



# Sentec PMS

## User Manual

### 4.1. Master Data

#### 4.1.D. General Ledger

#### 4.1.D.3. General Ledger Budget

### Change History

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| Revision History |              |                     |             |             |
|------------------|--------------|---------------------|-------------|-------------|
| Version          | Issue Date   | Details of Revision | Prepared By | Reviewed By |
| 1.0              | Dec 29, 2025 | Initials            | Erry C.     | Prasetyo A. |
|                  |              |                     |             |             |
|                  |              |                     |             |             |

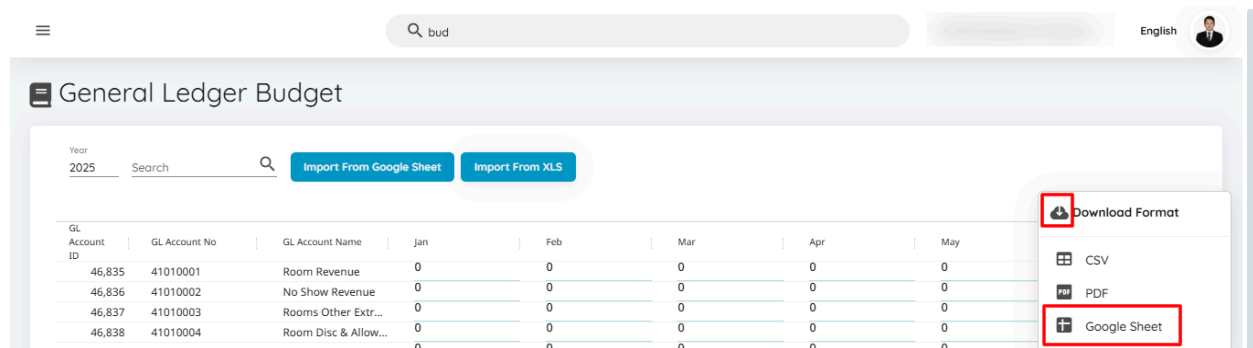
### 4.1.D.3. General Ledger Budget

For an introduction to the features available in the general ledger budget, please click here [1.11.D.3. General Ledger Budget](#). The following are the steps to input data in the General Ledger Budget.

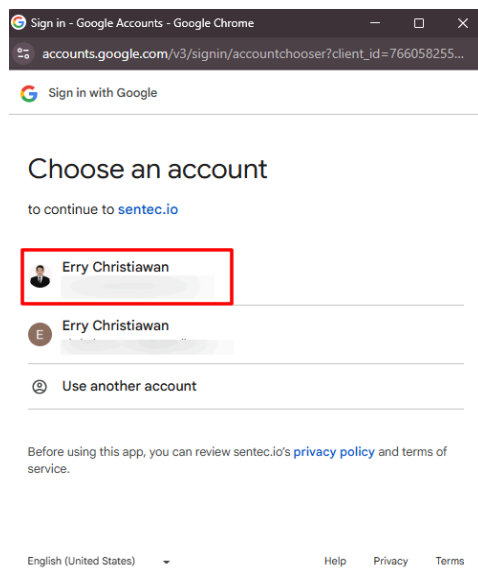
### Getting the Budget Import Template

Here are the steps to get the budget template:

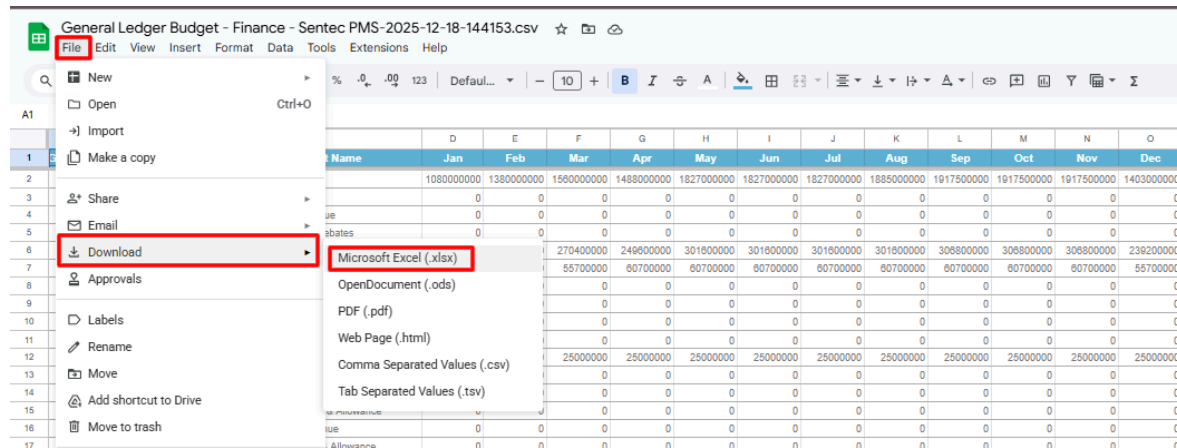
1. Click the download icon and choose the Google Sheet option.



2. A dialog box will appear, please click the account registered as a user in Sentinel Tech.



3. The Budget Import Template in Google Sheet format is ready to use.



4. To get it in Microsoft Excel format, click **File** → **Download** → **Microsoft Excel**.
5. Enter the target budget numbers according to the account items and corresponding months. (Steps 4 and 5 can be swapped based on your convenience.)
6. **Tip:** When creating a budget, use the sheet for budget import as the data entry page linked to the budget report format sheet.

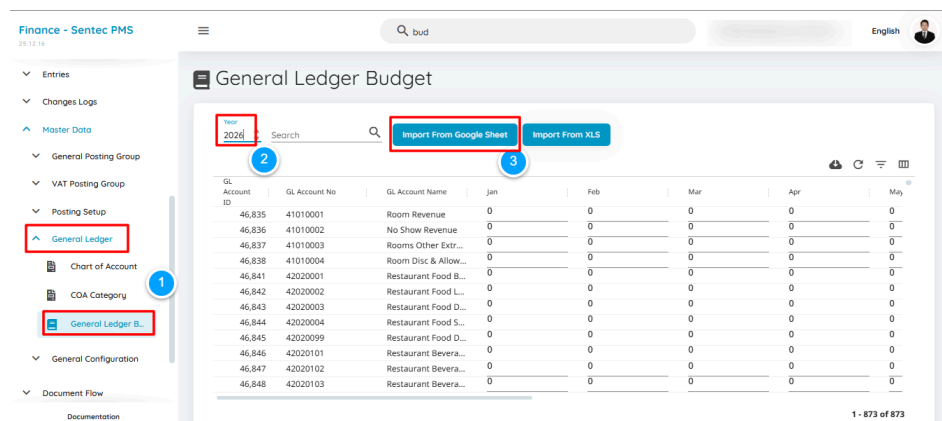
## Importing the Budget

Budget can be imported using two methods, via Spreadsheet or Microsoft Excel:

### 1. Import via Spreadsheet

Here's how to upload the budget using the spreadsheet method:

1. Prepare the spreadsheet template with the values filled in for each account item.



2. Access the system through **Master Data - General Ledger - General Ledger Budget**.

- Click **Import from Google Sheet**.
- The upload form will appear; enter the spreadsheet ID taken from the Google Sheet URL.

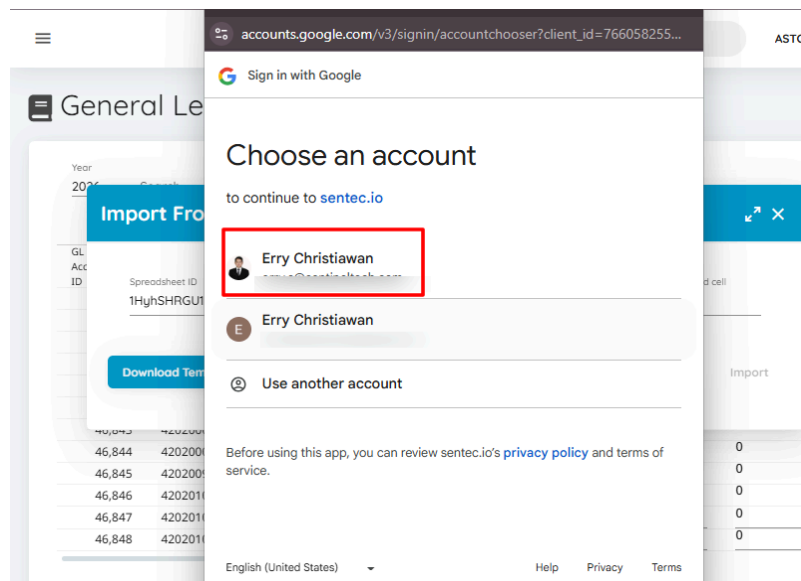
**Import From Google Sheet**

Spreadsheet ID: 1HyhSHRGU18BG-RQZDIX-IIENOGYqCs-34\_5p-cMxeeQ

Start cell: A2 End cell: O

Download Template Cancel **Read** Preview Import

- Click Read to load the Google Sheet.



- A confirmation dialog box will appear; click the profile registered in the system.

## Import From Google Sheet

Spreadsheet ID  
1HhSHRGU18BG-RQZDtX-IIENQgYqCs-34\_5p-cMxeeQ

Start cell: A2      End cell: O

7

8

Download Template
Cancel
Read

Preview
Import

7. Click **Preview** to preview the budget upload.
8. Click **Import** to upload the budget values into the system.
9. Wait until the upload process is complete.
10. Uploading via spreadsheet is relatively slower. It is recommended to upload 20-30 rows per upload or use Excel instead.

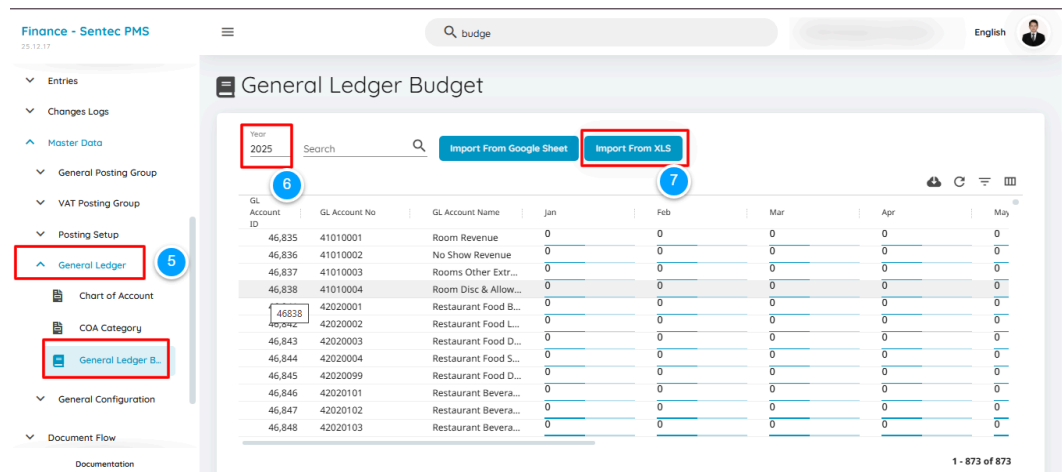
## 2. Import via Microsoft Excel

Here's how to import budget data using the Microsoft Excel format:

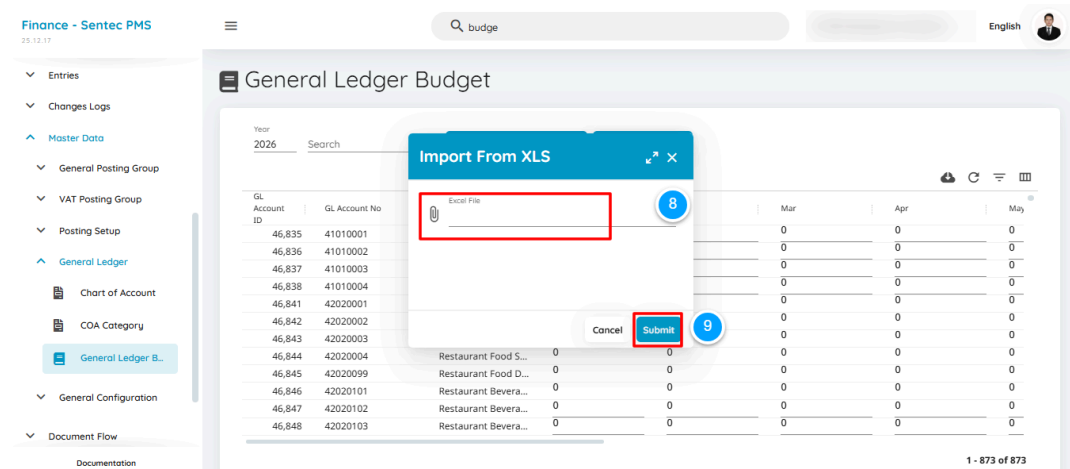
1. Prepare the Microsoft Excel template filled with budget numbers.
2. Pay attention to the following rules (points 3 and 4):

| Account ID | Account Name                                  | Jan       | Feb       | Mar       | Apr       | May       | Jun       | Jul       | Aug       | Sep     | Oct |
|------------|-----------------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|---------|-----|
| 46835      | 41010001 Room Revenue                         | 108000000 | 138000000 | 156000000 | 148800000 | 182700000 | 182700000 | 188500000 | 191750000 | 1917500 |     |
| 46836      | 41010002 No Show Revenue                      | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0       |     |
| 46837      | 41010003 Rooms Other Extra Revenue            | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0       |     |
| 46838      | 41010004 Room Disc & Allowance/Rebates        | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0       |     |
| 46841      | 42020001 Restaurant Food Blast                | 208000000 | 239200000 | 270400000 | 249600000 | 301600000 | 301600000 | 301600000 | 306800000 | 306800  |     |
| 46842      | 42020002 Restaurant Food Lunch                | 50700000  | 50700000  | 55700000  | 60700000  | 60700000  | 60700000  | 60700000  | 60700000  | 60700   |     |
| 46843      | 42020003 Restaurant Food Dinner               | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0       |     |
| 46844      | 42020004 Restaurant Food Supper               | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0       |     |
| 46845      | 42020099 Restaurant Food Disc & Allowance     | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0       |     |
| 46846      | 42020101 Restaurant Beverage Blast            | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0       |     |
| 46847      | 42020102 Restaurant Beverage Lunch            | 150000000 | 150000000 | 250000000 | 250000000 | 250000000 | 250000000 | 250000000 | 250000000 | 25000   |     |
| 46848      | 42020103 Restaurant Beverage Dinner           | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0       |     |
| 46849      | 42020104 Restaurant Beverage Supper           | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0       |     |
| 46850      | 42020199 Restaurant Beverage Disc & Allowance | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0       |     |
| 46851      | 42020201 Restaurant Tobacco Revenue           | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0       |     |
| 46852      | 42020299 Restaurant Tobacco Disc & Allowance  | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0       |     |
| 46853      | 42020301 Restaurant Other Income              | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0       |     |
| 46854      | 42020399 Restaurant Other Disc & Allowance    | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0       |     |
| 46857      | 42021001 Lounge Food Blast                    | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0       |     |

3. The active sheet must be named **Sheet1**.
4. Ensure there are no empty cells in the budget numbers; if there's no budget, enter 0. Make sure the budget numbers are in **General** format.



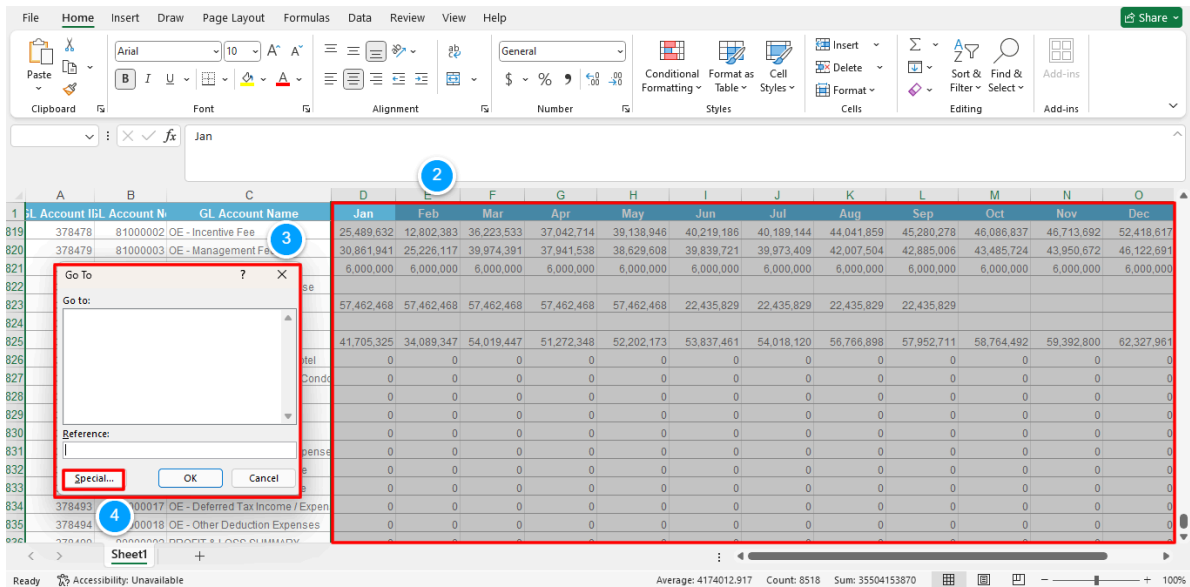
5. Access the system through **Master Data - General Ledger - General Ledger Budget**.
6. Set the year according to the budget year to be entered.
7. Click **Import From XLS**, and a dialog box will appear.



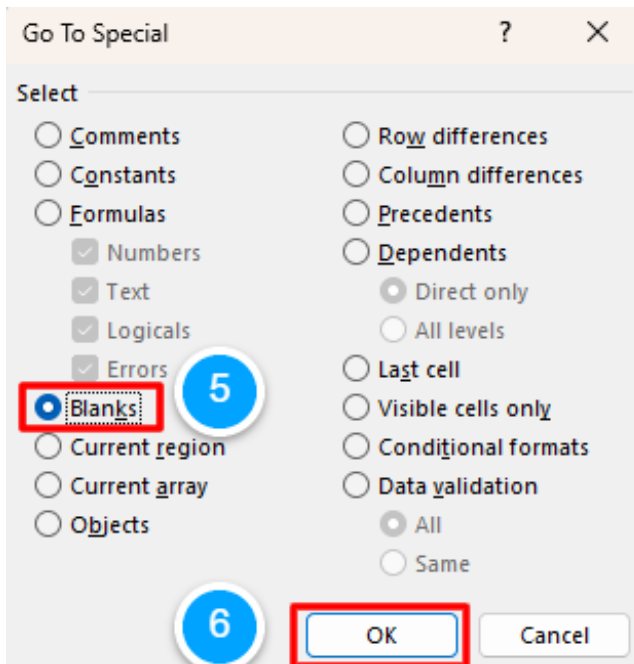
8. Click the Attach icon and select the budget file in XLS format.
9. Click **Submit** to upload the data.

### Tips for Handling Null Values in Microsoft Excel

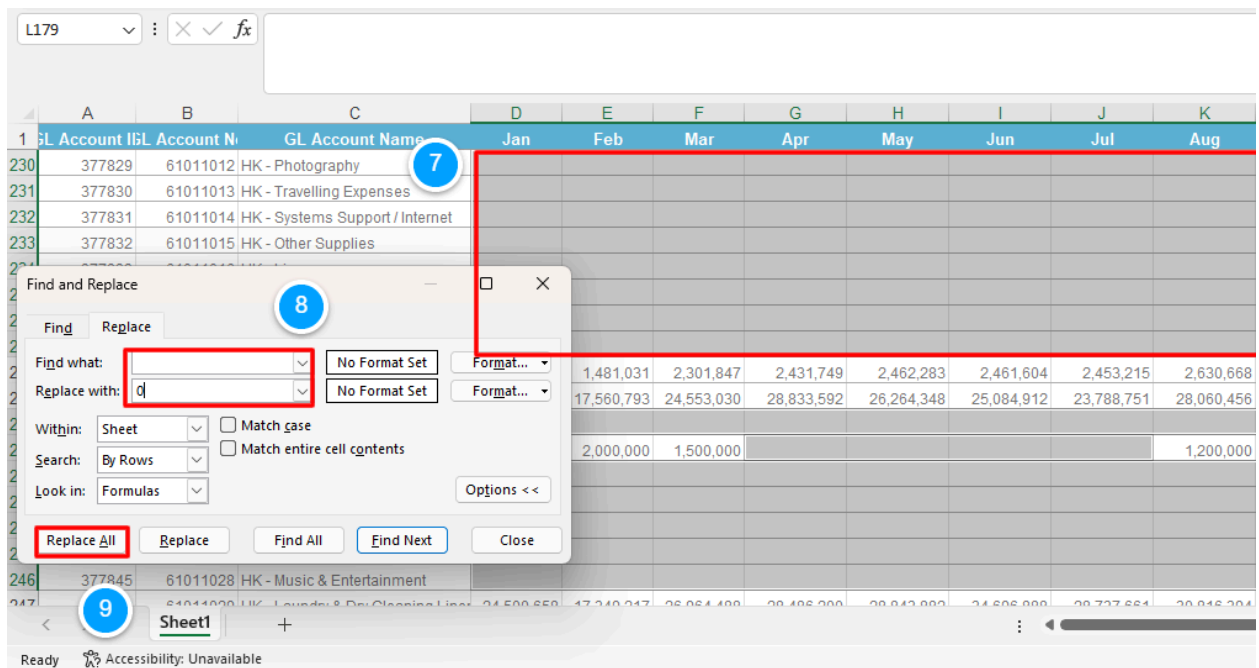
1. Open the budget file in Microsoft Excel format (.xlsx).
2. Select columns **D** through **O** (which contain budget amounts from January to December).
3. Press **CTRL + G** and a dialog box will appear.
4. Click **Special**, and another dialog box will pop up.



5. Select **Blanks** to find empty Excel cells.
6. Click **OK** to navigate to all blank cells.



7. Excel will highlight all blank cells in the selected range.



8. Press **CTRL + H** to replace null values with 0. Leave **Find what** empty and enter 0 in **Replace with**.
9. Click **Replace All** to replace all null values with 0.