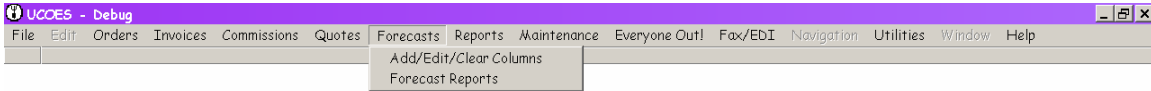


Section VII

Forecasts

Forecasts Module



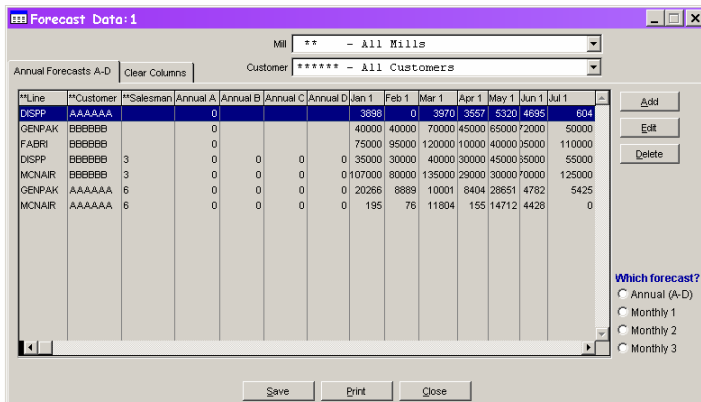
Entering Forecast data allows you to run Actual vs. Budget reports. There are seven forecast options provided in UCOES 2; four annual Forecast options (A-D) and three monthly Forecast options (1,2 & 3).

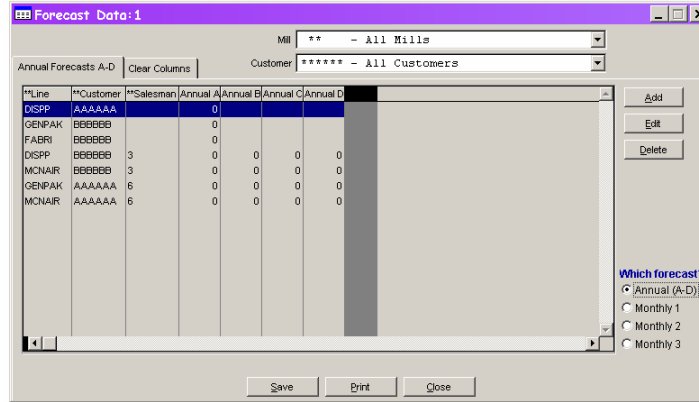
If your site does not choose to use the Forecast module, the option will not appear on your UCOES Main Menu.

Add/Edit/Clear Columns

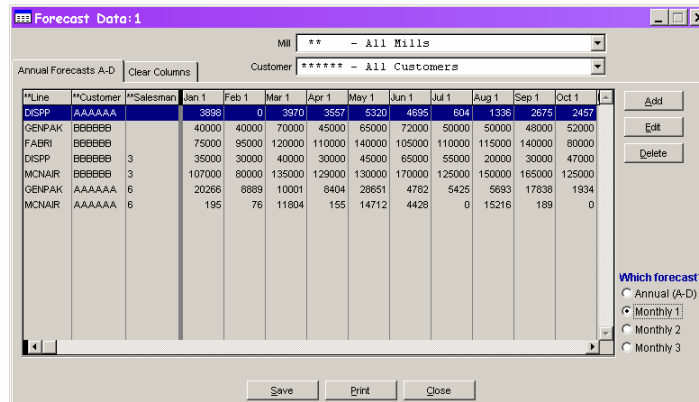
The Add/Edit/Clear Columns option provides access to all data entry functions related to Forecast data. You can add, edit and delete information in any of the seven available forecast categories.

Viewing Forecast Data

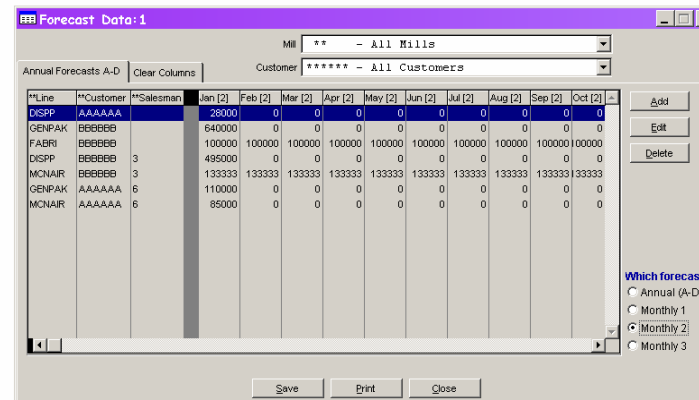




When you first call up the Forecast Data form, all forecast columns are visible. Because the columns scroll off the screen to the right and because most sites use only one or two of the forecast options, a button is provided on the lower right of the form. It allows you to view one forecast category 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.



Monthly Forecast 1 is chosen and displayed on this form.

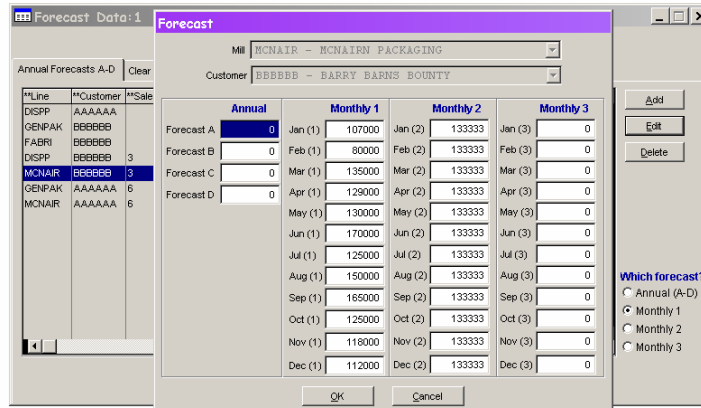


Monthly Forecast 2 is chosen and displayed on this form.

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.

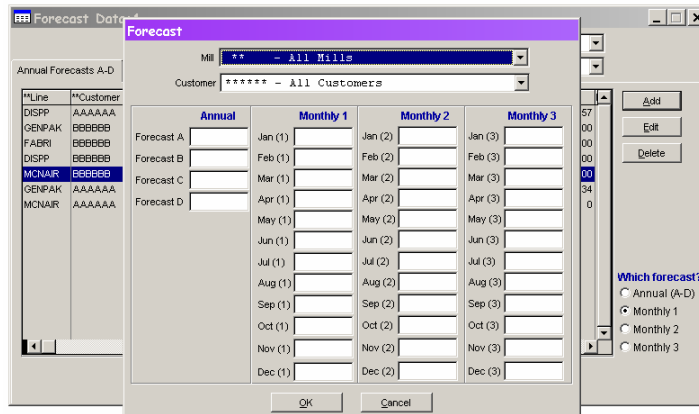
Because it is awkward to scroll so many columns of data, a separate edit form is provided. You can add or edit forecast data for all 40 forecast columns of a record using this form.



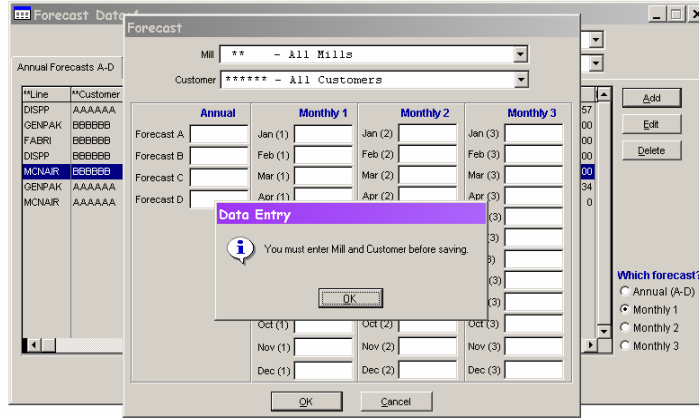
When editing an existing forecast record, the Mill and Customer options on the edit form will be disabled.

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.

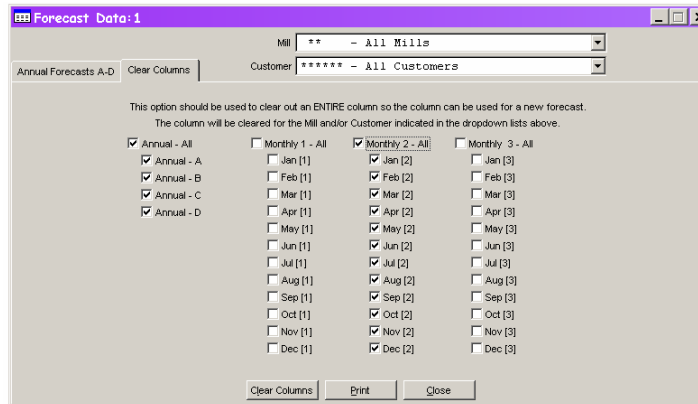
Adding Forecast Data



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

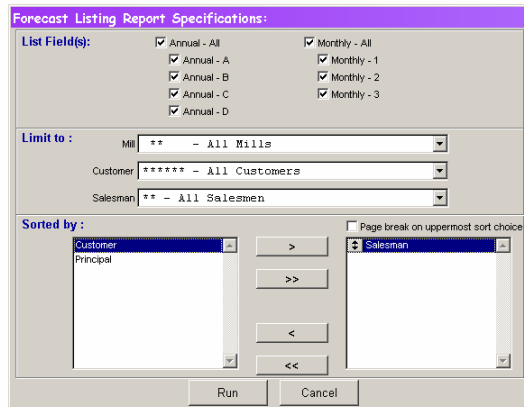
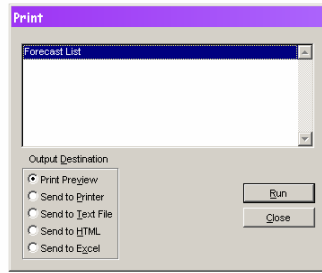


Clear a column when you want to reuse the column for a new forecast. You can reset the values in one or more columns of forecast data to 0. You can reset many columns at once, but please choose no more than 24 checkboxes at once. In UCOES 2.0 you can now limit this action to a single Mill and/or Customer 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.



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.