

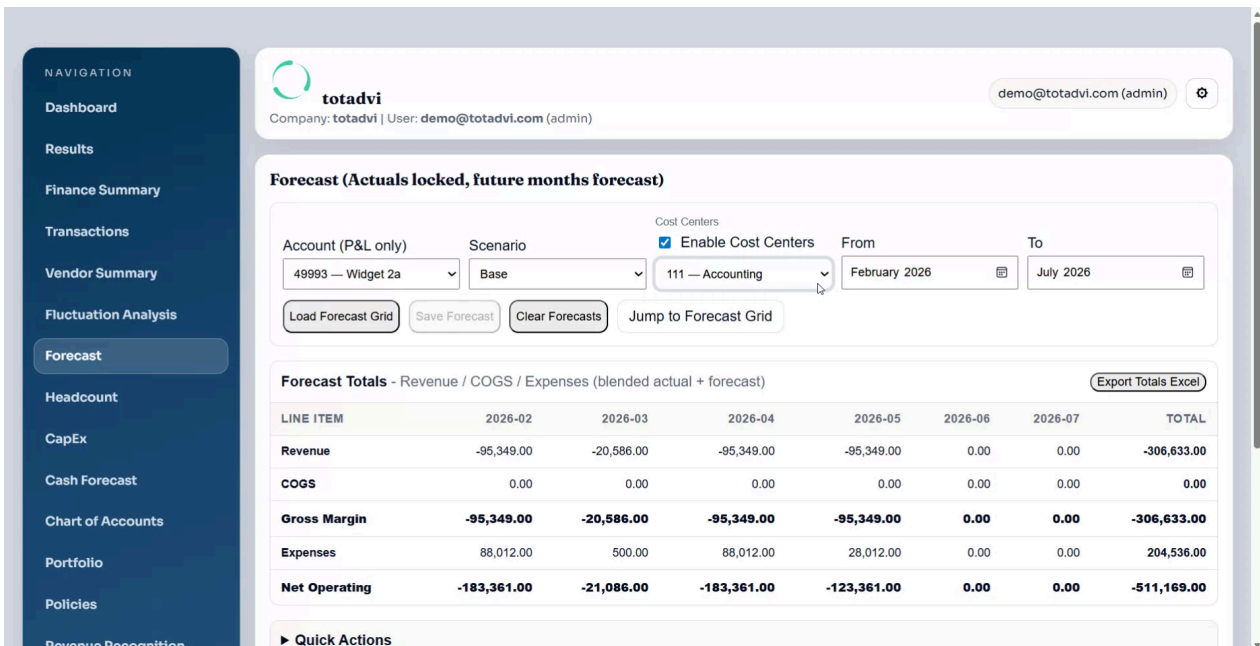
# Forecasting Financial Data by Account, Scenario, and Cost Center

This document outlines how to use the Forecasting tab to create and adjust financial forecasts by account, scenario, and cost center. It covers selecting forecast periods, applying quick actions such as growth rates, using advanced forecasting features, adding vendors, and configuring drivers for more sophisticated forecasting.

## Step 1: Navigate to the Forecasting Tab and Choose Forecasting Basis

Navigate to the **Forecasting** tab to begin building your forecast. You can choose to forecast:

- By **account**,
- By **scenario**, and
- By **cost center** (optional).



The screenshot displays the totadvi Forecasting interface. The left sidebar contains a navigation menu with options like Dashboard, Results, Finance Summary, Transactions, Vendor Summary, Fluctuation Analysis, Forecast (highlighted), Headcount, CapEx, Cash Forecast, Chart of Accounts, Portfolio, Policies, and Revenue Recognition. The main content area shows the 'Forecast (Actuals locked, future months forecast)' section. It includes filters for Account (P&L only), Scenario, Cost Centers, and a date range (From/To). Below these filters are buttons for 'Load Forecast Grid', 'Save Forecast', 'Clear Forecasts', and 'Jump to Forecast Grid'. A table titled 'Forecast Totals - Revenue / COGS / Expenses (blended actual + forecast)' is shown, with an 'Export Totals Excel' button. The table data is as follows:

LINE ITEM	2026-02	2026-03	2026-04	2026-05	2026-06	2026-07	TOTAL
Revenue	-95,349.00	-20,586.00	-95,349.00	-95,349.00	0.00	0.00	-306,633.00
COGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gross Margin	-95,349.00	-20,586.00	-95,349.00	-95,349.00	0.00	0.00	-306,633.00
Expenses	88,012.00	500.00	88,012.00	28,012.00	0.00	0.00	204,536.00
Net Operating	-183,361.00	-21,086.00	-183,361.00	-123,361.00	0.00	0.00	-511,169.00

## Step 2: Select the Months to Forecast

Select the months you want to forecast into; for example, choose **February through July** as your forecast period.

**Forecast (Actuals locked, future months forecast)**

Account (P&L only): 49993 — Widget 2a | Scenario: Base | Cost Centers: Company-wide (cost centers) | From: February 2026 | To: July 2026

Buttons: Load Forecast Grid, Save Forecast, Clear Forecasts, Jump to Forecast Grid

**Forecast Totals - Revenue / COGS / Expenses (blended actual + forecast)** [Export Totals Excel](#)

LINE ITEM	2026-02	2026-03	2026-04	2026-05	2026-06	2026-07	TOTAL
Revenue	-899,794.00	-86,785.00	-899,794.00	-805,794.00	0.00	0.00	-2,692,167.00
COGS	321,067.00	21,266.00	321,067.00	321,067.00	0.00	0.00	984,467.00
Gross Margin	-1,220,861.00	-108,051.00	-1,220,861.00	-1,126,861.00	0.00	0.00	-3,676,634.00
Expenses	326,315.00	13,870.00	326,315.00	180,315.00	0.00	0.00	846,815.00
Net Operating	-1,547,176.00	-121,921.00	-1,547,176.00	-1,307,176.00	0.00	0.00	-4,523,449.00

► Quick Actions

In the forecast grid, note that months that already have actual results cannot be forecasted. Only months without results are available for forecasting.

Buttons: Load Forecast Grid, Save Forecast, Clear Forecasts, Jump to Forecast Grid

**Forecast Totals - Revenue / COGS / Expenses (blended actual + forecast)** [Export Totals Excel](#)

LINE ITEM	2026-02	2026-03	2026-04	2026-05	2026-06	2026-07	TOTAL
Revenue	-899,794.00	-86,785.00	-899,794.00	-805,794.00	0.00	0.00	-2,692,167.00
COGS	321,067.00	21,266.00	321,067.00	321,067.00	0.00	0.00	984,467.00
Gross Margin	-1,220,861.00	-108,051.00	-1,220,861.00	-1,126,861.00	0.00	0.00	-3,676,634.00
Expenses	326,315.00	13,870.00	326,315.00	180,315.00	0.00	0.00	846,815.00
Net Operating	-1,547,176.00	-121,921.00	-1,547,176.00	-1,307,176.00	0.00	0.00	-4,523,449.00

► Quick Actions

► Advanced Forecasting

**Forecast Grid — Account × Vendor by month (actuals locked)**

VENDOR CODE	VENDOR NAME	ACTIONS	2026-02	2026-03	2026-04	2026-05	2026-06	2026-07	ROW TOTAL
NO_VENDOR	No Vendor	Actions...	3,527.00	4,306.00	3,527.00	3,527.00	0	0	14,887.00
Column Totals			3,527.00	4,306.00	3,527.00	3,527.00	0.00	0.00	14,887.00

## Step 3: Use Quick Actions to Apply Growth and Spreading

For upcoming months that do not yet have results, use **Quick Actions** to rapidly populate forecast values. With Quick Actions you can:

- Apply **growth rates**,
- Spread **total amounts** across selected months,
- Identify and apply **seasonality**, and
- Spread values **evenly** or **weighted by current values**.

49993 — Widget 2a Base Company-wide (cost centers) February 2026 July 2026

Load Forecast Grid Save Forecast Clear Forecasts Jump to Forecast Grid

**Forecast Totals - Revenue / COGS / Expenses (blended actual + forecast)** [Export Totals Excel](#)

LINE ITEM	2026-02	2026-03	2026-04	2026-05	2026-06	2026-07	TOTAL
Revenue	-899,794.00	-86,785.00	-899,794.00	-805,794.00	0.00	0.00	-2,692,167.00
COGS	321,067.00	21,266.00	321,067.00	321,067.00	0.00	0.00	984,467.00
<b>Gross Margin</b>	<b>-1,220,861.00</b>	<b>-108,051.00</b>	<b>-1,220,861.00</b>	<b>-1,126,861.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-3,676,634.00</b>
Expenses	326,315.00	13,870.00	326,315.00	180,315.00	0.00	0.00	846,815.00
<b>Net Operating</b>	<b>-1,547,176.00</b>	<b>-121,921.00</b>	<b>-1,547,176.00</b>	<b>-1,307,176.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-4,523,449.00</b>

**Quick Actions**

**Controls**

Row Growth Rate (monthly)  
  
Example: 0.05 = 5% monthly growth

Spread Total (for row actions)

Seasonality Template

**Summary**

Account: 49993 — Widget 2a Scenario: base

Months: 6 Rows (Vendor incl. No Vendor): 1

Grand total (effective): 14,887.00

For example, apply a **10% growth rate** to a selected account and vendor. Start with **4,000** in your first forecast month, then apply the growth rate to subsequent months. You will see the next month increase by 10% based on your initial value.

Select template (optional)

Spread Mode: Even

Scenario, variance, and export actions are in **Advanced Forecasting**

**Seed from Actuals**

From actuals month: April 2026 Method: Copy actuals

Seed start: May 2026 Seed end: October 2026

[Seed Forecasts](#)

Note: Months with actuals are locked; seeding should be used for future months. Months with actuals are locked (forecast not allowed). Future months are editable.

**Advanced Forecasting**

**Forecast Grid — Account x Vendor by month (actuals locked)**

VENDOR CODE	VENDOR NAME	ACTIONS	2026-02	2026-03	2026-04	2026-05	2026-06	2026-07	ROW TOTAL
NO_VENDOR	No Vendor	Actions...	3,527.00	4,306.00	3,527.00	3,527.00	0	0	14,887.00
<b>Column Totals</b>			<b>3,527.00</b>	<b>4,306.00</b>	<b>3,527.00</b>	<b>3,527.00</b>	<b>0.00</b>	<b>0.00</b>	<b>14,887.00</b>

**Variance**  
 Click [Load Variance](#) to view the variance table here.

## Step 4: Use Advanced Forecasting and Export Options

Use **Advanced Forecasting** for more detailed scenario management. From here you can:

- Copy **Base to Best** or **Base to Worst** scenarios,
- Compare different scenarios side by side,
- Load **variances** to see how your forecasts differ from actuals, and
- Export your forecast data for further analysis.
- Add new Vendors to forecast by vendor
- Add driver scenarios such as growth drivers or pricing drivers

The dashboard features a navigation menu on the left with options like Dashboard, Results, Finance Summary, Transactions, Vendor Summary, Fluctuation Analysis, Forecast (highlighted), Headcount, CapEx, Cash Forecast, Chart of Accounts, Portfolio, Policies, and Revenue Recognition.

The main content area includes a summary table for Expenses and Net Operating, a Quick Actions section, an Advanced Forecasting section with Analysis & Exports (Copy Base -> Best, Copy Base -> Worst, Compare Scenarios, Show Compare, Load Variance, Export Forecast Excel, Export Scenario Compare Excel, Export Variance Excel), an Add Vendor Row section, and a Drivers section with a 'New Driver' button.

At the bottom, there is a Forecast Grid table with columns for Vendor Code, Vendor Name, Actions, and months from 2026-02 to 2026-07, plus a Row Total column.

Expenses	326,315.00	13,870.00	326,315.00	180,315.00	0.00	0.00	846,815.00
<b>Net Operating</b>	<b>-1,547,176.00</b>	<b>-121,921.00</b>	<b>-1,547,176.00</b>	<b>-1,307,176.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-4,523,449.00</b>

## Step 5: Create and Configure Forecast Drivers

Select **New Driver** to create a forecasting driver. Give the driver a clear name, then configure it by:

- Applying a **growth rate**, or
- Using a **price × volume** approach,

and applying that logic across all open forecast months.

The 'New Driver' form is a modal window with the following fields and options:

- Name:** Text input field.
- Type:** Dropdown menu with 'growth\_rate' selected.
- Start Period:** Date picker set to 'February 2026'.
- End Period:** Date picker set to 'July 2026'.
- Outputs:** Three dropdown menus: '49993 - Widget 2a', 'All cost centers', and 'Vendor code (optional)'. Includes an 'Add Output' button and a 'Remove' button.
- Growth Rate Config:**
  - Base Mode:** Dropdown menu with 'manualBase' selected.
  - Base Period:** Date picker set to 'February 2026'.
  - Manual Base Amount:** Text input field.
  - Growth Rate %:** Text input field with '0.05' entered.
  - Compounding:** Checked checkbox.
- Buttons:** 'Preview' and 'Save Driver' buttons at the bottom right.

The background shows the same dashboard as the first image, with the Forecast Grid table visible at the bottom.

At the top of the screen, you can see a **summary forecasting** view where all forecasting by all accounts is consolidated. Use this summary to review your overall forecast and export it for advanced analysis or reporting.



NAVIGATION

Dashboard

Results

Finance Summary

Transactions

Vendor Summary

Fluctuation Analysis

Forecast

Headcount

CapEx

Cash Forecast

Chart of Accounts

Portfolio

Policies

Revenue Recognition

Forecast (Actuals locked, future months forecast)

Account (P&L only) Scenario  Enable Cost Centers From To

49993 — Widget 2a Base Company-wide (cost centers) February 2026 July 2026

Load Forecast Grid Save Forecast Clear Forecasts Jump to Forecast Grid

Forecast Totals - Revenue / COGS / Expenses (blended actual + forecast) Export Totals Excel

LINE ITEM	2026-02	2026-03	2026-04	2026-05	2026-06	2026-07	TOTAL
Revenue	-899,794.00	-86,785.00	-899,794.00	-805,794.00	0.00	0.00	-2,692,167.00
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► Quick Actions

🔍 Advanced Forecasting