Budget Plan

Detailed Module Guide: Budget Plan

Module Location

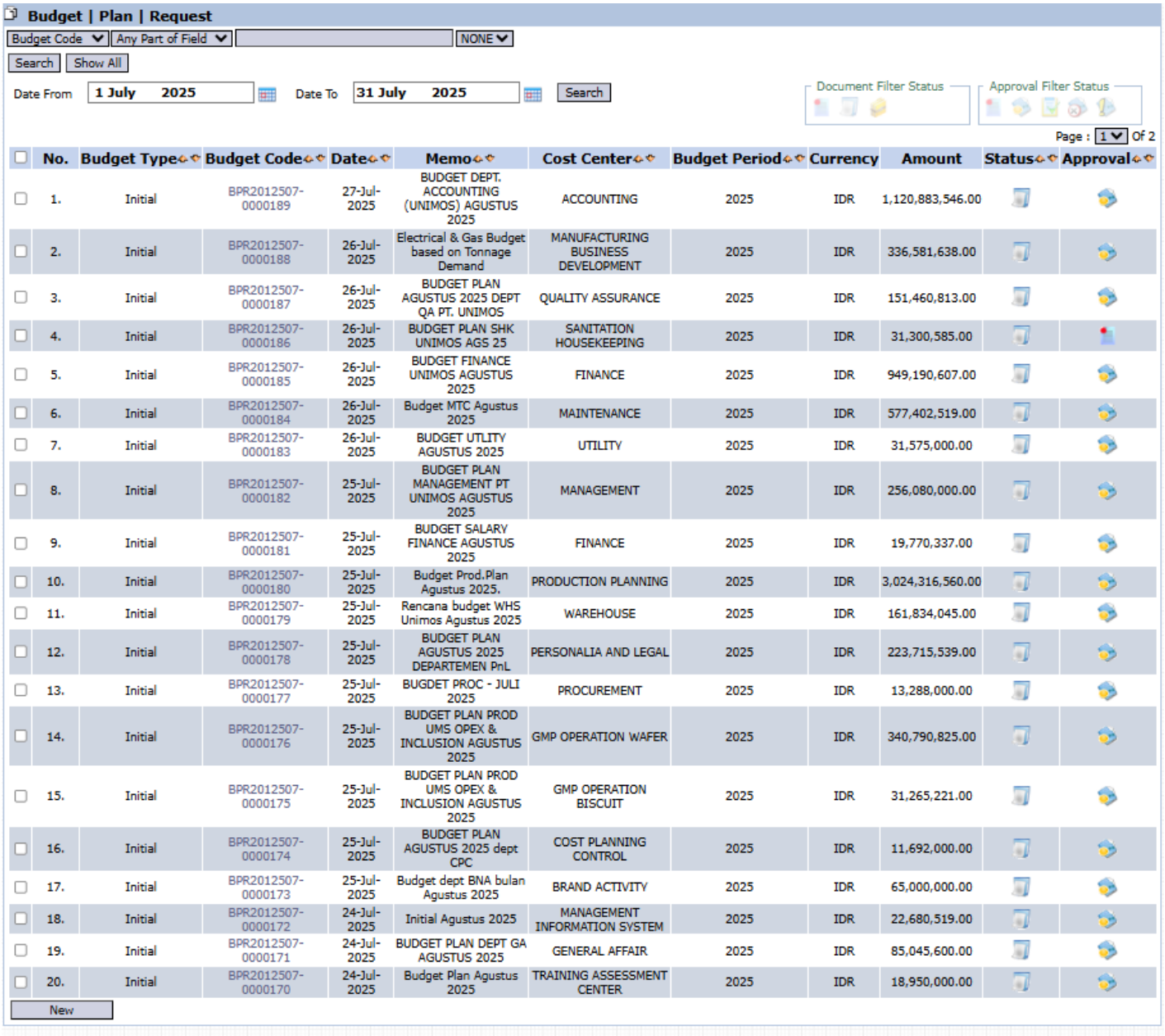
General Ledger > Budget > Budget Plan

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)

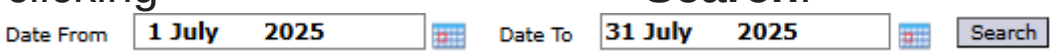
When you open the module, you will be greeted with the main view, which contains a list of all the Budget Plan documents that have been created.



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**.



- **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:

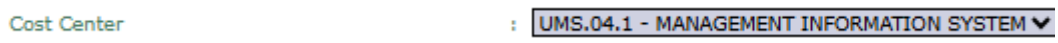
- **Journal Date:** Fill in the submission date of the budget plan. By default, it will be filled with today's date (July 28, 2025).



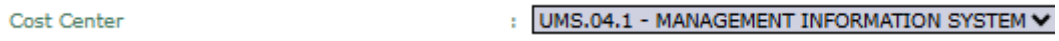
- **Memo:** Provide a clear and concise description of this budget proposal, for example: "Operational Expense Budget for HRD Quarter 3 2025".



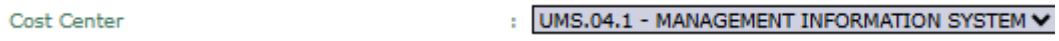
- **Cost Center:** Select your department from the available dropdown list.



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



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

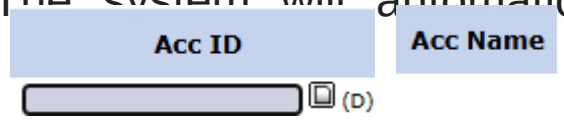


- **Data Upload:** If you have supporting data in a file format (e.g., a detailed Excel file), you can upload it here.

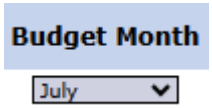


Step 3: Fill in the Budget Details In the table section below, detail each budget item one by one:

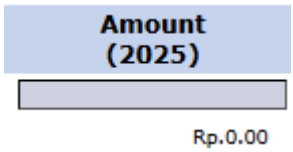
- **Account ID:** Enter the expense account code to be budgeted (e.g., account for office supplies, business travel expenses, etc.). The system will automatically display the **Account Name**.



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



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



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



- 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. Save

- **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. Confirm

- **Back:** To cancel the entry and return to the main view. Back

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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