

# Forecast periods

Add forecast periods

Version 7.17



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Use the [ *Periods* ] and [ *Period types* ] lookups to manage forecast periods.

**Note.** The [ *Periods* ] and [ *Period types* ] lookups are not registered in Creatio by default. You need to register these lookups before they become available in the [ *Lookups* ] section. Learn more in the “[Create new lookups](#)” article.

To add a new period:



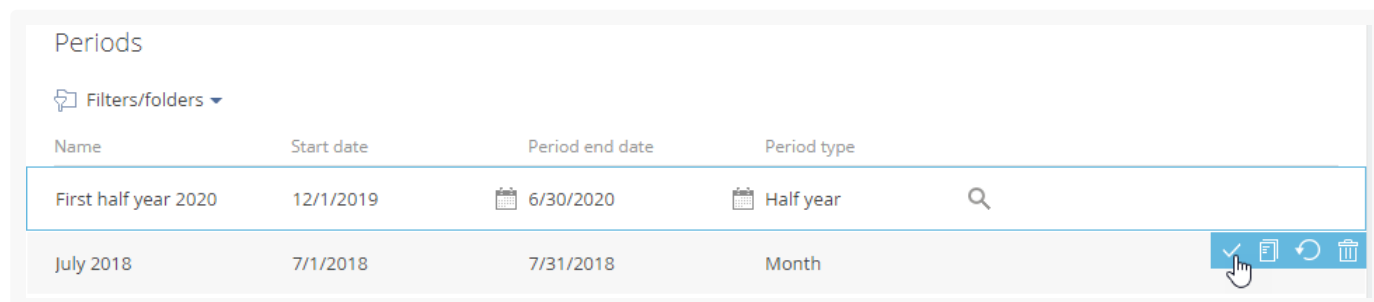


1. Click  to open the System Designer.
2. Open the [ *Lookups* ] section and find the [ *Period types* ] lookup.
3. Click [ *New* ].
4. Enter the name of a new period type, e.g., “Half-year”.
5. Click  and save the changes.
6. Open the [ *Lookups* ] section again and find the [ *Periods* ] lookup.
7. Click [ *View* ] → [ *Set up fields to display* ] and add the “Period type” column to the section list. Click [ *Save* ].
8. In the lookup list, click [ *New* ] and populate the name, period type, the start and end dates for the new period ([Fig. 1](#)).

Fig. 1 Setting up a new period



Name	Start date	Period end date	Period type
First half year 2020	12/1/2019	 6/30/2020	 Half year
July 2018	7/1/2018	7/31/2018	Month

9. Add the missing periods up to the end of the current year. For example, with a period that is six months long, you will only need two periods.

As a result, new periods become available for your forecasts.