



Infor System21 Style Forecasting

Product Guide

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About this guide

The purpose of this document is to describe the functions that can be used within the Style Forecasting Module.

Intended audience

The guide is intended for any users of the STFC Style Forecasting business module.

Related documents

You can find the documents in the product documentation section of the Infor Xtreme Support portal, as described in the "Contacting Infor" section.

Contacting Infor

If you have questions about Infor products, go to the Infor Xtreme Support portal at www.infor.com/inforxtreme.

If we update this document after the product release, we will post the new version on this Web site. We recommend that you check this Web site periodically for updated documentation.

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Introduction

Forecasting provides a method of avoiding costly stockouts and inventory excesses, which inhibit cash flow. This is particularly true when the forecasts are used to drive the creation of supply plans within DRP and MPS/MRP applications.

The Forecasting module contains seven simple forecasting methods. They are methods which people use every day, such as:

- Whatever was sold in the last three periods divided by three is what will be sold in the next period
- Whatever was sold in the last twelve or thirteen periods divided by twelve or thirteen is what will be sold in the next period
- Whatever was sold in the corresponding next three periods of last year divided by three is what will be sold in the next period

These are simple forecasting methods. The application selects the one best method to forecast this [item](#), or [group](#) of [items](#), at the current time. This is done through a process of [simulation](#), where the application goes back in time, evaluating each formula for each [item](#) or [group](#) of [items](#).

The application projects these simulated periods, using each of the methods, pretending they did not happen. Whichever forecast method best projects these periods that have already happened, by comparing their forecasts with actual data, is the one the application uses to predict the future.

Forecasting goes through this [simulation](#) every time the period end forecast run is invoked. It is a dynamic [simulation](#). To pick the one forecast method that worked best the application calculates a forecast error percentage. The closer to zero the error is, the better the method. The actual sales are extracted from the Sales Analysis application.

This is the whole Forecasting approach; it simply picks the forecast method which is most likely to work in the future, for each [item](#) at that time.

Relationship to Other Applications

The Style Forecasting application is a fully standardised application, and as such operates under the control of System Manager. Forecasting is one of the [group](#) of Advanced Application Modules that extends the functionality of Base Application Modules.

The applications which are prerequisite for the operation of Forecasting are:

- Style Inventory Management
- General Ledger
- System Manager

[Item](#) information is extracted from the Inventory application. Sales History can, if required, be extracted for these [items](#) from the Style Sales Analysis application.

However, if these applications are not installed, it may be possible to obtain this information from equivalent applications. Contact your software support organisation for further details.

In addition to this, the application is designed to be used in conjunction with, and to enhance, the following applications:

- Sales Analysis
- Distribution Requirements Planning
- Material Requirements Planning
- Master Production Scheduling
- Service Management

Once Forecasting has generated forecasts and these have been reviewed or manipulated, they may be transferred into DRP and/or Material Requirements Planning/Master Production Scheduling. This can be done at minor [item group](#) or [item](#) level.

Alternatively, this Requirements file could be downloaded to a PC for further evaluation.

Application Configuration

As with all applications, Forecasting can be operated for a number of companies, the characteristics of each being maintained on control files. Forecasting does not use control data stored for any other application. The policies which can be controlled for each company are:

- Period (month) descriptions
- Backup parameters
- Forecast formula descriptions
- Interface defaults
- Sales Analysis database details
- 12 or 13 periods forecasting

Forecasting can take place at two levels: minor [item group](#) (as defined in Inventory Management) and [item](#). Every [group](#) or [item](#) must have a profile record in this application.

The [item](#) code used in Forecasting must match the one in Inventory Management. If sales history is required, it is extracted from Sales Analysis files.

Forecasting enables the creation and transfer of forecasts for individual locations or [groups](#) of locations. This is achieved by defining Forecasting [Models](#).

A Forecasting [Model](#) is any logical [grouping](#) of Inventory stockrooms. This may represent a Central Warehouse, a Distribution [Centre](#), a Manufacturing facility, or any other meaningful association.

Forecasting can be adapted to use either 12 or 13 periods per year. Options exist within the Forecasting application to extract [items](#) from Inventory Management and sales quantities from Sales Analysis for selected [models](#). Depending on whether 12 or 13 period forecasting is selected, a thirty-six or thirty-nine period sales history is extracted and stored in the application. This history is also aggregated and stored at minor [item group](#) level.

Forecasts are generated and maintained for selected [models](#).

Forecasts can be transferred into DRP and/or Production applications at minor [item group](#) or [item](#) level for selected [models](#).

In addition to the period [spread profile](#) in Forecasting, the [spread profile](#) can be extended to include [seasonal profiles](#) from annual to period, period to weekly, and weekly to daily when transferring forecasts into DRP and/or Production applications.

Backup routines are built into the Forecast Period End task and may be selected with relevant parameters on the Company Profile.

Forecasting Methods

Seven forecasting methods are available within this application. These methods vary slightly according to whether 12 or 13 periods per year have been selected. Below is a list of abbreviations used in the forecast analysis:

NPF	Next Period Forecast
L3P	Sum of last 3 periods' sales
L12P/L13P	Sum of last 12 or 13 periods' sales respectively
2NPLY	Two times next period sales last year
NPYBL	Next period sales year before last
N3PLY	Sum of next 3 periods' sales last year
L3PLY	Sum of last 3 periods' sales last year

LP-5	Sales 6 periods ago
LP-4	Sales 5 periods ago
LP-3	Sales 4 periods ago
LP-2	Sales 3 periods ago
LP-1	Sales 2 periods ago
LP	Sales last period

Each method corresponds to a separate computer program. Addition of any further forecasting methods will require that new programs be written. Contact your software support organisation for further details. However, the description held against any of the existing seven forecasting methods may be amended on the Company Profile. The following descriptions relate to 12 periods a year.

Forecast Method A

Formula: $NPF = L3P / 3$

Method A calculates the next period forecast as the sum of the last 3 periods' sales divided by 3.

For example, if the [item](#) had the following sales history for the last 36 periods, and method A was chosen, the forecast would be as shown:

Period	1	2	3	4	5	6	7	8	9	10	11	12
3 Years ago	402	912	704	588	762	581	728	1004	698	412	802	879
2 Years ago	1259	853	695	690	939	655	661	697	880	528	861	1096
Current Year	1161	1137	926	820	841	761	752	961	759	702	733	818
Forecast	751	767	779	76	771	772	770	771	771	771	771	771

Note: The first forecast is a third of periods 10, 11 and 12 and the second forecast is a third of periods 11, 12 and 01.

From the above example,

NPF for Period 1	= (702 + 733 + 818) / 3
	= 751

Forecast Method B

Formula: $NPF = L12P / 12$

Method B calculates the next period forecast as the sum of the last 12 periods' sales divided by 12.

For example, if the [item](#) had the following sales history for the last 36 periods, and method B was chosen, the forecast would be calculated as shown:

Period	1	2	3	4	5	6	7	8	9	10	11	12
3 Years ago	402	912	704	588	762	581	728	1004	698	412	802	879
2 Years ago	1259	853	695	690	939	655	661	697	880	528	861	1096
Current Year	1161	1137	926	820	841	761	752	961	759	702	733	818
Forecast	864	840	815	806	804	801	805	809	796	799	808	814

Note: The first forecast is a twelfth of periods 1 to 12, and the second forecast is a twelfth of periods 2 to 12 and forecast 01.

$$\begin{aligned}
 \text{NPF for Period 1} &= (1161 + 1137 + 926 + 820 + 841 + 761 + 752 + 961 + 759 + 702 + 733 + 818) / 12 \\
 &= 1037 / 12 \\
 &= 864.25
 \end{aligned}$$

Note: If 13 periods have been specified, the formula is based on $L13P / 13$.

Forecast Method C

Formula: $NPF = (2NPLY + NPYBL) / \text{FACTOR}$

Method C calculates the next period forecast as twice next period's sales last year, plus next period's sales the year before last, divided by a factor.

To determine the factor, calculate $NPLY / NPYBL$.

If this is greater than or equal to 1.5 use 2 as the factor.

If this is less than or equal to 0.25 use 4 as the factor.

If the result falls between 0.25 and 1.5 use 3 as the factor.

For example, if the [item](#) had the following sales history for the last 36 periods and formula C was chosen, the forecast would be calculated as shown:

Period	1	2	3	4	5	6	7	8	9	10	11	12
3 Years ago	402	912	704	588	762	581	728	1004	698	412	802	879
2 Years ago	1259	853	695	690	939	655	661	697	880	528	861	1096
Current Year	1161	1137	926	820	841	761	752	961	759	702	733	818
Forecast	1194	1042	849	777	874	726	722	873	799	644	776	911

Note: The forecast for period 01 is calculated as follows:

$$\text{NPLY} = 1161$$

$$\text{NPYBL} = 1259$$

$$\text{NPLY/NPYBL} = 1161 / 1259$$

$$\text{NPF} = 0.922 \text{ therefore the factor will be } 3 \text{ (i.e. value between } 0.25 \text{ and } 1.5)$$

$$= ((2 \times 1161) + 1259) / 3$$

$$= 1193.66$$

Forecast Method D

Formula: $NPF = (2NPLY + NPYBL) / 3$

Method D calculates the next period forecast as twice next period's sales last year plus next period's sales the year before last divided by 3.

For example, if the [item](#) had the following sales history for the last 36 periods and method D was chosen, the forecast would be calculated as shown:

Period	1	2	3	4	5	6	7	8	9	10	11	12
3 Years ago	402	912	704	588	762	581	728	1004	698	412	802	879
2 Years ago	1259	853	695	690	939	655	661	697	880	528	861	1096
Current Year	1161	1137	926	820	841	761	752	961	759	702	733	818
Forecast	1194	1042	849	777	874	726	722	873	799	644	776	911

Note: The forecast for period 01 is calculated as follows:

NPLY = 1161

NPYBL = 1259

$NPF = ((2 \times 1161) + 1259) / 3$

= 1193.66

Forecast Method E

Formula: $NPF = N3PLY / 3$

Method E calculates the next period forecast as the sum of the next 3 periods' sales of last year divided by 3.

For example, if the [item](#) had the following sales history for the last 36 periods, and method E was chosen, the forecast would be calculated as shown:

Period	1	2	3	4	5	6	7	8	9	10	11	12
3 Years ago	402	912	704	588	762	581	728	1004	698	412	802	879
2 Years ago	1259	853	695	690	939	655	661	697	880	528	861	1096
Current Year	1161	1137	926	820	841	761	752	961	759	702	733	818
Forecast	1075	961	862	807	785	825	824	807	731	751	875	951

The forecast for period 01 is calculated as follows:

$$\begin{aligned} NPF &= (1161 + 1137 + 926) / 3 \\ &= 1074.66 \end{aligned}$$

Forecast Method F

Formula: $NPF = ((N3PLY / L3PLY) \times L3P) / 3$

Method F calculates the next period forecast as the sum of the next 3 periods' sales last year divided by the sum of the last 3 periods' sales last year, times the sum of the last 3 periods' sales divided by 3.

For example, if the [item](#) had the following sales history for the last 36 periods, and method F was chosen, the forecast would be calculated as shown:

Period	1	2	3	4	5	6	7	8	9	10	11	12
3 Years ago	402	912	704	588	762	581	728	1004	698	412	802	879
2 Years ago	1259	853	695	690	939	655	661	697	880	528	861	1096
Current Year	1161	1137	926	820	841	761	752	961	759	702	733	818
Forecast	974	778	653	602	553	576	589	589	518	515	564	624

Note: The forecast for period 01 is calculated as follows:

N3PLY = 1161 + 1137 + 926 = 3224

L3PLY = 528 + 861 + 1096 = 2485

L3P = 702 + 733 + 818 = 2253

NPF = $((3224 / 2485) \times 2253 / 3$

= 974.336

Forecast Method G

Method G calculates the next period forecast as sales 6 periods ago times 1, plus sales 5 periods ago times 2, plus sales 4 periods ago times 3, plus sales 3 periods ago times 4, plus sales 2 periods ago times 5, plus sales last period times 6, all divided by 21 (the number of periods calculated).

Note: This formula equates to a simple single-level [exponential smoothing](#) approach with a smoothing factor of around 0.15.

For example, if this [item](#) had the following sales history for the last 36 periods and formula G was chosen, the forecast would be calculated as shown:

Period	1	2	3	4	5	6	7	8	9	10	11	12
3 Years ago	402	912	704	588	762	581	728	1004	698	412	802	879
2 Years ago	1259	853	695	690	939	655	661	697	880	528	861	1096
Current Year	1161	1137	926	820	841	761	752	961	759	702	733	818
Forecast	778	775	770	773	776	776	775	775	775	775	775	775

The forecast for period 01 is calculated as follows:

NPF	= [(752 x 1) + (961 x 2) + (759 x 3) + (702 x 4) + (733 x 5) + (818 x 6)] / 21
NPF	= 16332 / 21
NPF	= 777.71

Maintenance of Reference Data

This application uses minimal primary data from the Inventory Management application. There is, however, additional information which must be entered in order to obtain maximum benefit from the application:

- A generic search on item code
- Minimum use of codes, and where they are employed, a prompt is always available to assist in selecting the correct one
- Selection is normally from a displayed list. Information for the following may be maintained:
 - Models
 - Group/Item Profiles

- Sales History
- Spread Profiles

Forecasting Models

Forecasting [Models](#) enable the creation and transfer of forecasts for individual locations or [groups](#) of locations. For each Forecasting [Model](#), the following details are maintained:

- Model Code
- Model Description
- Up to 30 characters may be maintained for the Model record.
- Model Type
- Target Model
- Any DRP Distribution Centre or Production Model, dependent on the entered Model Type
- Simulation Period
- Stockrooms
- Any valid Inventory-defined stockroom directly attached to the entered DRP DC/Centre or Production Model

Group/Item Profiles

For a [model](#) to be processed by this application, a profile must be maintained for each [item](#) or [group](#) of [items](#) in the [model](#). [Group/Item](#) profiles contain details including:

- Model Code
- This assigns the item or group of items to a Forecast Model. Items and groups of items can be assigned to several models. This enables forecasts created from the same Sales Analysis data to be maintained and transferred separately.
- Simulation Period
- This is the number of months that the month end run simulates when selecting the most accurate forecast method.
- 'Locked In' Forecast Method
- A specific forecast method can be locked in for the group or item. The lock in forecast will be used to calculate the next 12 or 13 periods respectively, (no simulation is performed). Alternatively, the item can be flagged as manually forecasted. In this case, the period end will ignore the item. If no locked in or manual method is specified, all forecast methods will be evaluated.
- Conversion Factor
- This is an equivalent units conversion factor, which allows you to convert items sold in different pack sizes into equivalent units.

- The equivalent units are accumulated to item group level on all reports that print forecast quantity.
- Marketing Masks
- These direct the program to adapt the calculated forecast for a selected group of items or an individual item so as to correspond to a changing market situation which is not evident in the past. They are particularly useful for promotional or new items.
- The marketing masks consist of 12 or 13 sets of adjustment factors, which correspond to the next 12 or 13 periods. These factors, in the format 999.99, will be multiplied by the original forecast.
- If the factor is 1 or 0, the forecast remains unchanged.
- If all factors for the item are 0, the system will take factors from masks set up for the item's group.
- Text
- Up to 999 lines of text may be maintained for each item and/or group.
- Description
- Up to 35 characters may be maintained, per group and item. This is for memo purposes only.

Demand History

For each [group](#) of [items](#), or individual [item](#), the last three years' demand history may be amended for selected [models](#).

This is particularly useful for volatile [items](#) and new [items](#) just extracted from the Inventory Management application (which have no history).

Spread Profiles

[Spread Profiles](#) are required to download forecasts from this application into Distribution Requirements Planning (DRP) and Production applications. This is because these applications process forecasts on a weekly or daily basis, whereas Forecasting deals with twelve or thirteen periods per year.

Processing

Processing for each [model](#) within this application can be divided into three distinct stages:

- Extracting groups of items and their sales
- Applying Forecasting techniques
- Downloading forecasts

Extraction

This involves the extraction of selected [groups](#) of [items](#) from the Inventory Management application, followed by sales history for these [groups](#) and [items](#), from Sales Analysis. It must be noted that no profile records may be created until an associated [Model](#) record has been created.

[Items](#) may be selected by Inventory minor [item group](#), or all [items](#) can be transferred together. This may be done as required. New [items](#) will be added to the Forecasting database, and existing [item](#) details will be updated.

Note: [Group/Item](#) profiles cannot be maintained in Forecasting until this combination has been extracted.

Full sales history, or last period sales only, can be selected for extraction from the Sales Analysis application. The extraction of last period sales should be done immediately after Sales Analysis period end has been run for the company, and before the Forecast Period End run.

These sales quantities are extracted for every [item](#) which has a profile defined in Forecasting. [Item](#) sales quantities are aggregated to minor [item group](#) level and are also stored as part of the [Model](#) records.

The Transfer Full Sales History task will attempt to extract three years of sales demand from Sales Analysis.

Applying Forecasting Techniques

The Forecast Period End job will attempt to calculate forecasts for the next twelve or thirteen periods respectively, for all [item/item group](#) profiles defined within Forecasting. [Groups](#) or [items](#) having a locked in forecast method immediately use the corresponding formula to create forecasts. [Items](#) with a locked in [manual forecast](#) are ignored.

Otherwise, the process of [SIMULATION](#) is used. The application goes back in time evaluating each forecast method for each [item](#) and [group](#) of [items](#). This period of time, or [Simulation Period](#), is defined for each [item/item group](#) in its profile record.

The application predicts sales figures for the [simulation period](#) by applying each of the forecast methods. It then calculates the difference between the forecast sales figures and the actual sales figures for each period, i.e. the error.

The Forecasting application decides on the best method by calculating forecast errors for each method. The error is expressed in terms of a percentage.

The totals are accumulated over the [Simulation Period](#). The absolute value of this error percentage is used to compare methods.

Simulation Example

[Simulation Period](#) = 3, using 12 periods per annum

Forecast Method A = L3P / 3

Period	LP11	LP10	LP-9	LP-8	LP-7	LP-6	LP-5	LP-4	LP-3	LP-2	LP-1	LP
Actual	1162	1137	926	820	841	761	752	961	759	702	733	818
Forecast (Simulated)										824	807	731

Forecast Error % =

for Method A =

Note: \ around figures indicate that the absolute value should be used in the equations, i.e. minus signs are ignored.

There are seven forecasting methods supplied in this application, and used in this period end processing. For specific details of these methods, refer to the Application Configuration section.

Each of the seven methods has the Forecast error % calculated and the method with the lowest error is selected to project forecasts for the particular [item](#) or [group](#) of [items](#).

Note: Forecasts created by the period end run can be manually changed by using the Forecast Manipulation task. This is identical to the Forecast Enquiry but with update facilities.

Note: [Item](#) Forecasts may be optionally aggregated up to [Group](#) Level using the Forecast Aggregation task.

Downloading Forecasts

Forecasts may be downloaded into the DRP and/or Production applications. This may be done at minor [item group](#) or [item](#) level.

Forecasts can be downloaded into a specified DRP [Centre DC](#) or a Production [model](#).

This will apply the DRP/Production [Spread Profiles](#) set up within Forecasting Maintenance and distribute the forecasts over working weeks/days.

Forecasts may also be downloaded into a Requirements file. This may then be removed from this application for further evaluation and downloaded into your own applications. Software programs must be written to achieve this.

Enquiries

You can select an enquiry to see Forecasts for a specific [item](#), or a [group](#) of [items](#) within a selected [model](#). (A [model](#) is a [grouping](#) of Inventory stockrooms.)

Note: Forecasts for the [group](#) are generated by the period end run using Sales History quantities stored for the [group](#). Forecasting treats the [group](#) as just another set of figures to be evaluated.

The Forecast enquiry displays the last 3 years' sales demand figures, together with the forecasts for the next year.

Also shown is the code for the forecast method selected, together with the calculated forecast error.

The forecast method code can be changed to one of the other seven. This results in the forecast quantities being re-calculated and displayed. No update is performed, as this is for viewing the impact of changes without affecting the data.

A bar chart is also available for displaying these quantities pictorially.

Reports

As part of the general policy of applications, selection parameters are available where appropriate before a report is run.

In general, reports are printed on standard listing paper with 132 print positions and 6 lines to the inch.

All reports are printed with the procedure or program number in the top left corner and the page number, date and time in the top right.

The reports can be [grouped](#) into one of three categories:

- Forecast Details
- Forecast Performance
- Static Information

Forecast Details

The Demand Forecast report provides a detailed listing of all forecasting [items](#), showing the forecasts for the next 12 or 13 periods. Cost and/or sales values may also be output on the report. A range of [models](#) and [groups](#), or all [items](#), may be selected. Totals are accumulated and printed for [groups](#).

The Detail Forecast report shows the last three years' sales history as well as the forecasts for the next year. This is by quantity only. Selection and totals are as per the Demand Forecast report.

Forecast Performance

The [Forecast History](#) report outputs details of historical forecast, and the actual sales demand for comparison. This shows only the latest forecast for each period, together with the actual sales.

The Forecast Evaluation report shows historical and predicted forecasts for each period, together with the actual sales for comparison. Up to 6 periods of historical and 12/13 periods of predicted forecasts are included.

Static Information

[Item](#) profiles, [group](#) profiles and marketing mask details may be selected for printing.

Implementing Forecasting

After installing the software provided, the recommended steps for implementing Forecasting are outlined as follows:

Define and create the Company Profile.

Define and create Forecasting [Models](#).

Run the Transfer [Item](#) Details processing task.

If necessary, review the profile records created by step 3, particularly those allocated to the dummy group **999**, as these have no minor item group defined to them in the Inventory Items file.

Re-run the Transfer [Item](#) Details task, if necessary.

Run the Transfer Full Sales History processing task.

If necessary, review/maintain the demand history created by step 6 via the appropriate maintenance task, or the Detail Forecasts report.

At the end of the current period after Sales Analysis period end has been run, the Forecasting Transfer Last Period Sales processing task must be run.

If necessary, review/maintain the last period's demand quantity created by step 8 via the appropriate maintenance task.

Run the Forecast Period End processing task.

Review/maintain the forecasts created by step 10.

Note: Steps 8-11 must then be followed for subsequent periods and can be scheduled to run automatically via Machine Manager

Preparing to Use Forecasting

Preparing to use the Forecasting application requires careful planning and preparation. Your existing Forecasting procedures and data need to be transferred to the application.

Entering Basic Data

You must initialise your application by entering the following basic data:

Company Profile

This is a record which contains control and parameter information for the operation of your company within the application and the definition of the links to attached modules.

The primary information maintained per company is as follows:

- Company name
- Current period and year
- Period names
- Backup parameters
- Activate conversion flags (Yes/No)
- Forecast history save period (in periods)
- Forecast method descriptions
- Seasonal profiles flag
- Interface company code
- Sales Analysis database details
- Default forecasting model (optional)

Within each company, the reference data described in the remainder of this section must/may be maintained.

Forecasting Models

These [models](#) enable the creation and transfer of forecasts for individual locations or [groups](#) of locations.

Items

These must be defined in the Inventory Management [Items](#) file. Forecasting extracts [items](#) from this source to create profile records in the Forecasting database.

Minor Item Groups

These should be defined in the Inventory Management Parameters file and allocated to appropriate [items](#) in the same application.

Forecasting extracts these [groups](#), if selected, and creates a profile record for each [group](#) within the Forecasting database.

The minor [item group](#) must also be defined in the Sales Analysis application for the appropriate company.

Forecasting extracts invoiced sales from Sales Analysis at [item](#) level, and accumulates these quantities at minor [item](#) level before updating them in Forecasting at both levels.

The Forecasting application expects that the Stockroom (depot) field and the Minor [Item Group](#) and Quantity fields exist within the Sales Analysis database. If this is not the case, please contact your software support organisation.

Demand History

The demand history for the last three years is created using the Transfer Full Sales History processing run.

DRP Spread Profile

If Distribution Requirements Planning is installed, a [spread profile](#) is required to be used to split the period forecast quantities into weekly or daily quantities for DRP.

You have the option of specifying a weekly [spread profile](#) in Forecasting, or to use the weekly and daily [spread profiles](#) defined in DRP. It is unnecessary to set up both; only one will be used (based on the company profile [Seasonal Profiles](#) setting).

When you are defining the [spread profiles](#) in Forecasting, the software displays the appropriate DRP weekly calendar for each period. Against each week, a percentage is entered.

The second option will automatically recognise the [spread profiles](#) already defined and maintained in DRP.

These [spread profile](#) records are used by the Transfer Forecasts to DRP task within Forecasting.

MPS/MRP Spread Profile

If Master Production Scheduling and/or Material Requirements Planning are installed, [Spread Profiles](#) can be used for the same purpose as described above.

Model Maintenance [1/STFCM]

Use this task to create and maintain Forecasting [models](#). You can use these [models](#) to create and transfer forecasts for individual locations or [groups](#) of locations.

Maintain Model Selection Window

To display this window, select the [Model](#) Maintenance task.

Use this window to select the [model](#) and stockrooms you want to maintain. If you want to use this as the default [model](#) for Forecasting, you must have already defined this [model](#) to the Forecasting company profile.

Fields

Model

Enter a two-character [model](#) code. This can be an existing code, or a new code to set up a new [model](#).

Alternatively, use the prompt facility to select from the Select Forecast [Model](#) pop-up.

Include all Stockrooms

When you create a new [model](#), use this checkbox as follows:

Unchecked - To enter individual stockroom codes

Checked - To include all stockrooms in the [model](#)

If you **check** this, all existing stockrooms, as defined in Inventory Management against this [model](#), are displayed on the Maintain [Model](#) Details window. You can delete stockrooms that you do not require.

Note: You must leave this unchecked to maintain stockrooms individually within an existing [model](#).

Press Enter. If this is a new [model](#), the system displays a confirmation pop-up with the message "The [model](#) you have chosen does not exist..." Select **Create (F8)** to add or select **Previous (F12)** to re-select.

If it is an existing [model](#), the Maintain [Model](#) Details window is displayed.

Maintain Model Details Window

To display this window, either select an existing [model](#) code and then press Enter or enter a new [model](#) code and then select **Create (F8)** on the Maintain [Model](#) Selection window.

Use this window to maintain [model](#) details.

The [model](#) code you specified on the previous window is displayed. If the [model](#) already exists, the software displays the current stockroom. You can amend them if you want.

Fields

Description

Enter a description for this [model](#), using up to 35 characters.

Model Type

Enter one of the following to define the [model](#) type:

- 1 - If the forecasts for this [model](#) will be transferred to a DRP distribution [centre](#)
- 2 - If the forecasts from this [model](#) will be transferred to a DRP [centre](#)
- 3 - If the forecasts from this [model](#) will be transferred to a production [model](#)
- 4 - If the forecasts for this [model](#) will be transferred to another destination or held internally only

Target Model

Enter the code of the destination of the forecast.

Alternatively, use the prompt facility to select from a pop-up. The pop-up displayed will depend on the [model](#) type you have entered.

The destination must be compatible with the [model](#) type previously selected.

Model type 1 must have a DRP distribution [centre](#) as its destination.

Model type 2 must have a DRP [centre](#) as its destination.

Model type 3 must have a production [model](#) as its destination.

Model type 4 cannot have any destination; the target [model](#) must be blank.

Simulation Period

Enter the number of periods to be used when comparing forecasts with actual demand figures to decide which forecasting method to use.

The default is 3, but you can enter whatever you want, in the range 0 to 13.

Enter Stockrooms to be Included

Enter the stockroom codes you wish to include in the [model](#). Blank out any stockrooms that you do not require.

Select **Update (F8)** to validate all fields on the window and leave the task.

Profile Maintenance [2/STFCM]

You use this task to maintain a profile for each [group](#) of [items](#), or individual [items](#), within each forecasting [model](#).

Caution: Forecasting only processes groups and items that have a profile defined. These profiles are created by the Transfer Product Details task. Therefore, this processing task must be run before maintaining item group profiles.

Profile Maintenance Selection Window

To display this window, select the Profile Maintenance task.

Use this window to enter the selection criteria for [item group](#) profile maintenance.

Fields

Model

Enter the [model](#) code to specify the Forecasting [model](#) for which you want to maintain the [group](#) [item](#) profiles.

Alternatively, use the prompt facility to select from the Select Forecast [Model](#) pop-up.

Group

Enter a [group](#) code.

Alternatively, use the prompt facility to select from the Select Forecast [Group](#) pop-up.

Note: A [group](#) code is a minor [item group](#) extracted from the Inventory application (using Transfer [Item](#) Details).

Item

You can optionally enter an [item](#) code. You can only use [items](#) defined to the selected [group](#).

Alternatively, use the prompt facility on these fields to select from the Select Style, Select Colour and Select Size pop-ups.

Note: If you enter a [group](#) code and leave the [Item](#) field blank, the Profile Maintenance Details window is displayed for the specified [group](#). If you enter both codes, the Profile Maintenance Details window is displayed for the specific [item](#).

Press Enter to display the Profile Maintenance Details window.

Profile Maintenance Details Window

To display this window, specify a forecast [model](#), a forecast [group](#) and optionally an [item](#) and then press Enter on the Profile Maintenance Selection window.

Use this window to maintain profile details for the selected [item](#), or [group](#) of [items](#), within the selected [model](#). You can also maintain text.

The [model](#) code you specified on the previous window is displayed. If the [model](#) already exists, the details are displayed, and you can amend them. If the [model](#) is new, the fields are blank.

Fields

Model

This field displays the Forecasting [model](#) specified on the previous window.

Group

This field displays the [group](#) specified on the previous window.

Item

This field displays the [item](#) specified on the previous window.

Description

Enter a description for the [group](#) or [item](#).

Lock In Forecast

If you always want to use the same forecast method for this particular [group](#) or [item](#), you can enter a [forecast code](#) here, effectively locking the code to the [group](#) or [item](#).

Leave this field blank for Forecasting to select the most suitable forecasting method during the Forecast Period End run. If you use [manual forecasts](#) for this [group](#) or [item](#), enter *. Forecasting accepts the [group](#) or [item](#), but does not perform any calculations on it.

Note: You can enter [manual forecasts](#) through the forecast manipulation.

Simulation Period

Enter the length of the [simulation period](#). If the currently used company profile has 13 periods defined per year, the valid range is from 0 to 13; otherwise it is from 0 to 12.

During the Forecast Period End run, the value entered here determines the number of periods to apply the forecast method to in simulating the actual demand.

If the value is **0** for an [item](#), Forecasting uses the period defined for the [group](#). If both [item](#) and [group](#) periods are **0**, the software uses the default of **3**.

Cost Price

Enter the cost price of the [item](#). The default is one of the following, depending on the settings of the [item's](#) inventory details:

- The latest cost value from the stockroom balance record, if you have set the item's costing to latest
- The average cost value from the stockroom balance record, if you have set the item's costing to average
- The standard cost value from the stockroom balance record, if you have set the item's costing to standard

If the [item's](#) costing method is blank, the software uses the costing method from the Inventory company profile to determine the cost used from the stockroom balance record.

Sales Price

This field displays the sales price of the [item](#). It defaults from the base list price in Inventory Management. You can change the price if you want.

Conversion Factor

You can optionally enter a factor to convert [items](#) sold in different pack sizes into equivalent units. If you enter **0** or **1**, the quantities are not converted. Otherwise, the [conversion factor](#) is applied, if you have set the appropriate flag on the Company Profile to Yes.

Note: The cost price, sales price and [conversion factor](#) are blank if you are maintaining a [group profile](#).

Marketing Masks (Untitled)

You can choose to enter 12 or 13 sets of adjustment factors, depending on whether the current company profile supports 12 or 13 periods per year. These adjustment factors correspond to the next 12 or 13 periods respectively. They are used to multiply the original forecast to produce a [final forecast](#), and to adapt the calculated forecast to a changing market situation that is not evident from the sales history.

If the factor is **0** or **1**, the forecast is unchanged.

The Forecast Period End run uses these masks. If all the masks for an [item](#) are **0**, the application applies the masks for its [group](#), if any.

For example, if you enter 1.10, you will add 10% to the original forecast.

Note: Select **Delete (F11)** to delete the profile from the file. This action writes an audit record.

Note: The Transfer [Item](#) Details processing run writes new profiles. This creates profiles for new minor [item groups](#) and new [items](#).

Select **Update (F8)** to write the details to the [Group Item](#) Profiles file and write an audit record with before and after images.

Demand History Maintenance [3/STFCM]

You use this task to maintain up to the last 3 years' sales history, either for a [group](#) of [items](#) or for a specific [item](#) within a selected Forecasting [model](#).

Initially, extract the history using the Transfer Full Sales History processing run, and then use the Period End run to maintain it.

Note: If you do not run the Transfer Full Sales History process before maintaining demand history, all fields on the Detail window are zero.

Demand History Maintenance Selection Window

To display this window, select the Demand History task.

Use this window to select the forecasting [model](#) and the [group](#) or [item](#) for which you want to maintain demand history.

Fields

Model

Specify the forecasting [model](#) for which you want to maintain demand history.

Alternatively, use the prompt facility to select from the Select Forecast [Model](#) pop-up.

Group

Enter a [group](#) code.

Alternatively, use the prompt facility to select from the Select Forecast [Group](#) pop-up.

Item

You can optionally enter an [item](#) code. If you do enter an [item](#), it must exist in the selected [group](#).

You can use the prompt facility on these fields to select from the Select Style, Select Colour and Select Size pop-ups.

Note: If you enter a [group](#) code, and leave the [item](#) field blank, the software displays the Demand History Maintenance Details window for this [group](#) of [items](#). If you enter both codes, the Demand History Maintenance Details window for the specific [item](#) is displayed.

Press Enter to display the Demand History Maintenance Details window.

Demand History Maintenance Details Window

To display this window, specify a forecast [model](#), forecast [group](#) and optionally an [item](#), and then press Enter on the Demand History Maintenance Selection window.

Use this window to maintain the last three years' sales history for the selected [item](#) or [group](#) of [items](#) within the selected forecasting [model](#).

Fields

Model

This field displays the forecast [model](#) selected.

Group

This field displays the selected [group](#).

Item

This field displays the selected [item](#).

Description (Untitled)

This field contains a description for the [group](#) or [item](#) from the profile record.

Delete Forecast

Use this checkbox as follows to specify whether you want to delete the [item](#), or [item group](#) forecasts, or both:

Unchecked - If you do not want to delete this information

Checked - To delete the forecasts when you amend the history, so that misleading forecasts are not retained

The software displays any sales history quantities found for the selected [item](#), or [group](#) of [items](#).

Period

You can change any of the 36 or 39 quantities. The number of periods will depend on how you set the period parameter in the Company Profile.

Select **Update (F8)** to write the quantities to the Demand History file and write before and after images to the Demand History Audit file.

Last Period Demand [4/STFCM]

You use this task to maintain the last period's sales history quantity for a [group](#) of [items](#), or a specific [item](#) within a selected forecasting [model](#). The quantity is originally extracted by the Transfer Last Period Sales task. It is updated in the Demand History and zeroised by the Period End run.

Last Periods Demand Maintenance Selection Window

To display this window, select the Last Period Demand task.

Use this window to select the forecasting [model](#) and the [group](#) or [item](#) for which you want to maintain last period's sales history.

Fields

Model

Enter a [model](#) code to specify the forecasting [model](#) for which you want to maintain the last period's demand history.

Alternatively, use the prompt facility to select from the Select Forecast [Model](#) pop-up.

Group

Enter a [group](#) code.

Alternatively, use the prompt facility to select from the Select Forecast [Group](#) pop-up.

Item

You can optionally enter an [item](#) code.

You can use the prompt facility on these fields to select from the Select Style, Select Colour and Select Size pop-ups.

Note: If you enter a [group](#) code and leave the [item](#) field blank, the software displays the Last Period Demand Maintenance Details window for this [group](#) of [items](#). If you enter both codes, the software displays the Last Period Demand Maintenance Details window for the specific [item](#).

Press Enter to display the Last Period Demand Maintenance Details window.

Last Periods Demand Maintenance Details Window

To display this window, specify a forecast [model](#), forecast [group](#) and optionally an [item](#), and then press Enter on the Last Periods Demand Maintenance Selection window.

Use this window to maintain the quantity extracted as the last period's demand, for this selected [group](#) of [items](#), or an individual [item](#) within the selected forecasting [model](#).

Fields

Model

This field displays the forecast [model](#) selected.

Group

This field displays the selected [group](#).

Item

This field displays the selected [item](#).

Description (Untitled)

This displays the description for the [group](#) or [item](#), from its profile record.

Demand

You can change the current figure for last period's demand by overtyping it and selecting **Update (F8)**.

***Note:** Before and after images are written to the Demand History Audit file.*

Select **Update (F8)** to record this quantity on the Demand History file.

DRP Spread Profile [11/STFCM]

You use this task to specify how to spread the period forecasts created by Forecasting over the weekly DRP forecast records. You must do this for each [centre](#) or [DC](#) in DRP you want to transfer forecasts.

DRP Spread Profile Maintenance Selection Window

To display this window, select the DRP [Spread Profile](#) task.

Use this window to select the DRP location ([centre](#) or [DC](#)), and calendar year you want to maintain.

Fields**Centre/DC**

Enter a DRP [centre](#) or [DC](#) code.

Alternatively, use the prompt facility to select from the Select DRP [Centre/DC](#) pop-up.

Year

Enter a year in YY format.

Press Enter to display the DRP [Spread Profile](#) Maintenance Details window.

DRP Spread Profile Maintenance Details Window

To display this window, enter a [centre](#) or [DC](#) and year and then press Enter or select a [centre](#) or [DC](#) and specify a year on the [DRP Spread Profile Maintenance Selection](#) window.

Use this window to specify how to spread each period forecast over the weeks within the period.

Fields

Centre/DC

This field displays the [DRP centre](#) or [DC](#) code selected.

Year

This field displays the year selected.

Period

This field displays the forecasting period number in the range 01 - 13. The software displays one window per period.

Note: For each period, the software displays all weeks starting on a Monday, together with the number of working days in the week. These details are obtained from the [DRP calendar](#) defined to this [centre](#) or [DC](#).

Week

This field displays the week number within the [DRP](#) associated calendar.

Period Start Date

This field displays the date of the first day of the [DRP](#) week in this period.

No. Working Days

This field displays the number of working days in this week, as specified in the [DRP](#) calendar.

Percent of Period

Enter the percentage of the period forecast you want to apply to this week.

Caution: A warning message is displayed if the total percentage for the period is not 100%

Select **Update (F8)** to write the entered period percentages to the [Spread Profiles](#) file. The window is re-displayed for the next period. After you reach year end (period 12 or 13), the software displays period 1's details again.

MPS/MRP Spread Profile [12/STFCM]

You use this task to specify how to spread the period forecasts created by Forecasting over the weekly MPS or MRP forecast records. You must do this for each [model](#) defined to Production into which you want to transfer forecasts.

MPS/MRP Spread Profile Maintenance Selection Window

To display this window, select the MPS/MRP [Spread Profile](#) task.

Use this window to select the [model](#) and calendar year you want to maintain.

Fields

Model Number

Enter a production [model](#) number.

Alternatively, use the prompt facility to select from the Select Base [Model](#) pop-up.

Year

Enter a year, in YY format.

Select a [model](#) and specify a year or enter a [model](#) and year and then press Enter to display the MPS/MRP [Spread Profile](#) Maintenance Details window.

MPS/MRP Spread Profile Maintenance Details Window

To display this window, enter a [model](#) number and year and then press Enter or select a [model](#) and specify a year on the MPS/MRP [Spread Profile](#) Maintenance Selection window.

Use this window to specify how to spread each period forecast over the weeks within the period.

Fields

Model Number

This field displays the production [model](#) number entered.

Year

This field displays the year entered.

Period

This field displays the forecasting period number, in the range 01 - 13. The software displays one window per period.

Note: For each period, the software displays all the weeks, starting on a Monday, together with the number of working days in the week.

Week

This field displays the week number on the MPS/MRP calendar.

Period Start Date

This field displays the week commencing date: the starting date should always be a Monday.

No Working Days

This field displays the number of working days this week, as defined in the MPS or MRP calendar.

Percent of Period

Enter the percentage of the period forecast you want to apply to this week.

Caution: If the sum of the total period percentages does not equal 100, a warning message is displayed.

Select **Update (F8)** to write the period percentages to the Spread Profiles file. The window is re-displayed for the next period. After you reach year end (period 12 or 13), the software displays period 1's details again.

Forecasting Processing Introduction

You can divide forecast processing into three distinct stages:

- Extracting groups of items and their sales history from other System21 modules for each forecasting model
- Applying forecasting techniques
- Downloading forecasts

Extraction

For each forecasting [model](#), you must extract the Inventory Management profiles and Sales Analysis sales history for selected [groups](#) of [items](#).

You can either select [items](#) by Inventory minor [item group](#), or transfer all the [items](#).

You can run this task as required. The extraction process adds new [items](#) to the forecasting [model](#) and updates existing [item](#) details on the Forecasting database.

Note: *You cannot maintain [group](#) or [item](#) profiles in a Forecasting [model](#) until you have extracted this combination from Inventory.*

You can extract full sales history, or the last period sales only, from Sales Analysis. You must extract the last period sales immediately after you have run a Sales Analysis Period End and before you run the Forecast Period End. Full sales history extracts three years of sales demand.

You can extract sales quantities for every [item](#) with a profile already defined in the selected forecasting [model](#).

[Item](#) sales quantities are aggregated to minor [item group](#) level and are also stored in Forecasting.

Applying Forecasting Techniques

The Forecast Period End task calculates forecasts for the next twelve or thirteen periods for all forecasting [models](#).

The Forecast Period End task ignores any [item](#) or [groups](#) with a locked in or [manual forecast](#) flag. [Items](#) or [groups](#) with a locked in forecast method always use the corresponding formula to create forecasts.

For all other [groups](#) and [items](#), Forecasting uses the [simulation](#) process. The module goes back in time, evaluating the usefulness of each forecast method for each [item](#) and [group](#) of [items](#) over a pre-

defined period. You define this period of time (the [simulation period](#)) for each [group](#) or [item](#) on its profile record, in each forecasting [model](#).

The module projects forecasts for a number of actual, past periods, pretending they did not happen. Forecasts are produced using each of the forecast methods, over the [simulation period](#).

The Forecasting module decides on the best method to use by calculating forecast errors for each method. The error is expressed in terms of percentage. The method with the closest error percentage to zero is the one used to generate the real forecast.

The absolute value of this error percentage is used to compare methods and is known as the MAPE (Mean Absolute Percentage Error).

There are seven forecasting methods used in period end processing. Because the seven methods differ in the way they calculate the forecast, each will have more relevance to a certain type of business or product:

- Forecast methods A and B are calculations based on averages over a time period of the last 3 or 12 months respectively. This type of forecast is of most use for established, everyday products where there is a uniform demand, for instance, buttons.
- Forecast methods C and D are calculations based on one period's sales in a previous year or years. This type of forecast is most useful to project for products that are very specifically seasonal, for instance, Christmas products.
- Forecast methods E and F produce forecasts based on sales for three periods in previous years. Again, they will be most useful for seasonal products, but those with a longer shelf life than the above, for instance, summer clothes.
- Forecast method G is calculated using a weighted average. It looks at past period sales for several periods but the most recent figures will be of greatest importance. This type of forecast might be used when new products are launched or when new variations on an older product are launched.

Note: You can change a forecast created by the period end run using Forecast Manipulation.

Note: You can optionally aggregate [item](#) forecasts up to minor [item group](#) level using Forecast Aggregation.

Downloading Forecasts

You can download forecasts into:

- The DRP or Production modules or both
- You can do this at item or item group level.
- A specified DRP Centre or DC, or an MPS or MRP model
- This applies the DRP or Production spread profiles set up within Forecasting, to distribute the forecasts over working weeks/days.
- DRP or Production modules, or both, using seasonal profiles defined and maintained within the DRP or Production modules
- These seasonal profiles are a set of indices defining the spread of forecasts from annual to period, period to weekly and weekly to daily forecasts. You can assign a seasonal profile to any forecasted item or minor item group.
- A requirements file

- You can load this into your own applications for further evaluation. Software programs must be written to achieve this.

Transfer Item Details [1/STFCP]

Use this task to transfer [item](#) details from Inventory Management into forecasting [models](#), using the Inventory company code defined on the Forecasting company profile.

For new [items](#), a [group](#) or [item](#) profile record is created in the selected forecasting [model](#), using the minor [item group](#) or [item](#) code from Inventory. Existing profiles are updated.

You must use the Transfer Product Details task before maintaining an [item](#) or [group](#) profile, or using a forecasting [model](#). Thereafter, use the Transfer Product Details task to transfer new [items](#). This can be done at any time.

Note: *If an Inventory [item](#) has had its minor [item group](#) re-assigned, this task copies it to the new [group](#), with its existing demand and forecast quantities, and deletes the old records.*

Transfer Style Details Selection Window

To display this window, select the Transfer [Item](#) Details task.

Use this window to select the forecasting [model](#) to update and the [group](#) or individual style forecasts to transfer.

Fields

Model to Transfer

Enter the forecasting [model](#) to receive the [item](#) details.

Alternatively, use the prompt facility to select from the Select Forecast [Model](#) pop-up.

Leave this field blank to transfer all [item](#) and [group](#) details to all [models](#).

Group to Transfer

Enter the minor [item group](#) to transfer.

Alternatively, use the prompt facility to select from the PGMN Product [Group](#) - Minor pop-up.

If you leave this field blank, the software transfers all of the minor [item groups](#) from Inventory.

Note: *If you select all [groups](#), the software transfers all [items](#) with no minor [item group](#) assigned to them in Inventory. These are defined to a default [group](#) code 999 within Inventory.*

Style to Transfer

Enter a specific style to transfer.

Alternatively, use the prompt facility to select from the Select Style pop-up.

If you leave this field blank but enter a minor [item group](#), all the [items](#) in the [group](#) are transferred.

Select **Submit (F8)** to submit the job to perform the transfer.

Transfer Full Sales History [2/STFCP]

Use this task to transfer the last 36 or 39 sales history periods from Sales Analysis into each forecasting [model](#). Sales history is transferred for all [items](#) that have an [item group](#) profile within Forecasting.

Sales history quantities are accumulated for each [item](#) within each [group](#) and a [group](#) sales history quantity is transferred for each [group](#) within the forecasting [model](#).

Caution: You normally run this task once, when you set up the company for the first time.

Note: *The current Forecasting year and period must match the current year and period in Sales Analysis. Any quantities for the current period are not extracted. If the year and period do not match, an error message is displayed and the batch job to perform the transfer is not submitted.*

When transferring details from Sales Analysis, you can use an option in Sales Analysis to hold quantities in the Inventory issue unit from the [Item](#) Master file (see the Sales Analysis Company Profile Maintenance section of the Style Sales Analysis product guide for more details). If you transfer the forecasts to Distribution Requirements Planning, this must be the case, as DRP deals in the Inventory issue unit from the [Item](#) Master file and requires quantities in that unit.

Note: *This also applies when transferring forecasts to MPS or MRP.*

Transfer Full Sales History Selection Window

To display this window, select the Transfer Full Sales History task.

Use this window to submit the job to update this module with the last 3 years' Sales History for all [groups](#) and [items](#) defined to each forecasting [model](#).

Select **Submit Job (F8)** to create or update records in the Demand History and Current Forecasts files.

Transfer Last Period History [3/STFCP]

You use this task to transfer the last period sales or demand quantities from Sales Analysis into each forecasting [model](#). This is done for all [items](#) having a profile in Forecasting.

The last period demand quantities are accumulated for each [item](#) within a [group](#) and also transferred.

You should select this task before using the Forecast Period End task and just after processing the current period in Sales Analysis.

Note: *The current Forecasting year and period must be one period behind the Sales Analysis period.*

Transfer Last Period History Selection Window

To display this window, select the Transfer Last Period History task.

Use this window to view the period to transfer and submit the job to perform the transfer and update the module with the last period's demand history.

Fields

Last Period Transferred

This field displays the last period transferred by this task.

Period to Transfer this Session

This field displays the period to be transferred this time.

Select **Submit Job (F8)** to submit a job to perform the updates. It also writes the last period sales quantities for all [items](#) defined to each forecasting [model](#), to the Demand History file.

Forecast Period End [11/STFCP]

You use this task to generate forecasts for the next year in each forecasting [model](#). Forecast Period End generates forecasts for all [groups](#) of [items](#), and individual [items](#), with profiles in Forecasting.

Forecast Period End evaluates the performance of each forecast method over a pre-defined [simulation period](#). It selects the best method and uses this to project the forecast quantities for the coming 12 or 13 periods.

Note: *Select this task at the end of each period, after transferring the last period sales from Sales Analysis. If you have not done the latter, an error message is displayed. However, you can still run the Period End (as you may have entered the last period's demand quantities manually) by selecting **Submit (F8)**.*

Forecast Period End Selection Window

To display this window, select the Forecast Period End task.

Use this window to submit the period end run. This window is for confirmation only.

Fields

Forecast Current Period

This field displays the last period for which this task generated forecasts.

Forecast Current Year

This field displays the last year for which this task generated forecasts.

Period to Forecast

This field displays the starting period for the forecasts from this run.

Year to Forecast

This field displays the starting year for the forecasts from this run.

The period end process does the following:

- 1 It starts a backup of the forecasting files library, if you selected this option on the company profile. A message is displayed on the window telling the user to load a tape or cartridge on to the relevant back-up device.
- 2 It increments the period number and description forward one period on the company profile. For each profile record ([group](#) or [item](#)) found in each forecasting [model](#), the process performs the steps 3 to 9.
- 3 It increments the [marketing masks](#) back one period, with the last one being reset to zero.
- 4 It establishes the [simulation period](#). The period for an [item](#) is retrieved from the [item](#) profile, unless it is zero, in which case it comes from the [group](#) profile.
- 5 It increments the demand history quantities back one period, losing the oldest period. The last period sales figure moves into the most recent period's figure, and the last period is zeroised.
- 6 It applies each of the forecast methods over the [simulation period](#), calculating a forecast error for each. The software selects the method with the error closest to zero. [Items](#) with a locked in or [manual forecast](#) specified on their profile do not go through this profile.
- 7 It applies the selected forecast method and writes the forecast quantities to the demand history and current forecast file. These are the forecast quantities before applying [marketing masks](#), known as the [initial forecast](#). If you flag forecasts as manual in the profile record, this will not happen.
- 8 It applies [conversion factors](#) to these forecast quantities, if you selected this as a requirement on the company profile.
- 9 It writes the forecasts to the [forecast history](#) files, after incrementing the forecast back one period and losing the oldest one. You specify on the company profile the number of periods [forecast history](#) you want to retain before purging. Use the [forecast history](#) files for reporting and evaluating forecast performance
- 10 After processing all profile records for the company, a report is produced, summarising the number of times each Forecast Method code was selected within each [group](#) of [items](#).

Select **Submit (F8)** to submit a job to perform the Forecast Period End run.

Forecast Manipulation [12/STFCP]

You use this task to maintain the current forecasts for any [item](#), or [group](#) of [items](#), in any forecasting [model](#). You can select an alternative forecast method and re-calculate the forecasts or enter the forecast quantities yourself.

The last 3 years' sales demand is shown for comparison.

You can choose to display the sales and forecast quantities in bar chart form.

Forecast Manipulation Selection Window

To display this window, select the Forecast Manipulation task.

Use this window to select the forecasting [model](#) and the [item](#) or [group](#) of [items](#) to be maintained.

Fields

Model

Enter the forecasting [model](#).

Alternatively, use the prompt facility to select from the Select Forecast [Model](#) pop-up.

Group

Enter a [group](#) code.

Alternatively, use the prompt facility to select from the Select Forecast [Group](#) pop-up.

Item

You can optionally enter an [item](#) code. If you do, the [item](#) must have a profile record within this [group](#).

You can use the prompt facility on this field to select from the Select Style, Select Colour and Select Size pop-ups. These will only display [items](#) in the selected [group](#).

Note: If you enter a [group](#) and leave the [Item](#) field blank, the system displays the details for the [group](#) of [items](#).

Press Enter to display the Forecast Manipulation Details window.

Forecast Manipulation Details Window

To display this window, select a [group](#) or [item](#), or both, and then press Enter on the Forecast Manipulation Selection window.

Use this window to display the sales history and maintain forecasted quantities for the selected [item](#) or [group](#) in the selected forecasting [model](#).

Fields

Locked In Forecast (in blue border)

This field displays the forecast method locked into this [item](#) or [group](#). If specified, this is the one always used in the period end run for generating forecasts. This field is only displayed if you have specified a locked in forecast method.

Model/Group/Item/Description (Untitled)

The [model](#), [group](#), [item](#) and [group](#) or [item](#) description that you selected on the previous window are displayed.

Forecast Code

The [forecast code](#) displayed is the code used to generate the forecast for this [group](#) or [item](#).

If you overwrite the [forecast code](#) with a different one and press Enter, the forecasts are immediately re-calculated, as is the forecast error. Use this to view the effect of alternative forecast methods on the selected [item](#) or [group](#) of [items](#).

If you enter *, you can enter your own forecast values in the quantity fields by simply overtyping the existing figures.

Error %

This field displays the percentage error calculated for the forecast method selected by the [simulation](#) in Forecast Period End.

Note: For a more detailed explanation of this error calculation, see the *Applying Forecasting Techniques* section.

In the main body of the window, quantities are shown for the last 3 years' sales demand and the next 12 or 13 periods' forecasts. The period titles come from the descriptions set up on the company profile.

The forecast quantities shown are [initial forecasts](#), that is, before the application of [marketing masks](#). The [marketing masks](#) in the final column are those for the selected [item](#) or [group](#), as specified on the profile record. If the masks for an [item](#) are all zero, the software uses the [group](#) masks. If the [group](#) masks are all zero, all masks default to 1, which leaves the forecasts unaffected.

Note: The Forecast Period End task overwrites any [manual forecasts](#) you enter, unless you set the locked in [forecast code](#) to * in the profile record.

Functions

Text (F15)

Use this to maintain text for an [item](#) or [group](#) of [items](#).

Graph (F18)

Use this to display the graph window.

Select **Update (F8)** to write the manipulated forecasts to the Sales Demand and Current Forecasts file. The manipulated figures will overwrite the Forecast Period End figures.

Forecast Manipulation Graph Window

To display this window, select **Graph (F18)** on the Forecast Manipulation Details window.

Use this window to display the [final forecasts](#), for the selected forecasting [model group](#) or [item](#), as a bar chart.

You can maintain the [marketing masks](#) used to calculate the forecasts.

Fields

Model/Group/Item/Description (Untitled)

The selected [model](#), [group](#), [item](#) and description are displayed.

Strt Mth

This field displays the [start month](#) for the forecasts.

Code Used

This field displays the forecast method code used for generating the forecasts, as specified on the window.

Fin. Fcst

These are the [final forecast](#) quantities for the next 12 or 13 periods, that is, after the displayed masks have been applied to the forecast quantities from the window.

Mask

The current [marketing masks](#) are shown unless the [item](#) or [group](#) uses [manual forecasts](#) (when masks are not applied).

If you change the mask factors, the [final forecasts](#) are re-calculated and the graph changes accordingly.

The graph itself splits into two. The left-hand side shows the Demand History, and the right-hand side shows the forecast quantities.

The scale on the Y-axis is calculated so that the highest peak just fits on the window.

Select **Update (F8)** to update the revised masks in the Forecasting Model Group/Item Profile record.

Forecast Aggregation [13/STFCP]

You use this task to select a Forecasting [model](#) and [groups](#) for forecast re-calculation. Use this when you feel that cumulative [item](#) forecasts are more accurate than the [group](#) forecasts.

This is done by combining all the forecasts for individual [items](#) in each selected [group](#), and updating the [group](#) forecast record with the totals. The previous [group](#) forecast is lost.

Forecast Aggregation Selection Window

To display this window, select the Forecast Aggregation task.

Use this window to select the forecasting [model](#) and [groups](#) or styles you want to process and update.

Fields

Model

Enter the Forecasting [model](#) in which forecasts are to be aggregated.

Alternatively, use the prompt facility to select from the Select Forecast [Model](#) pop-up.

Leave this field blank to select all [models](#).

Group From/Group To

Select the range of [groups](#) to update.

You can use the prompt facility on these fields to select from the Select Forecast [Group](#) pop-up.

Note: *If you enter a value in the From field and leave the To field blank, only the From [group](#) is processed. Leave both fields blank to process all [groups](#).*

Style From/Style To

You can enter the range of styles you want to aggregate.

Leave these fields blank to process all the styles in the [group](#).

You can use the prompt facility on these fields to select from the Select Style pop-up.

Aggregate From Level

Select one of the following to specify the level from which you want to combine forecasts:

Style Level (2) - To aggregate from style level

Style / colour level (3) - To aggregate from style colour level

Style / colour / size level (4) - To aggregate from style colour size level

Aggregate To Level

Select one of the following to indicate the level to which you want to aggregate:

[Group](#) Level (1) - To aggregate to [group](#) level

Style Level (2) - To aggregate to style level

Style / colour level (3) - To aggregate to style colour level

This must always be a higher value than the Aggregate From Level.

Caution: This totals the forecasts for the items in the group, and updates the group record in the Sales Demand and Current Forecasts file. Conversion factor and marketing masks are applied to each item as part of the aggregation. The previous group forecast is lost.

Select **Submit (F8)** to submit a job to perform the forecast aggregation on each selected [group](#).

Generate Requirements File [21/STFCP]

Use this task to create a file of forecast requirements for type 4 [models](#), that is, for forecasts to transfer to another destination or be held internally. The software submits a batch job that transfers the forecast quantities for the next 12 or 13 periods to the Requirements file. You can then remove the file from Forecasting and transfer it to your own application.

Note: *Software programs must be written to achieve this.*

You can select individual or all Forecasting type 4 [models](#). The transfer may be for a single [group](#) or for all [groups](#) and may be at either [group](#) or [item](#) level.

[Conversion factors](#) and [marketing masks](#) are applied before the requirement record is written.

Note: *You do not need this task for Forecasting [model](#) types 1 - 3 as these forecasts transfer directly from Forecasting into DRP or the Production modules or both.*

Generate Requirements File Selection Window

To display this window, select the Generate Requirements File task.

Use this window to select the Forecasting [model](#) forecasts to transfer and to select the level of forecast to transfer.

Fields

Model

Select the type 4 Forecasting [model](#) that is to have forecasts transferred to the Requirements file.

Leave this field blank for all type 4 [model](#) codes.

Alternatively, use the prompt facility to select from the Select Forecast [Model](#) pop-up.

Group to Transfer

Enter the [group](#) to transfer.

Alternatively, use the prompt facility to select from the Select Forecast [Group](#) pop-up.

Leave this field blank to transfer all [groups](#).

Style From/Style To

If you only want to transfer certain styles from a [group](#), enter range of styles here. If you only want to transfer one style, enter the same code in both fields.

You can use the prompt facility on these fields to select from the Select Style pop-up.

Level To Transfer

You can transfer the forecasts at various levels.

Select one of the following:

[Group](#) (1) - To transfer [group](#) forecasts, for example, ladies' wear

Style (2) - To transfer style forecasts, for example, dress forecasts

Style/Colour (3) - To transfer style colour level forecasts, for example, black dress forecasts

[Item](#) (4) - To transfer style colour size level forecasts, for example, black dresses, size 12

Single Level/All Down

You can transfer all the forecasts you have specified either from the [group](#) level to the level you entered in the Level to Transfer field or just to the level specified in the Level to Transfer field only.

Select one of the following:

Levels from [Group](#) down to level chosen (1)

Single (2)

Note: Before you run this task, you must transfer any forecasts already in the Requirements file into their respective destination applications.

Note: The software applies the relevant [marketing masks](#) to the forecasts before writing them to the Requirements file.

Select **Submit (F8)** to submit a job to transfer the forecasts. The job writes the relevant [final forecasts](#) to the Requirements file.

Transfer Forecast to DRP [22/STFCP]

You use this task to transfer forecasts from the forecasting [models](#) into the Distribution Requirements Planning module.

There are two methods of transferring forecasts to DRP:

- By using spread profiles maintained within the forecasting module
- By using seasonal profiles maintained in DRP

You specify the way in which you want to transfer the forecasts in the Forecasting company profile, on the Forecast Options window:

When you select Transfer Forecasts to DRP, the windows you use will vary according to the way in which you have set up your company profile.

Whichever method you choose, a forecasting to DRP report is produced automatically. This shows all [items](#), or [groups](#), which have failed to transfer forecasts into DRP, together with a reason.

Note: *If the exceptions report is blank, all the forecasts have transferred successfully into the DRP forecast files.*

Transfer Forecasts to DRP Selection Window

To display this window, select the Transfer Forecasts to DRP task.

Note: *This window will be displayed if you have not specified the use of [seasonal profiles](#) to transfer forecasts to DRP on the Forecasting company profile. To do this, leave the Use [Seasonal Profiles](#) in Forecast Transfer field unchecked.*

You use this window to select the forecasting [model](#), [group](#) and transfer period range to use to transfer forecasts to DRP.

Note: *Only forecasts from forecasting [models](#) type 1 and 2 are eligible for transfer. Each type 1 forecasting [model](#) has a DRP distribution [centre](#) as its target [model](#). Each type 2 forecasting [model](#) has a DRP [centre](#) as its target [model](#).*

Fields

Model

Select either a type 1 or 2 Forecasting [model](#) from which forecasts are to be transferred to DRP.

Alternatively, use the prompt facility to select from the Select Forecast [Model](#) pop-up.

Leave this field blank to select all type 1 and 2 [models](#).

Group to Transfer

Enter a [group](#) code.

Alternatively, use the prompt facility to select from the Select Forecast [Group](#) pop-up.

Leave this field blank to transfer all [group](#) forecasts.

Style From/Style To

If you only want to transfer certain styles from a [group](#), enter range of styles here. If you just want to transfer one style, enter the same code in both fields.

You may use the prompt facility on these fields to select from Select Style pop-up.

Level to Transfer

You can transfer the forecasts at various levels.

Select one of the following:

[Group](#) (1) - To transfer [group](#) forecasts, for example, ladies' wear

Style (2) - To transfer style forecasts, for example, dress forecasts

Style/Colour (3) - To transfer style colour level forecasts, for example, black dress forecasts

[Item](#) (4) - To transfer style colour size level forecasts, for example, black dresses, size 12

Single Level/All Down

You can transfer all the forecasts you have specified either from the [group](#) level to the level you entered in the Level to Transfer field or from just the level specified in the Level to Transfer field only.

Select one of the following:

Levels from [Group](#) down to level chosen (1)

Single (2)

Period to Transfer From/To

Enter the range of periods to transfer to DRP. Forecasting suggests a range of forecasts to transfer. Enter periods in the format YYPP

When transferring these periods, the software applies the [spread profiles](#) maintained in Forecasting to convert the period forecasts into the weekly or daily DRP forecasts.

Any existing forecasts found within DRP for the selected minor [item groups](#) are deleted, before adding this new data.

Select **Submit (F8)** to submit a job to transfer all selected forecasts into DRP.

Transfer Forecasts to DRP Using DRP Seasonal Profiles

This section describes the transfer of forecasts using [seasonal profiles](#) that you maintain within DRP. [Seasonal profiles](#) are a set of indices defining the spread of forecasts from annual to period, period to weekly, and weekly to daily56 forecasts.

You can assign a particular [seasonal profile](#) to any [item](#) or minor [item group](#).

Note: You choose whether to use [DRP seasonal profiles](#) in your Forecasting company profile.

If you do not enter a [seasonal profile](#) for a particular [item](#) or [group](#), forecasts are spread evenly over the time intervals required.

Transfer Forecasts to DRP Using Seasonal Profiles Selection Window

To display this window, select the Transfer Forecasts to DRP task.

Note: This window will be displayed if you have chosen to use [seasonal profiles](#) to transfer forecasts to DRP, on the Forecasting company profile. To do this, check the Use [Seasonal Profiles](#) in Forecast Transfer field.

Use this window to select the forecasting [model](#), [group](#) and transfer period range to use when transferring forecasts to DRP.

Note: Only forecasts from type 1 and 2 Forecasting [models](#) are eligible for transfer into DRP. Each type 1 Forecasting [model](#) has a DRP distribution [centre](#) as its target [model](#). Each type 2 Forecasting [model](#) has a DRP [centre](#) as its target [model](#).

Fields

Model

Select either a type 1 or 2 Forecasting [model](#) to transfer forecasts to DRP.

Alternatively, use the prompt facility to select from the Select Forecast [Model](#) pop-up.

Leave this field blank to select all type 1 and 2 [models](#).

Level to Transfer

Select one of the following:

[Item](#) (1) - To transfer [item](#) forecasts

[Group](#) (2) - To transfer [group](#) forecasts

Period to Transfer

Enter the range of periods to transfer to DRP. Forecasting suggests a range of forecasts to transfer. Enter periods in the format YYPP.

Press Enter to display the Transfer Forecasts to DRP Using [Seasonal Profiles](#) Transfer All [Models](#) window. The format of this window depends on the values you enter on the window above.

Transfer Forecasts to DRP Using Seasonal Profiles Transfer All Models Window

To display this window, press Enter on the Transfer Forecasts to DRP Using [Seasonal Profiles](#) Selection window. The format of this window depends on the values you entered on the previous window.

Note: This window is displayed when you leave the [Model](#) field blank on the initial window.

Use this window to select the daily and weekly transfer periods for this transfer method.

Fields

Intervals

Daily Forecasts From/To Week

Enter a range of week numbers for which you want daily forecasts to transfer.

Leave these fields blank to select the whole transfer period defined on the initial window.

Weekly Forecasts From/To Week

Enter a range of week numbers for which you want weekly forecasts to transfer.

Leave these fields blank to select the whole transfer period defined on the initial window.

Select **Submit (F8)** to submit the job to transfer the forecasts into DRP using the DRP [seasonal profiles](#).

Transfer Forecasts to DRP Using Seasonal Profiles Item or Group Selection Window

To display this window, press Enter on the Transfer Forecasts to DRP Using [Seasonal Profiles](#) selection window. The format of this window depends on the values you entered previously.

Note: This window is displayed when you enter a [model](#) on the initial window and set the Level to Transfer field to [Item](#) or [Group](#).

Use this window to select a single [item](#) or a range of [items](#) or a single [group](#) or a range of [groups](#) to transfer using [seasonal profiles](#). You also have the option of specifying the time intervals for which you require daily or weekly forecasts. The window shown is for a [group](#) forecast, but the [item](#) window works in exactly the same way.

The window displays the forecasting [model](#) and transfer period you specified on the initial window.

Fields

From Group/To Group

You can optionally enter a range or [groups](#) to restrict the transfer.

Leave these fields blank to transfer all [groups](#).

You can use the prompt facility on these fields to select from the Select Forecast [Group](#) pop-up.

Intervals

Daily Forecasts From Week/To Week

Enter the range of weeks for which you want daily forecast to transfer.

Leave these fields blank to select the whole period defined on the initial window.

Weekly Forecasts From Week/To Week

Enter the range of weeks for which you want weekly forecasts to transfer.

Leave these fields blank to select the whole transfer period defined on the initial window.

Functions

Select Group/Seasonal (F16)

Use this to display [Group/Seasonal Profile](#) selection window.

Select **Submit (F8)** to submit the job to transfer the selected forecasts into DRP using the DRP [seasonal profiles](#).

Transfer Forecasts to DRP Using Seasonal Profiles Select Profile Window

To display this window, use Select **Group/Seasonal (F16)** on the Transfer Forecasts to DRP Using [Seasonal Profiles Group](#) Selection window.

Use this window to assign any [seasonal profile](#) to the selected [item](#) or [group](#) range. You maintain these [seasonal profiles](#) within DRP.

The window displays the [model](#) code and description, the list of [item](#) or [group](#) codes selected and the transfer periods.

Fields

Seasonal Profile

Enter a [seasonal profile](#) code that is to be associated with the selected [group](#).

Options

Select

Use this to select the line to be transferred using the DRP [seasonal profile](#) you specify.

Functions

Select All (F15)

Use this to select all [groups](#) for transfer.

Select **Submit (F8)** to submit the job to transfer the forecasts to DRP.

Transfer Forecasts to MPS/MRP [23/STFCP]

Use this task to transfer forecasts from Forecasting [models](#) into the MPS and MRP runs.

Note: Only forecasts from type 3 Forecasting [models](#) are eligible for transfer into MPS/MRP.

There are two methods of transferring forecasts to the Production modules.

- By using spread profiles maintained within the Forecasting module
- By using seasonal profiles maintained in MRP or MPS

You specify the way in which to transfer the forecasts in the Forecasting company profile, on the Forecast Options window.

When you select Transfer Forecast to MPS/MRP, the windows you use will vary depending on how you have set your company profile.

Whichever method you choose, a Forecasting to MPS or MRP Exceptions report is produced automatically. This shows all [items](#), or [groups](#), which have failed to transfer forecasts into Production together with a description of the reason.

Note: If the exceptions report is blank, all forecasts have transferred successfully into the Production forecast files.

The Transfer Forecasts to MPS/MRP task works in a similar way to the Transfer Forecasts to DRP task. However, the Use [Seasonal Profiles](#) in Forecast Transfer field has no effect here.

Fields

Model

Select either a type 1 or 2 Forecasting [model](#) from which forecasts are to be transferred to DRP.

Alternatively, use the prompt facility to select from the Select Forecast [Model](#) pop-up.

Leave this field blank to select all type 1 and 2 [models](#).

MPS/MRP Forecast Group

Enter a [group](#) code.

Alternatively, use the prompt facility to select from the Select Forecast [Group](#) pop-up.

Leave this field blank to transfer all [group](#) forecasts.

Style From/Style To

If you only want to transfer certain styles from a [group](#), enter range of styles here. If you just want to transfer one style, enter the same code in both fields.

You may use the prompt facility on these fields to select from the Select Style pop-up.

Single Level/All Down

You can transfer all the forecasts you have specified either from the [group](#) level to the level you entered in the Level to Transfer field or from just the level specified in the Level to Transfer field only.

Select one of the following:

Levels from [Group](#) down to level chosen (1)

Single (2)

Group Transfer

Check this to transfer [group](#) forecasts.

Period to Transfer From/To

Enter the range of periods to transfer to MPS/MRP. Forecasting suggests a range of forecasts to transfer. Enter periods in the format YYPP.

When transferring these periods, the software applies the [spread profiles](#) maintained in Forecasting, to convert the period forecasts into the weekly or daily forecasts.

Any existing forecasts found within MPS/MRP for the selected minor [item groups](#) are deleted before adding this new data.

Select **Submit (F8)** to submit a job to transfer all selected forecasts into MPS/MRP.

There is just one comprehensive enquiry available in Forecasting. You can view the sales history and current forecasts for a selected [item](#) or [group](#) of [items](#), within a forecasting [model](#).

Note: *The period end run generates forecasts for the [group](#) using sales history quantities. Forecasting treats the [group](#) as just another set of figures to evaluate.*

The Forecast Enquiry displays the last 3 years sales demand figures, together with the forecasts for the next 12 or 13 periods. The number of periods displayed depends on how many periods you chose to use on the company profile.

You can also see the code for the forecast method selected, together with the calculated forecast error.

You can change the [forecast code](#) to one of the other seven. The software re-calculates and displays the forecast quantities.

There is no update here; this is purely a "What if?" facility, allowing you to see the impact of different forecasting methods.

You can display the forecasts in bar chart form if you prefer.

Forecast Enquiry [1/STFCE]

You use this enquiry to display sales history and current forecasts for a selected [item](#), or [group](#) of [items](#), within a forecasting [model](#). You can see the last three years' demand history and the next 12 or 13 periods' forecasts.

You can also view these quantities in a bar chart.

Forecast Enquiry Selection Window

To display this window, select the Forecast Enquiry task.

Use this window to select the Forecasting [model](#) and the [item](#), or [group](#) of [items](#), on which to enquire.

Fields

Model

Enter the forecasting [model](#) code.

Alternatively, use the prompt facility to select from the Select Forecast [Model](#) pop-up.

Group

Enter a [group](#) code.

Alternatively, use the prompt facility to select from the Select Forecast [Group](#) pop-up.

Item

You can optionally enter an [item](#) code. If you do enter an [item](#), it must have a profile record for this [group](#) within Forecasting.

You may use the prompt facility on these fields to select from the Select Style, Select Colour and Select Size pop-ups.

Note: If you enter a [group](#) and leave the [item](#) field blank, the Forecast Enquiry Details window is displayed for this [group](#) of [items](#). If you enter both codes, the Forecast Enquiry Details window is displayed for the [item](#).

Press Enter to display the Forecast Enquiry Details window.

Forecast Enquiry Details Window

To display this window, enter your selection criteria and then press Enter on the Forecast Enquiry Selection window.

This window displays the sales history and forecasted quantities for the selected [item](#), or [group](#) of [items](#), within the selected forecasting [model](#).

You can see the last three years' demand history and the next 12 or 13 periods' forecasts.

Fields

Note: All fields described below are output only except for [Forecast Code](#).

Locked In Forecast

This field is displayed in the blue border of the window.

It displays the forecast method locked in to this [item](#) or [group](#). If specified, this is the one always used in the period end run for generating forecasts. This field is only displayed if you have specified a locked in forecast method.

Model

This field displays the forecasting [model](#) selected on the Forecast Enquiries Detail window.

Item

This field displays the [item](#) selected on the Forecast Enquiries Detail window.

Group

This field displays the [group](#) selected on the Forecast Enquiries Detail window.

Forecast Code

The field displays the selected forecast method code.

You can overtype the displayed code with a different code. Press Enter to display the details for the specified [Forecast Code](#).

Note: This presents a "What if?" situation and displays the impact of using different forecast methods. Re-calculating the forecasts in this enquiry will not change any data or update any files; you can only do this through Forecast Manipulation.

If you change the [forecast code](#), the software re-calculates the forecasts, and the forecast error, immediately, using the appropriate formula for this method code.

Note: * indicates a manually entered forecast.

Description (Untitled)

This field contains a description for the selected [item](#), or [group](#) of [items](#).

Error %

This field displays the percentage error calculated for this forecast method.

Note: For more information on the percentage error calculation, refer to the Applying Forecasting Techniques section in the Processing chapter of this product guide.

Note: In the main body of the window, you can see the quantities for the last three years' demand history and the next 12 or 13 periods' forecasts. The periods are retrieved from the descriptions on the Company Profile

The forecast quantities shown are those before the application of [marketing masks](#), that is, the [initial forecasts](#).

The [marketing masks](#) in the final column are those for the selected [item](#) or [group](#), as specified on the profile record for the selected [model](#).

If the masks for an [item](#) are all zero, Forecasting uses the masks for the [group](#). If the [group](#) masks are all zero, all the masks default to 1.

Note: The [Forecast Code](#) selected is normally the best method for forecasting this [item](#), or [group](#) of [items](#). However, it may have been changed using the Forecast Manipulation task.

Functions

Graph (F18)

Use this to display the Forecast Enquiry Graph window.

Select **Graph (F18)** to display the Forecast Enquiry Graph window.

Forecast Enquiry Graph Window

To display this window, select **Graph (F18)** on the Forecast Enquiry Details window.

This window displays the [final forecasts](#) for the selected [group](#) or [item](#) as a bar chart. You can adjust the appearance of this chart from the previous window, or using Forecast Manipulation.

Fields

Model

This field displays the forecast [model](#).

Group

This field displays the [group](#).

Item

This field displays the [item](#).

Strt Mth

This field displays the [start month](#) for the forecasts.

Code Used

This field displays the forecast method used for generating the forecasts.

Fin Fcst

These are the [final forecast](#) quantities for the next 12 or 13 periods, that is, after the corresponding factor from the [marketing masks](#) has been multiplied by the originally calculated forecast.

Mask

The corresponding marketing mask factors are displayed for the next 12 or 13 periods, unless the [item](#) or [group](#) uses [manual forecasts](#), in which case masks are not applied.

The graph itself splits into two. The left-hand side shows the sales history, and the right-hand side shows the forecast quantities.

The scale on the Y-axis is calculated so that the highest peak just fits on the window.

Note: *The quantities used for the forecasts in the graph are the [final forecasts](#). You can see the [final forecasts](#) down the right-hand side of the window.*

Press Enter to leave the enquiry.

There are six reports available in the Forecasting module. You can base the production of all the reports on a number of selection criteria.

In general, these standard reports print on standard listing paper with 132 print positions and 6 lines to the inch. All reports print with the option or program number in the top left corner and the page number, date and time in the top right.

The reports can be [grouped](#) into one of three categories:

Forecast Details

The Demand Forecast report provides a detailed listing of all forecasting [items](#), showing the forecasts for the next 12 or 13 periods. Cost or sales values, or both, may also be output on the report. A range of [models](#) and [groups](#), or all [items](#), may be selected. Totals are accumulated and printed for [groups](#).

The Detail Forecast report shows the last three years' sales history as well as the forecasts for the next year. This is by quantity only. Selection and totals are as per the Demand Forecast report.

Forecast Performance

The [Forecast History](#) report outputs details of historical forecast, and the actual sales demand for comparison. This shows only the latest forecast for each period, together with the actual sales.

The Forecast Evaluation report shows historical and predicted forecasts for each period, together with the actual sales for comparison. Up to six periods of historical and 12 or 13 periods of predicted forecasts are included.

Static Information

[Item](#) profiles, [group](#) profiles and marketing mask details may be selected for printing.

Demand Forecast Report [1/STFCR]

This report provides a detailed listing of all forecasting [models](#), [groups](#), and [items](#), and shows the demand forecast for the next 12 or 13 periods.

The software also aggregates [item](#) forecasts to [group](#) level that are shown at the end of all the [items](#) within the [group](#).

Demand Forecast Report Selection Window

To display this window, select the Demand Forecast task.

Use this window to enter your selection details for the Demand Forecast report.

Fields

Model

Enter the Forecasting [model](#) on which to report.

Alternatively, use the prompt facility to select from the Select Forecast [Model](#) pop-up.

Leave this field blank to include all [models](#).

Group From/Group To

You can enter a range of [groups](#) on which to report by entering [group](#) codes in both fields. To report on one [group](#), enter the [group](#) code in the From field. Leave both fields blank to report on all [groups](#).

You can use the prompt facility on both fields to select from the Select Forecast [Group](#) pop-up.

Style From/Style To

You can enter a range of styles on which to report by entering style codes in both fields. To report on one style, enter the style code in the From field. Leave both fields blank to report on all styles.

You can use the prompt facility on both fields to select from the Select Style pop-up.

Report Level

Select one of the following to indicate the level at which you want the report to be produced:

[Group](#) (1) - To print the report at [group](#) level

Style (2) - To print the report at style level

Style/Colour (3) - To print the report at style colour level

[Item](#) (4) - To print the report at style colour size, or [item](#), level

Print Values

Select one of the following:

None (0) (default) - To print neither, that is, to print forecasted quantities only

Cost (1) - To print forecasted cost values

Sales (2) - To print forecasted sales values

Both (3) - To print both

Select **Submit (F8)** to submit the job to print the report.

Marketing Masks Report [2/STFCR]

You use this task to provide a detailed listing of all [marketing masks](#) for both [items](#) and [groups](#) of [items](#) within forecasting [models](#).

Marketing Masks Report Selection Window

To display this window, select the [Marketing Masks](#) task.

Use this window to enter your selection details for the [Marketing Masks](#) report.

Fields

Model

Enter the Forecasting [model](#) on which to report.

Alternatively, use the prompt facility to select from the Select Forecast [Model](#) pop-up.

Leave this field blank to include all [models](#).

Group From/Group To

You can enter a range of [groups](#) on which to report by entering [group](#) codes in both fields. To report on one [group](#) only, enter the [group](#) code in the From field. Leave both fields blank to report on all [groups](#).

You can use the prompt facility on both fields to select from the Select Forecast [Group](#) pop-up.

Style From/Style To

You can enter a range of styles on which to report by entering style codes in both fields. To report on one style, enter the style code in the From field. Leave both fields blank to report on all styles.

You can use the prompt facility on both fields to select from the Select Style pop-up.

Report Level

Select one of the following to indicate the level at which you want the report to be produced:

[Group](#) (1) - To print the report at [group](#) level

Style (2) - To print the report at style level

Style/Colour (3) - To print the report at style colour level

[Item](#) (4) - To print the report at style colour size, or [item](#), level

Select **Submit (F8)** to submit the job to print the report.

Detail Forecasts Report [3/STFCR]

This report details the last three years' demand history, as well as the forecasts for the next 12 or 13 periods for the selected forecasting [models](#). The report prints details for each selected [group](#) and the [items](#) that the [group](#) contains.

The system also aggregates [item](#) forecast quantities to [group](#) level and prints them at the end of the [group](#).

Detail Forecast Report Selection Window

To display this window, select the Detail Forecasts task.

Use this window to enter your selection for the Detail Forecast report.

Fields

Model

Enter the Forecasting [model](#) on which to report.

Alternatively, use the prompt facility to select from the Select Forecast [Model](#) pop-up.

Leave this field blank to report on all [models](#).

Group From/Group To

You can select a range of [groups](#) on which to report by entering [group](#) codes in both fields. To report on one [group](#) only, enter the [group](#) code in the From field. Leave both fields blank to report on all [groups](#).

You can use the prompt facility on both fields to select from the Select Forecast [Group](#) pop-up.

Style From/Style To

You can enter a range of styles on which to report by entering style codes in both fields. To report on one style, enter the style code in the From field. Leave both fields blank to report on all styles.

You can use the prompt facility on both fields to select from the Select Style pop-up.

Report Level

Select one of the following to indicate the level at which you want the report to be produced:

[Group](#) (1) - To print the report at [group](#) level

Style (2) - To print the report at style level

Style/Colour (3) - To print the report at style colour level

[Item](#) (4) - To print the report at style colour size, or [item](#), level

Select **Submit (F8)** to submit the job to print the report.

Forecast History Report [4/STFCR]

This details historical forecasts, together with the corresponding actual sales demand for comparison. Two quantities are shown for each forecast, the ones before and the ones after the appropriate marketing mask factor has been applied.

The forecast after applying the mask factor is known as the [final forecast](#).

Forecast History Report Selection Window

To display this window, select the [Forecast History](#) task.

Use this window to enter your selection details for the [Forecast History](#) report.

Fields

Model

Enter the Forecasting [model](#) on which to report.

Leave both fields blank to report on all [models](#).

Alternatively, use the prompt facility to select from the Select Forecast [Model](#) pop-up.

Group From/Group To

You can enter a range of [groups](#) on which to report by entering [group](#) codes in both fields. To report on one [group](#) only, enter the code in the From field. Leave these fields blank to report on all [groups](#).

You can use the prompt facility on both fields to select from the Select Forecast [Group](#) pop-up.

Style From/Style To

You can enter a range of styles on which to report by entering style codes in both fields. To report on one style, enter the style code in the From field. Leave both fields blank to report on all styles.

You can use the prompt facility on both fields to select from the Select Style pop-up.

Report Level

Select one of the following to indicate the level at which you want the report to be produced:

[Group](#) (1) - To print the report at [group](#) level

Style (2) - To print the report at style level

Style/Colour (3) - To print the report at style colour level

[Item](#) (4) - To print the report at style colour size, or [item](#), level

Forecast Year/Forecast Period

Enter the year and period at which you want the history report to start. The report details this period and the eleven or twelve periods before it.

Note: This defaults to the current year and period. The year and period must not be in the future.

Select **Submit (F8)** to submit the job to print the report.

Forecast Evaluation [5/STFCR]

This details historical and predicted forecasts for each period, together with the actual sales for comparison. Up to 6 periods of historical and 12 or 13 periods of predicted forecasts are included.

This is printed for the selected forecasting [models](#), [groups](#), and [items](#).

Forecast Evaluation Report Selection Window

To display this window, select the Forecast Evaluation task.

Use this window to enter your selection details for the Forecast Evaluation report.

Fields

Model

Enter the Forecasting [model](#) on which to report.

Alternatively, use the prompt facility to select from the Select Forecast [Model](#) pop-up.

Leave this field blank to report on all [models](#).

Group From/Group To

You can enter a range of [groups](#) on which to report by entering [group](#) codes in both fields. To report on one [group](#) only, enter the [group](#) code in the From field. Leave both fields blank to report on all [groups](#).

You can use the prompt facility on both fields to select from the Select Forecast [Group](#) pop-up.

Style From/Style To

You can enter a range of styles on which to report by entering style codes in both fields. To report on one style, enter the style code in the From field. Leave both fields blank to report on all styles.

You can use the prompt facility on both fields to select from the Select Style pop-up.

Report Level

Select one of the following to indicate the level at which you want the report to be produced:

[Group](#) (1) - To print the report at [group](#) level

Style (2) - To print the report at style level

Style/Colour (3) - To print the report at style colour level

[Item](#) (4) - To print the report at style colour size, or [item](#), level

Forecast Type

Select one of the following:

Initial (1) - To display [initial forecast](#) quantities, that is, those before the application of marketing mask factors

Final (2) - To display [final forecasts](#), that is, those after applying masks

Select **Submit (F8)** to submit the job to print the report.

Profiles Report [6/STFCR]

This report shows the forecasting profiles for selected forecasting [models](#), [groups](#), and [items](#).

Group/Item Profiles Report Selection Window

To display this window, select the Profiles task.

Use this window to enter your selection details for the [Group/Item](#) Profiles report.

Fields

Model

Enter the Forecasting [model](#) on which to report.

Alternatively, use the prompt facility to select from the Select Forecast [Model](#) pop-up.

Leave this field blank to report on all [models](#).

Group From/Group To

You can enter a range of [groups](#) on which to report by entering [group](#) codes in both fields. To report on one [group](#) only, enter the [group](#) code in the From field. Leave both fields blank to report on all [groups](#).

You can use the prompt facility on both fields to select from the Select Forecast [Group](#) pop-up.

Style From/Style To

You can enter a range of styles on which to report by entering style codes in both fields. To report on one style, enter the style code in the From field. Leave both fields blank to report on all styles.

You can use the prompt facility on both fields to select from the Select Style pop-up.

Report Level

Select one of the following to indicate the level at which you want the report to be produced:

[Group](#) (1) - To print the report at [group](#) level

Style (2) - To print the report at style level

Style/Colour (3) - To print the report at style colour level

[Item](#) (4) - To print the report at style colour size, or [item](#), level

Select **Submit (F8)** to submit the job to print the report.

Forecasting Company Profile [1/STFCU]

You must set up and maintain a company profile for each company that you use in Forecasting.

This profile controls the working environment by specifying:

- Period terminology and backup details to make sure correct security copies of Forecasting
- Whether a year contains twelve or thirteen periods
- The addition and maintenance of forecasting methods

Maintain Profile Records Selection Window

To display this window, select the Forecasting Company Profile task.

Use this window either to create a new company profile or to maintain an existing one.

A list of existing company codes and descriptions is displayed.

Fields

Enter New Company

If you are adding a new company profile, enter a unique two-character code for the company you want to add.

Options

Select

Use this to select the company to maintain.

Enter a code for a new company and then press Enter or select an existing company to display the Maintain Forecast Company Profile Interface Defaults window.

Maintain Forecast Company Profile Interface Defaults Window

To display this window, enter a new company code and then press Enter or select an existing company on the Maintain Profile Records Selection window.

Use this window to maintain details of the way in which Forecasting interfaces to the other active modules. Any existing details found are displayed.

Fields

Interface Company

Enter the code for the Inventory company whose [items](#) will be used by Forecasting; this is also used as the interface with Sales Analysis, Distribution Requirements Planning, and the MPS and MRP modules.

Default FC Model

Enter the default forecasting [model](#).

Alternatively, use the prompt facility to select from the Select Forecast [Model](#) pop-up.

Select **Update (F8)** to validate and save the company profile changes. All changes are saved to the Company Profile Audit file.

Press Enter to display the Forecast Company Profile Maintenance Periods/Backups window.

Forecast Company Profile Maintenance Periods/Backups Window

To display this window, press Enter on the Forecast Company Profile Interface Defaults window.

Use this window to maintain period details and period backup parameters. The backup parameters determine the way in which to make security copies of Forecasting files. The software displays details for an existing Forecasting company.

Fields

Number of Periods

This field displays the number of periods in this year.

Note: *This information is linked to Inventory Management's calendar details and the Sales Analysis company profile and is for display only.*

Note: *Forecasting can support either 12 or 13 periods per year.*

Company Name

Enter the company name, using up to 36 alphanumeric characters.

Period

Enter the current period.

Year

Enter the current year.

Period Maintenance

Enter titles for the periods, using up to three alphanumeric characters. You can give the periods whatever names you require, in order to reflect the way in which your business operates. They are often calendar months. The first one should be the current period.

Periodical Backup Required

Use this checkbox as follows:

Unchecked - To control the backups outside the Forecasting module

Checked - To initiate backups automatically at the start of the period end run

Note: Check this to back up the whole of the Forecasting files library at period end.

Note: The period end run updates the following:

- Period - incremented by one each time
- Year - incremented by one each time
- Period Maintenance - each period title is rolled forward each time

Device Name

Enter the device name for the cartridge or drive you want to use for the backup, using up to 10 alphanumeric characters.

Tape Density

If you want to use a backup tape, enter the tape density. This must be 1,600, 3,200, 6,250 or 10,000.

Select **Update (F8)** to validate your entries and save the company profile changes. All changes are saved to the Company Profile Audit file.

Press Enter to display the Forecast Company Profile Maintenance Forecast Options window.

Forecast Company Profile Maintenance Forecast Options Window

To display this window, press Enter on the Forecast Company Profile Maintenance Periods/Backups window.

Use this window to maintain miscellaneous options available for the Forecast Period End Processing run.

Fields

Activate Conversion Factor

You can enter a [conversion factor](#) to make sure different units of measure are taken into account when you generate forecasts.

Use this checkbox as follows:

Unchecked - If you do not want to use a [conversion factor](#)

Checked - To apply the [group](#) and [item conversion factors](#) between different units of measure to the calculated forecasts and the demand history

Purge Forecast History

Enter the number of periods for which you want to retain [forecast history](#) records before purging them.

Note: *The recommended minimum is 12 periods.*

Use Seasonal Profiles in Forecast Transfer

Use this checkbox as follows:

Unchecked - To use the existing [spread profiles](#) defined in Forecasting

Checked - To use the [seasonal profiles](#) defined in DRP or Production, or both

Note: *Select **Update (F8)** to validate your entries and save the company profile details.*

Note: *The software saves all changes made to the Company Profile Audit file.*

Press Enter to display the Forecast Company Profile Maintenance Forecast Methods window.

Forecast Company Profile Maintenance Forecast Methods Window

To display this window, press Enter on the Profile Maintenance Forecast Options window.

Use this window to maintain descriptions of existing forecast methods, or add new methods.

Fields

Note: *To add a new forecast method, a new program must be written and added to the Period End Processing Run. Contact your software agent for further details.*

Forecast Descriptions

You can see the seven forecast methods (A to G), together with descriptions of the formulae that each method uses.

You can amend the descriptions for A to G without affecting the formulae. You can change the descriptions to be more meaningful or personalised for your business. The descriptions are displayed whenever you prompt on the forecast methods.

Note: *Select **Update (F8)** to validate your entries and save the company profile details.*

Press Enter to display the Forecast Company Profile Maintenance Database Options window.

Forecast Company Profile Maintenance Database Options Window

To display this window, press Enter on the Forecast Company Profile Maintenance Forecast Methods window.

Use this window to specify the Sales Analysis fields for Stockroom, Minor [Item Group](#) and Quantity that Forecasting uses. You must complete all three fields.

Note: *If Sales Analysis is not active, this window is not displayed.*

Fields

Sales Analysis Stockroom Field

Enter the Sales Analysis Stockroom field that Forecasting uses.

Alternatively, use the prompt facility to select from the Select Sales Analysis Fields pop-up.

Note: *Select the Depot field.*

Sales Analysis Minor Item Group Field

Enter the Sales Analysis Minor [Item Group](#) field that Forecasting uses.

Alternatively, use the prompt facility to select from the Select Sales Analysis Fields pop-up.

Note: *Select the Minor [Item Group](#) field.*

Sales Analysis Quantity Field

Enter the Sales Analysis Quantity field that Forecasting uses.

Alternatively, use the prompt facility to select from the Select Sales Analysis Fields pop-up.

Note: *Select the Quantity field.*

Select **Update (F8)** to validate your entries and save the company profile details. The software saves all changes to the Company Profile Audit file.

Delete a Company [2/STFCU]

You use this task to delete unwanted data permanently from the Forecasting application.

Delete Forecast Company Selection Window

To display this window, select the Delete Company task.

Use this window to select the Forecasting company you want to delete.

Fields

Select Company

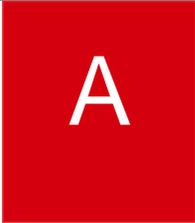
Enter the Forecasting company you want to delete.

Alternatively, use the prompt facility to select from the Select Forecast Company pop-up.

Caution: This task permanently removes the data from the Forecasting application.

Select **Submit (F8)** to submit the job to delete the company.

Appendix A Glossary

A

Centre

A site within the company that acts as a central supply source by stocking and shipping [items](#) to regional [DCs](#) as required

Conversion Factor

This is a factor used to convert [items](#) sold in different pack sizes into equivalent units. This is achieved by multiplying quantities by the [conversion factor](#) in the demand history and forecasts (unless manually forecast).

DC

A distribution [centre](#) dealing directly with customers' orders, whilst normally holding minimal stock

Error (Mean Absolute Percentage Error)

This is a representation of the forecast error in terms of a percentage. It is calculated as the absolute value of:

$$(\text{Total Forecast Quantity} - \text{Total Actual Quantity}) / \text{Total Actual Quantity} \times 100$$

where totals are accumulated over the specified [simulation period](#).

Exponential Smoothing

A well-established statistical technique used to calculate forecasts based on a moving average

Final Forecast

The forecast quantity obtained by applying any [marketing masks](#) to the [initial forecast](#)

Forecast Code

This is a letter, in the range A to G inclusive, which represents one of the forecast formulae provided within the application. You can use other letters if you have defined extra formulae and added these into the product. Alternatively, this may be an asterisk (*), which signifies that you have manually entered or updated a forecast.

Forecast History

Forecasting automatically saves all forecasts generated; these are subsequently referred to as [forecast history](#).

Group

An Inventory Management minor [item group](#)

Initial Forecast

The generated forecast quantity, before any Forecasting applies [marketing masks](#) but after any [conversion factor](#) is applied

Item

The forecasted [item](#) represented by its unique Inventory Management [item](#) code

Lock in Forecast

A [forecast code](#) representing the definitive forecast formula for the [group](#) or [item](#)

If specified in the range A to G, then the corresponding formula will be applied automatically, in other words, without [simulation](#), in the month end run.

Manual Forecast

This is a forecast designated as being manually controlled. In other words, it will be ignored by the month end run and the forecasts are keyed in by the user.

Marketing Masks

These are sets of twelve or thirteen factors, one per period, which are used to cater for any future demand which is not obvious from the demand history. They are particularly useful where there is a limited demand history, or where Sales/Marketing exercises are to be undertaken.

These factors are used to multiply the [initial forecast](#) for the corresponding period.

Model

Within Forecasting, this represents a logical [grouping](#) of Inventory stockrooms for creating consolidated [item](#) and [group](#) forecasts.

Simulation

This is the process of regressing in time whilst evaluating each of the Forecast formulae. This evaluation is done by comparing the forecasted quantities with the actual demand history to calculate an error.

Simulation Period

The length of time, in months, over which the [simulation](#) is to be performed

Spread Profile

A representation of how the monthly forecasts in Forecasting are to be split into weekly forecasts for use by DRP, MPS or MRP

Seasonal Profile

A representation of how the monthly forecasts in Forecasting are to be split into daily or weekly forecasts for use by DRP, MPS or MRP

Start Month

The month in which forecasts commence