

RAB Inbox

Module Guide: RAB Inbox (Project Budget Inbox)

Module Location

Project > Project Budget > RAB Inbox

Module Objective

The **RAB Inbox** module serves as the approval center for all **Project Budget (RAB)** documents that have been submitted. This is the final control step where an authorized manager must review and provide approval for a project's budget before the budget is considered final and becomes the basis for expenditures.

1. Main View (RAB List)

The main page of this module is an "inbox" that displays all RAB documents requiring your action.

View Explanation

This page provides a summary of all RABs that are awaiting approval.

- **Filters:** You can search for a specific document by **Doc. Number** or a **Date** range.
- **Document List:** The table below will display all documents awaiting action, with columns such as **Doc. Number**, **Project name**, **Document Status**, and **Approval status**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **RAB Inbox** module to see the list of project budgets that require approval.

Step 2: Review the Budget Details

Click on one of the rows in the table to open the detail view of that RAB. In the detail page, you can check all the details of the cost items, both from the purchase of goods/services and direct costs, to ensure the budget is reasonable and aligns with the project scope.

Step 3: Provide Approval

After you review the budget details in Step 2, you will find a button to grant approval (e.g., an **"Approve"** button) **within that detail page**. Click the appropriate button to complete the review process.

Workflow & Integrated Business Process

1. An RAB is created, priced, and confirmed by a project manager.
2. The document automatically enters the queue in this **Inbox**.
3. A senior manager or director reviews and approves it.
4. After approval, the RAB becomes the **official budget** that will be used to **control all Purchase Requisitions** related to that project.

Tips & Important Notes

- The approval of an RAB is one of the most important decisions in a project's lifecycle, as it will "**lock in**" the **budget** that becomes the benchmark for the project's financial success.
 - This module is typically accessed by a **Senior Manager, Finance Director, or Head of the Project Division.**
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