Set Up Time Bucket Structure

See previous W5 version guide

PURPOSE

This document contains detailed procedure on setting time bucket structure.

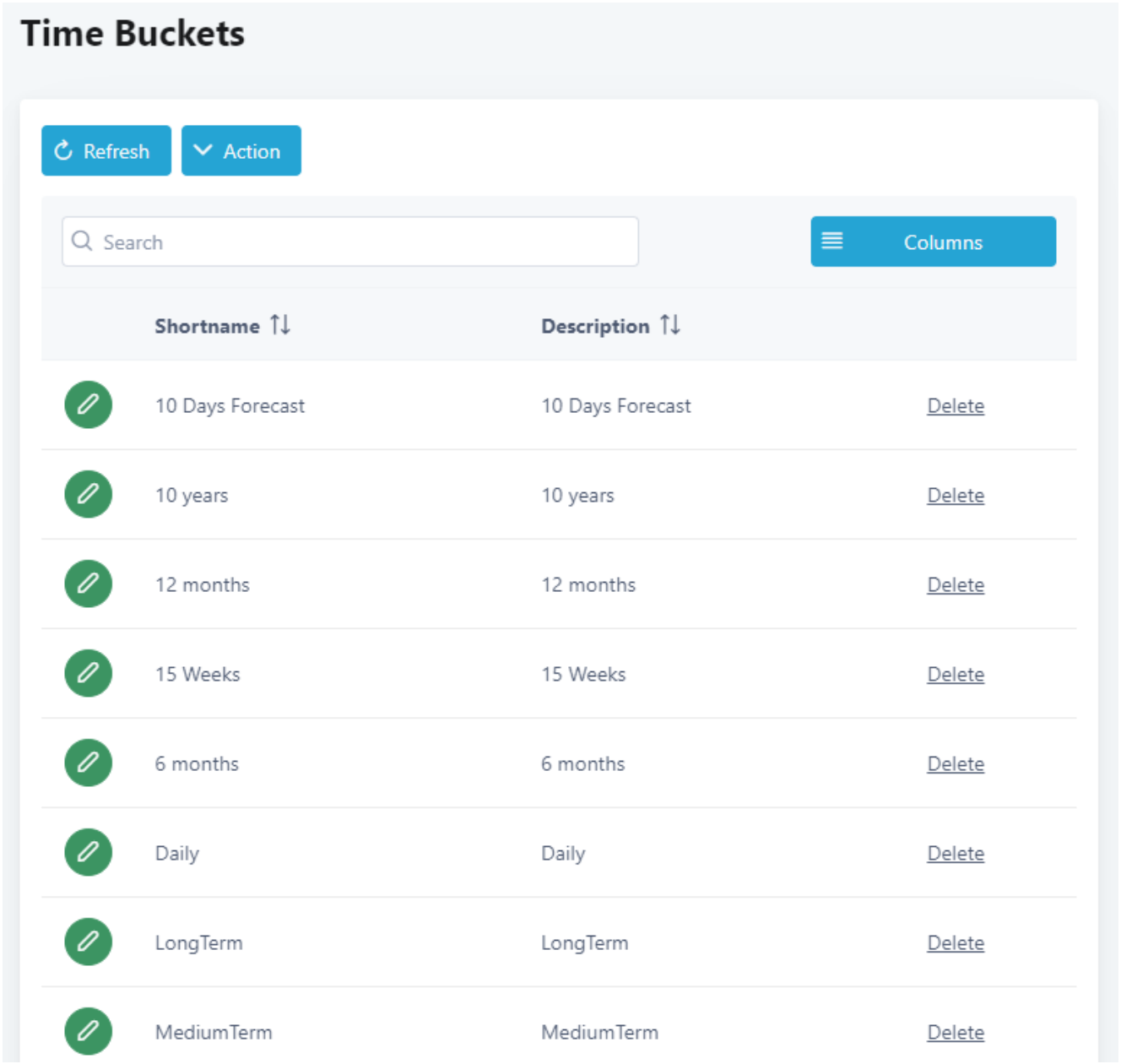
WHY IS THIS IMPORTANT?

Time buckets are used for cash flow forecasting and cash flow projection. Some reports also require time buckets.

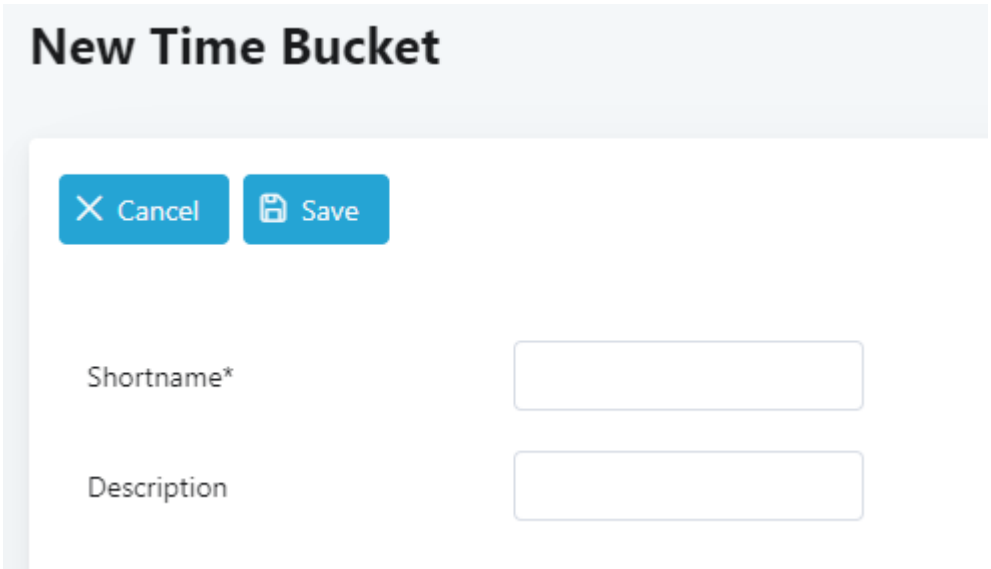
PROCEDURE



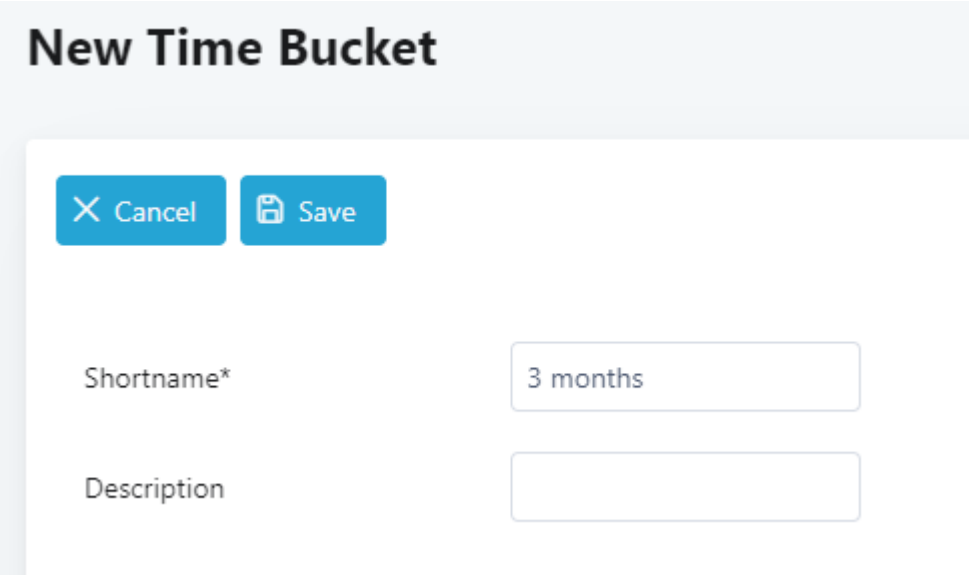
1. To create a new time bucket, click Set Up > Global > Time Bucket. The Time Buckets screen will be displayed.



2. Click on Action and select New. The New Time Bucket screen will be shown.

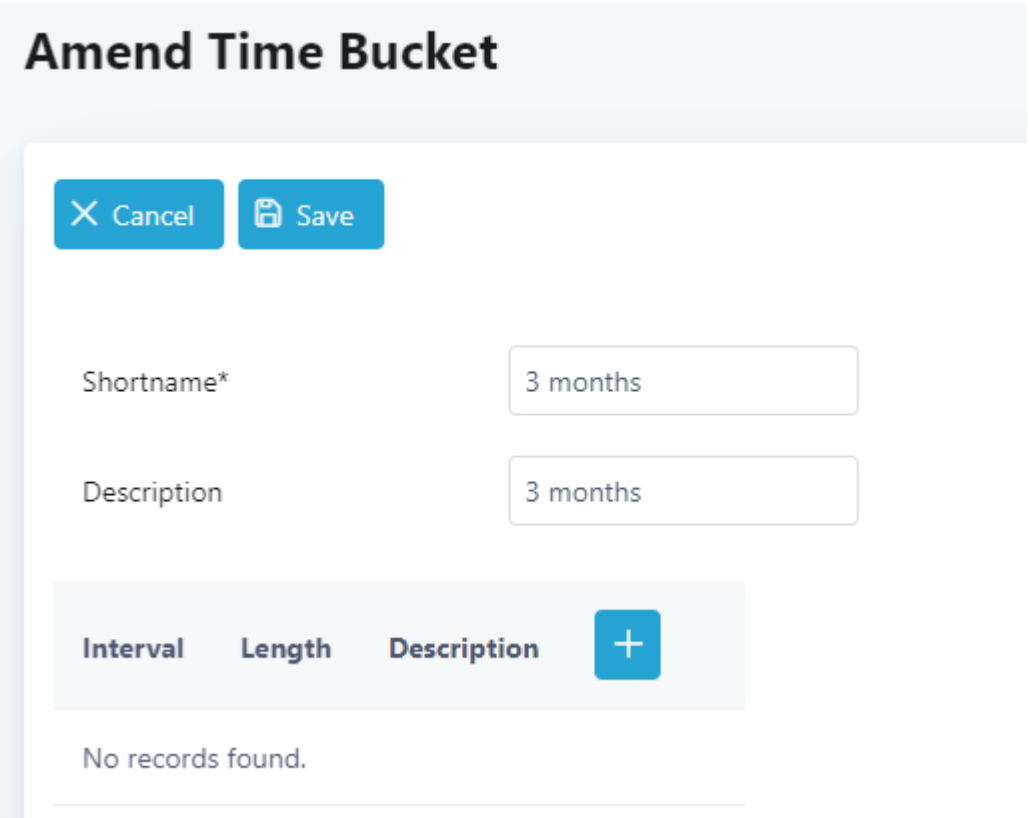


3. Type in the bucket you want to create in the Shortname field. In this example, we will input 3 months as the new time bucket. The Description can be left blank.



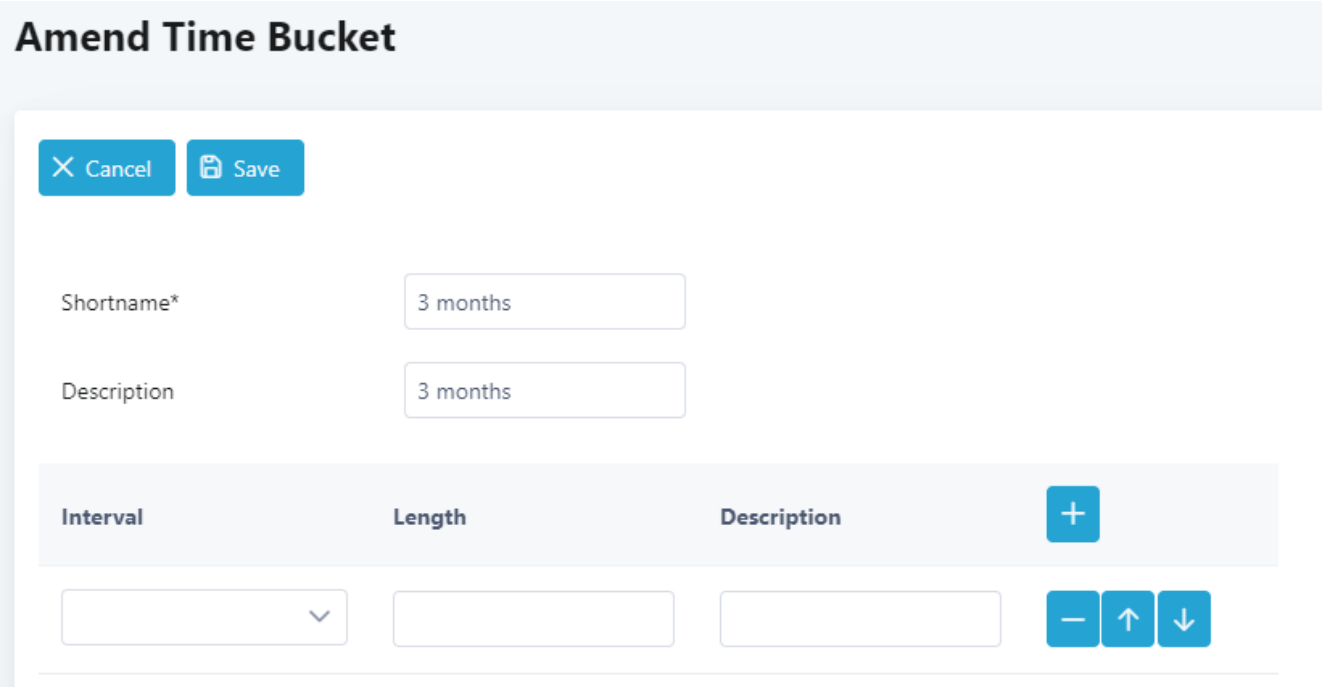
4. Click Save.

5. The time bucket created will be in the main listing screen and sorted alphabetically with the others. Click on the Edit button of the newly created time bucket. The Amend Time Bucket screen will be displayed.



6. In this screen, user can define the structure of time bucket. Click on Add

Button, the screen below displays.



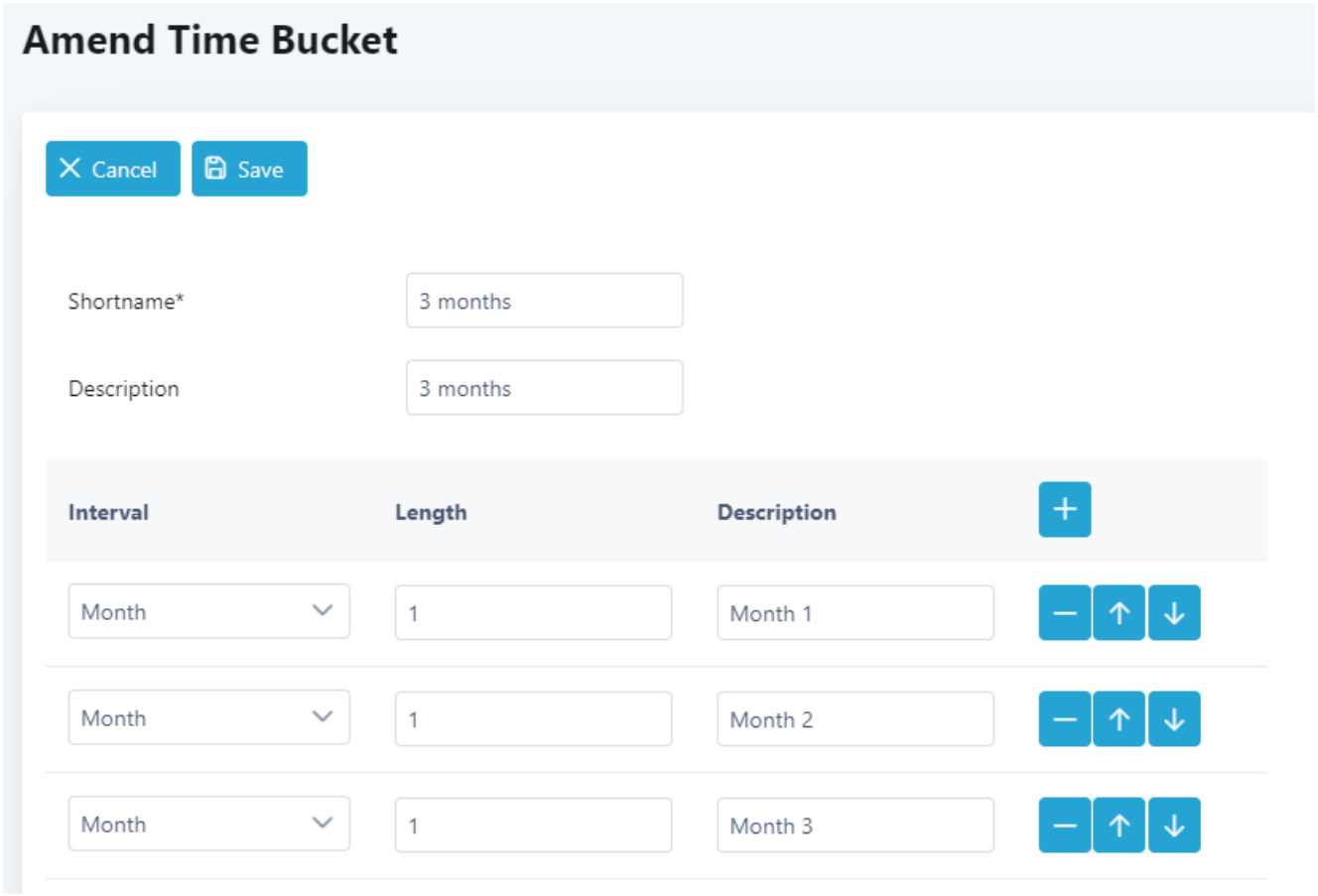
7. Click on the drop down under Interval, user can select Day, Week, Month or Year as the time interval of the items in time bucket. In this example, Month is selected.

8. Length column allows user to set the length of interval selected. In this example, we put 1. Note that 1 will denote as 1 month.

9. Under description, enter how you want to describe the time bucket being created. In this example we will put Month 1.

10. Click Add Button for the rest of the time you want to add. For continuity, we will click it 2 times more to complete 3 months.

11. Fill out the fields the same way as from step 7 to 9.



12. In case you need to delete a row, click Minus Button.

13. If everything is correct, click Save. The time bucket is created and it would be seen and used in the screens it is needed.

FREQUENTLY ASKED QUESTIONS

FAQ01. I cannot create a time bucket with its structure

Authorization is needed to perform this procedure. Contact your administrator to grant you access. Access rights are 11227- Create New Time Bucket and 11229 to Amend Time Bucket details.

FAQ02. How does the system construct time bucket where intervals are different and the end date of one interval does not correspond to the regular start date of the next interval?

For detailed procedure, see Time Bucket Adjustments.

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created.
28-Jul-2015	CS	Included section for FAQ.
14-Jan-2016	Clarissa	Rewritten. Reformatted.
20-Feb-2017	Clarissa	Added FAQ02.
28-Sep-2017	Clarissa	Made changes in wordings.
25-Aug-2018	Silpa	Updated step 1.
12-Nov-2019	Lyra	Updated screenshots.
27-Mar-2023	TS	Updated to W6 instructions and screenshots.