

How to Conduct Budget Control on the Web (Document)

After the budget application form is approved, the system will associate the budget amount with each business document of the relevant business project. Based on the budget target and actual expenses, smart reminders will be sent to both the applicant and the approver.

Taking the **Purchase Application** as an example:

1. Click on "Purchase Application"

2. Click anywhere on the target document

No.	Appl Name/No.	Vessel	Dept	Appl Date	Purchase Content	Supply Date	Supply Place	Purchase Modes	Priority Level	Status	Operation
1	PA-P24100501	LINK OCEAN 1	Engine Dept.	2024-11-01	Type / Property: Spare Parts / Qu after Purchase Number of Items Purchased: 1 Equipment: 柴油机	2024-11-05	扬州港	Ashore Inquiry	Normal	Approving	Export
2	名称不明的	LINK OCEAN 1	Deck Dept.	2024-10-31	Type / Property: Spare Parts / E mpty Purchase Number of Items Purchased: 1 Equipment: 柴油机	2024-12-01	五江	Ashore Inquiry	Normal	Approving	Export
3	PA-P24103002	LINK OCEAN 1	Engine Dept.	2024-10-31	Type / Property: Spare Parts / Monthly Purchase Number of Items Purchased: 1 Equipment: 玛尔维那油机	2024-12-01	五江	Ashore Inquiry	Normal	Approving	Export
4	PA-P24103003	LINK OCEAN 1	Engine Dept.	2024-10-30	Type / Property: Spare Parts / Qu after Purchase Number of Items Purchased: 15 Equipment: 柴油机, 齿轮箱, 灯...	2024-11-06	NIA	Ashore Inquiry	Normal	Approved	Export Copy
5	名称不明的	LINK OCEAN 1	Engine Dept.	2024-10-24	Type / Property: Spare Parts / Monthly Purchase Number of Items Purchased: 2 Equipment: 原(在船名)	2024-11-24	1	Ashore Inquiry	Normal	Approved	Export Copy
6	船端备件申请单20241024(1)	LINK OCEAN 1	Deck Dept.	2024-10-24	Type / Property: Spare Parts / Monthly Purchase Number of Items Purchased: 1 Equipment: 柴油机	2024-10-24	扬州港	Ashore Inquiry	Normal	Approving	Export

3. Click on "Check Budget Utilization Status"

4. You can view the budget utilization status by the using department and the managing department

Budget Utilization Status

Purchase Application No.: PA-P24100501

Vessel: LINK OCEAN 1

Appl Date: 2024-11-01

Priority Level: Normal

Purchase Reason: 223

Number of Items Purchased: 1

Budget Account: 采购备件费用

Using Dept.: LINK OCEAN 1. 0% of the budget quota for this month has been used. 84.88% of the budget quota for this year has been used.

Management Dept.: 机务部. 0% of the budget quota for this month has been used. 84.88% of the budget quota for this year has been used.

Appl Items No.	Spare Parts Name	Code/Specification/Drawing No.	Components/Position No.	Eqpt. Name/Type/Manufacturer	Spare Description	Metering Unit	Stock Status	Appl Qty	Approved Qty	Appl. Remarks	Internal Ref
1	机体及气缸套 CYLINDER BLOCK & LINER	机体及气缸套 CYLINDER BLOCK & LINER	机体及气缸套 CYLINDER BLOCK & LINER	柴油机 / 6N330 / 莱恩福莱博	柴油机 / 6N330 / 莱恩福莱博	件	Current Stock 11; Unreceived 82	1	1		

Task Progress

- Apply - 2024-11-01 11:30:09
孙红梅
- Approve - 轮机长 - 2024-11-01 11:06:53
孙红梅
OK
- Approve - 机务主管