



# Budget Transfer Training

June 2018



Revised 6/17/18

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## Budget Transfer Overview

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### Budget Transfer Overview

- All budget transfers (base and one-time) will be processed through Axiom
- Submission of transfers depends on role in Organizational Hierarchy (OH)
  - Only an Axiom user within the span of financial oversight for the Activity reducing its budget can submit the budget transfer
  - Assigned roles include Financial Managers and Administrators at the RU, SCMA, and Division levels
- Base budget transfers will still be accepted from July to October
- One-time transfers will still be accepted throughout the fiscal year

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### Ease of Creation and Oversight

- OH approval workflow not required
- Exception to natural classification policy not required
- No electronic signatures required
- Transfers can be identified as Public or Private
- Users can attach documents to transfers for long-term archival
- Fringe benefit transactions automatically calculated
- Axiom built to eliminate common budget transfer mistakes
- Transfer Report available to review status of budget transfer
- Notifications sent to users to update them on transfer status

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### What You Need To Create a Budget Transfer

- Axiom user in span of financial oversight of the Activity for which budget will be reduced
- Reporting Unit code related to Activity being reduced
- Account Strings (17 digits) for all transactions (to and from)
  - Fund (2), Function (1), Activity (6), Object (7)
  - Location is not required
- Budget spread methodology for all transactions
- Position Control Code (aka, Seat Number) for reductions impacting controlled FTE

### Things To Know About Budget Transfers

- Budget Transfers must be balanced (i.e. net neutral)
- Budget Transfers are not allowed between funds
- Fringe benefit transaction will be automatically processed for any transfer including faculty or staff Object Codes
- Users can transfer **to** any Account String active in the general ledger
- Users will have ability to request transfers to new Activities or new Account Strings with oversight of UBO and Controller's Office
- Mass Upload Utility with cut-and-paste functionality available for transfers with large number of budget transactions (contact UBO)

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## Launching and Navigating Axiom

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### Launching Axiom

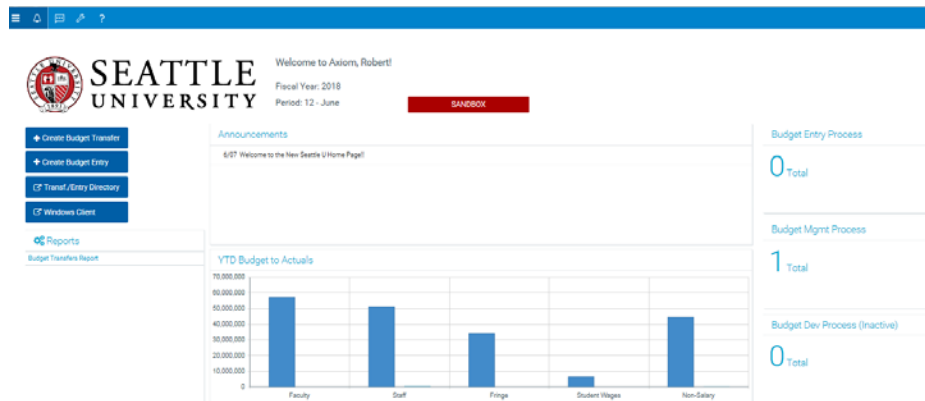
- Supported browsers:
  - Internet Explorer
  - Google Chrome
  - Edge
  - Firefox
- There will eventually be an Axiom link on the MySU portal
- Enter Axiom URL:
  - Sandbox (training in June): <https://seattleu-sandbox.axiom.cloud>
  - Production (live on 7/1/18): <https://seattleu.axiom.cloud/home/login>
- Enter your standard SU credentials at the login screen
- Webpage will refresh to Axiom Landing Page
- Be sure to allow pop-ups!

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## Landing Page – Web Client

- Axiom Identifiers
- Announcements
- YTD Budget to Actuals
- Quick links
- Reports
- Process Summaries



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## Organizational Hierarchy Roles and Relationships

- Each level of the OH has an Administrator and Financial Manager
- The assignment of roles from the Activity up through the Senior Executive level defines the “span of financial oversight”
  - Anyone assigned to an OH role has explicit permissions to the lower levels of the OH within their span of financial oversight
  - Axiom OH Users will only be able to access Plan Files, Processes, and Reports for units within the span of their financial oversight
- More information about roles and relationships is available in the [Organizational Hierarchy report folder](#) available in InformSU

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## Creating a Budget Transfer - Initial Data Required

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### Landing Page

- Select 'Create Budget Transfer' quick link on the Landing Page
- Be sure to allow pop-ups!

First option in the Quick Links List

+ Create Budget Transfer

+ Create Budget Entry

Transf./Entry Directory

Windows Client

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### Initial Data Required

- Reporting Unit
- Will activity within RU be reduced (Yes/No)?
- Public vs Private
- Select Fund
- Reclassification Warning

Web form opens →

### Reporting Unit Codes

- All Activities in the GL are assigned to a Reporting Unit in the OH
- Each Reporting Unit is assigned a unique five-digit, alphabetic designator that is smart-coded along four components

| Letter Placement | Level Designation         | Example: RU Code DKAAl                 |
|------------------|---------------------------|--|
| First            | Senior Executive Area     | D _ _ _ _ : CFO                        |
| Second           | Division                  | _ K _ _ _ : Finance & Business Affairs |
| Third            | School/College/Major Area | _ _ A _ _ : Finance Administration     |
| Four & Five      | Reporting Unit            | _ _ _ A I : University Budget Office   |

- More information about roles and relationships is available in the [Organizational Hierarchy report folder](#) available in InformSU

## Will an activity under your oversight be reduced?

- If No, warning appears and end user cannot move forward
- If you select “Yes” when the answer is really “No”, you can move on but you will lose all your work later
- What if you need the funding but the other Activity will not submit the transfer? – Contact UBO

Will an activity under your oversight be reduced?

Public or Private?

Fund:

[+](#) Create Budget Transfer

**Legend**

**Warning** A budget transfer can be submitted only by an Administrator or Financial Manager associated with the Activity that will lose budget in the transaction.

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## Public vs Private

- In legacy process, Financial Managers could only see budget transactions related to their own Activity (i.e. could not see “both sides of the transaction”)
- In Axiom, users designate transfers as public or private
  - The initiator gets to see the entire transaction
  - Public: Any authorized user will be able to see all transactions within the budget transfer (i.e. see “both sides and all aspects of the transaction”)
  - Private: Authorized users will only see the transaction related to their Activity (i.e. see only “one side of the transaction”)
- UBO recommends public option unless confidentiality is required

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### Selecting a Fund

- Base budget transfers are permitted only in operating funds
- One-time budget transfers are permitted in operating and some restricted funds
- Users cannot transfer budget across funds

| Fund Type              | 11 | 12 | 13 | 15 | 17 | 18 | 31 | 32 | 33 |
|------------------------|----|----|----|----|----|----|----|----|----|
| Operating Budget Funds | X  | X  | X  | X  | X  | X  |    |    |    |
| Restricted Funds       |    |    |    |    |    |    | X  | X  | X  |

Base and One-Time
One-Time Only

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### Create Budget Transfer

- Once all required information has been provided, the 'Create Budget Transfer' button will become active

Create Budget Transfer

→

**SEATTLE UNIVERSITY**  
Create A Budget Transfer - Budget 2019

Reporting Unit:

Will an activity under your oversight be reduced?

Public or Private?

Fund:

**+** Create Budget Transfer

**Legend**

**Budget Transfer** Users are only allowed to reduce budgets from an Activity within their reporting unit(s).

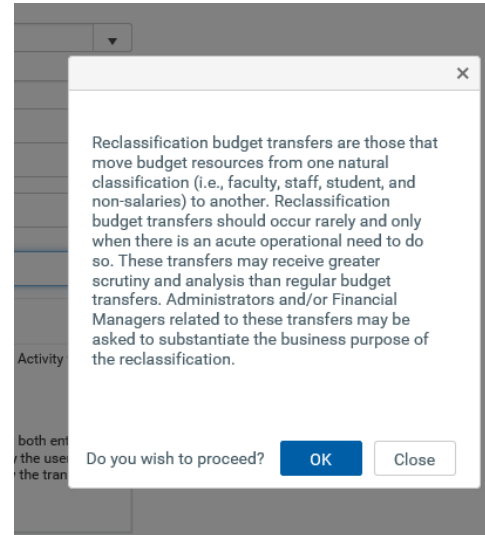
**Public vs Private** All transaction details of budget transfers marked 'public' will be viewable in the Budget Transfers Report by financial managers with viewing rights for all Activities included in the budget transfer. Marking a budget transfer as 'private' ensures that non-issuing financial managers will only see the transactions of the budget transfer that related strictly to their Activity.

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## Reclassification Warning

- In legacy process, reclassification budget transfers required the approval of a Senior Executive
- This approval is not required for budget transfers in Axiom
- If you select 'Close', the web form is closed and you are sent back to the Landing Page
- Select 'OK' to proceed



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## Creating a Budget Transfer – Budget Transfer Header

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## Budget Transfer Header: Identifying Data

- Identifying Data
  - Selected Reporting Unit Code and Description
  - ID: Unique numeric identifier for budget transfer
  - Workflow Step:
    - Initial Step: Budget transfer has not yet been submitted
    - Completed: Budget transfer has been submitted and is awaiting processing

REPORTING UNIT: SBAC CENTER FOR COMMUNITY ENGAGEMENT (ID: 962) | WORKFLOW STEP: INITIAL STEP

Budget Transfer Header

Save Changes

PREV NEXT >

| Field                         | Input             | Help  |
|-------------------------------|-------------------|---|
| Select a duration (Source)    | Select...         | Please select the duration for the Budget Transfer. This maps to the "Source" column from Colleague |
| Short Description (100 chars) | Short description |   |
| Long Description / Purpose    | Long description  |   |

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## Budget Transfer Header: Duration

- Select a duration (source):
  - One-Time: budget reduction is effective only in current fiscal year
  - Base: budget reduction is permanent

REPORTING UNIT: SBAC CENTER FOR COMMUNITY ENGAGEMENT (ID: 962) | WORKFLOW STEP: INITIAL STEP

Budget Transfer Header

Save Changes

PREV NEXT >

| Field                         | Input             | Help  |
|-------------------------------|-------------------|---|
| Select a duration (Source)    | Select...         | Please select the duration for the Budget Transfer. This maps to the "Source" column from Colleague |
| Short Description (100 chars) | Short description |   |
| Long Description / Purpose    | Long description  |   |

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## Budget Transfer Header: Descriptions







- Short Description:
  - Limited to 100 characters
  - Will be viewable in reporting to you and possible others
- Long Description: no character limit

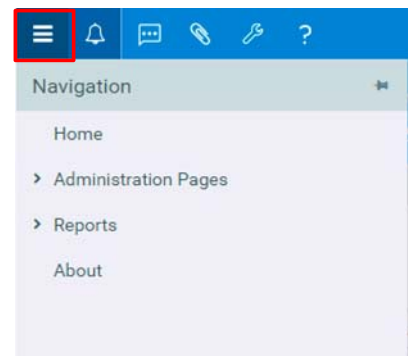
The screenshot shows a web form titled "Budget Transfer Header" with a blue header bar. Below the header, there is a "Field" column with "Short Description (100 chars)" and "Long Description / Purpose". The "Input" column shows a dropdown menu for "Select a duration (Source)" and text input fields for "Short description" and "Long description". A red box highlights the description input fields. The "Help" column contains a note: "Please select the duration for the Budget Transfer. This maps to the 'Source' column from Colleague".

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## Navigation Pane

- Triple Bar  : Opens and closes Navigation Pane
- Bell  : Axiom notifications
- Conversation Bubble  : Add message
- Paper clip  : Add attachment
- Wrench  : Tools, primarily 'Generate PDF'
- Question mark  : System help



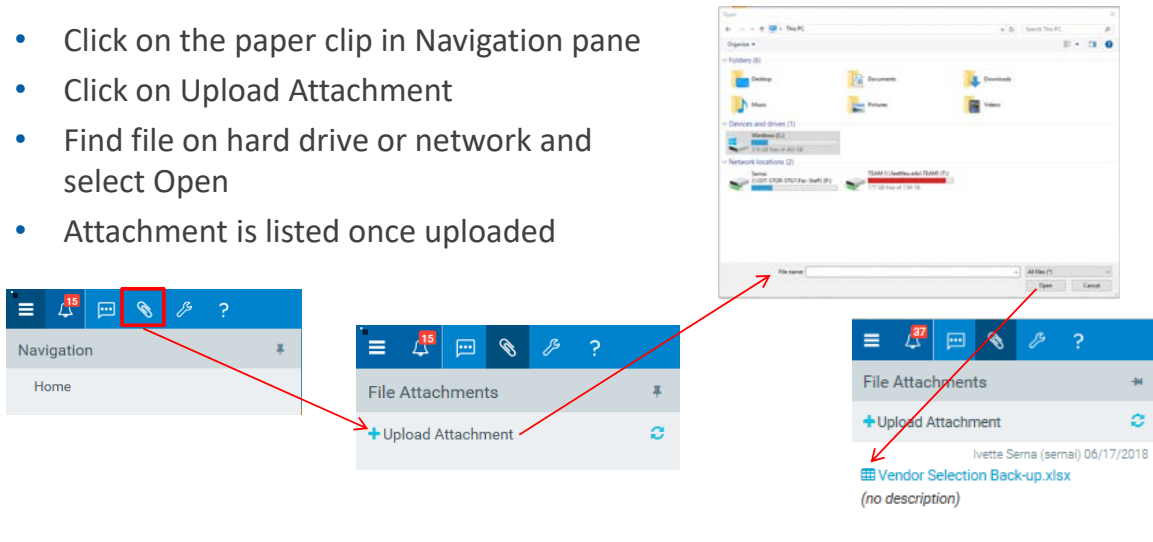
The screenshot shows the same "Budget Transfer Header" form as in slide 27, but with the navigation pane open on the right side. The navigation pane is a light gray box with the following items: "Home", "> Administration Pages", "> Reports", and "About". A red box highlights the triple bar icon in the header bar.

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### Adding an Attachment

- Click on the paper clip in Navigation pane
- Click on Upload Attachment
- Find file on hard drive or network and select Open
- Attachment is listed once uploaded

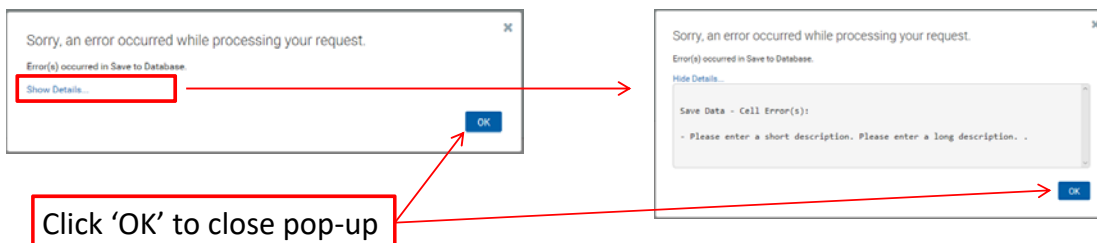


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### Budget Transfer Header: Action

- Click 'Save Changes':
  - Error window will pop up if a required field is missing
    - Selecting the hyperlink will "Show Details"
  - You can skip this step and click "NEXT"
    - You will have to save eventually
    - If an error is found, you will have to navigate back to this page to resolve it
- Click 'NEXT': Allows you to move forward to Detail page



Click 'OK' to close pop-up

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## Creating a Budget Transfer – Budget Transfer Details

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### Budget Transfer Details: Identifying Data

- Identifying Data same as previous screen

REPORTING UNIT: BBAAC CENTER FOR COMMUNITY ENGAGEMENT | ID: 662 | WORKFLOW STEP: INITIAL STEP

Budget Transfer Details

Save Changes

PREV NEXT

| # | Del Fund | Func. | Activity | Object | DB CR | Total Spread | FTE | PCC | Validation | Jul | Aug | Sep | Oct |
|---|----------|-------|----------|--------|-------|--------------|-----|-----|------------|-----|-----|-----|-----|
|---|----------|-------|----------|--------|-------|--------------|-----|-----|------------|-----|-----|-----|-----|

Add Row

Check Sum

Count: 0

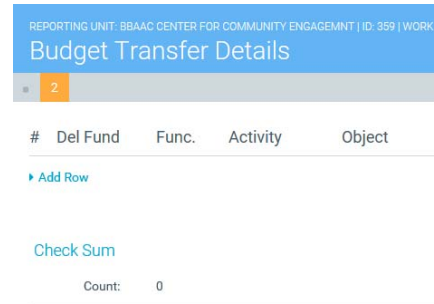
Scroll right to see months through June

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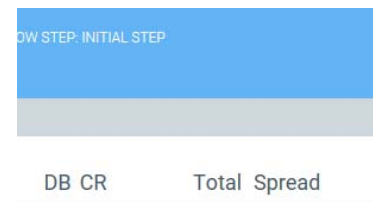
### Budget Transfer Details: Columns

- #: Each row added to the budget transfer will be identified with a row number to assist in implementation and reporting
  - Del: A delete checkbox is offered for every row in the event an error is made
  - Fund
  - Func.
  - Activity
  - Object
- } Account String Information



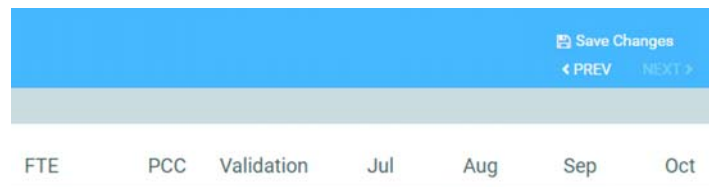
### Budget Transfer Details: Columns (cont.)

- DB / CR:
  - In legacy process, users needed to assign transactions as debits or credits
  - In Axiom, any budget increase will generally be indicated by a positive number while a budget decrease will generally be indicated with a negative number
  - Contra-revenue and contra-expense items are considered budget decreases
  - Axiom will assign debits and credits as necessary
- Total: Total budget adjustment for the given row
- Spread: An annual transaction amount can be spread across months using one of several budget spread methodologies



### Budget Transfer Details: Columns (cont.)

- FTE and PCC: Budget adjustments involving controlled positions should reference the underlying FTE and Position Control Code (PCC) adjustments
- Validation: Axiom logic will validate the appropriateness of Account String and spread information and display error codes accordingly
- Jul – Aug – Sep, etc.: The total budget adjustment for the row will be applied to months in the fiscal year based on the budget spread methodology

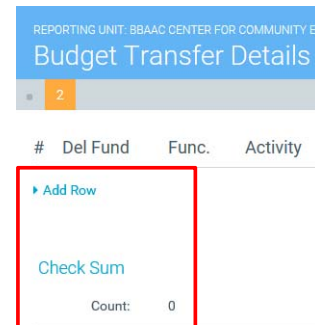


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### Budget Transfer Details: Rows

- Add Row: Each transaction included in the budget transfer will require a distinct row
- Check Sum: As rows are added to the budget transfer details, the 'Check Sum' row will maintain a transfer Total
  - The budget transfer Total must ultimately be \$0 (budget transfers must balance)
  - The Check Sum total includes any fringe benefit adjustments
- Count: The 'Count' will increase with each new row added to the budget transfer



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### Fringe Benefits

- If you select a faculty or staff Object Code, a Fringe row will be calculated at the bottom of the Budget Transfer Details page
- Row # will always populate as '-1'
- Account String will always be provided as shown
- 'Fringe' Total is calculated as [Net Change to Salary] X [Fringe Benefit Rate]
- 'Check Sum' Total includes net budget adjustments including fringe benefits
- Fringe spread will match spread on salary row(s)

| Check Sum |   |  |  |  |             |
|-----------|---|--|--|--|-------------|
| Count:    | 1 |  |  |  | (13,310) CR |

| Fringe |    |   |        |         |         |
|--------|----|---|--------|---------|---------|
| -1     | 11 | 4 | 223010 | 5104090 | (3,310) |

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### Adding a Row

- Click 'Add Row'
  - No upper limit to number of rows
  - Contact the UBO if the transfer will need more than nine rows
- 'Select Calc Method' pop-up appears

| #                                      | Del Fund | Func. | Activity |
|--|----------|-------|----------|
| <input type="button" value="Add Row"/> |          |       |          |

Select Calc Method

Choose a calc method to insert

Insert Detail - Monthly  
 Insert Detail - Total

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## Adding a Row

- Insert Detail – Monthly:
  - Default option
  - Allows user to enter budget adjustments in specific months that are added up to a row Total
- Insert Detail – Total:
  - Allows user to enter the total annual budget adjustment in the row
  - Budget spread methodologies are then used to allocate budget adjustment to individual months

Select option and then click 'OK'

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## A Word about Spreading Budgets

- This is the first time the university will catalogue budgets in this way
- Only expectation is to do your best with the information you have
- Budget can be spread “backwards”
  - Current practice can sometimes be to expend resources and then perform a budget transfer at year-end
  - Some of this will naturally cease as we get used to budget spreads
  - Some resources will always require a year-end transfer
  - Users may allocate budget to months that have already passed (e.g., a budget transfer submitted in February that spreads budget evenly over all 12 months)

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### Adding Account String Information

- Row number assigned when new row added
- Fund: Matches the selection provided as initial data
- Select Account String data from dropdown lists
  - Axiom shows only 50 options at a time
  - Type words or numbers to refine dropdown list
  - GL component description provided below dropdown selection

| # | Del Fund                    | Func.                | Activity | Object           |
|---|-----------------------------|----------------------|----------|------------------|
| 1 | <input type="checkbox"/> 11 |                      | Type ▼   | Type to search ▼ |
|   |                             | Operating<br>Non-Law |          |                  |

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### Insert Detail - Monthly

- Spread methodology is Manual
- Cells below months become active
- Total is populated as details are added to months

| Total Spread  | FTE                            | Seat                           | Validation | Jul                                 | Aug                            | Sep                                | Oct                            |
|---------------|--------------------------------|--------------------------------|------------|-------------------------------------|--------------------------------|------------------------------------|--------------------------------|
| 13,000 Manual | <input type="text" value="0"/> | <input type="text" value="0"/> | MIS. INV.  | <input type="text" value="10,000"/> | <input type="text" value="-"/> | <input type="text" value="3,000"/> | <input type="text" value="-"/> |



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### Insert Detail - Total

- Spread methodology is selected from dropdown list
- Total cell is active
- Month cells are populated based on Total and Spread

| Total   | Spread | FTE | Seat | Validation | Jul    | Aug    | Sep    | Oct    |
|---------|--------|-----|------|------------|--------|--------|--------|--------|
| 120,000 | Even ▼ | 0   | 0    | MIS. INV.  | 10,000 | 10,000 | 10,000 | 10,000 |

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### Spread Methodologies

- Month-by-month (Insert Detail – Monthly)
- Total budget spread as indicated (Insert Detail – Total):
  - Even: Total is divided by twelve and result is assigned to each month
    - Rounding may result in slight discrepancy – disregard
  - History – Actual:
    - Calculated on previous closed fiscal year's actuals
    - Prior year's actuals are proportionalized by month (e.g., 2% in July, 8% in August, 23% in September, etc.)
    - Monthly proportions are assigned to the Total amount entered for current fiscal year to calculate new monthly allocations

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## FTE and PCC

- FTE and PCC fields will only become active of a faculty or staff Object Code is selected
- FTE and PCC are related to the Labor Planning Plan Files available to SCMA Financial Managers
- These fields are not required though they might be very helpful to your SCMA Financial Manager
- Consult with your SCMA Financial Manager about whether these fields should be utilized


| FTE | PCC        |
|-----|------------|
| -1  | DQA-ST-023 |

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## Validation Legend

- Axiom logic will validate the Account String and spread information and display error codes accordingly
- Errors will show on screen until details are adjusted
  - MIS.: One or more Account String items are missing
  - INV.: The Object Code specified (or not yet specified) is not yet “turned on” for this Activity in the GL
  - HIS.: The spread methodology is ‘History – Actual’, but the figures are missing in the prior fiscal year (easiest fix is to change Spread to ‘Even’)
  - NEW: You have entered an Account String that is not yet active in the GL (e.g., you select TBD as the Activity)

| Validation  |
|---|
|  MIS. INV. |

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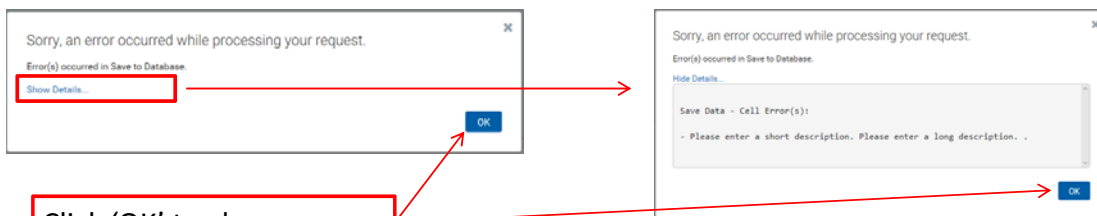
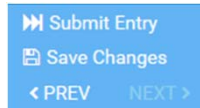
## Submitting a Budget Transfer

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### Save Changes

- Click 'Save Changes'
- Error window will pop up if a required field is missing
  - Selecting the hyperlink will "Show Details"
- You cannot submit the budget transfer until all errors are resolved
- Use '< Prev' and 'Next >' options to move between pages



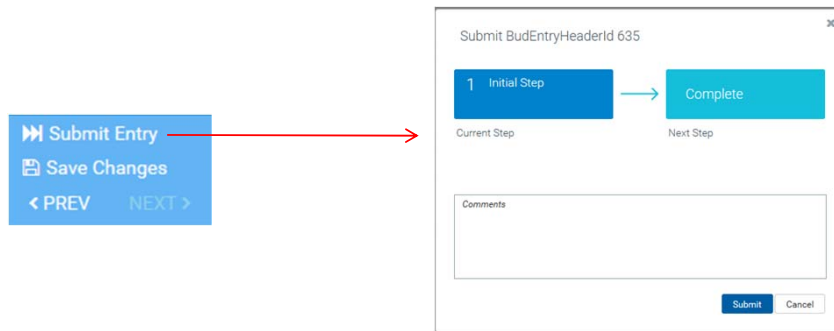
Click 'OK' to close pop-up

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### Submit Entry

- You cannot submit budget transfer until all errors are resolved
- Click 'Submit Entry'
- Pop-up window opens: 'Submit BudEntryHeaderId XXX'



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### Submit Entry (cont.)

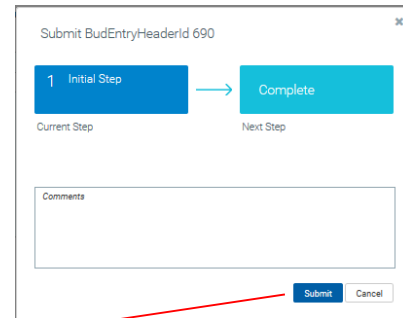
- Add comment if desired
- Click 'Submit'
- Webpage refreshes to Status page that tells you that "This process was completed ..."

#### Sample Short Description for Budget Transfer

Requestor: Ivette Serna | Header ID: 690

✔ This process was completed on 6/18/2018

| All Steps        |           | All Process Activity                   |  |
|------------------|-----------|--|--|
| Step             | Status    | Details                                |  |
| ✔ 1 Initial Step | Completed | Completed by Ivette Serna on 6/18/2018 |  |



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## Budget Transfers Report and Notifications

### Landing Page – Budget Transfers Report

- 'Budget Transfer Report' link is available on Landing Page
- Users can access this report at any time

The screenshot shows the Seattle University Axiom interface. At the top left is the Seattle University logo. To its right, the text reads "SEATTLE UNIVERSITY". Further right, a welcome message says "Welcome to Axiom, Trainer!". Below this, it shows "Fiscal Year: 2018" and "Period: 12 - June". On the left side, there is a vertical menu with four blue buttons: "Create Budget Transfer", "Create Budget Entry", "Entry/Transfer Plan File List", and "Windows Client Launch". Below these is a "Reports" section with a sub-link for "Budget Transfers Report", which is highlighted by a red arrow. On the right side, there is an "Announcements" section with a message dated 6/07: "Welcome to the New Seattle U Home Page!!". At the bottom right, there is a link for "YTD Budget to Actuals".



## Budget Transfers Report



### Transfers Report

FY19 Budget

[Excel](#)

Current View: /

| ID               | Row | Short Description | View   | Transfer Request | Fund | Function | Activity |
|------------------|-----|-------------------|--------|------------------|------|----------|----------|
| Reconciled       |     |                   |        |                  |      |          |          |
| Total Reconciled |     |                   | Count: | 0                |      |          |          |
| Exported         |     |                   |        |                  |      |          |          |
| Total Exported   |     |                   | Count: | 0                |      |          |          |
| Submitted        |     |                   |        |                  |      |          |          |
| Total Submitted  |     |                   | Count: | 0                |      |          |          |

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## Using the Report

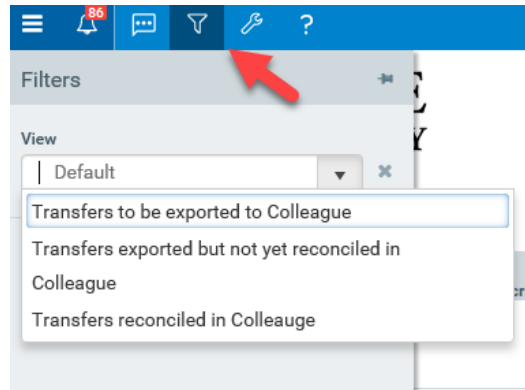
- Status Sections
  - Reconciled: Budget transfers fully reconciled in Colleague XE
  - Exported: Budget transfers exported from Axiom but not yet reconciled in Colleague XE
  - Submitted: Budget transfers submitted but not yet exported from Axiom to Colleague XE
- What can you see?:
  - Initiators see all their transfers
  - Others see transfers depending on Public vs Private
  - Hyperlinks allow you to open Budget Transfer Plan Files

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## Filtering

- Report can be filtered to show any of the report groupings

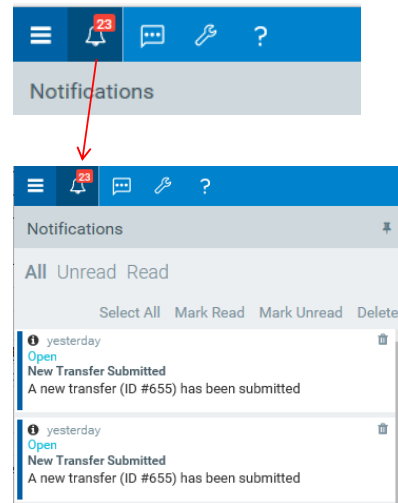


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## Budget Transfer Notifications – Windows Client

- Open Landing Page in Web Client
- Open Notification Pane
- Click on Bell Icon
- Notifications appear showing:
  - HeaderID,
  - Date of notification
  - Hyperlink to open the Budget Transfer Plan File
- You can sort and delete notifications in this pane

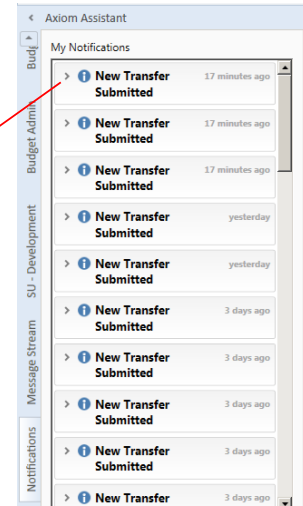
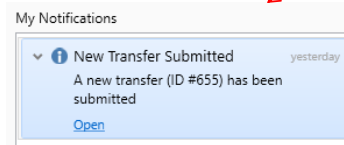


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## Budget Transfer Notifications – Windows Client

- Open Landing Page in Windows Client
- If you have recent notifications, the 'Notifications' tab of the Axiom Assistant will be open
- Click on '>' to expand
- Notifications appear showing:
  - HeaderID,
  - Date of notification
  - Hyperlink to open the transfer



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## Budget Transfer Notifications – E-mails

- Axiom does provide e-mail notification capabilities for most activities
- E-mail protocol is still in development
  - Give the information to the people
  - Don't bury people in the information
- The UBO will be working with the Major Financial Managers to determine:
  - Which actions warrant an e-mail
  - Which people should receive e-mails
  - Timing of e-mails

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