



## Forecasting Software Checklist

### *A Guide To What Features To Look For In A Forecasting Package*

- Is it easy to use?
- Does it allow you to spend less time creating your forecasts and checking data integrity and more time on analysing your figures and actually forecasting!
- Does it allow you to customise how you want your reports to look?
- Does it allow you to review and change your forecasts at any level or product, customer or time (for example)
- Does it give you a graphical representation of your figures?
- Can you compare actuals with your budgets (variance reporting)
- Does it allow you to re-forecast based on actual figures?
- Does it allow you to consolidate different departments/companies easily?
- Can you export/import from other sources?
- Can you extend out your forecast for multiple years?
- Does it allow you to compare years with year on year variance reporting?
- Does it allow a range of data entry methods?
- Does all the information flow through to an integrated report set (ie Profit & Loss, Cash Flow, and a BALANCED Balance sheet) automatically?
- Do you have access to a Drill Down type concept?
- Does it provide ratio analysis?
- Does it provide an option for high level, detailed, Financial Analysis using the information you have already entered in?
- Does it have the ability to create reports, such as business plans, using the information you have already entered in?
- Flexibility to add new records, companies, years to your forecasts?
- Is it cost effective and easy to implement?
- Is there support assistance after initial purchase?
- Is training available?
- Do they have an existing user base?
- Are there any upgrades?