Projects Module

- Project List Report
- Project Budget Plan
- Project Report

Project Design

Module Guide: Project Design

Module Location

Project > Project Design

Module Objective

The **Project Design** module serves as the starting point for defining a new project within the system. Its purpose is to create the "framework" or **master data** of a project by providing a code, name, and general description. This is the fundamental step before detailing the stages, tasks, budget, and required resources.

1. Main View (Project Design List)

The main page of this module displays a list of all project designs that have been created.

View Explanation

This page is for viewing and managing all existing project designs.

- **Design List**: The main table displays the **Design Code** and **Design Name** of every existing project, such as "Analysis and Coordination".
- **Action Buttons**:
  - **[New]**: The primary button to create a new Project Design.

    - **[Delete]**: To delete a selected project design.

2. Steps to Create a New Project Design

Step 1: Create a New Design

From the Main View, click the **[New]** button to open the **Add Project Design** form.

Step 2: Fill in Basic Information

On the form that appears, fill in the basic project information:

- **Project Design Code**: Enter a unique code for the project.

- **Project Design Name**: Provide a clear and descriptive name for your project.

- **Notes**: Add a general description or notes about the project if needed.

Step 3: Continue to the Next Stage

After all the basic information is filled in, click the **[Next]** button to continue to the next screen where you can add more specific details of the project, such as phases, task lists, or a budget.

Tips & Important Notes

- This module is the starting point for all project management activities within the system.

- Ensure the **Project Design Code** you use is unique and easily identifiable. It is advisable to follow the company's project numbering standards if they exist.

Project Costing

Module Guide: Project Costing

Module Location

Project > Project Costing

Module Objective

The **Project Costing** module is used to create the master document for a project that is to be executed. Unlike **Project Design** which is conceptual, this module is more execution-oriented, where you associate the project with a customer, a project manager, and a start date. This is the step to formalize a project and prepare it for cost and progress tracking.

1. Main View (Project List)

The main page of this module displays a list of all project costing documents that have been created.

View Explanation

- **View**: This page is a list of all projects that have been formalized. You can see the **Project Costing No., Customer Name, Project Manager,** and **Start Date**.

- **Action Buttons**:

  - **[New]**: The primary button to create a new Project Costing document.

2. Steps to Start a Project

Step 1: Create a New Document

From the Main View, click the **[New]** button to open the **Add Project Costing** form.

Step 2: Fill in Project Information

On the form that appears, fill in the main project information:

- **Take From**: Select **Project Design** and choose the previously created **Design Code**. This will pull the basic data from that design.
- **Customer**: Select the customer related to this project.
- **Start Date**: Define the project's start date.
- **Project Manager**: Assign the person who will be responsible as the project manager.

Step 3: Continue to the Detail Stage

After all the basic information is filled in, click the **[Next >>]** button to continue to the next screen where you can start detailing the cost budget, schedule, and resources for this project.

Tips & Important Notes

- This module is the **bridge** between the planning stage (**Project Design**) and the project execution stage.
- By filling in the data here, the project becomes "active" and is ready to receive cost charges and progress tracking.

- This is an important module for **Project Managers and Project Administration**.

Project Budget

Module Guide: Project Budget (RAB)

Module Location

Project > Project Budget (RAB)

Module Objective

The **Project Budget (Rencana Anggaran Biaya - RAB)** module is the primary tool for creating, detailing, and managing the budget for a project. This module allows a project manager to define all estimated costs that will be incurred, both those originating from specific purchases of goods/services and from direct costs that will be charged to a specific account.

1. Main View (Budget List)

The main page of this module displays a list of all RAB documents that have been created for various projects.

View Explanation

- **View**: This page is a history of all RABs that have been submitted. You can see the **RAB Document No.,** the related **Project Name,** the **Base Amount** (total budget value), and its status.
- **Action Buttons**:
  - **[New]**: The primary button to create a new RAB document.

2. Steps to Create a Project Budget

Step 1: Create a New Budget Document

From the Main View, click the **[New]** button to open the **Add RAB** form.

Step 2: Fill in Header Information

- Select the **Sub Project** from the dropdown for which you are creating the budget.
- Fill in the RAB document **Date**.
- You can use the **Data Upload** feature to import budget details from an external file (e.g., Excel).

Step 3: Detail the Cost Budget

You can detail the cost budget in two ways in the tables at the bottom:

1. **Purchase Costs**: In the top table, click **[+]** to add all **Goods/Services** that need to be purchased for the project, along with their estimated **Quantity** and **Price**.
2. **Direct Costs**: In the bottom table, click **[+]** to add all anticipated direct cost **Accounts** (e.g., labor costs, travel costs) along with their estimated **Total Price**.

Step 4: Submit the Budget

After all budget details have been entered, click the **[Confirm]** button to save and submit the RAB for the approval process.

Workflow & Integrated Business Process

- An approved Project Budget will become the **baseline** for controlling all expenditures related to the project.

- When other departments create a **Purchase Requisition** for this project, the system will be able to compare that request with the remaining available budget in the RAB.

Tips & Important Notes

- The **Data Upload** feature greatly speeds up the budget creation process, especially for large projects with hundreds of cost items.

- This module is the central tool for a **Project Manager** to plan and control the financial aspects of a project from start to finish.

Project Realization Report

Report Module Guide: Project Realization (Budget vs. Actuals Report)

Module Location

Project > Project Budget > Project Realization report

Module Objective

The **Project Realization Report** module is a crucial cost control tool. Its purpose is to generate a **Budget vs. Actuals** comparison report for a project. This report compares three key stages:

1. **RAB**: The budgeted cost.
2. **SPP** (`Surat Permintaan Pembelian`): The cost that has been requested for purchase.
3. **IRM** (`Item Receipt Material`): The actual cost of goods/services that have been received.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Here is an explanation for each parameter:

- **Project Code**: The primary filter to select the specific project whose realization you want to analyze.

- **Period**: Specify the date range for the cost realization to be displayed.

- **Project Status**: Filter by the current status of the project.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select the relevant **Project Code** and define the **Period** you wish to review.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display]**: To preview the comparison report directly on your screen.

- **[Export to MS Excel]**: To download the report data in an Excel file format.

3. Reading the Report (Report Content)

The generated report is a three-column comparison table that allows you to track the project's cost flow in detail.

Main Column Explanation

- **RAB**: Displays the initial budget for each cost item as planned in the **Project Budget (RAB)** module.

- **SPP**: Displays the cost that has been requested for purchase via a **Purchase Requisition** (`Surat Permintaan Pembelian`).
- **IRM**: Displays the actual cost of the goods or services that have been received (**Goods Receipt**).

How to Analyze: By comparing the figures in these three columns, you can quickly answer questions like: "Are our purchase requests in line with the budget?" and "Is the actual cost in line with what we requested?"

Tips & Important Notes

- This is the most important monitoring tool for a **Project Manager** to control costs.
- Use this report routinely (e.g., weekly or monthly) to detect potential **cost overruns** early.
- The accuracy of this report is highly dependent on disciplined data entry in the **Project Budget (RAB), Purchase Requisition, and Goods Receipt** modules.

Project Accountability

Report Module Guide: Project Accountability Report

Module Location

Project > Project Budget > Project Accountability

Module Objective

The **Project Accountability Report** module is used to generate a final comparison report between the **Budget (RAB)** and the **Cost Realization (IRM)**. Unlike the Realisation Report which also tracks purchase requests, this report is more focused on the direct comparison between the initial plan and the actual costs that have been incurred.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Here is an explanation for each parameter:

- **Project Code**: The primary filter to select the specific project whose accountability you want to see.
- **Period**: Specify the date range for the cost realization to be displayed.
- **Project Status**: Filter by the current status of the project.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select the relevant **Project Code** and define the **Period** you wish to review.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display]**: To preview the comparison report directly on your screen.
- **[Export to MS Excel]**: To download the report data in an Excel file format.

3. Reading the Report (Report Content)

The generated report is a side-by-side comparison table between Budget and Realization.

Main Column Explanation

- **RAB**: Displays the initial budget for each cost item as planned in the **Project Budget (RAB)** module.
- **IRM (Item Receipt Material)**: Displays the actual cost of the goods or services that have been received, which represents the cost realization.

How to Analyze: By comparing the total of the **RAB** column with the total of the **IRM** column, you can quickly see if the project is **over budget** (realization > budget) or **under budget** (realization <

budget).

Tips & Important Notes

- This report is a very important **final evaluation tool** for **Project Managers and Finance Management** to measure the success of a project's cost management.
- Use this report as the basis for a **project closing report**.

RAB Pricing

Module Guide: RAB Pricing (Project Budget Pricing)

Module Location

Project > Project Budget > RAB Pricing

Module Objective

The **RAB Pricing** module serves as the interface for filling in and updating the price details for every cost component within a **Project Budget (RAB)**. After the list of material requirements and direct costs has been defined, this step is used to input their Rupiah (currency) values, so that the total project budget can be calculated.

1. Main View (RAB List)

The main page of this module displays a list of all RAB documents that have been created. This view is identical to the main RAB module.

How to Use: To start filling in or changing prices, find and click on the relevant **RAB Document No.** in the list. This will open the document in a price-editing mode.

2. Steps to Fill in RAB Prices

After opening an RAB document, you will see a detail page ready for its prices to be filled in.

Step 1: Fill in Item/Service Prices

In the **Item/Service Code** table (top part), for each item line needed for the project:

1. Enter the estimated price per unit in the input box in the **Price** column.

2. The system will automatically calculate the **Total Price** (Quantity x Price).

Step 2: Fill in Direct Cost Prices

In the **Account Code** table (bottom part), for each direct cost account (e.g., labor costs, travel costs):

- Enter the total budget for that cost account in the input box in the **Price** or **Total Price** column.

Step 3: Save Changes

After all prices are filled in correctly, click the **Save** and/or **Confirm** button. The total project budget value (**Base Amount**) will be updated according to the prices you have entered.

Tips & Important Notes

- This is a crucial step after compiling the project's requirements list and before the RAB is submitted for final approval.

- The prices you input here will become the **budget baseline** that will be used to control actual purchasing costs while the project is ongoing.

- This module is typically used by the **Purchasing team, Project Estimators, or Project Managers**.

RAB Inbox

Module Guide: RAB Inbox (Project Budget Inbox)

Module Location

Project > Project Budget > RAB Inbox

Module Objective

The **RAB Inbox** module serves as the approval center for all **Project Budget (RAB)** documents that have been submitted. This is the final control step where an authorized manager must review and provide approval for a project's budget before the budget is considered final and becomes the basis for expenditures.

1. Main View (RAB List)

The main page of this module is an "inbox" that displays all RAB documents requiring your action.

View Explanation

This page provides a summary of all RABs that are awaiting approval.

- **Filters**: You can search for a specific document by **Doc. Number** or a **Date** range.

- **Document List**: The table below will display all documents awaiting action, with columns such as **Doc. Number, Project name, Document Status,** and **Approval status**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **RAB Inbox** module to see the list of project budgets that require approval.

Step 2: Review the Budget Details

Click on one of the rows in the table to open the detail view of that RAB. In the detail page, you can check all the details of the cost items, both from the purchase of goods/services and direct costs, to ensure the budget is reasonable and aligns with the project scope.

Step 3: Provide Approval

After you review the budget details in Step 2, you will find a button to grant approval (e.g., an **"Approve"** button) **within that detail page**. Click the appropriate button to complete the review process.

Workflow & Integrated Business Process

1. An RAB is created, priced, and confirmed by a project manager.

2. The document automatically enters the queue in this **Inbox**.

3. A senior manager or director reviews and approves it.

4. After approval, the RAB becomes the **official budget** that will be used to **control all Purchase Requisitions** related to that project.

Tips & Important Notes

- The approval of an RAB is one of the most important decisions in a project's lifecycle, as it will **"lock in" the budget** that becomes the benchmark for the project's financial success.

- This module is typically accessed by a **Senior Manager, Finance Director, or Head of the Project Division**.

Project Sales Order

Module Guide: Project Sales Order

Module Location

Project > Project Sales Order

Module Objective

The **Project Sales Order** module is used to create a Sales Order (SO) document that is specifically related to a project. Unlike a regular sales order for goods, a Project SO typically includes billing based on **stages (milestones)** or project progress, not just the shipment of goods.

1. Main View (Project SO List)

The main page of this module displays a list of all Project Sales Order documents that have been created.

View Explanation

- **View**: This page is a history of all Project SOs. You can see the **Sales Order Number, Customer, SO Date,** and its status.
- **Action Buttons**:
  - **[New]**: The primary button to create a new Project SO.

2. Steps to Create a Project Sales Order

Step 1: Create a New SO

From the Main View, click the **[New]** button to open the **New** form.

Step 2: Fill in Header Information

- **Project Code**: Select the project for which the SO is being created.
- **Customer**: Select the customer who ordered the project.
- **SO Date** and **Due Date**: Define the document date and the payment due date.

Step 3: Detail the Project Stages (Important!)

In the table at the bottom, you will detail the project stages that will be billed:

- **Step and Stage**: Define each milestone or project work stage.
- **Description**: Provide an explanation for each stage.
- **Price**: Enter the value or price for each stage that will be billed.

Step 4: Submit the Project SO

After all stages and their values have been filled in, click the **[Confirm]** button to save and submit the Project SO for the approval process.

Tips & Important Notes

- A Project SO is the basis for the **invoicing process** to the customer. Each completed stage can be billed separately.

- This module is the bridge between **project management and the financial sales cycle**.

- This is an important module for **Project Administration and Project Managers**.

Project Sales Order Inbox

Module Guide: Project Sales Order Inbox

Module Location

Project > Project Sales Order > Project Sales Order Inbox

Module Objective

The **Project Sales Order Inbox** module serves as the approval center for all **Project Sales Order** documents. Every Project SO that is created must be reviewed and approved here by an authorized manager before it becomes an active and billable sales contract.

1. Main View (Project SO List)

The main page of this module is an "inbox" that displays all Project SO documents requiring your action.

View Explanation

This page provides a summary of all Project SOs that are awaiting approval.

- **Filters**: You can search for a specific document by **Sales Order Number** or a **Date** range.
- **Document List**: The table below will display all documents awaiting action, with columns such as **Sales Order Number, Customer, Sales Order Status,** and **Approval**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Project Sales Order Inbox** module to see the list of SOs that require approval.

Step 2: Review the Project SO Details

Click on one of the rows in the table to open the detail view of that Project SO. In the detail page, you can check all the information, such as the details of the project stages, the contract value, and customer data.

Step 3: Provide Approval

After you review the Project SO details in Step 2, you will find a button to grant approval (e.g., an **"Approve"** button) **within that detail page**. Click the appropriate button to complete the review process.

Workflow & Integrated Business Process

1. A Project Sales Order document is created and submitted.
2. The document automatically enters the queue in this **Inbox**.
3. A manager reviews and approves it.
4. After approval, the Project SO becomes a **valid contract** and the **basis for project billing** to the customer according to the agreed-upon stages.

Tips & Important Notes

- The approval process here is the formal step to **bind the project sales contract** with the customer.

- This module is typically accessed by a **Sales Manager, Project Manager, or a relevant director**.

Transaction List

Module Guide: Transaction List (Transaction Type Setup)

Module Location

Project > Project Purchasing > Transaction List

Module Objective

The **Transaction List** module serves as the master data hub for creating and managing a list of **Transaction Types or Project Categories**. The categories defined here (such as "FA Procurement" or "Improvement and Modification") will be used to classify various projects or purchasing activities, thereby simplifying tracking and reporting processes.

1. Main View (Transaction Type List)

The main page of this module displays a list of all defined transaction types.

- **View**: This page displays all existing transaction types along with their status (active is marked with a green checkmark, inactive with a red cross).

2. Steps to Add a New Transaction Type

1. In the **Transaction Type** input box, type the name of the new category you want to add (for example, "Warehouse Expansion Project").

2. Click the **[Add]** button.

3. The new category will immediately appear in the list below with an active status.

3. Managing Transaction Types

- **Modify**: You can change the name of an existing transaction type by clicking the edit icon (pencil) in the **Action** column.

- **Change Status**: You can activate or deactivate a category by clicking the green checkmark or red cross icon in the **Status** column.

Tips & Important Notes

- This is an important master data setup module and should be filled in before the other project purchasing transaction modules can be used effectively.

- The categories you create here will most likely become the options in a dropdown when you create a **Project Budget (RAB)** or a **Purchase Requisition** related to a project.

Category List

Module Guide: Category List (Project Transaction Types)

Module Location

Project > Project Purchasing > Category List

Module Objective

The **Category List** module serves as the master data hub for creating and managing a list of **Transaction Types or Project Categories**. The categories defined here (such as "FA Procurement" or "Improvement and Modification") will be used to classify various projects or purchasing activities.

1. Main View (Transaction Type List)

The main page of this module displays a list of all defined transaction types.

- **View**: This page displays all existing transaction types along with their status (active is marked with a green checkmark, inactive with a red cross).

2. Steps to Add a New Category

1. In the **Transaction Type** input box, type the name of the new category you want to add.

2. Click the **[Add]** button.

3. The new category will immediately appear in the list below with an active status.

3. Managing Categories

- **Modify**: You can change the name of an existing transaction type by clicking the edit icon (pencil) in the **Action** column.

- **Change Status**: You can activate or deactivate a category by clicking the green checkmark or red cross icon in the **Status** column.

Tips & Important Notes

- Although this menu might be called 'Category List', its function is to manage 'Transaction Types' for project purchasing.

- This is an important master data setup module for project classification and reporting. The categories created here will become selection options when creating other project documents.

Project

Module Guide: Project (Project Master)

Module Location

Project > Project Purchasing > Project

Module Objective

The **Project** module serves as the center for creating and managing the **master data** of all projects related to purchasing. This is where you define the project's scope, schedule, initial budget, and the key personnel in charge. This module supports a hierarchical structure that allows you to create a **Main Project** and a **Sub Project**.

1. Main View (Project List)

The main page of this module displays a list of all projects (both main projects and sub projects) that have been created.

View and Key Button Functions

- **View**: This page is a list of all ongoing or completed projects. You can see the **Project Code, Project Name,** its schedule, and its status.

- **Action Buttons**:

  - **[New Main Project]**: To create a new parent or main project.

- **[New Sub Project]**: To create a new sub project that is part of an existing main project.

2. Steps to Create a New Project

Step 1: Create a New Project

From the Main View, click the **[New Main Project]** button to open the **AddMainProject** form.

Step 2: Fill in Project Information

On the form that appears, fill in all the important details regarding the project:

- Provide a unique and descriptive **Project Code** and **Project Name**.
- Select the appropriate **Transaction Type** (this category is created in the Transaction List module).
- Define the **Project Owner** and **Project Coordinator**.
- Set the project schedule by filling in the **Start Date** and the **Deadline Date**.
- Enter the initial total estimated budget in the **Amount** field.
- Upload a supporting document (e.g., a proposal or project charter) via **Report File**.

Step 3: Save the Project

After all data is filled in, click the **[Save]** button to save the new project. This project will now appear in the main list.

Tips & Important Notes

- The project created here will become the basis for the creation of a more detailed **Project Budget (RAB)** document.

- Using a **Main Project and Sub Project** structure is very helpful in managing large projects by breaking them down into smaller, more manageable parts.

- This module is the primary work tool for **Project Managers and the PMO (Project Management Office)**.

Project List

Module Guide: Project List (Project Master & Lifecycle)

Module Location

Project > Project List

Module Objective

The **Project List** module serves as the center for creating, managing, and tracking the lifecycle of the company's formal projects. This is where a project is officially defined, linked to a customer, started, and closed with a formal handover.

1. Main View (Project List)

The main page of this module displays a list of all formal projects that exist in the system.

View and Key Button Functions

- **View**: This page is a list of all projects. You can see the **Project Code, Project Name, Project Manager, Project Status,** and other important information.
- **Action Buttons**:
  - **[New]**: To create a new formal project document.
  - **[Start]**: Likely used to officially change the project's status to 'started' or 'active'.

- **[Print Handover Document]**: To print the official handover document after the project is completed, which will be given to the customer.

2. Steps to Create a New Project

Step 1: Create a New Project

From the Main View, click the **[New]** button to open the **Add Project** form.

Step 2: Fill in Project Information

On the form that appears, fill in all the important details regarding the project:

- Select the **Project Type** and **Project Category**.
- Fill in the **Project Code** and **Project Name**.
- Select the **Customer** and assign the **Project Manager**.
- Define the project's **Start Date**.
- Select from **Take From** if this project is based on an existing **Project Design**.

Step 3: Save the Project

After all data is filled in, click **[Save]** or **[Next]** to save. The new project will appear in the main list and be ready for further management.

Tips & Important Notes

- This module is the center for formally managing the project lifecycle, from **initiation to closure**.

- The **[Print Handover Document]** button is a crucial feature for the **project closure** process and serves as formal proof that the project results have been handed over to the customer.

- This is the primary work module for **Project Managers and Project Administration**.

Material Requisition

Module Guide: Project Material Requisition

Module Location

Project > Material Requisition

Module Objective

The **Material Requisition** module is used to create a request document for materials or goods that will be used specifically for a project. Unlike a regular internal requisition, this request is linked directly to a specific project code, stage, and activity, which facilitates material cost tracking per project.

1. Main View (Requisition List)

The main page of this module displays a list of all project material requisition documents that have been created.

View Explanation

- **View**: This page is a history of all project material requests. You can see the **Material Requisition Code, Project Name, Stage Name,** and its status.

- **Action Buttons**:

  - **[New]**: The primary button to create a new project material requisition.

2. Steps to Create a Material Requisition

Step 1: Create a New Requisition

From the Main View, click the **[New]** button to open the **Add Requisition** form.

Step 2: Fill in Project Information

- **Project Code**: Search for and select the project that requires the material.
- **Project Stage**: Select the specific stage of that project.
- **Project Activity**: Select the specific activity where this material will be used.

Step 3: Detail the Requested Goods

In the table at the bottom, click the **[+]** icon (not visible), then search for and select the required **Item/Service Code**. Enter the requested quantity in the **Order Quantity** column.

Step 4: Submit the Requisition

After all the requested items have been filled in, click the **[Confirm]** button to save and submit your request for the next process, which is approval and purchasing.

Tips & Important Notes

- This module is the **first step in the procurement cycle for a project**.
- A request created here will become the basis for the creation of a **Purchase Requisition (SPP)** by the purchasing team.

- By linking every request to a specific project and stage, the tracking of **actual project costs against the budget (RAB)** becomes much more accurate.

Material Requisition Inbox

Module Guide: Project Material Requisition Inbox

Module Location

Project > Material Requisition > Material Requisition Inbox

Module Objective

The **Material Requisition Inbox** module serves as the approval center for all **Material Requisition** documents that have been submitted for project purposes. Every material request must be reviewed and approved here by an authorized manager (e.g., a Project Manager) before it can be processed further by the purchasing or warehouse team.

1. Main View (Requisition List)

The main page of this module is an "inbox" that displays all project material requisition documents requiring your action.

View Explanation

This page provides a summary of all requisitions that are awaiting approval.

- **Filters**: You can search for a specific document by **Material Requisition Code** or a **Date** range.

- **Requisition List**: The table below will display all documents awaiting action, with columns such as **Material Requisition**

Code, Project Name, Stage Name, and **Approval status**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Material Requisition Inbox** module to see the list of requisitions that require approval.

Step 2: Review the Requisition Details

Click on one of the rows in the table to open the detail view of that request. In the detail page, you can check all the information, such as what items are requested, their quantity, and for which project stage and activity the material will be used.

Step 3: Provide Approval

After you review the request details in Step 2, you will find a button to grant approval (e.g., an **"Approve"** button) **within that detail page**. Click the appropriate button to complete the review process.

Workflow & Integrated Business Process

1. A Material Requisition for a project is created and submitted.
2. The requisition automatically enters the queue in this **Inbox**.
3. A Project Manager reviews and approves it.
4. After approval, this requisition becomes the basis for creating a **Purchase Requisition (SPP)** if the goods need to be purchased, or becomes an **instruction for the warehouse** to prepare the goods if they are to be taken from stock.

Tips & Important Notes

- The approval process here is key to **controlling project material costs** and ensuring all requests align with the project's needs and budget (RAB).

- This module is typically accessed by a **Project Manager or Project Coordinator**.

Material Requisition Shipment

Module Guide: Material Requisition Shipment

Module Location

Project > Material Requisition > Material Requisition Shipment

Module Objective

The **Material Requisition Shipment** module is a transactional module used by the warehouse team to execute a **goods issue** based on an approved `Project Material Requisition` document. This module is used to officially record that goods have been taken from stock and delivered to the requesting project team.

1. Main View (Shipment List)

The main page of this module displays a list of all shipment documents that have been created to fulfill project material requests.

View Explanation

- **View**: This page is a history of all internal goods shipment documents. You can see the **Shipment Requisition Code**, which refers to the original **Material Requisition Code**, as well as the related project details.

- **Action Buttons**:

    - **[New]**: The primary button to create a new shipment document.

2. Steps to Perform a Goods Shipment

Step 1: Create a New Shipment Document

From the Main View, click the **[New]** button to open the **Add Shipment** form.

Step 2: Select the Requisition to be Fulfilled (Important!)

On the form that appears, in the **Material Requisition** section, search for and select the approved **Material Requisition Code** that you are going to fulfill.

Step 3: Verify and Input the Ship Quantity

1. After you select the requisition, the system will display the requested item details in the table below, including the **Order Quantity**.

2. Prepare the goods physically from the warehouse.

3. Enter the quantity you are issuing from the warehouse into the **Receive now** column (which means "quantity being shipped now").

4. Select the picking location in the **Bin Name** column.

Step 4: Confirm the Shipment

After all items and quantities are correct, click the **Confirm** button (after saving) to finalize the goods issue process. This action will reduce the stock quantity in the system.

Workflow & Integrated Business Process

- This module is the **execution step** by the warehouse, performed after a **Material Requisition** is approved in the **Material Requisition Inbox** module.
- Completing a transaction here will reduce the stock and fulfill the request made by the project team.

Tips & Important Notes

- This is a daily work module for **Warehouse Staff** who are responsible for issuing goods for internal or project needs.
- Always be sure to select the correct **Material Requisition Code** to ensure the issued goods match what was requested and approved.

Project Activity Details

Module Guide: Project Activity Tracking

Module Location

Project > Project Activity Details

Module Objective

The **Project Activity Tracking** module serves as a **dashboard** for monitoring and updating the progress of all ongoing projects. This module is used by Project Managers to track the status of each project, from the 'Not Started' stage, to 'In Progress', through to 'Completed', and to perform actions related to that progress.

1. Main View (Project Dashboard)

The main page of this module is a dashboard that displays a list of projects along with their status.

View Explanation & Filters

- **View**: This page functions as the command center for all your projects.

- **Status Filter**: Use the checkbox filters at the top to quickly screen projects by their status:

  - Not Started

  - In Progress

    - Completed.

- **Activity List**: The table below displays the list of projects along with their schedule (**Start Date, End Date**) and their current **Status**.

2. Steps to Update a Project's Status (Conceptual)

1. **Find the Project**: Use the **Project Code** filter or the status filters to find the project whose progress you want to update.

2. **Open Activity Details**: In the relevant project row, click the action icon in the **Action** column.

3. **Update Progress**: On the detail page that appears (not shown), you can change the project's **Status** (for example, from 'Not Started' to 'In Progress'), enter progress notes, or update task completion percentages.

4. **Save Changes**: Save the changes to update the project's status on the main dashboard.

Tips & Important Notes

- This module is a daily work tool for **Project Managers** to manage and report project progress to management.

- By routinely updating the status here, all **stakeholders** can see the latest progress of every project.

- This is a module for **execution and monitoring**, not a module for initial planning or creating new projects.

Project Material Return

Module Guide: Project Material Return

Module Location

Project > Project Material Return

Module Objective

The **Project Material Return** module is used to record the process of returning leftover or unused materials or goods from a project back to the warehouse. This process is crucial for ensuring the accuracy of inventory stock and for crediting the cost of unused materials back from the total project cost.

1. Main View (Return List)

The main page of this module displays a list of all goods return documents from projects that have been created.

View Explanation

- **View**: This page is a history of all project goods return documents. You can see the **Goods Return Code,** the related **Project Name,** and its status.
- **Action Buttons**:
    - **[New]**: The primary button to create a new return document.

2. Steps to Record a Goods Return

Step 1: Create a New Return Document

From the Main View, click the **[New]** button to open the **Add Return** form.

Step 2: Select the Transaction Reference (Important!)

On the form that appears, search for and select the original transaction references:

1. Select the **Project Code** from which the goods are originating.
2. Select the **Goods Shipment Requisition Code** (this is the document number from when the goods were issued from the warehouse).

Step 3: Verify and Input the Return Quantity

1. After you select the reference, the system will display the details of the items that were previously shipped to the project, including the **Quantity shipped**.
2. In the **Return Quantity** input column, enter the actual quantity of each item you are returning to the warehouse.

Step 4: Confirm the Return

After all the return quantities have been filled in, click the **[Confirm]** button to finalize the process. This action will trigger the process of adding the stock back into the warehouse.

Workflow & Integrated Business Process

- This module is the **reverse process** of the **Material Requisition Shipment**.

- After being confirmed and approved, this transaction will:
    - Add the stock quantity back to the warehouse.
    - Create a journal to credit the cost from the project, making the actual project cost calculation more accurate.

Tips & Important Notes

- Always reference the original shipment document to ensure the **traceability** of materials moving in and out of the project.
- Recording the return of leftover material is crucial for the accuracy of the **final project cost** and the accuracy of **stock data**.
- This is an important module for **Project Administrators and Warehouse Staff**.

Project Material Return Inbox

Module Guide: Project Material Return Inbox

Module Location

Project > Project Material Return > Project Material Return Inbox

Module Objective

The **Project Material Return Inbox** module serves as the approval center for all **Project Material Return** documents. Every return of leftover material from a project to the warehouse must be reviewed and approved here by authorized personnel (e.g., a Warehouse Head) before the goods are officially received back into inventory stock.

1. Main View (Return List)

The main page of this module is an "inbox" that displays all project goods return documents requiring your action.

View Explanation

This page provides a summary of all returns that are awaiting approval.

- **Filters**: You can search for a specific document by **Goods Return Code** or a **Date** range.

- **Document List**: The table below will display all documents awaiting action, with columns such as **Goods Return Code, Project Name,** and **Approval status**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Project Material Return Inbox** module to see the list of transactions that require approval.

Step 2: Review the Return Details

Click on one of the rows in the table to open the detail view of the return document. In the detail page, you can check what items are being returned, their quantity, and which project the goods came from. Compare this data with the physical goods you have received.

Step 3: Provide Approval

After you review the return details in Step 2, you will find a button to grant approval (e.g., an **"Approve"** button) **within that detail page**. Click the appropriate button to complete the review process.

Workflow & Integrated Business Process

1. A Project Material Return document is created and submitted by the project team.
2. The document automatically enters the queue in this **Inbox**.
3. A Warehouse Manager reviews, verifies the physical goods, and approves it.
4. After approval, the system will finally **add the stock quantity back to the warehouse** and **credit the cost from the respective project**.

Tips & Important Notes

- The approval process here is the **final verification** that the goods returned from the project are correct and have been physically received by the warehouse.

- This is an important control step to ensure the accuracy of both **stock and project cost calculations**.

- This module is typically accessed by a **Warehouse Head or Inventory Administrator**.

Project Activity Completion

Module Guide: Project Activity Completion (Activity Completion & Costing)

Module Location

Project > Project Activity Completion

Module Objective

The **Project Activity Completion** module is a transactional module used to record the completion of a project stage or activity. More importantly, this module is used to record the realization or **actual cost** of all resources consumed to complete that activity, including **labor, materials, asset usage, and other costs**.

1. Main View (Completed Activity List)

The main page of this module displays a list of all project activity completion documents that have been created.

View Explanation

- **View**: This page is a history of all project activities whose completion has been recorded.
- **Action Buttons**:
    - **[New]**: The primary button to create a new activity completion document.

2. Steps to Record Activity Completion

Step 1: Create a New Document

From the Main View, click the **[New]** button to open the **Add Completion** form.

Step 2: Select the Project Activity

On the form that appears, select the **Project Code, Stage Name,** and **Activity Name** that has been completed.

Step 3: Record Cost Realization (Important!)

In the **Resource List** section, record all actual costs incurred during the activity's execution:

- **People**: Add labor data (employees/teams) involved, along with their costs.

- **Asset**: Record the usage of assets (e.g., machine hours) for this activity.

- **Miscellaneous**: Record other relevant miscellaneous costs.

- **Item/Service Usage**: This section will display the materials that have been issued from the warehouse for this activity, with the data originating from the **Project Material Requisition**.

Step 4: Confirm Completion

After all actual costs are recorded, click the **[Confirm]** button. This action will officially charge these costs to the project and mark the activity as complete.

Workflow & Integrated Business Process

- This module is the point where **actual costs are recorded against the project budget**.

- The data you input here will become the main source for the **'Realization' or 'Actual'** column in the **Project Realization (Budget vs. Actuals) Report**.

Tips & Important Notes

- Disciplined recording in this module is the **key to effective project cost control**.

- Ensure all resources used (people's time, materials, etc.) are recorded accurately so that the project's profitability calculation is valid.

- This is the primary work module for **Project Coordinators and Project Managers**.

Project Activity Completion Inbox

Module Guide: Project Activity Completion Inbox

Module Location

Project > Project Activity Completion > Project Activity Completion Inbox

Module Objective

The **Project Activity Completion Inbox** module serves as the approval center for all **Project Activity Completion** documents. Every activity completion report, which contains the actual cost realization, must be reviewed and approved here by an authorized manager before those costs are officially charged to the project.

1. Main View (Document List)

The main page of this module is an "inbox" that displays all activity completion documents requiring your action.

View Explanation

This page provides a summary of all activities that have been completed and are awaiting approval.

- **Filters**: You can search for a specific document by **Project Activity Completion Number** or a **Date** range.

- **Document List**: The table below will display all documents awaiting action, with columns such as **Project Activity**

Completion Number, Project Name, Stage Name, and **Approval**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Project Activity Completion Inbox** module to see the list of activities that require approval.

Step 2: Review the Cost Realization

Click on one of the rows in the table to open the detail view of the completion document. In the detail page, you can check all the details of the actual costs that have been reported (labor, materials, assets, etc.) for the completed activity.

Step 3: Provide Approval

After you review the cost details in Step 2, you will find a button to grant approval (e.g., an **"Approve"** button) **within that detail page**. Click the appropriate button to complete the review process.

Workflow & Integrated Business Process

1. A Project Activity Completion document is created and submitted.
2. The document automatically enters the queue in this **Inbox**.
3. A Project Manager reviews and approves it.
4. After approval, those **actual costs are officially charged to the project** and will appear in the **Project Realization**

(Budget vs. Actuals) Report.

Tips & Important Notes

- The approval here is the **final verification** of the costs that have been incurred in a project activity; it is a key step in the **cost control cycle**.

- This module is typically accessed by a **Project Manager or Project Controller**.

Project Delivery Order

Module Guide: Project Delivery Order

Module Location

Project > Project Delivery Order

Module Objective

The **Project Delivery Order** module is used to create a goods shipment document (Delivery Order) that is specifically intended for a project. Unlike a regular sales Delivery Order, this document references a **Project Activity Completion** document to ensure the shipped goods match the needs of the project activity that has been recorded.

1. Main View (Delivery Order List)

The main page of this module displays a list of all Project Delivery Order documents that have been created.

View Explanation

- **View**: This page is a history of all Project Delivery Orders. You can see the **Delivery Order No.,** the reference **Project Activity Completion Number Status,** and the related **Project Name**.
- **Action Buttons**:
  - **[Create Delivery Order]**: The primary button to create a new Project Delivery Order.

2. Steps to Create a Project Delivery Order

Step 1: Create a New Document

From the Main View, click the **[Create Delivery Order]** button to open the **Add Delivery Order** form.

Step 2: Select the Reference (Important!)

On the form that appears, search for and select the **Project Activity Completion Number**. This is the document that records the actual goods requirement for a project activity.

Step 3: Fill in Shipment Details

1. After you select the reference, the system will automatically load the customer details and the list of required items into the table below.
2. In the **Receive now** column, enter the quantity you are physically shipping.
3. Select the picking **Warehouse** and **Bin Name** (if needed).
4. Fill in logistics details such as the **Vehicle Number**.

Step 4: Confirm the Shipment

After all data is filled in, click the **[Confirm]** button. This action will finalize the Delivery Order and officially reduce the stock quantity from your warehouse.

Tips & Important Notes

- This module ensures that the goods shipped for a project match what was recorded as the **actual need** at the time of activity completion.

- This is a goods shipment execution step that is directly tied to the management of **project progress and cost**.

- This module is typically used by **Project Administrators or Warehouse Staff** who handle project logistics.

Project Delivery Order Inbox

Module Guide: Project Delivery Order Inbox

Module Location

Project > Project Delivery Order > Project Delivery Order Inbox

Module Objective

The **Project Delivery Order Inbox** module serves as the approval center for all **Project Delivery Order** documents. Every goods shipment document for project purposes must be reviewed and approved here by an authorized manager before the shipment is officially authorized and the stock is issued from the system.

1. Main View (Delivery Order List)

The main page of this module is an "inbox" that displays all Project Delivery Order documents requiring your action.

View Explanation

This page provides a summary of all project shipments that are awaiting approval.

- **Filters**: You can search for a specific document by **Delivery Order Number** or a **Date** range.
- **Document List**: The table below will display all documents awaiting action, with columns such as **Delivery Order Number,** the reference **Project Activity Completion Number, Project Name,** and **Approval Status**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Project Delivery Order Inbox** module to see the list of shipments that require approval.

Step 2: Review the Shipment Details

Click on one of the rows in the table to open the detail view of that Delivery Order. In the detail page, you can check all the information, such as what items will be shipped, their quantity, and for which project and activity the goods are intended.

Step 3: Provide Approval

After you review the Delivery Order details in Step 2, you will find a button to grant approval (e.g., an **"Approve"** button) **within that detail page**. Click the appropriate button to complete the review process.

Workflow & Integrated Business Process

1. A Project Delivery Order document is created and submitted.
2. The document automatically enters the queue in this **Inbox**.
3. A manager reviews and approves it.
4. After approval, the **stock is finally reduced** from inventory, and the **warehouse team gets the authorization** to perform the physical shipment.

Tips & Important Notes

- The approval here is the **final authorization** before the goods are physically and from an accounting perspective issued from the warehouse for project purposes.

- This module is typically accessed by a **Project Manager or Logistics Manager**.

Project Invoice

Module Guide: Project Invoice

Module Location

Project > Project Invoice

Module Objective

The **Project Invoice** module is used to create a billing document or invoice for a customer based on the progress or stages of a project that have been completed. This module is the bridge between the completion of project work and the accounts receivable billing cycle.

1. Main View (Project Invoice List)

The main page of this module displays a list of all project invoices that have been created.

View Explanation

- **View**: This page is a history of all project invoices. You can see the **Invoice No.,** the related **Sales Order Number,** the **Customer Name,** and the payment **Status**.
- **Action Buttons**:
  - **[New]** or **[New Direct]**: The primary button to create a new project invoice.

2. Steps to Create a Project Invoice

Step 1: Create a New Invoice

From the Main View, click the **[New]** or **[New Direct]** button to open the **Add Project Invoice** form.

Step 2: Select the Project Sales Order

On the form that appears, the first and most important step is to select the **Project Sales Order Number** to be billed. After you select the Project SO, the system will automatically load the customer details and the project stages contained within that SO.

Step 3: Select the Stage to be Billed

In the table at the bottom, a list of project stages will appear. Select the stage (milestone) that is complete and that you will be billing the customer for at this time.

Step 4: Fill in Invoice Details

Fill in other necessary information, such as the **Invoice Date** and the **Due Date**.

Step 5: Confirm the Invoice

After all details are filled in and the stage to be billed has been selected, click the **Confirm** button. This action will officially create the invoice document and record a receivable in the accounting system.

Tips & Important Notes

- This module ensures that billing to the customer aligns with the progress and contract value that was agreed upon in the **Project Sales Order**.
- An invoice created here will appear in the accounts receivable reports and will be settled via the payment receipt

modules in Finance.

- This is an important module for **Project Administration and the Finance Department (AR)**.

Void Project Invoice

Module Guide: Void Project Invoice

Module Location

Project > Void Project Invoice

Module Objective

The **Void Project Invoice** module is a correction tool used to **void** a Project Invoice document that was created in error (e.g., wrong value, wrong stage, or wrong customer). This process does not delete the invoice, but rather creates a reversing transaction to neutralize its accounting impact and maintain the integrity of the audit trail.

1. Main View (Project Invoice List)

The main page of this module displays a list of active project invoices that can be voided.

View and Function Explanation

- **View**: This page is for finding and selecting the project invoice to be voided. You can see the **Invoice No., Invoice Date, Customer Name,** and payment **Status**.

- **Filters**: Use the **Invoice No.** filter or a **Date** range to find the invoice you want to void.

- **Action Buttons**:

- **[Cancel]**: The primary button to run the voiding process on a selected invoice.

2. Steps to Void a Project Invoice

1. **Find the Invoice**: Use the available filters to find the project invoice you want to void.

2. **Select the Invoice**: Select the invoice to be voided by checking the box in the leftmost column of the corresponding row.

3. **Run the Voiding Process**: Click the **[Cancel]** button in the bottom-left section of the page. The system will likely ask for your confirmation before proceeding.

3. Process Results

After a project invoice is voided, the system will:

1. Automatically create a **reversing journal** to neutralize the receivable record from the original invoice.

2. **Re-open the status of the stage (milestone)** on the related **Project Sales Order**, so that the stage is ready to be billed again correctly.

Tips & Important Notes

- Ensure you have sufficient authorization before voiding an invoice, as this action will affect the company's receivable records.

- This is an important control module for the **Finance Department (AR) and Project Administration** to ensure billing accuracy.

Transaction Journal

Report Module Guide: Project Transaction Journal

Module Location

Project > Transaction Journal

Module Objective

The **Transaction Journal** module within the Project menu is a reporting center that is used to display, search for, and audit all accounting journal entries that are specifically related to project activities. This module allows you to trace all the financial impacts of every transaction charged to a project.

1. Main View (Project Transaction Report Center)

The main page of this module is an interactive report that displays all journal entries relevant to projects.

Advanced Filter Functions

You can use various advanced filters to search for specific transactions:

- **Project**: This is the key filter. Use it to select a specific project and see all of its related transactions.
- **Date**: Specify a date range to see journals in a particular period.

- **Chart of Accounts**: Filter to see transactions that only affect a specific account (e.g., a Project Cost account).

- **Project Tab**: When accessed from the Project menu, this report will highlight the **Project** tab to display relevant transactions by default.

2. Types of Project Transactions Displayed

This module will display all journal entries generated from activities in the Project Module, such as:

- **Project Cost Journal**: Entries created from the **Project Activity Completion** module when recording actual costs (labor, materials, etc.).

- **Project Revenue/Receivable Journal**: Entries created when you issue a **Project Invoice** to a customer.

- **Project Procurement Journal**: Entries related to the purchase of goods or services specifically charged to a project.

3. Steps to Generate the Report

1. **Set Filters**: Use the available filters, especially the **Project** filter and the **Date** range, to screen for the journals you wish to see.

2. **Display Results**: Click the **[Search]** button. The results will appear in the table below.

3. **Export or Print**: Use the **[Export to MS Excel]** or **[Print]** buttons to generate a report output.

Tips & Important Notes

- This module is the most important **audit and traceability tool** for **Project Controllers and Project Managers**.

- Use the **Project** filter to see all the financial impacts of one specific project in a single, centralized report.

- This is a **read-only module** that summarizes all the accounting impacts of all activities throughout the Project Module.

Project Goods Usage Report

Report Module Guide: Project Budget vs. Realization Graph

Module Location

Project > Reports > Project Goods Usage Report

Module Objective

This report module is used to present a visual comparison in the form of a bar chart between the total **Project Budget (Projection)** and the total **Actual Cost (Realization)**. This report provides a high-level overview of the project budget absorption performance, month by month, within a single year.

1. Report Parameters (Conceptual)

To generate this graph, you usually only need to select the **Year** from the dropdown available in the top-left corner of the report.

2. Steps to Generate the Report

1. Open the report module.
2. Select the year you wish to analyze.
3. The system will automatically display the comparison graph for that year.

3. Reading the Report (Graph)

The generated report is a bar chart that compares the budget and realization on a monthly basis.

- **Blue Bar (Projection)**: Represents the total planned budget for all projects in that month.
- **Red Bar (Realization)**: Represents the total actual costs that have been incurred and charged to all projects in that month.

How to Analyze: By comparing the height of the two bars each month, management can quickly see:

- Which months had the highest project activity (largest budget).
- Whether budget absorption is proceeding as planned (is the red bar close to the blue bar).
- The potential for **under-spending** (red bar is much lower) or **over-spending** (red bar is higher).

Tips & Important Notes

- This is a **high-level visual report** that is very effective for presentations to **Executive Management**.
- This graph is a summary of all data recorded in the **Project Budget (RAB)** module (for the Projection data) and the **Project Activity Completion** module (for the Realization data).
- Use this report for evaluating the performance of project budget absorption on a monthly, company-wide scale.

Project List Report

Report Module Guide: Project List Report

Module Location

Project > Reports > Project List

Module Objective

The **Project List Report** module is used to generate a summary report of all projects registered in the system. This report provides a general overview of all projects, their status, the responsible manager, and the related customer.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Here is an explanation for each parameter:

- **Project Status**:
    - Filter the report by the current project status (e.g., 'Active', 'Completed', 'Canceled').
- **Customer Name**:
    - Select a specific customer to see all projects related to them, or select 'All'.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the **Project Status** or **Customer Name** filters that you need.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the project list report directly on your screen.
- **[Export to MS Excel]**: To download the report data in an Excel file format.

3. Reading the Report (Report Content)

The generated report is a list of all projects that match your filters.

This report displays important details such as:

- **Project Code** and **Project Name**.
- The responsible **Project Manager**.
- The related **Customer Name**.
- **Start Date** and **End Date**.
- The current **Project Status**.

Tips & Important Notes

- This report is a recapitulation of the master data created in the **Project List** module.

- Use this report to get an overview of the company's **project portfolio**.

- This is a useful report for **Top Management and the PMO (Project Management Office)** to monitor all ongoing projects.

Project Budget Plan

Report Module Guide: Project Budget Report (RAB Report)

Module Location

Project > Reports > Project Budget Plan

Module Objective

The **Project Budget Report** module is used to display a list of all **Project Budget (RAB)** documents that have been created for each project. This module acts as a report center for viewing and re-accessing the details of approved budgets.

1. Main View (Project Budget List)

The main page of this module is a list of all RAB documents in the system.

View and Usage Explanation

- **View**: This page displays a list of all RAB documents, which can be searched by **Project Code**.
- **How to Use**:
  1. Use the **Project Code** filter to search for the RAB of a specific project.
  2. Click the **[Search]** button.

3. After the list appears, click on the relevant row to open and view the details of that project's budget.

Tips & Important Notes

- This report is a recapitulation of the data created in the **Project Budget (RAB)** module.
- Use this module as a quick access point to review the approved budget for each project.
- This is an important reference report for **Project Managers and Project Controllers**.

Project Report

Report Module Guide: Main Project Report

Module Location

Project > Reports > Project Report

Module Objective

The **Project Report** module is the main summary report used to display a list of all projects along with their financial summary (**Budget vs. Realization**). This report provides a high-level view of the status and financial health of the company's entire project portfolio.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Here is an explanation for each parameter:

- **Report Type**: Select the report format, for example, **SUMMARY**.
- **Project Period**: Specify the **Year** and the **Up to** date for which the report will be pulled.
- **Advanced Filters**: You can further filter the report by **Cost Center, Project Owner, Project Coordinator,** or **Project Status**.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the **Report Type** and the **Project Period** you wish to analyze.

Step 2: Generate the Report

After all parameters are set, click the **[Display Report]** button.

3. Reading the Report (Report Content)

The generated report is a complete list of all projects that match your filters, along with their cost summary.

Financial Summary

At the top of the report, you will see a summary of totals:

- **RAB**: The total budget from all displayed projects.
- **REALIZATION**: The total actual costs that have been incurred.
- **PENDING**: The total costs that are still pending (for example, from POs that have not yet been received).

Project Detail

The main table displays each project in a single row, with details like **Main Project Code, Main Project Name, Start Date, Deadline Date,** and its status.

Report Features: This report is interactive. You can search for a specific project or export the data to other formats like Excel or PDF using the buttons in the top-right corner.

Tips & Important Notes

- This report is the **main dashboard** for **Top Management and the PMO (Project Management Office)** to monitor the financial health of all projects simultaneously.

- Use this report for monthly or quarterly evaluations of the project portfolio's budget performance.