

4CastPro Training Manual

Year End Procedure

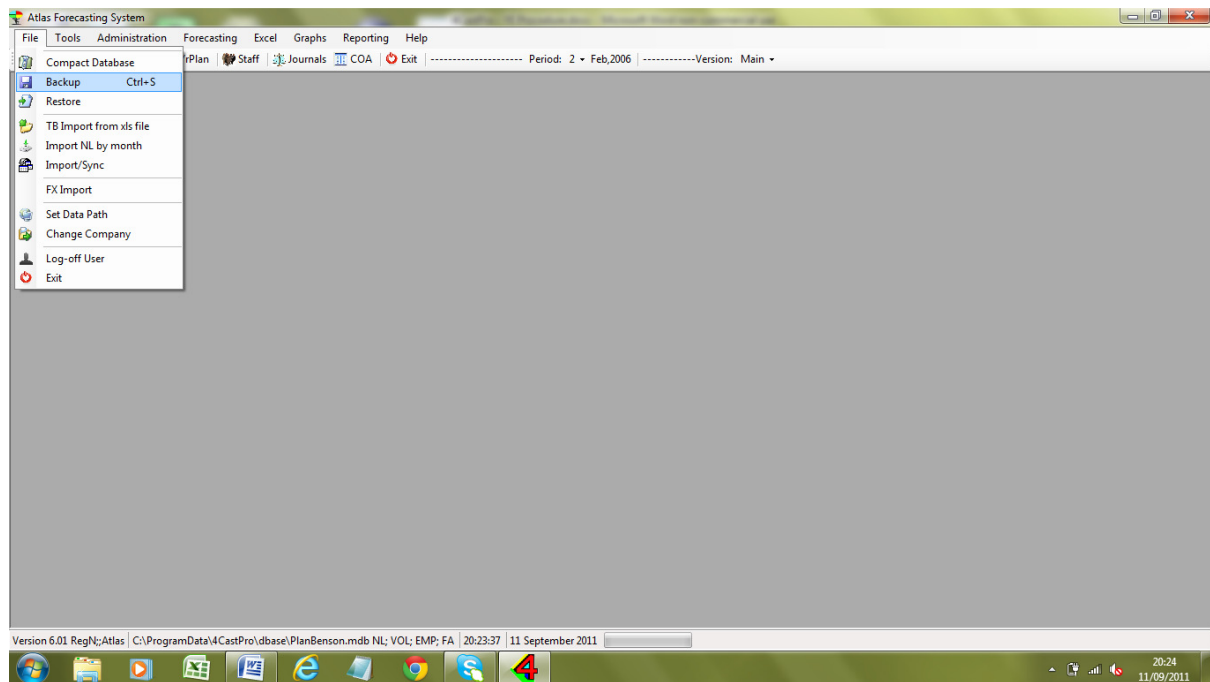
In order to set 4CastPro up for a new financial year a number of simple steps have to be completed.

Ensure that you have loaded up and done your final reporting for the current year and then the steps are as follows:

1. Backup the database – ensures that if there are any problems with the procedures you can revert back to the previous settings.
2. Change the current year in the Setup options.
3. Go to Copy and Zero the Time Series – ‘Move Data’ so the application is displaying the correct data for each year.

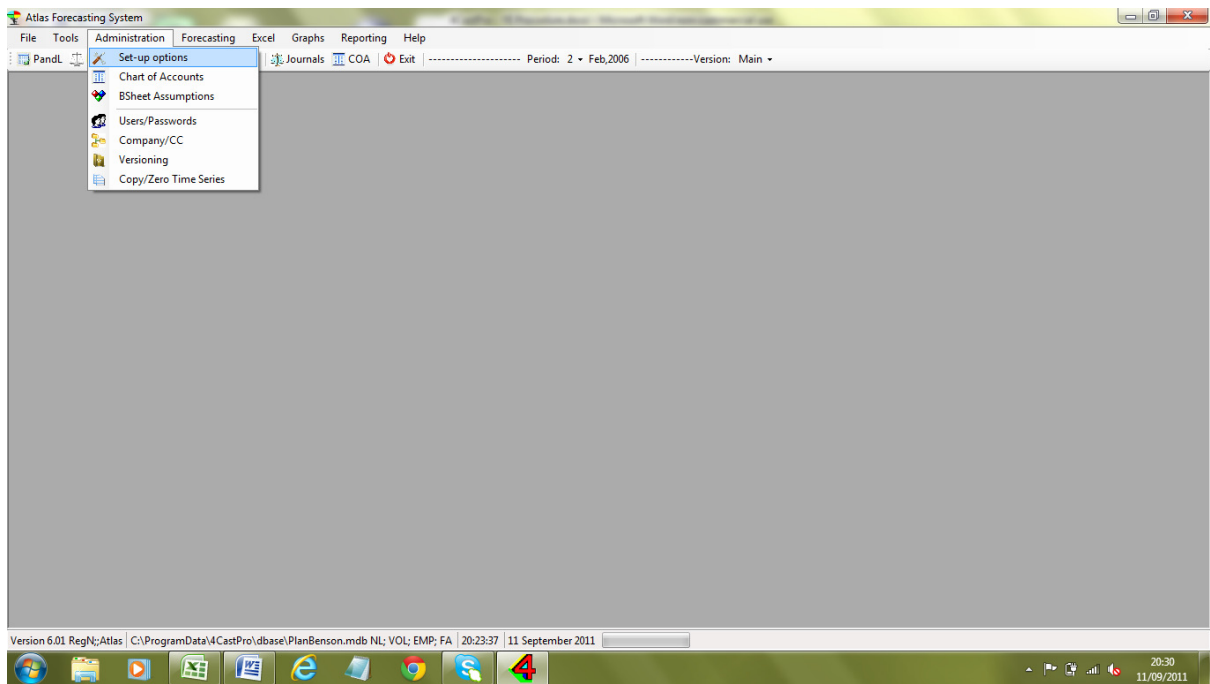
Backup the database

Select “File” and then “Backup”

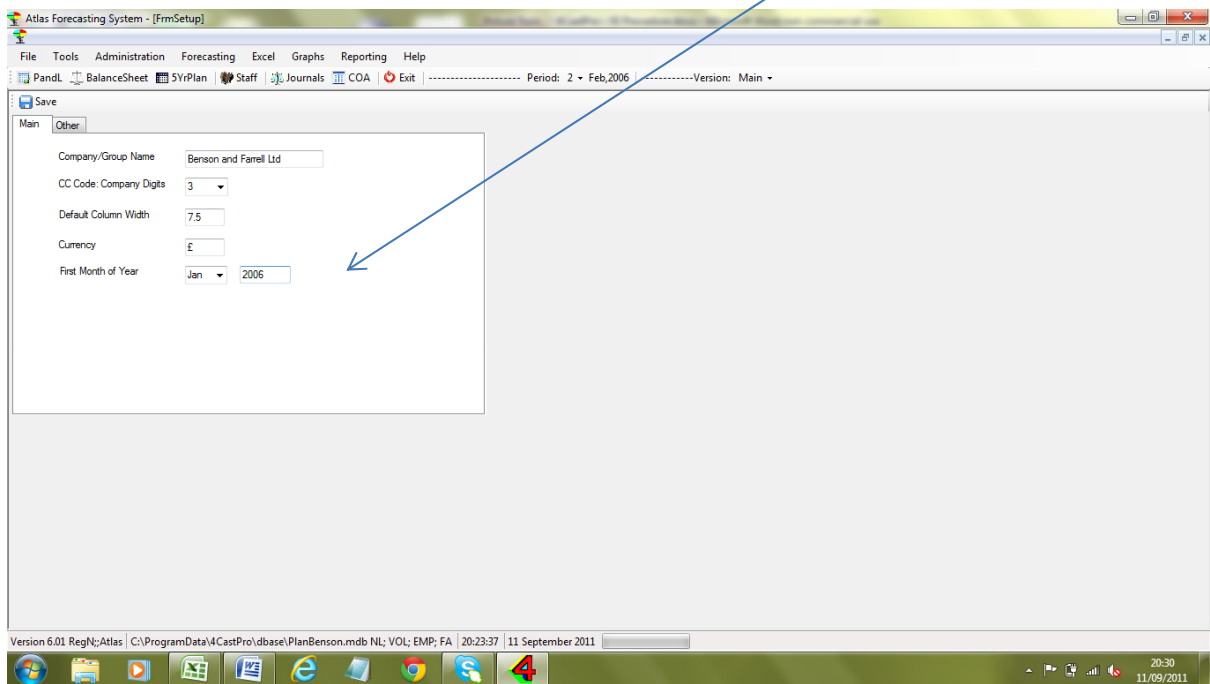


When you click the “Backup” the application makes the copy and reports it with a simple popup stating backup complete to .\ibase\backup directory

Go to the “Administration” option and first of all select “Setup”



Change the starting month for the current year to the new year.

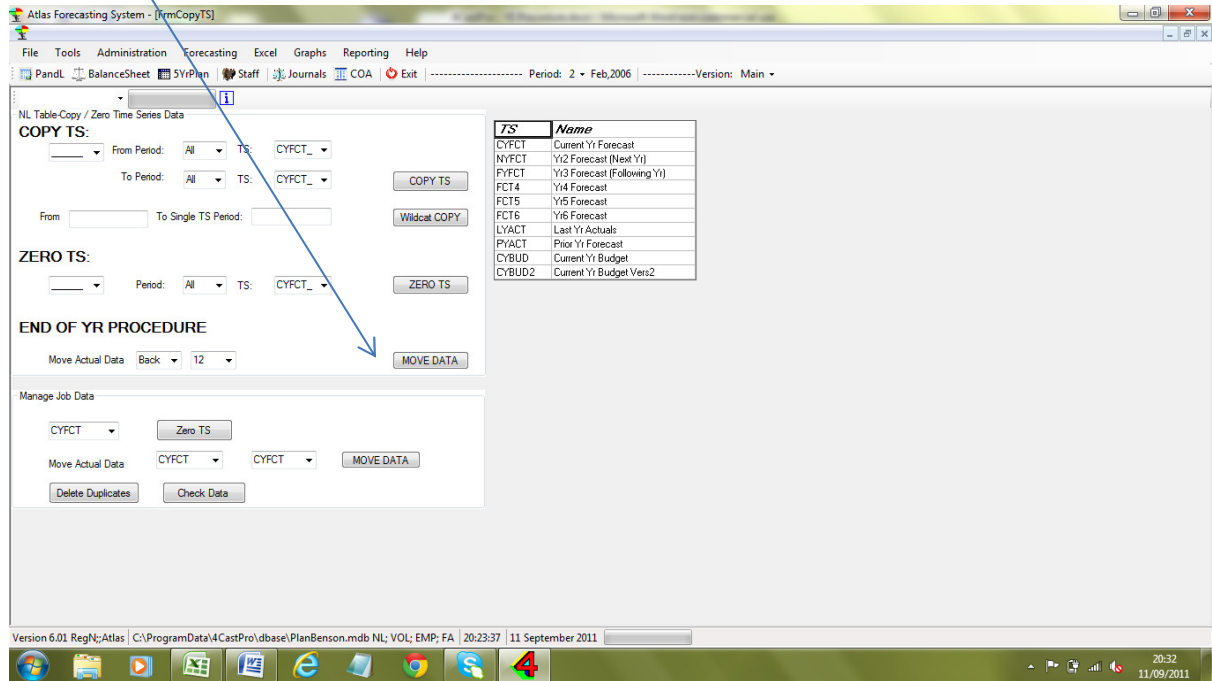


Copy/Zero Time Series

Go to “Administration” and then select the “Copy/Zero Time Series” option

This facility is used to manage data in the various NL time series

We want to copy the last year to the prior year and current year to last year. The Move Data Button achieves this and moves data back 12 months zeroing the current year. Budgets could then be copied into forecast etc.



You are now ready to start using 4CastPro for your new year.