

# Managing the Budget in Xero

## Managing the Budget in Xero

You can enter your budget in Xero. This will allow you to track how you are doing throughout the year compared to your budget

### To enter the Budget into Xero

Xero – Accounting – Reports – Budget Manager

### Using Xero Import Budget Manager

At the bottom of the screen, you will see an Import button. If you click this button, it will take you to the screen below. Download the template as either a .csv or excel file, follow the instructions for filling it in then Import the file and Xero will fill in the budget manager for you.

Budget Manager >

## Import a Budget

**i** This import will overwrite the budget values for the accounts and dates you have specified

### Overall Budget

- 1. Download Overall Budget as a template**  
12 month budget starting Sep 2020.
- 2. Add your data to the downloaded file**  
Use Excel or similar to add or edit your budget. If you don't want a particular account or cell to be updated in Xero simply leave it empty. For more information, consult the Help Centre.
- 3. Import the updated budget (saved as a CSV, Excel, or ODS file)**  
 No file selected

## Manually entering your budget in Budget Manager

Select + Add new budget

Give your budget a name e.g., Budget for Year 2020-2021

Now enter the figures you have agreed upon as a centre under each of the relevant account lines

**Budget Manager**

Select Budget: test Start: Sep 2020 Actuals: None Period: 12 months [Update](#)

test Do Not Filter Approvers | Do Not Filter Trackings | [Edit](#) [Wide view](#)

	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21
<b>Income</b>						
Donations (1140)	0	0	0	0	0	0
Fees received PLD (7100)	0	0	0	0	0	0
Grants received (1130)	0	0	0	0	0	0
Interest Exp Tert. Funding Alc (6100)	0	0	0	0	0	0
Interest Received (1120)	0	0	0	0	0	0
Levies (1110)	0	0	0	0	0	0
Parent Contribution (Fee) AR ONLY (1305)	0	0	0	0	0	0
Shop Sales (1161)	0	0	0	0	0	0
TEC SAC Training Funds In (6201)	0	0	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Running a budget comparison report

To run a comparison between your budget and actuals you can use the Profit and Loss statement and tweak it to suit.

[Xero – Accounting – Reports – Profit and Loss](#) (be sure to use the report marked New)

You will need to edit the layout

In the bottom left corner click Edit layout

Along the top menu select Columns – Budget

**Profit and Loss**

Playcentre Aotearoa  
For the year ended 31 August 2021

	2021 Overall Budget
<b>Trading Income</b>	
Amalgamation Revenue from Associations	0.00
Auckland Region - SPACE Bulk Funding	0.00

You will see a new column in the report which is the budget column

From the menu on the right-hand side select the budget you wish to use and the date range  
Select Done when complete

This will now give you a report showing the actuals in the first column and the budget in the second column

You can alter the fields for different date ranges (this month, this financial year, last financial year etc)