

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.

Recent Files

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Forecast

- Open Forecast
- New Forecast
- New Forecast from Template
- New Forecast from External Sources

Consolidations

- Open Consolidation
- New Consolidation

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 SETUP

Forecast Details

Company Name:

Report Subtitle:

Description:

Forecast Range

Number of Years:

Forecast Start Date:

Financial Year Start Month:

Timeline: Aug 20 ————— 2021/22 ————— Jun 22
Jul 2021, 1st Financial Year 23 months in Total

Forecast Options

GST/VAT Method: Rate: %

Income Tax Method:

Report Currency:

Annual Profiles:

Report Appearance

Brand:

Report Style:

Forecast Logo:

Regular

Build Forecast

Forecast Range

Choose a **Forecast Start Date*** and a **Financial Year Start Month**. If you're unsure of the **Number of years**, we suggest starting with 2 years. This can be easily extended later. **Castaway** allows a maximum of **15 years** in a forecast file.

Report Appearance

Choose an existing **Brand** or the **Default** one (you can create a new **Brand** later in **Report Design**). Select a **Report style**. Add a **Forecast Logo** or choose 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.

i 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](#)
- [Integrations: Importing from Sage Business Cloud](#)
- [Integrations: Importing from Sage50](#)
- [Integrations: Importing from Quickbooks](#)
- [Brand and Report Design](#)