Bulls Budget System

IYF Guide

UNIVERSITY OF SOUTH FLORIDA

Budget and Financial Analysis

Overview of system

- Components
  - In-year Forecasting (IYF)
    - IYF Labor Planning (seeded with Labor Planning)
    - IYF Budget Planning (seeded with Budget Planning)
    - Reporting – In development

Requirements to use software

- USF has only accessed the system using PC's
- Axiom works best in Microsoft Edge

Accessing Software

1) Copy this web address into the browser search box – https://usf2.axiom.cloud

2) A window will open to the home page. This page contains a list of the budget plan files that you are authorized to oversee.
   a. Your initials will be displayed in the upper right corner of the webpage.
   b. You do not need to use the waffle ⠿ any longer to go to a different client.
   c. The ⓘ Calculation Reference link provides a description of the columns of the table below.

AXIOM	Budgeting ˅	Home	USF Reports ˅	Budgeting Reports ˅	Labor Reports ˅	Budget Request Reports ˅	Forecasting Reports ˅	···			

Welcome to the Web version of BBS. Please use this system to complete the FY 2025 Operating Budget process. Go Bulls!

ⓘ Calculation Reference

BUDGETING	LABOR PLANNING	FORECASTING	LABOR FORECASTING	FE MS FEES	

Budget ↑	2023 Actual	2024 Budget	2025 Proposed	Variance $	Variance %
000001 - FINANCIAL STATEMENT CONTROL | HSC | 80000 - PROP ASSET MANAGEMENT	($1,088,234)	$0	$0	$0	0.0% ▲
000001 - FINANCIAL STATEMENT CONTROL | STP | 80000 - PROP ASSET MANAGEMENT	($1,895,016)	$0	$0	$0	0.0% ▲
000001 - FINANCIAL STATEMENT CONTROL | TPA | 80000 - PROP ASSET MANAGEMENT	$1,698,295	$0	$0	$0	0.0% ▲
000001 - FINANCIAL STATEMENT CONTROL | TPA | 90016 - AGEN OASIS STUDENT CHECKS	$0	$0	$0	$0	0.0% ▲
000001 - FINANCIAL STATEMENT CONTROL | TPA | 90017 - AGEN RETURNED CHECKS	$209,683	$0	$0	$0	0.0% ▲

|◄ ◄ 1 2 3 4 5 ... ► ►| 1 - 50 of 4599 items

In-Year Forecasting (IYF)

The BBS link opens to the Budget Process. Select Forecasting to select the IYF process. The plan files are listed with three chartfields in the plan file names (xxxxxx – Dept Name|OU|xxxxx – Fund Description).

1) Opening a budget plan file is done by clicking the file open icon ⬀ on the left side of the plan file listing.
   a. Finding a plan file
      i. Use the search function ▼ (cursor must be in Budget box above plan file list) to find any portion of alphanumeric characters in the plan file description. It is recommended to only use "Contains" and only the first search box.
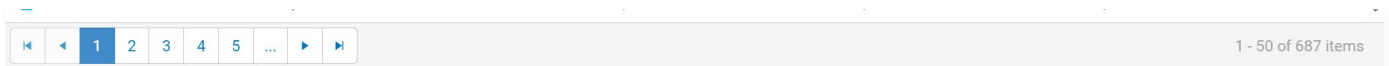

      ii. Scroll using the slide on the right side of the plan file box.

      iii. The scroll function is limited to 50 plan files per page. Page selections will be displayed if you have access to more than 50 plan files.

2) The plan file will open in a new tab and open to the Forecast page.

a. Icons located top left part of the window
    i. ⫮ - allows a file to be attached to the plan file
    ii. 💬 - allows a message(s) to be attached to a plan file
    iii. 🔧 - tools
        1. Allows a PDF to be created of the overview page
        2. Options – not recommended for use
            a. Diagnostic mode enabled
            b. Fit content to window

b. Overview - basic instructions and a legend on display values

c. Forecast – row level (product/initiative) budget entry. Labor information is pulled from the labor plan files with the same chartfield combination(s). Each section can be expanded by clicking the carrot next to the Budget Group.

3) Monthly spreads are reflected as amounts and need to be changed individually. Any months that are closed will replace the monthly spreads from the plan and replace them with actual amounts from FAST / GEMS. If there are no amounts, a zero will replace the spread amount.

a. Click on the "+ Add Non-Personnel Expense" to add a new budget account. Do not add a budget account that is already listed, it will cause save errors.

+ Add Non-Personnel Expense

b. A new window will open with two selections.

Select Calc Method ✕

Choose a calc method to insert

◉ Forecast Monthly - New Acct
◯ Forecast Total - New Acct

OK   Cancel

i. Forecast Monthly – New Acct – this will require amounts to be entered into specific months.

1. Select the missing budget account and select Apply.

Calc Method Variables ✕

Select Acct

Choose a value for ForecastAcct.   ▼   ✕

Apply   Cancel

ii. Forecast Total – New Acct – enter the total adjustment amount and it ill be split over the remaining months.

Budget Group	Forecast Method	Budget 2025	Previous Forecast N/A	Proposed Forecast August FY2025	July Actual	August Forecast
▸ Revenues						
+ Insert Budget Group						
Total Revenues		0	0	0	0	0
▸ Personnel Expense						
▸ Personnel Expense		1,195,235	810,560	1,205,912	74,790	137,380
+ Insert Budget Group						
Total Personnel Expense		1,195,235	810,560	1,205,912	74,790	137,380
▾ Non-Personnel Expense						
▾ Non-Personnel Expense		7,892	0	7,793	68	788
Q 88100 - TRAVEL	Forecast Monthly	0	0	0	0	0
Q 88200 - TELEPHONE & TELECOMMUNICATIONS	Forecast Monthly	4,000	0	4,068	68	345
Q 88400 - COMPUTER RELATED - MATERIAL, S	Forecast Monthly	1,000	0	917	0	83
Q 88420 - MATERIAL, SUPPLIES & EQUIP OTH	Forecast Monthly	1,000	0	917	0	83
Q 88510 - REPAIRS/MAINTENANCE/RENOVATION	Forecast Monthly	1,500	0	1,500	0	277
Q 88800 - OTHER OPERATING EXPENSES	Forecast Monthly	392	0	392	0	0
Q 82450 - CELL PHONE	Forecast Monthly - New Acct	0	0	0	0	0
Q 82300 - FOOD	Forecast Total - New Acct	0	0	0	0	0

4) Comments – allows you to put comments in for each proposed budget.

Comments

5) Save – make sure you save periodically so you do not lose any data that has been input.

021100 | TPA | 10000
021100 - BUDGET AND FINANCIAL ANALYSIS | TPA | 10000 - GENERAL REVENUE | August FY2025 Forecast   [Save]

| OVERVIEW | FORECAST* | CONSOLIDATED SUMMARY | NARRATIVES |

000000 - 0
Proposed Forecast ($1,213,705)   August YTD FY2025 Actual ($74,858)   2025 Budget ($1,203,127)   ▲ Forecast Variance ($10,579)

| Budget Group | Forecast Method | Budget 2025 | Previous Forecast N/A | Proposed Forecast August FY2025 | July Actual | August Forecast | September Forecast | October Forecast | November Forecast | December Forecast |

▸ Revenues

6) Changing Product/Initiative chartfield values is done by clicking the three lines in the light blue box.

000000 - 0
Proposed Budget: ($25,000)   ≡

a. A window will pop up to select the Product/Initiative code combo you would like to enter budget.

Select a Product - Initiative   ✕

Product	Initiative	Reviewed
000000 - DEFAULT PRODUCT	0 - DEFAULT INITIATIVE	✕
00HOLD - BUDGET HOLDBACK	0 - DEFAULT INITIATIVE	✕
CEPADA - AMERICAN DISABILITIES ACT	0 - DEFAULT INITIATIVE	✕
CEPATH - ATHLETICS COMPLIANCE	0 - DEFAULT INITIATIVE	✕
CEPEEO - EQUAL OPPORTUNITY AND ADA SECT	0 - DEFAULT INITIATIVE	✕

Selecting a new Product - Initiative may result in the loss of unsaved changes. Would you like to save 000000 - 0 before proceeding?

[≪ Add]   [Save]   [Don't Save]   [Close]

b. Select displayed desired combo and click [Save] to save data you entered in previous chartfield combination.

c. If the Product/Initiative combo is not in the list, click [≪ Add].

d. A new window will open. Use the drop downs to select the desired Product/Initiative codes or type in a portion of the code and a list with those characters will display. Make sure you select both a Product and Initiative code. Click [Save & Open] to start budgeting.

Select a Product - Initiative		×
Product	**Initiative**	**Reviewed**
000000 - DEFAULT PRODUCT	0 - DEFAULT INITIATIVE	×
00HOLD - BUDGET HOLDBACK	0 - DEFAULT INITIATIVE	×
CEPADA - AMERICAN DISABILITIES ACT	0 - DEFAULT INITIATIVE	×
CEPATH - ATHLETICS COMPLIANCE	0 - DEFAULT INITIATIVE	×
CEPEEO - EQUAL OPPORTUNITY AND ADA SECT	0 - DEFAULT INITIATIVE	×

[≫ Add] [Save] [Don't Save] [Close]

Add New Product and Initiative
Select Product [Type to search ▼]
Select Initiative [Type to search ▼]

Creating a new Product - Initiative may result in the loss of unsaved changes. Would you like to save 000000 - 0 before proceeding?

[Save & Open] [Open Only]

i. If this combo is new and does not have any budget. Click ＋ Insert Budget Group link and select "Non-Personnel Expense." Click "Apply."
ii. Now an Expense account can be added by clicking ＋ Add Non-Personnel Expense and follow directions in 3.a above.

7) CONSOLIDATED SUMMARY – report that displays the cumulative amount by Budget Category and shows how it is spread for the fiscal year

OVERVIEW	FORECAST*	CONSOLIDATED SUMMARY	NARRATIVES																		
Budget Category	Drill	Actual 2024	Actual July YTD FY2025	Budget 2025	% Through Budget	Previous Forecast N/A	Proposed Forecast August FY2025	July Actual	August Forecast	September Forecast	October Forecast	November Forecast	December Forecast	January Forecast	February Forecast	March Forecast	April Forecast	May Forecast	June Forecast	Variance $ from Budget	Variance % from Budget
Revenues																					
Total Revenues					0.0%		-	0	0	0	0	0	0	0	0	0	0	0	0		N/A
Personnel Expense																					
Personnel Expense	🔍	1,749,436	87,901	1,802,379	56.9%		1,793,544	87,901	207,159	138,112	138,112	138,112	138,112	207,159	138,112	138,112	138,112	138,112	196,432	8,775	0.5%
Total Personnel Expense		1,749,436	87,901	1,802,379	56.9%		1,793,544	87,901	207,159	138,112	138,112	138,112	138,112	207,159	138,112	138,112	138,112	138,112	196,432	8,775	0.5%
Non-Personnel Expense																					
Non-Personnel Expense	🔍	136,859	448	220,164	2.4%		206,632	448	39,187	3,575	9,862	49,050	1,954	16,224	11,296	13,850	25,669	14,549	20,819	13,532	6.1%
Total Non-Personnel Expense		136,859	448	220,164	2.4%		206,632	448	39,187	3,575	9,862	49,050	1,954	16,224	11,296	13,850	25,669	14,549	20,819	13,532	6.1%
Total Expenses		1,886,289	88,349	2,022,483	52.4%		2,000,176	88,349	246,346	141,786	147,913	187,171	140,066	223,383	149,507	151,962	163,786	152,661	207,251	22,307	1.1%
Net Operating Result		(1,886,289)	(88,349)	(2,022,483)	52.4%		(2,000,176)	(88,349)	(246,346)	(141,786)	(147,913)	(187,171)	(140,066)	(223,383)	(149,507)	(151,962)	(163,786)	(152,661)	(207,251)	22,307	1.1%

8) NARRATIVES – Currently not used

9) Once all the data entry is completed in the plan file, save the data, and close the browser tab for the plan file.

10) Repeat the process for all the plan files for your area.

11) If any plan files are missing, email the "DEPT|OU|FUND" combo to busfin-BFA@usf.edu.

IYF LABOR PLANNING

BBS opens to the budget planning process. To access Labor Forecasting plan files, click on the "Labor Forecasting" box on the blue menu line.
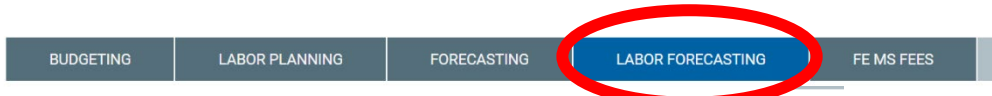

1) Opening a Labor plan files is done by clicking the file open icon ⬈ on the left side of the plan file listing.
   a. Finding a plan file.
      i. Use the search function ▼ (cursor must be in Budget box above plan file list) to find any portion of alphanumeric characters in the plan file description. It is recommended to only use "Contains" and only the first search box.
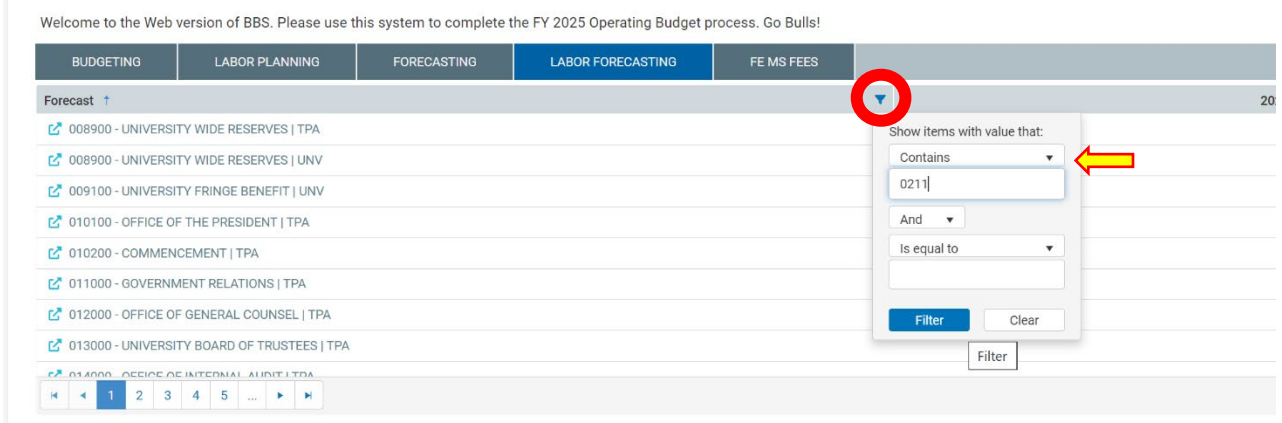
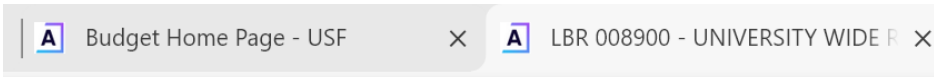   ii. Scroll using the slide on the right side of the plan file box.

      iii. The scroll function is limited to 50 plan files per page. Page selections will be displayed if you have access to more than 50 plan files.
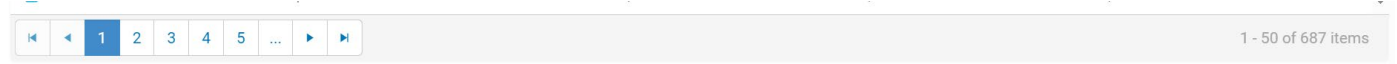
2) The plan file will open in a new tab and open to the overview page.

OVERVIEW - has basic instructions and a high-level budget and input amount

POSITION PLANNING - appointment information and budgeting through salary distributions

1) The ⬇ Bulk Edit option will allow you to edit the salary information for all positions in the plan file.

    a. It is recommended that you only use the columns with "Adj $" if any salary adjustments are needed (highlighted with green arrows above).

b. There are a couple of icons that may appear on the Position List.

   i. ⚠ - indicates the total distribution(s) % exceeds 100%. It will not appear if less than 100%.

   ii. 🏛 - indicates that the position is shared with another Labor plan file.

c. Stipends are listed in the third section

Stipends		
Adj. %	Adj. $	Total

   i. Another Option is to [🖉 Edit In Spreadsheet]. Clicking this button will put the data in the screen into spreadsheet format that can be cut/pasted into Excel. If you use this function, make sure to **keep the cells exactly as the ones generated**.

   ii. Once data is adjusted/verified click "Save."

d. Access to each position is done by selecting the 🔍 STAFF d00016957 magnifying glass next to the desired position number. The following information will be displayed.

🏛 Position

Budget Analyst

Position ID:	d00004240
Start Date:	1/23/2023
End Date:	🗓 ✕
Category:	Administrative_Executiv
Bargaining Unit:	N

👤 Employment

Bull, Rocky D.

Employee ID:	d00000164459
Pay Type:	Salary
Working Hours:	40
FTE:	1.00
Spread:	12 Months ▾

💰 Regular Pay ⏩

Proposed Salary: $55,000.00

	Adj. %	Adj. $	
Base Salary:			$55,00.00
Merit: 0.0% on 07/01/24	0.0%	$0.00	$0.00
Salary Adj. 1:	0.0%	$0.00	$0.00
Salary Adj. 2:	0.0%	$0.00	$0.00
Stipends:	0.0%	$0.00	$0.00

✖ Distributions ⤢

Dept	Fund	Product	Initiative	Opunit	Acct	Distributions	July 2024 Actual	August 2024 Forecast	September 2024 Forecast	October 2024 Forecast
021100	10000	000000	0000000	TPA	88021	Distribution Override	100.0%			
						Distribution %	100.0%	100.0%	100.0%	100.0%
						Distribution $	3,535	7,546	5,031	5,031
						Fixed Benefits	0	0	0	0
						Variable Benefits	1,768	3,773	2,515	2,515
+ Insert New Distribution						Total Distributed Salary $	3,535	7,546	5,031	5,031
						Total % Allocated	100.0%	100.0%	100.0%	100.0%
						Total Benefits	1,768	3,773	2,515	2,515

[Save] [Close]

   i. Position information (blue header) – End date is the only editable field. The recommendation is to not use this field since the Labor information is on an annual basis.

   ii. Employment (green header) – review this information for accuracy. The "Spread" can be adjusted here. The default value is derived from the position information. If any information is incorrect, send an email to busfin-BFA@usf.edu.

   iii. Regular Pay (yellow header) – input any adjustment here if you did not use the bulk edit or if any further adjustments are needed.

   iv. Distributions (second section from the top) – Use the FTE column for the percent distribution for each chartfield combination. The information needs to be entered using decimals (ex. 50.0% FTE – requires data entered as **.5)**.

   1. Distributions cannot be deleted – enter 0% to ensure amounts are not calculated.

2. Use the **+ Insert New Distribution**

    a. The screen below will pop-up to enter the chartfield combination required for the new distribution. Make sure you select the correct account "Acct" code, so it matches the one the position is mapped to. Click "Apply" after all the fields are filled in.

- Dept – enter in the department value that is needed for the distribution. Typically, it is the same as the Labor plan file that is open.
- Opunit – enter in the operating unit value of the plan file you are editing. An exception can be made if the department crosses operating units.
- Fund – type the fund number or part of the description and a list will be displayed to select the desired fund code.
- Product – type in characters of the product code and select the appropriate value.
- Initiative – type in characters of the initiative code and select the appropriate value.
- Acct – Enter the budget account for the salary plan of the position.

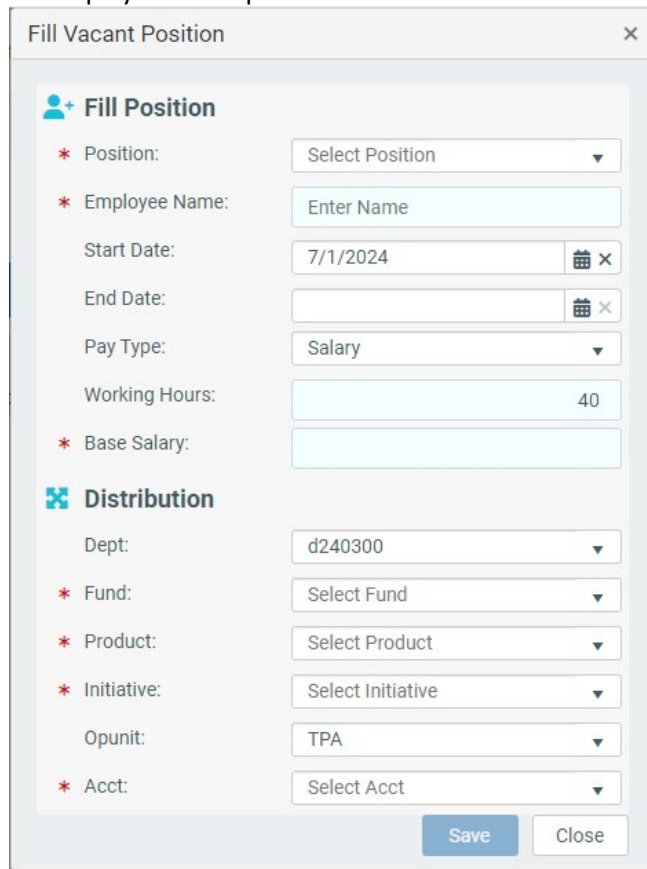   b. Make sure to verify that the distribution equals 100% (highlighted in yellow below) in the **Total** column (last column before Comment).

    c. Click "Save" button when completed and verified.

2) Vacant positions can be added by using the **Fill Position** icon.
    a. The following window displays for completion. All the rows that have a ✳ requires a value to be entered.

       i. Use the drop downs to fill in each field (when available).
      ii. Position – type the desired position number or part of the position and a reduced list will display. A portion of the position description can also be entered to get a list. A position needs to be selected to complete the rest of the form.
     iii. Start date – Defaults to 7/1/2024 and shouldn't be changed. We are focused on the annual salary.
     iv. End Date – does not need to be entered.
      v. Pay type - Salary is defaulted and must not be changed.
     vi. Working hours – is defaulted to 40 (hrs per week). This information can be changed to be commensurate of the FTE for the Position (0.50 FTE = 20)
     vii. Base Salary – the amount budgeted for the position.
    viii. Distribution – follow the same process as pay distribution on a position. Additional distributions will be able to be added once the position is saved.
          1. Dept - defaults to the plan file department. Can be changed if needed.
          2. Fund – type number or description to get a list to select from.
          3. Product – type characters of the desired product or description to select from.
          4. Initiative – type characters of the desired product or description to select from.
          5. Acct – select the appropriate budget account that is designated for the position (88021, 88022, 88023)
          6. Once all the fields are populated the "Save" button will be available to be clicked.
3) Shared Positions will only show the distribution amounts being charged to this plan file department. The "Home Plan File" is listed in the last column to the right on the "Position Planning" screen.
4) Complete this for all positions in each of the Labor plan files for your area.

OTHER LABOR – Pooled Positions (OPS) and Other Labor Accounts.

1) The budget categories are listed for each OPS wage account. Adjust existing lines as needed. If additional budget accounts or distributions are needed, follow the instructions below.

    a. Click "Add Pooled Position" and the window below will appear.

        i. Position Name – your discretion on what to name the row you are entering

        ii. Dept – enter the first 4 digits of the department of the project plan and select the department of the plan file being edited.

        iii. Opunit – select the Operating Unit of the plan file being edited or type in the 3-character OU.

        iv. Fund – type the fund number or part of the description and a list will be displayed to select the desired fund code.

        v. Product – enter in some of the characters of the desired Product code and select it.

        vi. Initiative – enter in some of the characters of the desired Initiative code and select it.

        vii. Acct – enter the account of the section that is being budgeted to ensure it is mapped correctly in the saved data.

    b. After selecting a calc method, a variable window will appear.

        i. Multi-Distribution Pooled Position with Input Monthly – the "Enter Description" will populate with the description of the Initiative you selected. The budget will need to be entered into each month for IYF purposes. The total of the months will be the amount posted to FAST.

        ii. Benefits are calculated on the amounts entered in the previous steps. The total budget amount to be posted can be found if you arrow to the right of the window.

2) Use the "+Add Distribution" if additional budget is needed in additional chartfield combinations.
   a. Complete the process for all the Budget Account sections that need budget.
   b. There is an option to delete a row that has been saved in error. Check the box under the "Delete" column and hit "Save."

Delete	Pooled Position	Dept
	d88030 OPS - GRADUATE ASSISTANT	
☑	Single Input	240300

3) Other Labor Accounts

Pooled Positions	Other Labor Accounts										
Dept	Fund	Product	Initiative	Opunit	Acct	Description	Actual 2024	Original Budget 2025	Adjusted Budget 2025	July 2024 Actual	August 2024 Forecast
026100	04351	SAP006	0000000	TPA	88028	OTHER SALARY	0	270,384	270,384	0	31,078

   a. Click the "+ Insert New Account" link to add a new account. The "Calc Method Variables" window will appear.

   Calc Method Variables ✕

   Dept
   [Choose a value for BudgetDEPT. ▼] ✕

   Opunit
   [Choose a value for BudgetOPUNIT. ▼] ✕

   Fund
   [Choose a value for BudgetFund. ▼] ✕

   Product
   [Choose a value for BudgetPRODUCT. ▼] ✕

   Initiative
   [Choose a value for BudgetINITIATIVE. ▼] ✕

   Acct
   [Choose a value for BudgetAcct. ▼] ✕

   Apply Cancel

      i. Dept – enter in the department value of the plan file you are editing.
     ii. Opunit – enter in the operating unit value of the plan file you are editing. An exception can be made if the department crosses operating units.
    iii. Fund – type the fund number or part of the description and a list will display to select the desired fund code.
     iv. Product – type in characters of the product code and select the appropriate value.
      v. Initiative – type in characters of the initiative code and select the appropriate value.
     vi. Acct – only the allowable values will appear. Select the one that you want budgeted.
   b. After selecting all the information above, input the budget amount in the blue box and select the appropriate spread method.
4) DISTRIBUTION SUMMARY – displays the salary/benefits/total by Product for the plan file. Also, has drill functionality by clicking the ▶ . It will display by Account/Position detailed rows.
5) SUMMARY – Home (Labor plan file) and shared (other Labor plan files) budgeted information. Also has the breakdown by pay plan and Other Labor.

Reporting – Reports Pending