The following is a guide to entering budgets for non-salary accounts.

Uses of Budget Data Entry templates

1. The ‘Multiple Lines per Account’ template allows supporting work papers for budget numbers to be saved in TM1 rather than in a separate Excel worksheet. The consolidation of the workings flows through all the templates and can be viewed in either the ‘By Project’ or ‘By Account’ templates and in the Income Statement.
2. The ‘By Project’ template enables entry into multiple accounts for a single project.
3. The ‘By Account’ template enables entry into multiple projects by account.
4. The ‘Copy Budget Template’ allows the user to roll-over a prior budget (excluding Salary accounts) if there are not many significant changes expected, with the option to choose the source (Actuals or Working Forecast), the GLC being rolled over, the spread (last year actuals, last year budget, even by period), the accounts to update, and any applicable indexation.

How to: Use the ‘Multiple Lines per Account’ template

1. Select the project at the lowest available GLC level and the account to be updated, and then to generate the template.
2. Add supporting details as required, and to update.

Note: It is important to be as accurate as possible when spreading the budget data as it will make the Income Statement results more meaningful if the inputs are reflective of real expectations.

3. The inputs will feed into the ‘Income Statement’ when reviewing the relevant project.
1. Tracing data flow from Multiple Lines template to Income Statement

   ![Diagram showing data flow from Multiple Lines template to Income Statement]

2. Tracing data flow from ‘Multiple Lines’ template to ‘By Account’

   ![Diagram showing data flow from ‘Multiple Lines’ template to ‘By Account’]

   ![Table for tracing data flow from ‘Multiple Lines’ template to ‘By Account’]
3. Tracing data flow from Multiple Lines template to ‘By Project’

How to: Understand the button options

The ‘By Project’ and ‘By Account’ templates have flexibility built into their displays, which can be changed via the button options. However, it is important to note that, the higher the level of interrogation at department and account level, the slower the system performance will be as it will need to retrieve and return large data sets. It is recommended that the leaf level of interrogation be applied for optimal performance.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hide Zero Value</td>
<td>When checked, returns only projects or accounts that have had values in the current or prior period. When unchecked, returns all available projects or accounts for the given parameters.</td>
</tr>
<tr>
<td>Hide Inactive Projects</td>
<td>When checked, returns only active projects. When unchecked, returns all projects that were set up for the given parameters irrespective of whether they are still active.</td>
</tr>
<tr>
<td>Display Projects Only</td>
<td>When checked, returns only projects (leaf node). When unchecked, returns all projects and repetitions of the consolidations at top node level.</td>
</tr>
</tbody>
</table>