

# Budget Vs Actual

## Report Module Guide: Budget VS Actual (Matrix View)

### Module Location

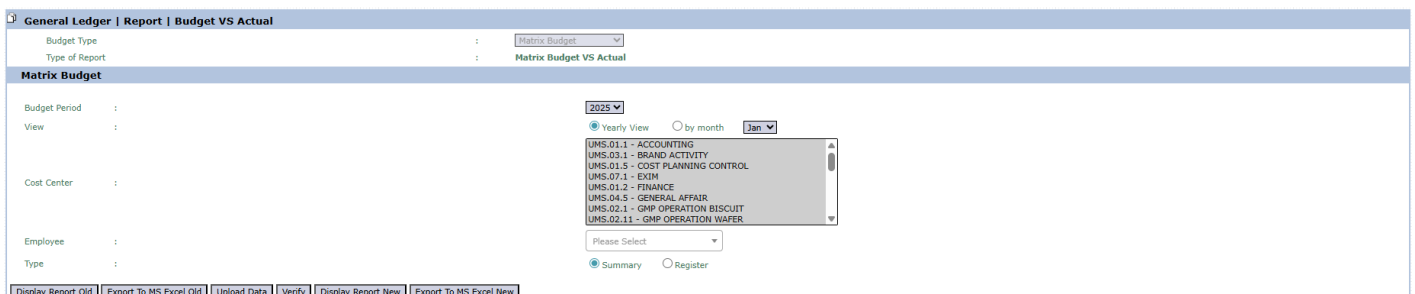
General Ledger > Report > Budget VS Actual

### Module Objective

The **Budget VS Actual** report module is used to generate a comparative report between the **Budget** and the **Actual** realization in a Matrix format. The matrix view is highly effective for analyzing and comparing the performance of multiple departments (Cost Centers) simultaneously within a single period, both on a yearly and monthly basis.

## 1. Report Parameters (Matrix Budget)

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



The screenshot shows the 'General Ledger | Report | Budget VS Actual' form. It includes the following fields and options:

- Budget Type:** Matrix Budget
- Type of Report:** Matrix Budget VS Actual
- Matrix Budget** (Section Header)
- Budget Period:** 2025
- View:** Yearly View (selected) or by month (Jan)
- Cost Center:** A dropdown menu with the following options: UMS.01.1 - ACCOUNTING, UMS.03.1 - BRAND ACTIVITY, UMS.01.5 - COST PLANNING CONTROL, UMS.07.1 - EXIM, UMS.01.2 - FINANCE, UMS.04.5 - GENERAL AFFAIR, UMS.02.1 - GMP OPERATION BISCUIT, UMS.02.11 - GMP OPERATION WAFER.
- Employee:** Please Select
- Type:** Summary (selected) or Register

At the bottom, there are buttons for: Display Report Old, Export To MS Excel Old, Upload Data, Verify, Display Report New, and Export To MS Excel New.

Here is an explanation for each parameter:

- **Budget Period:**

- Select the budget year to be analyzed from the dropdown (e.g., 2025).

- **View:**

- Choose the time scope of the report.
- **Yearly View:** To display a comparison of accumulated data for the entire year.
- **by month:** To display a comparison of data for a specific selected month.

- **Cost Center:**

- Use this list box to select one or more departments (Cost Centers) that you want to include in the report. You can select multiple departments at once.

- **Employee:**

- This dropdown is likely used to filter budgets related to a specific employee.

- **Type:**

- Select the report's level of detail.
- **Summary:** Displays the report in a summary format.
- **Register:** Displays the report as a detailed list of transactions.

## 2. Steps to Generate the Report

### Step 1: Set Report Parameters

Fill in or select all the parameters you need in the **Matrix Budget** section to ensure the generated report matches the scope of your analysis.

The screenshot shows the 'Matrix Budget' configuration interface. It includes several input fields and options:

- Budget Period:** A dropdown menu set to '2025'.
- View:** Radio buttons for 'Yearly View' (selected) and 'by month', with a 'Jan' dropdown.
- Cost Center:** A list of cost centers including UMS.01.1 - ACCOUNTING, UMS.03.1 - BRAND ACTIVITY, UMS.01.5 - COST PLANNING CONTROL, UMS.07.1 - EXIM, UMS.01.2 - FINANCE, UMS.04.5 - GENERAL AFFAIR, UMS.02.1 - GMP OPERATION BISCUIT, and UMS.02.11 - GMP OPERATION WAFER.
- Employee:** A dropdown menu with the text 'Please Select'.
- Type:** Radio buttons for 'Summary' (selected) and 'Register'.

### Step 2: Generate the Report

After all parameters are set, click one of the buttons in the bottom-left section of the page to generate the report in a new format:

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

### Additional Button Functions

This module also has several buttons with advanced functions:

- **Upload Data:** This button is likely used to upload budget data in a matrix format (e.g., from an Excel file) directly into the system. [Upload Data](#)
- **Verify:** This button is likely used to verify or ratify the uploaded budget data before it can be used in reports. [Verify](#)

# Tips & Important Notes

- Use the **by month** view for in-depth monthly analysis or the **Yearly View** for an overview of annual performance.
- The matrix view is highly effective for comparing the performance of several **Cost Centers** side-by-side in a single report.
- The **Upload Data** and **Verify** functions indicate that this module may also be a tool for managing matrix budget data. Please coordinate with the **Cost Planning Control** team before using these features.

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