Financial Projection

Detailed Module Guide: Financial Projection

Module Location

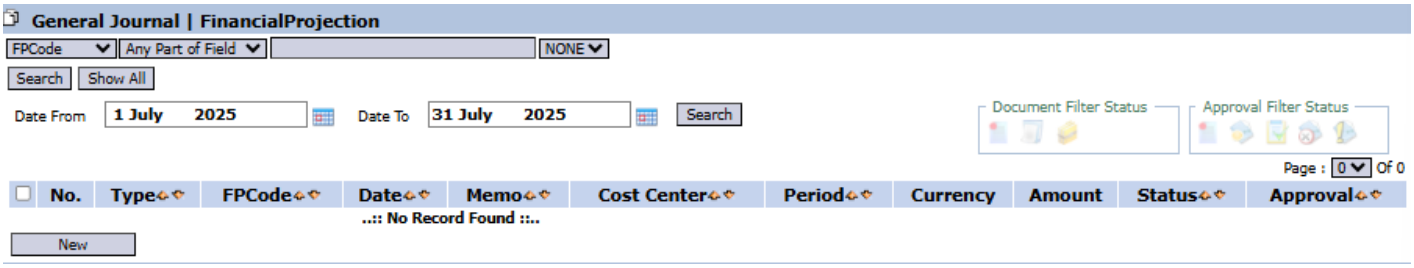
General Ledger > Budget > Financial Projection

Module Objective

The **Financial Projection** module is used to create an estimate or forecast of the company's future financial performance. Unlike a Budget, which is a target or limit, a Projection is a realistic estimate of revenue and expenses that are likely to occur. This module often uses historical data as a reference to create more accurate forecasts.

1. Main View (Financial Projection List)

When you open the module, you will see the main page containing a list of all Financial Projection documents that have been created.



View Explanation This page is the dashboard for managing and monitoring all projection documents.

- **Filters:** You can search for specific documents using various criteria:

    - By **FPCode** (Financial Projection Code).
    - By a date range using **Start Date** and **End Date**.
    - By **Document Status Filter** and **Approval Status Filter**.
- **Projection List:** The table below will display all documents matching the filters. The table currently shows "...No Data Available..." because no documents have been created in the selected date range.
- **Main Columns:** The important columns that will be displayed include **FPCode**, **Date**, **Memo**, **Cost Center**, **Amount**, **Status**, and **Approval**.

Button Functions

- **New:** The button to create a new Financial Projection document.

2. Steps to Create a New Financial Projection

The following is a guide to creating a Financial Projection document.

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:

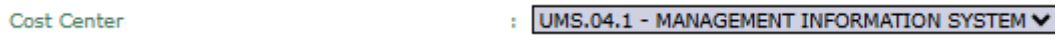
- **Journal Date:** Fill in with the date the projection is created. By default, it will be filled with today's date (July 28, 2025).



- **Memo:** Provide a clear description of the projection's content, for example: "HORECA Sales Revenue & Expense Projection - Semester 2 2025".



- **Cost Center:** Select the department whose performance is being projected.



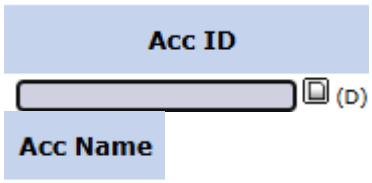
- **Financial Projection Period:** Select the projection period year, for example, 2025. 

- **Data Upload:** You can attach a supporting file if available.

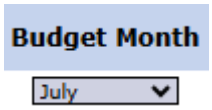


Step 3: Fill in the Projection Details In the table section below, detail each projection item one by one. This is the most critical part of the process.

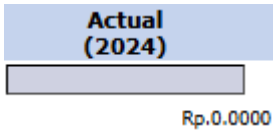
- **Account ID:** Enter the revenue or expense account code to be projected. The **Account Name** will appear automatically.



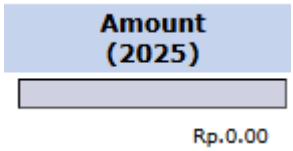
- **Financial Projection Month:** Select the month being projected (e.g., July).



- **Actual (2024):** This column will display the actual data from the previous year (2024). Use this number as your primary reference.



- **Amount (2025):** Enter your projection figure for the current year (2025) in this column. You can increase or decrease it from the 2024 actual figure based on targets or market conditions.



- **Description:** Provide specific notes if there are certain assumptions made in creating the projection.



- To add a new row, click the **+** icon. [+] [-]

Step 4: Saving and Confirmation Use the buttons in the bottom-left section to finish:

- **Save:** To save the projection as a draft. You can still edit it later. Save
- **Confirm:** To finalize and submit the document. Once confirmed, the document will enter the approval workflow. Confirm
- **Back:** To cancel and return to the main page. Back

Tips & Important Notes

- Use the **Actual (2024)** column as a baseline or reference when creating the projection for the **Amount (2025)** to make your estimate more accurate and realistic.
- Remember, a **Financial Projection** is different from a **Budget**. A Projection is a *forecast* of what is likely to happen, whereas a Budget is a *target* or *limit* that must be achieved or not exceeded.
- After pressing **Confirm**, this document will most likely go to a "Financial Projection Inbox" to be reviewed by a superior, following a workflow similar to the Budget Plan.

Revision #6
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