Budgeting Modules

-- Admin Manual --

Table of Contents

1. Setting Up

1.1. User Privilege Grouping

On the **Menu**, go to **System → User** then click **[User Group]**. This is where you create and manage user groups and their privileges (see Picture 1 below). You can edit existing groups by clicking the **[Edit]** button in the **Action** column of the Department list.

Picture 1

Entry fields on create/edit mode (entry fields with asterisk (*) are mandatory):

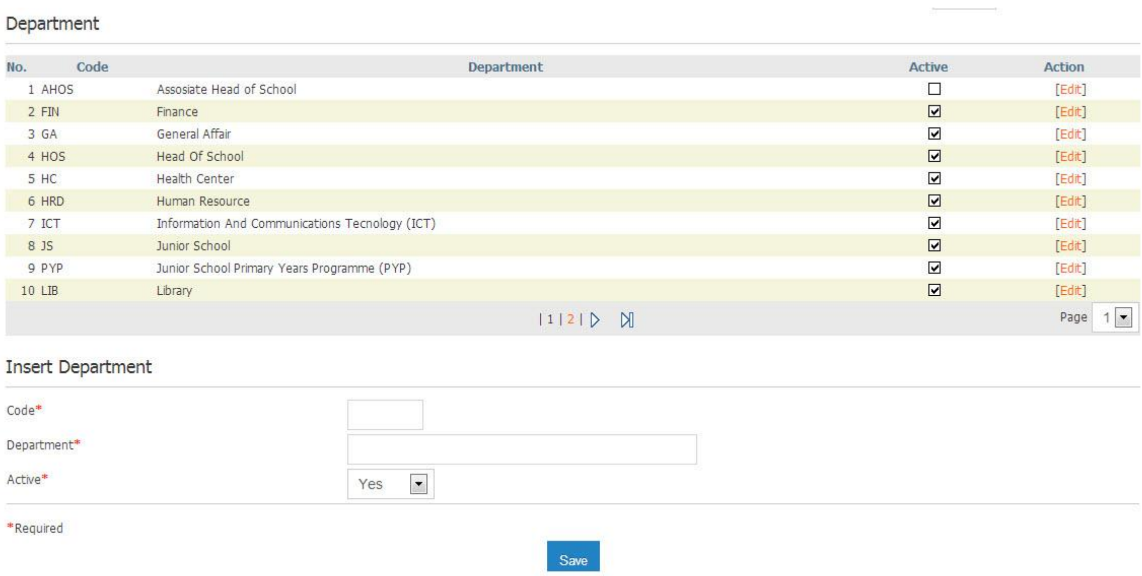
- Group Name* : Input group designation here
- Description : Input a short description about the group here
- Privilege tab : Set privileges for the group by clicking the checkboxes to checkmark them. If you click a module in the Module column, all checkboxes in that row will be checked-marked. You can do a more detailed setting by check-marking the boxes one by one.

Click the **[Save]** button to save your changes.

1.2. Department

On the **Menu**, go to **Setup** then click **[Department]**. This is where you set up department designations or codes for reporting purposes. See Picture 2 below. To create a new department, fill the Insert Department form. You can edit your work later by clicking the **[Edit]** button in the **Action** column of the Department list.

Picture 2



Department

No.	Code	Department	Active	Action
1	AHOS	Assosiate Head of School	☐	[Edit]
2	FIN	Finance	☑	[Edit]
3	GA	General Affair	☑	[Edit]
4	HOS	Head Of School	☑	[Edit]
5	HC	Health Center	☑	[Edit]
6	HRD	Human Resource	☑	[Edit]
7	ICT	Information And Communications Tecnology (ICT)	☑	[Edit]
8	JS	Junior School	☑	[Edit]
9	PYP	Junior School Primary Years Programme (PYP)	☑	[Edit]
10	LIB	Library	☑	[Edit]

| 1 | 2 | Page 1

Insert Department

Code*

Department*

Active* Yes

*Required

Save

Entry fields on insert/edit mode (entry fields with asterisk (*) are mandatory):

- Code* : Enter department code here
- Department* : Enter department name here
- Active* : Select "Yes" to activate the code

Click the **[Save]** button to save your work.

1.3. Employees

On the **Menu**, go to **Administration** then click **[Employee]**. This is where you give certain employees access to the budgeting modules. Click the name of the employee you want to authorize on the New Employee list (see Picture 3) and the Edit Employee form will appear.

Picture 3

New Employee

No.	Employee ID	Photo	User Name	Employee Name	Last Visit Date	Active	Session	Group	Action
1	9806-0098		jhoni	Jhoni Deep	Sep 10, 2013 22:24:59	Deactivate	Reset	Maintenance	[Edit][Delete]
2	9806-0097		gunawan	Gunawan	Sep 04, 2013 01:35:27	Deactivate	Reset	Driver	[Edit][Delete]
3	9806-0096		agus	Agus Triyanto	Sep 19, 2013 15:26:13	Deactivate		General Service	[Edit][Delete]
4	9806-0095			Augustina Ratniawati	Jan 01, 1970 07:00:00	Activate			[Edit][Delete]
5	9805-0155		deky	Dekyawan Soeripto	Jan 01, 1970 07:00:00	Deactivate			[Edit][Delete]
6	9607-0038		lili	Lili Kurniadi	Jan 01, 1970 07:00:00	Deactivate		General Service	[Edit][Delete]
7	9507-0116		suzan	Laurencia T. Suzana	Jan 01, 1970 07:00:00	Activate		Teacher	[Edit][Delete]
8	9507-0033		susan	Laurencia Tuti Suzana	Jan 01, 1970 07:00:00	Activate		Teacher	[Edit][Delete]
9	9407-0032		blasius	Entjo Kuleng Blasius	Jan 01, 1970 07:00:00	Activate		Teacher	[Edit][Delete]
10	9407-0031		harumdah	Harumdah	Jan 01, 1970 07:00:00	Deactivate		Admin Staft	[Edit][Delete]

| 1 | 2 | 3 | 4 | 5 | Page 1

See Picture 4 below. Right under the general information section, you can find a section titled **Department (For Budgeting Purpose)** with checkboxes representing departments. Check the Finance checkbox then click the **[Save]** button at the end of the form. The employee can now use the budgeting modules.

Picture 4

Department (For Budgeting Purpose)

☐ Finance	☐ General Affair	☐ Head Of School
☐ Health Center	☐ Human Resource	☐ Information And Communications Tecnology (ICT)
☐ Junior School	☐ Junior School Primary Years Programme (PYP)	☐ Library
☐ Marketing (PRP)	☐ Middle School	☐ Pelita Harapan House (PHH)
☐ Repair and Maintenance	☐ Senior School	☐ Senior School Diploma Programme (DP)
☐ Senior School Middle Years Programme (MYP)		

2. Master Data

Before you can create your Budget Beginning Balance for your initial budgeting, you need to setup some master data. The following are instructions regarding those data.

2.1. Chart of Account

On the **Menu**, go to **Budget → Admin → Master** then click **[Chart of Account]**. This is where you set up the Chart of Account (COA). See Picture 5 below. To create a new COA, fill the Insert Chart of Account form. You can edit your work later by clicking the **[Edit]** button in the **Action** column of the Chart of Account list.

Picture 5

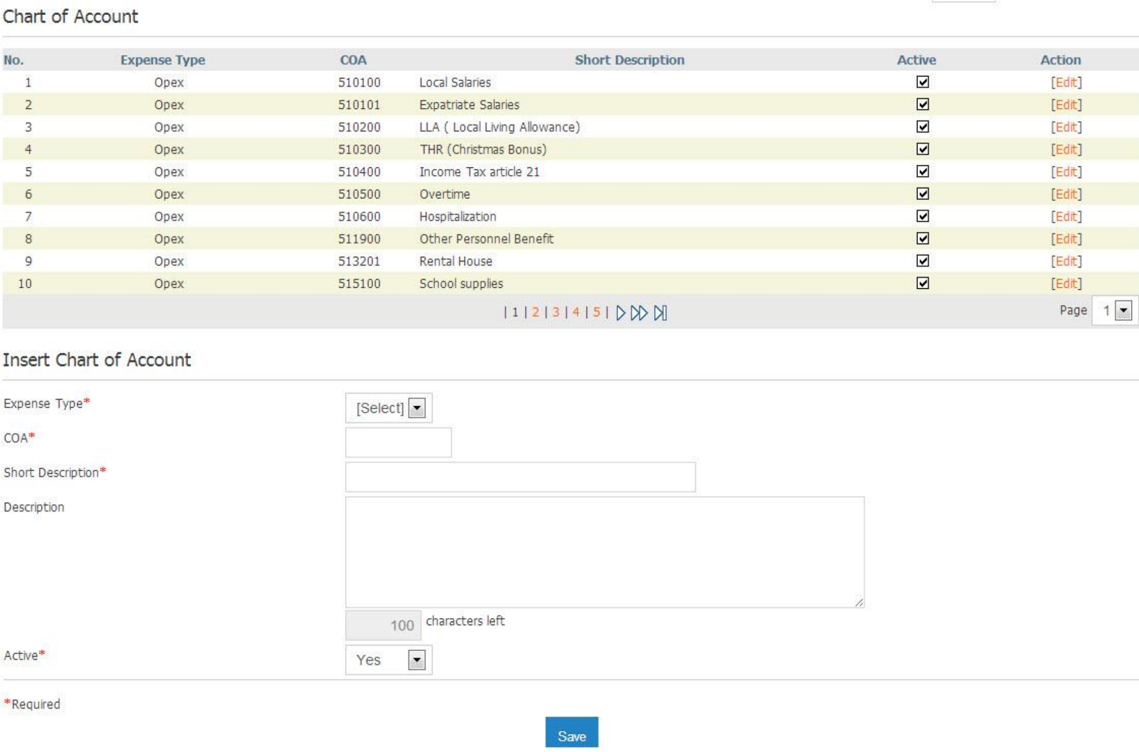


Chart of Account

No.	Expense Type	COA	Short Description	Active	Action
1	Opex	510100	Local Salaries	☑	[Edit]
2	Opex	510101	Expatriate Salaries	☑	[Edit]
3	Opex	510200	LLA (Local Living Allowance)	☑	[Edit]
4	Opex	510300	THR (Christmas Bonus)	☑	[Edit]
5	Opex	510400	Income Tax article 21	☑	[Edit]
6	Opex	510500	Overtime	☑	[Edit]
7	Opex	510600	Hospitalization	☑	[Edit]
8	Opex	511900	Other Personnel Benefit	☑	[Edit]
9	Opex	513201	Rental House	☑	[Edit]
10	Opex	515100	School supplies	☑	[Edit]

| 1 | 2 | 3 | 4 | 5 | Page 1

Insert Chart of Account

Expense Type* [Select]
COA*
Short Description*
Description
100 characters left
Active* Yes

*Required

Save

Entry fields on insert/edit mode (entry fields with asterisk (*) are mandatory):

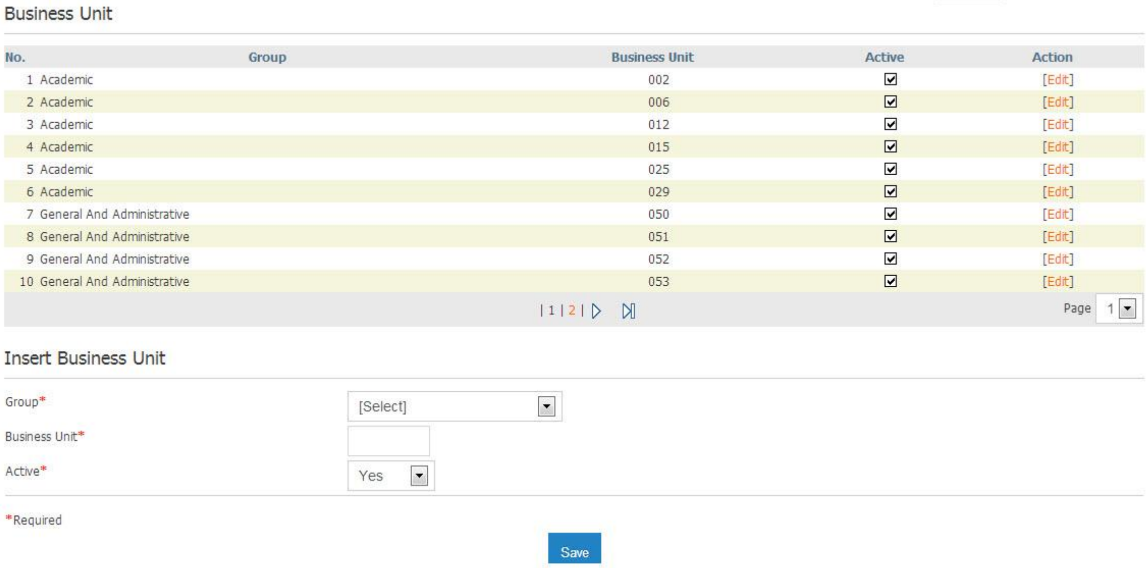
- Expense Type* : Select "Capex" for Capital Expense or "Opex" for Operational Expense
- COA* : Enter COA here
- Short Description*: Enter a short description of the COA here
- Description : Enter a longer description here if necessary
- Active* : Select "Yes" to activate this COA

Click the **[Save]** button to save your work.

2.2. Business Unit

On the **Menu**, go to **Budget** → **Admin** → **Master** then click **[Business Unit]**. This is where you set up your business unit designations. See Picture 6 below. To create a new business unit, fill the Insert Business Unit form. You can edit your work later by clicking the **[Edit]** button in the **Action** column of the Business Unit list.

Picture 6


Business Unit

No.	Group	Business Unit	Active	Action
1	Academic	002	☑	[Edit]
2	Academic	006	☑	[Edit]
3	Academic	012	☑	[Edit]
4	Academic	015	☑	[Edit]
5	Academic	025	☑	[Edit]
6	Academic	029	☑	[Edit]
7	General And Administrative	050	☑	[Edit]
8	General And Administrative	051	☑	[Edit]
9	General And Administrative	052	☑	[Edit]
10	General And Administrative	053	☑	[Edit]

| 1 | 2 | Page 1

Insert Business Unit

Group* [Select]
Business Unit*
Active* Yes

*Required

Save

Entry fields on insert/edit mode (entry fields with asterisk (*) are mandatory):

- Group* : Select a group in the combo box
- Business Unit* : Enter the department's business unit designation number here
- Active* : Select "Yes" to activate the business unit designation number

Click the **[Save]** button to save your work.

2.3. Budget Group

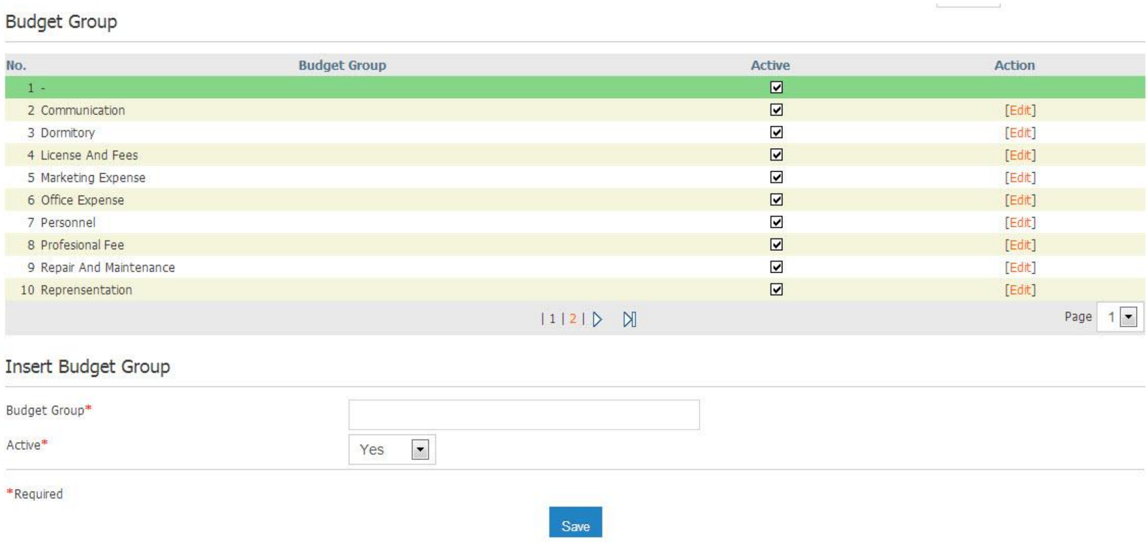
On the **Menu**, go to **Budget** → **Admin** → **Master** then click **[Budget Group]**. This is where you set up groups for your budgeting. See Picture 7 on the next page. To create a new group, fill the Insert Budget Group form. You can edit your work later by clicking the **[Edit]** button in the **Action** column of the Budget Group list.

Entry fields on insert/edit mode (entry fields with asterisk (*) are mandatory):

- Budget Group* : Enter group name here
- Active* : Select "Yes" to activate group

Click the **[Save]** button to save your work.

Picture 7



2.4. COA Group

On the **Menu**, go to **Budget** → **Admin** → **Master** then click **[COA Group]**. This is where you correlate your COAs with your Budget Groups. To create a new COA Group, fill the Insert COA Group form. You can edit your work later by clicking the **[Edit]** button in the **Action** column of the COA Group list.

Entry fields on insert/edit mode (entry fields with asterisk (*) are mandatory):

- Budget Group* : Select a group in the combo box
- Category* : Select the category for this COA Group
- COA* : Select a COA in the combo box
- Active* : Select "Yes" to activate this COA Group

Click the **[Save]** button to save your work.

See Picture 8 on the next page for a better understanding of this module.

Picture 8

COA Group

No.	Budget Group	Category	COA	Active	Action
1	-	Admin	146100	☑	[Edit][Delete]
2	-	Admin	148200	☑	[Edit][Delete]
3	Communication	Acad	580100	☑	[Edit][Delete]
4	Communication	Acad	580200	☑	[Edit][Delete]
5	Communication	Acad	580300	☑	[Edit][Delete]
6	Communication	Admin	580100	☑	[Edit][Delete]
7	Communication	Admin	580200	☑	[Edit][Delete]
8	Communication	Admin	580300	☑	[Edit][Delete]
9	Dormitory	Admin	145100	☑	[Edit][Delete]
10	Dormitory	Admin	147000	☑	[Edit][Delete]

| 1 | 2 | 3 | 4 | 5 | Page 1

Insert COA Group

Budget Group* [Select]

Category* [Select]

COA* [Select]

Active* Yes

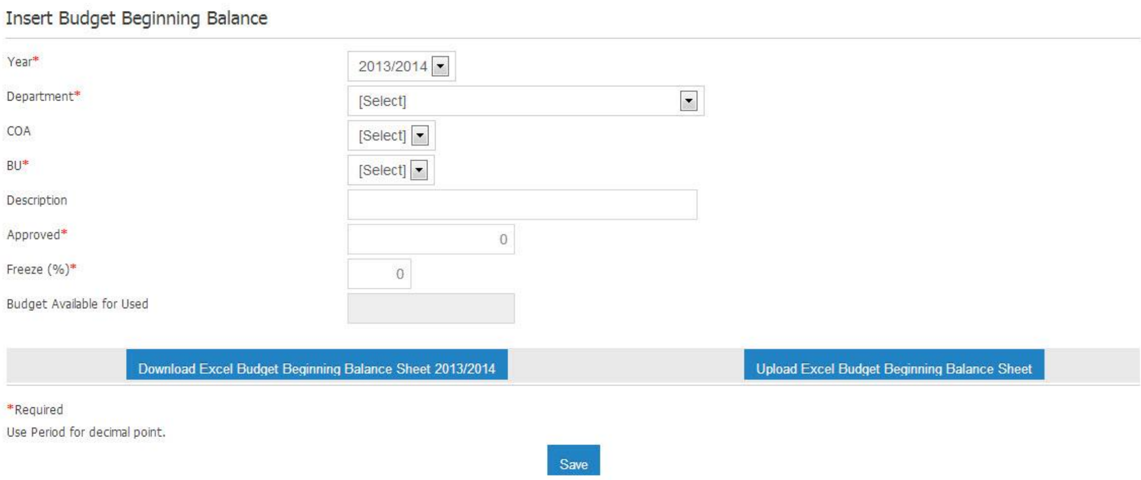
*Required

Save

3. Budget Beginning Balance

On the **Menu**, go to **Budget → Admin** then click **[Beg. Balance]**. See Picture 9 below. To create a new Budget Beginning Balance, fill the Insert Budget Beginning Balance form. You can edit your work later by clicking the **[Edit]** button in the **Action** column of the Budget Beginning Balance list.

Picture 9



Entry fields on insert/edit mode (entry fields with asterisk (*) are mandatory):

- Year* : Select the academic year
- Department* : Select a department in the combo box
- COA* : Select a COA in the combo box
- BU* : Select a business unit in the combo box
- Description* : Enter a short description here
- Approved* : Enter the total number of the approved budget
- Freeze (%)* : Enter the percentage of the budget that will be considered frozen (unavailable for use)
- Budget Available for Use : Generated automatically by the system

Click the **[Save]** button to save your work.

Note: When entering the total number of your approved budget, do NOT separate the zeroes. In the case where you need to separate a decimal, use a period (.) instead of a comma (,).

If you want to input Budget Beginning Balance on your own computer, download the form by clicking the **[Download Excel Budget Beginning Balance Sheet]** button. The form is in .xls format and you can open it using the Microsoft Excel™ program (see Picture 10). Please note that this is the bulk data of your Budget Beginning Balance.

Note: If you need to insert more rows into the sheet, please take care not to insert a row on or under the EOF row.

Picture 10

FORMAT ENTRY DATA BUDGET APPROVE
SEKOLAH PELITA HARAPAN - CIKARANG
ACADEMIC YEAR : 2012/2013

Catatan :

1. Baris dan kolom hidden berisi id system mohon tidak diganti
2. Data pada kolom Departemen-Business Unit dan COA didapat dari tabel master,
   Jika terdapat data baru maka harus ditambahkan dahulu pada modul Budget - Admin - Master
3. Jumlah entrian yang disediakan sebanyak 241 (mulai baris ke 17 sampai 256), jika ingin menambahkan entrian baru maka harus disisipkan sebelum baris EOF
4. Arti warna background
   - **data rumus**
   - **data lama**
5. Akhir Entrian data ditandai dengan tulisan EOF pada kolom A

NO	DEPARTMEN	BU	COA	DESCRIPTION	APPROVED	%	FREEZE	AVAILABLE
1	General Affair	29	513201	Rental House - for expats	300,000,000.00	10	30,000,000.00	270,000,000.00
2	General Affair	29	570103	Electricity - Academic	100,000,000.00	10	10,000,000.00	90,000,000.00
3	General Affair	29	570203	Water - Academic	50,000,000.00	10	5,000,000.00	45,000,000.00
4	General Affair	29	612901	E. Security - Academic	50,000,000.00	10	5,000,000.00	45,000,000.00
5	Finance	29	510400	Inc. Tax article - Academic	1,500,000,000.00	10	150,000,000.00	1,350,000,000.00
6	Human Resource	29	510100	Local Salaries - Academic	4,610,666,714.00	10	461,066,671.40	4,149,600,042.60
7	Human Resource	29	510101	Expatriate Salaries - Academic	2,924,760,600.00	10	292,476,060.00	2,632,284,540.00
8	Human Resource	29	540200	Seminar (In) - Academic	726,678,000.00	10	72,667,800.00	654,010,200.00
9	Human Resource	29	510200	Allowance - LLA	770,400,000.00	10	77,040,000.00	693,360,000.00
10	Human Resource	29	510300	Christmas Bonus (-THR)	336,023,000.00	10	33,602,300.00	302,420,700.00

BudgetApproved

To upload your work back to SPASY, click the **[Upload Excel Budget Beginning Balance Sheet]** button and the upload form will appear. Click **[Browse]** to search for the form in your computer. After selecting the form you want to upload, click **[Upload]**.

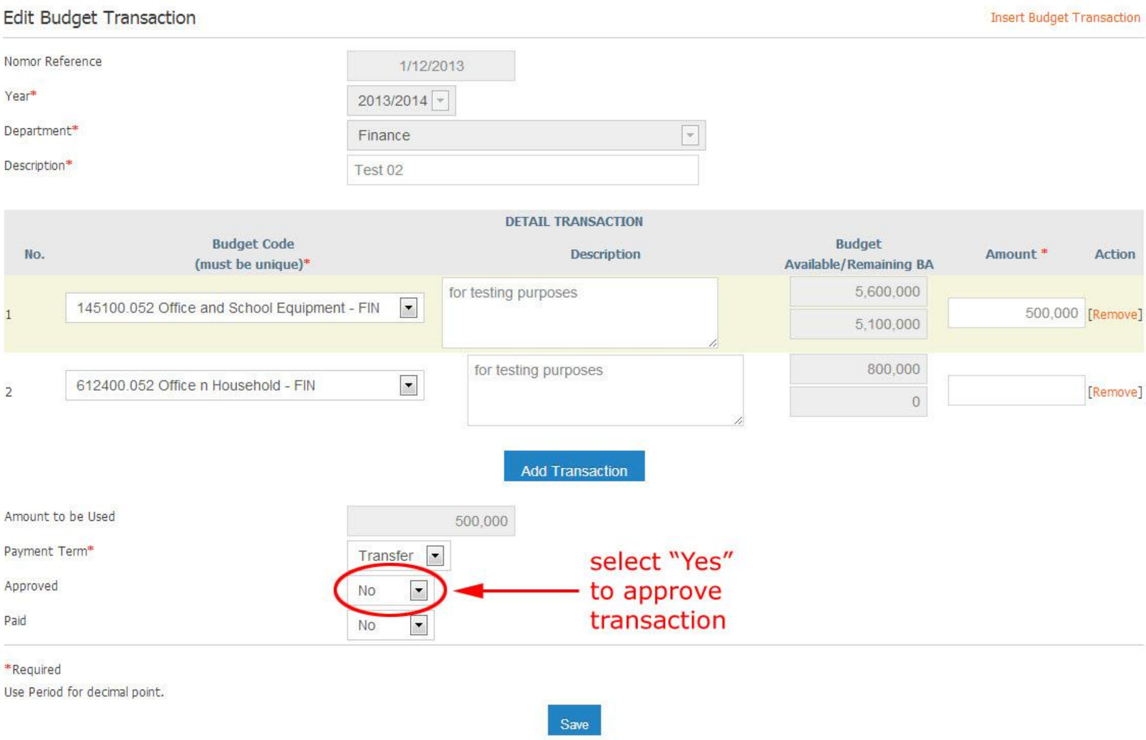
Note: Do NOT upload the same file more than once. If you need to make corrections, repeat the steps to download the form and you will have the filled version of the form that you've uploaded earlier. After making your corrections, upload the form using the same steps described above.

4. Transactions, Adjustments and Transfers

4.1. Budget Transaction

On the **Menu**, go to **Budget → Admin** then click **[Transaction]**. This is where you approve budget transactions submitted by different departments. You can see the approval and payment status in the **Approved** and **Paid** columns of the Budget Transaction list. To approve a transaction and/or update its payment status, click the **[Edit]** button in the **Action** column and the Edit Budget Transaction form will appear for you to process (see Picture 11).

Picture 11



Entry fields on edit mode (entry fields with asterisk (*) are mandatory):

- Reference : Already filled; not editable
- Year* : Already selected; editable if necessary
- Department* : Already selected; editable if necessary
- Budget Code* : Already selected; editable if necessary
- Short Description : Already filled; editable if necessary
- Description : Already filled; editable if necessary
- Transaction Detail* : Already filled; editable if necessary

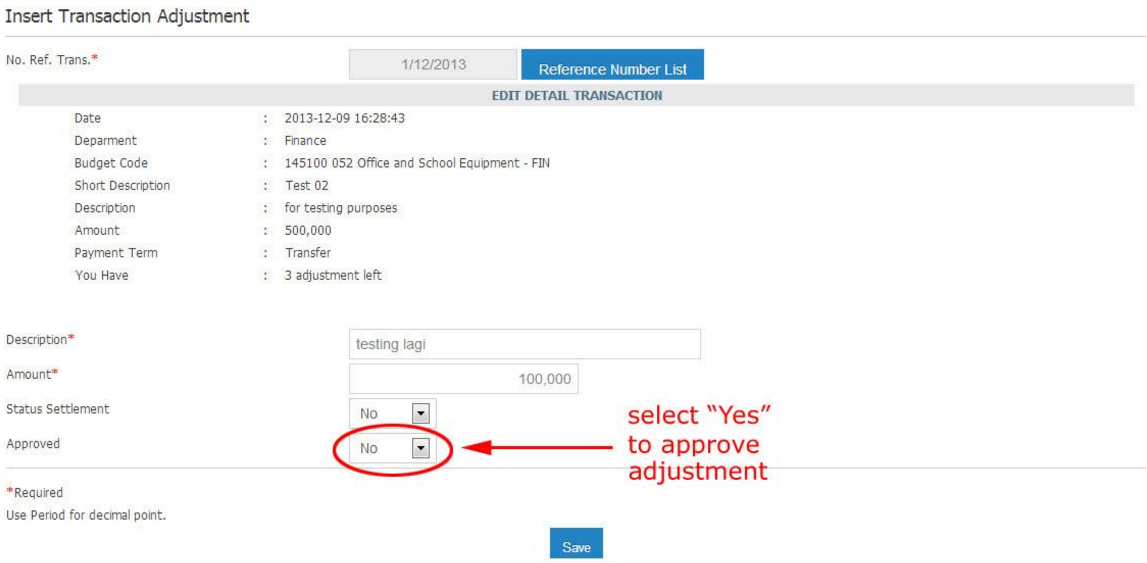
- Amount to be Used : Already filled; not editable
- Payment Term* : Select a term of payment for the transaction
- Approved : Select "Yes" to approve the transaction. This action will enable the next combo box.
- Paid : Select "Yes" if the transaction had taken place, otherwise select "No"

Click the **[Save]** button to save your work.

4.2. Transaction Adjustment

On the **Menu**, go to **Budget → Admin** then click **[Adjustment]**. This is where you input adjustments or returns. To approve an adjustment, click the **[Edit]** button in the **Action** column and select "Yes" in the Approved combo box (see Picture 12 below). Note that you can change the amount of money to be transferred. If necessary, you can input a return yourself and approve it instantaneously by using the Insert Budget Transfer form.

Picture 12



Entry fields on insert/edit mode (entry fields with asterisk (*) are mandatory):

- Reference Number* : Click **[Find Reference Number]** and a lookup window will appear. Click **[Select]** in the **Action** column of the list to input a transaction. Transaction details will be filled automatically and they are not editable.
  Note: You can only process "Paid" transactions
- Description* : Enter a short description of the adjustment here
- Amount* : Enter amount of return/adjustment here

- Approved : Select “Yes” to approve the return

Click the **[Save]** button to save your work.

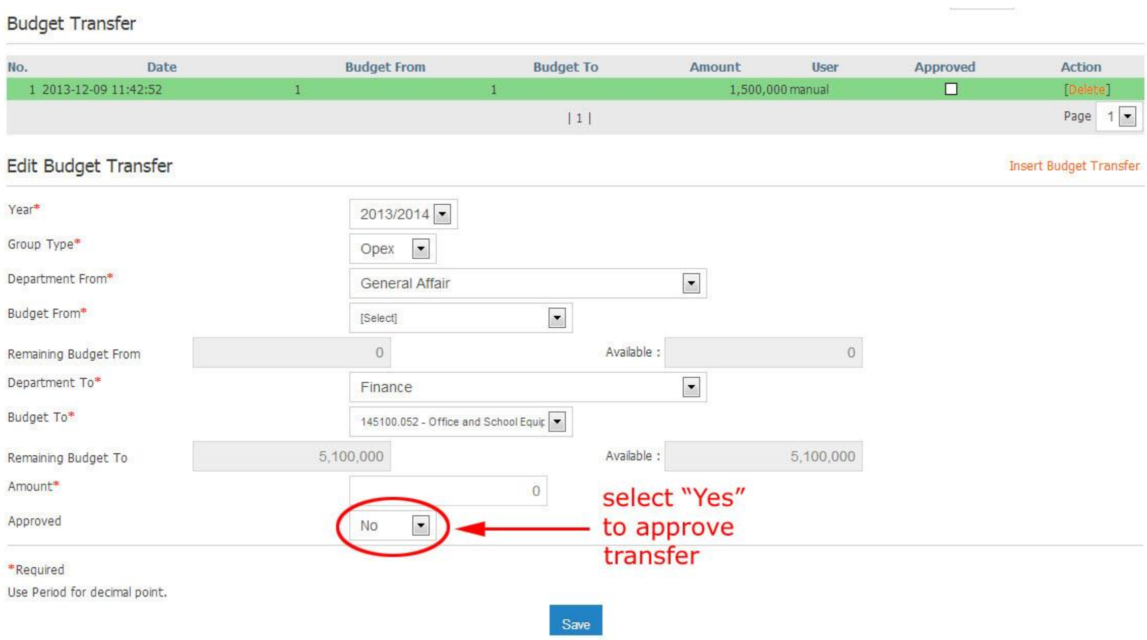
Note: When modifying the Amount Adjustment/Return* entry, do NOT separate the zeroes. In the case where you need to separate a decimal, use a period (.) instead of a comma (,).

4.3. Budget Transfer

On the **Menu**, go to **Budget** → **Admin** then click **[Transfer]**. This is where you approve budget transfers submitted by different departments. See Picture 12 below. You can see the approval status of a transfer in the **Approved** column of the Budget Transfer list. To approve a transfer, click the **[Edit]** button in the **Action** column and select “Yes” in the Approved combo box.

Note: An operational expense (opex) budget can be transferred anywhere, whereas a capital expense (capex) budget can only be transferred to another capex budget.

Picture 13



Entry fields on edit mode (entry fields with asterisk (*) are mandatory):

- Year* : Already selected; editable if necessary
- Group Type* : Already selected; editable if necessary
- Department From* : Already selected; editable if necessary
- Budget From* : Already selected; editable if necessary

- Remaining Budget From : Generated by system Available: Generated by system
- Budget To* : Already selected; editable if necessary
- Remaining Budget To : Generated by system Available: Generated by system
- Amount* : Already filled; editable if necessary
- Approved : Select “Yes” to approve the transfer

Click the **[Save]** button to save your work.

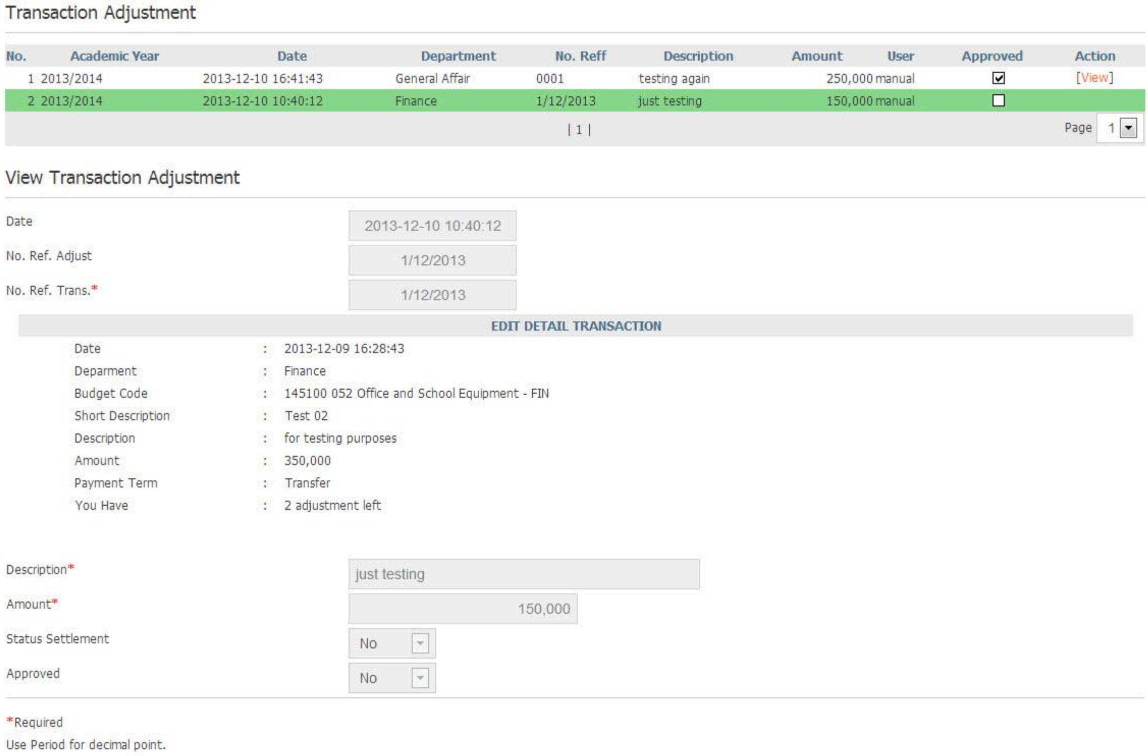
Note: When modifying the Amount* entry, do NOT separate the zeroes. In the case where you need to separate a decimal, use a period (.) instead of a comma (,).

4.4. History

History modules enable you to check for updates on transaction status (paid or not paid), as well as review all your budgeting history.

On the **Menu**, go to **Budget → Admin → History** then click **[Adjustment History]**. Here you can see budget adjustment history. Click the **[View]** button in the **Action** column of the list to get a more detailed view (see Picture 14).

Picture 14


Transaction Adjustment

No.	Academic Year	Date	Department	No. Reff	Description	Amount	User	Approved	Action
1	2013/2014	2013-12-10 16:41:43	General Affair	0001	testing again	250,000	manual	☑	[View]
2	2013/2014	2013-12-10 10:40:12	Finance	1/12/2013	just testing	150,000	manual	☐	

| 1 | Page 1

View Transaction Adjustment

Date: 2013-12-10 10:40:12
No. Ref. Adjust: 1/12/2013
No. Ref. Trans.*: 1/12/2013

EDIT DETAIL TRANSACTION

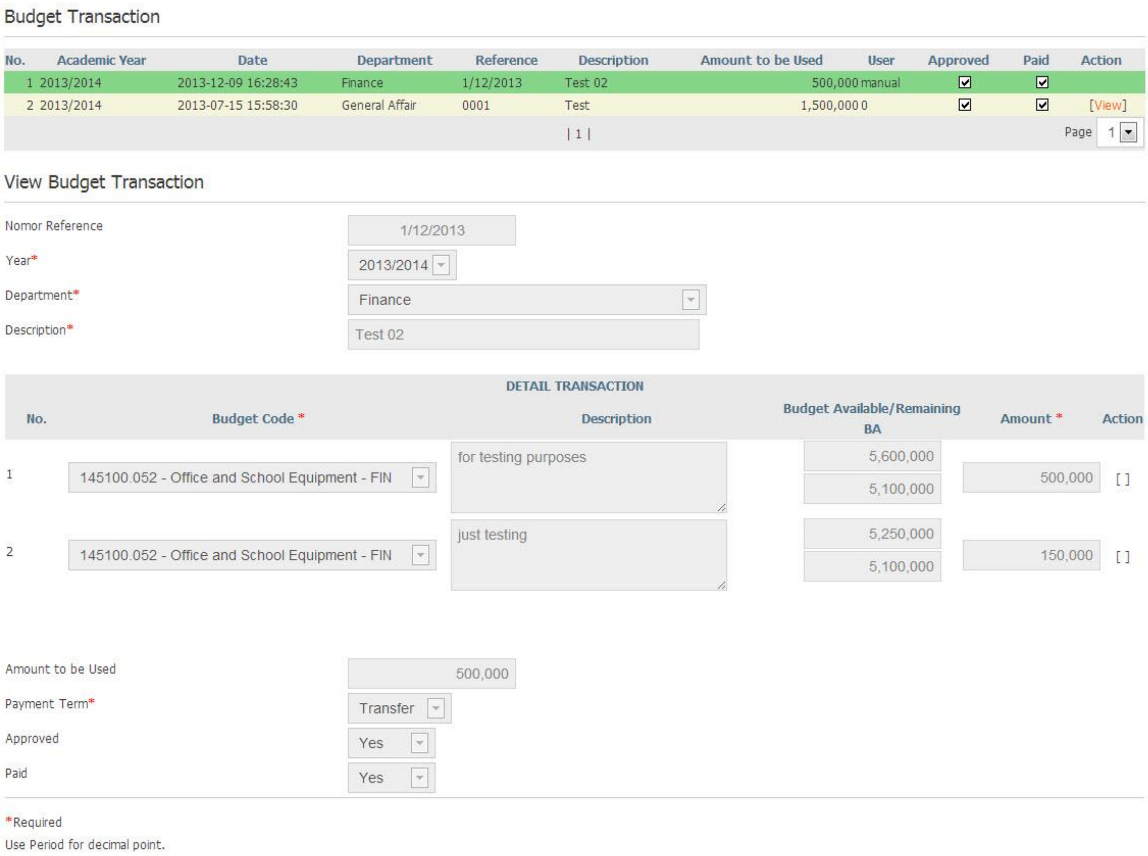
Date	:	2013-12-09 16:28:43
Deparment	:	Finance
Budget Code	:	145100 052 Office and School Equipment - FIN
Short Description	:	Test 02
Description	:	for testing purposes
Amount	:	350,000
Payment Term	:	Transfer
You Have	:	2 adjustment left

Description*: just testing
Amount*: 150,000
Status Settlement: No
Approved: No

*Required
Use Period for decimal point.

On the **Menu**, go to **Budget → Admin → History** then click **[Transaction History]**. Here you can see budget transaction history. Click the **[View]** button in the **Action** column of the list to get a more detailed view (see Picture 15 below).

Picture 15



Budget Transaction

No.	Academic Year	Date	Department	Reference	Description	Amount to be Used	User	Approved	Paid	Action
1	2013/2014	2013-12-09 16:28:43	Finance	1/12/2013	Test 02	500,000	manual	☑	☑	
2	2013/2014	2013-07-15 15:58:30	General Affair	0001	Test	1,500,000	0	☑	☑	[View]

| 1 | Page 1

View Budget Transaction

Nomor Reference: 1/12/2013
Year*: 2013/2014
Department*: Finance
Description*: Test 02

DETAIL TRANSACTION

No.	Budget Code *	Description	Budget Available/Remaining BA	Amount *	Action
1	145100.052 - Office and School Equipment - FIN	for testing purposes	5,600,000 / 5,100,000	500,000	[ ]
2	145100.052 - Office and School Equipment - FIN	just testing	5,250,000 / 5,100,000	150,000	[ ]

Amount to be Used: 500,000
Payment Term*: Transfer
Approved: Yes
Paid: Yes

*Required
Use Period for decimal point.

On the **Menu**, go to **Budget → Admin → History** then click **[Transfer History]**. Here you can see budget transfer history. Click the **[View]** button in the **Action** column of the list to get a more detailed view (see Picture 16 on the next page).

Picture 16

Budget Transfer

No.	Date	Budget From	Budget To	Amount	User	Approved	Action
1	2013-12-09 11:42:52	1	1	1,500,000	manual	☐	[View]
2	2013-07-15 15:48:44			400,000	admin	☑	

| 1 | Page 1

View Budget Transfer

Year*	2013/2014		
Group Type*	[Select]		
Department From*	General Affair		
Budget From*	[Select]		
Remaining Budget From	0	Available :	0
Department To*	General Affair		
Budget To*	1		
Remaining Budget To	150,000,000	Available :	150,400,000
Amount*	0		
Approved	Yes		

*Required

Use Period for decimal point.

5. Budget Report

SPASY can generate reports for you based on several parameters in editable .xls format. For example, Picture 17 below is the summary report per department for June 2013. The following are instructions on how to download these reports.

Picture 17

SUMMARY REPORT PER DEPARTMENT
SEKOLAH PELITA HARAPAN - CIKARANG
ACADEMIC YEAR : 2012/2013
MONTH REPORT : June 2013

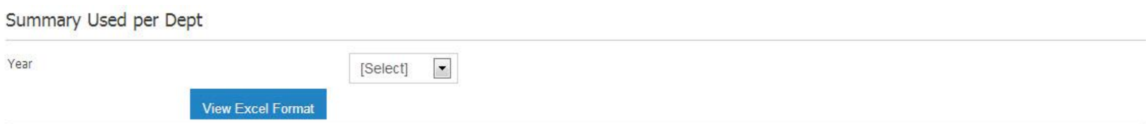
OPERATIONAL EXPENSE

DEPARTMENT	BUDGET APPROVED	FREEZE	BUDGET AVAILABLE FOR USE	BUDGET USED IN June 2013	BUDGET USED IN Jul 2012 - June 2013	ENDING BALANCE	%
Information And Communications Tecnology (ICT)							
General Affair	2,271,000,000.00	227,100,000.00	2,043,900,000.00			2,043,900,000.00	100
Health Center	48,000,000.00	4,800,000.00	43,200,000.00			43,200,000.00	100
Human Resource	15,784,719,984.00	1,578,471,998.40	14,206,247,985.60	17,500,000.00		14,206,247,985.60	100
Junior School	406,000,000.00	40,600,000.00	365,400,000.00			365,400,000.00	100
Junior School Primary Years Programme (PYP)							
Library	37,000,000.00	3,700,000.00	33,300,000.00			33,300,000.00	100
Repair and Maintenance	511,000,000.00	51,100,000.00	459,900,000.00			459,900,000.00	100
Marketing (PRP)	312,000,000.00	31,200,000.00	280,800,000.00			280,800,000.00	100
Middle School							
Senior School Middle Years Programme (MYP)	473,000,000.00	47,300,000.00	425,700,000.00			425,700,000.00	100
Pelita Harapan House (PHH)	160,000,000.00	16,000,000.00	144,000,000.00			144,000,000.00	100
Senior School	937,000,000.00	93,700,000.00	843,300,000.00			843,300,000.00	100
Senior School Diploma Programme (DP)							
Finance	1,986,000,000.00	198,600,000.00	1,787,400,000.00			1,787,400,000.00	100

Department

On the **Menu**, go to **Budget → Report** then click **[Summary Report]**. Here you can download summary report per big account (see Picture 18). Select an academic year in the combo box then click **[View Excel Format]** to download the generated report.

Picture 18

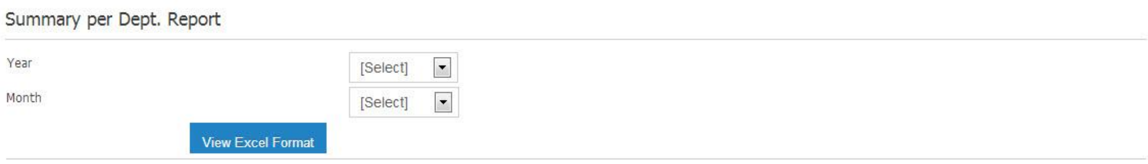


On the **Menu**, go to **Budget → Report** then click **[Approved Op. Budget]**. Here you can download the report for approved operational budget (original budget). Select an academic year in the combo box then click **[View Excel Format]** to download the generated report.

On the **Menu**, go to **Budget → Report** then click **[Operational Budget]**. Here you can download the report for the latest (current) state of your operational budget. Select an academic year in the combo box then click **[View Excel Format]** to download the generated report.

On the **Menu**, go to **Budget → Report** then click **[Sum. Report per Dept.]**. Here you can download the monthly summary report per department. See Picture 19 below. Select the academic year and the month you want in the combo boxes then click **[View Excel Format]** to download the generated report.

Picture 19



6. Technical Support

Feel free to contact us for any question and troubleshooting.

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