



Capital Budgeting Utility
Administrator's Guide
Axiom Budgeting
Version 2019.3



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AXIOM

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Overview

This document provides instructions to set up and maintain the Capital Budgeting feature set for Axiom Budgeting and Performance Reporting.

The Capital Budgeting feature set is a simplified capital request data-gathering tool to leverage during budget season. This feature set is not intended as a substitute for a structured, rigorous analytical capital-planning process. It is designed as a simple data request gathering tool for organizations with a small capital budget. It does not include:

- Operating impact analysis
- Decision making attributes or process
- Voting ability
- Ranking ability
- Formal approval process

The items are entered and saved to a Capital Request table for additional reporting, along with the option to flow the computed depreciation to the operating budget. If you elect to automatically transfer the depreciation to the operating budget, then in short, each item entered and saved is considered approved unless that item is zeroed or deleted from the input utility. If you elect not to transfer the depreciation, you can query the requested items, develop an approval process, and enter depreciation manually in the determined locations.

The Capital Collection utility includes the following:

- Item Description
- Reason
- Acquisition Period (Remaining CY & NY)
- Quantity
- Cost Per Unit
- Total Cost
- Type (New or Replacement)
- Priority

Configurable areas include:

- Monthly or annual capital requests
- CY remaining months to display
- Option for two future year estimates
- Capital types or accounts and their associated depreciation accounts
- Useful life and depreciation convention for each identified type or account
- Option to automatically add computed depreciation to Operating Budget Driver table

Components

The following is the list of components for this feature set. This assumes the files have already been installed for your organization. If not, a manual installation will be required when requested. For more information, see Manual Installation Instructions.

- Data table
- Budgeting Guide task pane (standard file - Add this link to our standard task pane)
- Budgeting Capital Input Utility file
- CapitalRequest calc method file
- Capital Budget Report (Located in Budgeting Reports> Custom Reports)

First year using the utility

If this is the first year that your organization is using the Budget Capital Input utility, before configuring the utility, perform the following steps:

1. Copy the four files to your local drive.
2. Launch Axiom.
3. Using Explorer, import DATAFIELD-MIGRATOR to your **My Documents** folder. This file is used to create the table. You can put it in any location since you will delete it later.
4. Import Budgeting Guide.axl to the **Task Pane Library > Budgeting** folder. Allow it to overwrite the existing file.
5. Import Budget Capital Input.xlsx to the **File Group Budget-2018 > Utilities** folder.
6. Using System Browser, import the CapitalRequest.xlsx file to the file group **Budget-2018 > Calc Method Libraries** folder.

Configuring the Budget Capital Input utility

Only users assigned the Budget Admin role can configure the Axiom Budget Capital Input utility.

IMPORTANT: If you are using the utility for the first time, this topic assumes you have completed the steps in [First year using the utility](#).

To configure the Budget Capital Input utility:

1. Launch the Budget Capital Input file from the intended Budget File Group Utilities folder. Launching from here gives you editing rights.

NOTE: When launching from the Budget Workbook task pane, the file is secure. As a result, you will NOT be able to change the configuration.

2. When the system prompts you to select a Department, select **CANCEL**.
3. If you are a Member Budget Admin role, the Configuration tab displays.
4. Select the purchase period to be by month or annual.
5. Change the number of current year months to allow your managers to add capital for.
6. Select if you want two future year input periods to show/allow.
7. Configure if you want computed depreciation to be automatically transferred to the Budget Depreciation driver.

CAPITAL BUDGET PARAMETERS		
Are you a Budget Admin?		TRUE
File Group Budget Year		2018
Annual Input or Monthly?		Monthly
CY Remaining Months to Display		6
Display two future years?		Yes
Post Depreciation to the Budget Depreciation Driver??		No

8. Update the Depreciation Pick Lists and Useful Lives accordingly. You can add the account numbers, and the system will look up the Description. Another option is to type over the account description formula to use a more end-user friendly name for the categories and then repeat the same account number but with different useful lives.

For example, if you have non-descriptive depreciation accounts, you can type in capital types and associated depreciation accounts.

Description	Depreciation Account #	Useful Life
Major Equipment	700001	10
Minor Equipment	700001	5
Buidling	700002	25

Default Settings			
*Note: Enter Acct numbers to automically populate descriptions or you can manually type in Categories but you must assign Account numbers			
Capital Request Setup	Depreciation	Useful	Depreciation
Enter Depreciation Accounts & Useful Life for Selection	Account	Life	Convention
Select Account from Dropdown			
Default ACCT	0	10	1-Acquisition Month
Default ACCT	0	25	1-Acquisition Month
Default ACCT	0	15	1-Acquisition Month
Default ACCT	0	10	1-Acquisition Month
Default ACCT	0	5	1-Acquisition Month
Default ACCT	0	5	1-Acquisition Month
Default ACCT	0	10	1-Acquisition Month
Default ACCT	0	5	1-Acquisition Month
Default ACCT	0	5	1-Acquisition Month
Default ACCT	0	3	1-Acquisition Month
Default ACCT	0	0	1-Acquisition Month
Default ACCT	0	0	2-Half Year
Default ACCT	0	0	2-Half Year

9. After you are done making your changes, click **Save**.
10. Close the utility.
11. Relaunch the utility, and select a department to test.
12. Validate that the items display correctly and work as configured.

NOTE: To make changes, we recommend that you close the utility, and complete Steps 2-12 above again.

Configuring Security

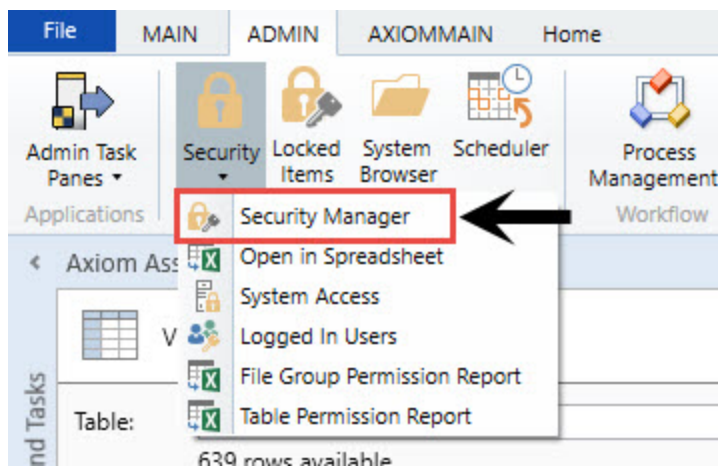
This section includes steps for setting up the security parameters to the Input File and for Admin super users to right-click Save Data Only.

Configuring Input File security

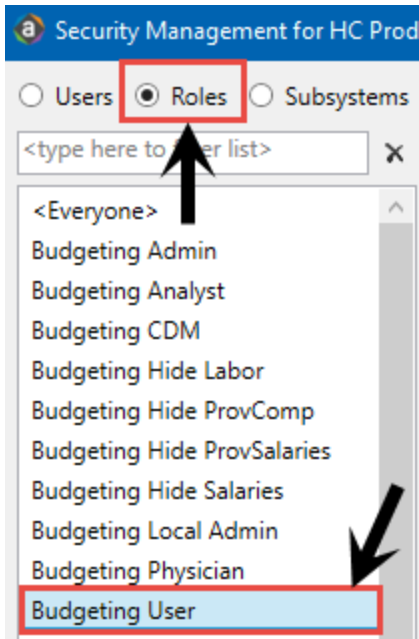
Use this process to provide access to the Input File.

To configure Input File security:

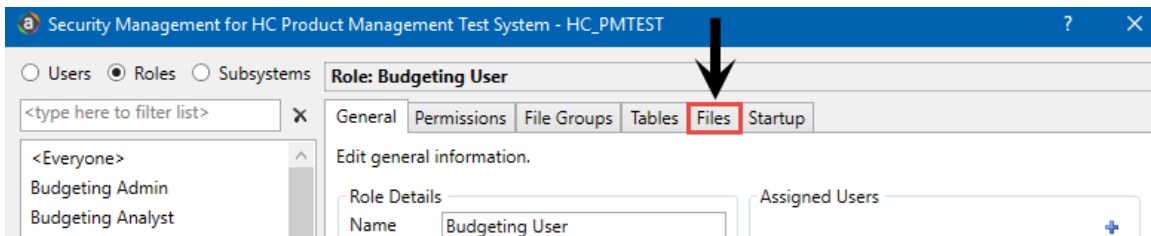
1. From the **Admin** ribbon tab, in the **System Management** group, click **Security > Security Manager**.



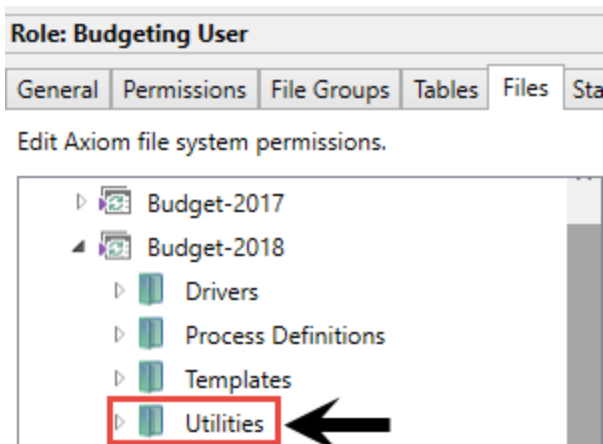
2. In the upper left corner of the Security Management dialog, click **Roles**, and then select the **Budgeting User** role.



3. On the right side of the dialog, click the **Files** tab.



4. In the Edit Axiom file system permissions box, click **File Groups > Budget-Year > Utilities**, and then click **Budget Capital Input**.



5. On the right side of the dialog under the **Budget Capital Input** section, do the following:
 - a. Select the **Configured Permissions** check box.

- b. From the **Access** drop-down, select **Read Only**.
- c. Deselect the **Show in Explorer** check box.
- d. Select the **Allow Save Data** check box.

☒ Configured Permissions

Access: **Read Only**

☐ Show in Explorer

☒ Allow Save Data

☐ Allow Unprotect

☐ Allow Sheet Assistant

☐ Allow File Processing

Effective Permissions

Access:	No Access
Show in Explorer	Not allowed
Save Data:	Not allowed
Unprotect:	Not allowed
Sheet Assistant:	Not allowed
File Processing Assistant:	Not allowed

[Show Details](#)

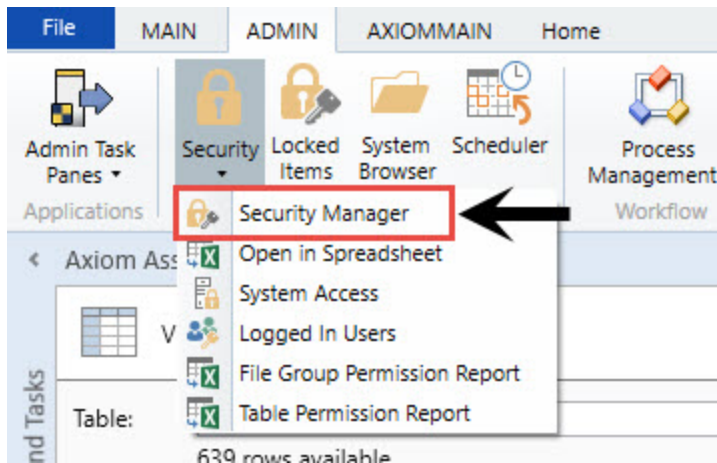
6. To save the changes, at the bottom of the dialog, click **Apply**.
7. To exit the dialog, click **OK**.

NOTE: Access to the data table is already configured. When the table was created, it was assigned to a Table Type that all users can write to.

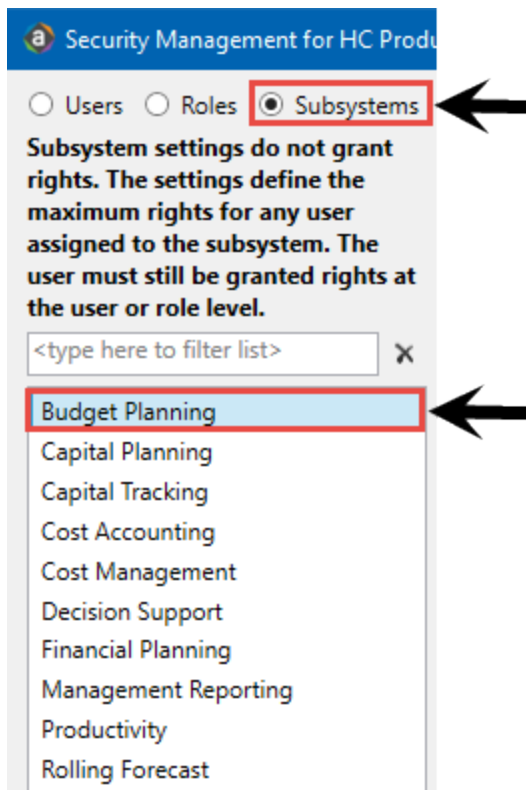
Configure Admin super users to save data only

To configure Admin super users to save data only:

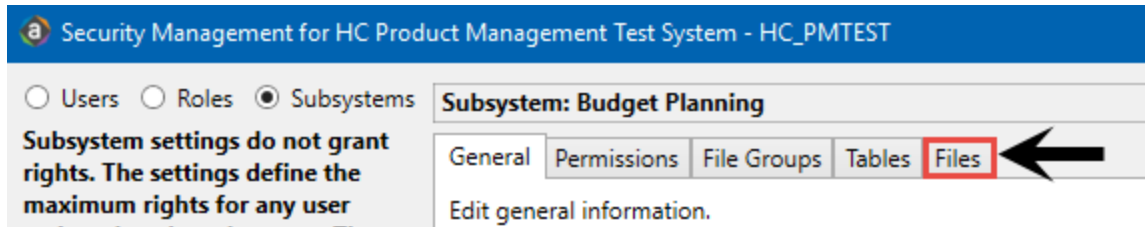
1. From the **Admin** ribbon tab, in the **System Management** group, click **Security > Security Manager**.



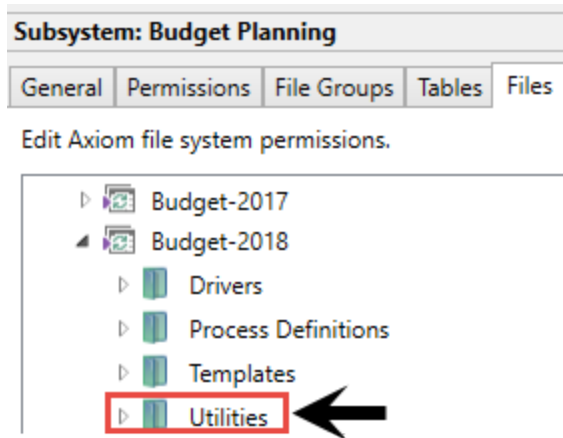
2. In the upper left corner of the Security Management dialog, click **Subsystems**, and then select **Budget Planning**.



3. On the right side of the dialog, click the **Files** tab.



4. In the Edit Axiom file system permissions box, click File Groups > Budget-Year > Utilities, and then click Budget Capital Input.



5. On the right side of the dialog under the **Budget Capital Input** section, do the following:
 - a. Select the **Maximum Permissions** check box.
 - b. From the **Access** drop-down, select **Read Only**.
 - c. Select the **Show in Explorer** check box, if not already.
 - d. Select the **Allow Save Data** check box.

☒ Maximum Permissions

Access: Read Only ▾

☒ Show in Explorer
☒ Allow Save Data
☐ Allow Unprotect
☐ Allow Sheet Assistant
☐ Allow File Processing

Effective Permissions

Access:	Read Only
Show in Explorer	Allowed
Save Data:	Allowed
Unprotect:	Not allowed
Sheet Assistant:	Not allowed
File Processing Assistant:	Not allowed

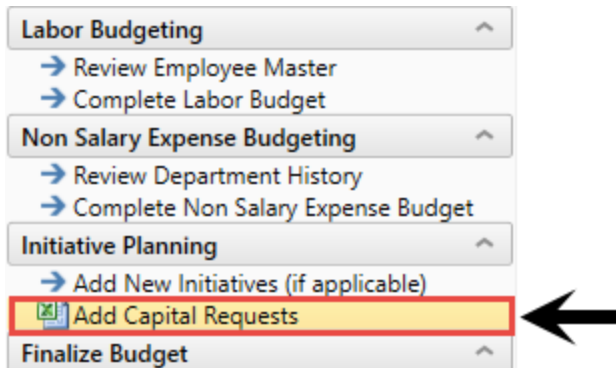
[Show Details](#)

6. To save the changes, at the bottom of the dialog, click **Apply**.
7. To exit the dialog, click **OK**.

Adding a capital request

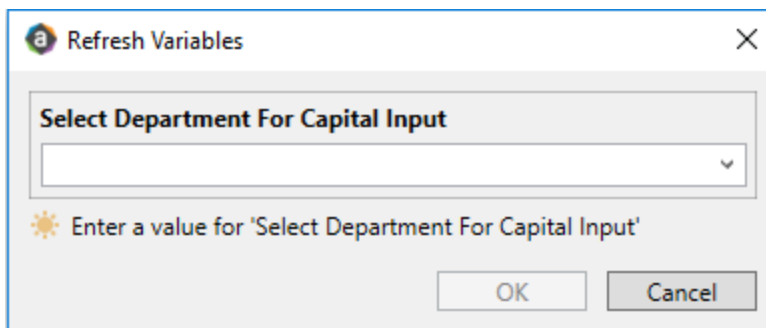
To add a capital request:

1. Open a budget plan file.
2. In the **Budgeting** task pane, in the **Initiative Planning** section, double-click **Add Capital Requests**.



NOTE: The Capital Input utility launches in a separate window, but you can still access the previous window to toggle between operating and capital budget.

3. In the **Refresh Variables** dialog, select a department to add capital requests, and click **OK**.



The selection list includes all departments within your **FINANCIAL** filter. The selection is NOT dependent on the originating plan file by which it was launched. You can select and add capital requests to any department within your financial filter. The originating plan file is simply needed to access the Budgeting end-user task pane.

When you launch the utility, it provides ten new capital request items. Previous entries are listed first, followed by ten new capital request blocks.

4. To add more than ten new request blocks in a single setting, do one of the following:
 - At the bottom of the last ten default blocks, double-click **Double Click to Insert New Capital Request**.



Double Click to Insert New Capital Request


- Save, and then refresh the utility by pressing **F9** or clicking **Refresh Data** on the **Main** ribbon tab. Select the same department and the system will first display the previous entries, followed by ten new requests blocks.

Deleting a capital request

To delete a capital request:

1. On the request row, in the Save Delete column, type Delete.

Acquisition Period	Quantity	Per Unit Cost	Total Cost	Priority	Save Delete
Jun-2018	2	3,800.00	7,600	1	Save



2. Save the utility.

The flagged requests are deleted and removed from the form.

Rolling over at year end

Each new budget year, a new file group is delivered from a product update. This Capital feature set is not a component of the new file groups, so you must copy the feature set components to the new file group to make it available for next year.

To roll over at year end:

1. Copy **Current File Group > Utilities > Budget Capital Input.xlsx** to the **New File Group > Utilities** folder.
2. Using System Browser, copy **Current File Group > Calc Method Libraries > CapitalRequest.xlsx** to **New File Group > Calc Method Libraries** folder.
3. Clone the existing table to a new table for the respective fiscal planning year by doing the following:
 - a. From Explorer, navigate to the **Tables Libraries > Budgeting > Custom** folder.
 - b. Right-click the **CapitalBudget2018** table.
 - c. Click **Clone**.
 - d. In the **Clone Table** dialog, in the **Table Name** field, change the name of the table to **CapitalBudgetYear**.

Clone Table

Enter the table name and specify the classification of the new table.

Table Name: CapitalBudget2019

Table Type: Budget Custom Data New Table Type...

Folder: Custom Set Folder

Table Classification

☒ Data Table Data Tables contain fact data that is used as the source for reports, plan files, etc. Allows more than one key field to define uniqueness of rows.

☐ Reference Table

☒ Copy Table Security

- e. Click **Next**.
- f. Click **Next** again.
- g. Click **Finish**.
- h. Click **OK** (do not copy data).

Data table

FIELD	Description	Record 1	Record 2
DEPT	Department	26310	26310
CapID	Capital ID	1	1
Ctype	Capital Type	Capital	Depreciation
Cacct	Capital Account	71100	71100
P1	NY Budget Period 1	5000.00	41.67
P2	NY Budget Period 2	0.00	41.67
P3	NY Budget Period 3	0.00	41.67
P4	NY Budget Period 4	0.00	41.67
P5	NY Budget Period 5	0.00	41.67
P6	NY Budget Period 6	0.00	41.67
P7	NY Budget Period 7	0.00	41.67
P8	NY Budget Period 8	0.00	41.67
P9	NY Budget Period 9	0.00	41.67
P10	NY Budget Period 10	0.00	41.67
P11	NY Budget Period 11	0.00	41.67
P12	NY Budget Period 12	0.00	41.67
CY1	CY Budget Period 1	0.00	0.00
CY2	CY Budget Period 2	0.00	0.00
CY3	CY Budget Period 3	0.00	0.00
CY4	CY Budget Period 4	0.00	0.00
CY5	CY Budget Period 5	0.00	0.00
CY6	CY Budget Period 6	0.00	0.00
CY7	CY Budget Period 7	0.00	0.00
CY8	CY Budget Period 8	0.00	0.00
CY9	CY Budget Period 9	0.00	0.00
CY10	CY Budget Period 10	0.00	0.00
CY11	CY Budget Period 11	0.00	0.00
CY12	CY Budget Period 12	0.00	0.00
Yr2	Yr2 Capital Estimate	0.00	0.00

FIELD	Description	Record 1	Record 2
Yr3	Yr3 Capital Estimate	0.00	0.00
Description	Description	Sample Request I	Sample Request I
Reason	Reason	Enter Reason	71100 General Equipment
AQPeriod	AQPeriod	Jul-2017	
Type	Type	New	
PurchaseDate	PurchaseDate	42917	0
Quantity	Quantity	1.00	0.00
ItemCost	ItemCost	5000.00	0.00
TotalCost	TotalCost	5000.00	0.00
UsefulLife	UsefulLife	10.00	0.00
Priority	Priority	5.00	0.00
TotalBudget	TotalBudget	5000.00	500.00
TotalProjection	TotalProjection	0.00	0.00