

Adding More Detail (Recommended for Reforecasting)

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Use Line Item Detail

- Found under **Data Input Tools**
- Add sub-line items (e.g., individual events)

Example: Instead of:

- “Event Revenue: \$50,000”

You can break into:

- Event A: \$15,000
- Event B: \$10,000
- Event C: \$25,000

This provides clarity and better forecasting and accounting accuracy
