Axiom Budget Training
Budget Year FY21
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  • Single Year Salary Planning
  • Single Year Line Item Budgeting

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Introductions
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 March 31
- Plan files are done at the dept level (home dept of employee)
- UE Only - salary load excludes shift differential

Salary Distributions
- Need to be from 7/01/20 thru 6/30/21
- Must equal 100%
- Can use any chartstring regardless of fund
- When using projects confirm start/end dates fall within distribution period
- Follow University Salary Guidelines

Exception Codes
- Use exception codes when applicable

ePARs (after 3/31)
- Need to be submitted if change in term or FTE
- Need to be submitted for position change

Delete Employee Record (after 3/31)
- **Termination:** If an employee will be terminated by 7/1, remove the employee from Axiom to prevent a new year record in HCM.
- **Position Change:** If an employee will be in a different position as of 7/1, remove the employee from Axiom and submit a 7/1 ePAR with the new position and salary.

Kronos
- Employees paid through KRONOS salary distributions must use this chartstring:
  58100-01-00001-100-000100-000-0000-0123-0000
# Single-Year Salary Planning

## 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.
- Attach documents.
- 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.
Single-Year Line Item

Processes

• VPs & Deans must manage to their target amounts
• Plan files are organized by department
• Reflect University Guidelines

Chartstrings

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

Other

• Best opportunity for chartstring clean up & additions

Income Expense

• Activities must net to zero
• Budget must be consistent with rate calculation
• Significant change to activity requires updated MOU
• Rates are required for grant charging activities and activities with budgets greater than $100k
• Units complete MOU & Rate Certification Form
Single-Year Line Item

- 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 #

Layout of Plan File

- Enter comments
- Attach documents
- 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 IE
- Chartfield values updated overnight automatically (through May 21)

Functionality
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 2021
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 (tentative)

- **March 13:** IE Targets to units
- **Week of April 06:** Axiom opens to end-users
- **Week of April 06:** General Fund Targets available in Axiom
- **April 17:** IE Rate Calculations due to FAB
- **May 22:** **BUDGETS DUE:** Line-Item and Salary budgets submitted via Axiom by 3:00pm
Demos
Axiom Training Tools

Axiom Home Page
1. Submit Footprint
   - If unable to resolve a technical issue
   - If you need security access
2. FAB’s website Budget-Building Materials
3. Log-in instructions
4. Salary User Guides & Video Tutorials
5. Line-Item User Guides & Video Tutorials
## 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
Below applies to both Salary and Line Item Budgeting

MANTRA - SAVE AND SAVE OFTEN

- When working in SYSP and SYLI to prevent loss of work from save data error messages SAVE AND SAVE OFTEN. Do not enter a significant amount of work and then save the Plan File. Save often after entering data as you work in the Plan File.
- After editing existing chartstring(s) SAVE the Plan File before adding new or deleting rows.
- After adding new charstrings(s) or effective period SAVE the plan file again prior to deleting any records in the newly added rows.
- Add one effective period at a time, and save the Plan File again after adding the new effective period BEFORE deleting any rows in the newly added section. The rational for this is the original save to populate a new chartstring or effective period for viewing in the Plan File did not yet save them to the data tables. The system cannot delete data that does not yet exist in the data tables hence end user will receive a data save error message preventing saving of the Plan File.
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

Click here for detailed Log-In Instructions --> https://www.uvm.edu/sites/default/files/Division-of-Finance/UserGuides/Axiom_log_in_instructions.pdf

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

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

3. Web browser specific steps
   o If using Internet Explorer go to step 4
   o If using Chrome or Firefox follow directions in Log-In Instructions to download ClickOnce Helper
   o Then click appropriate link for your browser

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

View after selecting Windows Client
Appendix: Resources Division of Finance Website

https://www.uvm.edu/finance/budgeting

Budgeting by Fund

UVM’s total operating budget of approximately $700M is composed of several discrete “funds,” each of which represents monies segregated for specific purposes. The University’s budgeting parameters and processes vary by each of the major fund categories.

Annual Budgeting

GENERAL FUND (FUND 100) ↗
RESERVES (FUND 108) ↗
STUDENT GOVERNMENT FUNDS (FUNDS 130 AND 131) ↗
INCOME & EXPENSE ACTIVITIES (FUND 156) ↗
UNRESTRICTED PLANT FUNDS (FUND 200) ↗
GRANTS & CONTRACTS (FUNDS 300 AND 330) ↗
RESTRICTED GIFTS & ENDOWMENTS (FUNDS 305, 310, 311, 320, 321, 370, 371) ↗
AGENCY FUNDS (FUND 900) ↗
Appendix: Resources Division of Finance Website

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Annual Budgeting

GENERAL FUND (FUND 100)

The General Fund is a portion of current operations using net tuition, state appropriation, and other unrestricted general income as revenue in support of academic, administrative, and departmental operations. The General Fund makes up about 55% of UVM’s total operating budget and is the only component of the budget over which we have any appreciable discretion. This Fund is unrestricted, meaning there are no restrictions on how the money may be used created by an external entity or contract: any business expense appropriate to the unit and in compliance with UVM policy may be charged to general funds.

- Budget Transfers vs. Actuals Journals (PDF)
- Universal Course Scholarship for Non-Degree Students Form (Excel)
- Salary Guidelines for Budget Building
- Pay Bands for Budget Building (Excel)
Appendix: Resources Division of Finance Website

https://www.uvm.edu/finance/budgeting

INCOME & EXPENSE ACTIVITIES (FUND 150)

An income/expense activity is a self-supporting activity that is designed to generate sufficient revenue from the sale of specific goods and/or services to recover expenses associated with providing those goods or services. These activities are sometimes called "auxiliary enterprises."

Budget Materials
- Income/Expense Guidelines (PDF)
- Income/Expense Budget Template (Excel)
- MOU & Rate Certification Form (Word)
- Archived Income/Expense guidelines from prior years

References
- Income/Expense Matrix (PDF)
- Income/Expense Manual (PDF)
- Guide to Setting up a Revenue-Generating Activity
- Cost Principles

Forms
- Proposal to Establish an Income/Expense Activity (PDF)
- EZ-IE Proposal Form (PDF)
- Memorandum of Understanding Template (Word)