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## Budgets

Odoo 19 Enterprise · Accounting

Budget management lets you define planned spending and revenue targets, then track actual performance against those targets in real time.

### 1 Enable budget management

Accounting → Configuration → Settings → Budget Management

Budget management is not enabled by default. Go to Settings, find the Analytics section, and tick Budget Management. Save. The Budgets menu will appear under Accounting.

### 2 Set up budgetary positions

Accounting → Configuration → Budgetary Positions

A budgetary position is a named group of accounts you want to budget against – for example "Administrative Expenses" or "Sales Revenue". Create positions before creating budgets. Each position must include at least one account from the chart of accounts.

**Budgetary positions vs analytic accounts** Budgetary positions group general ledger accounts for budget tracking. Analytic accounts track costs and revenue by project or department. Both can be used together for detailed analysis.

### 3 Create a budget

Accounting → Accounting → Budgets → NEW

Click New and fill in the budget details.

#### BUDGET HEADER FIELDS

|                      |                                                                        |
|----------------------|------------------------------------------------------------------------|
| <b>Budget Name *</b> | Descriptive name. Include the year – e.g. "Budget 2025: Conservative". |
| <b>Responsible *</b> | The person responsible for managing this budget.                       |
| <b>Period *</b>      | From and To dates for the budget period. Usually a full fiscal year.   |
| <b>Company *</b>     | Company this budget applies to.                                        |

#### 4 Add budget lines

Under Budget Lines, add one line per budgetary position. Each line shows: Budgetary Position, Analytic Account, Start Date, End Date, Planned Amount, Practical Amount (actual spend), Theoretical Amount (expected to date), and Achievement percentage. Enter the Planned Amount for each line. The other columns fill automatically as transactions are posted.

#### 5 Confirm and approve the budget

**CONFIRM**

Click Confirm to submit the budget for approval. Status changes to Confirmed. Once reviewed, click Approve to validate it. Status changes to Validated. A validated budget is live – actual transactions begin populating the Practical Amount column. At year end, click Done to close the budget.

#### 6 Analyse budget performance

**Accounting** → **Reporting** → **Budget Analysis**

The Budget Analysis report shows all budget lines with planned, practical, and theoretical amounts side by side. Filter by date or status. Export to spreadsheet from Pivot view for further analysis. The Achievement column shows percentage of planned budget actually spent.