. Operational Forecast (Grid) screen displays.

Operational Forecast (Grid)

Acct Cntr*	TFS-SG	Ccy/SSI*	TF-DB-SGD-OPS	Time Bucket*	15 Weeks	Units	Full Value
Rpt Ccy*	SGD	Cycle*	17.Q2.2	From Date*	03/07/2017	Source*	-DEFAULT-

[Refresh](#) [Ex/Import](#) [File/Note](#) [★](#) [📁](#)

3. Choose the Accounting Centre to view. If the accounting centre you wish to view is not available, contact the administrator to grant you rights. In this case, we will choose TFS-SG.

4. The Ccy/SSI field will be populated with bank accounts that belong to the accounting centre selected. Bank account groups in the dropdown are characterized by a '+' sign in the beginning of the short name. In this example, we will select TF-DB-SGD-OPS.

5. Next, select the time bucket for how to view the forecast. It can be daily, weekly, monthly, etc. This is user-definable. For more information on how to set up the time bucket, [click here](#).

6. Unit is 'Full Value' by default. You may change it to view by thousands or millions, but in this example, the default will be chosen.

7. Select the reporting currency you want the forecast to appear in by clicking the dropdown beside the Rpt Ccy field. The exchange rate used for the conversion will be the valuation rate archived in the system at the From Date. In this example, we will use SGD.

8. The cycle field is set to default. If chosen, the default cycle will allow maintaining forecast for an open-ended period. This can also be defined. For more information on how to set rolling forecast cycles, [click here](#).

9. Choose the From Date to set the date from which the forecast is to be displayed. This can be a past or future

date.

10. The source field is also set to default. Source can be used to maintain forecast for different purposes. For example, you may want to keep an aggressive forecast in the system. This can be done by creating a source called “Aggressive Forecast,” and then forecast can be maintained under this source. For more information on how to set up the source, click [here](#).

11. Click Refresh. The screen below will be displayed.

Operational Forecast (Grid)

Acct Cntr* TFS-SG Coy/SSI* TF-DB-SGD-OPS Time Bucket* 15 Weeks Units Full Value
Rpt Coy* SGD Cycle* 17.Q2.2 From Date* 03/07/2017 Source* -DEFAULT-

Refresh Update Ex/Import Approve/Unapprove File/Note Star Print

Section/Category	Description	Total	3 Jul 2017	10 Jul 2017	17 Jul 2017	24 Jul 2017	31 Jul 2017	7 Aug 2017
Net Cashflows		1,808,000	3,589,000	2,379,000	1,202,000	353,000	-6,469,000	3,547,000
1 Revenue		93,049,236	12,558,000	8,326,500	4,207,000	1,235,500	5,265,400	12,414,500
Hardware	Servers	27,914,771	3,767,400	2,497,950	1,262,100	370,650	1,579,620	3,724,350
Services	Implementation	31,902,595	4,305,600	2,854,800	1,442,400	423,600	1,805,280	4,256,400
Software	TMS	33,231,870	4,485,000	2,973,750	1,502,500	441,250	1,880,500	4,433,750
2 Purchases		-46,524,618	-6,279,000	-4,163,250	-2,103,500	-617,750	-2,632,700	-6,207,250
Contract Staff	Infosys	-16,615,935	-2,242,500	-1,486,875	-751,250	-220,625	-940,250	-2,216,875
Licenses	IRM M/W	-13,957,385	-1,883,700	-1,248,975	-631,050	-185,325	-789,810	-1,862,175

12. The system will display up to 15 columns at a time. To make changes, see the guide [to Maintain Forecast in Grid View here](#).

13. To view operational forecast in list view, select Cash Management > Forecasting > Operational > List from the main menu. The Operational Forecast (List) will be displayed.

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-

Cancel Refresh Action Import Star Print ☐ Cut and Paste

14. Select the Accounting Centre to view.

15. Choose the Ccy/SSI. Those in the dropdown correspond to the Accounting Centre chosen. In this example, we will choose TF-DB-SGD-OPS.

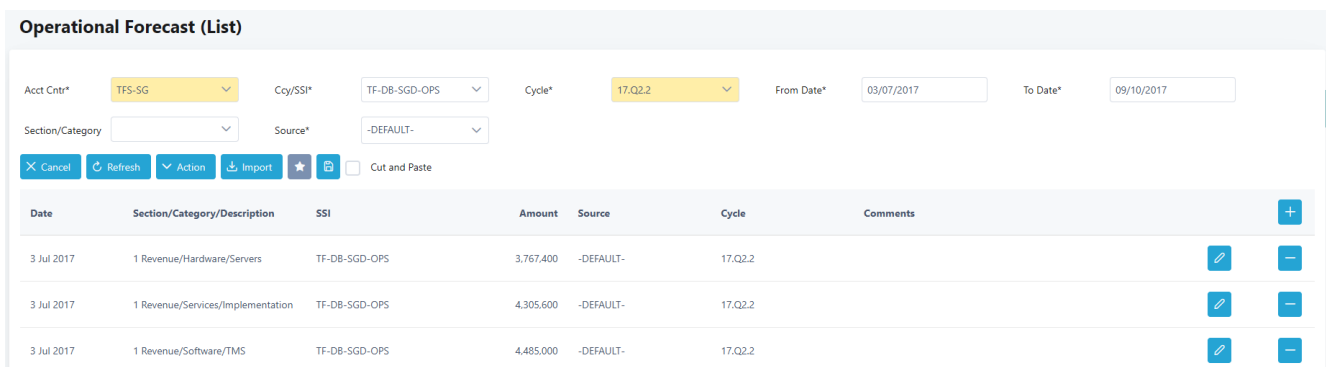
16. The Cycle field is set to default. If chosen, the default cycle will allow maintaining forecast for an open-ended period. This can also be defined. For more information on how to set rolling forecast cycles, click [here](#).

17. Fill in the From Date and the To Date.

18. The Section/Category field is usually left blank. However, to view only individual or selected sections and categories, select the section and category or the group from what have been pre-setup. To know how to set up sections and categories, click [Maintaining Forecast Sections and Categories](#).

19. Select the source. In this example, default will be chosen.

20. Click Refresh. The screen below will be displayed.



The screenshot displays the 'Operational Forecast (List)' interface. At the top, there are several dropdown menus and input fields for filtering: 'Acct Cntr*' (TFS-SG), 'Ccy/SSI*' (TF-DB-SGD-OPS), 'Cycle*' (17.Q2.2), 'From Date*' (03/07/2017), and 'To Date*' (09/10/2017). Below these are 'Section/Category' and 'Source*' dropdowns. A row of action buttons includes 'Cancel', 'Refresh', 'Action', 'Import', a star icon, a print icon, and a 'Cut and Paste' checkbox. The main area contains a table with the following columns: Date, Section/Category/Description, SSI, Amount, Source, Cycle, and Comments. The table lists three entries for July 3, 2017, all with the same SSI (TF-DB-SGD-OPS) and Cycle (17.Q2.2). Each row has edit and delete icons on the right.

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	
3 Jul 2017	1 Revenue/Services/Implementation	TF-DB-SGD-OPS	4,305,600	-DEFAULT-	17.Q2.2	
3 Jul 2017	1 Revenue/Software/TMS	TF-DB-SGD-OPS	4,485,000	-DEFAULT-	17.Q2.2	

21. The system will display the forecast in list format. To make changes, see the guide to [Maintain Forecast in List View here](#).

FREQUENTLY ASKED QUESTIONS

FAQ01. I cannot access this module and view the forecast.

Authorization is needed to access the operational forecast. Contact your administrator to grant you

13843 Access Operational Forecast and 13844 Refresh Operational Forecast.

RELATED INFORMATION

[Maintaining Operational Forecast in List View](#)

[Maintaining 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.
28-Jul-2015	CS	Included section for FAQ.
29-Dec-2015	Clarissa	Rewritten. Reformatted.
16-Jun-2016	Douglas	Proofread.
13-Jun-2017	TS	Included link in step 8 and 10.
7-Jun-2018	Anuja	Updated with latest screenshots and instructions to view operational forecast in grid and list view.
21-Nov-2019	Lyra	Updated screenshots.
30-May-2023	TS	Updated to W6 instructions and screenshots
22-Jan-2025	TS	Updated with latest screenshots in step 11 and 20.