

# Osprey Approach: Set up and use Budgets

This help guide was last updated on  
Jul 10th, 2020

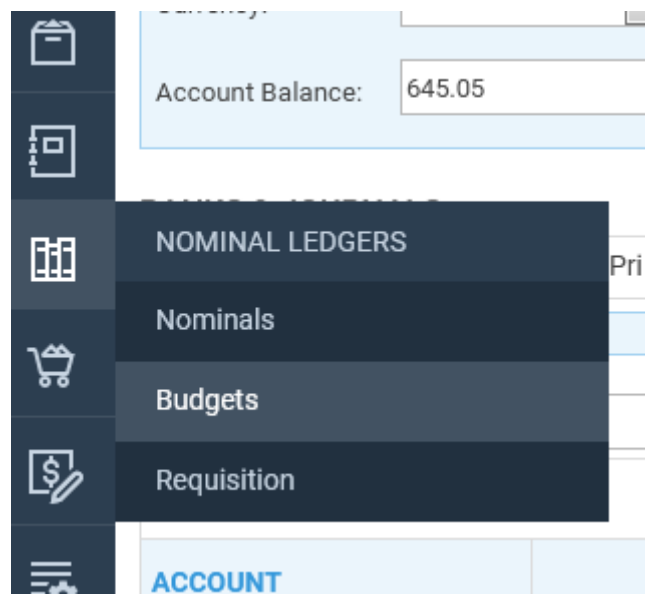
The latest version is always online at  
<https://support.ospreyapproach.com/?p=2358>



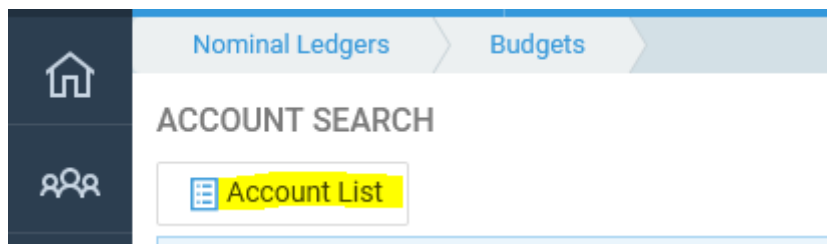
You can produce a budget report for your firms accounts if budgets are set up.

## Set up your budgets

Navigate to the Nominal Ledgers area, and choose Budgets from the sub menu:



Use the Accounts List button to select the nominal you want to add a budget for:



You may also want to set a budget for Fees (JNLFEES) and Write Offs (JNLWOFFS) by selecting one of the accounts below:

Nominal Ledgers > Budgets > Account List		
Export   Refresh   Cancel		
ACCOUNT ↓	SUB NO	DESCRIPTION
JNLWOFFS	1	Write Offs Journal
JNLFEES	1	Fees Journal

Once you have selected the required account, you can use the Add/Edit Budget button to begin setting your budget:

Nominal Ledgers

Budgets

ACCOUNT SEARCH

Account List

Code:

JNLWOFFS

Go

SAC:

ALL

Branch:

2: Malvern

Dept:

2: Crime

Description:

Write Offs

Search

Year:

3

Currency:

GBP

BUDGETS

Add/Edit Budget

Select the Year you want to set the budget for. You can select any year past or future which has its dates set up within Osprey.

If you have an annual figure for your budget you can enter it here, then press the Calculate button, which will split the budget equally between the 12 periods. Alternately you can add each month's figure individually.



Save



Close

Nominal : JNLWOFFS

SAC :

Branch :

2

Dept :

2

Year

3

Annual Figure :



Calculate

Currency :

GBP

Period 1 30/11/2019

Period 7 31/05/2020

Period 2 31/12/2019

Period 8 30/06/2020

Period 3 31/01/2020

Period 9 31/07/2020

Period 4 29/02/2020

Period 10 31/08/2020

Period 5 31/03/2020

Period 11 30/09/2020

Period 6 30/04/2020

Period 12 31/10/2020

## Run the Budget Analysis report

You can now use the Budget Analysis report (Reports > Financial Management) to report on the actual and budget figures.

 Run

Branch:	ALL	▼
Department:	ALL	▼
Currency:	Pound Sterling	▼
Year:	3	▼
Report Type:	Quarterly	▼
Show Summary?	<input type="checkbox"/>	
Hide Zero Budgets?	<input type="checkbox"/>	
Ordering:	Account ID	▼

- Select a branch if required or leave on All for all branches.
- Select a department if required or leave as All for all departments.
- Choose a currency if required
- Choose the Year number to report on.
- Choose either Quarterly or By Period. The latter option will then prompt for a period to display.
- Show Summary – when ticked, this will total all SACs for a nominal together in one figure. When unticked, the report will display each nominal SAC separately.
- Hide Zero Budgets – when ticked, any nominals that do not have a budget set will not be shown on the report.
- Ordering – choose either Account ID (Nominal code) or Account Name (Nominal Description) to choose the order in which your nominals will display.