Set Budget Plan

Detailed Module Guide: Set Budget Plan

Module Location

General Ledger > Budget > Set Budget Plan

Module Objective

The **Set Budget Plan** module is used to record or establish the **final and official** version of an approved budget. While the "Budget Plan" module is used by departments to submit proposals, this "Master Budget" module is used by the Finance or Budgeting team to formalize that data within the system. The data entered here will become the primary reference for Budget vs. Actual comparison reports.

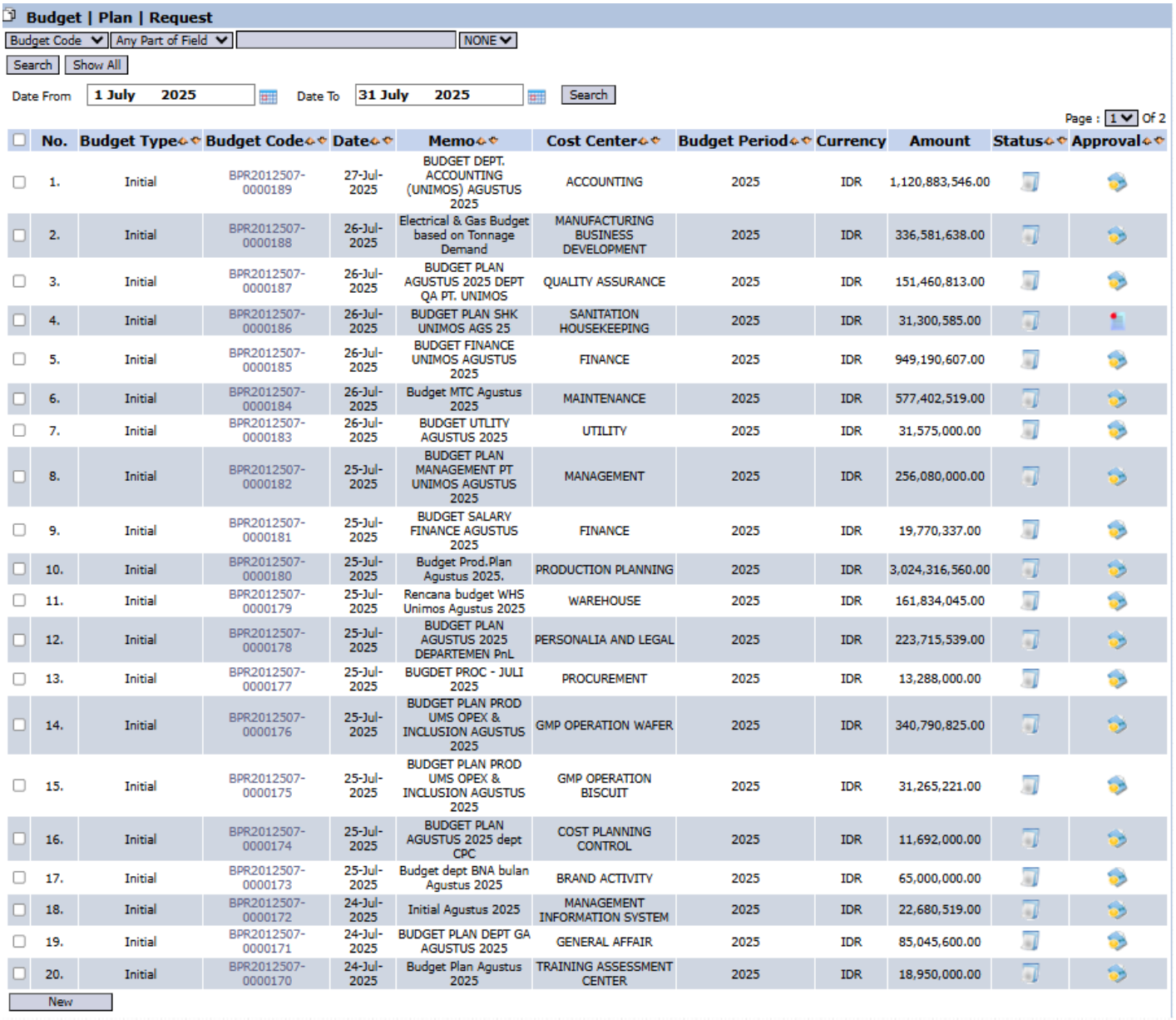
Difference from the "Budget Plan" Module

Although their interfaces are identical, the roles of these two modules are different:

- **Budget Plan:** Serves as a **proposal** or draft submission from each department.
- **Set Budget Plan:** Serves as the **established**, final master budget that has been approved by all levels of management

1. Main View (Master Budget List)

The main view of this module contains a list of all official Budget documents that have been established.



Budget | Plan | Request

Budget Code | Any Part of Field | NONE | Search | Show All

Date From 1 July 2025 | Date To 31 July 2025 | Search

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No.	Budget Type	Budget Code	Date	Memo	Cost Center	Budget Period	Currency	Amount	Status	Approval
1.	Initial	BPR2012507-0000189	27-Jul-2025	BUDGET DEPT. ACCOUNTING (UNIMOS) AGUSTUS 2025	ACCOUNTING	2025	IDR	1,120,883,546.00		
2.	Initial	BPR2012507-0000188	26-Jul-2025	Electrical & Gas Budget based on Tonnage Demand	MANUFACTURING BUSINESS DEVELOPMENT	2025	IDR	336,581,638.00		
3.	Initial	BPR2012507-0000187	26-Jul-2025	BUDGET PLAN AGUSTUS 2025 DEPT QA PT. UNIMOS	QUALITY ASSURANCE	2025	IDR	151,460,813.00		
4.	Initial	BPR2012507-0000186	26-Jul-2025	BUDGET PLAN SHK UNIMOS AGS 25	SANITATION HOUSEKEEPING	2025	IDR	31,300,585.00		
5.	Initial	BPR2012507-0000185	26-Jul-2025	BUDGET FINANCE UNIMOS AGUSTUS 2025	FINANCE	2025	IDR	949,190,607.00		
6.	Initial	BPR2012507-0000184	26-Jul-2025	Budget MTC Agustus 2025	MAINTENANCE	2025	IDR	577,402,519.00		
7.	Initial	BPR2012507-0000183	26-Jul-2025	BUDGET UTLITY AGUSTUS 2025	UTILITY	2025	IDR	31,575,000.00		
8.	Initial	BPR2012507-0000182	25-Jul-2025	BUDGET PLAN MANAGEMENT PT UNIMOS AGUSTUS 2025	MANAGEMENT	2025	IDR	256,080,000.00		
9.	Initial	BPR2012507-0000181	25-Jul-2025	BUDGET SALARY FINANCE AGUSTUS 2025	FINANCE	2025	IDR	19,770,337.00		
10.	Initial	BPR2012507-0000180	25-Jul-2025	Budget Prod.Plan Agustus 2025.	PRODUCTION PLANNING	2025	IDR	3,024,316,560.00		
11.	Initial	BPR2012507-0000179	25-Jul-2025	Rencana budget WHS Unimos Agustus 2025	WAREHOUSE	2025	IDR	161,834,045.00		
12.	Initial	BPR2012507-0000178	25-Jul-2025	BUDGET PLAN AGUSTUS 2025 DEPARTEMEN PnL	PERSONALIA AND LEGAL	2025	IDR	223,715,539.00		
13.	Initial	BPR2012507-0000177	25-Jul-2025	BUGDET PROC - JULI 2025	PROCUREMENT	2025	IDR	13,288,000.00		
14.	Initial	BPR2012507-0000176	25-Jul-2025	BUDGET PLAN PROD UMS OPEX & INCLUSION AGUSTUS 2025	GMP OPERATION WAFER	2025	IDR	340,790,825.00		
15.	Initial	BPR2012507-0000175	25-Jul-2025	BUDGET PLAN PROD UMS OPEX & INCLUSION AGUSTUS 2025	GMP OPERATION BISCUIT	2025	IDR	31,265,221.00		
16.	Initial	BPR2012507-0000174	25-Jul-2025	BUDGET PLAN AGUSTUS 2025 dept CPC	COST PLANNING CONTROL	2025	IDR	11,692,000.00		
17.	Initial	BPR2012507-0000173	25-Jul-2025	Budget dept BNA bulan Agustus 2025	BRAND ACTIVITY	2025	IDR	65,000,000.00		
18.	Initial	BPR2012507-0000172	24-Jul-2025	Initial Agustus 2025	MANAGEMENT INFORMATION SYSTEM	2025	IDR	22,680,519.00		
19.	Initial	BPR2012507-0000171	24-Jul-2025	BUDGET PLAN DEPT GA AGUSTUS 2025	GENERAL AFFAIR	2025	IDR	85,045,600.00		
20.	Initial	BPR2012507-0000170	24-Jul-2025	Budget Plan Agustus 2025	TRAINING ASSESSMENT CENTER	2025	IDR	18,950,000.00		

New

View Explanation

This page is the central data hub for all final budgets.

- **Filter & Search:** You can search for specific documents using the **Start Date** and **End Date** range.
- **Budget List:** The table below displays all formalized budget documents. Columns such as **Budget Code**, **Memo**, **Cost Center**, **Amount**, **Status**, and **Approval** provide a summary for each entry.

Button Functions

- **New:** Used to create a new Master Budget entry.

2. Steps to Create a Master Budget

This process is typically performed by the Finance or Budget Controller team after all Budget Plan proposals have been approved.

Step 1: Click the "New" Button

From the main view, click **the New** 

button located in the bottom-left section to open the budget entry form.

Step 2: Fill in the Header Information (General Information)

Fill in the general information at the top of the form, referencing the approved Budget Plan data:

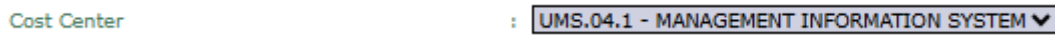
- **Journal Date:** Enter the date when this budget is officially established.



- **Memo:** Provide a clear description, for example: "Final Budget for IT Dept. Year 2025".



- **Cost Center:** Select the department whose budget is being established.



- **Budget Period:** Select the budget period year, for example, 2025.

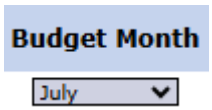
Step 3: Fill in the Budget Details

In the details table, enter each approved budget item:

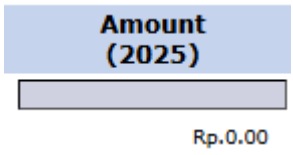
- **Account ID:** Enter the expense account code (e.g., account for Salary, Electricity, Office Supplies).



- **Budget Month:** Select the allocation month for that cost item (e.g., July).



- **Amount (2025):** Enter the final, approved budget amount.



- **Description:** Provide additional notes if any.

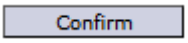


- Use the **+** icon to add more budget detail rows.[+] [-]

Step 4: Saving and Confirmation

Use the buttons in the bottom-left section to complete the process:

- **Save:** To save the budget entry as a draft. Useful if the data needs to be entered in stages. 

- **Confirm:** To finalize and officially establish the budget in the system. Once confirmed, this data will become the reference for reports. 

Tips & Important Notes

- This module is generally operated by the **Finance, Accounting, or Cost Planning Control department**.
- The data entered here must reference **the Budget Plan** documents that have been fully approved via the **Budget Plan Inbox** module.
- Ensure the selected **Budget Period** and **Cost Center** are correct, as this data will be the primary reference for all future Budget vs. Actual comparison reports.

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