FinanceHUB Budget Planning Guide
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Acronyms to note: BPA stands for Budget, Planning and Analysis Office.

Icon Index:

- 🍩 Waffle Icon
- 🍔 Hamburger Stack
- 📍 Bell Notification

In order: File Attachments, Messages, Tools
**Budgeting Module:**
The Budgeting Module contains a list of Budget Planfiles for which you have access. These Planfiles represent the Level 3 Orgs in Banner, with Level 1 being the highest level or location (University of Montana-Missoula, Helena College of Technology, etc.) and Level 2 being the sectors or areas of authority. The financial manager of the Level 3 Org assigned in different ways. The majority of the UM-Missoula Level 3 Orgs are academic units under the Provost. You might be assigned under a Level 3 Org and only have responsibility for your indexes in that Planfile. Please be certain that you only enter budget for the indexes for which you are responsible. In all cases, you should collaborate with your colleague or colleagues that share this access to coordinate the submission of your Planfile. Submission of Planfiles will be available once workflow is activated.

**Important:** Labor feeds into the Budget Planfiles. Make sure your Labor Planfile is complete before submitting the Budget Planfile.

Login to FinanceHUB. [https://umt.axiom.cloud/](https://umt.axiom.cloud/). This will take you to your single sign on. Google Chrome is the preferred browser. Please make sure you have pop-ups enabled for this site. You will know they are not enabled if your Planfile does not open in a new tab.

From the FinanceHUB home page, open the Budgeting module by clicking on the waffle icon in the upper right-hand corner of the screen. Select Budgeting.

Within the budgeting module there are three different sections: Budgeting, Labor Planning and Budget Requests.

It's that time of the year again... please review your budgets below and provide inputs as indicated in the plan files.

To move between the various tabs, click on the particular tab you would like to view.

Each will show Planfiles for which you have access. You might be able to see all budget requests but there will be $0 showing for those requests for which the index does not roll to your Level 3 Org.

There are separate guides for each of these tabs. You can find them here: [https://www.umt.edu/budget/financehub/default.php](https://www.umt.edu/budget/financehub/default.php)
Budgeting Home Screen/Budgeting Tab:

- The budgeting home screen shows the list of plan/budget files you have access to, which is determined by your security access.
- If you have access to multiple Planfiles, you can use the scroll bar on the right-hand side to navigate through them or you can filter the files by clicking on the filter icon. (shown above)
- To clear the filter, click “Clear”.
- If you highlight a Planfile in the budgeting tab it will show information at the bottom such as year to date expenses, budget amounts, variance, variance percent and monthly variance.
To the right of this information you will see the workflow process assigned by the BPA Office. These are the steps of approval for the Budget Workflow. Your login will either be a Budget Owner Input or you will start with Budget Review. This is likely the case for smaller Level 3 Orgs.

*Note: Separate Instructions for the Budget Workflow are under construction and will be provided soon.

Within the workflow you will see due dates for each of the steps and which files have been completed or moved on to each of the workflow steps (Note: this will only show up if the workflow is turned on and due dates may or may not be set until later in the plan cycle).

It will also color coordinate each of the workflow steps and show you which step Planfiles are in the budget workflow process.

**Budget Planfile Tools and Layout:**

The Budgeting tab display should show the Planfiles for which you have access. If you do not see any information, email financehub@umontana.edu or call 243-6340 for assistance.

Click on the icon to open the Planfile.

Opening the file will bring you to the overview landing page.

The Planfile has 6 tabs: Overview (landing page), Budget, Transfers, Index Review, Consolidated Summary and Narratives.

**Planfile Tools:**

**Upload Attachments:**

You will notice the grey band has added the paperclip icon. This icon will allow you to attach documents directly to the Planfile. It is only visible to those who have access to the Planfile.
- To upload a file, click on the icon, navigate to the file you wish to upload, click open. Once a document is attached to the Planfile, it is downloadable by others by clicking the icon.
- It becomes a static document once it is attached to the Planfile, so if changes are made to the document, a new copy will need to be uploaded to the Planfile.
- To delete the file, click the icon and then click OK.

**Message Stream:**

**Budgeting**

<table>
<thead>
<tr>
<th>Message Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ Add Comment</td>
</tr>
</tbody>
</table>

**Testing** Kinsey Anderson 25 minutes ago

@Cindy Johnson working through demo.

Testing comment functionality

**Variance Warnings** Cindy Johnson 4 months ago

@Lise Fitzpatrick @Stacey Eve

Is there a configuration to set warning/critical to show only on totals instead of line items?

- Within the budget Planfile, the light grey band will display the message stream.
- This message stream can only be seen by others who have access to that particular Planfile.
- To add a message, click “add comment”.
- Within the message you can add a title, compose a message and tag a user.
- If you tag a user, that user will get a notification under the bell icon.

**Planfile Layout:**

**Overview Tab:**

<table>
<thead>
<tr>
<th>OVERVIEW</th>
<th>BUDGET</th>
<th>TRANSFERS</th>
<th>INDEX REVIEW</th>
<th>CONSOLIDATED SUMMARY</th>
<th>NARRATIVES</th>
</tr>
</thead>
</table>

**2021 Budgeting**

Hi Kinsey,

Thanks for your input on the budget for 2021.

**Process**

1. Complete the fields in the Budget tab.
2. Review results in the Summary tab. Return to the Budget tab to make edits, if necessary.
3. Add notes in the Narratives tab.

<table>
<thead>
<tr>
<th>Legend</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

- The Overview tab is your landing page within a specific Planfile
• This will hold information and instructions about the budgeting process from the BPA Office.
• It also holds the “Legend” which shows you which cells you can make changes to during the budgeting process
  o (1) Cells with no border and colored white are fed into the budget Planfile and are either historical information or calculated on their own for which you cannot make changes.
  o (2) Cells that have a border and are shaded light blue can be updated

Narratives Tab:

• The narratives tab will hold any questions you are required to respond to before budget submission. Please be sure to check this tab before submitting the Planfile
• When answering questions within the narratives tab, you have 500 characters to respond
• If you need additional space for responses, please respond in a separate document and attach it to the Planfile through the icon

Budget Tab:

• The majority of your time in Axiom will be spent on the Budget tab.
• Budget Planfiles are organized by level 3 Orgs and within each Planfile you will budget at the index level.
• To view all indexes associated with the Planfile, click on the hamburger stack located next to the index number.

• Indexes listed under each Planfile are sorted alphabetically and then by activity code. For example, if your first index alphabetically, is MAF002 and you budget with activity codes, you will first see MAF002 without activity code followed by MAF002 and the associated activity codes.
• NOTE: each index and activity code combination will have its own file
• Before you proceed to a different index, you will need to choose “Save” or “Don’t Save”.
• It is best practice to choose “Save” so any work you have completed up until this point saves. When you click save the budget saves and the next index you selected will open.
• Once you open the budget file for a specific index and activity code combination, you will notice the Key Performance Indicator boxes at the top: this information will serve as historical data and starting points for your current year’s budget.
• Within the Planfile, expense and revenue account codes are rolled up into categories labeled: Revenue, Personnel Expense and Operating and Capital.

• The first columns will be from previous fiscal years and will help serve as a starting point when considering the current fiscal years budgets.
• Then, you will have Year to Date (YTD) expenses, YTD encumbrances and committed YTD (YTD actuals + YTD encumbrances = committed)
- Index Planfile data will also show percentage of your actuals compared to your budget.
- The annualized column represents your YTD plus an estimate of expenses for the remainder of the year using the same burn rate from your YTD.
- When you are ready to create your budget, click on one of the ▸ under the categories (Revenue, Personnel Expense, Operating and Capital).

You will see the account codes that roll up to the category you clicked on. Only account codes you have budgeted for previous fiscal years are shown. If you have never submitted budget in a particular account code category, you will need to submit a Budget Request (separate instructions, currently under construction).

- As you move further into the file, you will notice the budget starting point for the fiscal year you are planning. (equals budget from current fiscal year)
- The global % represents any universal increases set by the BPA Office.
- There are two ways to change your budget from the budget starting point - percentage or dollars. Percentages will not apply if the Budget Starting Point is $0.
- After you adjust the budget amount, you can add a comment/justification on each individual account code line.
- NOTE: since this budget is your plan for the coming fiscal year we encourage you to provide detail on each line regarding your expenses for the account codes.
- In the personnel expense account codes, you will see the words “from labor” meaning you cannot adjust these accounts on this page.
• If you want to make changes to personnel expense, you will do so in the Labor Planfile, save it and then it will be reflected under the Budget Planfile personnel expense.
• To quickly navigate to the Labor Planfile, click on the hamburger stack in the upper right-hand corner and navigate to the labor planning tab and then to the desired Labor Planfile.

![Image of Labor Planfile]

• You will see buttons on the top right-hand corner of your Planfile - Save & Submit
  o Save allows you to save your work and come back to it
  o Submit will move it out of your inbox into someone else's, moving it forward in the workflow system.

***NOTE: Do not submit until Labor has been completed. Submitting budget means you approve the underlying Labor Planfile, if you haven't finished reviewing and saving Labor then the budget has not been completed.

• Once you have finished, click the ✅ in the top right-hand corner and it will show that index and activity code combination as being Reviewed. This will make it easy for you to see which index and activity code combinations you have reviewed/still need to review.

• Other views within the Planfile can be accessed at the top right-hand corner the 📊 icon
  o Out years – plan for coming years – you can plan up to four additional out years.
  o Budget requests – pending/approved or approved only – budget requests will show up in one-time & recurring columns within the Planfile.
Transfers Tab:
• There are 3 sections on the Transfers Tab; Transfers In, Transfers Out and Internal Transfers.

Transfers In/Out:
• Transfers In and Transfers Out are used for transfers that will are outside of your Level 3 Org. For example, a debt service payment would be a transfer out to MUN686.

• Click on “Insert additional Transfer In” or “Insert additional Transfer Out”.

![Transfers Tab]

![Calc Method Variables]
• Click Apply.
• Enter the amounts for your transfer.

• Save the transfer by clicking on the save button in the upper right-hand corner.
• Once the other side of the transfer is budgeted by the Financial Manager responsible for Index MUM686 has been budgeted, a green check mark will appear next to the “Out” or “In”.

**Internal Transfers:**

• Internal transfers are transfers that you have within your same organization.
• Click on “Insert additional Internal Transfer”. The source index is the Transfer Out to an index within your Level 3 Org.

• Enter the information and then click Apply.
• You will see in the screenshot below it will automatically bring up the corresponding Transfer Revenue account associated with the “Transfer Out” account you select.
In this example, you can see the revenue account is 50156 for the other side of your transfer. Add an amount to any of the months (this can be all in one month or split if you choose).

- Add additional comments in the “Comments” field.
- Then Save.

Note*: You must have an amount in one of the budget months for the check mark to change to green. If you do not enter an amount it will not save.
Index Review Tab:

- The Index Review tab shows by budget category, what was saved in each index and activity code combination. This tab is only updated when data is saved in the Budget Planfiles.

Consolidated Summary Tab:

- This tab will show the specific Planfile you currently have open. It will appear similar to the view in the Budget tab because it will show historical and current data.
- One addition to the Consolidated Summary is the Allocation Target box. This will show where your budget stands in relation to the Budget Allocation Target set for your Planfile for the general fund only.

If you have questions, please call the Budget, Planning & Analysis office at 243-6340 or email financehub@umontana.edu. Thank you.