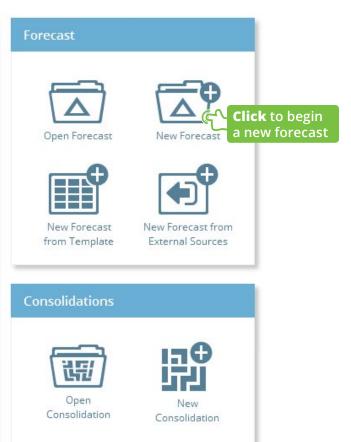
Quickstart Creating a New Forecast



New Forecast

The quickest way to create a new forecast is by using a **Template** or from **External Sources**. In this guide, you will learn how to build anew forecast file in **Castaway** via manual entry.

Name	Туре	Last Saved	Last Accessed	Actuals Month	Tag
Samplers - Step 5 extension.pxif	.pxif	29/02/2016 12:45:48 PI	5/09/2018 12:46:00 PM		
Samplers - Step 5.pxif	.pxif	29/02/2016 12:45:48 PI	5/09/2018 11:58:57 AM		
New Consolidation.pxic	.pxic	5/09/2018 11:25:17 AM	5/09/2018 11:25:43 AM	Jun 2015	
1 publicDashboard Sample-NewCA.pxif	.pxif	5/09/2018 11:25:17 AM	5/09/2018 11:25:43 AM	Nov 2017	
Samplers - STEP 2.pxif	.pxif	29/02/2016 11:57:10 AI	4/09/2018 11:36:36 AM		



Quickstart Creating a New Forecast



Setup options

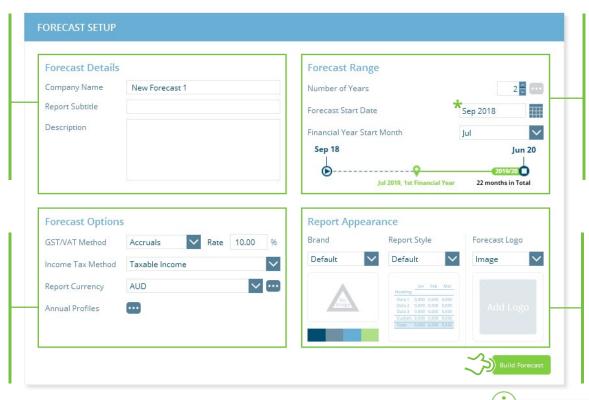
To create a forecast enter your details and Click Build Forecast.

Forecast Details

Enter your **Company Details**. The **Company Name** appears at the top of your reports, followed by the **Report Subtitle**. **Description** notes can be useful for your reference or other users of your forecast.

Forecast Options

Enter the **Tax Methods** and the **Report Currency**. Set **Annual Profiles** if needed. Profiles can be applied to specific **elements** and can be changed later in the **Element Editor**.



Forecast Range

Set the length of your
Forecast Start Date* and
the Financial Year Start
Month. Castaway allows
you a maximum of 15 years
per forecast (This can easily
be extended once the file
has been created).

Report Appearance

Choose an existing **Brand** or the **Default** (to create a new **Brand** later in **Report Design**). Select a **Report style**. Add a **Forecast Logo** or one of the Report Navigation **Logo Packs**.

Remember! The Forecast Start Date is the start date of your file. If you want to include historical Actuals, you will need to set your Forecast Start Date to the first date of your Actuals.

You might also be interested in:
Creating a New Forecast from Template
Building a Chart of Accounts from MYOB
Building a Chart of Accounts from Xero
Building a Chart of Accounts from Excel
Brand an Report Design