

How to Import Budgets & See the Budget Comparison

This guide shows you how to load your yearly budget figures into the system and then view them next to your actual results on the **Mini Income Statement** and the **Profit & Loss** report, using the **Budget Comparison** view.

You will:

1. Prepare a budget spreadsheet
2. Import it under **Accounting** → **Configuration** → **Extended Budgets**
3. Turn on **Budget Comparison** on the report

Before you start — what makes a budget show up

A budget appears in the comparison when it matches **two** things:

- **Account** – which ledger account the budget is for (e.g. *Sales – Frames*).
- **Dates** – the budget period overlaps the period you are viewing on the report.

That's it. The **Name** is just a label for your own reference — call it whatever helps you recognise it (e.g. *Sales – Frames 2026/27*). It does **not** have to match the report period or follow any format.

Step 1 – Prepare your spreadsheet

Create a spreadsheet (Excel or CSV) with one row per budget line and these columns:

Column	Meaning	Example
Name	A label for your own reference (free text)	Sales - Frames 2026/27
Account	The ledger account (code + name)	100001 Sales - Frames
Start Date	First day of the budget period	2026-03-01
End Date	Last day of the budget period	2027-02-28
Planned Amount	The budgeted figure for that account	1200000

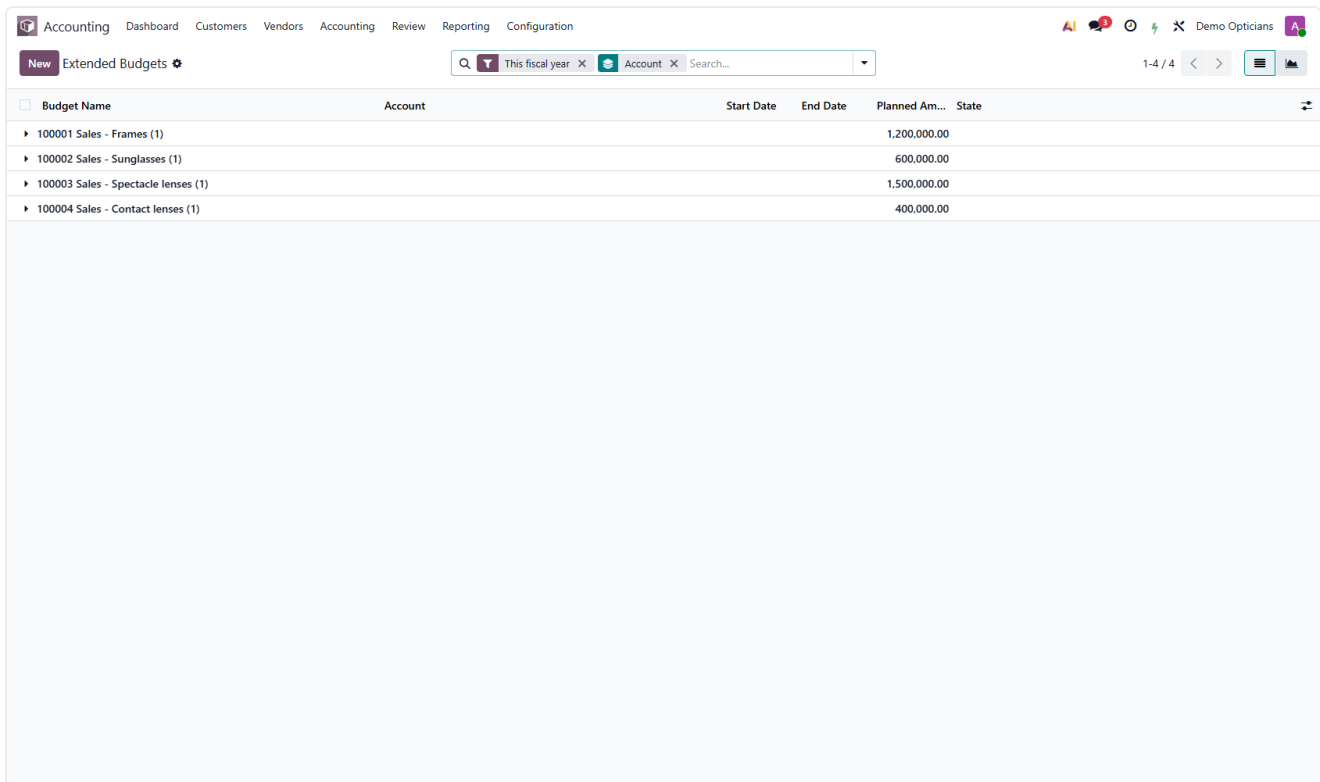
A ready-made example is included with this guide: `sample_budget_import.xlsx` .

Name	Account	Start Date	End Date	Planned Amount
Sales - Frames 2026/27	100001 Sales - Frames	2026-03-01	2027-02-28	1 200 000
Sales - Sunglasses 2026/27	100002 Sales - Sunglasses	2026-03-01	2027-02-28	600 000
Sales - Spectacle lenses 2026/27	100003 Sales - Spectacle lenses	2026-03-01	2027-02-28	1 500 000
Sales - Contact lenses 2026/27	100004 Sales - Contact lenses	2026-03-01	2027-02-28	400 000

Tip: Use one row per account. If you budget per month, add one row per month with the matching Start/End dates – the report adds them up for the period you are viewing.

Step 2 – Open the Extended Budgets list

Go to **Accounting** → **Configuration** → **Extended Budgets**.



Budget Name	Account	Start Date	End Date	Planned Am...	State
100001 Sales - Frames (1)				1,200,000.00	
100002 Sales - Sunglasses (1)				600,000.00	
100003 Sales - Spectacle lenses (1)				1,500,000.00	
100004 Sales - Contact lenses (1)				400,000.00	

Step 3 – Start the import

Open the **actions menu** (the gear / ⚙ icon) above the list and choose **Import records**.

Accounting

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Extended Budgets

Actions

Import records

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Spreadsheet

100001 Sales - Frames (1)

100002 Sales - Sunglasses (1)

100003 Sales - Spectacle lenses (1)

100004 Sales - Contact lenses (1)

Account

Start Date

End Date

Planned Am...

State

1,200,000.00

600,000.00

1,500,000.00

400,000.00

Step 4 – Upload your file and check the mapping

Click **Upload File** and select your spreadsheet. The system shows a preview and automatically matches your columns to the budget fields. Confirm that **Name**, **Account**, **Start Date**, **End Date** and **Planned Amount** are matched correctly.

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Test
Import
Load Data File
Cancel
Extended Budgets
Import a File

Data to import
sample_budget_import.xlsx
Sheet:
Budgets
☒ Use first row as header
Help
[Go to Import FAQ](#)

File Column	Odoo Field	Comments
Name Sales - Frames 2026 - 2027	Ab Budget Name ✕	
Account 100001 Sales - Frames	>= Account ✕	
Start Date 2026-03-01	Start Date ✕	
End Date 2027-02-28	End Date ✕	
Planned Amount 1200000	1.5 Planned Amount ✕	

If a column is not matched, pick the correct field from the drop-down at the top of that column. Use **Test** to check before importing.

When you are happy, click **Import**.

Step 5 – Confirm the budgets are loaded

The imported budgets now appear in the **Extended Budgets** list.

Accounting Dashboard Customers Vendors Accounting Review Reporting Configuration					
New Extended Budgets					
Q This fiscal year X Account X Search... 1-4 / 4					
Budget Name	Account	Start Date	End Date	Planned Am...	State
▶ 100001 Sales - Frames (1)				1,200,000.00	
▶ 100002 Sales - Sunglasses (1)				600,000.00	
▶ 100003 Sales - Spectacle lenses (1)				1,500,000.00	
▶ 100004 Sales - Contact lenses (1)				400,000.00	

Step 6 – View the Budget Comparison on the Mini Income Statement

Go to **Accounting** → **Reporting** → **Mini Income Statement**. Open the **Comparison** filter at the top and choose **Budget Comparison**.

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PDF

XLSX

Mini Income Statement

2026 - 2027

% Comparison

All Journals

Analytic

Posted Entries

Budget

In .R

There are unposted Journal Entries prior or included in this period.

	2026 - 2027	Budget Theoretical Amount	Budget Difference	%
	Balance	Balance	Balance	Balance
Income				
Sales	R 1,896,546.01	R 3,700,000.00	R -1,803,453.99	51.26%
Cost of Sales	R 1,322,953.90	R 0.00	R -1,322,953.90	0.0%
Gross Profit	R 573,592.11	R 3,700,000.00	R -3,126,407.89	15.5%
Gross Profit %	30.2%	100.0%	-69.8%	30.24%
Expenses				
Salaries	R 445,093.45	R 0.00	R -445,093.45	0.0%
Salaries %	23.5%	100.0%	-76.5%	23.47%
Rent Expense	R 610,320.17	R 0.00	R -610,320.17	0.0%
Rent Expenses %	32.2%	100.0%	-67.8%	32.18%
Finance Costs	R 610,320.17	R 0.00	R -610,320.17	0.0%
Finance %	32.2%	100.0%	-67.8%	32.18%
Other Expense	R 0.00	R 0.00	R 0.00	0%
Other Expenses %	0.0%	100.0%	-100.0%	0.0%
Total Expenses	R 1,665,733.79	R 0.00	R -1,665,733.79	0.0%
Net Profit	R -1,092,141.68	R 3,700,000.00	R -4,792,141.68	-29.52%
Net Profit %	-57.6%	100.0%	-157.6%	-57.59%
Non Operating	R -626,620.17	R 0.00	R -626,620.17	0.0%
Net Profit Accounting	R -465,521.51	R 3,700,000.00	R 4,165,521.51	-12.58%

You now see, next to each line:

- **Budget Theoretical Amount** – the figure you budgeted.
- **Budget Difference** – actual minus budget.
- **%** – actual as a percentage of budget.

Step 7 – Same view on the Profit & Loss report

The Budget Comparison also works on the standard **Profit & Loss** report: **Accounting** → **Reporting** → **Profit and Loss** → **Comparison** → **Budget Comparison**.

	2026 - 2027	Budget Theoretical Amount	Budget Difference	%
	Balance	Balance	Balance	Balance
Revenue	1,896,546.01	3,700,000.00	-1,803,453.99	51.26%
Less Costs of Revenue	1,322,953.90	0.00	-1,322,953.90	0.0%
Gross Profit	573,592.11	3,700,000.00	-3,126,407.89	15.5%
Less Operating Expenses	610,320.17	0.00	-610,320.17	0.0%
Operating Income (or Loss)	-36,728.06	3,700,000.00	-3,736,728.06	-0.99%
Plus Other Income	16,300.00	0.00	16,300.00	0.0%
Less Other Expenses	0.00	0.00	0.00	0.0%
Net Profit	-20,428.06	3,700,000.00	-3,720,428.06	-0.55%
Less Allocations and Plus Withdrawals	0.00	0.00	0.00	0.0%
Net Profit Left After Allocations and Withdrawals	-20,428.06	3,700,000.00	-3,720,428.06	-0.55%

Troubleshooting

What you see	Why	Fix
Budget columns show 0	The budget's dates don't overlap the period you're viewing, or it's on a different account .	Check the budget's Start/End dates cover the report period, and that it's on the same account as the report line.
A budget line is missing	The Account did not match an existing account.	Use the exact account, e.g. <code>100001 Sales - Frames</code> .
No Budget Comparison option	You are on a report that does not have it enabled.	Use the Mini Income Statement or Profit & Loss report.

Need a hand? Contact the Humint support team and we'll help you get your budgets loaded.