Amend and Maintain Forecast Section/Category (W5)

This version is superseded. Click here to view the latest guide.

PURPOSE

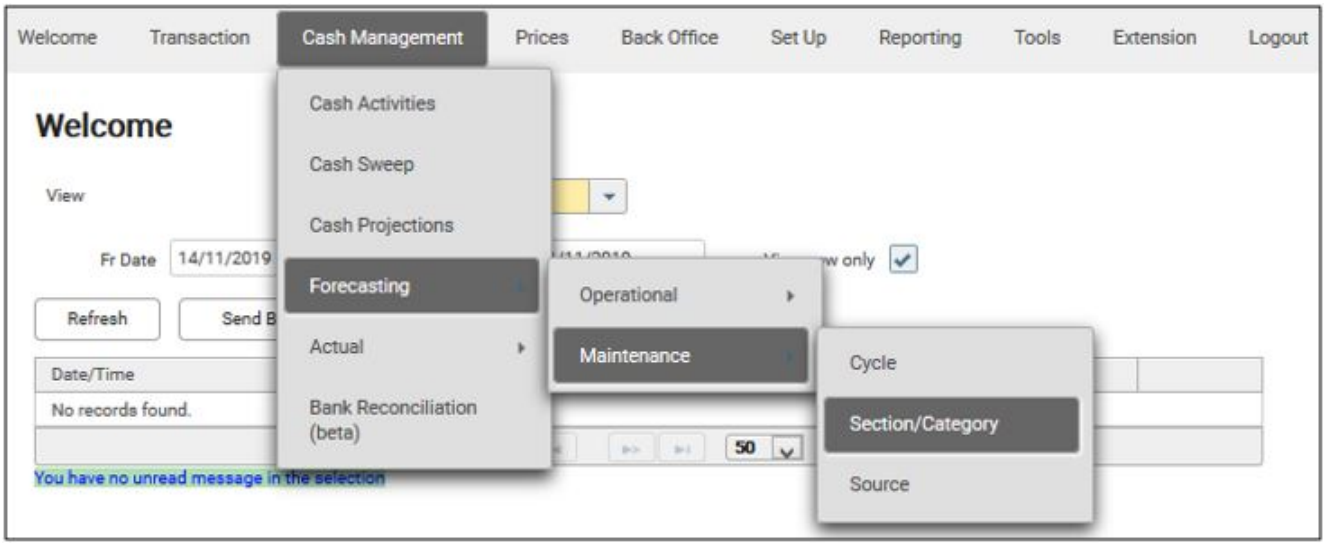
This is the detailed procedure for how to amend and maintain forecast section/category.

WHY IS THIS IMPORTANT?

Amending and maintaining forecast section/category is important to ensure that a user has the flexibility to change the forecast section/category once it is set up.

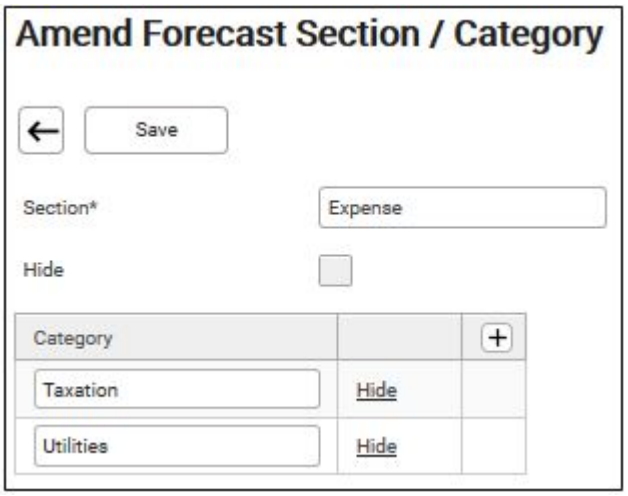
PROCEDURE

1. Select Cash Management > Forecasting > Maintenance > Section/Category.



2. In the next screen, choose the section name to amend by clicking on the section name. In this example, we will amend Expense.

3. The Amend screen will show the categories under the Expense section.

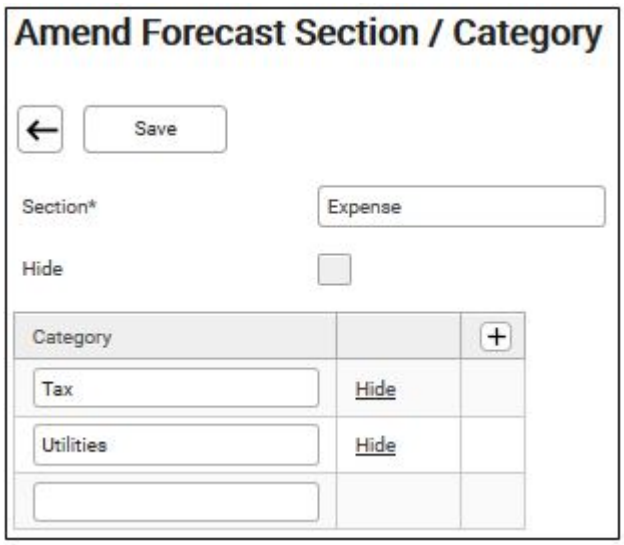


4. To change the category, type the new category name on the preferred field. For example, we will change Taxation to Tax.

5. Click Save.

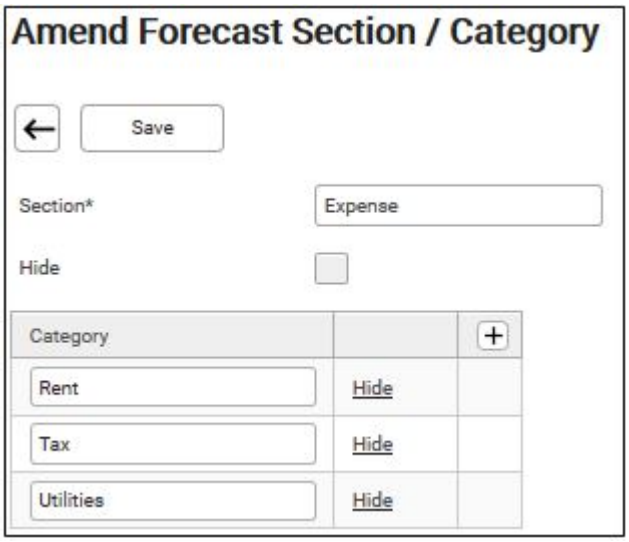
6. A new category may also be added. To add a new category, from the Amend Forecast Section/Category screen,click on Add Button.

7. A blank field appears.



8. Type the category name to add. In this example, the name would be Rent. Click Save.

9. Category: Rent would be added once the Save button is clicked.



FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

Viewing and Creating Forecast Section/Category

Maintaining Forecast Details

Maintaining Forecast Grouping

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created
8-Jan-2015	Clarissa	Reformatted. Rewritten.
7-Jun-2016	Douglas	Proofread.
21-Nov-2019	Lyra	Updated Screenshots.