Budget Vs Actual

Report Module Guide: Budget VS Actual (Matrix View)

Module Location

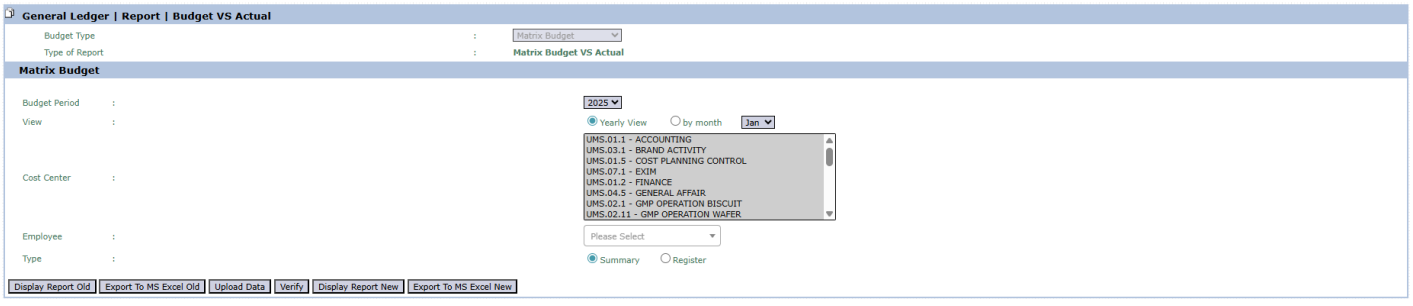
General Ledger > Report > Budget VS Actual

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.



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.



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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