# Budget Period

## Module Guide: Budget Period

### Module Location

Settings > Budget Settings > Budget Period

### Module Purpose

The **Budget Period** module is used to define and manage the specific calendar or schedule of a budget set. After a budget "Version" and "Matrix" have been created, this module allows the user to break down the annual budget into smaller periods (e.g., Monthly, Quarterly) and set the exact date range for each of those periods.?

## 1. Main View (List of Budget Periods)

The main page displays a list of all budget period schedules that have been created.

### View Explanation

- **Filter**: Allows searching by **Budget Period Code**.
- **Budget Period Table**:
  - **Budget Period Code**: A unique code for each period schedule.
  - **Period Name**: A descriptive name (e.g., "Monthly Budget 2025").

    - **Version**: The budget version associated with this period.
    - **Section**: Likely refers to the Budget Matrix (dimension) being used.
    - **Start Date & End Date**: The overall time range for this period schedule.
    - **Active?**: The active status of the period.
- Currently, the table shows "NO DATA," indicating no budget periods have been defined yet.
- **Action Buttons**:
    - **New**: A button to open the form and create a new budget period schedule.

# 2. Add Budget Period Page

This form is used to define the details of a budget period schedule.

# View Explanation

- **Budget Period Code & Period Name**: Unique code and descriptive name for the period schedule.
- **Description**: Additional notes.
- **Budget Type**: A dropdown to select the **Budget Version** to be scheduled.

- **Budget Category**: A dropdown to select the **Budget Matrix** (structure/dimension) to be used.
- **Period**: Defines the overall date range for this budget schedule (e.g., January 1, 2025 - December 31, 2025).
- **Active**: A checkbox to activate this period schedule.
- **Action Buttons**: **Save**, **Reset**, and **Cancel**.

# 3. Steps to Create a Budget Period

- Ensure you have already created at least one **Budget Version** and one **Budget Matrix**.
- From the main page of the Budget Period module, click **New**.
- Fill in the **Budget Period Code** and **Period Name**.
- Select the **Budget Type** (version) and **Budget Category** (matrix) from the dropdowns.
- Define the overall **Period** range.
- Check **Active** and click **Save**.

# 4. Integrated Workflow & Business Process

- **Connecting Version and Structure**: This module effectively connects "what" is being budgeted (from the **Budget Matrix**) with "when" and "which version" of the budget it is (from the **Budget Version**).?

- **Opening Budget Input**: Once a Budget Period is created, the system will automatically create input "slots" or rows for each small period within it (e.g., 12 slots for 12 months). This will be visible in the budget input module (likely named "Budget" or "Budget Input"), where users can finally enter the monetary figures for each account/department/project on a monthly basis.

- **Basis for Temporal Reporting**: The period definitions here become the basis for all time-based variance analysis reports. The system will know to compare March's actual results with the budget figures entered for the March period.?

# 5. Tips & Important Notes

- This module is the bridge between conceptual planning (creating versions and matrices) and execution (inputting budget figures).

- The naming of the period should be clear, combining version and matrix information if possible (e.g., "Monthly Budget 2025 by Department").

- This is the final setup step before the team can begin entering budget values into the system.

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