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# **TM1 Tips and Techniques**

**Drop-down Lists**

**Search Function**

**Account and Department Level**

**Export Options**

**Accessing comments on the exported reports**

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TM1 Budgeting Webpage

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

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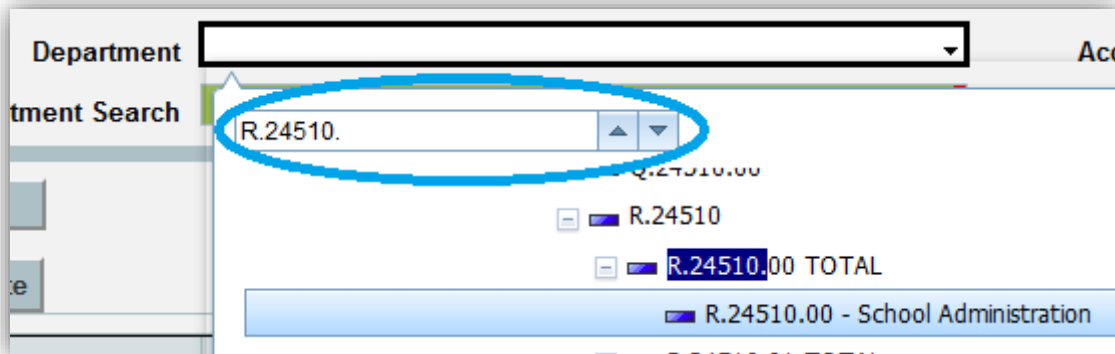
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CRICOS Provider No. 00120C

# 1. Drop-down Lists

## a. Search within the drop-down lists

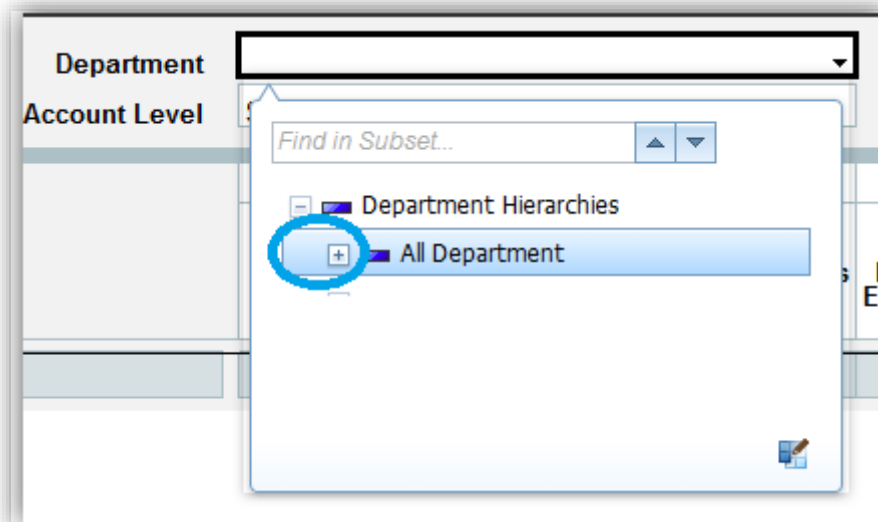
- Within the drop-down list, you can search a node or parent node by typing it in a search box. Navigate through previous or next matching nodes by clicking up and down arrows next to the search box.



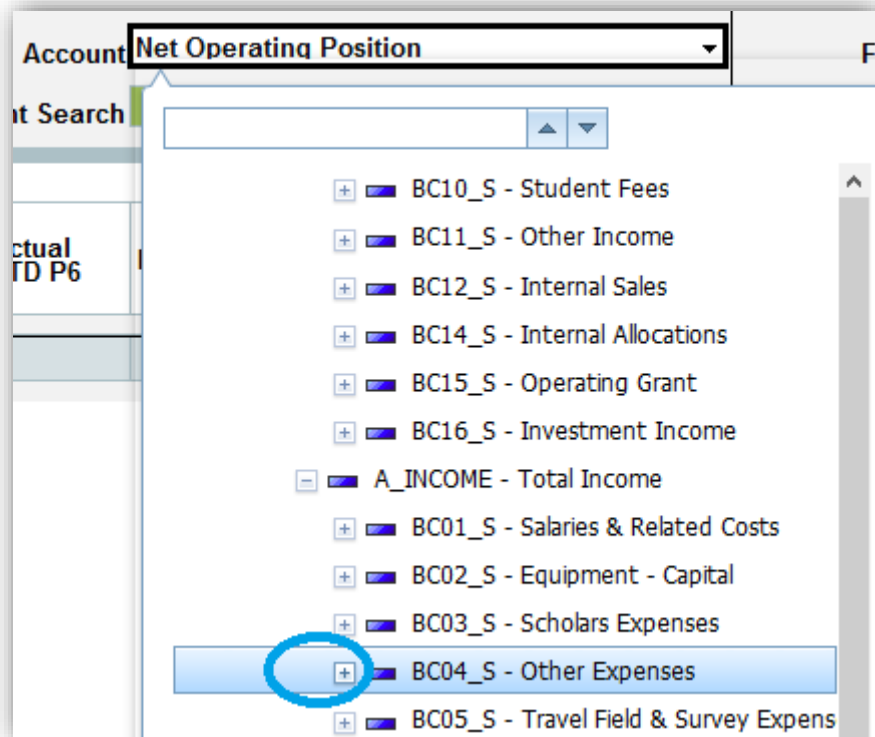
## b. Collapse and Expand within the drop-down lists

- In the drop-down list, you can collapse and expand nodes by clicking plus (Expand) and minus signs (Collapse) on the left of node descriptions.

*Example: Department Drop-down list*

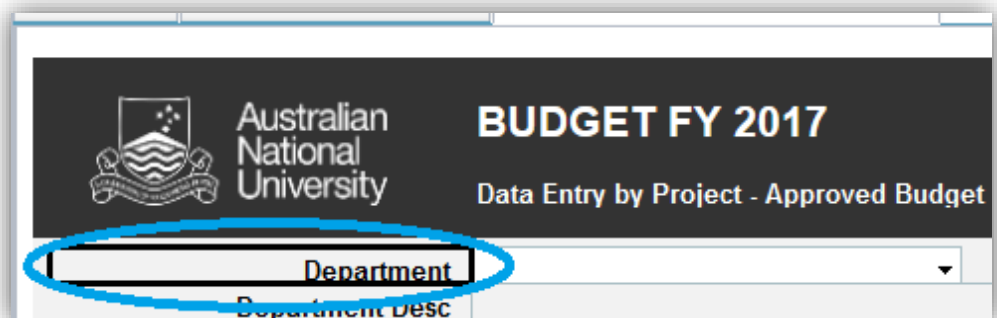


Example: Account Drop-down list



**c. Type in the drop-down lists**

- Alternatively, for searching Department, if you know the GLC combination, click on the Department cell, press the right arrow key ( → on your keyboard) to move into the drop-down list cell and type the GLC by Fund.Department.Project (e.g. R.12345.00).



## 2. Search Function

### a. Department Search Function

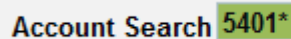
- You can type the GLC you wish to enter budget for in Department Search. The GLC should be accompanied by an asterisk (\*). If you use string to search for a GLC, place an asterisk at the beginning as well as end of the string (e.g. \*ARC LP\*).

A screenshot of a search input field. The text "Department Search" is on the left. The input field contains the text "\$,24510.01\*" in green. The input field has a green background and a red arrow on the right side.

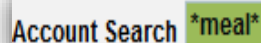
Department Search \$,24510.01\*

### b. Account Search Function

- You can type an account you wish to enter budget for. The account code should be accompanied by an asterisk (\*) e.g. 5401\*. If you wish to find an account with a description, place an asterisk at the beginning as well as end the string (e.g. \*meal\*). If you would like to search for an account that does not have \$ amounts in previous years, make sure to untick "Hide Zero Value" on the templates.

A screenshot of a search input field. The text "Account Search" is on the left. The input field contains the text "5401\*" in green. The input field has a green background and a red arrow on the right side.

Account Search 5401\*

A screenshot of a search input field. The text "Account Search" is on the left. The input field contains the text "\*meal\*" in green. The input field has a green background and a red arrow on the right side.

Account Search \*meal\*

### 3. Account and Department Level

#### a. TM1 Account and Department Hierarchy

- Department structure in TM1 uses the most recent hierarchy from *ANU\_REPORTING tree* in ES Financials and updated every Sunday. The example of the hierarchy is as follow:

Department	Example
GLC	R.12345.01
GLC Total	R.12345.01 TOTAL
Fund and Department	R.12345
Department	12345
Sub Budget Unit	CPACAD or F&BS OPS
School or Budget Unit	CAPGEN or F&BS
College or Portfolio	CAP or ADMIN
Colleges or Portfolios	COLLEGES or ADMIN_SUPPORT
All University	ANU

- Account structure in TM1 uses the most recent hierarchy from *Budget\_Account tree* in ES Financials and the example of the hierarchy is as follow:

Account	Example
Natural Account	5401
BC Account	BC05_S – Travel Field & Survey Expenses
Income, Expenditure or Transfer	B_EXPENDITURE – Total Expenditure
Current Year Operating Result	Current Year Operating Result, Transfer Inflow & Outflow
Net Current Year Operating Result	Net Current Year Operating Result, BC20_S – Prior Year Cash Result
Net Operating Position	Net Operating Position

## b. TM1 reports with user specified Account and Department Level

- You can select the level of details in two reports: Recurrent Operating Summary and SPF Operating Summary. These reports have the following options at the top right corner.

Account Level	1
Department Level	2

- Account or Department Level specifies how many levels under your selected account or department will be displayed in a report. For example, if you select a *College or Division* with Department Level 2, *Budget Unit and Department* under the selected College or Division will be displayed.

Department Selection	Department Level
College or Portfolio	To see GLC, type 6 or 7
College or Portfolio	To see Department, type 2 or 3
Budget Unit	To see GLC, type 4 or 5
Budget Unit	To see Department, type 1 or 2
Department	To see GLC, type 3 or 4

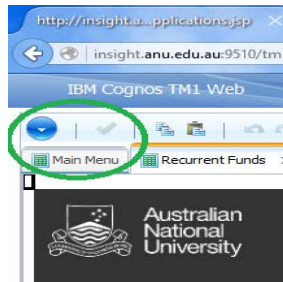
Account Selection	Account Level
Net Operating Position	To see Natural Account, type 5
Net Operating Position	To see BC Account, type 4
A_INCOME or B_EXPENDITURE	To see Natural Account, type 2
A_INCOME or B_EXPENDITURE	To see BC Account, type 1
BC Level Account	To see Natural Account, type 1

- Please be aware that the report will take longer to run where there is more information to display.

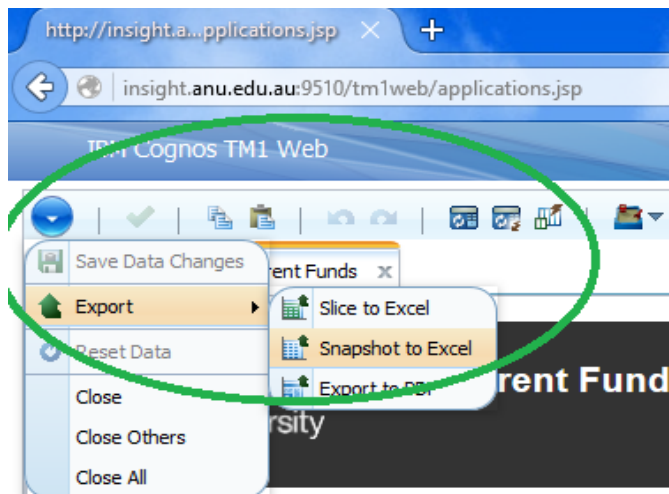
## 4. Export Options

### a. Snapshot to Excel

- Go to the report you wish to export. You will be able to export the exact view of the report on your screen. For example, if you want to see particular natural accounts, you will need to expand relevant BC accounts before exporting the report.
- Click on the blue button at the top left corner.



- Click on *Export* and *Snapshot to Excel*.



- You do not need to tick any boxes when the prompt comes up. You can export the report by clicking on *OK* from the prompt.

2016 YTD P6		2016		2017	
Actual	Encumbrances	Total YTD Movement + Encumbrances	Budget	Working Budget	Comments

Export: Financial Management Report

Choose title dimensions to export:


Financial Management Report:Financial Period

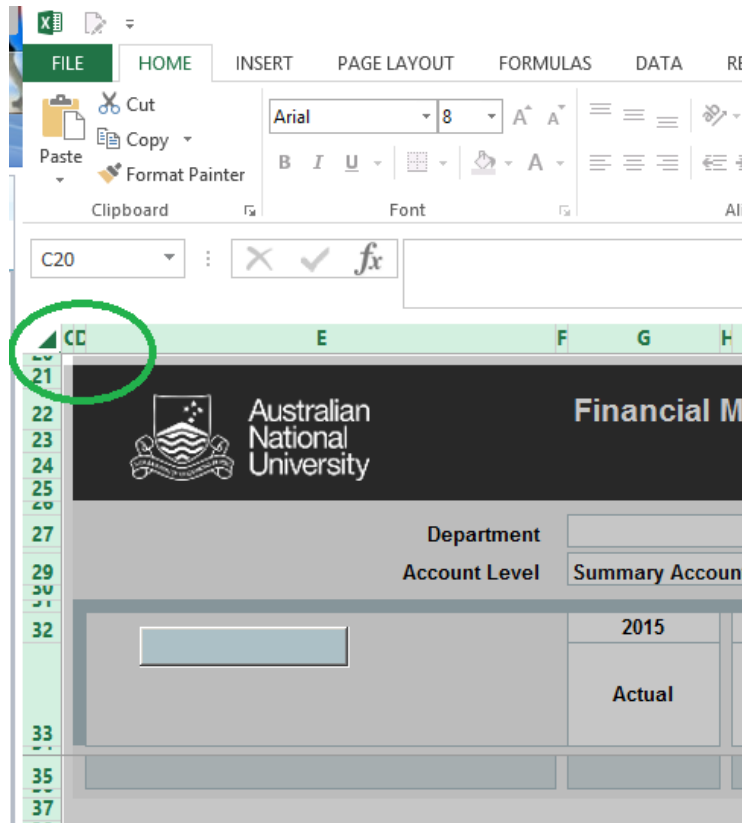
Financial Management Report:Fund

Total new sheets that will be generated: 2

OK Cancel

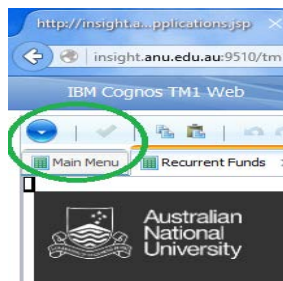


 **Tip:** The current version of TM1 Excel report with Action Button tend to cause crashes after the download. After exporting the report, we recommend for you to click at the top right corner of Excel and copy the entire report (Ctrl + C) and paste into a new excel file (Ctrl + V).

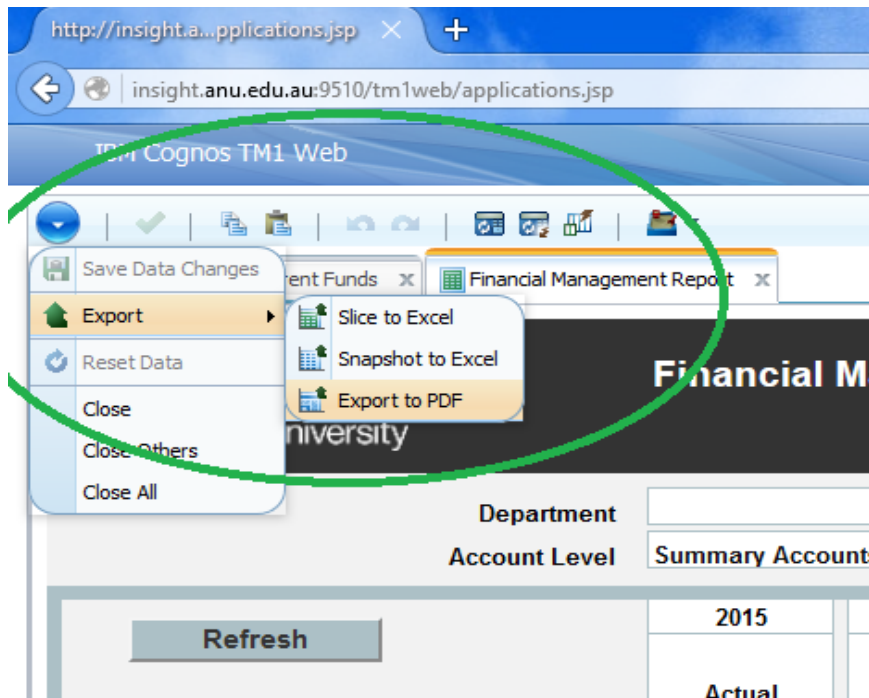


### b. Export to PDF

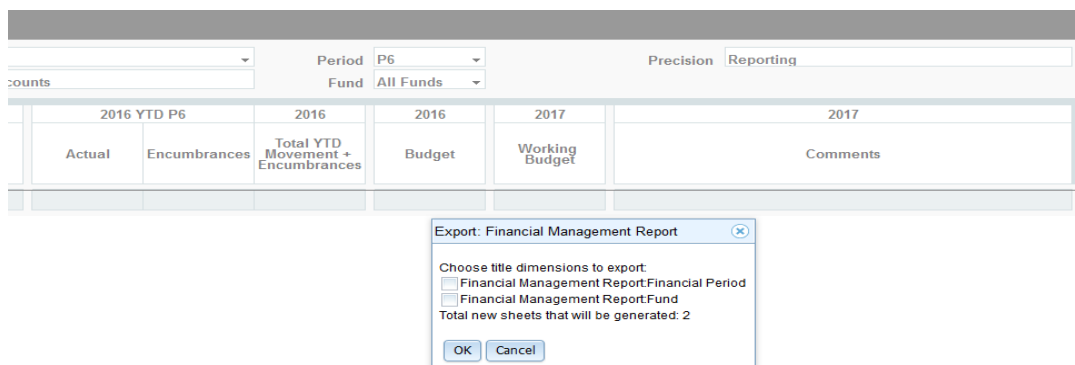
- Go to the report you wish to export. You will be able to export the exact view of the report on your screen. For example, if you want to see particular natural accounts, you will need to expand relevant BC accounts.
- Click on the blue button at the top left corner.



- Click on *Export* and *Export to PDF*.



- You do not need to tick any boxes when the prompt comes up. You can export the report by clicking on *OK* from the prompt.

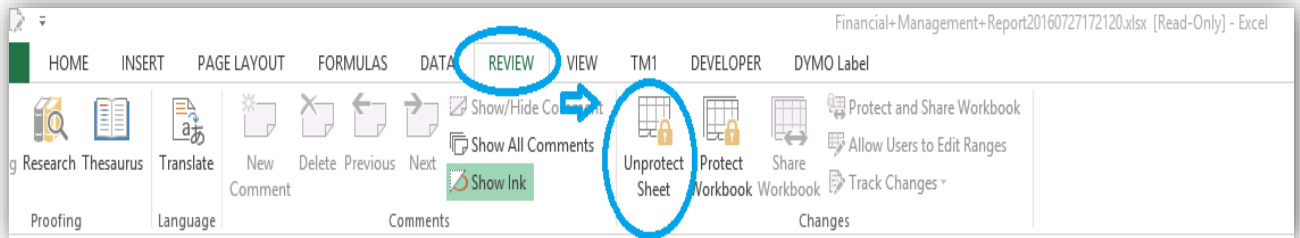


**Tip:** The default PDF format may not have the format that you wish to see. In this case, select *Snapshot to Excel* and format the excel report as you want (e.g. Landscape) and print into PDF.

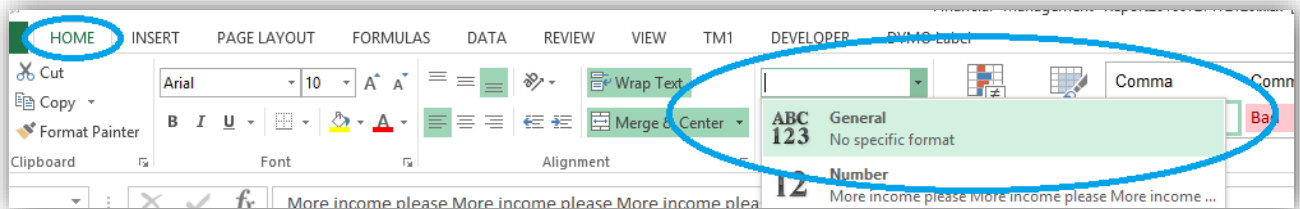


## 5. Accessing comments on the exported reports

- To see the comments, go to the *Review* tab and click on the *Unprotect Sheet* after exporting reports to Excel.



- Make sure the comment sections are formatted as *General* or *Text* on the *Home* tab.



- Resize the rows and columns to see the contents wrapped in the comment section.

