# Section VII

Forecasts

### **Forecasts Module**

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F	ile	Edit	Orders	Invoices	Commissions	Quotes	Forecasts	Reports	Maintenance	Everyone Out!	Fax/EDI	Navigation	Utilities	Window	Help	
							Add/Edit/Clear Columns									
							Forecast Reports									

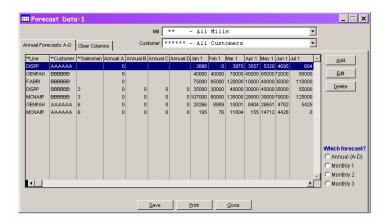
Entering Forecast data allows you to run Actual vs. Budget reports. There are seven forecast options provided in UCOES 2; four annual Forecast options (A-D) and three monthly Forecast options (1,2 & 3).

If your site does not choose to use the Forecast module, the option will not appear on your UCOES Main Menu.

#### Add/Edit/Clear Columns

The Add/Edit/Clear Columns option provides access to all data entry functions related to Forecast data. You can add, edit and delete information in any of the seven available forecast categories.

#### **Viewing Forecast Data**



					Mill	**	- All	Mills	-	
nnual Fore	ecasts A-D	Clear Colun	ns	Cu	storner	*****	- All	Customers	•	
*Line	**Customer	**Salesman	Annual A A	.nnual B	Annual C	Annual D			<b>A</b>	Add
DISPP	АААААА									
GENPAK	888888		0							Eclit
FABRI	888888		0							
DISPP	888888	3	0	0	0	0				Delete
MCNAIR	888888	3	0	0	0	0				
GENPAK	AAAAAA	6	0	0	0	0				
MCNAIR	AAAAAA	6	0	0	0	0				
										Which forec
										Annual (A)
										C Monthly 1
										C Monthly 2
									- ×	
<u> </u>										C Monthly 3

When you first call up the Forecast Data form, all forecast columns are visible. Because the columns scroll off the screen to the right and because most sites use only one or two of the forecast options, a button is provided on the lower right of the form. It allows you to view one forecast category at a time. In the form above, the user has selected Annual (A-D) from the option buttons at the lower right side of the list. All of the monthly columns have been hidden.

					Mil	* *	- All	Mills					Ľ	
nnual Fore	ecasts A-D	Clear Colum	ns	Cut	stomer *	****	- All	Custo	mers			1	•	
*Line	**Customer	**Salesman		Feb 1								Oct 1	^	Add
DISPP	AAAAAA		3898	0	3970	3557	5320	4695		1336				
GENPAK	888888		40000	40000	70000	45000	65000	72000	50000	50000	48000	52000		Edit
ABRI	888888		75000	95000	120000	110000	140000	105000	110000	115000	140000	80000		Delete
DISPP	888888	3	35000	30000	40000	30000	45000	65000	55000	20000	30000	47000		Delete
<b>WCNAIR</b>	888888	3	107000	80000	135000	129000	130000	170000	125000	150000	165000	125000		
<b>JENPAK</b>	AAAAAA	6	20266	8889	10001	8404	28651	4782	5425	5693	17838	1934		
MCNAIR	AAAAAA	6	195	76	11804	155	14712	4428	0	15216	189	0		
														Which forecast
														C Annual (A-D)
														Monthly 1
														1
													-	C Monthly 2
•												•		C Monthly 3

Monthly Forecast 1 is chosen and displayed on this form.

					Mil *	* -	All M	ills				•	
nnual Fore	ecasts A-D	Clear Column	ns	Custo	mer **	**** -	A11 C	ustome	rs			•	
*Line		**Salesman	Jan [2]	Feb [2]	Mar [2]	Apr [2]	May [2]	Jun [2]	Jul [2]	Aug [2]	Sep [2]	Oct [2]	Add
DISPP	AAAAAA		28000	0	0	0	0	0	0	0	0	0	
<b>JENPAK</b>	888888		640000	0	0	0	0	0	0	0	0	0	Edit
ABRI	868868		100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	Delete
NSPP	888888	3	495000	0	0	0	0	0	0	0	0	0	Delete
<b>ACNAIR</b>	888888	3	133333	133333	133333	133333	133333	133333	133333	133333	133333	133333	
SENP.AK	AAAAAA	6	110000	0	0	0	0	0	0	0	0	0	
MCNAIR	AAAAAA	6	85000	0	0	0	0	0	0	0	0	0	
													Which forecas
													C Annual (A-D)
													C Monthly 1
													Monthly 2
•												■ ) (	C Monthly 3

Monthly Forecast 2 is chosen and displayed on this form.

# **Editing Forecast Data**

If there is already a record in the list for the Mill and Customer whose forecast you want to edit, highlight that record and press Enter or click the Edit button to the right of the list.

Because it is awkward to scroll so many columns of data, a separate edit form is provided. You can add or edit forecast data for all 40 forecast columns of a record using this form.

		1:1	Forecast							
			Mil MCN	AIR - MCI	NAIRN P.	ACKAGIN	G		-	
nnual Fore	ecasts A-D	Clear	Customer BBB	BBB - BA	RRY BARI	NS BOUN	ITY		Ψ.	
**Line		**Sale								Add
DISPP	AAAAAA		Annual		donthly 1		Monthly 2		fonthly 3	
GENPAK FABRI	BBBBBB		Forecast A 0	Jan (1)	107000	Jan (2)	133333	Jan (3)	0	Edit
DISPP	888888	3	Forecast B 0	Feb (1)	80000	Feb (2)	133333	Feb (3)	0	Delete
MCNAIR	888888	3	Forecast C 0	Mar (1)	135000	Mar (2)	133333	Mar (3)	0	
GENPAK	AAAAAA	6	Forecast D 0	Apr (1)	129000	Apr (2)	133333	Apr (3)	0	
WCNAIR	AAAAAA	6	-	May (1)	130000	May (2)	133333	May (3)	0	
				Jun (1)	170000	Jun (2)	133333	Jun (3)	0	
				Jul (1)	125000	Jul (2)	133333	Jul (3)	0	
				Aug (1)	150000	Aug (2)	133333	Aug (3)	0	Which foreca
				Sep (1)	165000	Sep (2)	133333	Sep (3)	0	C Annual (A-E
				Oct (1)	125000	Oct (2)	133333	Oct (3)	0	Monthly 1
				Nov (1)	118000	Nov (2)	133333	Nov (3)	0	C Monthly 2 C Monthly 3
				Dec (1)	112000	Dec (2)	133333	Dec (3)	0	1

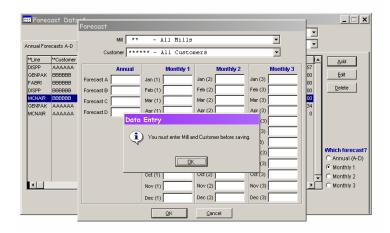
When editing an existing forecast record, the Mill and Customer options on the edit form will be disabled.

Once you have make all your changes, click OK to save the changes and return to the list. If you want to edit data for a different Mill and Customer, highlight that record in the list and double click, click the Edit button, or press the Enter key.

# Adding Forecast Data

Mule     Mcustomer     Customer     Customer       DISPP     AAAAAAA     GENAKAA     Mon     Mon       GENAKA     BEBBBB     Forecast A     Jan (1)     Jan (1)       MULAR     BEBBBB     Forecast A     Jan (1)     GENAKA     AAAAAA       GENAKA     AAAAAAA     Forecast C     Mar (1)     Mar (1)     Jun (1)       GENAKA     AAAAAAA     Forecast C     Mar (1)     Jun (1)     Jun (1)       Jun (1)     Jun (1)     Jun (1)     Jun (1)     Jun (1)     Jun (1)	onthly 1 Month	hly 2 Monthly 3	▼ 
DISPP AAAAAA GRPAK GBEBEB DISP BEBEBEB DISP BEBEBEB Forecast B Feb (1) Forecast C Mar (1) GRPAK AAAAAA MCNAR AAAAAA Forecast D Apr (1) Jun (1) Jun (1) Jun (1) Jun (1)		hlv 2 Monthlv 3	57
Sep (1) Oct (1) Nov (1) Dec (1)	Jan (2) Feb (2) Mar (2) Apr (2) Jun (2) Jun (2) Jun (2) Aug (2) Aug (2) Oct (2) Dec (2) Dec (2)	Jan (3)   Feb (3)   Mar (3)   Apr (3)   Jun (3)   Jun (3)   Sep (3)   Oct (3)   Nov (3)   Dec (3)	00 Eat 00 Delete 01 St 04 O 0 Monthy 1 ↓ C Monthy 3

If there is not a record in the list for the Mill and Customer you need, click the Add button to the right of the list. When adding a new forecast record, you must select the Mill and Customer in addition to entering the forecast data.



# **Clearing Columns**

		Mill **	- All Mills		-
Annual Forecasts A-D	Clear Columns	Customer *****	' - All Custome	rs	•
	This option also dellas	and the slope such as CNTIC		can be used for a new forecas	
				the dropdown lists above.	
	🔽 Annual - All	Monthly 1 - All	Monthly 2 - All	Monthly 3 - All	
	🔽 Annual - A	🗖 Jan [1]	🔽 Jan [2]	🗖 Jan [3]	
	🔽 Annual - B	Feb [1]	🔽 Feb [2]	Feb [3]	
	🔽 Annual - C	Mar [1]	Mar [2]	🗌 Mar [3]	
	🔽 Annual - D	C Apr [1]	Apr [2]	Apr [3]	
		May [1]	May [2]	May [3]	
		j Jul [1]	I♥ Jul [2]	i Jul [3]	
		Aug [1]	Aug [2]	Aug [3]	
		Sep [1]	Sep [2]	Sep [3]	
		Cot [1]	🔽 Oct [2]	Cot [3]	
		Nov [1]	Vov [2]	🗖 Nov [3]	
		🗌 Dec [1]	🔽 Dec [2]	🗖 Dec [3]	
		Clear Columns	Print Clos	e	

Clear a column when you want to reuse the column for a new forecast. You can reset the values in one or more columns of forecast data to 0. You can reset many columns at once, but please choose no more than 24 checkboxes at once. In UCOES 2.0 you can now limit this action to a single Mill and/or Customer as well as limiting the columns that are affected. The mill and/or customer affected will be the one displayed in the dropdown boxes at the top of the form.

When you have used the checkboxes to indicate the columns you'd like to clear, press the Clear Columns button to carry out the change.

#### **Forecast Reports**

To get a listing report of forecasts, select Forecast Reports from either the Forecast menu option or the Report Menu option. Currently there is only one Forecast report. Run it from the list.

Print			
Foreca	et liet		
	57 L931		
	t Destination		
C Ser C Ser C Ser	tt Pre <u>v</u> iew nd to <u>P</u> rinter nd to <u>T</u> ext File nd to <u>H</u> TML nd to E <u>x</u> cel	<u>R</u> un <u>C</u> lose	
orecast Listing Repor	t Specifications:		
List Field(s):	🗸 Annual - All	Monthly - All	
	🗹 Annual - A	Monthly - 1	
	🔽 Annual - B	Monthly - 2	
	Annual - C 🗹 Annual - D	Monthly - 3	
Limit to : Mil *	* - All Mills		•
Customer **	**** - All Custor	mers	•
Salesman **	- All Salesmen		-
Sorted by :		Page break on	uppermost sort choice
Customer Principal		> Salesman	<u></u>
		<	
		<<	<b>*</b>
	Run	Cancel	

You can report on forecast data for any combination of annual or monthly forecast categories. You can limit the report to a single Mill and/or Customer and/or Salesman and select one or more sort items. If you choose a single sort item (Principal or Customer or Salesman) the report will be produced in the same order as the original DOS version report for that sort option.