

Sales Forecast

Report Module Guide: Sales Forecast

Module Location

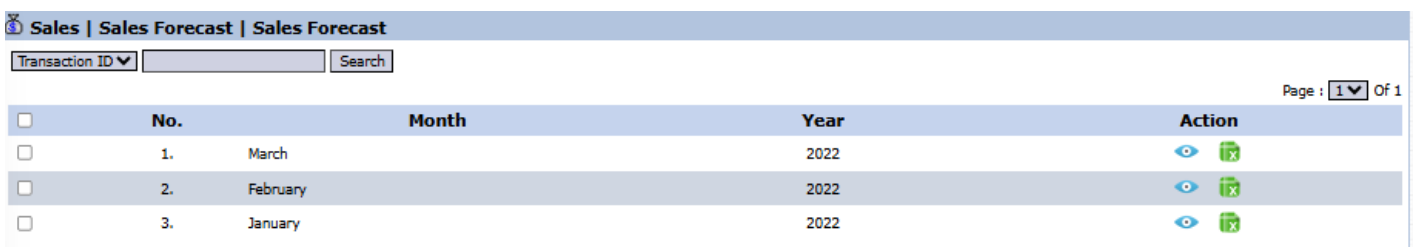
Sales > Sales Forecasting > Sales Forecast

Module Objective







The **Sales Forecast** report module is used to display and export the company's overall sales forecast report in a highly detailed matrix format. This report presents **daily sales forecast data** for each product item and is a crucial input for production planning and raw material purchasing.

1. Main View (Forecast Period List)

The main page of this module displays a list of forecast periods for which data is already available in the system.



The screenshot shows the 'Sales Forecast' report interface. At the top, there is a breadcrumb trail: 'Sales | Sales Forecast | Sales Forecast'. Below this is a search bar with a dropdown menu for 'Transaction ID' and a 'Search' button. The main content is a table with the following columns: 'No.', 'Month', 'Year', and 'Action'. The table contains three rows of data, each with a checkbox in the first column. The 'Action' column contains icons for viewing and exporting.

<input type="checkbox"/>	No.	Month	Year	Action
<input type="checkbox"/>	1.	March	2022	 
<input type="checkbox"/>	2.	February	2022	 
<input type="checkbox"/>	3.	January	2022	 

Page : 1 Of 1

View Explanation

This page is the starting point for accessing the detailed forecast report.

- **Filter:** You can search for a specific forecast period using the **Transaction ID** filter.

- **Period List:** The table below displays all available forecast periods, based on **Month** and **Year**.

Action Column

The **Action** column on the right is the key to viewing the report. There are two icons:

- **Eye Icon (View):** Click this icon to see the detailed Sales Forecast Report directly on your screen.
- **Excel Icon (Export):** Click this icon to download the detailed report in an Excel file format.



2. Steps to View the Report

Step 1: Select a Period

In the Main View, find and locate the period (**Month** and **Year**) whose data you wish to see.

Step 2: Display or Export the Report

In the row for your selected period, click one of the icons in the **Action** column:

- Click the **eye icon** to display the report on the screen. 
- Click the **Excel icon** to download the report. 

Example of the Sales Forecast Report View

After you click, the system will generate a detailed report in a matrix format as follows:

- Use the export to Excel feature to further process the forecast data if needed.

Revision #1

Created 6 August 2025 10:56:22 by Muhammad Ali Akbar

Updated 6 August 2025 11:02:11 by Muhammad Ali Akbar