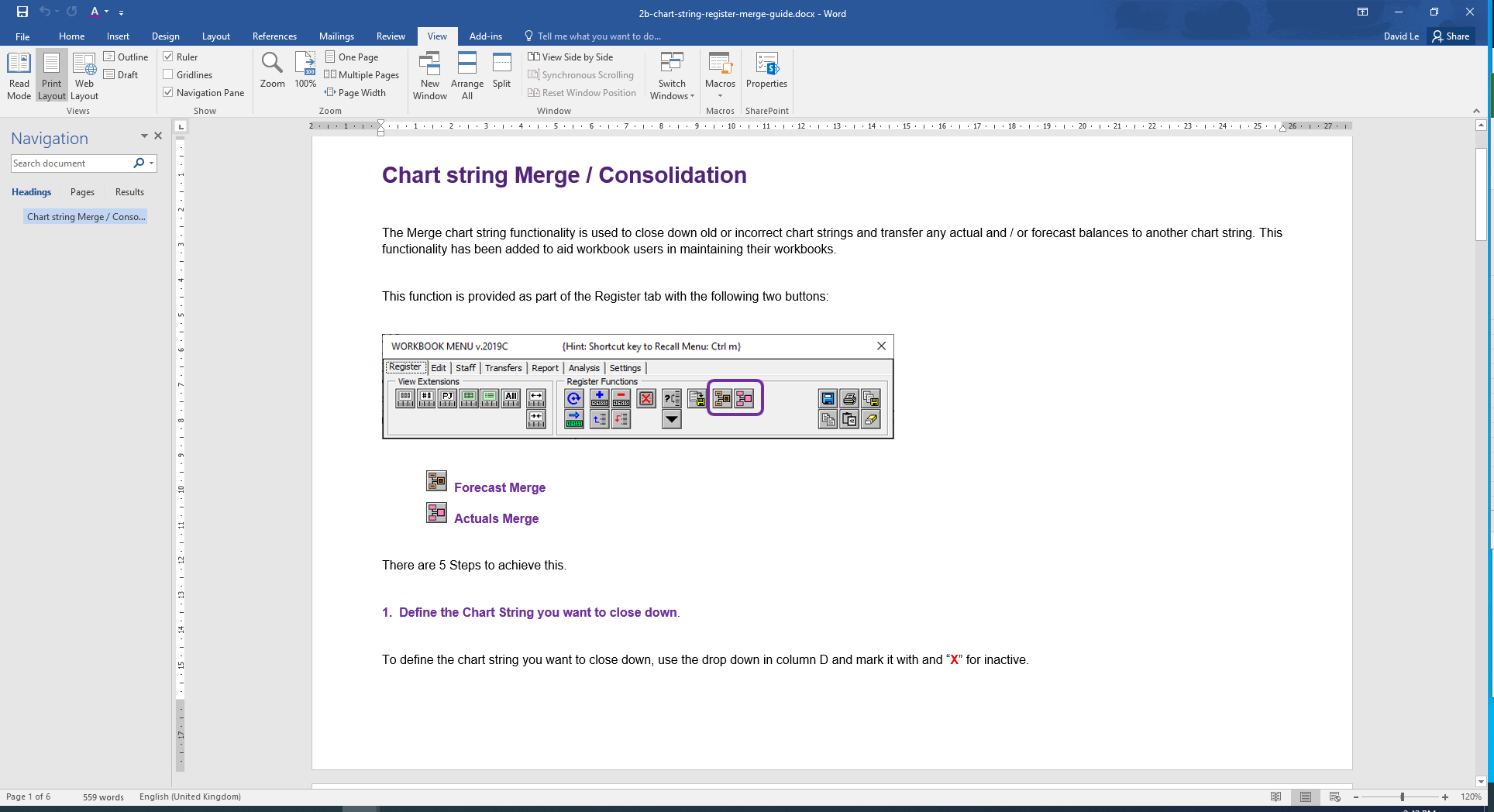
**Chartstring Merge / Consolidation**

The Merge chartstring functionality is used to close down old or incorrect chartstrings and transfer any actual and / or forecast balances to another chartstring. This functionality has been added to aid workbook users in maintaining their workbooks.

This function is provided as part of the Register tab using the following two buttons:



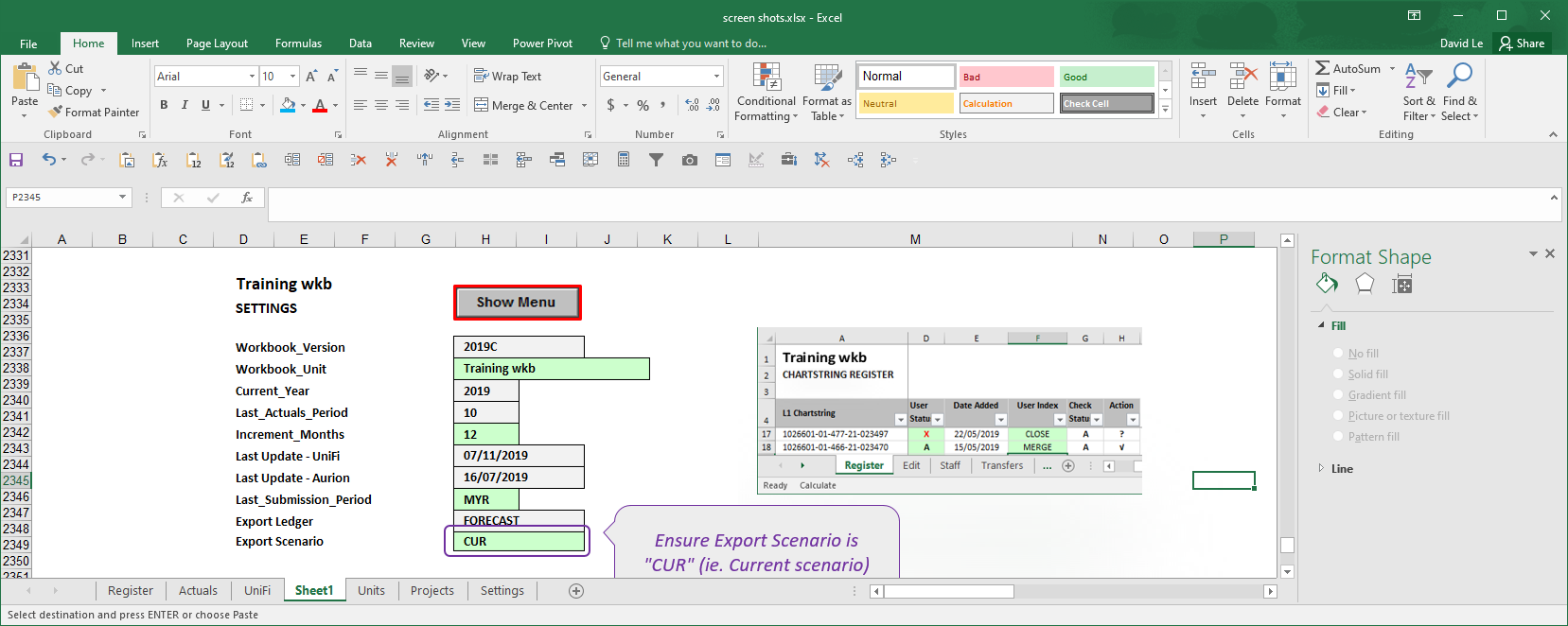
 **Forecast Merge**

 **Actuals Merge**

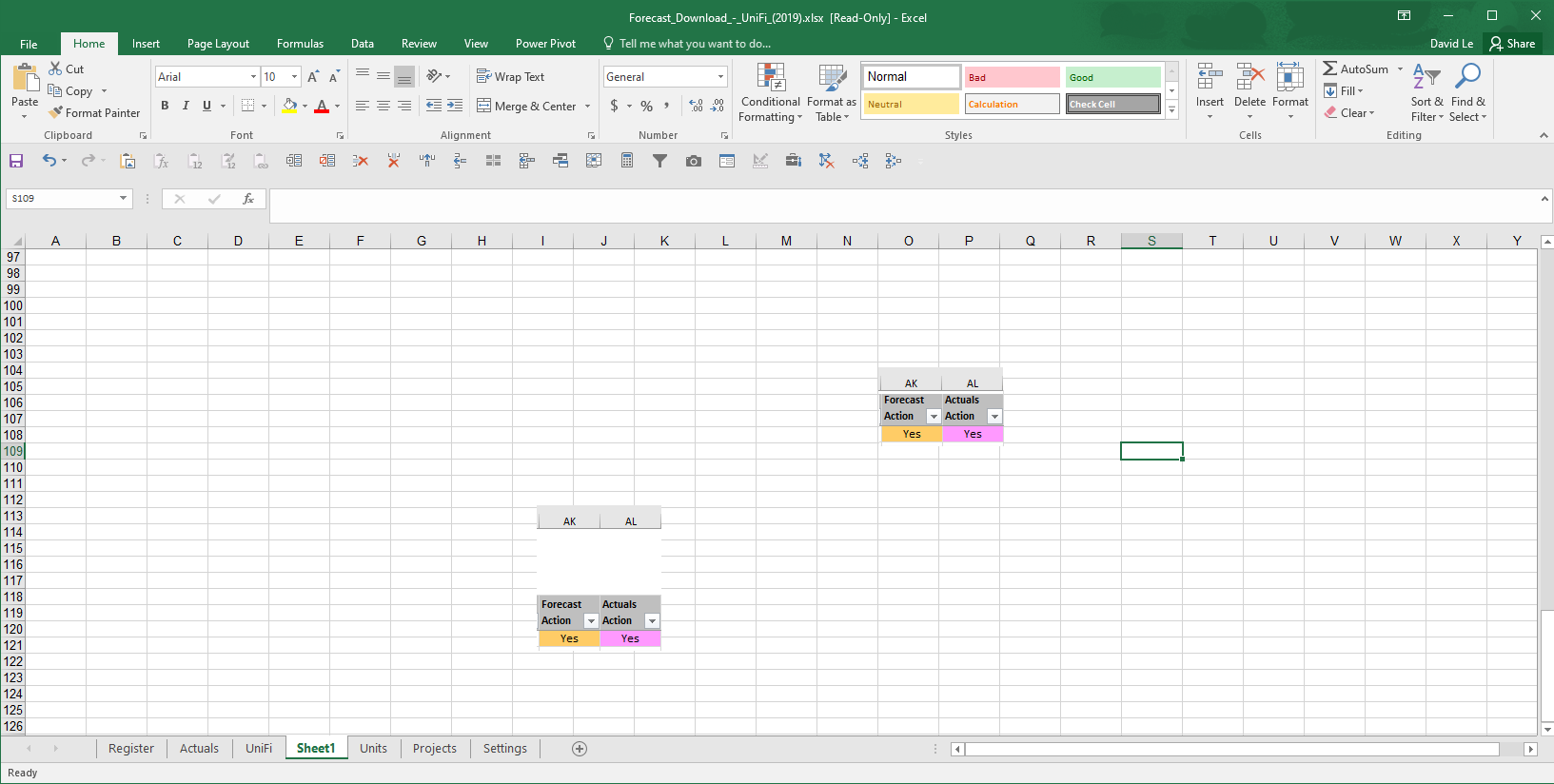
There are 5 Steps to achieve this.

**1. Define the Chartstring you want to close down**.

To define the chartstring you want to close down, use the drop down in column D (User Status) and mark it with an “**X**” for inactive.

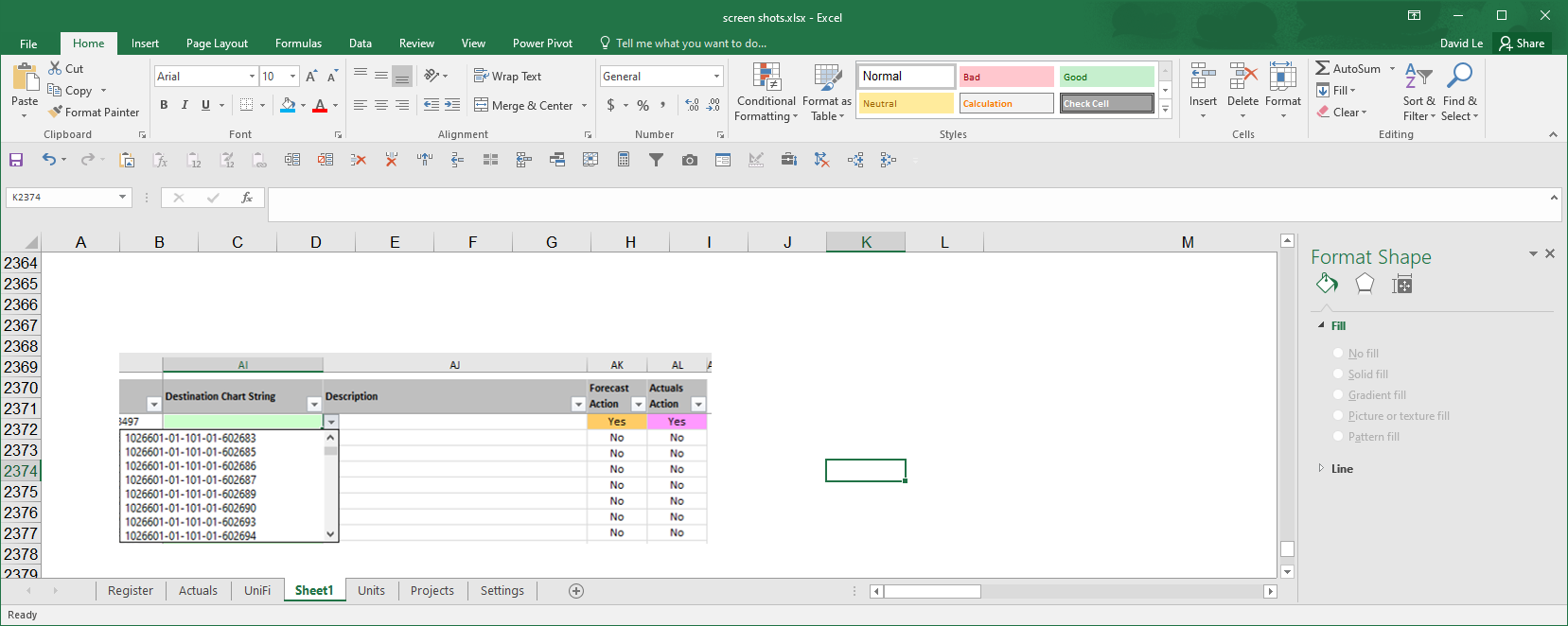


**Note:***When you mark the chartstring as inactive in column D, Columns AK and / or AL will highlight orange and pink respectively (depicting “Yes” to indicate that there are balances to merge).*

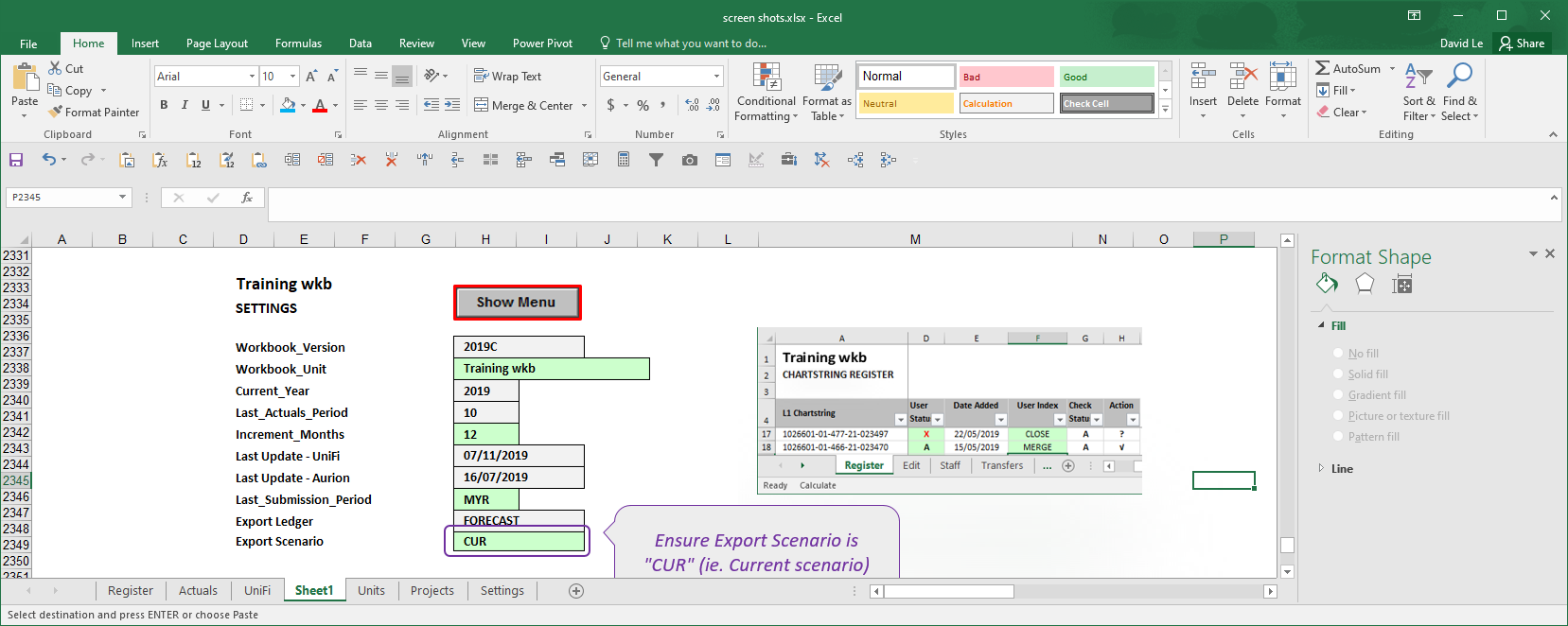


**2. Define the destination Chartstring you want to move the balances to.**

To define the destination chartstring, you will need to choose a chartstring from the drop down list in column AI.



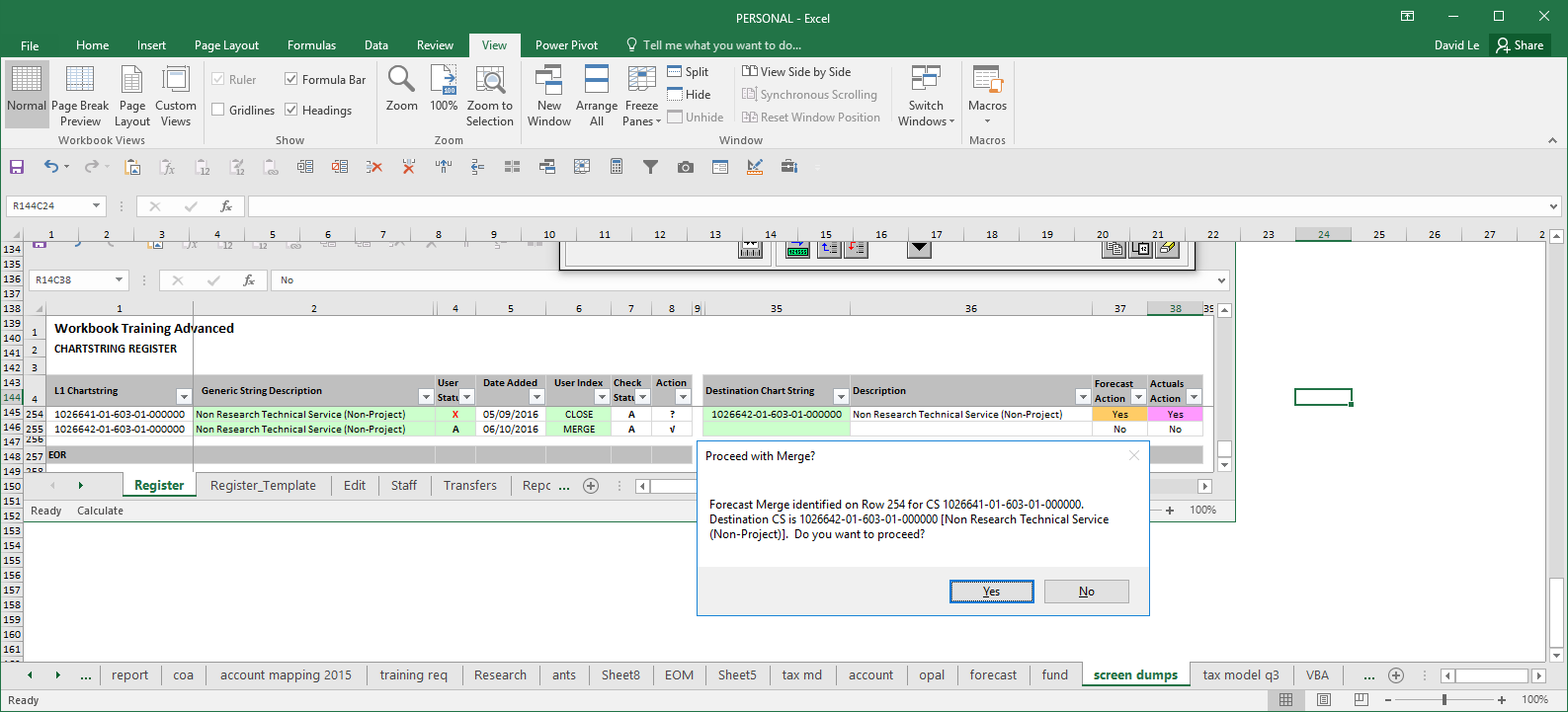
***Note:*** *This drop down list of chartstrings is derived from column A in this sheet. If the chartstring you want to use is not currently in your forecast you will need to add the chartstring to the register.*



**3. Merge Forecast**

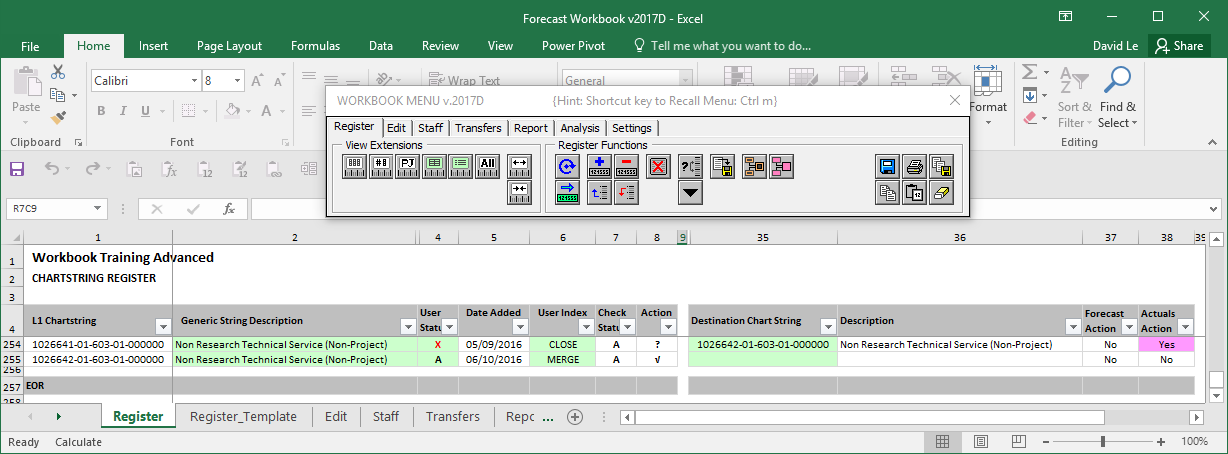
As you can see from the screenshot below, column AK has been marked orange and says “Yes”. This means that there is forecast information to merge. You merge this by clicking the  button.

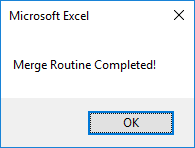
An alert will pop up on screen:



Click “Yes” to merge your forecast figures between the two chartstrings or “No” to cancel if you want to skip the actionable item.

Once you click Yes, the orange highlight and the word “Yes” will revert to “No” signalling that the forecast information has been merged.

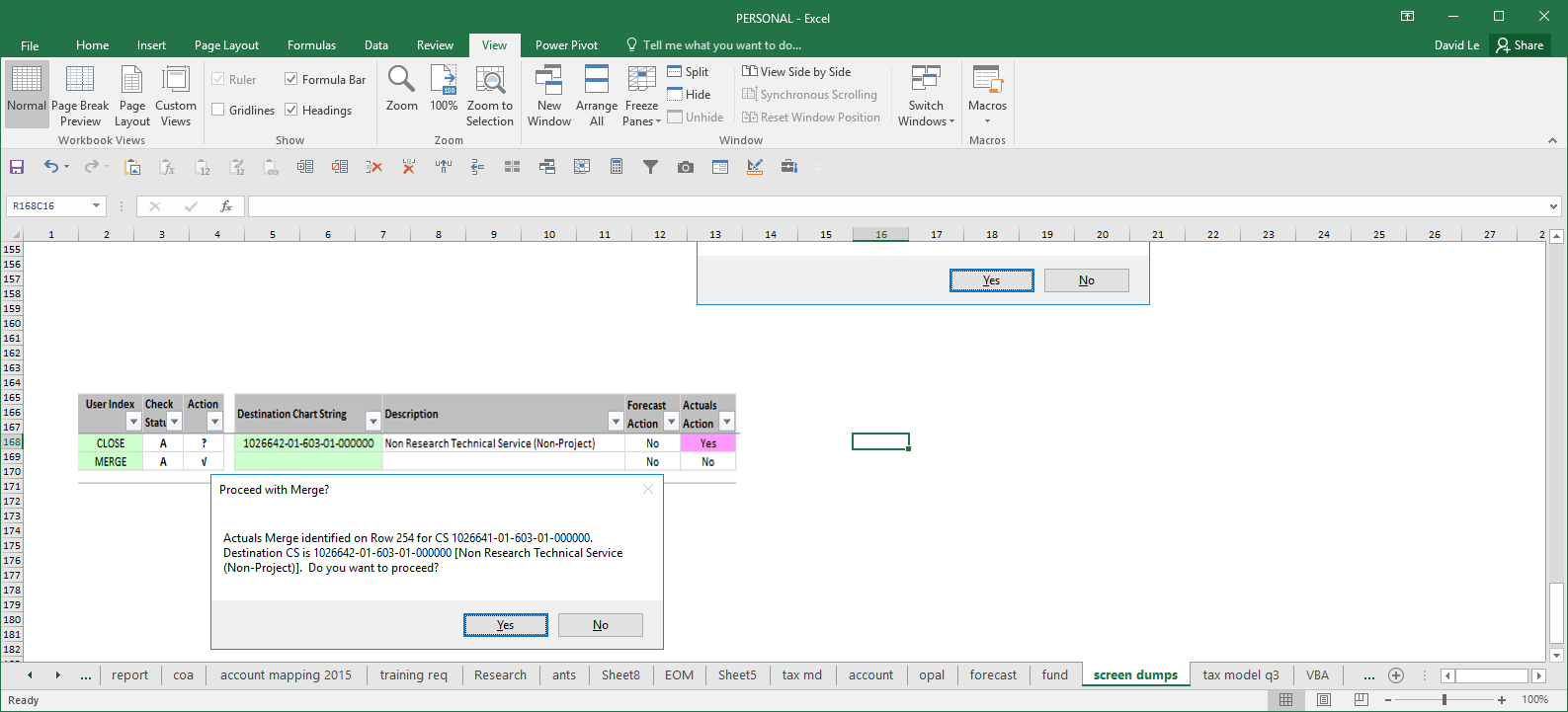




To check that this is the case, select the row with the charge string that you were merging to or from and click the Edit CS  button to analyse your forecast information.

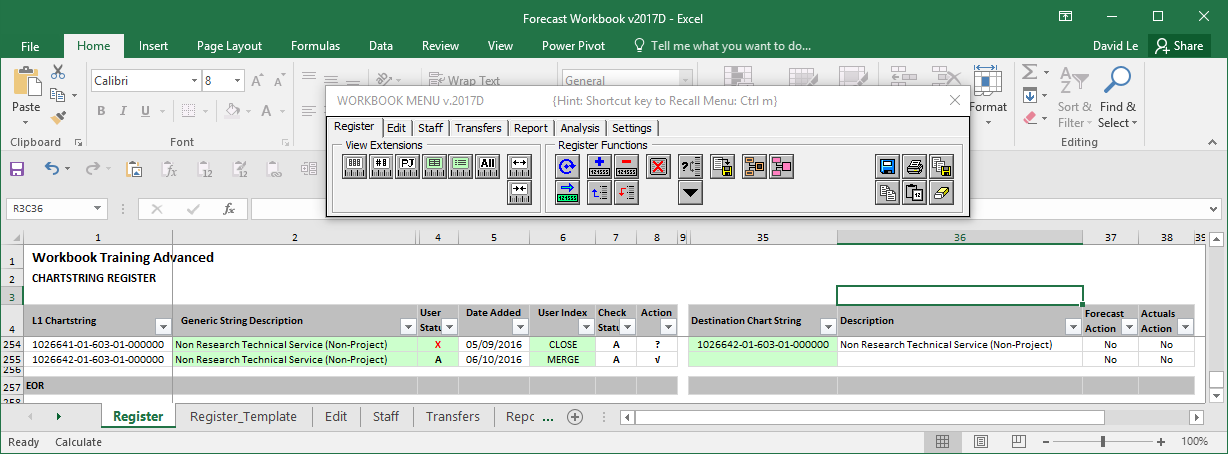
**4. Merge Actuals**

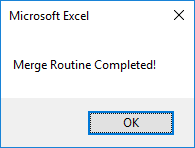
If column AL is highlighted pink, this indicates that there are actuals that can be merged also. If you want to merge the actuals you click the  merge actuals button. Again an informative pop up box will be displayed on screen.



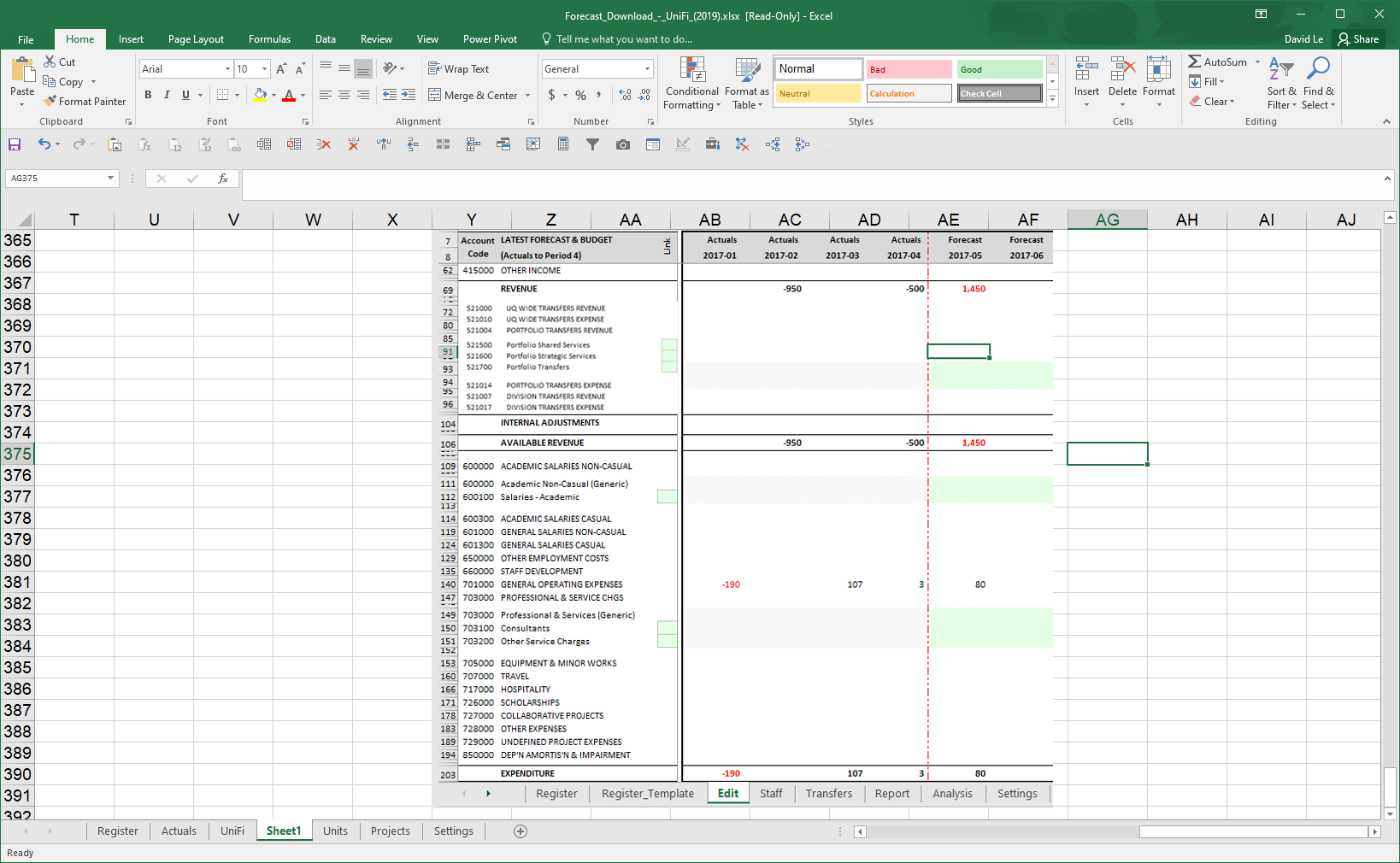
Click “Yes” to merge your actual figures between the two chartstrings or “No” to cancel if you want to skip the actionable item.

Once you click “Yes”, the pink highlight and the word “Yes” will revert to “No”. This indicates that the actual information has been merged.





To check that this is the case, select the row with the charge string that you were merging to or from and click the Edit CS  button to analyse your actual information. It should look similar to the below. Note how you can see that the forecast details for period 5 below net off the actuals in this chartstring.



**5. YTD Actuals Correction Journal.**

Any Actuals movement will need to be done using a distributed journal template and load into UniFi. *Please contact FPA if you need assistance with the distributed journal template*.

**Note** - If you do not upload the actuals journal into UNIFI, the following month when actuals update forecast, your workbook will be reverted back to the way it was before you started.