



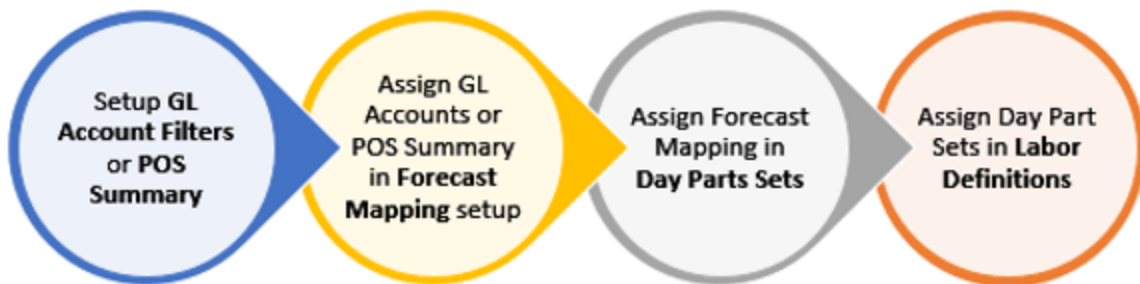
# FAQ

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## What are forecasts? How do I set up or change them?

Forecast values are derived from either your General Ledger data or polled POS Summary data. These mappings are set up in the **Polling** section of [Workforce 1.0](#).

The **Forecast Mapping** configuration flow is as follows:



Step One: Setup GL Account Filters/POS Summary in Workforce

1. In **Workforce 1.0**, go to **Labor Admin > Forecasting > GL Account Filters**.
2. Double-click an existing configuration, or create a new one by clicking **Add** at the bottom of the page.

The screenshot shows the 'GL Account Filter' configuration page in Workforce 1.0. The sidebar on the left includes options like Configurations, Security, Entities, Scheduling, Forecasting, Day Part Sets, Forecast Mappings, GL Account Filters (highlighted), Special Days, Recurring Special Day Sets, Variable Special Day Sets, Wage Rules, and Labor Definitions. The main area is titled 'GL Account Filter' and contains an ID field with the value '1' and a Description field with the value 'Sales Accts'. Below this is a table titled 'Allowed GL Accounts' with columns for 'GL Account' and 'Account Description'. The table lists four accounts: 4000 (Sales - Food), 4020 (Sales - Liquor), 4030 (Sales - Beer), and 4040 (Sales - Wine). At the top right of the table are buttons for 'Add All Accounts', '+ Add Row', and 'X Remove Row(s)'. At the bottom right of the page are buttons for 'Save', '+', 'X', a refresh icon, and 'Close'.

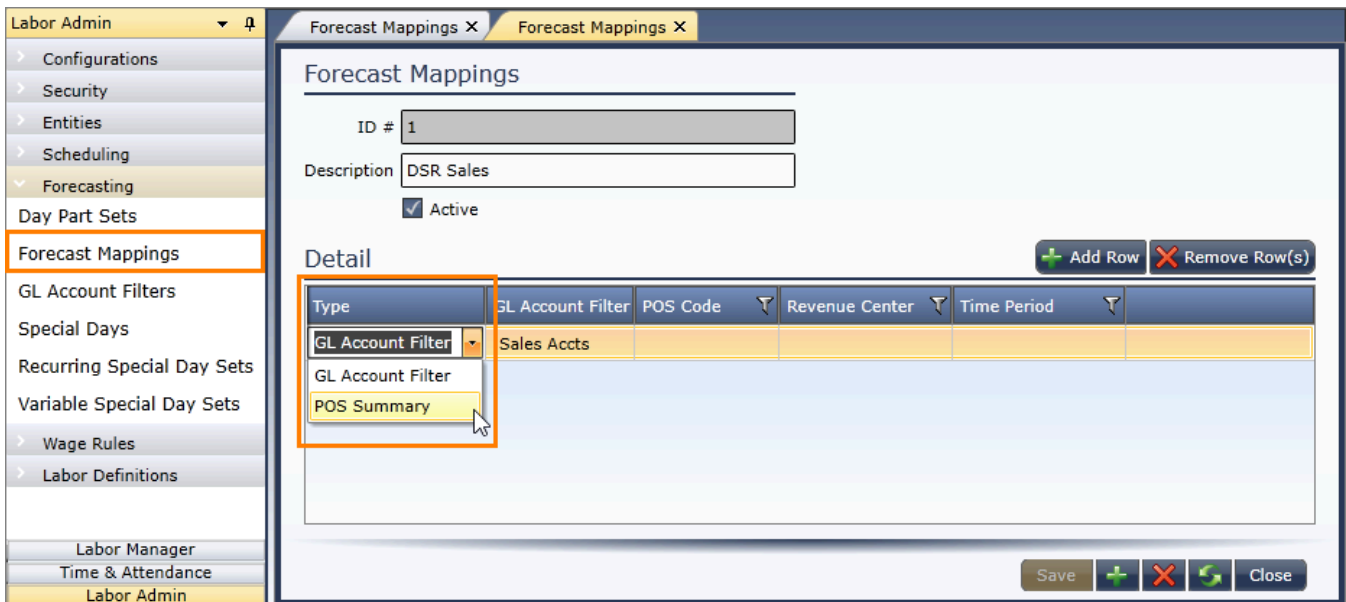
GL Account	Account Description
4000	Sales - Food
4020	Sales - Liquor
4030	Sales - Beer
4040	Sales - Wine

3. Name your new filter, if necessary. Use **Add Rows** to add multiple GL Accounts.
4. **Save** your changes.

**NOTE:** If using GL Account Filters doesn't present the level of data you wish, you can choose to configure your Forecasting Mapping by **POS Summary**. You must first contact the Compeat Support Team at [support@compeat.com](mailto:support@compeat.com) so we may assist you with the script.

## Step Two: Assign GL Account Filter/POS Summary in Forecast Mapping

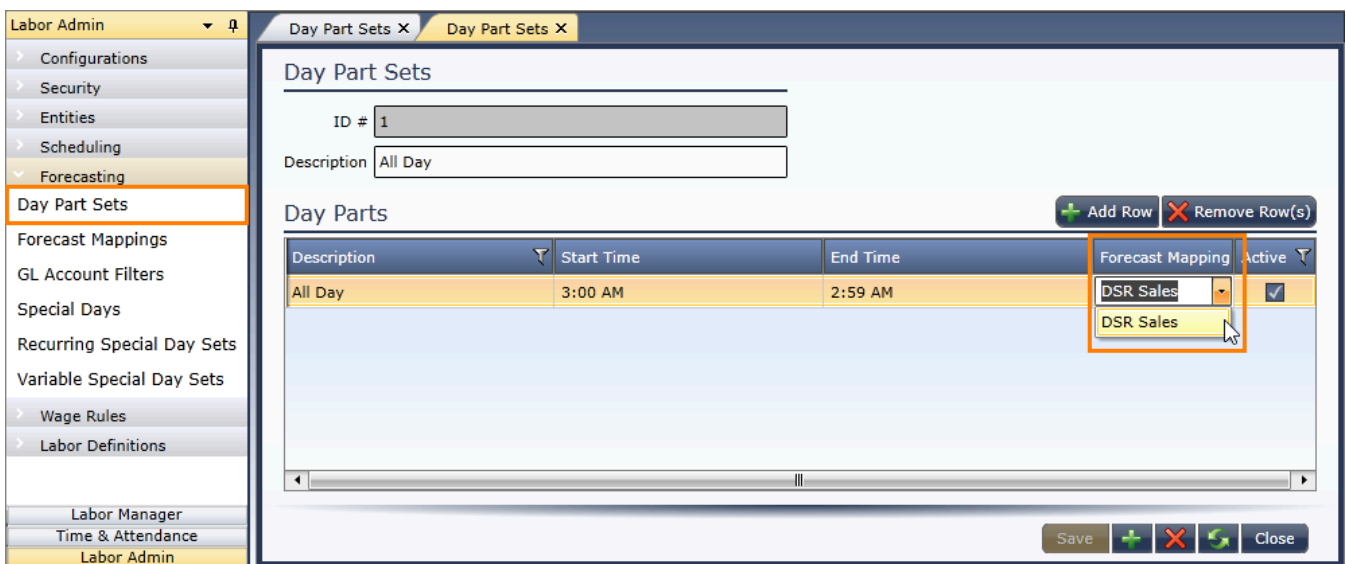
1. In **Workforce 1.0**, go to **Labor Admin > Forecasting > Forecast Mappings**.
2. Double-click an existing mapping, or create a new one by clicking **Add** at the bottom of the page.



3. Select whether the mapping will come from a **GL Account Filter** or **POS Summary**. You will be prompted to enter a GL Filter or POS Code depending on which option you choose.
4. **Save** your changes.

### Step Three: Assign Forecast Mapping in Day Part Sets

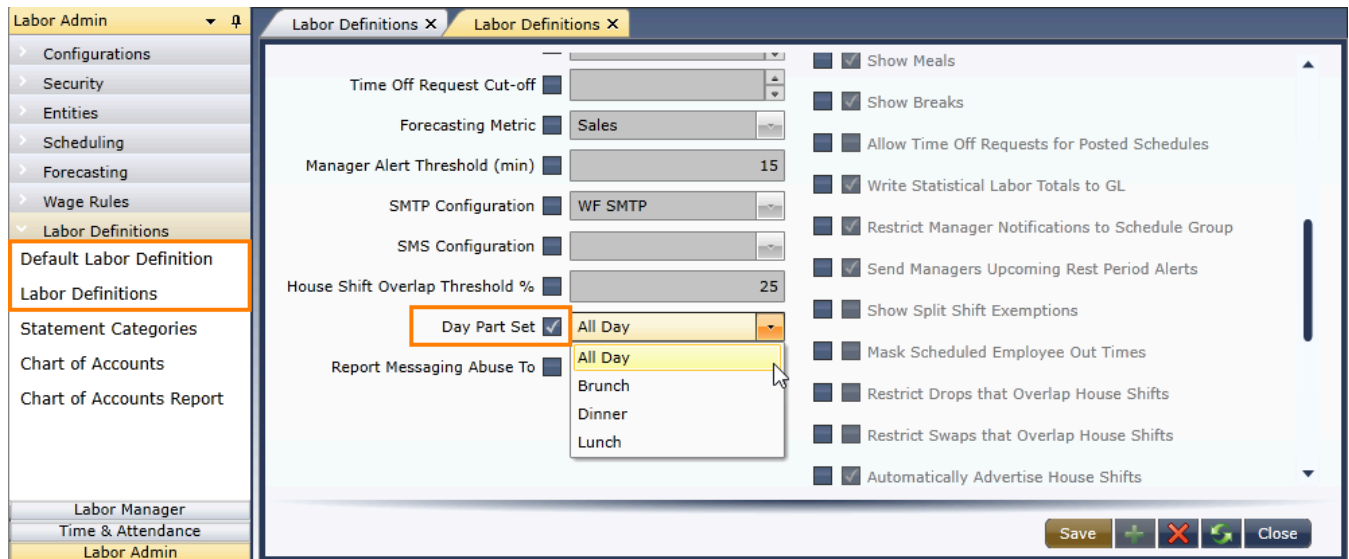
1. In **Workforce 1.0**, go to **Labor Admin > Forecasting > Day Part Sets**, and choose the day part to which you wish to assign forecasting.



2. Under **Forecast Mapping**, select your desired mapping.
3. **Save** your changes.

## Step Four: Assign Day Part Sets in Labor Definitions

1. In **Workforce 1.0**, go to **Labor Admin > Labor Definitions > Labor Definitions**.
2. Double-click an existing entity, or create a new one by clicking **Add** at the bottom of the page.



3. Select the box labeled **Day Part Set** and choose from the drop-down (you may need to scroll down to see this option).
4. **Save** your changes.

Was this Helpful ?

yes

no

Items aren't auto-populating when I place orders. What do I do?

I get a catch weight error when importing invoices. What do I do?

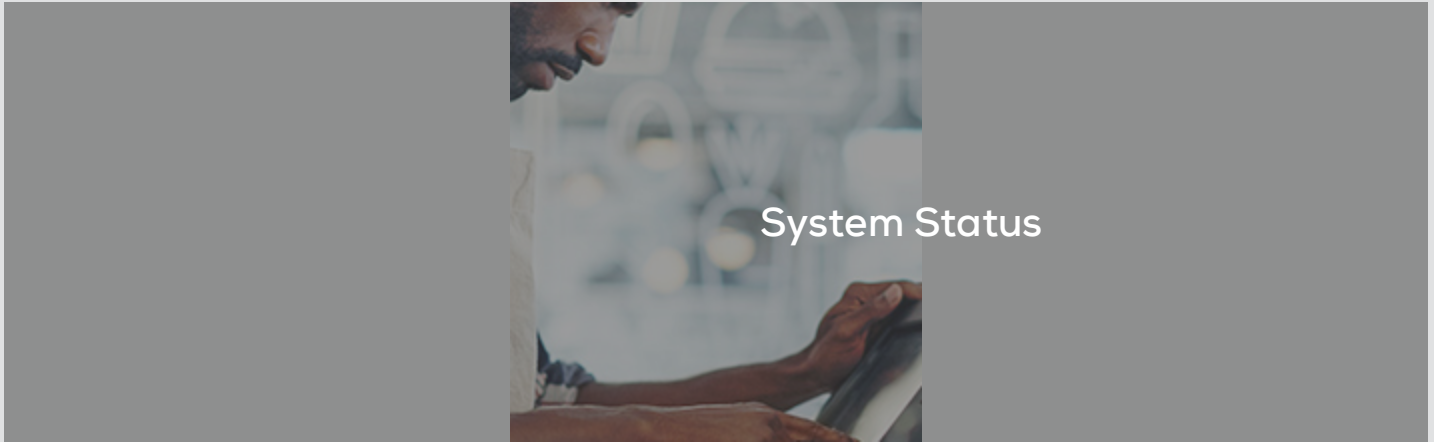
What kind of barcode scanner can I use for mobile inventory counts?

I get a sales tax error when importing invoices. What do I do?

How do I fix an item that was matched incorrectly on an invoice or order guide import?

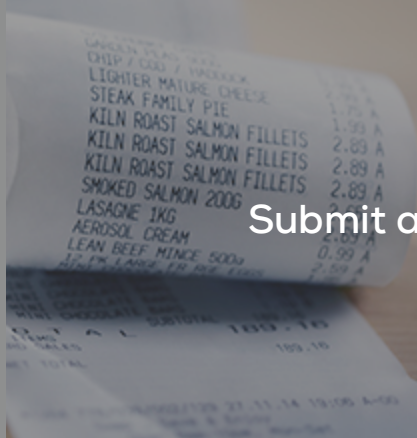
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## Learn More



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## Need More Help?



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Enhancements and Feedback