

# **MANUAL PENGGUNA**

## **(USER MANUAL)**

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**JABATAN BENDAHARI**

## **PENGURUSAN BAJET**

### **(BUDGET MANAGEMENT)**

### **UPSI (ISO)/BEN/P01/MP02**

**PINDAAN : 00**

**TARIKH : 8 JANUARI 2016**

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> لوئیزیتی پنیدیکن سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN BAJET (BUDGET MANAGEMENT)</b>	<b>Muka surat :1/54</b>
	<b>Tarikh : 8 JANUARI 2016</b>	
	<b>UPSI(ISO)/BEN/P01/MP02</b>	<b>Pindaan : 00</b>

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 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN BAJET (BUDGET MANAGEMENT)</b>	<b>Muka surat :2/54</b>
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## Budget Management

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Budgeting module is one of the essential module under MyFIS. The main modul such as purchasing, payment and general ledger are integrated with the Budgeting module. Budget structure is comprises of account group, cost centre, account code and VOT type.

Virement between account code or cost centre under the same fund can also be done by authorised users. Under this module, Head of Department can easily planning and monitor their own budget.

Screens for Budget Control sub module are listed as followed:

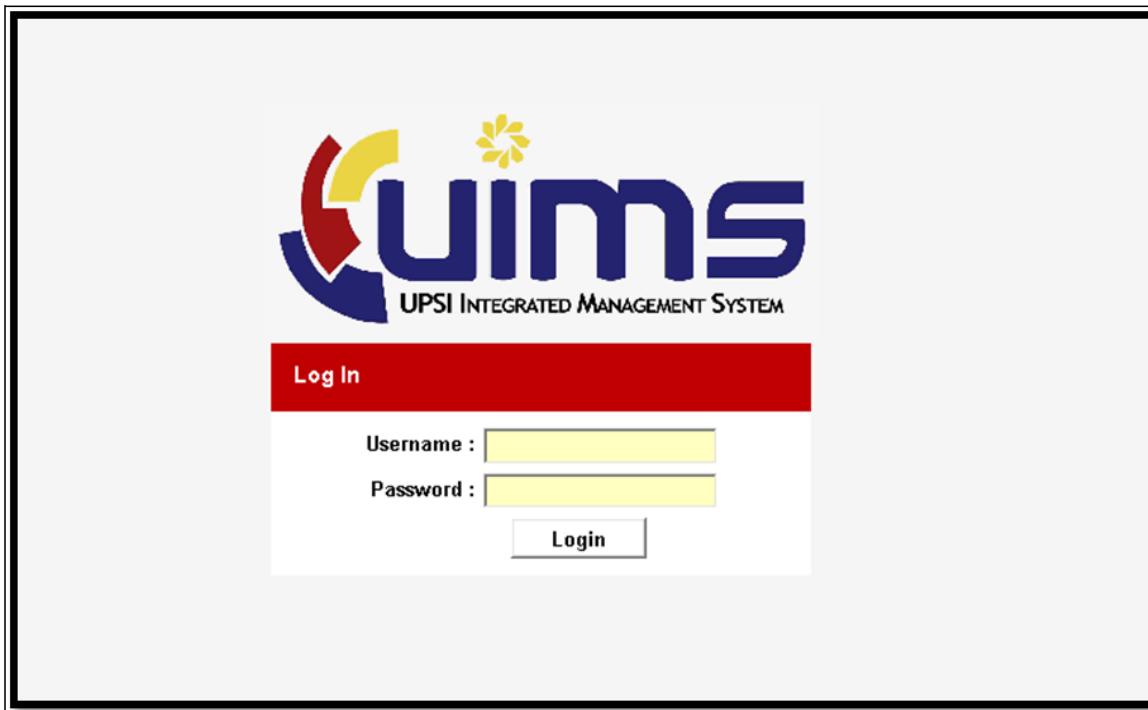
1. WBF005 – Budget Allocation Preparation
2. WBF006 – Budget Allocation Approval
3. WBF030 – Cost Centre Budget Allocation Accessibility
4. WBF042 – Budget Additional/Transfer Allocation
5. WBF013 – Budget Increment/Decrement
6. WBF018 – Virement Entry – 1 to Many Account Code
7. WBF019 – Virement Entry – Many to 1 Account Code
8. WBF019A - Virement Entry – Many to 1 Acct Code for PTJ
9. WBF014 – Virement and Increment Approval
10. WBF017 – Budget Summary Information
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13. WBF027 – Budget Movement Query
14. WBR001F – Budget Status by Cost Centre
15. WBR007F – Budget Virement Listing by Cost Centre
16. WBR004F – Budget Summary for UPSI
17. WBR002F – Variation Report
18. WBR008F – Departmental Budget
19. WBR019F - Departmental Budget Parameter Form

 <p><b>UNIVERSITI</b> <b>PENDIDIKAN</b> <b>SULTAN IDRIS</b></p> <p>جامعة سلطان ابراهيم الجامعة الإسلامية جامعة سلطان ابراهيم</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	<p><b>MANUAL PENGGUNA</b> <b>PENGURUSAN BAJET</b> <b>(BUDGET MANAGEMENT)</b></p>	<p><b>Muka surat :4/54</b></p>
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- 20. WBR009F – VOT Commitment Report
- 21. WBR037F - Purchase Requisition Reports
- 22. WBR015F – Budget Reminder

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To access Budgeting menu, user needs to login to the system:



**Figure 1-1: IMS Login Screen**

Enter **Username** and **Password** and click on **Login** button. System will display **MyFIS**

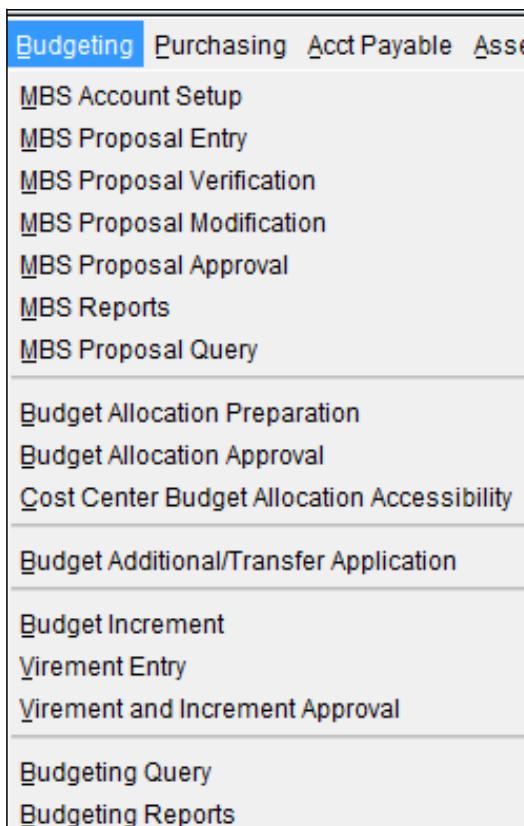
**Main Menu** as displayed in **Figure 1-2**.



**Figure 1-2: User Management Main Menu**

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> لوگوییتی پنڈیدیکن سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN BAJET (BUDGET MANAGEMENT)</b>	<b>Muka surat :6/54</b>
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Select **Budgeting** to access **Budgeting** sub menu as displayed in Figure 1-3.



**Figure 1-3:** Budgeting Sub Menu

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	<p><b>MANUAL PENGGUNA PENGURUSAN BAJET (BUDGET MANAGEMENT)</b></p>	<p><b>Muka surat :7/54</b></p>
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## Preparing Budget Allocation

Budget allocation needs to be prepared first before departments can make purchase request. This budget allocation needs to be approved before it can be used. This screen can be accessed by selecting **Budgeting > Budget Allocation Preparation** from the main menu.

**Figure 1-WBF005-1: Budget Allocation Preparation**

To begin, user needs to fill in **Header Information for Budget Allocation Entry** field. The fields are explained, as followed:

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Field Name	Description	Required
Year	Budget allocation's year. System will display current year as default value.	
Company	Company name can be selected from list of value displayed when user click on F9 button.	
Acct Type	Acct Type can be selected from list of value displayed when user click on F9 button.	
Cost Centre	Cost centre can be selected from list of value displayed when user click on F9 button.	

After selecting **Header Information for Budget Allocation Entry**, user can now doing the allocation distribution. User can view all distributions by clicking on **Get All** button. System will displayed all accounts in **Enter Allocation Distribution** field. Alternatively, user can select the desired account from list of value pop-up by placing cursor in **Acct Code** frame and click on F9 button.

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Fill in the provided fields and click on **Save**  button. The fields are explained, as followed:



Field Name	Description	Required
Acct Code	Allocation distribution's account code	
Account Description	Allocation distribution's account description	
Amount (RM)	Allocation's amount in RM	

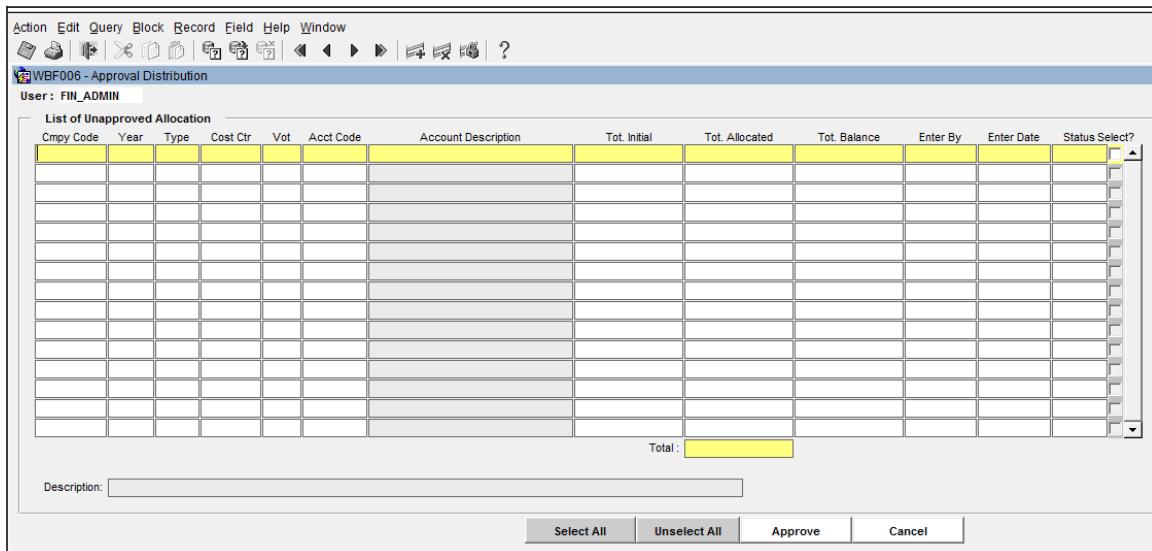
User can edit allocation distribution records on this screen. To edit data, make the desired change and click on **Save**  button.

User can delete allocation distribution records on this screen. To delete data, place cursor on the desired **Acct Code** and click on **Remove Record**  button. Then, click on **Save**  button.

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## Approving or Cancelling Budget Allocation

Prepared budget allocation needs to be approved before it can be utilized. This screen can be accessed by selecting **Budgeting > Budget Allocation Approval** from the main menu.



The screenshot shows a software interface titled "WBF006 - Approval Distribution". The title bar includes standard menu options like Action, Edit, Query, Block, Record, Field, Help, and Window. Below the title bar, the user is identified as "User: FIN\_ADMIN". The main area is a grid titled "List of Unapproved Allocation". The columns in the grid are: Cmpy Code, Year, Type, Cost Ctr, Vot, Acct Code, Account Description, Tot. Initial, Tot. Allocated, Tot. Balance, Enter By, Enter Date, and Status Select?. A "Total:" label with a yellow background is located at the bottom of the grid. Below the grid, there is a "Description:" input field and a set of buttons: "Select All", "Unselect All", "Approve", and "Cancel".

**Figure 1-WBF006-1: Budget Allocation Approval**

System will display available information in **List of Unapproved Allocation** field.

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The fields are explained, as followed:

Field Name	Description	Required
Cmpy Code	Company code	
Year	Year of request	
Type	Transaction type	
Cost Ctr	Cost centre	
Vot	Dasar	
Acct Code	Account code	
Acct Description	Account description	
Tot Initial	Total initial budget in RM	
Tot. Allocated	Total allocated budget in RM	
Tot. Balance	Total budget's balance in RM	
Enter By	Username adding the budget allocation	
Enter Date	Date of budget allocation is added	
Status	Budget allocation's status	
Select?	Check checkbox to select allocation	

Click on **Select All** button to select all unapproved budget allocations or check checkbox to select the desired allocation manually.

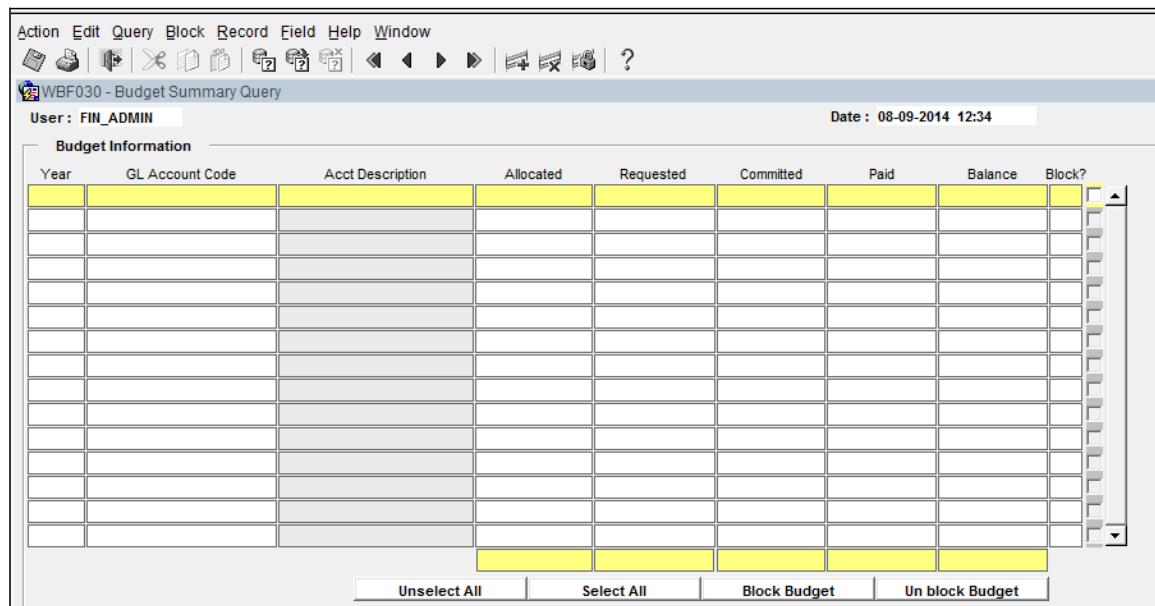
To approve allocation, click on **Approve** button.

To cancel allocation, click on **Cancel** button.

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## Controlling Cost Centre's Budget Allocation Accessibility

Admin can block or unblock cost centre's budget accessibility. User in Cost centre could not access the blocked budget. This screen can be accessed by selecting **Budgeting > Cost Centre Budget Allocation Accessibility** from the main menu.



The screenshot shows a software application window titled "WBF030 - Budget Summary Query". The top menu bar includes "Action", "Edit", "Query", "Block", "Record", "Field", "Help", "Window", and various toolbar icons. The title bar displays "User : FIN\_ADMIN" and "Date : 08-09-2014 12:34". The main area is titled "Budget Information" and contains a grid table with columns: Year, GL Account Code, Acct Description, Allocated, Requested, Committed, Paid, Balance, and Block?. The "Block?" column contains checkboxes for each row. At the bottom of the grid are four buttons: "Unselect All", "Select All", "Block Budget", and "Un block Budget".

**Figure 1-WBF030-1: Cost Centre Budget Allocation Accessibility**

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	<b>Pindaan : 00</b>	

System will display available information in **Budget Information** field.

The fields are explained, as followed:

Field Name	Description	Required
Year	Year of request	
GL Account Code	3 segments account code. Enter query to view full information on GL Account Code	
Allocated (RM)	Total allocated budget in RM	
Requested (RM)	Total requested budget in RM. This amount comes from purchase request	
Committed (RM)	Committed budget in RM. This amount comes from purchase order.	
Paid (RM)	Paid amount in RM. This amount comes from account payable.	
Balance (RM)	Budget's balance amount = Allocated – Requested – Committed - Paid	
Block?	Blocked budget is indicated by red font and “Y” status	

Click on **Select All** button to select all budget allocations or check checkbox to select the desired allocation manually.

To block budget allocation, click on **Block Budget** button.

To unblock budget allocation, click on **Unblock Budget** button.

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		<p><b>Tarikh : 8 JANUARI 2016</b></p>
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## Budget Additional/Transfer Application

User can apply for budget additional or virement from different cost centre. This screen can be accessed by selecting **Budgeting > Budget Additional/Transfer Application** from the main menu.

**Figure 1-WBF042-1: Budget Application Entry (Maklumat Program Tab)**

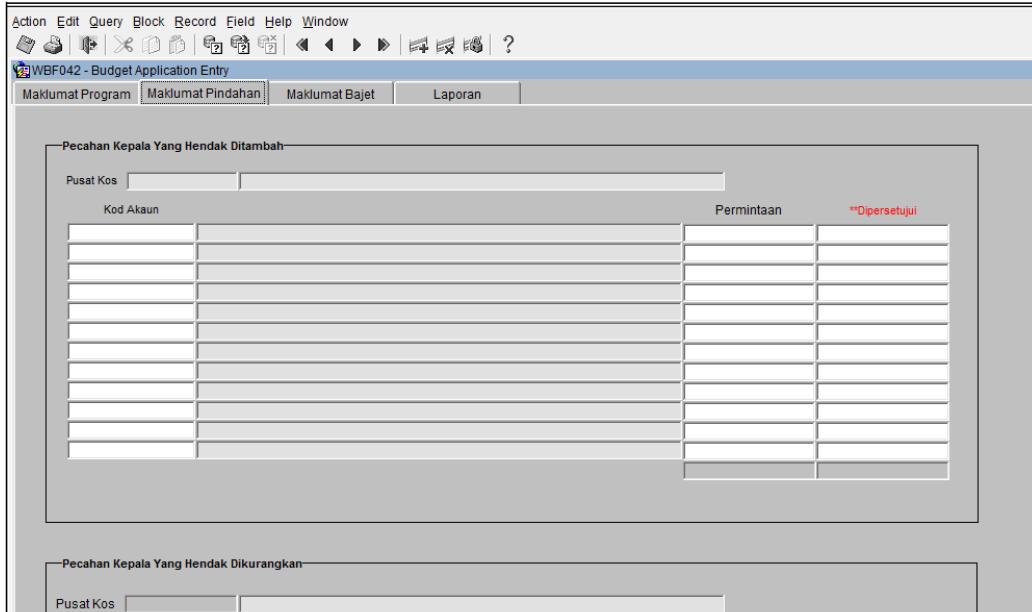
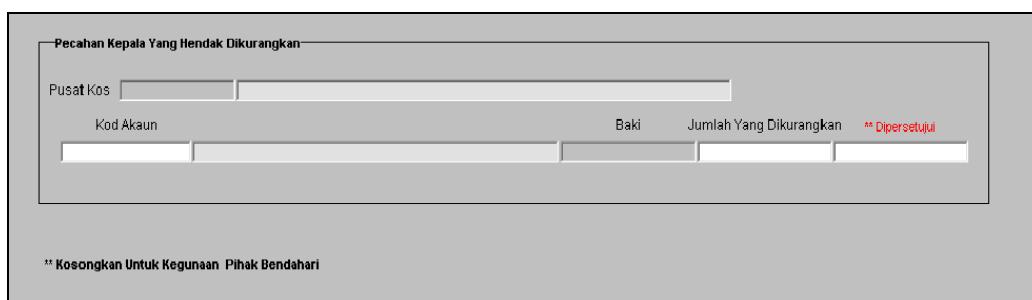
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	<b>Pindaan : 00</b>	

System will display information in **Proposal** in **Maklumat Program** tab.

The fields are explained, as followed:

Field Name	Description	Required
Proposal ID	Proposal number will generate automatically when save.	
Budget Bagi Tahun	Year proposed	
Jenis Permohonan	Poposal type. User can choose from drop down list 'Pindah' or 'Tambah'.	
Status	Proposal status.	
Pusat Kos (Tambah)	Cost centre proposed for additional budget.	
Pusat Kos (Kurang)	Cost centre proposed for budget reduction.	
Tajuk Proposal	Proposal title	
Objektif tambahan/pindahan peruntukan	Proposal objective	
Alasan tambahan/pindahan peruntukan diperlukan	Proposal reason	

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**Figure 1-WBF042-2: Budget Application Entry (Maklumat Pindahan Tab)**

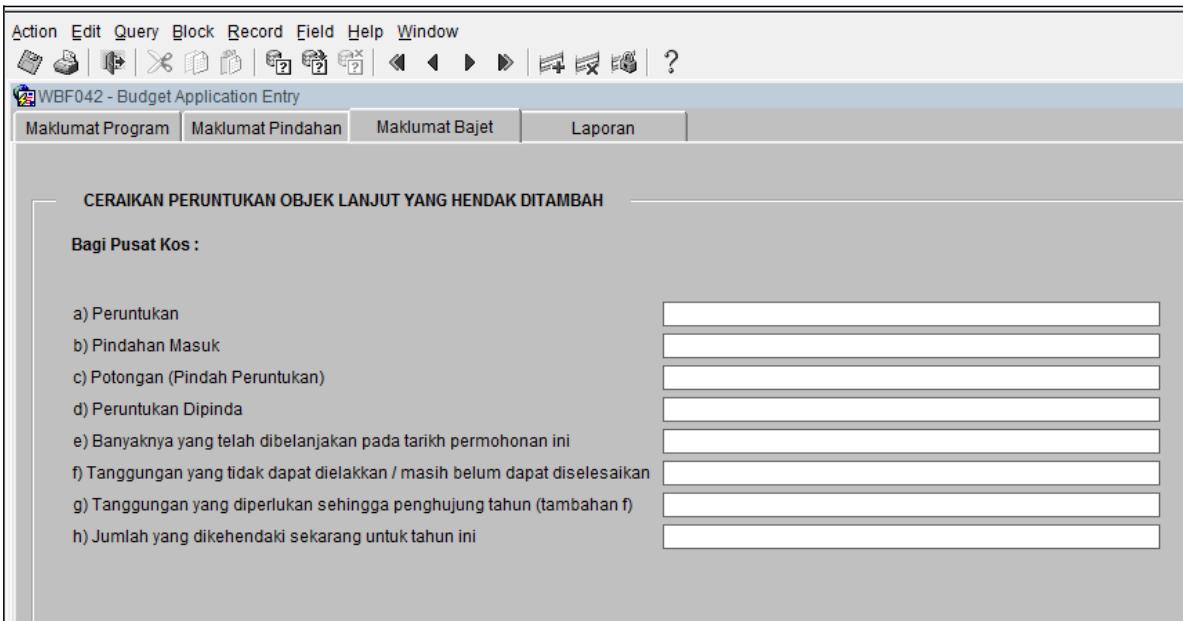
The fields for **Pecahan Kepala Yang Hendak Ditambah** are explained as followed:

Field Name	Description	Required
Pusat Kos	Cost centre proposed for additional budget.	
Kod Akaun	Account code.	
Permintaan	Amount (RM) proposed will automatically updated after user fill in <b>Maklumat Item</b> tab.	
**Dipersejui	Amount (RM) agreed by Finance	

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The fields for **Pecahan Kepala Yang Hendak Ditambah** are explained as followed:

Field Name	Description	Required
Pusat Kos	Cost centre proposed for budget reduction.	
Kod Akaun	Account code.	
Baki	Budget balance.	
Jumlah Yang Dikurangkan	Amount (RM) proposed for budget reduction	
**Dipersejui	Amount (RM) agreed by Finance	



Action Edit Query Block Record Field Help Window

WBF042 - Budget Application Entry

Maklumat Program Maklumat Pindahan Maklumat Bajet Laporan

CERAIKAN PERUNTUKAN OBJEK LANJUT YANG HENDAK DITAMBAH

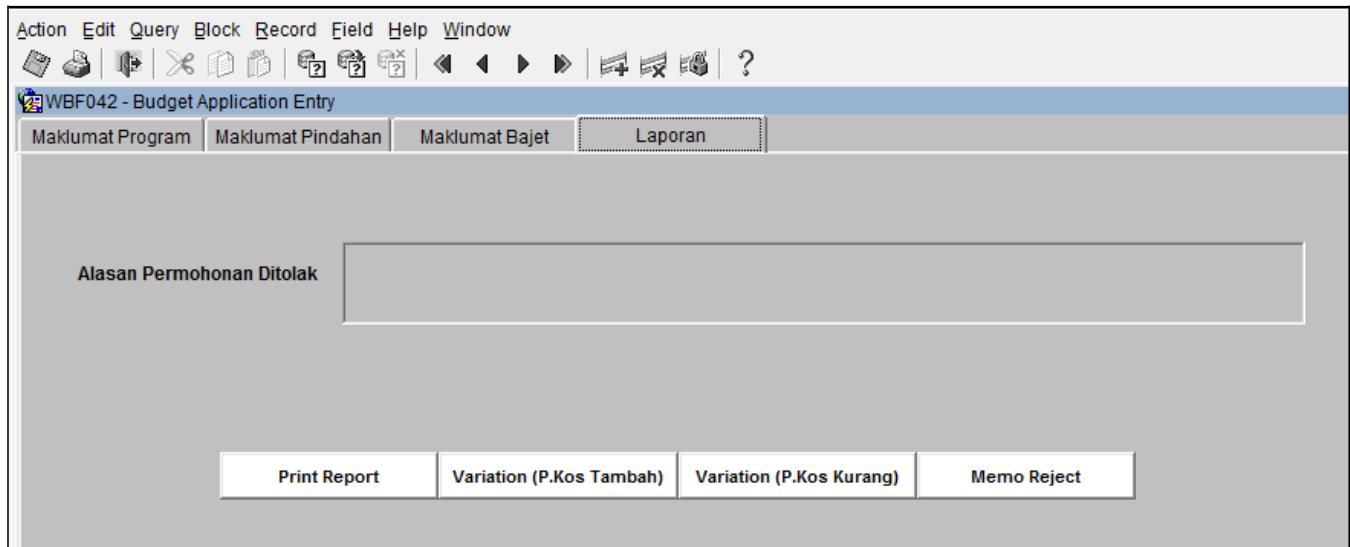
Bagi Pusat Kos :

- a) Peruntukan
- b) Pindahan Masuk
- c) Potongan (Pindah Peruntukan)
- d) Peruntukan Dipinda
- e) Banyaknya yang telah dibelanjakan pada tarikh permohonan ini
- f) Tanggungan yang tidak dapat dielakkan / masih belum dapat diselesaikan
- g) Tanggungan yang diperlukan sehingga penghujung tahun (tambahan f)
- h) Jumlah yang dikehendaki sekarang untuk tahun ini

**Figure 1-WBF042-3: Budget Application Entry (Maklumat Bajet Tab)**

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System will display available information in **Maklumat Bajet** tab.



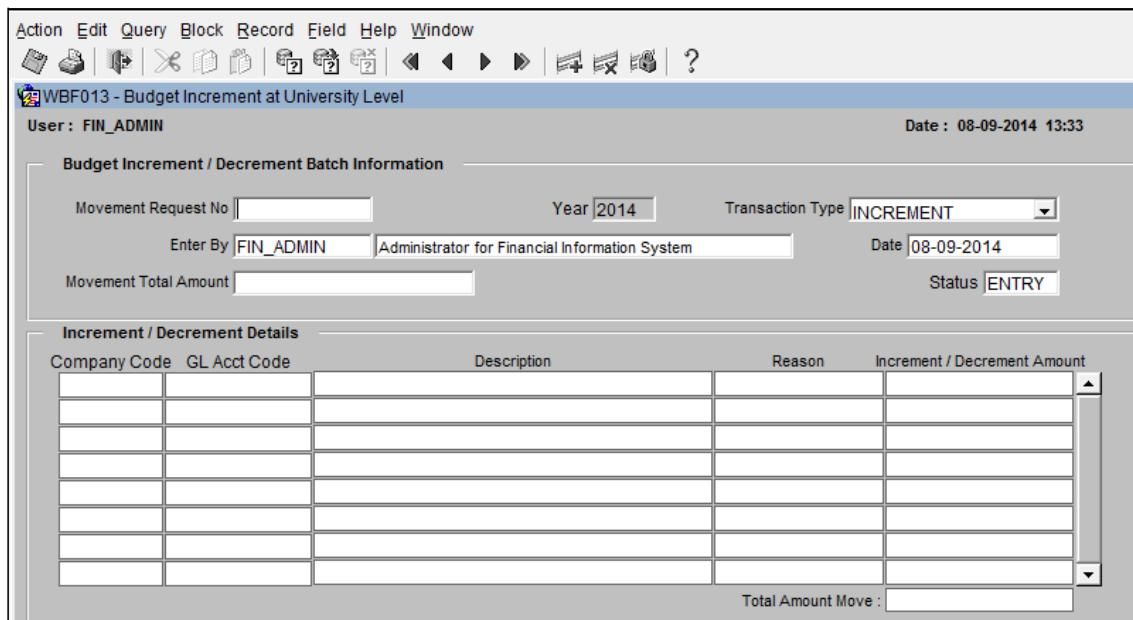
**Figure 1-WBF042-4: Budget Application Entry (Laporan Tab)**

System will display available report in **Laporan** tab.

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		<p><b>Tarikh : 8 JANUARI 2016</b></p>
	<p><b>UPSI(ISO)/BEN/P01/MP02</b></p>	<p><b>Pindaan : 00</b></p>

## Budget Increment

User can adding the budget by using **Budget Increment** screen. This screen can be accessed by selecting **Budgeting > Budget Increment** from the main menu.



The screenshot shows the 'Budget Increment / Decrement Batch Information' screen. At the top, there's a toolbar with various icons. Below it, the title bar says 'WBF013 - Budget Increment at University Level'. The user is listed as 'User: FIN\_ADMIN' and the date is '08-09-2014 13:33'. The main area has several input fields: 'Movement Request No' (empty), 'Year' (2014), 'Transaction Type' (INCREMENT), 'Enter By' (FIN\_ADMIN), 'Administrator for Financial Information System', 'Date' (08-09-2014), 'Movement Total Amount' (empty), and 'Status' (ENTRY). Below these, a table titled 'Increment / Decrement Details' lists columns for 'Company Code', 'GL Acct Code', 'Description', 'Reason', and 'Increment / Decrement Amount'. There are 10 rows in the table, all of which are currently empty. A 'Total Amount Move:' field is located at the bottom right of the table area.

**Figure 1-WBF013-1: Budget Increment**

To begin, enter data for **Budget Increment/Decrement Batch Information** field. The fields are explained, as followed:

Field Name	Description	Required
Company Code	Company code can be selected from list of value displayed when user click on F9 button.	
Movement Request No	Movement request number will be auto generated by system	
Year	Year of request	

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	<b>Tarikh : 8 JANUARI 2016</b>	
	<b>UPSI(ISO)/BEN/P01/MP02</b>	<b>Pindaan : 00</b>

Transaction Type	Transaction type, whether INCREMENT or DECREMENT	
Enter By	Staff ID of person entering data. This info is automatically generated by system	
Date	Date of entered data. This info is automatically generated by system.	
Movement Total Amount	Movement's total amount. This info is automatically generated by system	
Status	Budget increment/decrement status	

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	<b>UPSI(ISO)/BEN/P01/MP02</b>	<b>Pindaan : 00</b>

To do budget's increment, select **Transaction Type = Increment**, then fill in **Increment/Decrement Details** field. Click on **Save**  button to save the transaction.

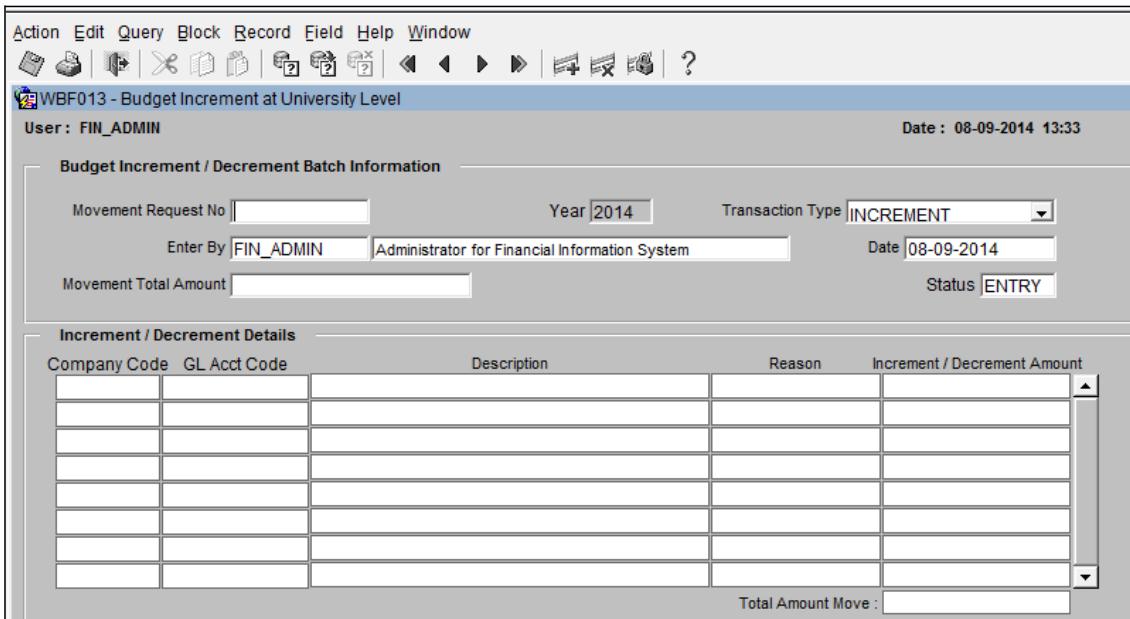
The fields are explained, as followed:

Field Name	Description	Required
GL Account Code	Account code can be selected by clicking on F9 button. Select from account listing by clicking on <b>Get Account Listing</b> button.	
Reason	Reason for increment's request	
Increment/Decrement Amount (RM)	Increment's amount	

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		<p><b>Tarikh : 8 JANUARI 2016</b></p>
	<p><b>UPSI(ISO)/BEN/P01/MP02</b></p>	<p><b>Pindaan : 00</b></p>

## Budget Decrement

User can do budget decrement using **Budget Increment** screen. This screen can be accessed by selecting **Budgeting > Budget Increment** from the main menu.



The screenshot shows the 'Budget Increment / Decrement Batch Information' screen. At the top, there are fields for 'Movement Request No' (empty), 'Year' (2014), 'Transaction Type' (INCREMENT), 'Enter By' (FIN\_ADMIN), 'Administrator for Financial Information System', 'Date' (08-09-2014), 'Movement Total Amount' (empty), and 'Status' (ENTRY). Below this is a table titled 'Increment / Decrement Details' with columns: Company Code, GL Acct Code, Description, Reason, and Increment / Decrement Amount. The table has 10 rows, all of which are currently empty. At the bottom of the table, there is a 'Total Amount Move' field.

**Figure 1-WBF013-1: Budget Increment**

To begin, enter data for **Budget Increment/Decrement Batch Information** field. The fields are explained, as followed:

Field Name	Description	Required
Company Code	Company code can be selected from list of value displayed when user click on F9 button.	
Movement Request No	Movement request number will be auto generated by system	
Year	Year of request	

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	<b>UPSI(ISO)/BEN/P01/MP02</b>	<b>Pindaan : 00</b>

Transaction Type	Transaction type, whether INCREMENT or DECREMENT	
Enter By	Staff ID of person entering data. This info is automatically generated by system	
Date	Date of entered data. This info is automatically generated by system.	
Movement Total Amount	Movement's total amount. This info is automatically generated by system	
Status	Budget increment/decrement status	

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	<b>Tarikh : 8 JANUARI 2016</b>	
	<b>UPSI(ISO)/BEN/P01/MP02</b>	<b>Pindaan : 00</b>

To do budget's decrement, select **Transaction Type = Decrement**, then fill in

**Increment/Decrement Details** field. Click on **Save**  button to save the transaction.

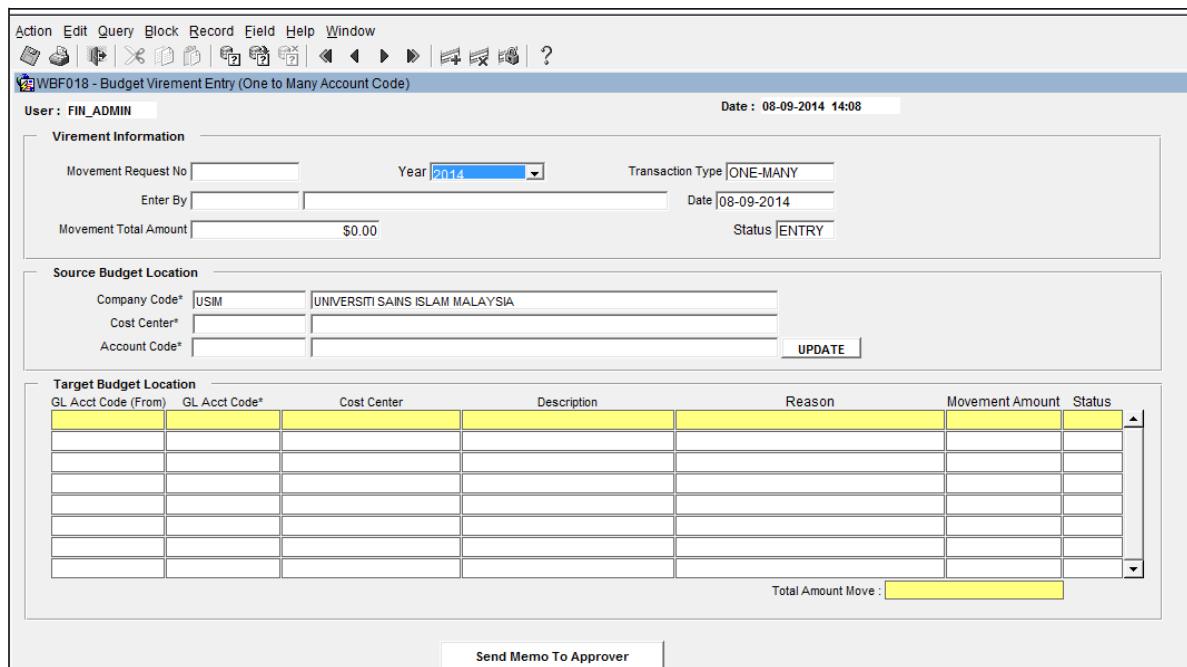
The fields are explained, as followed:

Field Name	Description	Required
GL Account Code	Account code can be selected by clicking on F9 button. Select from account listing by clicking on <b>Get Account Listing</b> button.	
Reason	Reason for decrement's request	
Increment/Decrement Amount (RM)	Decrement's amount	

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		<p><b>Tarikh : 8 JANUARI 2016</b></p>
	<p><b>UPSI(ISO)/BEN/P01/MP02</b></p>	<p><b>Pindaan : 00</b></p>

## Virement Entry – 1 to Many Account Code

Virement entry can be done whether from one account code to many account codes or from many account codes to one account code. Screen for virement entry from one to many account codes can be accessed by selecting **Budgeting > Virement Entry > 1 to Many Acct Code** from the main menu.



The screenshot shows the 'WBF018 - Budget Virement Entry (One to Many Account Code)' window. At the top, there's a toolbar with various icons for file operations like Open, Save, Print, etc. Below the toolbar, the title bar displays the window name and the date and time (08-09-2014 14:08). The user is listed as 'FIN\_ADMIN'. The main area is divided into several sections:

- Virement Information:** Contains fields for Movement Request No, Year (set to 2014), Transaction Type (set to ONE-MANY), Enter By, Date (set to 08-09-2014), Movement Total Amount (\$0.00), and Status (set to ENTRY).
- Source Budget Location:** Includes Company Code (USIM), Cost Center, and Account Code fields, along with an 'UPDATE' button.
- Target Budget Location:** A grid table with columns: GL Acct Code (From), GL Acct Code\*, Cost Center, Description, Reason, Movement Amount, and Status. The table currently has no data rows.
- Total Amount Move:** A field at the bottom of the target location section showing the total amount moved.
- Send Memo To Approver:** A button at the bottom left of the main area.

**Figure 1-WBF018-1: Virement Entry – 1 to Many Acct Code**

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	<b>UPSI(ISO)/BEN/P01/MP02</b>	<b>Pindaan : 00</b>

To begin, enter data for **Virement Information** field. The fields are explained, as followed:

Field Name	Description	Required
Movement Request No	Movement request number will be auto generated by system	
Year	Year of request	
Transaction Type	Transaction type; ONE-MANY which means from 1 account code to many account	
Enter By	Staff ID of person entering data. This info is automatically generated by system	
Date	Date of entered data. This info is automatically generated by system.	
Movement Total Amount	Movement's total amount. This info is automatically generated by system	
Status	Budget increment/decrement status	

Then, enter data for **Source Budget Location** field. The fields are explained, as followed:

Field Name	Description	Required
Company Code*	Company code can be selected from list of value displayed when user click on F9 button.	
Cost Center*	Cost center where budget will be transfer out	
Account Code	Account code where budget will be transfer out	

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	<b>Tarikh : 8 JANUARI 2016</b>	
	<b>UPSI(ISO)/BEN/P01/MP02</b>	<b>Pindaan : 00</b>

User then needs to fill in **Target Budget Location** field. The fields are explained, as followed:

Field Name	Description	Required
GL Account Code (From)	System will automatically display the GL Account Code base on information fill in <b>Source Budget Location</b> field.	
GL Account Code	Account code can be selected by clicking on F9 button.	
Cost Center	Cost center where budget will be transfer in	
Description	Account's description	
Reason	Reason for virement's request	
Movement Total Amount (RM)	Movement's amount in RM. This amount is auto calculated and displayed by system	
Status	Virement's status	

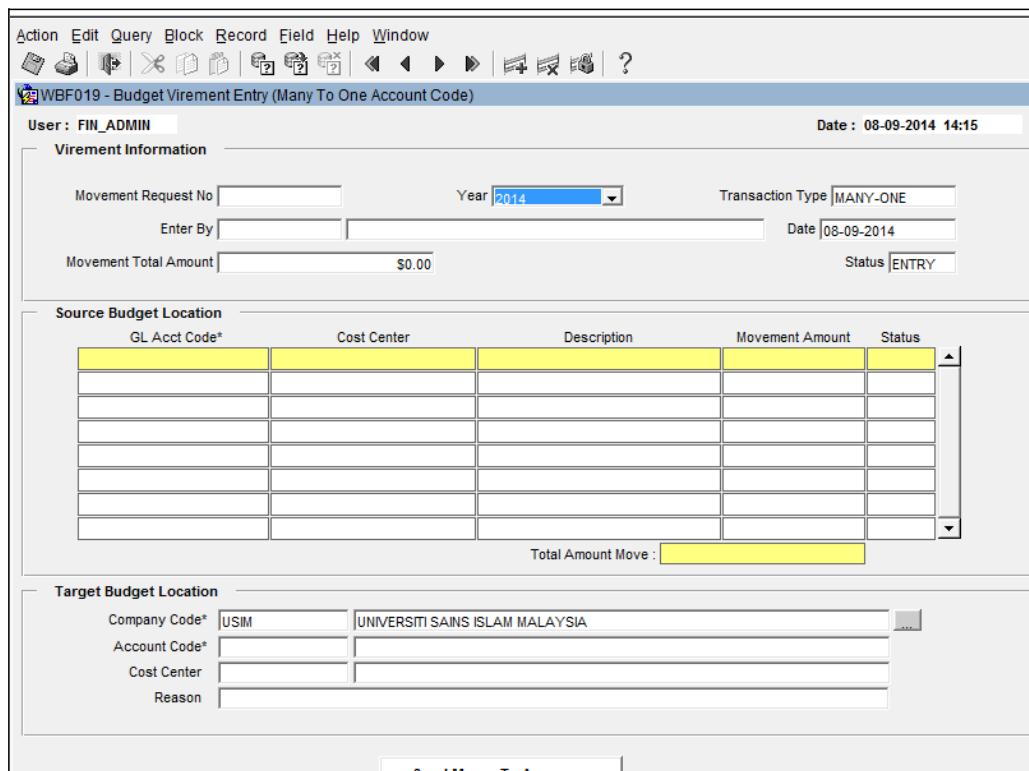
Click on **Save**  button to save transaction.

Click on **Send Memo to Approver** button to send memo to approver.

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		<p><b>Tarikh : 8 JANUARI 2016</b></p>
	<p><b>UPSI(ISO)/BEN/P01/MP02</b></p>	<p><b>Pindaan : 00</b></p>

## Virement Entry – Many to 1 Account Code

Virement entry can be done whether from one account code to many account codes or from many account codes to one account code. Screen for virement entry from many to one account code can be accessed by selecting **Budgeting > Virement Entry > Many to 1 Acct Code** from the main menu.



The screenshot displays the WBF019 - Budget Virement Entry (Many To One Account Code) window. At the top, it shows the menu bar (Action, Edit, Query, Block, Record, Field, Help, Window) and the title bar (WBF019 - Budget Virement Entry (Many To One Account Code)). Below the title bar, it shows the User: FIN\_ADMIN and Date: 08-09-2014 14:15. The main area is divided into sections:

- Virement Information:** Contains fields for Movement Request No, Year (set to 2014), Transaction Type (set to MANY-ONE), Enter By, Date (set to 08-09-2014), Movement Total Amount (\$0.00), and Status (set to ENTRY).
- Source Budget Location:** A grid table with columns: GL Acct Code\*, Cost Center, Description, Movement Amount, and Status. There are 10 rows in the grid.
- Total Amount Move:** A field showing the total amount moved, which is currently \$0.00.
- Target Budget Location:** Contains fields for Company Code (set to USIM, UNIVERSITI SAINS ISLAM MALAYSIA), Account Code, Cost Center, and Reason.
- Buttons:** At the bottom right, there is a "Send Memo To Approver" button.

**Figure 1-WBF019-1: Virement Entry – Many to 1 Acct Code**

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	<b>Tarikh : 8 JANUARI 2016</b>	
	<b>UPSI(ISO)/BEN/P01/MP02</b>	<b>Pindaan : 00</b>

To begin, enter data for **Virement Information** field. The fields are explained, as followed:

Field Name	Description	Required
Movement Request	Movement request number will be auto	
Year	Year of request	
Transaction Type	Transaction type; MANY-ONE which means from many account code to 1 account codes	
Enter By	Staff ID of person entering data. This info is automatically generated by system	
Date	Date of entered data. This info is automatically generated by system.	
Movement Total	Movement's total amount. This info is automatically generated by system	
Amount		
Status	Budget increment/decrement status	

Fill in **Source Budget Location** field. The fields are explained, as followed:

Field Name	Description	Required
GL Account Code	Account code can be selected by clicking on F9 button.	
Cost Center	Cost center where budget will be transfer out	
Description	Account's description	
Movement Amount	Key in the desired movement amount.	
Status	Virement status	

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	<b>Tarikh : 8 JANUARI 2016</b>	
	<b>UPSI(ISO)/BEN/P01/MP02</b>	<b>Pindaan : 00</b>

Then, fill in **Target Budget Location** field. The fields are explained as followed:

Field Name	Description	Required
Company Code	Company code can be selected from list of value displayed when user click on F9	
Account Code*	Account code can be selected by clicking on F9 button.	
Cost Center	Cost center where budget will be transfer in	
Reason	Reason for virement's request	

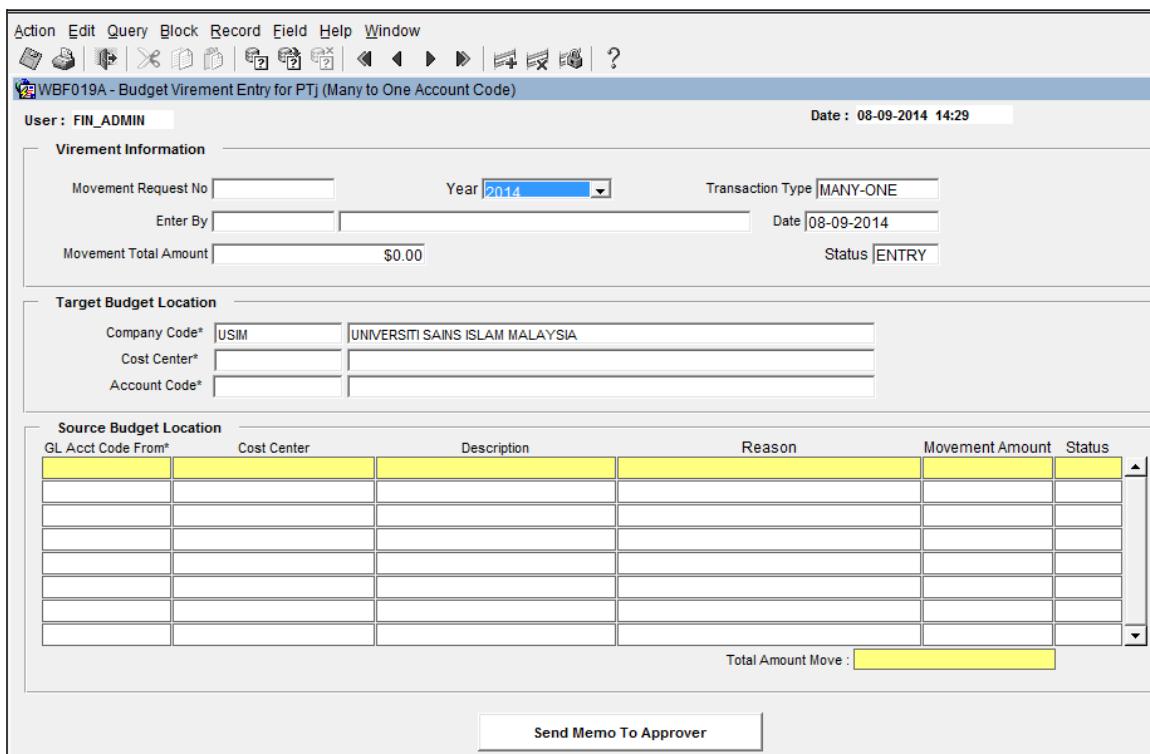
Click on **Save**  button to save transaction.

Click on **Send Memo to Approver** button to send memo to approver.

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	<p><b>MANUAL PENGGUNA PENGURUSAN BAJET (BUDGET MANAGEMENT)</b></p>	<p><b>Muka surat :31/54</b></p>
		<p><b>Tarikh : 8 JANUARI 2016</b></p>
	<p><b>UPSI(ISO)/BEN/P01/MP02</b></p>	<p><b>Pindaan : 00</b></p>

## Virement Entry – Many to 1 Account Code (PTj)

Virement entry can be done whether from one account code to many account codes or from many account codes to one account code. Screen for virement entry from many to one account code can be accessed by selecting **Budgeting > Virement Entry > Many to 1 Acct Code (PTj)** from the main menu.



The screenshot shows the WBF019A application window. At the top, there's a toolbar with various icons and a title bar showing 'WBF019A - Budget Virement Entry for PTj (Many to One Account Code)'. Below the toolbar, the user information is displayed: 'User : FIN\_ADMIN' and 'Date : 08-09-2014 14:29'. The main area is divided into several sections:

- Virement Information:** Contains fields for 'Movement Request No' (empty), 'Year' (2014), 'Transaction Type' (MANY-ONE), 'Enter By' (empty), 'Date' (08-09-2014), 'Movement Total Amount' (\$0.00), and 'Status' (ENTRY).
- Target Budget Location:** Shows 'Company Code\*' (USIM) and 'UNIVERSITI SAINS ISLAM MALAYSIA' in the dropdown, and 'Cost Center\*' and 'Account Code\*' fields.
- Source Budget Location:** A grid table with columns: GL Acct Code From\*, Cost Center, Description, Reason, Movement Amount, and Status. The table has 10 rows, all of which are currently empty.
- Total Amount Move:** A text input field at the bottom of the Source Budget Location section.
- Buttons:** A 'Send Memo To Approver' button at the bottom right of the main form area.

**Figure 1-WBF019A-1: Virement Entry – Many to 1 Acct Code for PTj**

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	<b>Tarikh : 8 JANUARI 2016</b>	
	<b>UPSI(ISO)/BEN/P01/MP02</b>	<b>Pindaan : 00</b>

To begin, enter data for **Virement Information** field. The fields are explained, as followed:

Field Name	Description	Required
Movement Request	Movement request number will be auto	
Year	Year of request	
Transaction Type	Transaction type; MANY-ONE which means from many account code to 1 account codes	
Enter By	Staff ID of person entering data. This info is automatically generated by system	
Date	Date of entered data. This info is automatically generated by system.	
Movement Total	Movement's total amount. This info is automatically generated by system	
Amount	Budget increment/decrement status	
Status		

After that, fill in **Target Budget Location** field. The fields are explained as followed:

Field Name	Description	Required
Company Code	Company code can be selected from list of value displayed when user click on F9	
Cost Center	Cost center where budget will be transfer in	
Account Code*	Account code can be selected by clicking on F9 button.	

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	<b>Tarikh : 8 JANUARI 2016</b>	
	<b>UPSI(ISO)/BEN/P01/MP02</b>	<b>Pindaan : 00</b>

Fill in **Source Budget Location** field. The fields are explained, as followed:

Field Name	Description	Required
GL Account Code From*	System will automatically display the GL Account Code base on information fill in <b>Source Budget Location</b> field.	
Cost Center	Cost center where budget will be transfer out	
Description	Account's description	
Reason	Reason for virement's request	
Movement Amount	Key in the desired movement amount.	
Status	Virement status	

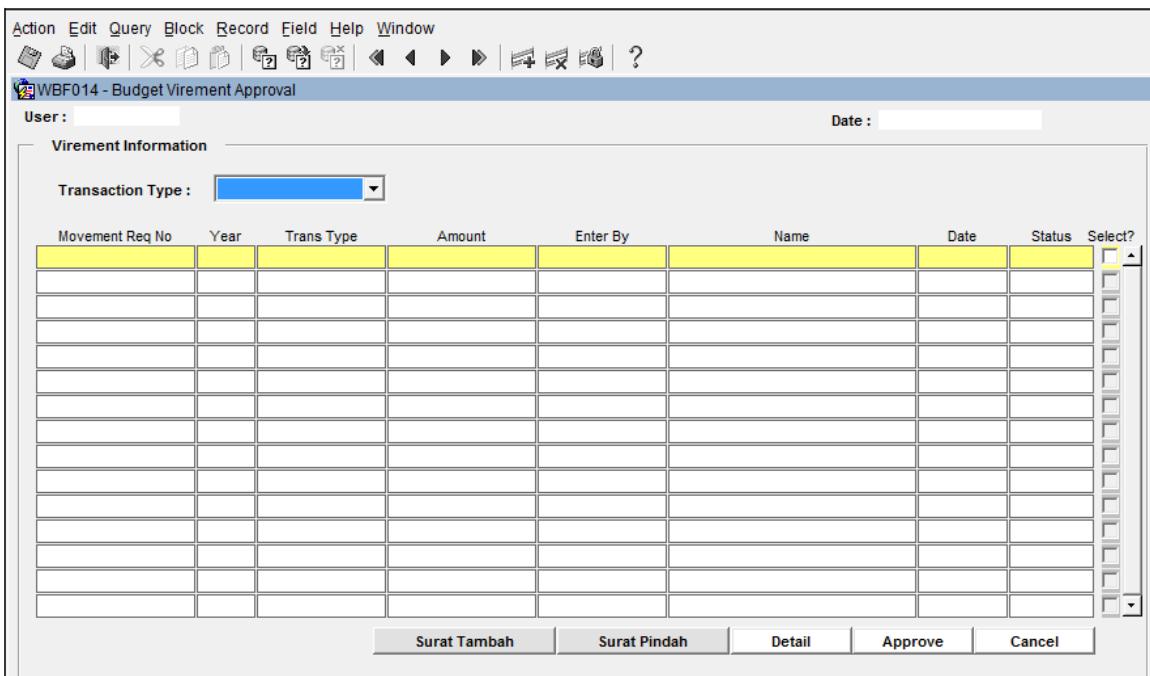
Click on **Save**  button to save transaction.

Click on **Send Memo to Approver** button to send memo to approver.

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	<p><b>MANUAL PENGGUNA PENGURUSAN BAJET (BUDGET MANAGEMENT)</b></p>	<p><b>Muka surat :34/54</b></p>
		<p><b>Tarikh : 8 JANUARI 2016</b></p>
	<p><b>UPSI(ISO)/BEN/P01/MP02</b></p>	<p><b>Pindaan : 00</b></p>

## Approving Virement and Increment/Decrement Entry

Approval for virement, increment or decrement can be done to transaction with the Status = ENTRY. This screen can be accessed by selecting **Budgeting > Virement and Increment Approval** from the main menu.



The screenshot shows a Windows application window titled "WBF014 - Budget Virement Approval". The window has a toolbar at the top with various icons for file operations like Open, Save, Print, etc. Below the toolbar is a menu bar with "Action", "Edit", "Query", "Block", "Record", "Field", "Help", and "Window". The main area is divided into sections: "User:" and "Date:" fields, "Virement Information" section with a dropdown for "Transaction Type", and a large grid table for managing transactions. The grid columns are: Movement Req No, Year, Trans Type, Amount, Enter By, Name, Date, Status, and Select? (with checkboxes). At the bottom of the grid are buttons for "Surat Tambah", "Surat Pindah", "Detail", "Approve", and "Cancel".

**Figure 1-WBF014-1: Virement and Increment Approval - Approve**

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	<b>Tarikh : 8 JANUARI 2016</b>	
	<b>UPSI(ISO)/BEN/P01/MP02</b>	<b>Pindaan : 00</b>

Begin by selecting **Transaction Type** from dropdown list. System will display info as filtered by the selected parameter. The fields are explained, as followed:

Field Name	Description	Required
Movement Request No	Movement request number	
Year	Year of request	
Trans Type	Transaction type, whether INCREMENT/DECREMENT (budget increment or decrement) or ONE-MANY/MANY-ONE (budget virement)	
Amount	Requested transaction's amount	
Enter By & Name	Staff ID and name of person entering data for movement's request	
Date	Date of movement's request entry.	
Status	Budget increment/decrement status	
Select?	Check checkbox to select movement	

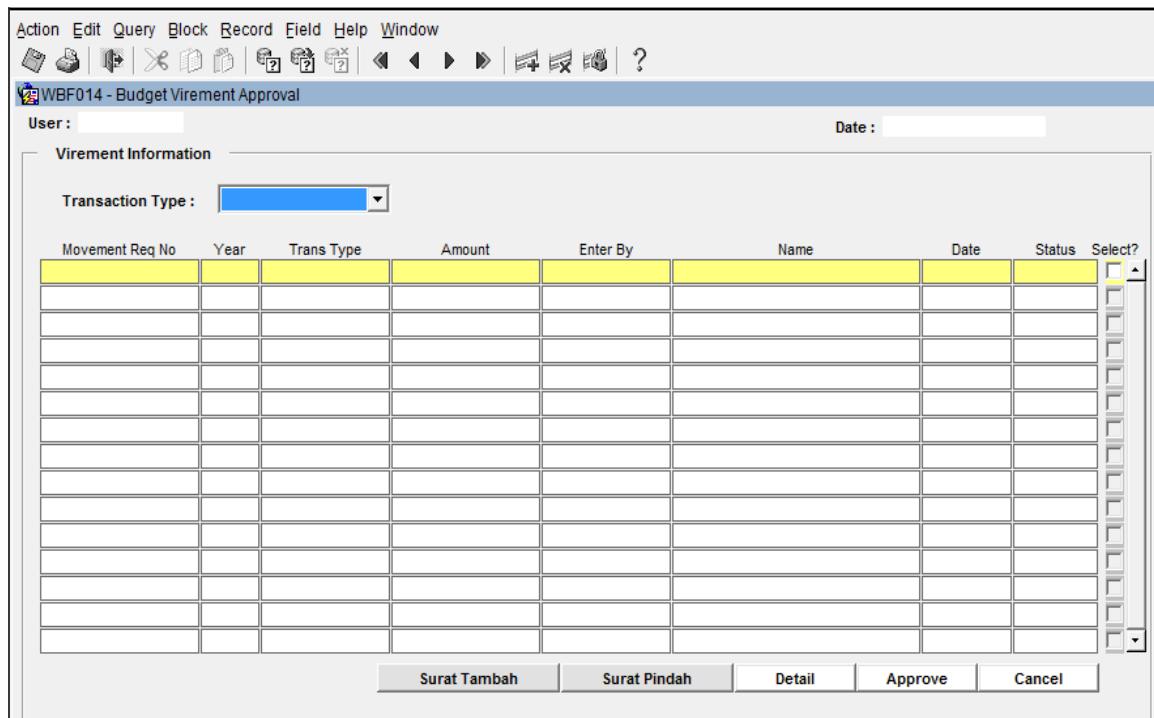
To view movement's detail, place cursor on the desired movement and click on **Detail** button. System will navigate to “**WBF015 – Budget Movement Batch Information**” screen. Click on **Exit**  button to return to previous screen.

To approve movement, check the **Select?** checkbox to select the desired movement, then click on **Approve** button.

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		<p><b>Tarikh : 8 JANUARI 2016</b></p>
	<p><b>UPSI(ISO)/BEN/P01/MP02</b></p>	<p><b>Pindaan : 00</b></p>

## Cancelling Virement and Increment/Decrement Entry

Cancellation for virement and increment or decrement entry can be done to transaction with Status = ENTRY and APPRV. This screen can be accessed by selecting **Budgeting > Virement and Increment Approval** from the main menu.



The screenshot shows the WBF014 - Budget Virement Approval screen. At the top, there is a toolbar with various icons for file operations like Open, Save, Print, and Exit. Below the toolbar, the window title is "WBF014 - Budget Virement Approval". There are fields for "User:" and "Date:". A section titled "Virement Information" contains a dropdown menu for "Transaction Type". The main area is a grid table with the following columns: Movement Req No, Year, Trans Type, Amount, Enter By, Name, Date, Status, and Select?. The "Amount" column is highlighted in yellow. At the bottom of the grid, there are several buttons: "Surat Tambah", "Surat Pindah", "Detail", "Approve", and "Cancel".

**Figure 1-WBF014-1: Virement and Increment Approval - Cancel**

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		<p><b>Tarikh : 8 JANUARI 2016</b></p>
	<p><b>UPSI(ISO)/BEN/P01/MP02</b></p>	<p><b>Pindaan : 00</b></p>

Begin by selecting **Transaction Type** from dropdown list. System will display info for the selected parameter. The fields are explained, as followed:

Field Name	Description	Required
Movement Request No	Movement's request number	
Year	Year of request	
Trans Type	Transaction type, whether INCREMENT/DECREMENT (budget increment or decrement) or ONE-MANY/MANY-ONE (budget virement)	
Amount	Requested transaction's amount	
Enter By & Name	Staff ID and name of person entering data for movement's request	
Date	Date of movement's request entry.	
Status	Budget increment/decrement status	
Select?	Check checkbox to select movement	

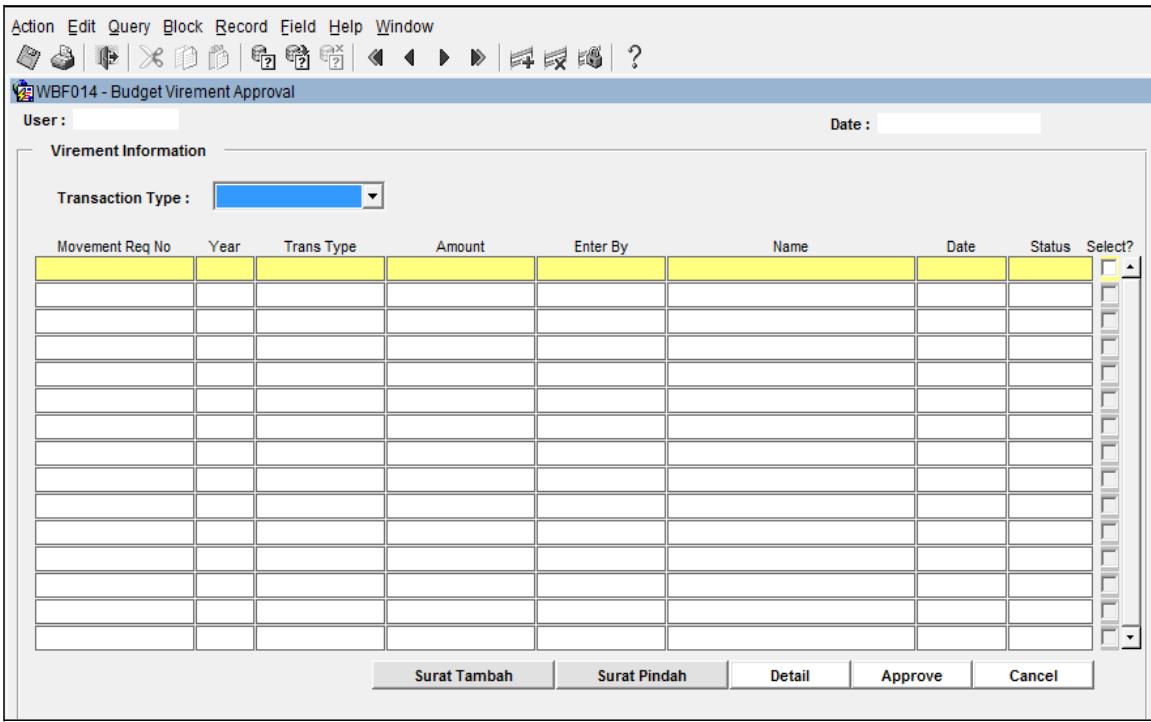
To view movement's detail, place cursor on the desired movement and click on **Detail** button. System will navigate to “**WBF015 – Budget Movement Batch Information**” screen. Click on **Exit**  button to return to previous screen.

To approve movement, check the **Select?** checkbox to select the desired movement, then click on **Cancel** button.

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	<p><b>MANUAL PENGGUNA PENGURUSAN BAJET (BUDGET MANAGEMENT)</b></p>	<p><b>Muka surat :38/54</b></p>
		<p><b>Tarikh : 8 JANUARI 2016</b></p>
	<p><b>UPSI(ISO)/BEN/P01/MP02</b></p>	<p><b>Pindaan : 00</b></p>

## Generating Surat Tambah and Surat Pindah

User can generate surat tambah and surat pindah reports using **Virement and Increment Approval** screen. This screen can be accessed by selecting **Budgeting >> Virement and Increment Approval** from the main menu.



The screenshot displays the 'WBF014 - Budget Virement Approval' window. At the top, there's a toolbar with standard application icons. Below the toolbar, the title bar reads 'WBF014 - Budget Virement Approval'. The main area contains a form with fields for 'User:' and 'Date:', both currently empty. A section titled 'Virement Information' includes a dropdown menu for 'Transaction Type'. The central feature is a large grid table with the following columns: Movement Req No, Year, Trans Type, Amount, Enter By, Name, Date, Status, and Select?. The 'Amount' column is highlighted in yellow. At the bottom of the grid, there are several buttons labeled 'Surat Tambah', 'Surat Pindah', 'Detail', 'Approve', and 'Cancel'.

**Figure 1-WBF014-1: Virement and Increment Approval**

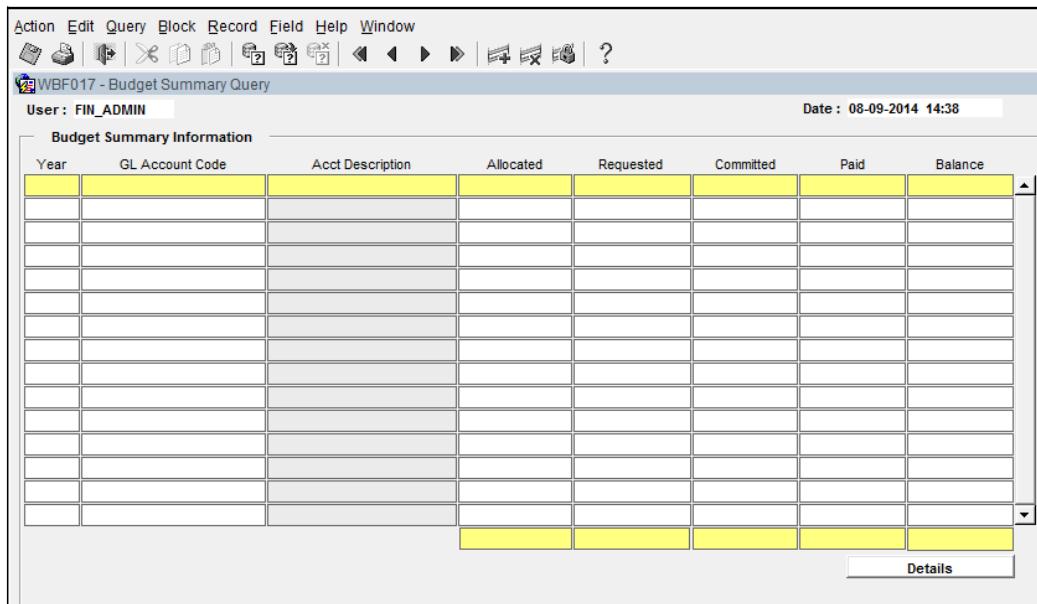
To generate **Surat Tambah**, check the **Select?** checkbox to select the desired movement, then click on **Surat Tambah** button.

To generate **Surat Pindah**, check the **Select?** checkbox to select the desired movement, then click on **Surat Pindah** button.

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية لعلوم التربية جامعة سلطان ابراهيم SULTAN IDRIS EDUCATION UNIVERSITY</p>	<p><b>MANUAL PENGGUNA PENGURUSAN BAJET (BUDGET MANAGEMENT)</b></p>	<b>Muka surat :39/54</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P01/MP02</b>	<b>Pindaan : 00</b>

## Viewing Budget Summary Information

User can query info for budget summary information. This screen can be accessed by selecting **Budgeting >> Budgeting Query >> Budget Summary All** from the main menu.



**Figure 1-WBF017-1: Budget Summary Information**

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN BAJET (BUDGET MANAGEMENT)</b>	<b>Muka surat :40/54</b>
	<b>Tarikh : 8 JANUARI 2016</b>	
	<b>UPSI(ISO)/BEN/P01/MP02</b>	<b>Pindaan : 00</b>

User can filter budget listing by **Account** and **Year**. System will display the filtered information in **Budget Summary Information** field.

The fields are explained, as followed:

Field Name	Description	Required
GL Account Code	3 segments account code.	
Allocated (RM)	Total allocated budget in RM	
Requested (RM)	Total requested budget in RM. This amount comes from purchase request	
Committed (RM)	Committed budget in RM. This amount comes from purchase order.	
Paid (RM)	Paid amount in RM. This amount comes from account payable.	
Balance (RM)	Budget's balance amount = Allocated (RM) – Requested (RM) - Committed (RM) - Paid (RM)	

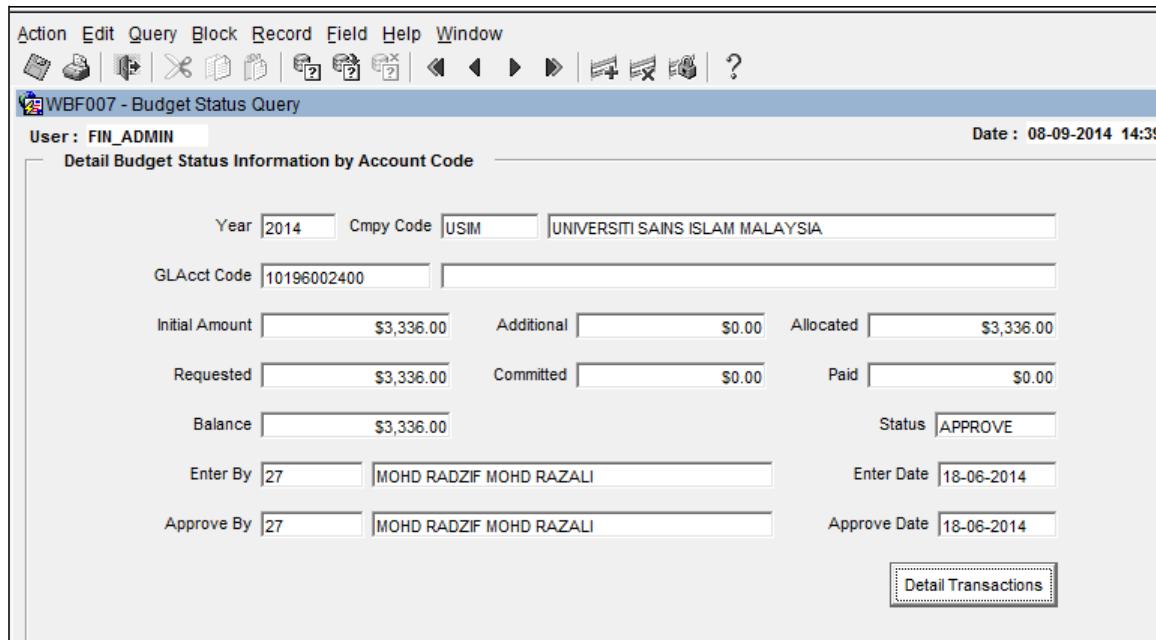
To view detail, place cursor on the desired movement and click on **Detail** button. System will navigate to “**WBF007 – Budget Status Query**” screen.

Click on **Detail Transactions** button to view detail transactions. System will navigate to “**WBF016 – Budget Detail Status Query**” screen. Click on **Exit**  button to return to previous screen.

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	<p><b>MANUAL PENGGUNA PENGURUSAN BAJET (BUDGET MANAGEMENT)</b></p>	<p><b>Muka surat :41/54</b></p>
		<p><b>Tarikh : 8 JANUARI 2016</b></p>
	<p><b>UPSI(ISO)/BEN/P01/MP02</b></p>	<p><b>Pindaan : 00</b></p>

## Viewing Budget Status

User can query info for budget status. This screen can be accessed by selecting **Budgeting > Budgeting Query > Budget Status Query** from the main menu or by clicking on **Details** button in “**WBF007 – Budget Summary Information**” screen.



WBF007 - Budget Status Query

User: FIN\_ADMIN Date : 08-09-2014 14:39

Detail Budget Status Information by Account Code

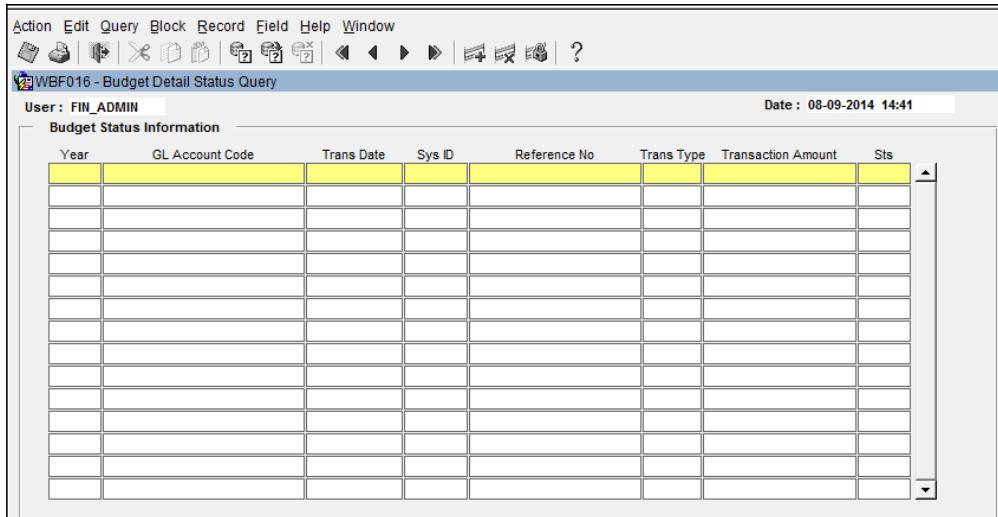
Year	2014	Cmpy Code	USIM	UNIVERSITI SAINS ISLAM MALAYSIA	
GLAcct Code	10196002400				
Initial Amount	\$3,336.00	Additional	\$0.00	Allocated	\$3,336.00
Requested	\$3,336.00	Committed	\$0.00	Paid	\$0.00
Balance	\$3,336.00				Status APPROVE
Enter By	27	MOHD RADZIF MOHD RAZALI		Enter Date	18-06-2014
Approve By	27	MOHD RADZIF MOHD RAZALI		Approve Date	18-06-2014
<b>Detail Transactions</b>					

Figure 1-WBF007-1: Budget Status Query

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية السلطانية SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN BAJET (BUDGET MANAGEMENT)</b>	<b>Muka surat :42/54</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P01/MP02</b>	<b>Pindaan : 00</b>

To begin, click on **Execute Query**  button. Click on **Next Record**  or **Previous Record**  button to browse through all available records.

Click on **Detail Transactions** button to view detail transactions. System will navigate to “WBF016 – Budget Detail Status Query” screen. Click on **Exit**  button to return to previous screen.



Year	GL Account Code	Trans Date	Sys ID	Reference No	Trans Type	Transaction Amount	Sts

**Figure 1-WBF016-1: Budget Detail Status Query**

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 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b>            اونیورسٹی پنديكن سلطان اوريس</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN BAJET (BUDGET MANAGEMENT)</b>	<b>Muka surat :43/54</b> <b>Tarikh : 8 JANUARI 2016</b> <b>UPSI(ISO)/BEN/P01/MP02</b> <b>Pindaan : 00</b>
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## Viewing Budget Movement Info

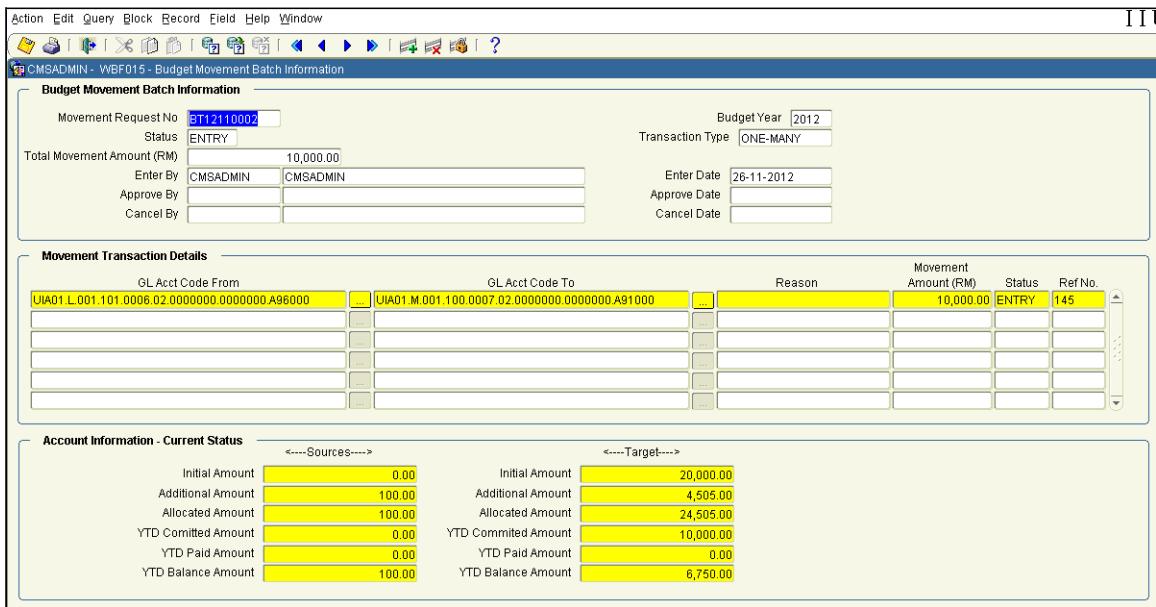
User can query info for budget movement. This screen can be accessed by selecting **Budgeting >> Budgeting Query >> Budget Movement Query** from the main menu.

**Figure 1-WBF027-1:** Budget Movement Query

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> جامعة سلطان ابراهيم SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN BAJET (BUDGET MANAGEMENT)</b>	<b>Muka surat :44/54</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P01/MP02</b>	<b>Pindaan : 00</b>

Click on **Detail** button to view detail movement. System will navigate to “**WBF015 –**

**Budget Movement Batch Information**” screen. Click on **Exit**  button to return to previous screen.



The screenshot displays the CMSADMIN - WBF015 - Budget Movement Batch Information interface. It includes sections for Movement Request Number (BT12110002), Status (ENTRY), Total Movement Amount (RM) (10,000.00), Enter By (CMSADMIN), Approve By (CMSADMIN), Cancel By, Budget Year (2012), Transaction Type (ONE-MANY), Enter Date (26-11-2012), Approve Date, and Cancel Date.

The Movement Transaction Details section shows a grid of GL Account codes from and to, movement amounts (10,000.00), reasons, status (ENTRY), and reference numbers (145). The grid has 10 rows.

The Account Information - Current Status section compares Sources and Targets for various financial metrics:

Sources		Targets	
Initial Amount	0.00	Initial Amount	20,000.00
Additional Amount	100.00	Additional Amount	4,505.00
Allocated Amount	100.00	Allocated Amount	24,505.00
YTD Committed Amount	0.00	YTD Committed Amount	10,000.00
YTD Paid Amount	0.00	YTD Paid Amount	0.00
YTD Balance Amount	100.00	YTD Balance Amount	6,750.00

**Figure 1-WBF027-1: Budget Movement Query**

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b></p> <p>لوگوییتی پنیدکان سلطان ادریس</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	<p><b>MANUAL PENGGUNA PENGURUSAN BAJET (BUDGET MANAGEMENT)</b></p>	<p><b>Muka surat :45/54</b></p>
		<p><b>Tarikh : 8 JANUARI 2016</b></p>
	<p><b>UPSI(ISO)/BEN/P01/MP02</b></p>	<p><b>Pindaan : 00</b></p>

## Generating Vot Book

Vot book is prepared to control allocation and spending of the department. This screen can be accessed by selecting **Budgeting** >> **Budgeting Reports** >> **Budget Status by Cost Centre** from the main menu.

Window

 WBR001F\_Budget Status by Cost Center

User : FIN_ADMIN	Date : 08-09-2014 15:02
Budget Reports	
Cost Center	<input type="text"/>
Year	<input type="text" value="2014"/> <input type="button" value="..."/> *Key in as format - (yyyy) or click on the F9 button

\*Leave blank to print all budget report

ILMU	Vot Book	Exit
------	----------	------

**Figure 1-WBR001F-1:** Budget Reports

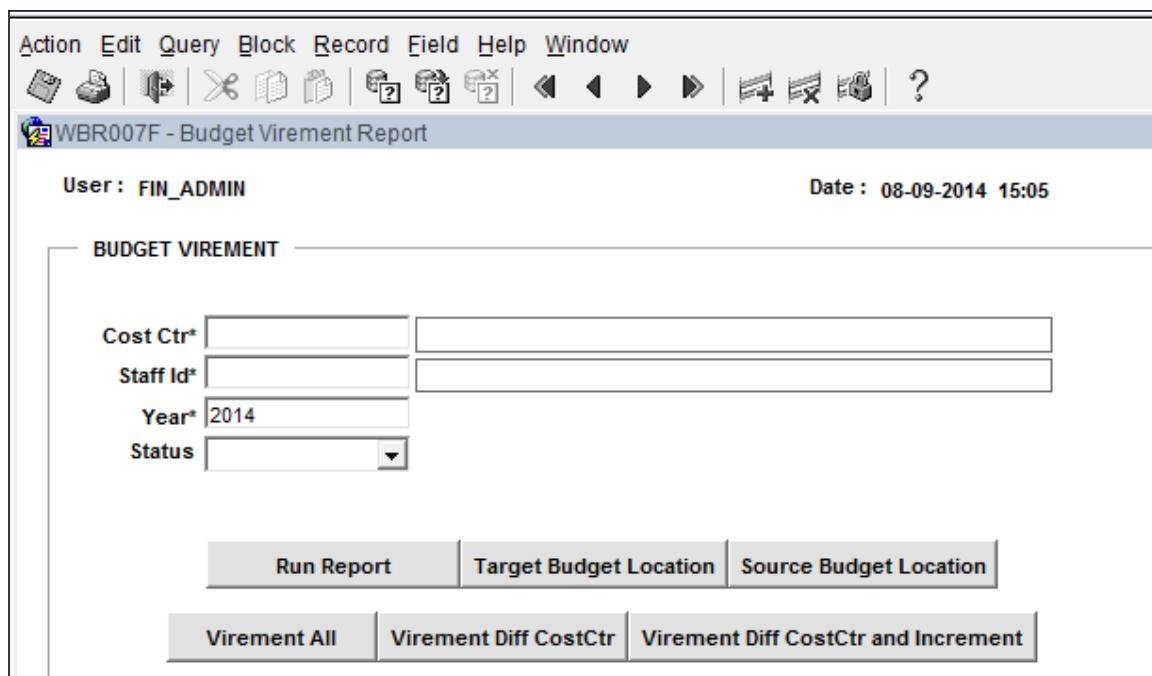
Begin by selecting parameter for the vot book report. Click on LOV  button to select **Cost Centre** and **Year** from the displayed list of value pop-up.

Click on **Vot Book** button to generate report in PDF format.

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> أُونِيْسِيٰتِي قَنْدِيدِيْن سَلَطَان إِدِرِيس</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN BAJET (BUDGET MANAGEMENT)</b>	<b>Muka surat :46/54</b> <b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P01/MP02</b>	<b>Pindaan : 00</b>

## Generating Budget Virement Listing by Cost Centre Reports

This screen can be accessed by selecting **Budgeting > Budgeting Reports > Budget Virement Listing by Cost Centre** from the main menu.



**Figure 1-WBR007F-1: Budget Reports**

Begin by selecting parameter for the virement listing reports, Click on F9 button to select **Cost Centre** and **Year** from the displayed list of value pop-up. Select **Status** from dropdown list.

Click on **Run Report** button to generate report in PDF format

Click on **Target Budget Location** button to generate report in PDF format

Click on **Source Budget Location** button to generate report in PDF format

 <p><b>UNIVERSITI</b> <b>PENDIDIKAN</b> <b>SULTAN IDRIS</b> الجامعة السلطانية ل Sultan Idris SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA</b> <b>PENGURUSAN BAJET</b> <b>(BUDGET MANAGEMENT)</b>	<b>Muka surat :47/54</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P01/MP02</b>	<b>Pindaan : 00</b>

Click on **Virement All** button to generate report in PDF format

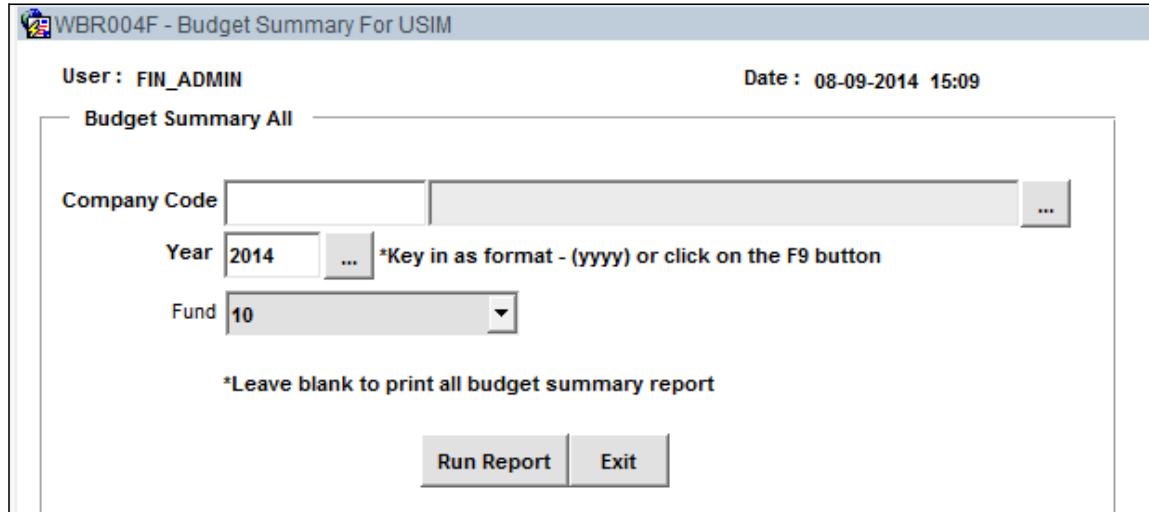
Click on **Virement Diff CostCtr** button to generate report in PDF format

Click on **Virement Diff CostCtr and Increment** button to generate report in PDF format

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> لوگوییتی پنیدیکن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN BAJET (BUDGET MANAGEMENT)</b>	<b>Muka surat :48/54</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P01/MP02</b>	<b>Pindaan : 00</b>

## Generating Budget Summary Report

**Budgeting >> Budgeting Reports >> Budget Summary For UPSI**



WBR004F - Budget Summary For USIM

User: FIN\_ADMIN Date : 08-09-2014 15:09

Budget Summary All

Company Code  ...

Year 2014 ... \*Key in as format - (yyyy) or click on the F9 button

Fund 10

\*Leave blank to print all budget summary report

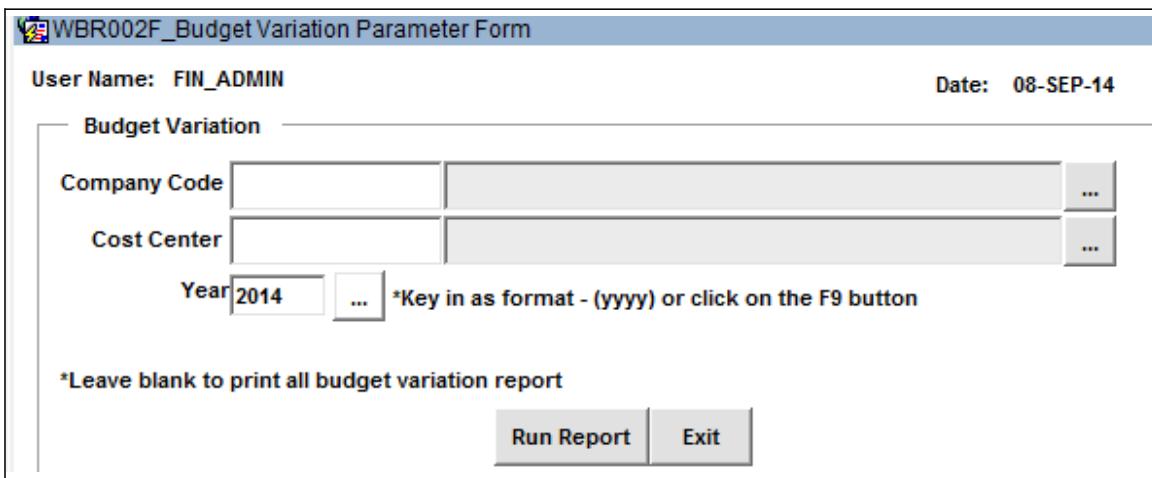
Run Report Exit

**Figure 1-WBR004F-1: Budget Reports**

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية للدراسات العلية سلطان ابراهيم</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	<p><b>MANUAL PENGGUNA PENGURUSAN BAJET (BUDGET MANAGEMENT)</b></p>	<b>Muka surat :49/54</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P01/MP02</b>	<b>Pindaan : 00</b>

## Generating Variation Report

A budget variation report is a report that shows the difference between a budget and projected year end expenses. This screen can be accessed by selecting **Budgeting > Budgeting Reports > Variation Report** from the main menu.



The screenshot shows the 'WBR002F\_Budget Variation Parameter Form' window. It has a blue header bar with the title. Below it, there are two input fields: 'User Name: FIN\_ADMIN' and 'Date: 08-SEP-14'. A section titled 'Budget Variation' contains three input fields: 'Company Code' (with a LOV button), 'Cost Center' (with a LOV button), and 'Year' (set to '2014') followed by a LOV button. A note below says '\*Key in as format - (yyyy) or click on the F9 button'. At the bottom left, there is a note: '\*Leave blank to print all budget variation report'. At the bottom right are two buttons: 'Run Report' and 'Exit'.

**Figure 1-WBR002F-1: Budget Reports**

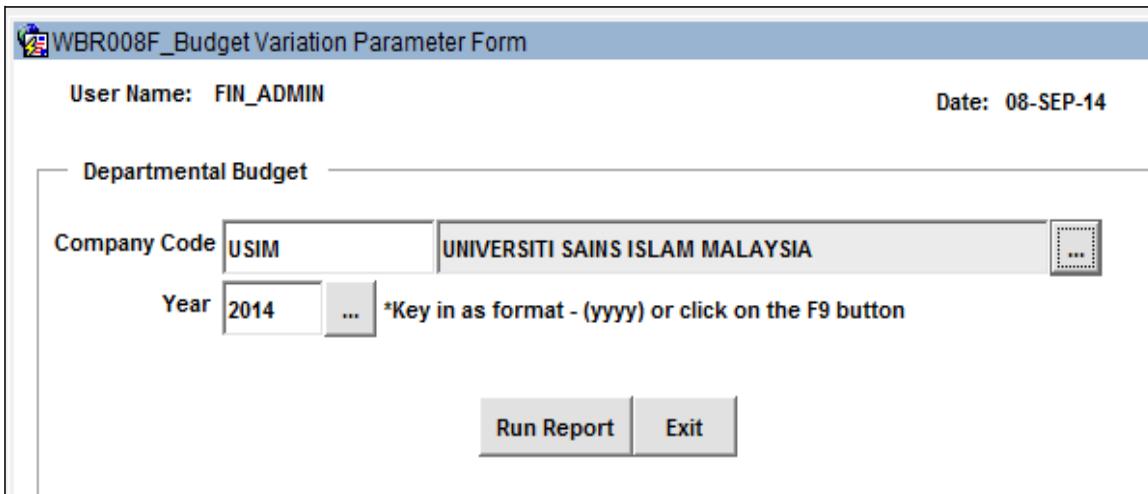
Begin by selecting the parameter. Click on LOV  button to select **Company Code**, **Cost Centre** and **Year** from the displayed list of value pop-up.

Click on **Run Report** button to generate report in PDF format.

 <b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> سلطان ادريس پنداشی عالی <small>SULTAN IDRIS EDUCATION UNIVERSITY</small>	<b>MANUAL PENGGUNA PENGURUSAN BAJET (BUDGET MANAGEMENT)</b>	<b>Muka surat :50/54</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P01/MP02</b>	<b>Pindaan : 00</b>

## Generating Departmental Budget Reports

User can generate departmental budget's report. This screen can be accessed by selecting **Budgeting >> Budgeting Reports >> Departmental Budget** from the main menu.



The screenshot shows a software interface titled "WBR008F\_Budget Variation Parameter Form". At the top, it displays the user name "User Name: FIN\_ADMIN" and the date "Date: 08-SEP-14". Below this, there is a section labeled "Departmental Budget" containing two input fields: "Company Code" with the value "USIM" and "UNIVERSITI SAINS ISLAM MALAYSIA", and "Year" with the value "2014". To the right of the year field is a note: "\*Key in as format - (yyyy) or click on the F9 button". At the bottom of the form are two buttons: "Run Report" and "Exit".

**Figure 1-WBR008F-1:** Departmental Budget Reports

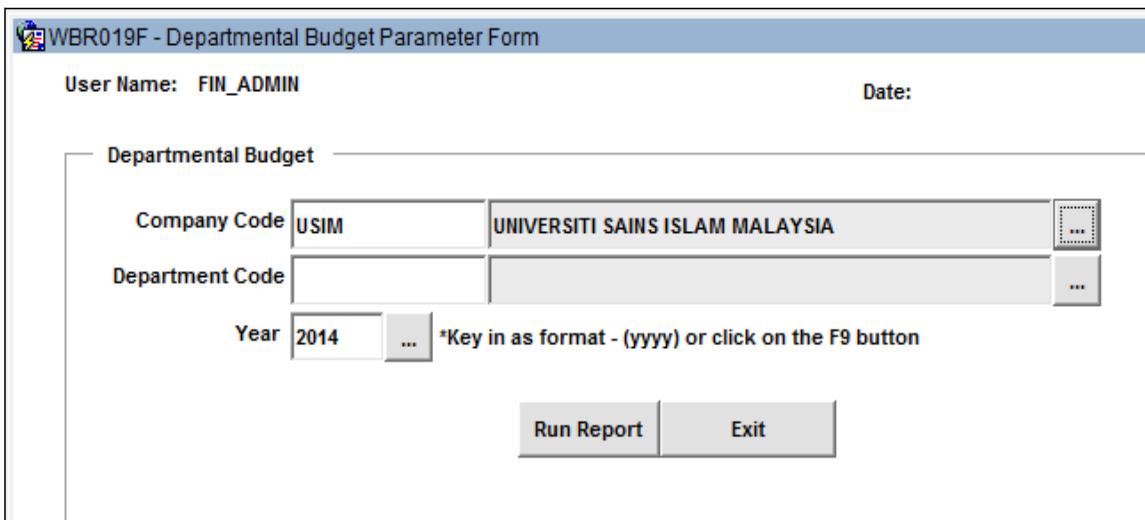
Begin by selecting parameter for the reports. Click on LOV  button to select **Company Code** from the displayed list of value pop-up. Select **Year** by click on LOV

Click on **Run Report** button to generate report in PDF format

 <b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> سلطان ادریس پنداشی عالی <small>SULTAN IDRIS EDUCATION UNIVERSITY</small>	<b>MANUAL PENGGUNA PENGURUSAN BAJET (BUDGET MANAGEMENT)</b>	<b>Muka surat :51/54</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P01/MP02</b>	<b>Pindaan : 00</b>

## Generating Departmental Budget By Cost Center Reports

User can generate departmental budget's report. This screen can be accessed by selecting **Budgeting > Budgeting Reports > Departmental Budget By Cost Center** from the main menu.

WBR019F - Departmental Budget Parameter Form

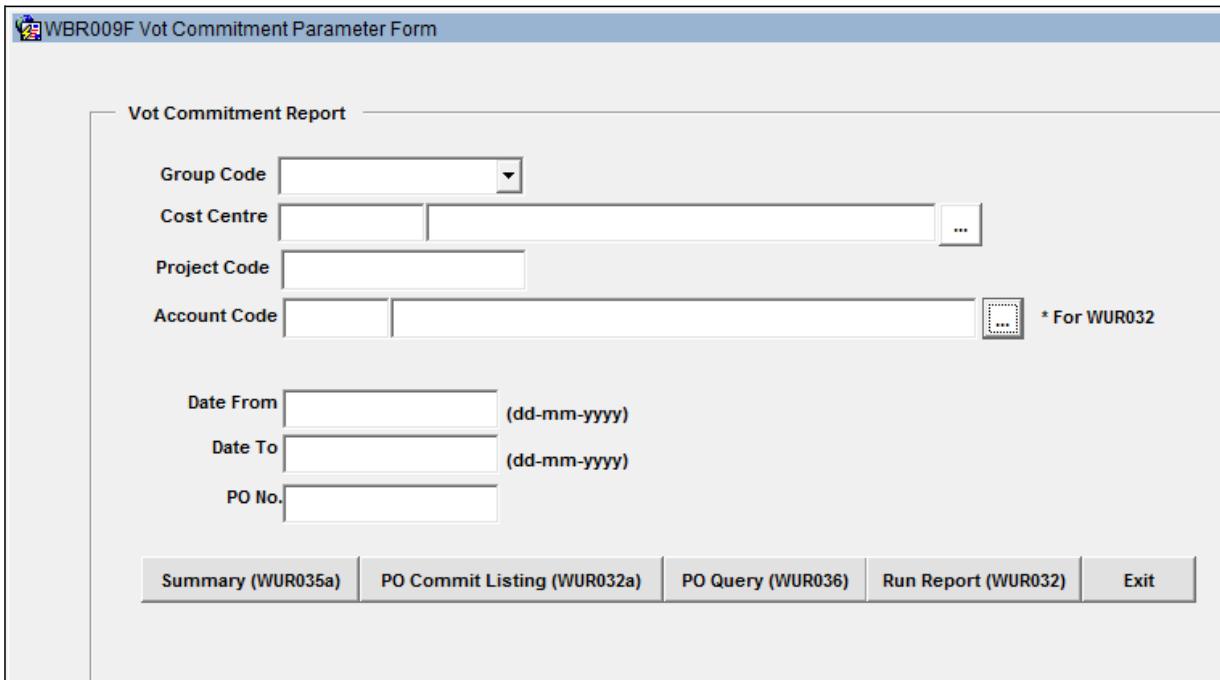
User Name:	FIN_ADMIN	Date:	
<b>Departmental Budget</b>			
Company Code	USIM	UNIVERSITI SAINS ISLAM MALAYSIA	<a href="#">...</a>
Department Code	<input type="text"/>		
Year	2014	<a href="#">...</a>	*Key in as format - (yyyy) or click on the F9 button
<a href="#">Run Report</a> <a href="#">Exit</a>			

**Figure 1-WBR019F-1: Departmental Budget Parameter Form**

 <p><b>UNIVERSITI</b> <b>PENDIDIKAN</b> <b>SULTAN IDRIS</b> SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA</b> <b>PENGURUSAN BAJET</b> <i>(BUDGET MANAGEMENT)</i>	<b>Muka surat :52/54</b> <b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P01/MP02</b>	<b>Pindaan : 00</b>

## Generating Vot Commitment Reports

This screen can be accessed by selecting **Budgeting >> Budgeting Reports >> Vot Commitment Report** from the main menu.



**Figure 1-WBR009F-1: Vot Commitment Reports**

Begin by selecting parameter for the reports. Select **Group Code** from the dropdown list. Click on LOV  button to select **Cost Centre** from the displayed list of value pop-up. Enter **Date From** and **Date To** in DD-MM-YYYY format.

Click on **Summary** button to generate report in PDF format

Click on **PO Commit Listing** button to generate report in PDF format

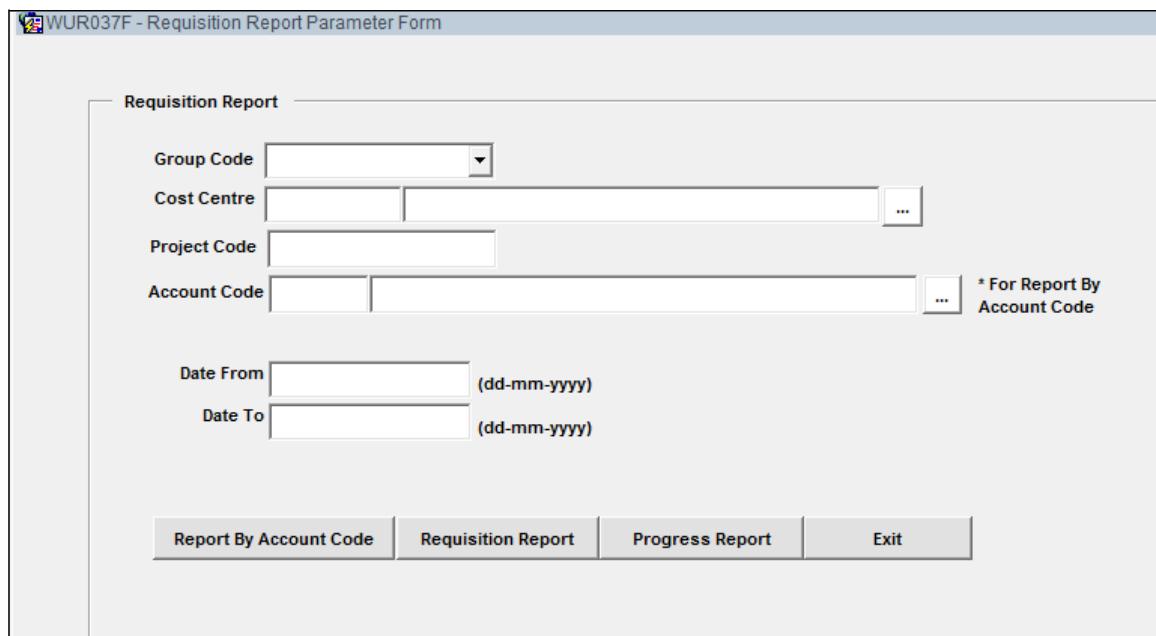
Click on **PO Query** button to generate report in PDF format

Click on **Run Report** button to generate report in PDF format

 <p><b>UNIVERSITI</b> <b>PENDIDIKAN</b> <b>SULTAN IDRIS</b> الجامعة السلطانية لدى سلطان ابراهيم SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA</b> <b>PENGURUSAN BAJET</b> <b>(BUDGET MANAGEMENT)</b>	<b>Muka surat :53/54</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P01/MP02</b>	<b>Pindaan : 00</b>

## Generating Purchase Requisition Report

**Budgeting >> Budgeting Reports >>Purchase Requisition Report**



The screenshot shows the 'WUR037F - Requisition Report Parameter Form'. The interface is a Windows-style application window. At the top, it says 'WUR037F - Requisition Report Parameter Form'. Below this is a section titled 'Requisition Report' containing several input fields and dropdowns:

- 'Group Code' with a dropdown arrow.
- 'Cost Centre' with a LOV button (indicated by three dots) to its right.
- 'Project Code' with a standard text input field.
- 'Account Code' with a LOV button to its right.
- 'Date From' and 'Date To' fields, both labeled '(dd-mm-yyyy)'.

To the right of the 'Account Code' field, there is a note: '\* For Report By Account Code'.

At the bottom of the form are four buttons in a row: 'Report By Account Code', 'Requisition Report', 'Progress Report', and 'Exit'.

**Figure 1-WBR037F-1: Purchase Requisition Reports**

Begin by selecting parameter for the reports. Select **Group Code** from the dropdown list. Click on LOV button to select **Cost Centre** from the displayed list of value pop-up. Enter **Date From** and **Date To** in DD-MM-YYYY format

Click on **Report By Account Code** button to generate report in PDF format

Click on **Requisition Report** button to generate report in PDF format

Click on **Progress Report** button to generate report in PDF format

 <p><b>UNIVERSITI</b> <b>PENDIDIKAN</b> <b>SULTAN IDRIS</b> الجامعة السلطانية للسلطان ابراهيم SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA</b> <b>PENGURUSAN BAJET</b> <i>(BUDGET MANAGEMENT)</i>	<b>Muka surat :54/54</b> <b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P01/MP02</b>	<b>Pindaan : 00</b>

## Generating Budget Reminder Report

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This screen can be accessed by selecting **Budgeting >> Budgeting Reports >> Budget Reminder** from the main menu.

The screenshot shows a software window titled "WBR015F\_Budget Memo". At the top, it displays "User Name: FIN\_ADMIN" and "Date: 08-SEP-14". Below this, there is a section titled "Budget Reminder" containing two input fields: "Company Code" set to "USIM" and "Year" set to "2014". To the right of the "Company Code" field is a button with three dots (...). At the bottom of the window are two buttons: "Run Report" and "Exit".

**Figure 1-WBR015F-1:** Budget Reminder

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Begin by selecting the parameter. Click on LOV [...] button to select **Company Code** and **Year** from the displayed list of value pop-up.

Click on **Run Report** button to generate report in PDF format