Budget Matrix

Module Guide: Budget Matrix

Module Location

Settings > Budget Settings > Budget Matrix

Module Purpose

The **Budget Matrix** module is used to define the basic structure or framework of a budget set. This module determines the primary dimension that will be used to allocate and monitor the budget: whether it is based on **Account** (Chart of Accounts - COA), **Cost/Profit Center** (CCPC), or **Project**. This setting is a fundamental step before any budget figures can be entered.?

1. Main View (List of Budget Matrices)

The main page displays a list of all budget structures/matrices that have been defined.

View Explanation

- **Filter**: Allows searching for a specific matrix by **Budget Matrix Code**.
- **Budget Matrix Table**:
  - **Budget Matrix Code**: A unique code for each matrix.
  - **Budget Matrix**: A descriptive name for the budget structure.

- **Matrix-on**: Shows the selected dimension (COA, CCPC, or Project).
- **Active?**: Indicates whether the matrix is active and can be used.

- Currently, the table shows "NO DATA," which means no budget matrices have been created yet.
- **Action Buttons**:
  - **New**: A button to open the form and create a new budget matrix.

2. Add Budget Matrix Page

This form is used to define a new budget structure.

View Explanation

- **Budget Matrix Code & Budget Matrix**: Fields for a unique code and a descriptive name (e.g., "Budget by Department").
- **Matrix**: A radio button selection that is the core of this module. The user must choose one:
  - **COA**: The budget will be entered and monitored for each account in the Chart of Accounts (e.g., budget for "Salary Expense," "Advertising Expense," etc.).
  - **CCPC**: The budget will be entered and monitored for each cost/profit center (e.g., budget for the "Marketing Department," "Production Department").

    - **Project**: The budget will be entered and monitored for each project (e.g., budget for the "New Warehouse Construction Project").

- **Description**: A field for additional notes or explanations.
- **Active**: A checkbox to activate or deactivate this matrix.
- **Action Buttons**: **Save**, **Reset**, and **Cancel**.

3. Steps to Create a New Budget Matrix

- From the main page, click the **New** button.
- Fill in the **Budget Matrix Code** and **Budget Matrix** (name).
- Select the desired **Matrix** dimension: **COA**, **CCPC**, or **Project** . This is the most crucial choice.
- Ensure the **Active** box is checked.
- Click **Save**.

4. Integrated Workflow & Business Process

- **Determining Input Structure**: The matrix created here determines what the budget input screen will look like in the next module. If you create a "Budget by Department" matrix with the **CCPC** dimension, then when you input the budget for this version and matrix, the system will display a list of all departments (CCPCs) for you to fill in the figures.

- **Basis for Budget Control**: This choice of dimension will become the basis for all budget control reports. Management can monitor actual expenses against the budget per account, per department, or per project, depending on the matrix used. ?

- **Prerequisite**: Creating at least one Budget Matrix is a mandatory step before the company can begin entering detailed budget figures into the system.

5. Tips & Important Notes

- Think carefully about how your company wants to manage and control its budget before creating a matrix. Is account-based control sufficient, or do you need more detailed control per department or project?

- The naming of the matrix should be clear and reflect its dimension (e.g., "Expense Budget by Account," "Departmental Budget," "Project XYZ Budget").

- This module is a conceptual step that defines **what** will be budgeted, before other modules are used to define **how much** the budget is.

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