

Financial Projection Report

Report Module Guide: Financial Projection Report (Matrix)

Module Location

General Ledger > Report > Financial Projection Report

Module Objective

The **Financial Projection Report** module is used to generate a comparative report between the **Financial Projection (Forecast)** and the **Actual** realization in a matrix format. This report is very useful for evaluating how accurate the financial forecast was when compared to the performance that actually occurred.

1. Report Parameters (Matrix Financial)

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 'Financial Projection Report' form with the following parameters:

- Budget Type: Matrix Budget
- Type of Report: MatrixFinancial VS Actual
- Account: All (selected), CDA (selected), Please Select
- Cost Center: All (selected), No Cost Center (selected), Cost Center (selected), Please Select
- Period: From 1 July 2025 To 30 July 2025
- Type: By Dept (selected), By Monthly, By Accounting, Register

Buttons: Display Report, Upload Data, Verify

Here is an explanation for each parameter:

- **Account:**

- Select **All** to include all accounts, or select **COA** to filter the report to only display specific accounts chosen from the dropdown.
- **Cost Center:**
 - Select **All** for all departments, **No Cost Center** for transactions without an allocation, or **Cost Center** to select specific departments.
- **Period:**
 - Specify the **From** and **To** date range to define the comparison period (e.g., July 1, 2025, to July 30, 2025).
- **Type:**
 - Choose the presentation or data grouping method for the report.
 - **By Dept:** Grouped by department.
 - **By Monthly:** Grouped by month.
 - **By Accounting:** Grouped by accounting structure.
 - **Register:** Displays in a detailed transaction format.

2. Steps to Generate the Report

Step 1: Set Report Parameters

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

analysis.

MatrixFinancial

Account : All COA

Cost Center : All No Cost Center Cost Center

Period : From To

Type : By Dept By Monthly By Accounting Register

Step 2: Generate the Report

After all parameters are set, click the **Display Report** button in the bottom-left section of the page to preview the comparison report.

Display Report

Additional Button Functions

This module also has several buttons with advanced functions:

- **Upload Data:** This button is likely used to upload financial projection 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 projection data before it can be used in reports.

Verify

Tips & Important Notes

- This report is different from a "Budget VS Actual" report. This report measures how accurate your **forecast** was, whereas "Budget VS Actual" measures performance against a **target (budget)**.
- To obtain an accurate report, ensure that the data in the **Financial Projection** module (for the Financial Projection side) and all actual transactions have been entered correctly.

- Use the **Type** filter to change how data is presented according to your analysis needs (e.g., **By Monthly** to see the trend of forecast accuracy from month to month).

Revision #2

Created 30 July 2025 14:34:32 by Muhammad Ali Akbar

Updated 15 August 2025 10:20:49 by Muhammad Ali Akbar