

ANNUAL BUDGETING PROCESS – MSU BUDGET (AXIOM) QUICK REFERENCE GUIDE

Launch *Windows Client* in MSU Budget (Axiom) - <https://montanasu.axiom.cloud>

1. **Run the New FY Budget Overview report for an overview of the current proposed budget**
 - a. Select Reports → Budget Reports → Budget Preliminary Summary
 - b. Enter the org or wildcard version of the org (i.e., 4121, 435, 44, etc.) and select new fiscal year
2. **Update position budgets in Labor Planning**
 - a. Select '20xx Budget' then 'Labor Plan' then 'Open Plan Files'
 - b. Single, filled position are at the top, then vacant positions, and then pooled positions
 - c. Cells that are blue may be updated
 - i. To change the FTE, select the blue cell under the "FTE column"
 1. Changing the FTE will update the Proposed FYxx Budget amount for single, filled positions unless already manually entered
 2. Remember to update pooled FTE
 3. System will automatically reduce position FTE to reflect grant buyouts so this will need to be adjusted back to appropriate FTE
 - ii. To change position budget, select the blue cell under "Proposed FYxx Budget"
 - iii. To add a new split double click on "Add New Index/Acct Combo (dbl click)"
 - d. Add a stipend by double clicking "Add New Index/Acct Combo" under stipend section of the position
 - i. Utilize 61123D for faculty stipends (only available for budgeting purposes) and position appropriate account code for other employee types (i.e., Professional = 61124)
 - e. Do not budget grant or F&A indexes, this is completed through OSP
 - f. Institution-wide position increases, such as merit, market, equity, promotion, pay plan, annualization or longevity changes are included in pre-populated budgets in labor plan files
 - g. Ensure personnel account codes not associated w/ a position #s are budgeted correctly
 - i. Budgeting in staff teaching related account codes (61123M, 61123C and 61123A) will be done here
3. **Update revenue & operating budgets in Budget by Index files**
 - a. Current fiscal year's Current Base Budget amounts are used to populate the future fiscal year's non-position account codes
 - b. Select "20xx Budget" then "Budget by Index" then "Open Plan Files"
 - c. Select the index from list with double click - note these are indexes and not orgs (like in positions)
 - d. Information from labor planning will pull over and is not updateable in these plan files
 - i. Do not leave Budget by Index files open while editing Labor Plan files as the amounts will not automatically update
 - e. To update budgets, select the blue cells under "FYxx Proposed Budget" and enter the total FYxx proposed budget for each account code
4. **Rerun the "New FY Budget Overview" to verify that the "New Year Budget" ties out to your allocations for General Fund indexes, revenue matches expenses in restricted (gift) funds, designated and auxiliary indexes.**
 - a. For summary of current unrestricted allocations, utilize the MSU Current Unrestricted Allocations report for a by index summary.

Additional Information:

- Utilize comment fields to indicate why you are making changes from pre-populated amounts
- Admin Fee in 62889A will automatically be calculated for designated indexes. This is 6%.
- Do not budget more than \$5,000 in Account 62899
- Do not use account code 6xx00, instead use 6xx99