Steps for Creating and Using the Forecast Module

Description

* Steps for creating and using Forecast module.

Resolution

1. Click **Maintenance, Companies**
2. Select *Property*
3. Click **Modules**, **Forecast, Input**
4. Click **New**
5. Select **Fiscal year**
6. Enter Name of forecast
7. Select **Option 1 or 2**
   * **Option 1: Copy existing Forecast from a different year**
   * **Option 2: Create a New Forecast**
8. Click **OK**

**Note: if you get a warning message that the template you have chosen does not have a forecast column, this is something you can add later**