



Australian
National
University

TM1 Expense Module

SPF Reports

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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. SPF General Information (Budget Versions)

- **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	

2. Accessing Special Purpose Funds Reports

- 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:

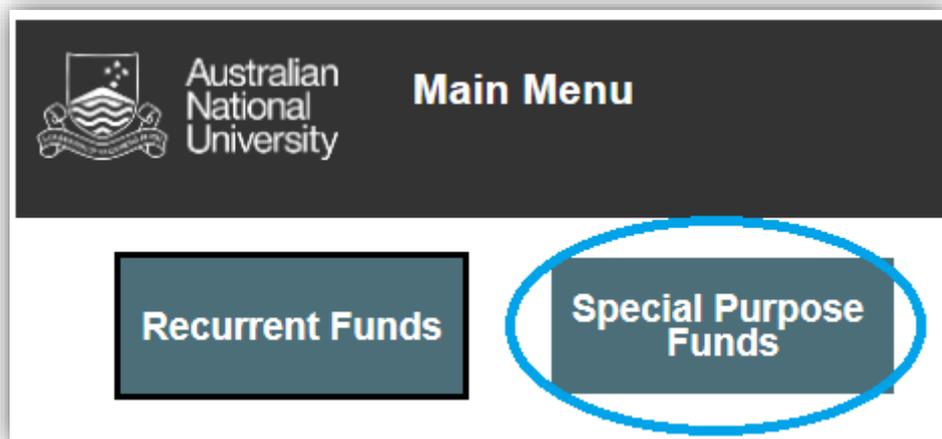
Password:

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.

- On the Main Menu, select *Special Purpose Funds*.



- On the *Special Purpose Funds Main Menu*, under *Reports*, two budget reporting options are available:



Operating Summary

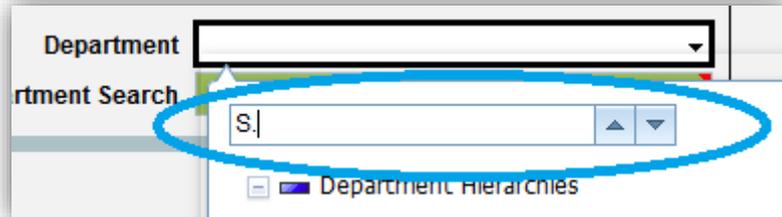
Select this report if you wish see Approved, Revised, the sum of Working Budget from current year onwards, and Actuals by Department and Account hierarchies, based on the level you selected.

Project Management Report

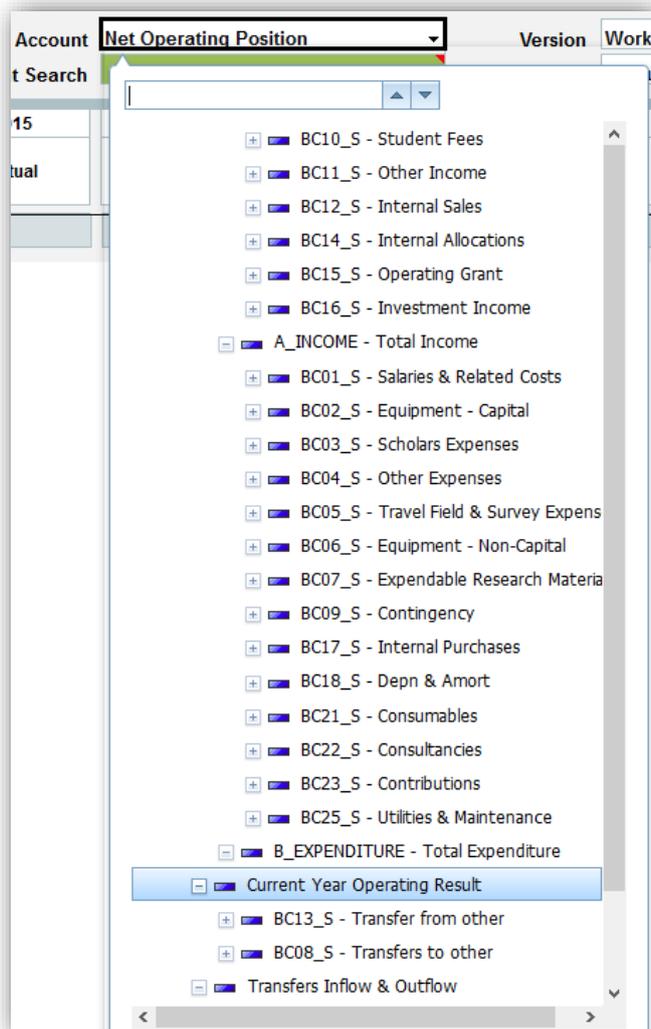
Select this report if you wish to see Approved, Revised and Working Budget with Actuals by Account for a particular GLC or a parent GLC. This report is useful to see all versions of budget for a project.

3. Operating Summary

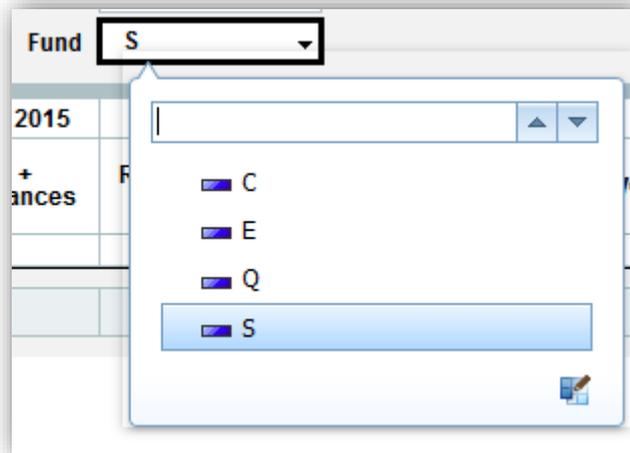
- To select a GLC or a parent GLC (S.12345.01, S.12345 or F&BS), click on the drop-down menu for *Department* and type the GLC you wish to search for. An alternative method for a search function is documented in [the TM1 Tips and Techniques](#).



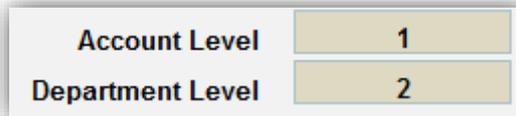
- Select an account code or a parent account level that you wish to run a report from the *Account* drop-down menu. An alternative method for a search function is documented in [the TM1 Tips and Techniques](#).



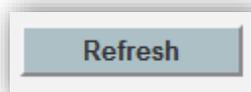
- Select a fund type.



- You can change the levels for Account and Department – these fields are located at the top right corner. The default value is 1 for Account Level and 2 for Department Level. For example, if you select School or Budget Unit, then the default value will bring School or Budget Unit values with two levels under the selection. This can be Sub Budget Units or Departments depending on the hierarchy set up in the most recent *ANU_REPORTING* tree in ES Financials). For additional tips about *Department* and *Account Level*, please refer to [the TM1 Tips and Techniques](#).



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



- You will be able to see the whole of life Approved Budget, Revised Budget, Year End Actuals up to previous year and the sum of Working Budget from current year onwards with comments.

All Years	All Years	All Years	Up to YE 2015	All Years	2016 +	All Years	2016 +
Approved Budget	Variations to Budget	Revised Budget	Actual + Encumbrances	Revised Budget less Actuals	Working Budget	WOL Forecast	Revised Budget less WOL Forecast
A	B	C = A + B	D	E = C - D	F	G	H = C - G

 **Tip:** SPF Operating Summary report is also useful in identifying departments requiring budgets by looking at the appropriate department and account levels.

For example, Revised Budget (i.e. Column C) is the most up-to-date income and expenditure budget for the life of a project. If the project has received and spent certain amounts until last year (i.e. Column D), the difference between Column C and Column D should be your current year and onwards Working Budget (Column F). This means ideally Column E and Column F should be equal.

After identifying departments where you think budgets are incomplete/incorrect, if you wish to enter data for a particular project, scroll all the way to the right and click on the *Data Input* link. This will bring up *Data Entry by Project – Annual* or *Data Entry by Account – Annual* template, whichever you selected from the drop-down menu next to *Refresh* button.



4. Project Management Report

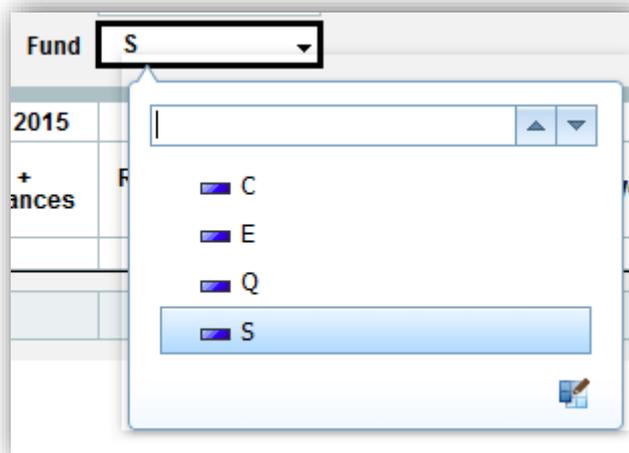
- To select a GLC or a parent GLC (S.12345.01, S.12345 or F&BS), click on the drop-down menu for Department and type the GLC you wish to search for. Alternatively, if you know the GLC combination, click on the Department cell, press the right arrow key twice (→ on your keyboard) to move into the drop-down menu cell and type the GLC or a parent GLC.



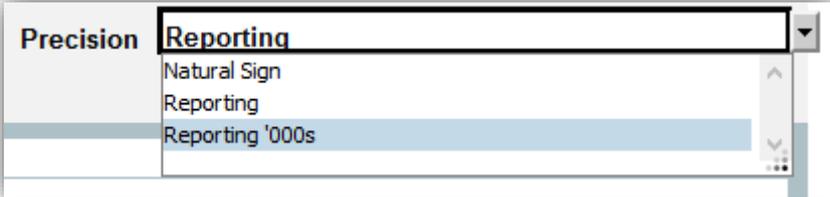
- Two options are available for *Account Level*: *Summary* and *Detail Accounts*. The default is *Summary Accounts* and this will display Actuals and Budgets from BC Level Accounts up to Net Operating Position. If you select *Detail Accounts*, this will show Actuals and Budgets for all accounts (incl. natural account codes).



- Select a fund type.



- Select an option from the *Precision* drop-down menu. Natural Sign displays amounts based on accounting debit and credit signs while Reporting shows income as positive per ES Project Management Reports. Reporting '000s displays dollars in units of a thousand.



- You will be able to see the whole of life Approved Budget, Revised Budget, Year End Actuals up to previous year, the sum of Working Budget from current year onwards, and the current year and next year’s Working Budget with comments.

All Years	All Years	All Years	Up to YE 2015	All Years	2016 +	All Years	2016 +	2016	2016
Approved Budget	Variations to Budget	Revised Budget	Actual + Encumbrances	Revised Budget less Actuals	Working Budget	WOL Forecast	Revised Budget less WOL Forecast	Working Budget	Comments
A	B	C = A + B	D	E = C - D	F	G = D + F	H = C - G		