Project Budget

Module Guide: Project Budget (RAB)

Module Location

Project > Project Budget (RAB)

Module Objective

The **Project Budget (Rencana Anggaran Biaya - RAB)** module is the primary tool for creating, detailing, and managing the budget for a project. This module allows a project manager to define all estimated costs that will be incurred, both those originating from specific purchases of goods/services and from direct costs that will be charged to a specific account.

1. Main View (Budget List)

The main page of this module displays a list of all RAB documents that have been created for various projects.

View Explanation

- **View**: This page is a history of all RABs that have been submitted. You can see the **RAB Document No.,** the related **Project Name,** the **Base Amount** (total budget value), and its status.
- **Action Buttons**:
  - **[New]**: The primary button to create a new RAB document.

2. Steps to Create a Project Budget

Step 1: Create a New Budget Document

From the Main View, click the **[New]** button to open the **Add RAB** form.

Step 2: Fill in Header Information

- Select the **Sub Project** from the dropdown for which you are creating the budget.
- Fill in the RAB document **Date**.
- You can use the **Data Upload** feature to import budget details from an external file (e.g., Excel).

Step 3: Detail the Cost Budget

You can detail the cost budget in two ways in the tables at the bottom:

1. **Purchase Costs**: In the top table, click **[+]** to add all **Goods/Services** that need to be purchased for the project, along with their estimated **Quantity** and **Price**.
2. **Direct Costs**: In the bottom table, click **[+]** to add all anticipated direct cost **Accounts** (e.g., labor costs, travel costs) along with their estimated **Total Price**.

Step 4: Submit the Budget

After all budget details have been entered, click the **[Confirm]** button to save and submit the RAB for the approval process.

Workflow & Integrated Business Process

- An approved Project Budget will become the **baseline** for controlling all expenditures related to the project.
- When other departments create a **Purchase Requisition** for this project, the system will be able to compare that request with the remaining available budget in the RAB.

Tips & Important Notes

- The **Data Upload** feature greatly speeds up the budget creation process, especially for large projects with hundreds of cost items.
- This module is the central tool for a **Project Manager** to plan and control the financial aspects of a project from start to finish.

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