

# Budget Plan

## Detailed Module Guide: Budget Plan

### Module Location

General Ledger > Budget > Budget Plan

### Module Objective

The **Budget Plan** module serves as a platform for each department to submit a proposed expense budget for a specific period. Here, each **Cost Center** can detail its budget needs per expense account, which will then go through a review and approval process by management or the finance department.

## 1. Main View (Budget Plan List)

When you open the module, you will be greeted with the main view, which contains a list of all the Budget Plan documents that have been created.

Budget   Plan   Request											
Budget Code		Any Part of Field		NONE							
Search		Show All									
Date From		1 July 2025		Date To		31 July 2025		Search		Document Filter Status	
										Approval Filter Status	
											Page : 1 Of 2
No.	Budget Type	Budget Code	Date	Memo	Cost Center	Budget Period	Currency	Amount	Status	Approval	
1.	Initial	BPR2012507-0000189	27-Jul-2025	BUDGET DEPT. ACCOUNTING (UNIMOS) AGUSTUS 2025	ACCOUNTING	2025	IDR	1,120,883,546.00			
2.	Initial	BPR2012507-0000188	26-Jul-2025	Electrical & Gas Budget based on Tonnage Demand	MANUFACTURING BUSINESS DEVELOPMENT	2025	IDR	336,581,638.00			
3.	Initial	BPR2012507-0000187	26-Jul-2025	BUDGET PLAN AGUSTUS 2025 DEPT QA PT. UNIMOS	QUALITY ASSURANCE	2025	IDR	151,460,813.00			
4.	Initial	BPR2012507-0000186	26-Jul-2025	BUDGET PLAN SHK UNIMOS AGS 25	SANITATION HOUSEKEEPING	2025	IDR	31,300,585.00			
5.	Initial	BPR2012507-0000185	26-Jul-2025	BUDGET FINANCE UNIMOS AGUSTUS 2025	FINANCE	2025	IDR	949,190,607.00			
6.	Initial	BPR2012507-0000184	26-Jul-2025	Budget MTC Agustus 2025	MAINTENANCE	2025	IDR	577,402,519.00			
7.	Initial	BPR2012507-0000183	26-Jul-2025	BUDGET UTILITY AGUSTUS 2025	UTILITY	2025	IDR	31,575,000.00			
8.	Initial	BPR2012507-0000182	25-Jul-2025	BUDGET PLAN MANAGEMENT PT UNIMOS AGUSTUS 2025	MANAGEMENT	2025	IDR	256,080,000.00			
9.	Initial	BPR2012507-0000181	25-Jul-2025	BUDGET SALARY FINANCE AGUSTUS 2025	FINANCE	2025	IDR	19,770,337.00			
10.	Initial	BPR2012507-0000180	25-Jul-2025	Budget Prod. Plan Agustus 2025.	PRODUCTION PLANNING	2025	IDR	3,024,316,560.00			
11.	Initial	BPR2012507-0000179	25-Jul-2025	Rencana budget WHS Unimos Agustus 2025	WAREHOUSE	2025	IDR	161,834,045.00			
12.	Initial	BPR2012507-0000178	25-Jul-2025	BUDGET PLAN AGUSTUS 2025 DEPARTEMEN PnL	PERSONALIA AND LEGAL	2025	IDR	223,715,539.00			
13.	Initial	BPR2012507-0000177	25-Jul-2025	BUGDET PROC - JULI 2025	PROCUREMENT	2025	IDR	13,288,000.00			
14.	Initial	BPR2012507-0000176	25-Jul-2025	BUDGET PLAN PROD UMS OPEX & INCLUSION AGUSTUS 2025	GMP OPERATION WAFER	2025	IDR	340,790,825.00			
15.	Initial	BPR2012507-0000175	25-Jul-2025	BUDGET PLAN PROD UMS OPEX & INCLUSION AGUSTUS 2025	GMP OPERATION BISCUIT	2025	IDR	31,265,221.00			
16.	Initial	BPR2012507-0000174	25-Jul-2025	BUDGET PLAN AGUSTUS 2025 dept CPC	COST PLANNING CONTROL	2025	IDR	11,692,000.00			
17.	Initial	BPR2012507-0000173	25-Jul-2025	Budget dept BNA bulan Agustus 2025	BRAND ACTIVITY	2025	IDR	65,000,000.00			
18.	Initial	BPR2012507-0000172	24-Jul-2025	Initial Agustus 2025	MANAGEMENT INFORMATION SYSTEM	2025	IDR	22,680,519.00			
19.	Initial	BPR2012507-0000171	24-Jul-2025	BUDGET PLAN DEPT GA AGUSTUS 2025	GENERAL AFFAIR	2025	IDR	85,045,600.00			
20.	Initial	BPR2012507-0000170	24-Jul-2025	Budget Plan Agustus 2025	TRAINING ASSESSMENT CENTER	2025	IDR	18,950,000.00			

## View Explanation

This view provides a summary of budget proposals from various departments.

- **Date Filter:** You can filter documents based on a submission date range by filling in the **Start Date** and **End Date**, then clicking **Search**.

Date From  Date To

- **Budget List:** The table below displays the details of each submission.

## Column Explanations

- **Budget Type:** The type of budget being proposed, for example, "Initial".
- **Budget Code:** A unique code automatically generated by the system for each submission document.
- **Date:** The date the submission document was created.
- **Memo:** A note or brief description of the budget's purpose, for instance, "BUDGET DEPT. ACCOUNTING (UNIMOS) AUGUST 2025".
- **Cost Center:** The department or unit submitting and intended to use the budget, for example, "ACCOUNTING", "FINANCE", "WAREHOUSE".
- **Budget Period:** The year of the proposed budget period, for example, "2025".
- **Amount:** The total nominal value of the budget proposed in the document.
- **Status & Approval:** This column shows the current status of the document (e.g., awaiting approval) and icons indicating whether the plan has been approved, rejected, or is still in process.


## Button Functions

- **New:** The primary button to create a new Budget Plan document.

## 2. Steps to Create a New Budget Plan

Here is a step-by-step guide to submitting a Budget Plan.

### Step 1: Click the "New" Button

From the main view, click the **New** button  located in the bottom-left section to open a new submission form.

### Step 2: Fill in the Header Information (General Information)

Once the form opens, fill in the general information in the upper section:

- **Journal Date:** Fill in the submission date of the budget plan. By default, it will be filled with today's date (July 28, 2025).

Journal Date \*

: 29 July 2025

- **Memo:** Provide a clear and concise description of this budget proposal, for example: "Operational Expense Budget for HRD Quarter 3 2025".

Memo

:

A large, empty rectangular text input field for entering a memo. A small box with the number '50' is located at the bottom right corner of the field.

- **Cost Center:** Select your department from the available dropdown list.

Cost Center

: UMS.04.1 - MANAGEMENT INFORMATION SYSTEM ▼

- **Budget Type:** Choose the appropriate budget type.

Cost Center : UMS.04.1 - MANAGEMENT INFORMATION SYSTEM ▼

- **Budget Period:** Select the budget period year, for example, 2025.

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- **Data Upload:** If you have supporting data in a file format (e.g., a detailed Excel file), you can upload it here.

File Upload \* : Choose File No file chosen

**Step 3: Fill in the Budget Details** In the table section below, detail each budget item one by one:

- **Account ID:** Enter the expense account code to be budgeted (e.g., account for office supplies, business travel expenses, etc.). The system will automatically display the **Account**

Acc ID	Acc Name
<input type="text"/>	<input type="text"/>

Name.  (D)

- **Budget Month:** Select the allocation month for the expense (e.g., July).

Budget Month

July ▼

- **Amount (2025):** Enter the nominal value or budget amount for that account in the selected month.

**Amount  
(2025)**

Rp.0.00

- **Description:** Provide additional details if needed to clarify the budget item.

**Description**

- To add a new row, click the + icon. [\[+\]](#) [\[-\]](#)

## Step 4: Saving and Confirmation

After all data has been entered correctly, use the buttons in the bottom-left section:

- **Save:** Click this button to save the submission as a draft. You can still edit it later. A document that is only saved has not been sent for the approval process.
- **Confirm:** Click this button if the data is final and ready to be submitted. A confirmed document will enter the approval workflow and usually cannot be changed anymore.
- **Back:** To cancel the entry and return to the main view.

## Tips & Important Notes

- Ensure you have coordinated with the **Accounting** team to get the correct list of **Account IDs** to avoid errors in budgeting.
- Use the **Memo** field with a clear naming standard (e.g., "Budget Marketing Event August 2025") to make it easy to search for and identify.
- After clicking **Confirm**, always monitor the status of your submission through the **Status** and **Approval** columns on the main view.

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