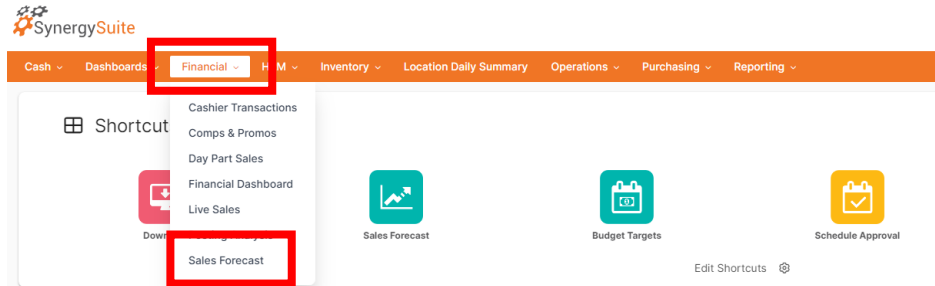
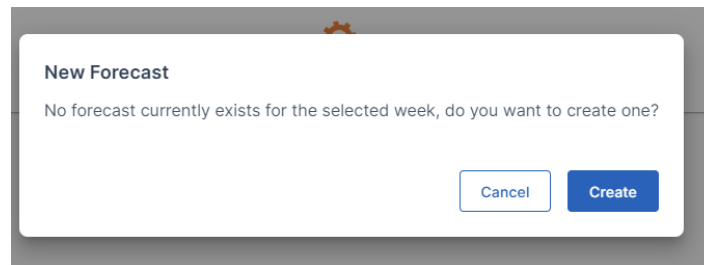


The Sales Forecast page is located under the Financial tab.



Once you Select Sales Forecast, this window will open if there is no forecast created yet:



Select Create and the following screen will populate:

Location: 24220- Naugatuck | Select Date: 8/15/23

Forecast Techniques: Sales Trend | Update Trends Available | Update Weather Available | Weather Effects

Date	Net Sales Base	Weather Forecast	Weather Adjustment %	User Adjustment %	Forecast Net	Forecast Gross	Notes
Mon - Aug 14, 2023	3,298.46	☀️	0%	0	3,298.46	3,587.29	
Tue - Aug 15, 2023	3,178.31	☀️	0%	0	3,178.31	3,495.15	
Wed - Aug 16, 2023	3,421.29	☀️	0%	0	3,421.29	3,721.08	
Thu - Aug 17, 2023	3,746.27	☁️	0%	0	3,746.27	4,066.01	
Fri - Aug 18, 2023	4,563.88	☀️	0%	0	4,563.88	4,892.76	
Sat - Aug 19, 2023	3,739.00	☀️	0%	0	3,739.00	4,017.19	
Sun - Aug 20, 2023	4,514.60	☀️	0%	0	4,514.60	4,908.50	
Totals					26,462.41	28,687.98	

Save

This allows you to adjust and create a new forecast. You can do that by a Weather Adjust (see directions below), or by manually adjusting under the User Adjustment.

Weather Effects

Changes to the weather effect screen, persists to all forecast within this location. So this does not need to be updated each week.

Weather Type	Icon	Adjustment Amount	Week Breakdown	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Extreme rain		<input type="text" value=""/>	<input type="radio"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Heavy intensity rain		<input type="text" value=""/>	<input type="radio"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Light rain		<input type="text" value=""/>	<input type="radio"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Moderate rain		<input type="text" value=""/>	<input type="radio"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Very heavy rain		<input type="text" value=""/>	<input type="radio"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Broken clouds		<input type="text" value=""/>	<input type="radio"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Few clouds		<input type="text" value=""/>	<input type="radio"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

- You can adjust based on weather adjustments if you have that set up. To do that, select the blue Weather Effects button on the right-hand side, which will bring up a window with all different types of weather on it that you will be able to adjust. You can adjust to be “-” percentage by typing a “-” sign in front of the percentage.
- If you choose to use weather adjustment, once you select the Update Weather Available button, you will see the screen change to show you Forecast Net, Forecast Gross, and Forecast Update with either an arrow up or down depending on what you choose to do.
- Make sure you notice that the **User Adjustment is a percentage % not a \$ amount.**

Forecast Techniques
Sales Trend

Date	Net Sales Base	Weather Forecast	Weather Adjustment %	Updated Weather	User Adjustment %	Forecast Net	Forecast Gross	Forecast Update	Notes
Mon - Aug 14, 2023	3,298.46		0%	N/A	<input type="text" value="1"/>	3,331.44	3,620.27	1.00% ↑	
Tue - Aug 15, 2023	3,178.31		0%	N/A	<input type="text" value="5"/>	3,337.22	3,654.07	5.00% ↑	
Wed - Aug 16, 2023	3,421.29		0%	N/A	<input type="text" value="5"/>	3,592.35	3,892.14	5.00% ↑	
Thu - Aug 17, 2023	3,746.27		0%	0% ↑	<input type="text" value="10"/>	4,120.89	4,440.63	10.00% ↑	
Fri - Aug 18, 2023	4,563.88		0%	0% ↑	<input type="text" value="-5"/>	4,335.69	4,664.57	-5.00% ↓	
Sat - Aug 19, 2023	3,739.60		0%	N/A	<input type="text" value="-5"/>	3,552.62	3,830.21	-5.00% ↓	
Sun - Aug 20, 2023	4,514.60		0%	N/A	<input type="text" value="-2"/>	4,424.31	4,818.21	-2.00% ↓	
Totals						26,694.52	28,920.10		

Once you are happy with the forecast, click “Save”.