

# Project Report

## Report Module Guide: Main Project Report

### Module Location

Project > Reports > Project Report

### Module Objective

The **Project Report** module is the main summary report used to display a list of all projects along with their financial summary (**Budget vs. Realization**). This report provides a high-level view of the status and financial health of the company's entire project portfolio.

## 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:

- **Report Type:** Select the report format, for example, **SUMMARY**.
- **Project Period:** Specify the **Year** and the **Up to** date for which the report will be pulled.
- **Advanced Filters:** You can further filter the report by **Cost Center**, **Project Owner**, **Project Coordinator**, or **Project Status**.

## 2. Steps to Generate the Report

### Step 1: Set Report Parameters

Define the **Report Type** and the **Project Period** you wish to analyze.

### Step 2: Generate the Report

After all parameters are set, click the **[Display Report]** button.

## 3. Reading the Report (Report Content)

The generated report is a complete list of all projects that match your filters, along with their cost summary.

### Financial Summary

At the top of the report, you will see a summary of totals:

- **RAB:** The total budget from all displayed projects.
- **REALIZATION:** The total actual costs that have been incurred.
- **PENDING:** The total costs that are still pending (for example, from POs that have not yet been received).

### Project Detail

The main table displays each project in a single row, with details like **Main Project Code**, **Main Project Name**, **Start Date**, **Deadline Date**, and its status.

**Report Features:** This report is interactive. You can search for a specific project or export the data to other formats like Excel or PDF using the buttons in the top-right corner.

# Tips & Important Notes

- This report is the **main dashboard** for **Top Management and the PMO (Project Management Office)** to monitor the financial health of all projects simultaneously.
- Use this report for monthly or quarterly evaluations of the project portfolio's budget performance.

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