



Australian  
National  
University

# **TM1 Expense Module**

## **SPF Data Entry**

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TM1 Budgeting Webpage

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

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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:**

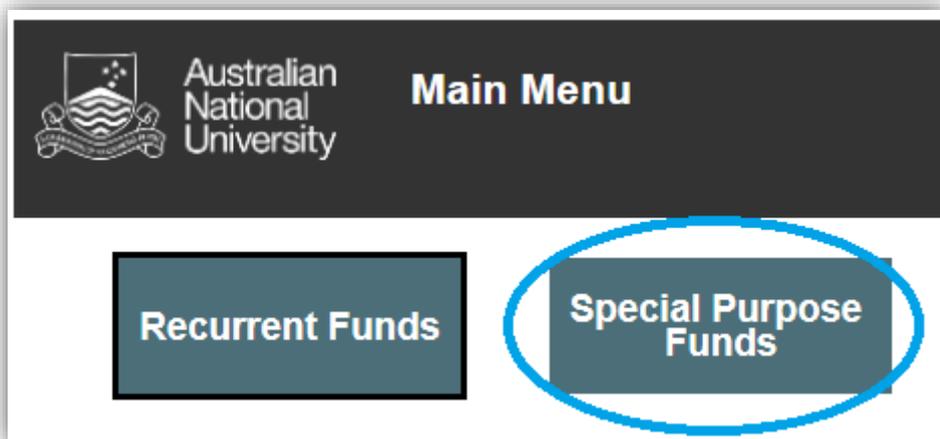
**Password:**

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.

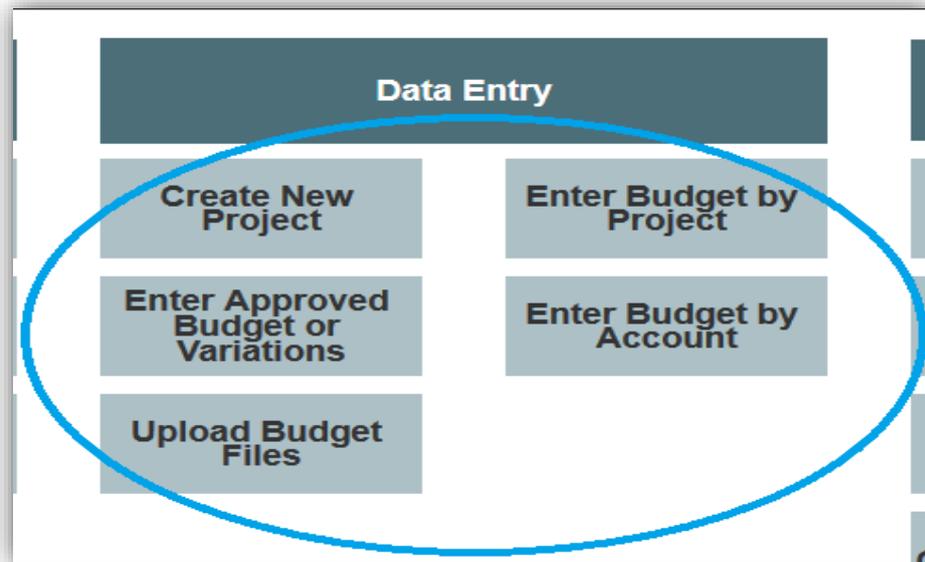
Ensure the security of the University's information by logging out and closing your browser at the end of your session.

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 *Special Purpose Funds*.



- On the *Special Purpose Funds Main Menu*, under *Data Entry*, five options are available:



### **Create New Project**

Select this template if you wish to create a project that you know the combination of GLC. We do not recommend this option unless there is an urgent need for budgeting for a particular project.

### **Enter Approved Budget or Variations**

Select this template if you wish to enter a Whole of Life (WoL) budget for a project. Two WoL budget entries are available in this template: Approved Budget (currently, uploaded to ES *Total* budget) and Variations to Budget.

### **Enter Budget by Project**

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

### **Enter Budget by Account**

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

### **Upload Budget Files**

With this selection, you can upload budget into TM1. If you wish to use this option, please contact [TM1@anu.edu.au](mailto:TM1@anu.edu.au).

## 2. Entering Data

### a. SPF General Information

- **Approved Budget** is the whole of life budget approved by a funds provider at the start of a project.
- **Variations to Budget** is the whole of life variations (e.g. income indexation or changes to the original expenses).
- The sum of *Approved Budget* and *Variations to Budget* is **Revised Budget**.
- Both *Approved Budget* and *Revised Budget* are the whole of life budget. Approved Budget is currently uploaded to ES *Total* budget for Special Purpose Funds. Working Budget is an annual budget and uploaded to ES *Final* budget.

| TM1 Budget Versions                                     | ES Budget Scenarios | CIFR Report |
|---|---------------------|-------------|
| Approved Budget   | ES TOTAL            | ES TOTAL    |
| Variations to Budget                                    |                     |             |
| Revised Budget (Approved Budget + Variations to Budget) |                     |             |
| Working Budget  | ES FINAL            |             |

- Approved Budget and Variations to Budget can be entered in BC level account codes with the exception of Salaries.
- Salaries for Approved Budget and Variations to Budget must be entered **at the natural account level** by Salary Group category (e.g. Academic, Research Assistant, Professional Admin, Professional Technical).
- Working Budget must be entered **at the natural account level** (To be confirmed).
- All **income values must be entered as negatives**.
- Four options are available on the data entry templates next to the *Refresh* button.
  - Display Projects Only – When ticked, only projects under your *Department* selection will be displayed. To see parent levels, untick this box.
  - Display BC Accounts Only – When ticked, only BC accounts will be displayed. To see natural account codes, total income, expenditure, or net operating position, 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.

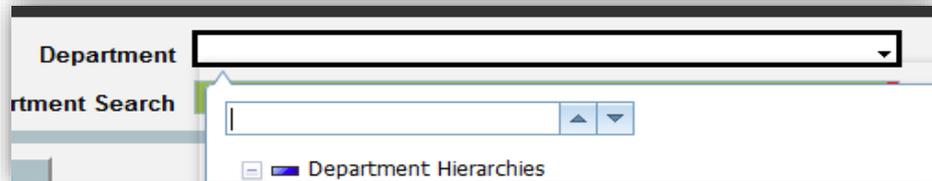
|  |
|--|
| <input checked="" type="checkbox"/> Display Projects Only    |
| <input checked="" type="checkbox"/> Display BC Accounts Only |
| <input checked="" type="checkbox"/> Hide Inactive Projects   |
| <input checked="" type="checkbox"/> Hide Zero Value          |

- Comments can be entered at any level (i.e. College or Budget Unit; BC account or natural account) in the comment section, and will only show on the level that they are entered.

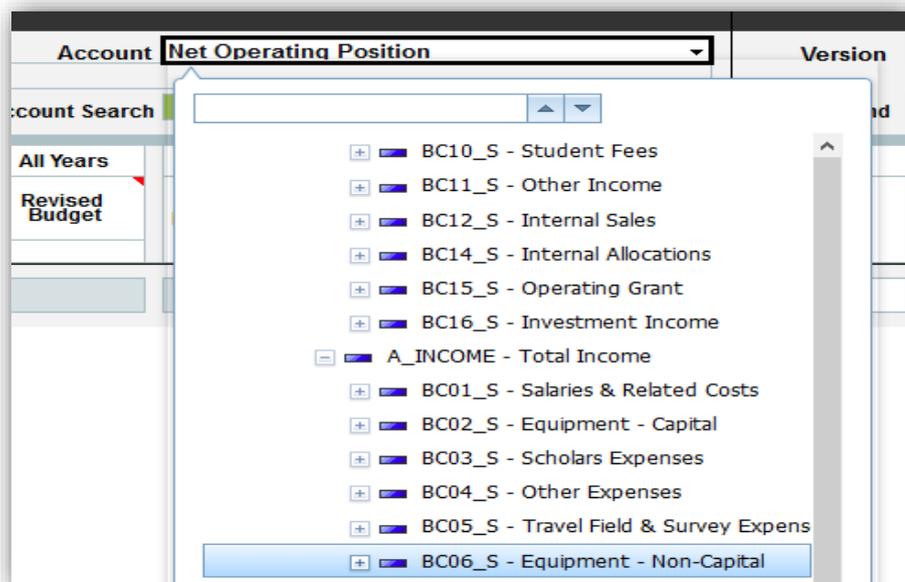
|                 |
|-----------------|
|                 |
|                 |
|                 |
|                 |
| <b>Comments</b> |
|                 |
|                 |

## b. Enter Approved Budget or Variations

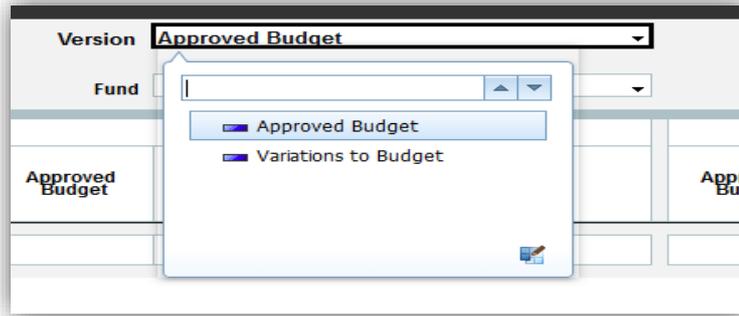
- Select a GLC to enter budget (e.g. S.24510.01). To select a GLC, click the drop-down menu and type the GLC you wish to search for. An alternative method for a search function is documented in [the TM1 Tips and Techniques](#)..



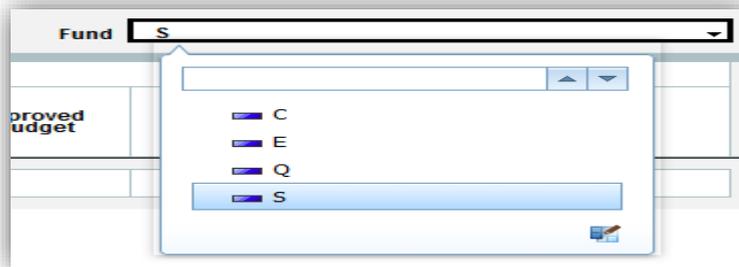
- The drop-down menu for Account has a default value of “Net Operating Position”. This will bring all BC level accounts under “Net Operating Position”. If you wish to select a particular BC account level, search for the BC account and select it from the drop-down menu. An alternative method for a search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



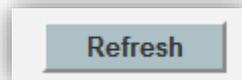
- Select a version to enter data from Approved Budget or Variations to Budget. Approved Budget is the budget that was approved by a funds provider (currently, uploaded to ES *Total* budget) while Variations to Budget is the changes to the original budget. The sum of Approved Budget and Variations to Budget is Revised Budget.



- Select a fund.



- Click on the *Refresh* button (or F9 key) to display data.



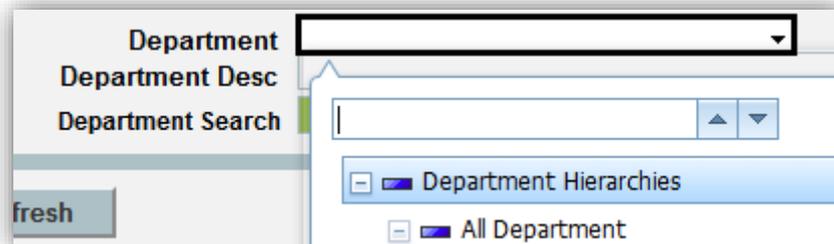
- For SPF Approved budgets, budgets don't need to be entered on a year by year basis. Approved budgets can either be lumped into one year or split across relevant years. Budgeted figures can be at BC level with the exception of salaries. Salaries must be budgeted at least by Salary Group (e.g. 5001, 5004, 5005). Next, you can enter budget at the BC level (with the exception of salaries) by year. For example, if income is to be received \$100,000 each year from 2017 to 2019, you can enter \$100,000 in relevant years.

| 2017            |          | 2018            |          |
|-----------------|----------|-----------------|----------|
| Approved Budget | Comments | Approved Budget | Comments |
| -               |          | -               |          |
| -               |          | -               |          |
| 100000          |          | 100000          |          |

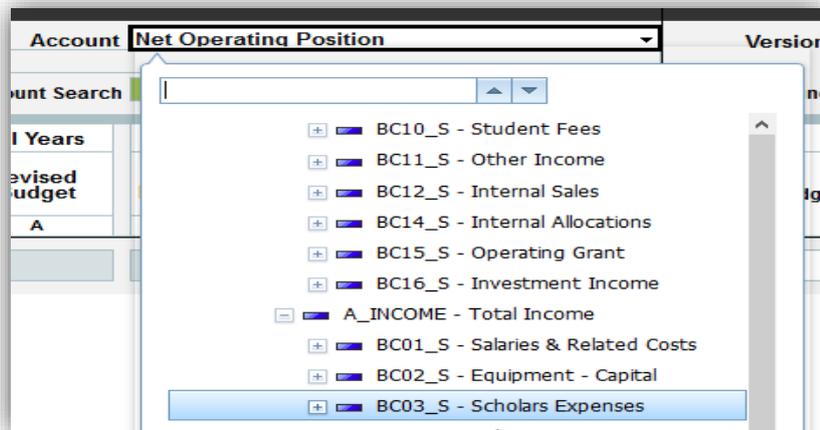
- Click on the *Refresh* button to save the data.

### c. Enter Budget by Project

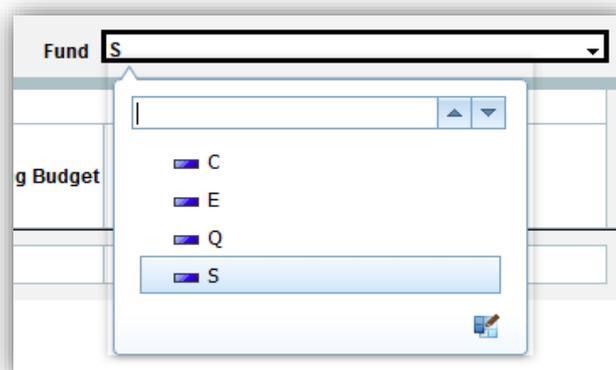
- Select a GLC or a parent GLC to enter budget (e.g. S.24510.01, S.24510, F&BS). To select an individual project, click the drop-down menu and type the GLC you wish to search for. An alternative method for a search function is documented in [the TM1 Tips and Techniques](#).



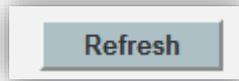
- The drop-down menu for Account has a default value of “Net Operating Position”. This will bring all BC level accounts under “Net Operating Position”. If you wish to select a particular BC account level with the exception of BC01, search for the account and select it from the drop-down menu. An alternative method for a search function is documented in [the TM1 Tips and Techniques](#).



- Select a fund.



- Click on the Refresh button (or F9 key) to display the data.



- Enter an annualised budget in the *Working Budget* column by year and click on the *Refresh* or *Recalculate* button to save.

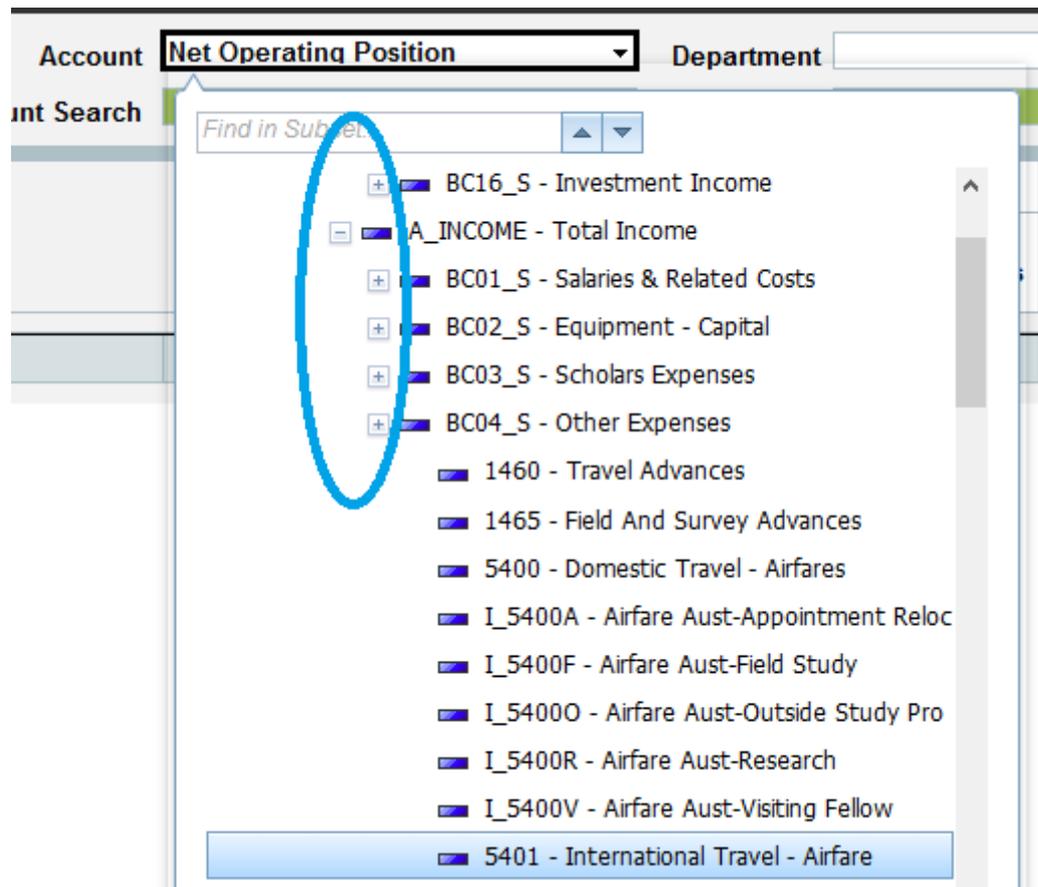
| 2016           |                                    | 2017           |          |
|----------------|------------------------------------|----------------|----------|
| Working Budget | Comments                           | Working Budget | Comments |
| 15000          | Contribution from xxx funding body | 30000          |          |

- The template has a column for the total revised budget (A) and the prior year's year-end Actual, Financial and Encumbrances (B). Ideally, a column for the Revised Budget less Actuals (C = A – B) should be equal to current year and onwards Working Budget.

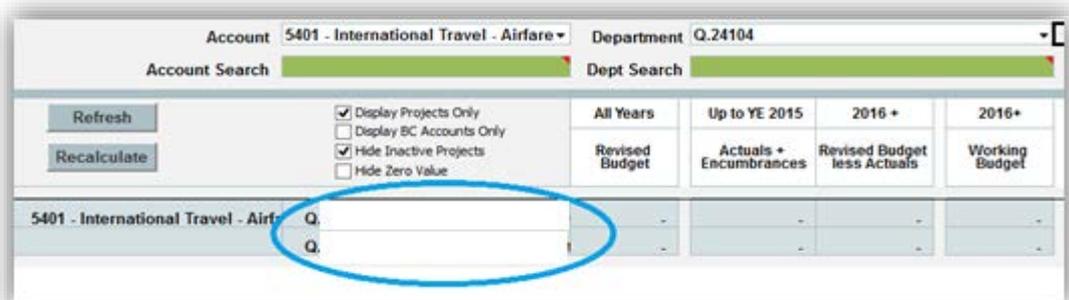
| All Years      | Up to YE 2015          | 2016 +                      | 2016 +         |
|----------------|------------------------|-----------------------------|----------------|
| Revised Budget | Actuals + Encumbrances | Revised Budget less Actuals | Working Budget |
| A              | B                      | C = A - B                   |                |

### d. Enter Budget by Account

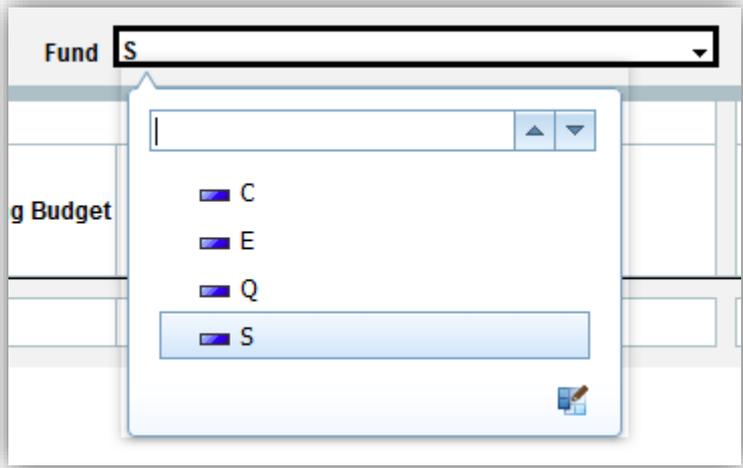
- The drop-down menu for Account has a default value of “Net Operating Position”. If you wish to select a particular BC account level, search for the BC account and select it from the drop-down menu. Alternatively, you can select a particular natural account to enter budget into by expanding a BC account (e.g. BC05\_S Travel for 5401 – International Travel – Airfare). When selecting a natural account, do not forget to untick *Display BC Accounts Only*.



- Select a GLC to enter budget (e.g. Q.12345.01, Q.12345, F&BS. You can also select a parent GLC – this will bring all active projects under the parent GLC.



- Select a fund.



- Click on the Refresh button (or F9 key) to display the data.



- Enter an annualised budget in the *Working Budget* column by year and click on the *Refresh* or *Recalculate* button to commit.

| 2016           |                                    | 2017           |          |
|----------------|------------------------------------|----------------|----------|
| Working Budget | Comments                           | Working Budget | Comments |
| 15000          | Contribution from xxx funding body | 30000          |          |

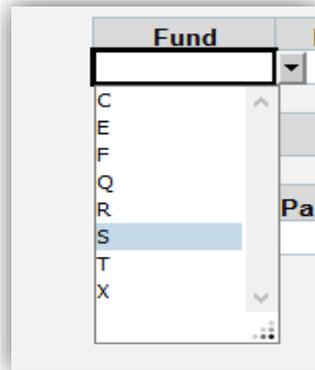
- The template has a column for the total revised budget and the prior year’s year-end Actual, Financial and Encumbrances. Ideally, a column for the Revised Budget less Actuals should be equal to current year and onwards Working Budget.

| All Years      | Up to YE 2015          | 2016 +                      | 2016+          |
|----------------|------------------------|-----------------------------|----------------|
| Revised Budget | Actuals + Encumbrances | Revised Budget less Actuals | Working Budget |

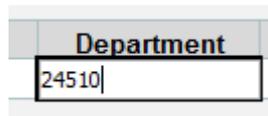
### 3. Other Functionality

#### a. Create New Project

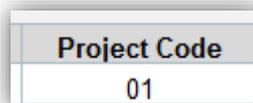
- Create a new project only if the GLC combination is clearly known as the data cannot be transferred to a different GLC (i.e. you have to enter budget again if the new project has a different GLC combination).
- Select a fund from the drop-down menu.



- Type the five-digit department code.



- Type the known project code.



- Before entering data in the *Project Name* cell, click the *Check Project* link to check whether this project already exists.



- If the department does not exist, the following message will come up. You cannot create a new project if the department does not exist. You will need to submit a Department Creation form through APOLLO.

This Department does not exist in TM1, please contact your system administrator if this is a valid new Departme

- If the project already exists, the following message will come up.

A screenshot of a message box with a grey background and a white border. The text inside the box is "This project already exists!" in a bold, black font.

- If the project does not exist, the following message will be prompted.

A screenshot of a message box with a grey background and a white border. The text inside the box is "This is a new project!" in a bold, black font.

- If the GLC combination is identified as a new project, click on the *Create New Project* button to generate the project in TM1.

A screenshot of a button with a light blue background and a white border. The text on the button is "Create New Project" in a bold, black font.

## **b. Upload Budget Files**

- The option for uploading budget is available where budget for an individual or a number of projects are to be entered. This option was developed to facilitate initial SPF upload to TM1 for the uni-wide SPF budget.
- There are templates for TM1 SPF budget uploads. If you wish to use this option, please contact [TM1@anu.edu.au](mailto:TM1@anu.edu.au).