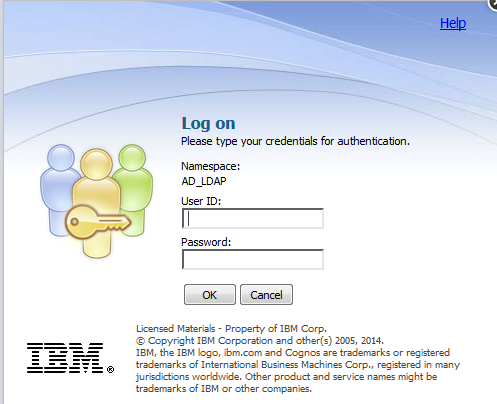
# TM1 Budget Development Applications – Step by step guide

## **Purpose:**

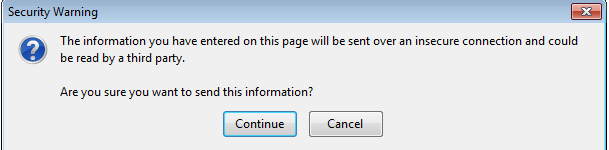
Highlights: Users input volume/rate changes or Extraordinary Changes.

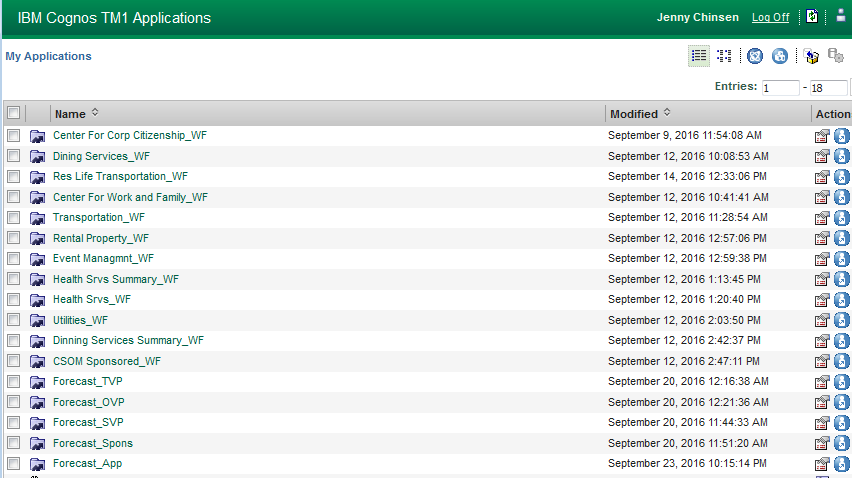
## **STEPS:**

1. Login to TM1 Application
   1. Open Browser (preferred Mozilla)
   2. Type in url: <http://badger.bc.edu:9510/pmpsvc/applications.jsp>
   3. Enter your LDAP login user id and password



* 1. Click “Continue” to bypass security warning.

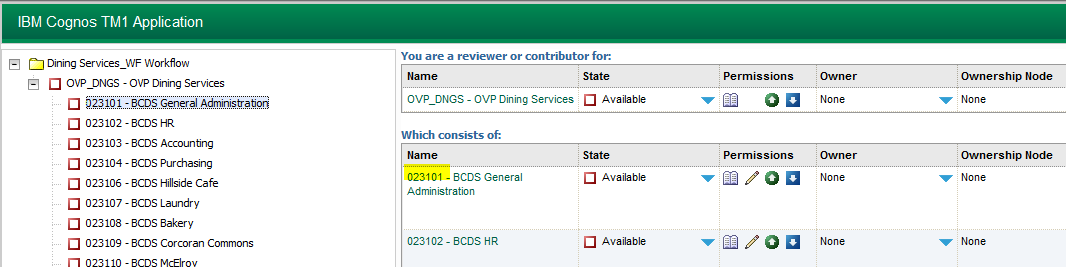


1. Select your Bud Dev APP to work on 

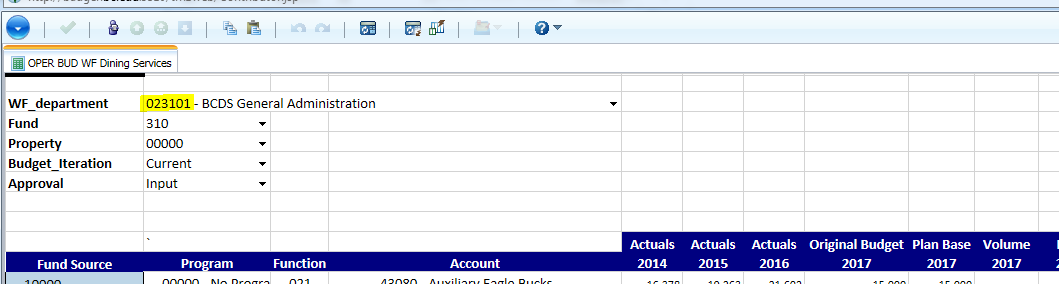
1. Expand Department Tree on left to navigate to select department to input



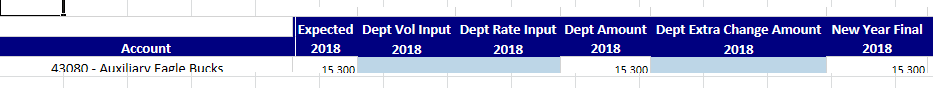
1. Click on desired department on the right



1. New window will open with input schedule

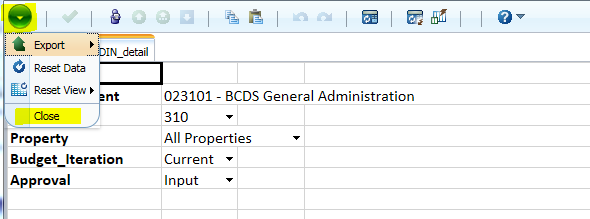


1. Take control of the ownership of the App by clicking on  from the TM1 menu bar
2. Columns available for input are the Dept Volume, Dept Rate and Dept Extra Change Amount

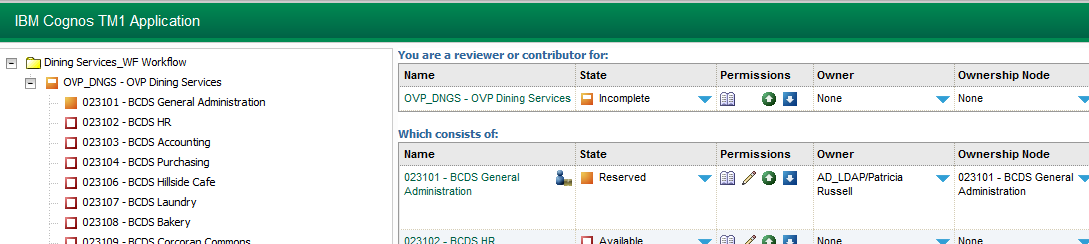


Inputs will be in blue until they have been committed

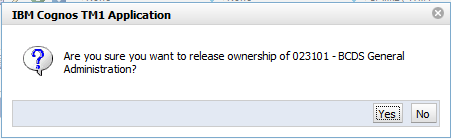
1. Commit entered numbers by clicking on  from the TM1 menu bar
2. Close the App by clicking on the blue circle at the top left of the view



1. Once input has been complete, release Ownership from the My Application page.
   1. Click on icon 



* 1. Confirm that you want to release ownership in the popup window.



1. To return to the list of Applications, click on the return arrow on the right of the menu bar

