Project Accountability

Report Module Guide: Project Accountability Report

Module Location

Project > Project Budget > Project Accountability

Module Objective

The **Project Accountability Report** module is used to generate a final comparison report between the **Budget (RAB)** and the **Cost Realization (IRM)**. Unlike the Realisation Report which also tracks purchase requests, this report is more focused on the direct comparison between the initial plan and the actual costs that have been incurred.

1. Report Parameters (Filter)

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

Here is an explanation for each parameter:

- **Project Code**: The primary filter to select the specific project whose accountability you want to see.
- **Period**: Specify the date range for the cost realization to be displayed.
- **Project Status**: Filter by the current status of the project.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select the relevant **Project Code** and define the **Period** you wish to review.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

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

3. Reading the Report (Report Content)

The generated report is a side-by-side comparison table between Budget and Realization.

Main Column Explanation

- **RAB**: Displays the initial budget for each cost item as planned in the **Project Budget (RAB)** module.
- **IRM (Item Receipt Material)**: Displays the actual cost of the goods or services that have been received, which represents the cost realization.

How to Analyze: By comparing the total of the **RAB** column with the total of the **IRM** column, you can quickly see if the project is **over budget** (realization > budget) or **under budget** (realization <

budget).

Tips & Important Notes

- This report is a very important **final evaluation tool** for **Project Managers and Finance Management** to measure the success of a project's cost management.
- Use this report as the basis for a **project closing report**.

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