



Australian  
National  
University

# **TM1 Expense Module**

## **Recurrent Data Entry**

## Table of Contents

1.	Accessing Expense Module Data Entry .....	1
2.	Copying Data .....	3
a.	Copy Budget Template .....	3
3.	Entering Data .....	5
a.	General Information .....	5
b.	By Project.....	7
c.	By Account.....	9
d.	Multiple Lines per Account.....	11

Last updated date: Friday, 29 July 2016

Planning Systems Team, Finance & Business Services

[TM1@anu.edu.au](mailto:TM1@anu.edu.au)

TM1 Budgeting Webpage

<https://services.anu.edu.au/information-technology/software-systems/tm1-budgeting>

The Australian National University

Canberra ACT 2601 Australia

[www.anu.edu.au](http://www.anu.edu.au)

CRICOS Provider No. 00120C

# 1. Accessing Expense Module Data Entry

- Go to [TM1 web](#).
- Log into TM1 with your UDS account (HORUS password).

**Log in to ANU Insight**

**Log on**  
Please type your credentials for authentication.

**Namespace:**  
UDS

**User ID:**

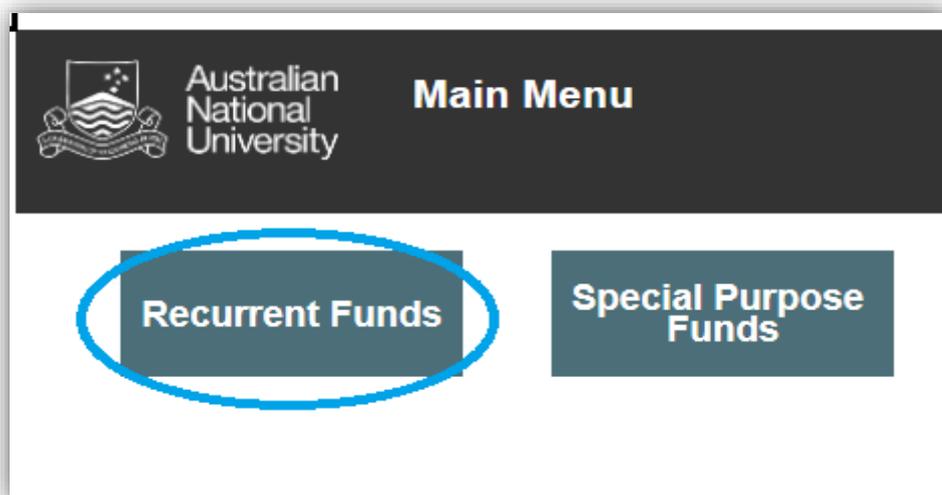
**Password:**

Access or use of this system for purposes not specified by The Australian National University policy is strictly prohibited and may result in legal action.

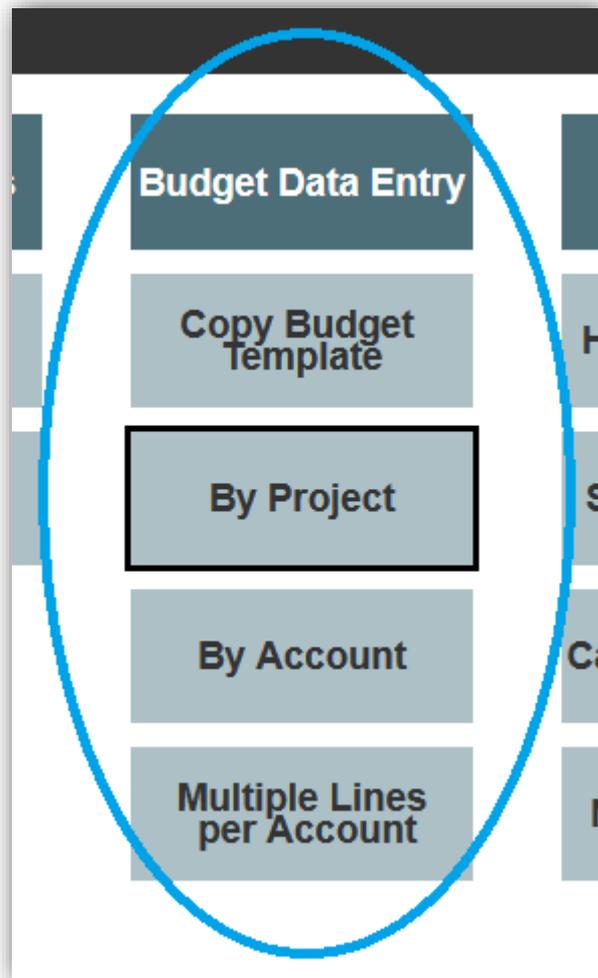
Ensure the security of the University's information by logging out and closing your browser at the end of your session.

To arrange access to the system, receive support or for general enquiries, please contact the Insight service desk at [insight@anu.edu.au](mailto:insight@anu.edu.au).

- On the *Main Menu*, select *Recurrent Funds*.



- On the *Recurrent Funds Main Menu*, under *Budget Data Entry*, four options are available:



**Copy Budget Template**

Select this template if you wish to copy budget (with the exception of salary accounts) from previous year’s budget to create a base data to work on.

**By Project**

Select this template if you wish to enter data into multiple accounts by project.

**By Account**

Select this template if you wish to enter data into multiple projects by account.

**Multiple Lines per Account**

Select this template if you wish to enter itemised budget for one account.

## 2. Copying Data

### a. Copy Budget Template

- Select a previous year that you wish to copy budget from. This will change the year that will be updated (e.g. if you select 2017, this will update 2018).

Select Year to Copy  Will update

- Select a GLC or a parent GLC (e.g. project, department, budget unit, College, or Portfolio) that you wish to copy budget from.

Select the GLC or Parent GLC

- Select a fund. Note that you can only copy *Working Budget* (annual budget).

Fund

- Select an account or a parent account (e.g. natural account, BC account, Income, Expenditure, or Net Operating Position) that you wish to copy budget from. You cannot copy salary budgets from previous years – you will need to enter them through salary budget templates.

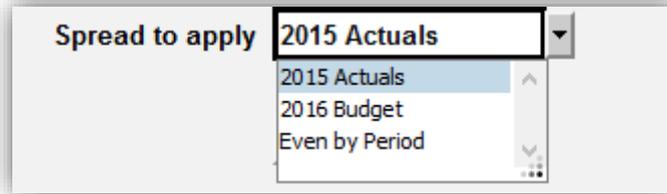
Select the Account or Parent Account

- You can apply an indexation (e.g. CPI) on your selection. Negative indexation will reduce the amount by the selected percentage.

Apply Indexation

- Select the basis of periodic spread.

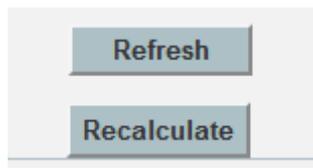
- 20xx Actuals – You can spread an annualised amount based on previous year's receipting/spending patterns for each account.
- 20xx Budget – You can spread an annualised amount based on your current year's budget split for each period.
- Even by Period – You can spread an annualised amount evenly (e.g.  $130,000/13 = 10,000$  for each period).



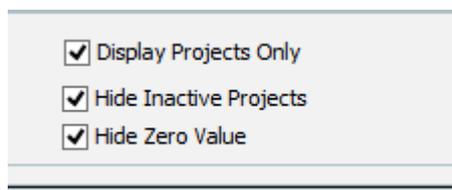
## 3. Entering Data

### a. General Information

- *Working Budget* is an annual budget in recurrent funds.
- Recurrent *Working Budget* must be entered **on a periodic basis**.
- *Working Budget* must be entered **at the natural account level**.
- All income values must be entered as negatives.
- *Refresh* and *Recalculate* buttons:
- *Refresh*: This button displays or save your data. Once you press this button after data entry, texts or numbers in green will turn into black.
- *Recalculate*: This button will spread your annual *spread amount* into periods based on Spread type. TM1 runs the job to auto-recalculate data every two hours. If you do not wish to press *Recalculate* button after data entry and are able to wait for two hours, the spread will be automatically done and appear in Financial Management Report through this job.

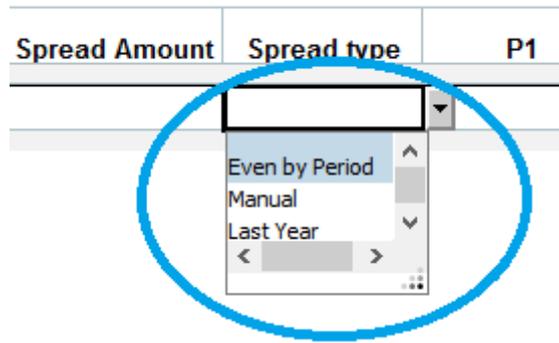


- Three options are available on the data entry templates next to Refresh button.
  - Display Projects Only – When ticked, only projects under your Department selection will be displayed. To see parent levels, untick this box.
  - Hide Inactive Projects – When ticked, only active projects will be displayed. If you wish to see inactive projects, untick this box.
  - Hide Zero Value – When ticked, only projects or accounts that have actuals or budget values will be displayed. If there was no actual or budget in previous years in a particular GLC or account code you wish to budget, untick this box.



- You can enter an annual expense amount in the *Spread Amount* column and select the type of spread from the drop-down menu.
  - Even by Period – You can spread an annualised amount evenly (e.g.  $130,000/13 = 10,000$  for each period).
  - Manual – You can manually enter amounts by period.

- Last Year – You can spread an annualised amount based on previous year’s actual patterns for each account.

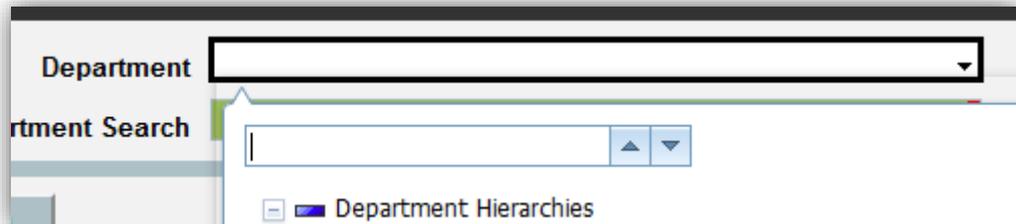


- Comments can be entered at any level (i.e. College or Budget Unit; BC account or natural account), and will only display at that level.
- If you scroll to the right on data entry templates, you can enter comments.

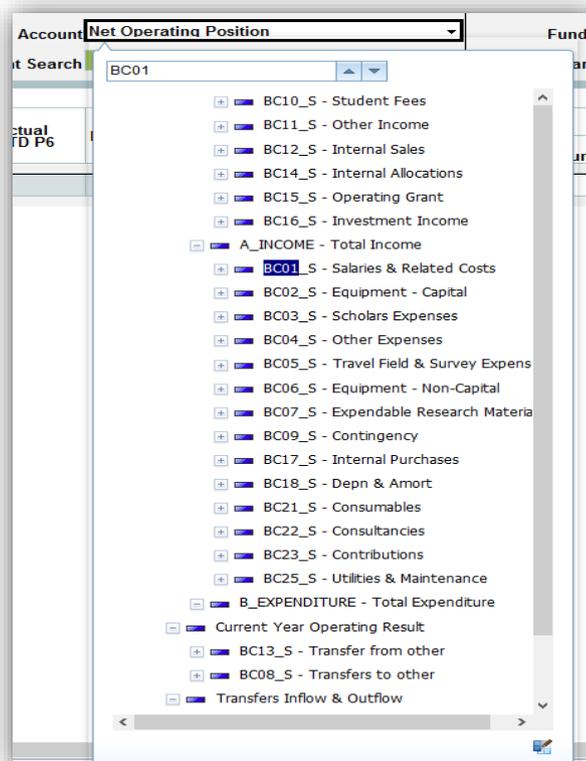


## b. By Project

- Select a GLC or a Parent GLC to enter budget (e.g. R.24510.00, R.24510, F&BS). If you wish to enter budget for a particular department, add “.00” at the end (e.g. R.24510 to R.24510.00). To select a GLC, click on the drop-down menu and type the GLC you wish to search for. An alternative method for a search function is documented in [the TM1 Tips and Techniques](#).



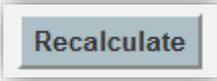
- The drop-down menu for *Account* has a default value of “Net Operating Position”. This will bring all BC level accounts under “Net Operating Position”. An alternative method for a search function is documented in [the TM1 Tips and Techniques](#).



- Click on the Refresh button.

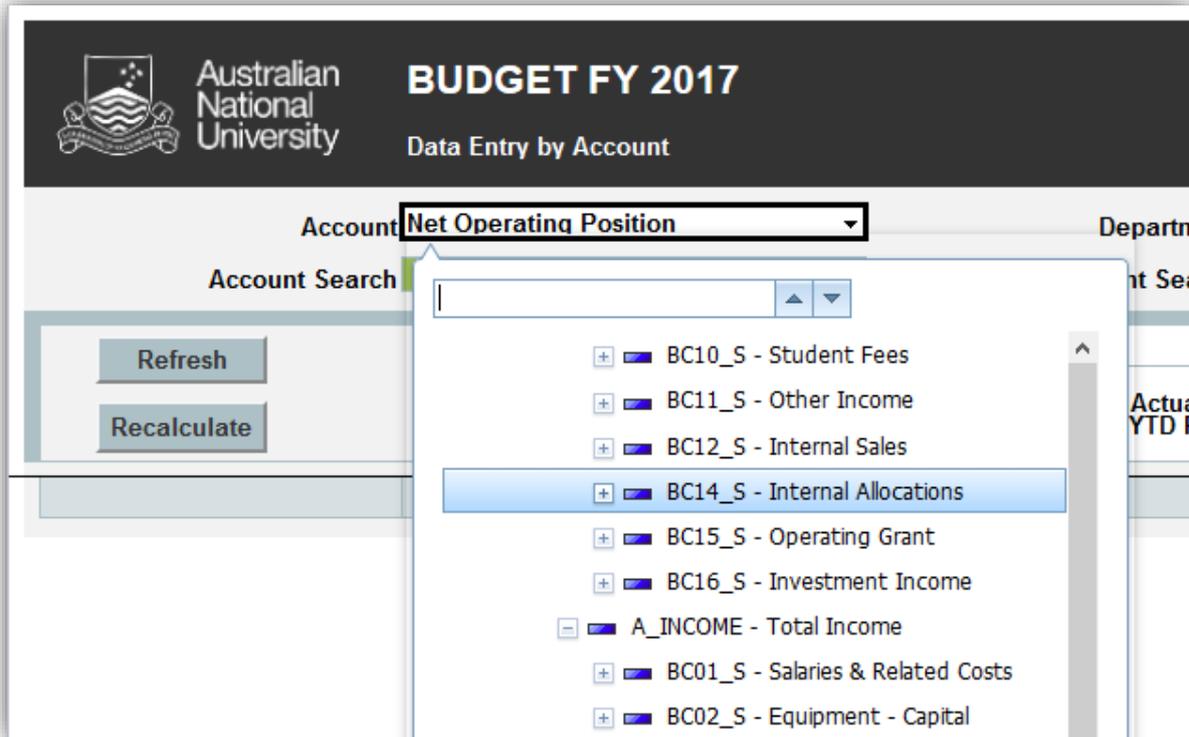
A rectangular button with a light blue background and a thin grey border. The word "Refresh" is centered in a dark blue, sans-serif font.

- Enter an annualised budget in the *Spread Amount* column, select an option from the *Spread Type* drop-down menu, and click on the *Recalculate* button. Alternatively, you can manually enter an amount per period.

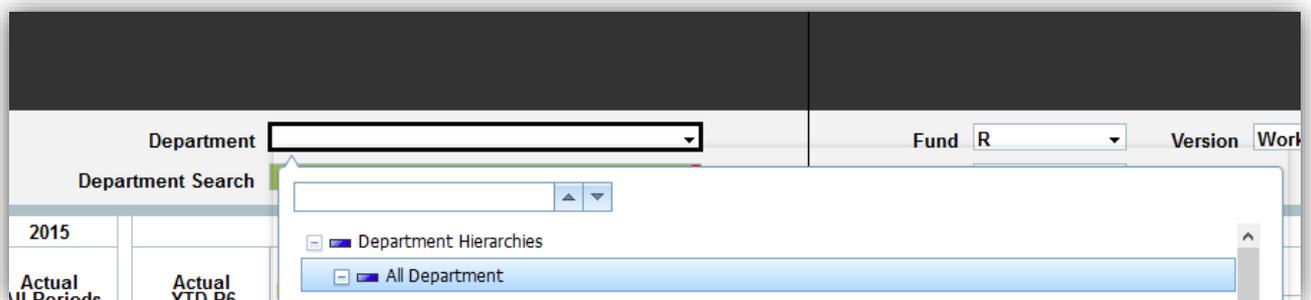
A rectangular button with a light blue background and a thin grey border. The word "Recalculate" is centered in a dark blue, sans-serif font.

### c. By Account

- The drop-down menu for *Account* has a default value of “Net Operating Position”. This will bring all collapsed BC level accounts under “Net Operating Position”. If you select a particular BC level account from the drop-down menu, all active budget account codes (natural accounts) under the selected BC will be displayed on the template. If you wish to display the account code that did not have any \$ amounts previously, make sure to untick “Hide Zero Value” on the template.



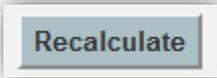
- Select a GLC to enter budget (e.g. R.24101.00, R.24101, F&BS). If you wish to enter budget for a particular department, add “.00” at the end (e.g. R.24101 to R.24101.00). You can also select a parent GLC – this will bring all active projects under the parent GLC.



- Click on the *Refresh* button.

A rectangular button with a light blue background and a thin grey border. The word "Refresh" is centered on the button in a dark grey, sans-serif font.

- Enter an annualised budget in the *Spread Amount* column, select an option from the *Spread Type* drop-down menu, and click on the *Recalculate* button. Alternatively, you can manually enter an amount per period.

A rectangular button with a light blue background and a thin grey border. The word "Recalculate" is centered on the button in a dark grey, sans-serif font.

### d. Multiple Lines per Account

- Select a GLC to enter budget (e.g. R.24101.00). The GLC combination must be entered at the lowest level (i.e. project level).

A screenshot of a software interface showing a dropdown menu labeled 'Project'. The menu is currently empty, and a small downward arrow is visible on the right side of the box.

- Select the BC account from the drop-down menu and click the *Refresh* button to restrict the list of natural account codes under a particular BC account.

A screenshot of a software interface showing a dropdown menu labeled 'Account'. The menu is open, displaying a list of accounts: BC01\_S - Salaries & Related Costs, BC02\_S - Equipment - Capital, BC03\_S - Scholars Expenses, BC04\_S - Other Expenses (highlighted), BC05\_S - Travel Field & Survey Exper, BC06\_S - Equipment - Non-Capital, and BC07\_S - Expendable Research Mate. There are navigation arrows at the bottom of the list.

- Select a natural account code that you wish to budget for from the drop-down menu.

A screenshot of a software interface showing a detailed view of account codes. The 'Account' dropdown is set to 'BC04\_S - Other Expenses'. Below it, a list of sub-accounts is displayed: 1050 - Petty Cash Imprest Control, 1454 - Equipment Advances, 1606 - Inventory-Consumables, 1852 - LTIP-Contributions Made To, 3198A - WIP Cap Cons - Replace, and 3198N - WIP Cap Cons - New. The 'Year' is set to 2017. The interface also shows a 'P4' label in the bottom left corner.

- After click on the *Refresh* button, you will have multiple lines that you can enter an itemised budget for a particular account code.

- Enter an annualised amount in the *Spread Amount* column. You must enter data into index number 1 or above (do not enter in index number 0). Index number 0 is the sum of all index.

	2017	
	Working Budget All Periods	Spread Amount
0	0	0
= All Index Numbers	0	0
1	0	100000

- Select the type of spread and click on the *Recalculate* button. This will split the annualised amount into 13 periods based on the type of spread.

	2017		
	Working Budget All Periods	Spread Amount	Spread type
0	0	0	
= All Index Numbers	0	0	
1	0	100000	Last Year

 **Tip:** If you enter budget through *Multiple Lines per Account* template, you will no longer be able to enter budget through other templates for this particular project and natural account. You will need to delete all existing information in this template if you wish to enter budget for this project and natural account code through other templates (e.g. *By Project* or *By Account*).