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Budgeting Activities

Single-Year Salary Planning
• Set salaries and distributions for employees in home dept

Single-Year Line-Item Budgeting
• Enter budgets by chartstring for General Fund & Income/Expense
Single-Year Salary Planning

Data
- Employee load as of April 1
- Plan files are done at the dept level (home dept of employee)

Salary Distributions
- Need to be from 7/01/19 thru 6/30/20
- Must equal 100%
- Can use any chartstring regardless of fund
- Follow University Salary Guidelines

Exception Codes
- Use exception codes when applicable

ePARs
- Need to be submitted if change in term or FTE

Terminations
- If an employee will be terminated by 7/1 remove the employee from Axiom to prevent a new year record in HCM.

Kronos
- Employees paid through KRONOS salary distributions must use this chartstring: 58100-01-00001-100-000100-000-0000-0123-0000
**Layout of Plan File**

- Alphabetical by employee.
- Contains only employees for whom salary setting using Axiom is appropriate.
- Plan Files do not contain 4 and 5 month terms or Grad with terms less than 12 months or a start date other than 7/1.

**Functionality**

- Enter comments by employee.
- Enter attachments by Plan File.
- Enter formulas to calculate raises.
- Filter plan file by Union Status, Term, Name.
- Enter salary increases by category (i.e. COL$, COL%, Performance).
- Adjust CY Salary before modeling NY Salary.
- Adjust NY Term Begins Date.
- Enter proposed NY FTE & proposed NY Term.
- Ability to show the hourly rate for 12 month KRONOS.
VPs & Deans must manage to their target amounts
Plan files are done at the dept level
Reflect University Guidelines

Only Fund 100 & 150
Budget in whole dollars
Revenue budgets do not have property values

Activities must net to zero
Budget must be consistent with rate calculation
Significant change to activity requires updated MOU
Non-grant charging activities with budgets less than $100k no longer submit rates to FAB
Units will complete MOU & Rate Certification Form
Single-Year Line Item

Layout of Plan File

- Fund 100 and Fund 150 are in the same plan file
- Historical data and last year’s budget amount are shown
- E-levels grouped by revenue and expense
- Revenue enter as a positive #

Functionality

- Enter formulas
- Benefits auto-calculated
- Summarize by e-level
- Refresh Variables to filter plan file by Fund, Purpose, Source, etc.
- Displays grand total for easy reconciliation of I/E
- Comments
- Attach documents
- Chartfield values updated overnight automatically (through May 24)
Log into Axiom and follow path to Reports Library / SY REPORTS folder.

- Run before submitting plan files in Axiom.
- Do not submit to FAB.

- 5 Error Checks
  - 1 related to Single-Year Line-Item
  - 4 related to Single-Year Salary

- 4 Diagnostics
  - 1 related to Single-Year Line-Item
  - 3 related to Single-Year Salary
Log into Axiom and follow path to Reports Library / SY REPORTS folder.

- Run before submitting plan files in Axiom.
- Do not submit to FAB.
- Saving a local copy is recommended.

Reports

1. Budget Recap
2. Percent Increase
3. Salary Distribution
Log into Axiom and follow path to Reports Library / SY REPORTS folder.

- After review and reconciliation of Diagnostics and Reports is completed
- Print VP Dean Budget Certification report and obtain Dean/VP signature
- Scan and save signed copy of VP Dean Budget Certification to: S:\fab_budget\FY 20xx
Log into Axiom and follow path to Reports Library / SY REPORTS folder.

- FAB distributes targets via Axiom for both Support & Responsibility Centers.
- SC & RC are required to run Target Report within Axiom.
- Do not submit to FAB.
- Saving a local copy is recommended.
Key Budget Dates

- March  I/E Targets to units
- April 8  Axiom opens to end-users
- April 8  General Fund Targets available in Axiom
- April 19 I/E Rate Calculations to FAB
- May 24  Line-Item and Salary budgets submitted via Axiom
Axiom Training Tools

Axiom Home Page

1. User Guides
2. Video Tutorials
3. FAB’s website Budget-Building Materials
4. Submit Footprint
   • If unable to resolve a technical issue
   • If you need security access
5. Announcements
Appendix: Training Tips

Below applies to both Salary and Line Item Budgeting

**Performance**

- If you need to use Axiom from home, if possible avoid logging into the VPN as it will significantly slow performance.
- Use Refresh Variables to limit data and improve save times.

**Functionality**

- After Copy, Delete, or Add New, save your plan file to see changes.

**Save Message**

- The save message box summarizes the save actions across multiple Axiom tables. If the message box returns all zeros, no data saved; if there are non-zero #s, something saved.
**Appendix: Training Tips**

**SY Salary**

**Complex Distributions**
- Using Refresh to filter on one person at a time will improve save times and will help you “keep your place” in the file.

**Refresh Variable**
- When using Refresh Variable to filter on salary account(s), also select corresponding benefits account(s) in order to see benefit amount.
- Refresh Variable does not save plan file. Before you use Refresh Variable, save any work you have entered. Otherwise it will be lost.

**Term**
- For employees going from 12-month term to <12-month term, there is no way to adjust the start date to other than 7/1 to make the salary distribution calculation come out correctly.

**SY Line Item**

**CY Budget**
- CY budget will be displayed accurately at the beginning of the process. Deleting chartstrings will also remove the associated CY budget amounts from the file.

**Duplicate Chartstrings**
- If you save the plan file while duplicate chartstrings are present, Axiom will aggregate the $ amount into one line on the actual data table. Axiom will not display an error on save.
**Appendix: Plan File Functionality**

**Save**
Click “Save” (or CTRL-S) to save your data and reload the plan file.

“Save” will open a pop-up that asks you whether you are ready to advance your file to the next process or workflow step (see the “Workflow” section below for more information).

Choose “Save Data Only” from the Save dropdown to save your data without being prompted to advance the file to the next process step.

**Change View**
Change the report row and column display between pre-defined layouts.

**GoTo**
Use the “GoTo” dropdown to go immediately to a specific e-level account or individual.

**Refresh**
Selected values will be applied to plan file to impact the data refresh.

**File Attachment**
To upload additional documentation or notes to your plan file, or to view or reference previously saved attachments in the future.

**Print/Snapshot/Email**
Print, snapshot (copy to excel) for further manipulation, or email.

**Not applicable**
Quick Filter and Drill are only available in Axiom reports. Use Refresh in place of Quick Filter.
Appendix: Log-In Instructions

1. Go to https://uvm.axiom.cloud/

2. If prompted with UVM’s authentication page, enter your netID and password
   - (If you have already authenticated into another UVM system such as PeopleSoft or webmail, you will bypass this page)

3. Web browser specific steps
   - If using Internet Explorer go to step 4
   - If using Chrome or Firefox click on “Download” in upper-right corner
   - Then click appropriate link for your browser

4. Double-click on **Windows Client**
   - Installing the application for the first time may take several minutes
   - Installation dialogue box will pop up click “Install”
   - The installer will run and then launch the application