Budget Management & Variance

User Guide · Odoo 18 / 19

Accounting & Finance

Technical module name: gb_budget_management_variance
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1. Overview

Budgeting in Odoo is largely an Enterprise feature. This module brings full budget management to Community: budgets built from lines per general-ledger account and/or analytic account, with live actual-vs-budget variance refreshed from your real postings.

A budget has periods, lines and a confirm/done workflow. You can refresh actuals on demand, view variance analysis, capture revision snapshots, track commitments (encumbrances) and roll the whole budget forward to next year.

Who is it for?

- Finance managers and controllers building annual budgets
- Department heads tracking spend against plan
- Community-edition users who need budgeting without Enterprise

2. Installation

The module is delivered as a standard Odoo application and installs cleanly on both Odoo 18 and Odoo 19 Community or Enterprise.

Step	Action
1	Enable developer/apps — Log in as an administrator and open the Apps menu.
2	Update the app list — Click Update Apps List so Odoo picks up newly added modules.
3	Search — Search for "Budget Management & Variance" (technical name gb_budget_management_variance).
4	Install — Press Install. Required dependencies (account, analytic) are installed automatically.

After installation a new top-level menu, Budgets, appears in the main menu bar.

3. Configuration

Open Budgets ▸ Budgets and create a budget for the year. Add budget lines, each tied to an account and/or analytic account with a planned amount per period.

Use Generate Periods to split the budget into its reporting periods. The budget moves through Draft → Confirmed → Done, and can be reset or cancelled.

Key configuration records

Field	Description
Budget	The top-level plan with date range, state and the confirm/done workflow.
Budget Line	A planned amount for a specific account and/or analytic account.
Budget Period	A time bucket (e.g. month) generated across the budget range.
Commitment (Encumbrance)	A reserved amount that reduces remaining budget before actuals land.
Budget Revision Snapshot	A point-in-time copy of the budget kept for audit and comparison.

4. Step-by-step Walkthrough

A budget follows a Draft → Confirmed → Done lifecycle:

Step	Action
1	Create the budget — Set the name and date range under Budgets.
2	Add budget lines — Enter planned amounts per account / analytic account.
3	Generate periods — Use Generate Periods to create the period buckets.
4	Confirm — Press Confirm to lock the plan for tracking.
5	Refresh actuals — Use Refresh Actuals to pull posted amounts in from the ledger.
6	Review variance — Open Variance Analysis to compare actual vs budget per line and period.
7	Track commitments — Record commitments to reserve budget before invoices post.
8	Snapshot & roll forward — Take a revision snapshot, and use Duplicate Next Year to carry the budget forward.

Status flow

Records move through the following statuses:

- Budget: Draft → Confirmed → Done (Reset to Draft / Cancel available)

5. Feature Reference

Account & analytic budgets

Budget lines target a GL account, an analytic account, or both, so you can plan by cost centre or project.

Live variance analysis

Refresh Actuals pulls posted figures and the variance view shows budget, actual and the gap per line and period.

Commitments / encumbrances

Reserve budget with commitment records so remaining headroom reflects orders not yet invoiced.

Revision snapshots

Capture point-in-time snapshots of the budget for audit and to compare against later revisions.

Period generation

Generate the period structure automatically across the budget date range.

Roll forward

Duplicate Next Year clones the structure so next year's budget starts from this year's plan.

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6. Tips, Troubleshooting & FAQ

Q: Do I need Odoo Enterprise?
A: No — this brings budgeting to Community. It depends only on Accounting and Analytic.

Q: How are actuals calculated?
A: Refresh Actuals reads posted journal items matching each line's account/analytic and date, then computes the variance.

Q: What is a commitment?
A: An encumbrance — a reserved amount that lowers remaining budget before the actual invoice posts.

Q: Can I keep last year's plan?
A: Yes. Take a revision snapshot to preserve the figures, and Duplicate Next Year to start the new period.

Q: Can I budget by project?
A: Yes, via analytic accounts on the budget lines.

Q: Why is my variance zero?
A: Press Refresh Actuals — variance is computed when actuals are pulled from the ledger.

7. Support

We are glad to help you get the most out of Budget Management & Variance.

- Email: support@pokutsoft.com
- Apps & documentation: https://pokutsoft.com
- Please include your Odoo version (18 or 19) and the module version (18.0.1.0.0) when contacting support.

This module performs format generation and in-Odoo bookkeeping only. Where a third party (HMRC, a pension provider, a payroll bureau, a bank) is involved, the customer uses their own credentials/account to file or transmit. No filing is done on your behalf.