

MANUAL PENGGUNA

(USER MANUAL)



JABATAN BENDAHARI

PERANCANGAN BAJET

(BUDGET PLANNING)

UPSI (ISO)/BEN/P01/MP03

PINDAAN: 00

TARIKH: 8 JANUARI 2016



	MANUAL PENGGUNA PERANCANGAN BAJET (BUDGET PLANNING)	Muka surat :1/39
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Budget Planning

Budgeting module is the basis for almost all financial activities. Two main functions are Budget Planning and Budget Controlling. Budget Planning is complying with government Modified Budgetary System. Budget planning functionalities covers from cost centre proposal submission, proposal approval at cost centre level and approval by budget committee. Approved proposal will be submitted to ministry as a complete university proposal.

Ministry will announce overall budget and modification can be made at finance level. Budget committee will decide which proposal from which cost centre to reduce. After all modifications have been made, budget allocation can be generated and budget amount for every cost centre will be determined. All budget information is ready for utilization.

Screens for Budget Planning sub module are listed as followed:

1. WBF043 - MBS Account Setup
2. WBF020 - Budget Proposal Entry
3. WBF021 - Budget Proposal Verification
4. WBF041 - Budget Proposal Modification
5. WBF023 - Budget Proposal Approval
6. WBR003F - ABM Reports
7. WBR012F - MBS Reports
8. WBR017F - MBS Summary Reports
9. WBR013F - Proposal Listing by Status
10. WBR014F - Position Proposal Listing
11. WBR016F - Proposal by Cost Centre
12. WBR006F - MBS By Item
13. WBF039 - Budget Proposal Query

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

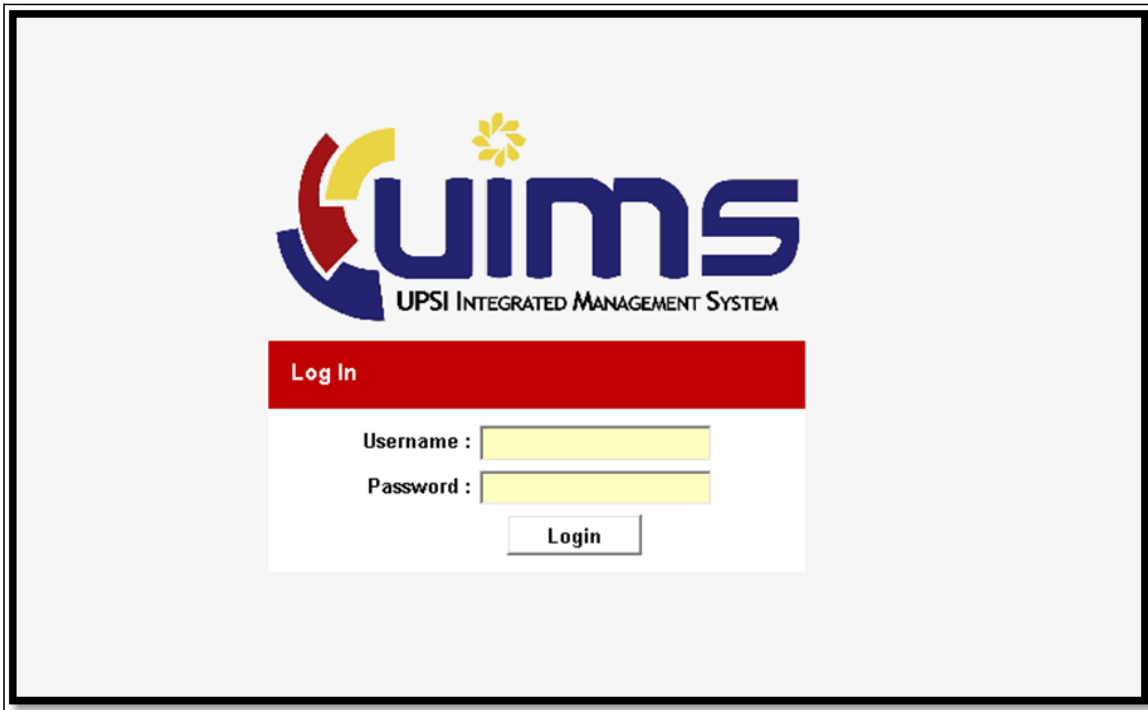



Figure 1-1: IMS Login Screen

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

	MANUAL PENGGUNA PERANCANGAN BAJET (BUDGET PLANNING)	Muka surat :5/39
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Select **Budgeting** to access **Budgeting** sub menu as displayed in Figure 1-3.

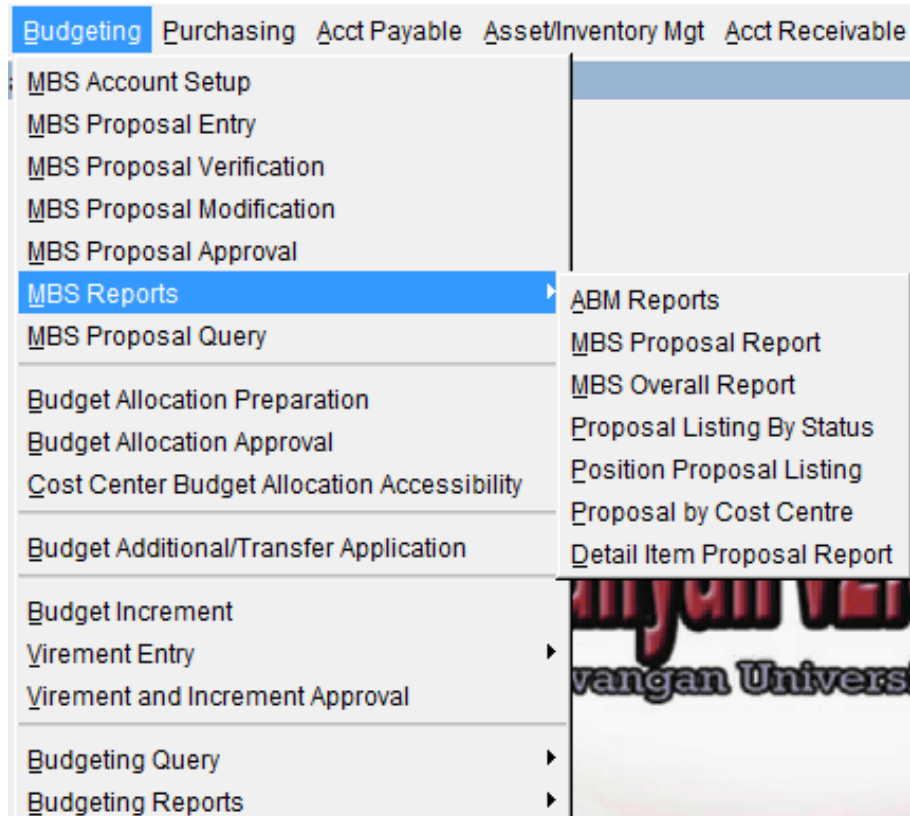



Figure 1-3: Budgeting Sub Menu

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اونیورسیتی قندییدین سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA PERANCANGAN BAJET (BUDGET PLANNING)	Muka surat :6/39
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Setting Up MBS Account

Budgeting department needs to setup MBS account to be used in this sub module. This screen can be accessed by selecting **Budgeting >> MBS Account Setup** from the main menu.

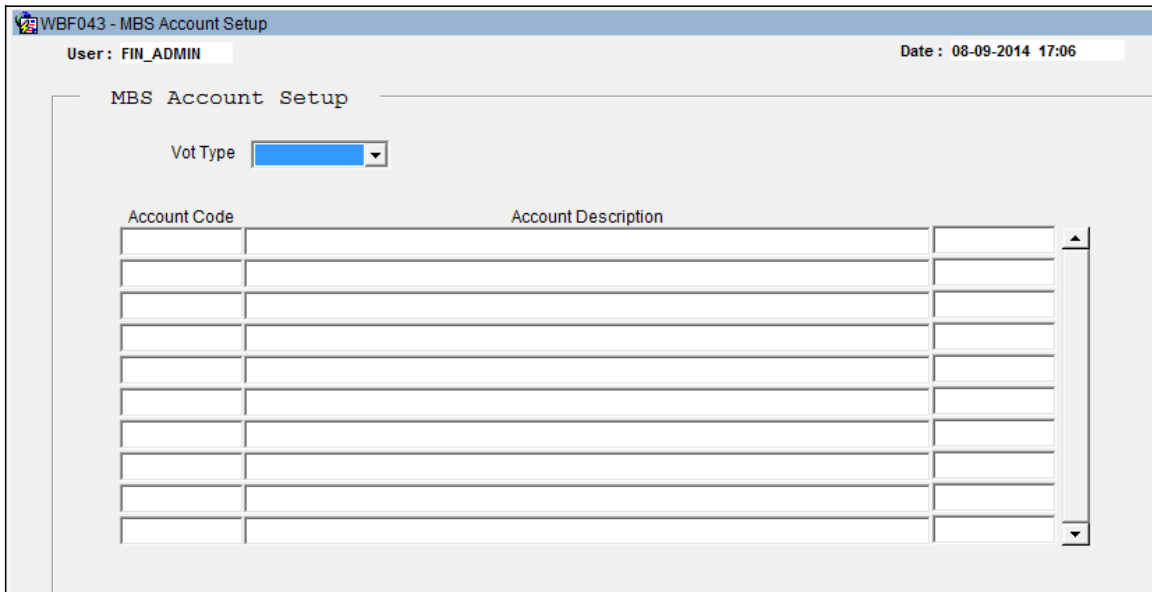




Figure 1-WBF043-1: MBS Account Setup


To begin, select **Vot Type** from dropdown list. Then, user needs to fill in **MBS Account Code** field and click on **Save**  button. The fields are explained, as followed:



Field Name	Description	Required
Account Code & Account Description	Enter account code and click on account description frame to select account code from list of value	
Vot Type	Vot type	


User can view all available records for MBS Account Setup by selecting **Vot Type** from

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اونیورسیتی قندیدیقن سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA PERANCANGAN BAJET (BUDGET PLANNING)	Muka surat :7/39
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dropdown list

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 **Account Code** and click on **Remove Record**  button. Then, click on **Save**  button.


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Adding Budget Proposal Entry


Cost centre will use this screen to add budget proposal entry. This screen can be accessed by selecting **Budgeting >> MBS Proposal Entry** from the main menu.

Figure 1-WBF020-1: Budget Proposal Entry – Maklumat Program Tab

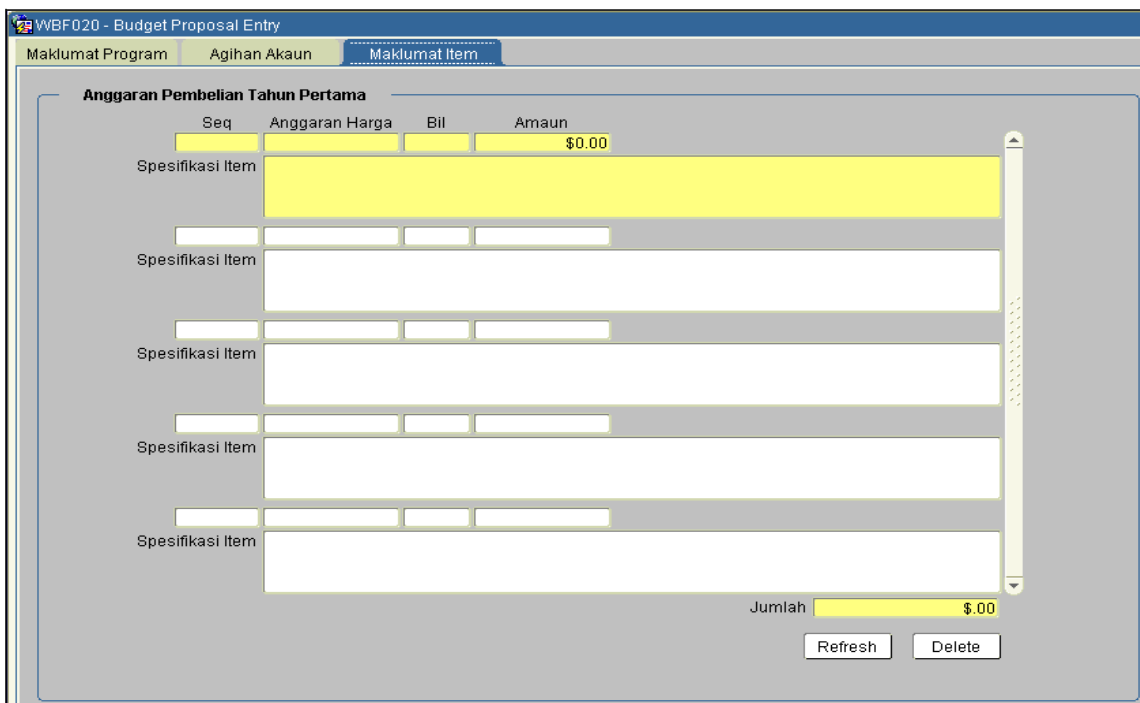
	MANUAL PENGGUNA PERANCANGAN BAJET (BUDGET PLANNING)	Muka surat :9/39
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	UPSI(ISO)/BEN/P01/MP03	Pindaan : 00

To begin, click on **Maklumat Program** tab as displayed in **Figure 1-WBF020-1**. Then, fill in **Proposal** field and click on **Save**  button. The fields are explained, as followed:

Field Name	Description	Required
Status	Budget proposal's status	
Proposal ID	Budget proposal ID will be auto generated by system upon user click on Save button 	
Budget Bagi Tahun	Proposed budget's year	
Type	Type can be selected from dropdown list	
Jenis Dasar	Dasar can be selected from list of value by clicking on F9 button. Agihan akaun will be decided from this selected dasar.	
Agensi	Agency's name	
Program	Budget's program	
Pusat Tanggungjawab	Cost centre can be selected from list of value by clicking on F9 button	
Aktiviti	Activity	
Tajuk Proposal	Proposal's title	
Objektif	Objective of proposal`	
Alasan	Reason of proposal	
Impak	Impact of proposal	
Dihasilkan Oleh	ID and name of staff entering the budget proposal	
Tarikh	Date of budget proposal entry	
Dlsahkan Oleh	ID and name of staff verifying the budget proposal	
Tarikh	Date of proposal's verification	


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For other account code, item information can be added in **Maklumat Item** tab as displayed in **Figure 1-WBF020-4**. Place cursor on the desired **Account Code** and click on **Maklumat Item** tab.




The screenshot shows the 'Maklumat Item' tab in the 'Budget Proposal Entry' application. The window title is 'WBF020 - Budget Proposal Entry'. The 'Maklumat Item' tab is active, showing a table with columns 'Seq', 'Anggaran Harga', 'Bil', and 'Amaun'. The first row has a value of '\$0.00' in the 'Amaun' column. Below the table are several rows for 'Spesifikasi Item' with input fields. At the bottom right, there is a 'Jumlah' field showing '\$0.00' and 'Refresh' and 'Delete' buttons.


Figure 1-WBF020-4: Budget Proposal Entry – Maklumat Item Tab


 UNIVERSITI PENDIDIKAN SULTAN IDRIS اوتوزيتي قنديديقن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA PERANCANGAN BAJET (BUDGET PLANNING)	Muka surat :13/39
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P01/MP03	Pindaan : 00

Fill in **Maklumat Item** tab and click on **Save**  button. The fields are explained, as followed:

Field Name	Description	Required
Seq	Sequence number will be auto generated by system	
Anggaran Harga	Estimated item price	
Bil	Number of item	
Amaun	Amount of item	
Spesifikasi Item	Item specification	
Total	Total amount. Total amount will be displayed in Permintaan Tahun column in Agihan Akaun tab.	

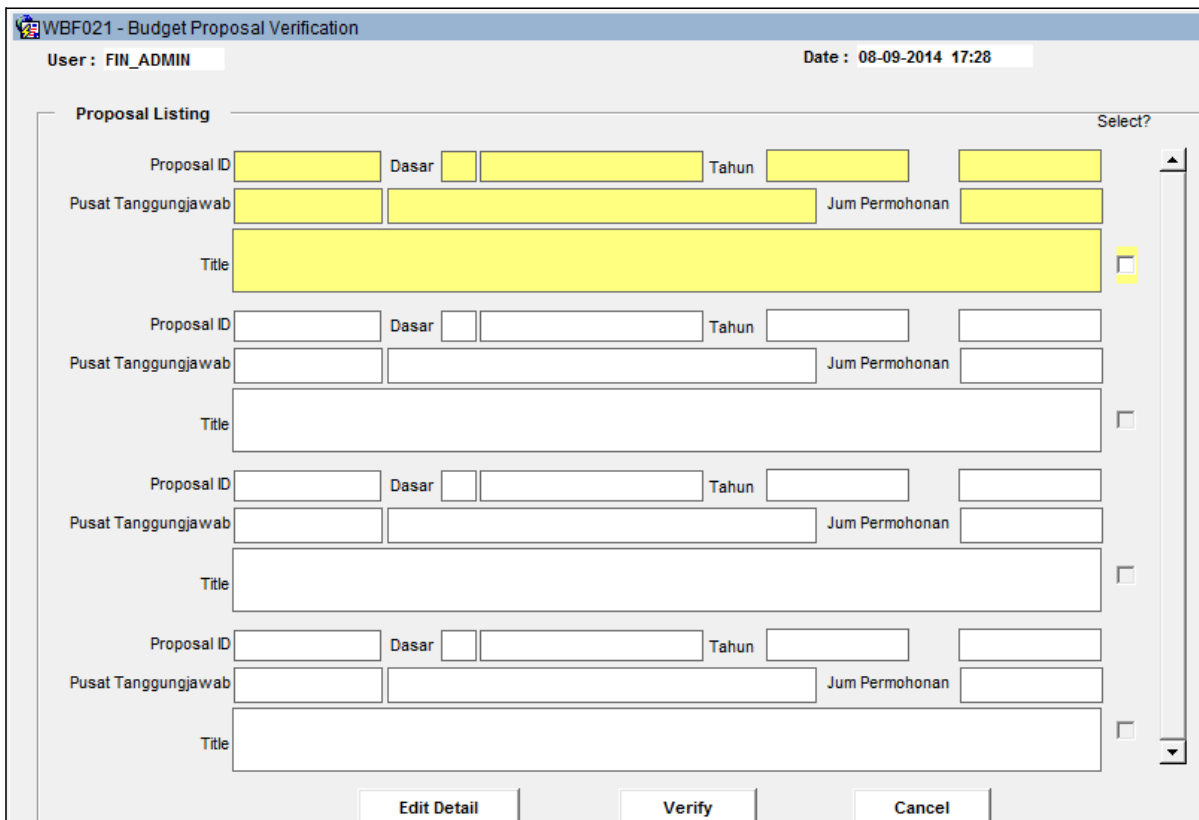
To delete item info, place cursor on the desired info and click on **Delete** button. Click on **Save**  button to save info.

User can also update budget proposal info. Select the desired info and make change to it. Click on **Save**  button to save info.

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اونیورسیتی قندییدین سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA PERANCANGAN BAJET (BUDGET PLANNING)	Muka surat :14/39
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P01/MP03	Pindaan : 00

Verifying MBS Budget Proposal

User can query MBS Budget Proposal listing, edit detail, verify or cancel budget proposal by using this screen. This screen can be accessed by selecting **Budgeting >> MBS Proposal Verification** from the main menu.




WBF021 - Budget Proposal Verification

User: FIN_ADMIN Date: 08-09-2014 17:28

Proposal Listing Select?

Proposal ID	Dasar	Tahun	Jum Permohonan	<input checked="" type="checkbox"/>
Pusat Tanggungjawab				
Title				
Proposal ID	Dasar	Tahun	Jum Permohonan	<input type="checkbox"/>
Pusat Tanggungjawab				
Title				
Proposal ID	Dasar	Tahun	Jum Permohonan	<input type="checkbox"/>
Pusat Tanggungjawab				
Title				
Proposal ID	Dasar	Tahun	Jum Permohonan	<input type="checkbox"/>
Pusat Tanggungjawab				
Title				


Figure 1-WBF021-1: Budget Proposal Verification

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		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P01/MP03	Pindaan : 00

To begin, select **Cost Centre** by clicking on F9 button. System will display proposal listing for the cost centre. The fields are explained, as followed:

Field Name	Description	Required
Proposal ID	MBS budget proposal ID	
Dasar	Dasar	
Year	Proposal year	
Status	Proposal status	
Pusat Tanggungjawab	Proposal's cost centre	
Jum Permohonan	Proposal requested amount	
Title	Proposal title	

To edit proposal, place cursor on the desired proposal and click on **Edit Detail** button.

System will navigate to screen "**WBF020 – Budget Proposal Entry**". Click on **Exit**  button to return to current screen.

To verify proposal, check **Select?** checkbox and click on **Verify** button. System will display confirmation pop-up window as displayed in **Figure 1-WBF0201-2**. Click on **OK** button to proceed.

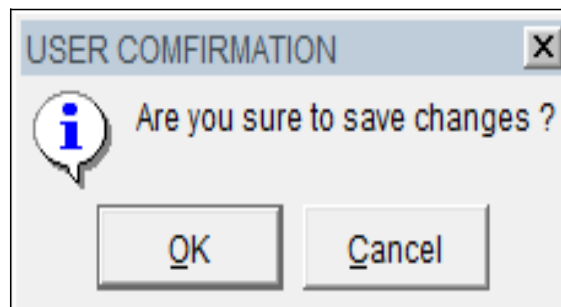



Figure 1-WBF021-2: Confirmation Pop-up Message

To cancel proposal, check **Select?** checkbox and click on **Cancel** button. System will

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	UPSI(ISO)/BEN/P01/MP03	Pindaan : 00

display confirmation pop-up window as displayed in **Figure 1-WBF0201-3**. Click on **OK** button to proceed.

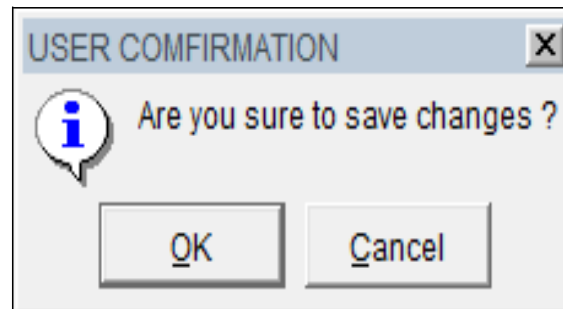




Figure 1-WBF021-3: Confirmation Pop-up Message





	MANUAL PENGGUNA PERANCANGAN BAJET (BUDGET PLANNING)	Muka surat :17/39
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P01/MP03	Pindaan : 00

Modifying Budget Proposal Entry


Finance will use this screen to modify budget proposal entry, if needed. This screen can be accessed by selecting **Budgeting >> MBS Proposal Modification** from the main menu.

Figure 1-WBF041-1: Budget Proposal Modification – Maklumat Program Tab


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To begin, query budget proposal info by clicking on **Enter Query**  button. Enter **Proposal ID** and click on **Execute Query**  button. Use **Next Record**  and **Previous Record**  button to browse through available records.

Click on **Maklumat Program** tab as displayed in *Figure 1-WBF020-1*. The fields are explained, as followed:

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS اوپنورسیتی قندیدین سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY</p>	MANUAL PENGGUNA PERANCANGAN BAJET (BUDGET PLANNING)	Muka surat :19/39
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P01/MP03	Pindaan : 00

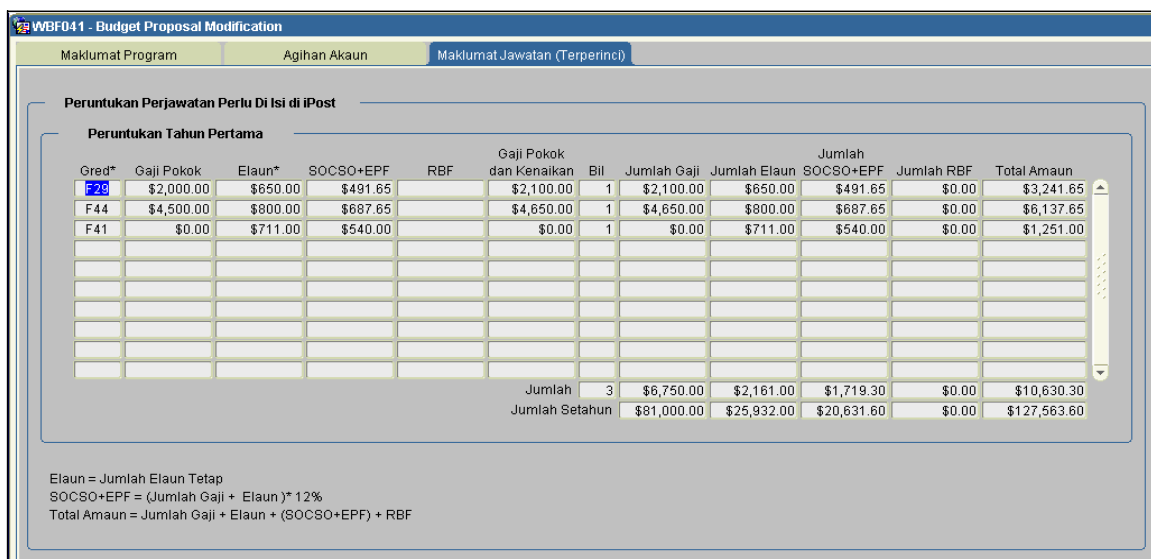
Field Name	Description	Required
Status	Budget proposal's status	
Proposal ID	Budget proposal ID will be auto generated by system upon user click on Save button	
Budget Bagi Tahun	Proposed budget's year	
Type	Type can be selected from dropdown list	
Jenis Dasar	Dasar can be selected from list of value by clicking on F9 button. Agihan akaun will be decided from this selected dasar.	
Agensi	Agency's name	
Program	Budget's program	
Pusat Tanggungjawab	Cost centre can be selected from list of value by clicking on F9 button	
Aktiviti	Activity	
Tajuk Proposal	Proposal's title	
Objektif	Objective of proposal`	
Alasan	Reason of proposal	
Impak	Impact of proposal	
Dihasilkan Oleh	ID and name of staff entering the budget proposal	
Tarikh	Date of budget proposal entry	
Dlsahkan Oleh	ID and name of staff verifying the budget proposal	
Tarikh	Date of proposal's verification	

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		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P01/MP03	Pindaan : 00

The fields are explained, as followed:

Field Name	Description	Required
Kod Akaun	Account code	
Keterangan Akaun	Account description	
Permintaan Tahun	Budget proposal requested amount for the proposed year	
Dipersetujui Tahun	Agreed amount for the proposed year	


For **Account Code = 11000**, user can view **Maklumat Jawatan (Terperinci)** tab as displayed in **Figure 1-WBF041-3**. Place cursor on the desired **Account Code** and click on **Maklumat Jawatan (Terperinci)** tab.



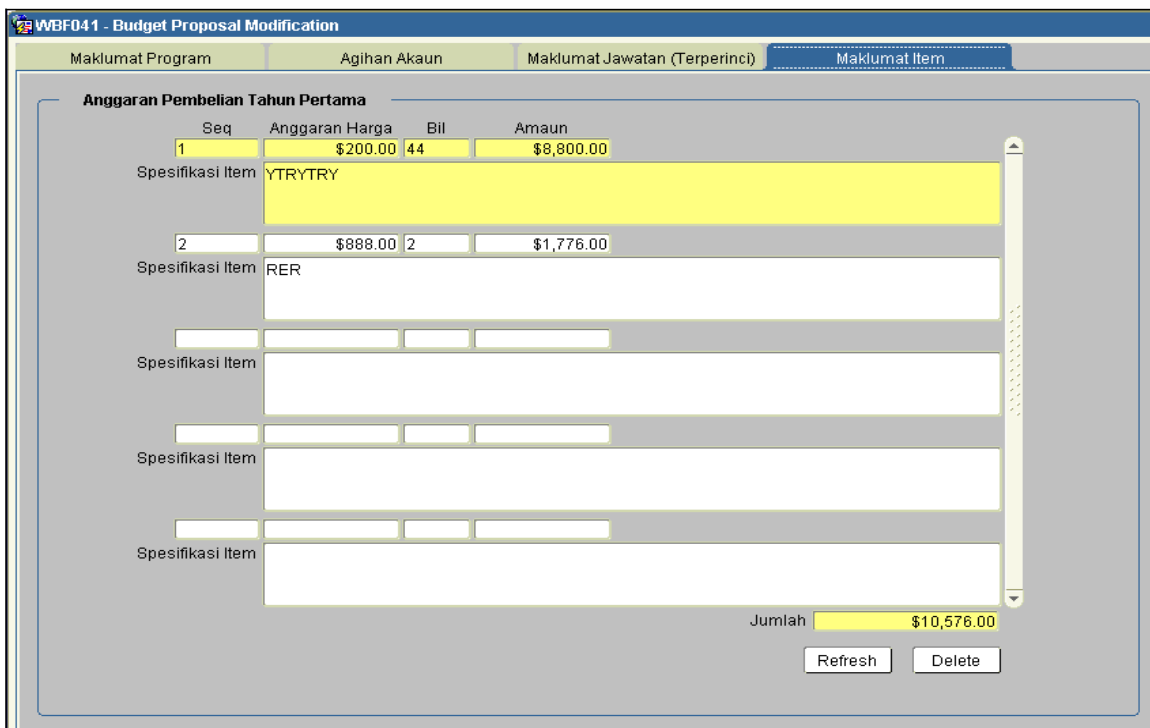
Gred*	Gaji Pokok	Elaun*	SOCSSO+EPF	RBF	Gaji Pokok dan Kenaikan	Bil	Jumlah Gaji	Jumlah Elaun	Jumlah SOCSO+EPF	Jumlah RBF	Total Amaun	
F20	\$2,000.00	\$650.00	\$491.65		\$2,100.00	1	\$2,100.00	\$650.00	\$491.65	\$0.00	\$3,241.65	
F44	\$4,500.00	\$800.00	\$687.65		\$4,650.00	1	\$4,650.00	\$800.00	\$687.65	\$0.00	\$6,137.65	
F41	\$0.00	\$711.00	\$540.00		\$0.00	1	\$0.00	\$711.00	\$540.00	\$0.00	\$1,251.00	
						Jumlah	3	\$6,750.00	\$2,161.00	\$1,719.30	\$0.00	\$10,630.30
						Jumlah Setahun		\$81,000.00	\$25,932.00	\$20,631.60	\$0.00	\$127,563.60

Elaun = Jumlah Elaun Tetap
 SOCSO+EPF = (Jumlah Gaji + Elaun) * 12%
 Total Amaun = Jumlah Gaji + Elaun + (SOCSO+EPF) + RBF

Figure 1-WBF041-3: Budget Proposal Modification – Maklumat Jawatan (Terperinci) Tab


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		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P01/MP03	Pindaan : 00

For other account code, item information can be added in **Maklumat Item** tab as displayed in **Figure 1-WBF041-4**. Place cursor on the desired **Account Code** and click on **Maklumat Item** tab.




Seq	Anggaran Harga	Bil	Amaun
1	\$200.00	44	\$8,800.00
2	\$888.00	2	\$1,776.00
Jumlah			\$10,576.00


Figure 1-WBF041-4: Budget Proposal Modification – Maklumat Item Tab


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		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P01/MP03	Pindaan : 00

The fields are explained, as followed:

Field Name	Description	Required
Seq	Sequence number	
Anggaran Harga	Estimated item price	
Bil	Number of item	
Amaun	Amount of item	
Spesifikasi Item	Item specification	
Total	Total amount. Total amount will be displayed in Permintaan Tahun column in Agihan Akaun tab.	

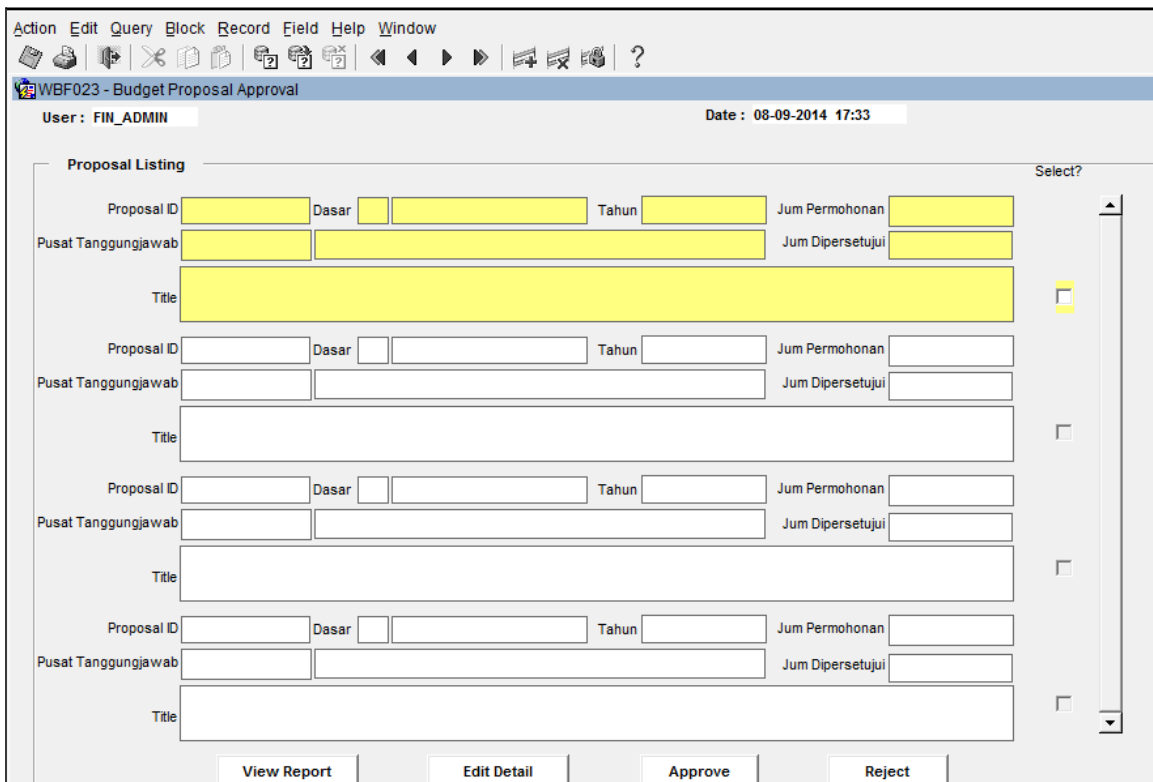
To delete item info, place cursor on the desired info and click on **Delete** button. Click on **Save**  button to save info.

User can also update budget proposal info. Select the desired info and make change to it. Click on **Save**  button to save info.

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Approving or Rejecting MBS Budget Proposal


User can query MBS Budget Proposal listing, edit detail, approve or reject budget proposal by using this screen. This screen can be accessed by selecting **Budgeting >> MBS Proposal Approval** from the main menu.



The screenshot shows a web-based application interface for budget proposal approval. At the top, there is a menu bar with options: Action, Edit, Query, Block, Record, Field, Help, Window. Below the menu bar is a toolbar with various icons. The main window title is "WBF023 - Budget Proposal Approval". The user is identified as "FIN_ADMIN" and the date is "08-09-2014 17:33".


The main content area is titled "Proposal Listing" and contains a table with the following columns: Proposal ID, Dasar, Tahun, and Jum Permohonan. The first row of the table is highlighted in yellow. To the right of the table is a vertical scroll bar and a "Select?" label. Below the table are four buttons: "View Report", "Edit Detail", "Approve", and "Reject".

Figure 1-WBF023-1: Budget Proposal Approval


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		Tarikh : 8 JANUARI 2016
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To begin, select **Cost Centre** by clicking on F9 button. System will display proposal listing for the cost centre. The fields are explained, as followed:

Field Name	Description	Required
Proposal ID	MBS budget proposal ID	
Dasar	Dasar	
Year	Proposal year	
Cost Centre	Proposal's cost centre	
Title	Proposal title	
Requested Amt	Proposal requested amount	
Agreed Amt	Proposal's agreed amount	

To edit proposal, place cursor on the desired proposal and click on **Edit Detail** button. System will navigate to screen "**WBF041 – Budget Proposal Modification**". Click on **Exit**  button to return to current screen.

To approve proposal, check **Select?** checkbox and click on **Approve** button. System will display confirmation pop-up window as displayed in **Figure 1-WBF023-2**. Click on **OK** button to proceed.

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		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P01/MP03	Pindaan : 00

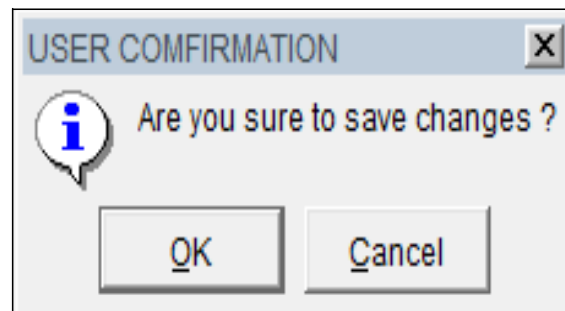


Figure 1-WBF023-2: Confirmation Pop-up Message

To reject proposal, check **Select?** checkbox and click on **Reject** button. System will display confirmation pop-up window as displayed in **Figure 1-WBF023-3**. Click on **OK** button to proceed.

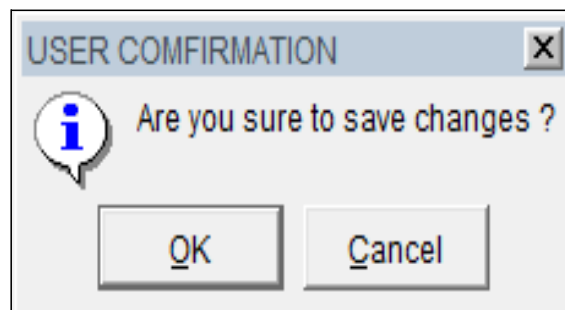



Figure 1-WBF023-3: Confirmation Pop-up Message

To generate report, click on **View Report** button. System will generate report in PDF format.

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		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P01/MP03	Pindaan : 00

Generating ABM 5 Report

User can generate ABM 5 report by using this screen. This screen can be accessed by selecting **Budgeting >> MBS Reports >> ABM Reports** from the main menu.

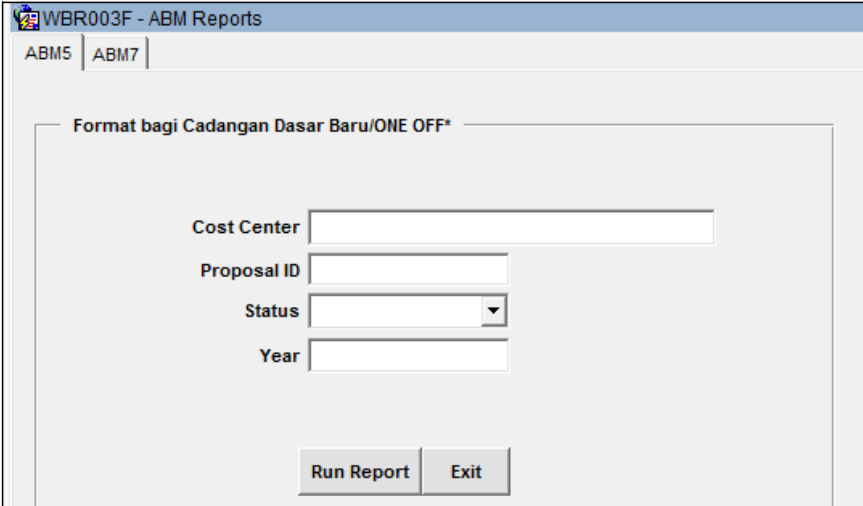



Figure 1-WBR003F-1: ABM Reports - ABM5 Tab

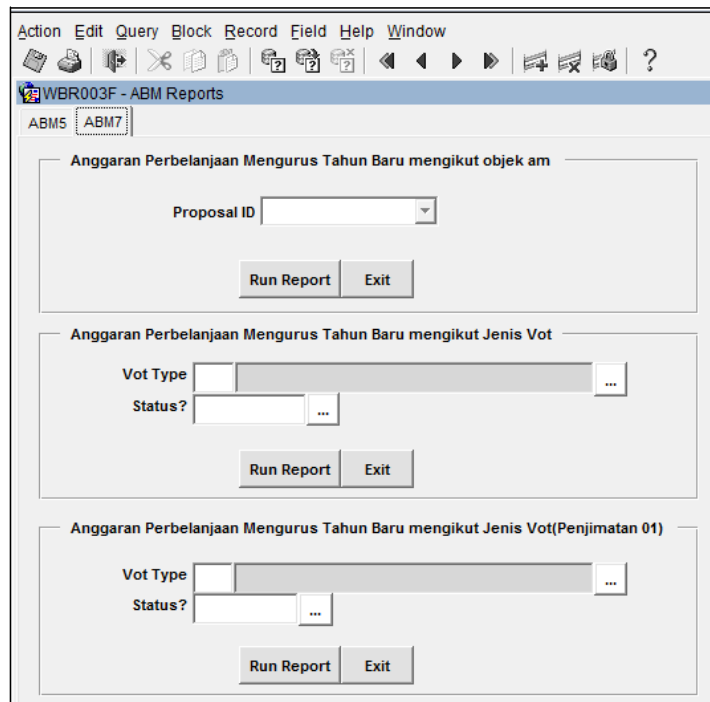
To generate report, select parameter, then click on **Run Report** button. System will generate report in PDF format. Parameter fields are explained, as followed:

Field Name	Description	Required
Cost Centre	Cost centre can be selected from dropdown list	
Proposal ID	Proposal ID can be selected by clicking on F9 button	
Status	Status can be selected from list of value from dropdown menu	
Year	Year of proposal can be selected from list of value by clicking on F9 button	

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	UPSI(ISO)/BEN/P01/MP03	Pindaan : 00

Generating ABM 7 Report


User can generate ABM 7 report by using this screen. This screen can be accessed by selecting **Budgeting >> MBS Reports >> ABM Reports** from the main menu.



The screenshot shows a software window titled "WBR003F - ABM Reports" with a menu bar (Action, Edit, Query, Block, Record, Field, Help, Window) and a toolbar. The window is divided into three sections, each with a "Run Report" and "Exit" button:

- Section 1:** "Anggaran Perbelanjaan Mengurus Tahun Baru mengikut objek am". It features a "Proposal ID" dropdown menu.
- Section 2:** "Anggaran Perbelanjaan Mengurus Tahun Baru mengikut Jenis Vot". It features "Vot Type" and "Status?" dropdown menus.
- Section 3:** "Anggaran Perbelanjaan Mengurus Tahun Baru mengikut Jenis Vot (Penjimatan 01)". It features "Vot Type" and "Status?" dropdown menus.

Figure 1-WBR003F-2: ABM Reports - ABM7 Tab

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	UPSI(ISO)/BEN/P01/MP03	Pindaan : 00

Generating MBS Proposal Report

User can generate MBS proposal report by using this screen. This screen can be accessed by selecting **Budgeting** >> **MBS Reports** >> **MBS Proposal Report** from the main menu.

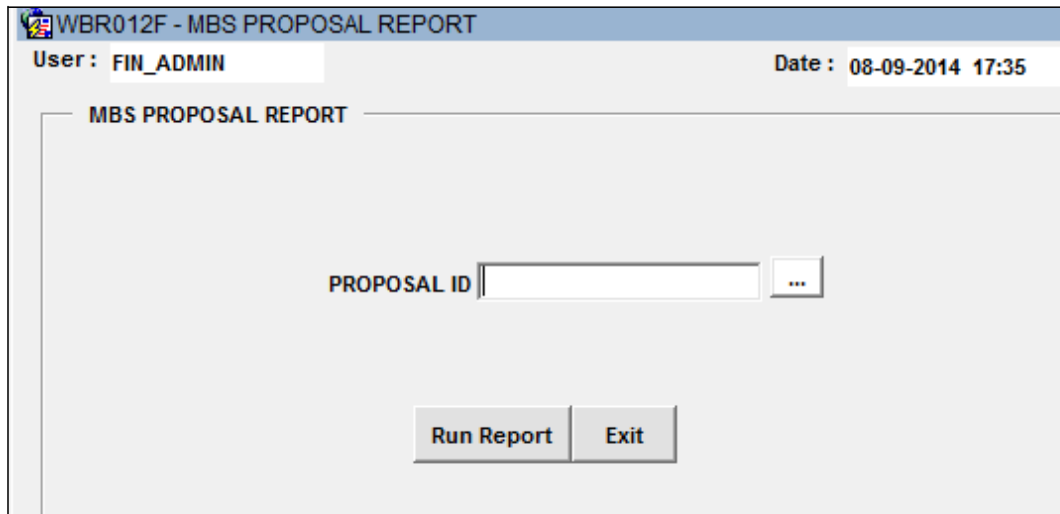



Figure 1-WBR012F-1: MBS Reports

To generate report, select parameter, then click on **Run Report** button. System will generate report in PDF format. Parameter fields are explained, as followed:

Field Name	Description	Required
Proposal ID	Proposal ID can be selected from list of value by clicking on LOV <input type="button" value="..."/> button	

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		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P01/MP03	Pindaan : 00

Generating MBS Overall Report

User can generate MBS overall report by using this screen. This screen can be accessed by selecting **Budgeting >> MBS Reports >> MBS Overall Reports** from the main menu.

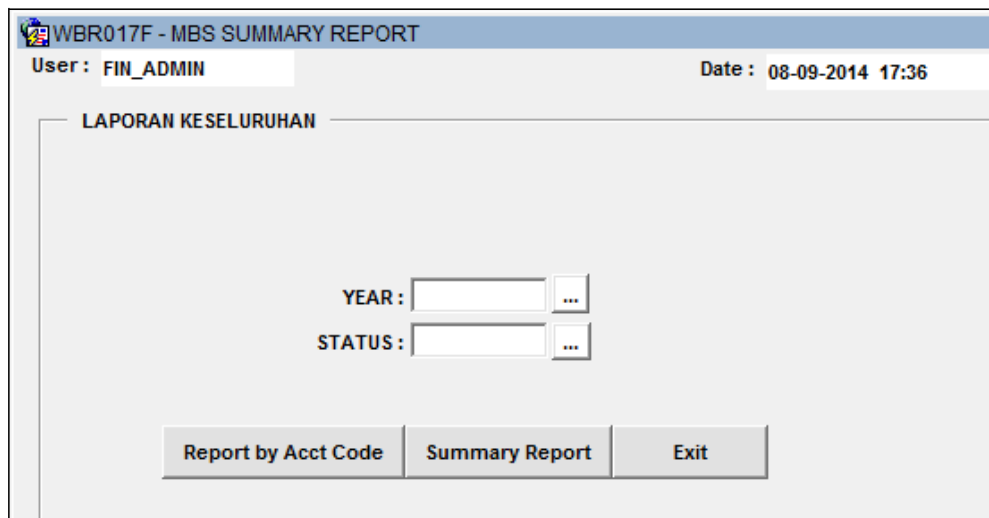



Figure 1-WBR017F-1: MBS Summary Reports

To begin, select report parameter. Parameter fields are explained, as followed:


Field Name	Description	Required
Status	Status can be selected from list of value by clicking on LOV <input type="text"/> button	
Year	Year of proposal can be selected from list of value by clicking on LOV <input type="text"/> button	

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	UPSI(ISO)/BEN/P01/MP03	Pindaan : 00

To generate **Report by Account Code**, click on **Report by Acct Code** button. System will generate report in PDF format.

To generate **Summary Report**, click on **Summary Report** button. System will generate report in PDF format.

To generate **Modified Summary Report**, click on **Modified Summary Report** button. System will generate report in PDF format.

	MANUAL PENGGUNA PERANCANGAN BAJET (BUDGET PLANNING)	Muka surat :32/39
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P01/MP03	Pindaan : 00

Generating Proposal Listing by Status

Cost centre can generate proposal listing by status report by using this screen. This screen can be accessed by selecting **Budgeting** >> **MBS Reports** >> **Proposal Listing by Status** from the main menu.

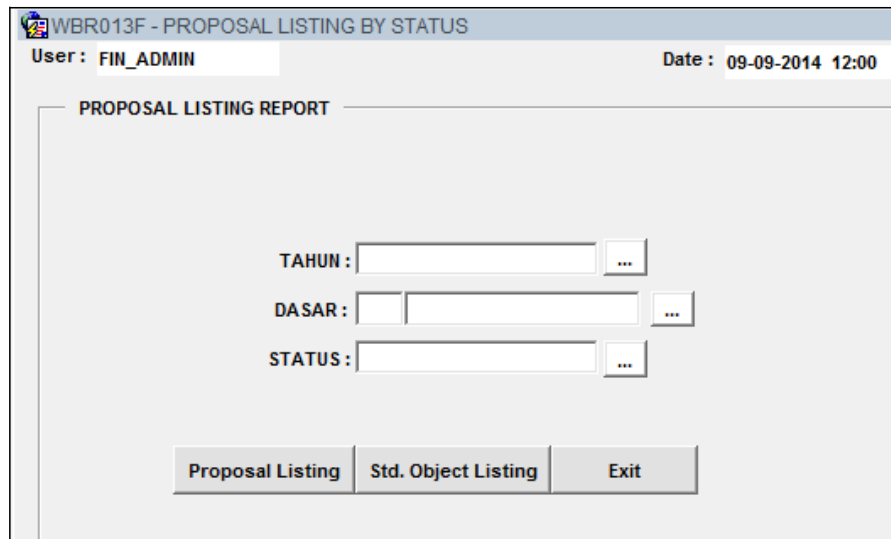



Figure 1-WBR013F-1: Modified Proposal Listing by Status

To begin, select report parameter. Parameter fields are explained, as followed:


Field Name	Description	Required
Status	Status can be selected from list of value by clicking on LOV <input type="button" value="..."/> button	
Year	Year of proposal can be selected from list of value by clicking on LOV <input type="button" value="..."/> button	
Dasar	Dasar can be selected from list of value by clicking on LOV <input type="button" value="..."/> button	

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		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P01/MP03	Pindaan : 00

To generate **Proposal Listing** report, click on **Proposal Listing** button. System will generate report in PDF format.

To generate **Standard Object Listing** report, click on **Std. Object Listing** button. System will generate report in PDF format.

To generate **Modified Proposal Listing** report, click on **Modified Proposal Listing** button. System will generate report in PDF format.

	MANUAL PENGGUNA PERANCANGAN BAJET (BUDGET PLANNING)	Muka surat :34/39
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	UPSI(ISO)/BEN/P01/MP03	Pindaan : 00

Generating Position Proposal Listing by Status

Cost centre can generate position proposal listing report by using this screen. This screen can be accessed by selecting **Budgeting >> MBS Reports >> Position Proposal Listing** from the main menu.

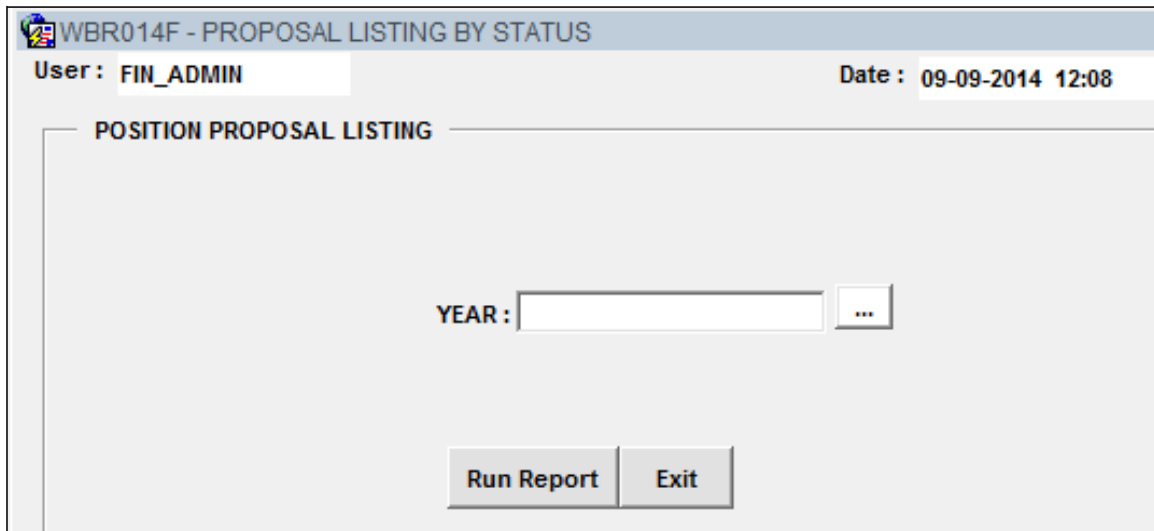



Figure 1-WBR014F-1: Position Proposal Listing

To begin, select report parameter. Parameter fields are explained, as followed:

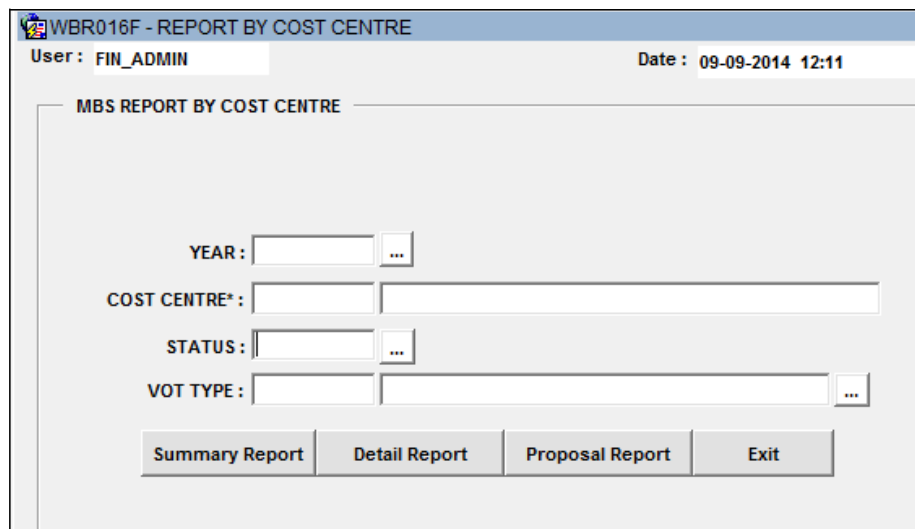
Field Name	Description	Required
Year	Year of proposal can be selected from list of value by clicking on LOV <input type="button" value="..."/> button	

To generate **Position Proposal Listing** report, click on **Run Report** button. System will generate report in PDF format.

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	UPSI(ISO)/BEN/P01/MP03	Pindaan : 00

Generating Proposal by Cost Centre

User can generate proposal by cost centre by using this screen. This screen can be accessed by selecting **Budgeting** >> **MBS Reports** >> **Proposal by Cost Centre** from the main menu.



WBR016F - REPORT BY COST CENTRE
 User: FIN_ADMIN Date: 09-09-2014 12:11

MBS REPORT BY COST CENTRE

YEAR: ...

COST CENTRE*:

STATUS: ...


VOT TYPE: ...

Summary Report Detail Report Proposal Report Exit

Figure 1-WBR016F-1: Proposal by Cost Centre

To begin, select report parameter. Parameter fields are explained, as followed:

Field Name	Description	Required
Cost Centre	Cost centre can be selected by clicking on F9 button	
Status	Status can be selected from list of value by clicking on LOV <input type="text"/> button	
Year	Year of proposal can be selected from list of value by clicking on LOV <input type="text"/> button	
Vot Type	Vot Type can be selected from list of value by clicking on LOV <input type="text"/> button	


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	UPSI(ISO)/BEN/P01/MP03	Pindaan : 00

To generate **Summary Report**, click on **Summary Report** button. System will generate report in PDF format.

To generate **Detail Report**, click on **Detail Report** button. System will generate report in PDF format.

To generate **Proposal Report**, click on **Proposal Report** button. System will generate report in PDF format.

To generate **Modified Proposal Report**, click on **Modified Proposal Report** button. System will generate report in PDF format.

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اونیورسیتی قندیديقن سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA PERANCANGAN BAJET (BUDGET PLANNING)	Muka surat :37/39
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	UPSI(ISO)/BEN/P01/MP03	Pindaan : 00

Generating Proposal by Item

User can generate Detail Item proposal by using this screen. This screen can be accessed by selecting **Budgeting >> MBS Reports >> Detail Item Proposal Report** from the main menu

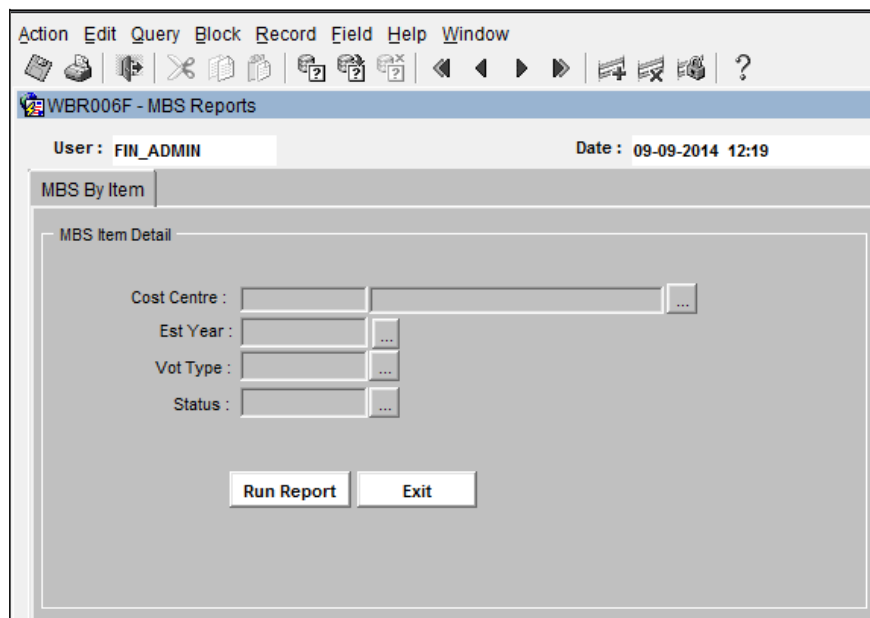

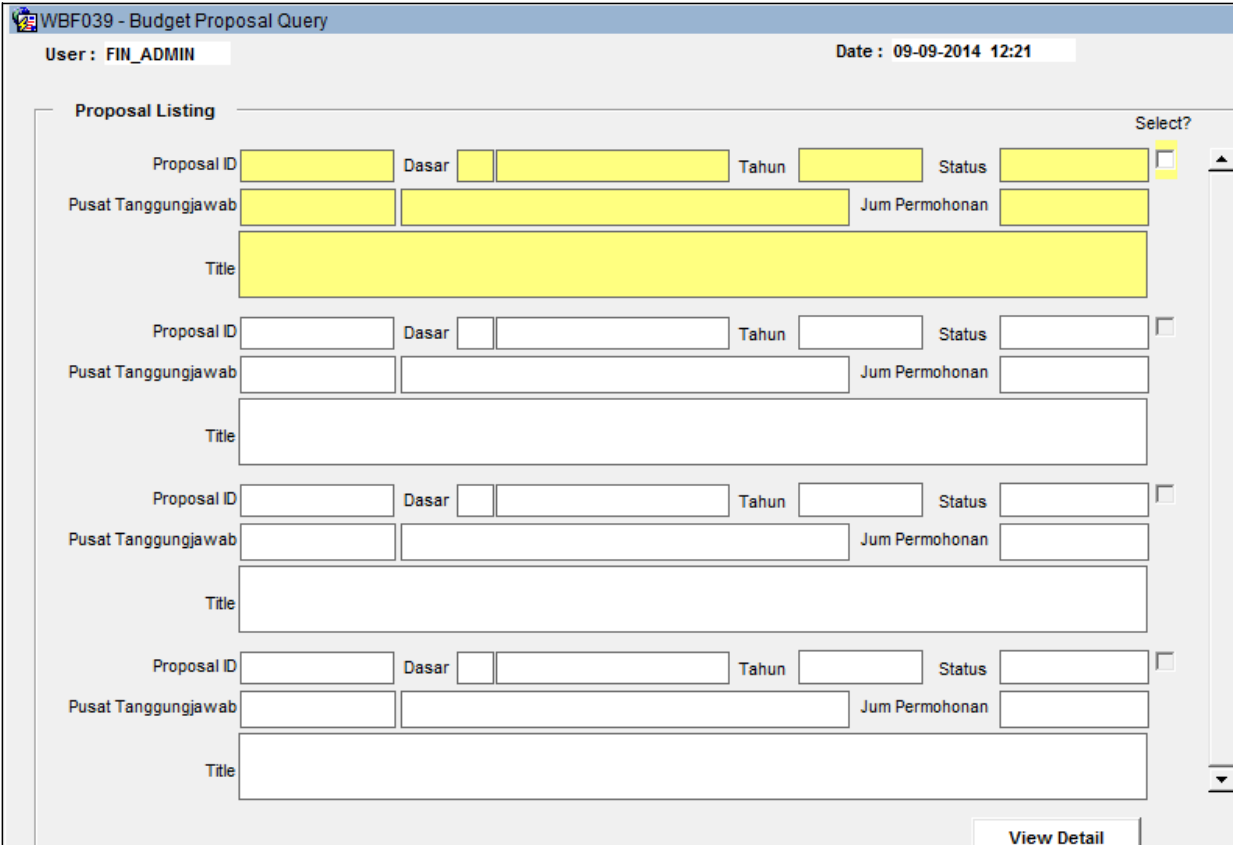


Figure 1-WBR006F-1: MBS By Item

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اونیورسیتی قندیديفن سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA PERANCANGAN BAJET (BUDGET PLANNING)	Muka surat :38/39
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	UPSI(ISO)/BEN/P01/MP03	Pindaan : 00

Querying and Viewing MBS Budget Proposal

Cost centre can query and view MBS Budget Proposal by using this screen. This screen can be accessed by selecting **Budgeting >> MBS Proposal Query** from the main menu.



WBF039 - Budget Proposal Query


User: FIN_ADMIN Date: 09-09-2014 12:21

Proposal Listing

Proposal ID	Dasar	Tahun	Status	Select?	Pusat Tanggungjawab	Jum Permohonan	Title
				<input checked="" type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			

View Detail


Figure 1-WBF039-1: Budget Proposal Query

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اونیورسیتی قندیدیقن سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA PERANCANGAN BAJET (BUDGET PLANNING)	Muka surat :39/39
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	UPSI(ISO)/BEN/P01/MP03	Pindaan : 00

To begin, select **Company** and **Cost Centre** from dropdown list. System will display proposal listing for the selected company and cost centre. The fields are explained, as followed:

Field Name	Description	Required
Proposal ID	MBS budget proposal ID	
Dasar	Dasar	
Year	Proposal year	
Status	Proposal status	
Pusat Tanggungjawab	Proposal's cost centre	
Jum Permohonan	Proposal requested amount	
Title	Proposal title	

To view proposal details, place cursor on the desired proposal and click on **View Detail** button. System will navigate to screen "**WBF020 – Budget Proposal Entry**". Click on

Exit  button to return to current screen.