

Forecasts

The **Forecasts** feature in Manager enables you to generate forecasts based on anticipated income and expenses. This tool helps you plan for the future by projecting your financial performance.



Accessing the Forecasts Screen

1. Navigate to the **Settings** tab in the left navigation menu.
2. Click on **Forecasts**. This will open the Forecasts screen where you can input your anticipated transactions.

Creating a Forecast

1. In the **Forecasts** screen, enter your expected income and expense transactions.
2. Input details such as dates, descriptions, accounts, and amounts for each forecasted transaction.
3. Save your entries to generate the forecast.

Viewing the Forecast Profit & Loss Statement

Once you have created your forecast:

1. Go to the **Reports** tab in the left navigation menu.
2. Locate and select the **Forecast Profit & Loss Statement** report type.
3. Specify the desired reporting period to view your forecasted financial performance.
4. Generate the report to see a detailed projection of income and expenses based on your forecasted transactions.

Comparing Forecast with Actual Performance

To compare your forecasted figures with actual financial results:

1. Copy the figures from the **Forecast Profit & Loss Statement**.
2. Navigate back to the **Reports** tab.
3. Select the **Profit and Loss Statement (Actual vs Budget)** report.
4. Paste the forecasted figures into the budget column of the report.
5. Generate the report to compare your actual income and expenses against the forecasted amounts.

This comparison helps you analyze variances between projected and actual performance, enabling better financial planning and decision-making.