

Metro YMCAs of the Oranges Forecast One 2019 Tips Sheet

Entering your Forecast Amounts

1. The **“F6” key opens your actual/budget window**. Be sure the **“View”** is set to **“1-Forecast Entry Screen”**
2. January & February 2019 are actuals to date. Note that these months have not been finalized, so there could be adjustments yet. All eFinesstri revenue has been imported, purchases and payroll are up to date.
3. The **“2019 Actual / Forecast”** column:
 - a. January & February are actuals. **Click on the cell and type your “F8” key to see the transaction details.**
 - b. March through December are copies of your 2019 Budget amounts.
 - c. You can only make changes the months March through December. You might see these cells as light yellow.
 - d. The **2019 Forecast Comments** are copied from your budget comments. PLEASE review & edit these comments, as needed to reflect the Forecast. The comments are very helpful for reviewing and documenting your work.

You must click the **“Save”** icon before moving to another line. Every time you click save, the screen will advance to the next account number.

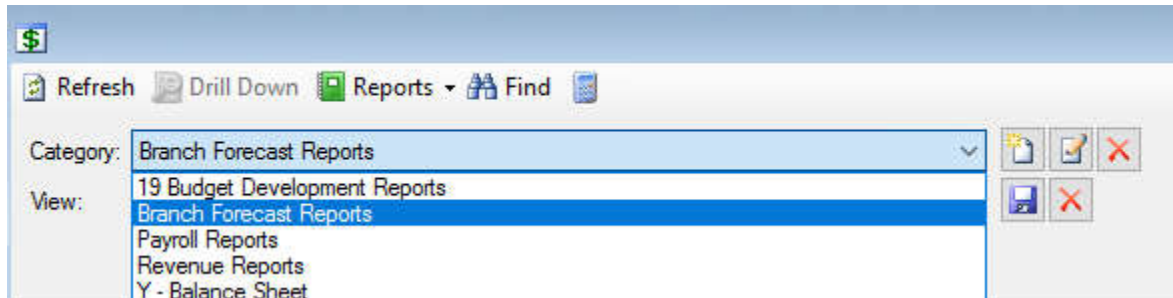
Need help with SGA or Forecasting after hours? Call the help line: 973.750.4236.

8:00 a.m. to 10:00p.m seven days a week. If you need to leave a message, someone will call you back within the hour.

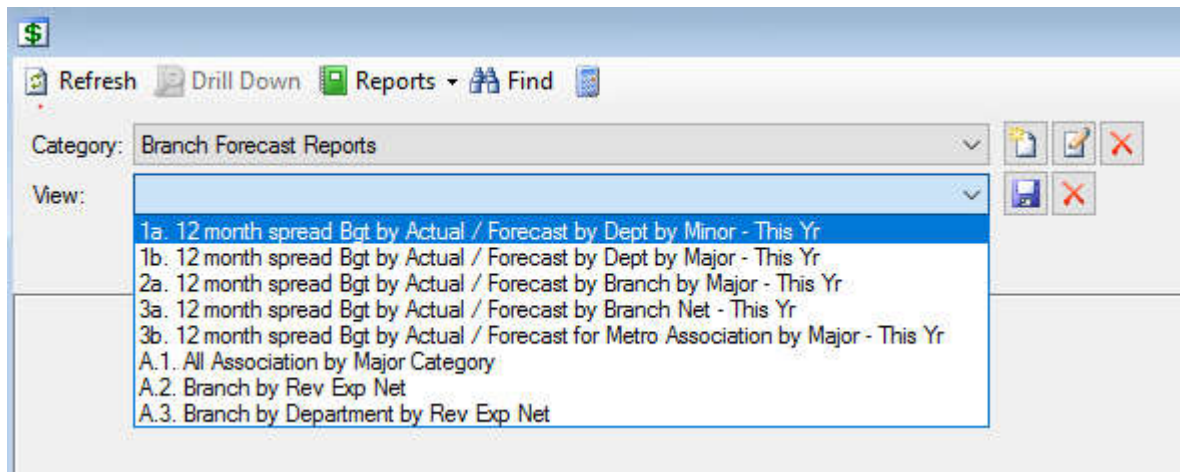
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Reports!

All the reports you need for evaluating your forecast are in a new category called “**Branch Forecast Reports.**”



The Views (reports) that you may select from are in the View drop-down list, in order of most detailed (1a) to most summarized (3b.)



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