

Bulls Budget System

M&S and F&E Fees Training Guide



UNIVERSITY of
SOUTH FLORIDA

Overview of system

- Components
 - Budget Planning (SCD)
 - Labor Planning – Line positions and Other labor (OPS & other salary)
 - Budget Planning (non-labor budget plus summary for labor information fed from Labor Planning)
 - In-year Forecasting (IYF)
 - IYF Labor Planning (seeded with Labor Planning)
 - IYF Budget Planning (seeded with Budget Planning)
 - Fee Request – review/request process for Material & Supply and Facilities & Equipment course fees
 - Reporting – use reports under the following menu trails
 - Main menu ribbon – Reports / USF (see list of reports)
 - Axiom Assistant – Libraries / Reports Library / USF (see list of reports)

Requirements to use software

- USF has only accessed the system using PC's
- Axiom works best in Microsoft Edge
- Request Access through your VP/Dean
- Provide email address and Net ID

Accessing Software

- 1) Copy this web address into the browser search box – <https://usf.axiom.cloud/>
- 2) The system requires a file to be installed on the computer (One-time)
- 3) Axiom uses the USF Portal to authenticate your access. Sign In by entering your USF Net ID and password. (This might not be required if you have already logged into another USF web server)

WELCOME to the UNIVERSITY of SOUTH FLORIDA

MYUSF | DIRECTORY | TEXT-ONLY

USF UNIVERSITY OF SOUTH FLORIDA

ABOUT USF ACADEMICS ADMISSIONS CAMPUS LIFE RESEARCH USF SYSTEM

Welcome to USF

You can use your USF NetID to access a variety of password-protected information and resources.

- **What is a USF NetID**
Find out more
- **Don't have a USF NetID?**
Create an account now
- **Forgot your password?**
Reset your password
- **Need help?**
Contact us

USF NetID Single-SignOn

Sign In

By logging in, I agree to the terms of the [Acceptable Use Policy](#).



4) The Axiom home page will come up automatically after you sign in. Click on the waffle icon.

Welcome to this year's planning process.

Budget	2022 Budget	2021 Actual	2023 Proposed	Variance	Variance %	Step	Status
FINANCIAL STATEMENT CONTROL UNIVE	\$0	\$(69,866)	\$0	\$69,866	100.0%	1	Not Started
PAYROLL CONTROL ACCOUNTS UNIVERS	\$0	\$646,590	\$0	\$(646,590)	100.0%	1	Not Started
VENDING CONTROL ACCOUNT UNIVERSI	\$767,000	\$535,650	\$617,000	\$81,350	13.2%	1	Not Started
BPA CONTROL ACCOUNT UNIVERSITY WI	\$0	\$80,093	\$100,000	\$19,907	19.9%	1	Not Started
ACTIVITY & SERVICE FEES SARASOTA-M	\$1,794,783	\$1,479,695	\$3,854,910	\$2,375,215	61.6%	1	Not Started
ACTIVITY & SERVICE FEES ST PETERSBU	\$2,868,800	\$2,933,376	\$2,859,170	\$(74,206)	(2.6%)	1	Not Started
ACTIVITY & SERVICE FEES TAMPA	\$400,000	\$471,448	\$475,000	\$3,552	0.7%	1	Not Started
STUDENT FEES HEALTH	\$14,000	\$13,631	\$8,000	\$(5,631)	(70.4%)	1	Not Started

2022 Year to Date

Actual Expenses	\$(26,302)
Budget Amount	\$0
Variance	\$(26,302)
Variance %	0.0%

Monthly Variances

1 Budget Owner Input
2 Budget Review
3 Approval
4 Budget Office

5) This will open a smaller window below the waffle icon for you to select the Windows Client.

PRODUCT AREAS

- Budgeting
- Intelligence Center
- System Administration

LAUNCH

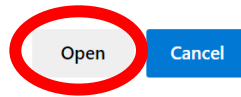
- Windows Client
- Excel Client
- MS Word Add-In
- MS PowerPoint Add-In

6) A window will open requesting approval to open the file. Click the Open button.

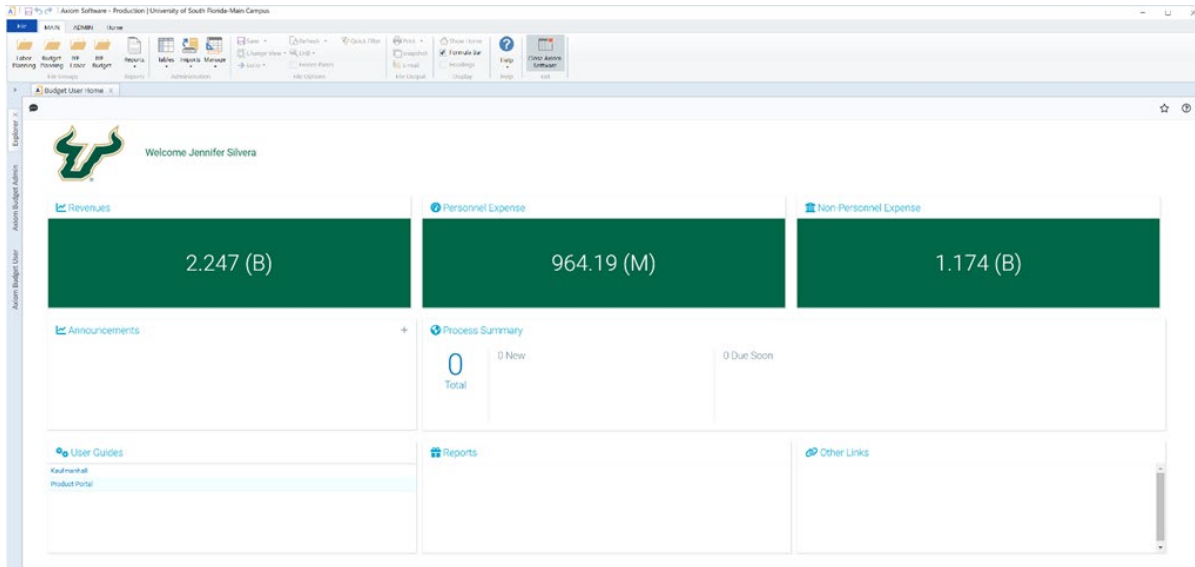
Open this file?

Do you want to open Axiom.UI.Start.application from usf.axiom.cloud?

[Report file as unsafe](#)



7) The USF home page will open.

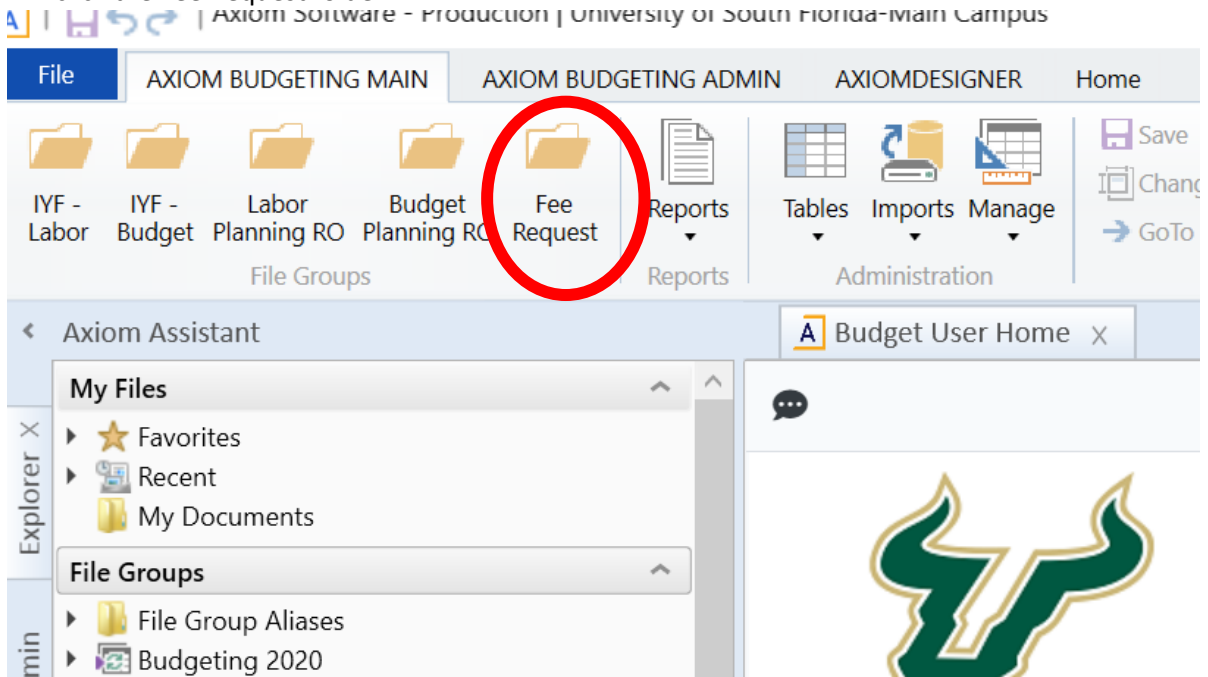


Fee Request Process

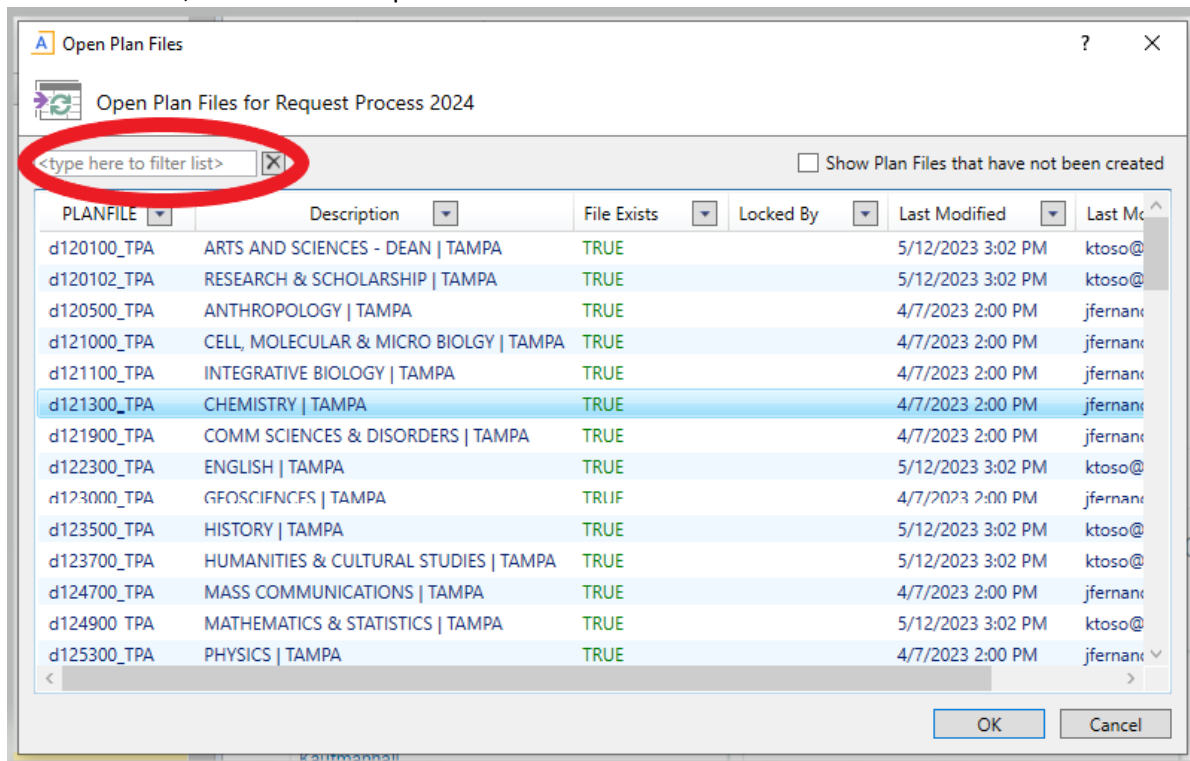
This module is used to submit and track Facilities & Equipment and Materials & Supply fees.

- Opening a department file –

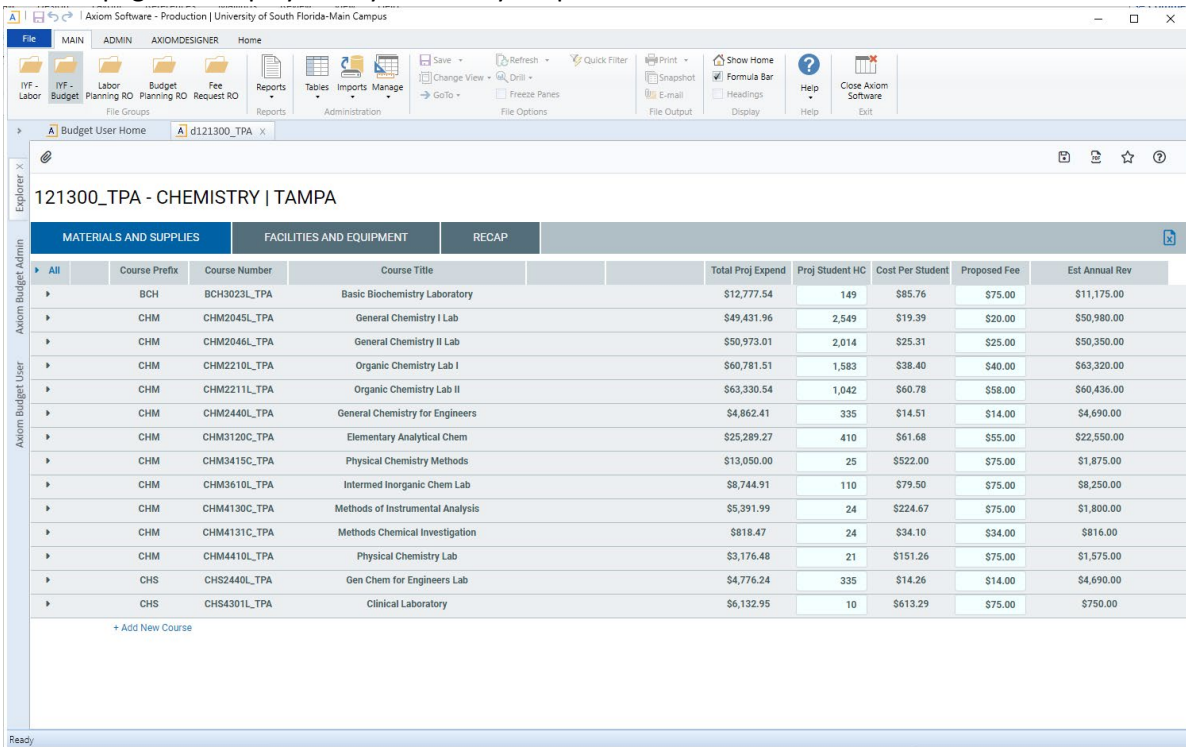
1. click the Fee Request folder



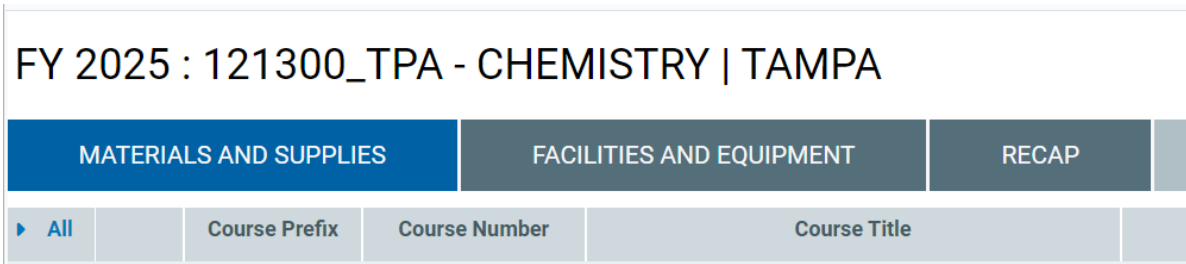
2. In the Plan files window you can search for a specific planfile in the search bar. Once you located the correct file, double click the planfile line or select it and click OK.



3. The page will display after you select your plan file



4. The plan files consist of three tabs



i. Material and Supplies (M&S)

1. This tab displays the course and fee information for the M&S fees.
2. Here you can:
 - a. Input the material and supply fee
 - b. Input the course student headcount
 - c. View the materials used by the course and their associated expenses
 - d. Input new materials used by the course and their associated expenses

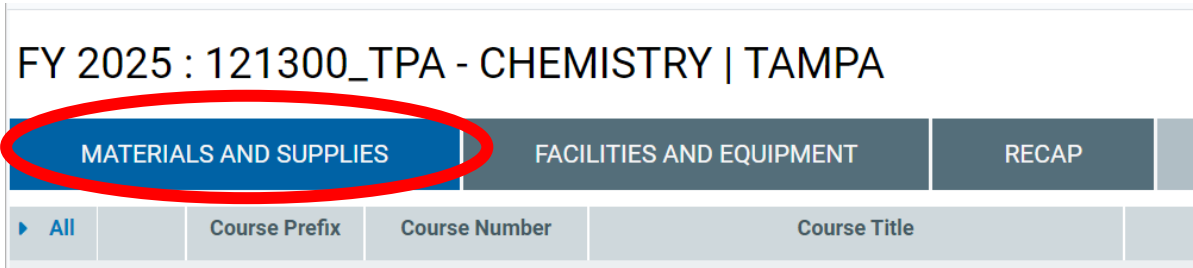
ii. Facilities and Equipment (F&E)

1. This tab displays the course and fee information for the F&E fees.
2. Here you can:
 - a. Input the facilities and equipment fee
 - b. Input the course student headcount
 - c. View the equipment used by the course and their associated expenses
 - d. Select additional rooms to assign to a course
 - e. assign the rooms equipment expense to the course

iii. Recap

1. This tab displays a list of all M&S and F&E fees in the plan file along with the fee amounts and enrollment information. The information is display only. You need to go into the other tabs to make changes to the fees.

- **Material and Supplies**



1. Click on the “MATERIALS AND SUPPLIES” tab
2. Review the data for accuracy.
3. When updating the material fees tab, first input the new expected student headcount – The module will automatically update the cost per student. Remember that the file must be saved after changes have been made.

	Course Prefix	Course Number	Course Title	Total Proj Expend	Proj Student HC	Cost Per Student	Proposed Fee	Est Annual Rev
▶	BCH	BCH3023L_TPA	Basic Biochemistry Laboratory	\$12,777.54	149	\$85.76	\$75.00	\$11,175.00
▶	CHM	CHM2045L_TPA	General Chemistry I Lab	\$49,431.96	2,389	\$19.39	\$20.00	\$50,980.00
▶	CHM	CHM2046L_TPA	General Chemistry II Lab	\$50,973.01	2,014	\$25.31	\$25.00	\$50,350.00
▶	CHM	CHM2210L_TPA	Organic Chemistry Lab I	\$60,781.51	1,583	\$38.40	\$40.00	\$63,320.00
▶	CHM	CHM2211L_TPA	Organic Chemistry Lab II	\$63,330.54	1,042	\$60.78	\$58.00	\$60,436.00
▶	CHM	CHM2440L_TPA	General Chemistry for Engineers	\$4,862.41	335	\$14.51	\$14.00	\$4,690.00
▶	CHM	CHM3120C_TPA	Elementary Analytical Chem	\$25,289.27	410	\$61.68	\$55.00	\$22,550.00
▶	CHM	CHM3415C_TPA	Physical Chemistry Methods	\$13,050.00	25	\$522.00	\$75.00	\$1,875.00
▶	CHM	CHM3610L_TPA	Intermed Inorganic Chem Lab	\$8,744.91	110	\$79.50	\$75.00	\$8,250.00
▶	CHM	CHM4130C_TPA	Methods of Instrumental Analysis	\$5,391.99	24	\$224.67	\$75.00	\$1,800.00
▶	CHM	CHM4131C_TPA	Methods Chemical Investigation	\$818.47	24	\$34.10	\$34.00	\$816.00
▶	CHM	CHM4410L_TPA	Physical Chemistry Lab	\$3,176.48	21	\$151.26	\$75.00	\$1,575.00
▶	CHS	CHS2440L_TPA	Gen Chem for Engineers Lab	\$4,776.24	335	\$14.26	\$14.00	\$4,690.00
▶	CHS	CHS4301L_TPA	Clinical Laboratory	\$6,132.95	10	\$613.29	\$75.00	\$750.00

- To update the fee input the new amount in the proposed fee column; If the fee amount exceeds the proposed fee amount the system will not accept the entry.

121300_TPA - CHEMISTRY | TAMPA

	MATERIALS AND SUPPLIES			FACILITIES AND EQUIPMENT			RECAP		
All	Course Prefix	Course Number	Course Title	Total Proj Expend	Proj Student HC	Cost Per Student	Proposed Fee	Est Annual Rev	
▶	BCH	BCH3023L_TPA	Basic Biochemistry Laboratory	\$12,777.54	149	\$85.76	\$75.00	\$11,175.00	
▶	CHM	CHM2045L_TPA	General Chemistry I Lab	\$49,431.96	2,549	\$19.39	\$20.00	\$50,980.00	
▶	CHM	CHM2046L_TPA	General Chemistry II Lab	\$50,973.01	2,014	\$25.31	\$25.00	\$50,350.00	
▶	CHM	CHM2210L_TPA	Organic Chemistry Lab I	\$60,781.51	1,583	\$38.40	\$40.00	\$63,320.00	
▶	CHM	CHM2211L_TPA	Organic Chemistry Lab II	\$63,330.54	1,042	\$60.78	\$58.00	\$60,436.00	
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▶	CHM	CHM3120C_TPA	Elementary Analytical Chem	\$25,289.27	410	\$61.68	\$55.00	\$22,550.00	
▶	CHM	CHM3415C_TPA	Physical Chemistry Methods	\$13,050.00	25	\$522.00	\$75.00	\$1,875.00	
▶	CHM	CHM3610L_TPA	Intermed Inorganic Chem Lab	\$8,744.91	110	\$79.50	\$75.00	\$8,250.00	
▶	CHM	CHM4130C_TPA	Methods of Instrumental Analysis	\$5,391.99	24	\$224.67	\$75.00	\$1,800.00	
▶	CHM	CHM4131C_TPA	Methods Chemical Investigation	\$818.47	24	\$34.10	\$34.00	\$816.00	
▶	CHM	CHM4410L_TPA	Physical Chemistry Lab	\$3,176.48	21	\$151.26	\$75.00	\$1,575.00	
▶	CHS	CHS2440L_TPA	Gen Chem for Engineers Lab	\$4,776.24	335	\$14.26	\$14.00	\$4,690.00	
▶	CHS	CHS4301L_TPA	Clinical Laboratory	\$6,132.95	10	\$613.29	\$75.00	\$750.00	

- If the expenses need to be updated or reviewed click on the black arrow next to the line.

121300_TPA - CHEMISTRY | TAMPA

	MATERIALS AND SUPPLIES			FACILITIES AND EQUIPMENT			RECAP		
All	Course Prefix	Course Number	Course Title	Total Proj Expend	Proj Student HC	Cost Per Student	Proposed Fee	Est Annual Rev	
▶	BCH	BCH3023L_TPA	Basic Biochemistry Laboratory	\$12,777.54	149	\$85.76	\$75.00	\$11,175.00	
▶	CHM	CHM2045L_TPA	General Chemistry I Lab	\$49,431.96	2,549	\$19.39	\$20.00	\$50,980.00	
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▶	CHM	CHM3120C_TPA	Elementary Analytical Chem	\$25,289.27	410	\$61.68	\$55.00	\$22,550.00	
▶	CHM	CHM3415C_TPA	Physical Chemistry Methods	\$13,050.00	25	\$522.00	\$75.00	\$1,875.00	
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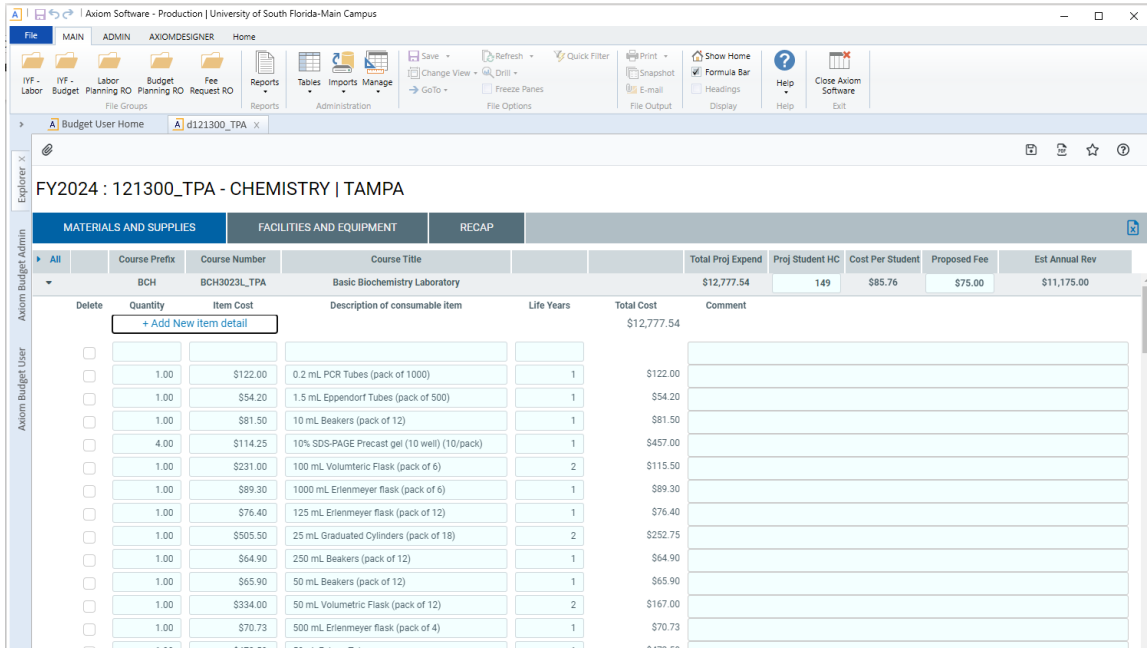
6. The lines that display are editable. The total cost field is calculated; the system multiplies the quantity and cost then divides by the life years. The aggregate of these fields creates the total material cost for the course.

121300_TPA - CHEMISTRY TAMPA								
MATERIALS AND SUPPLIES			FACILITIES AND EQUIPMENT	RECAP				
All	Course Prefix	Course Number	Course Title	Total Proj Expend	Proj Student HC	Cost Per Student	Proposed Fee	Est Annual Rev
	BCH	BCH3023L_TPA	Basic Biochemistry Laboratory	\$12,777.54	149	\$85.76	\$75.00	\$11,175.00
Delete	Quantity	Item Cost	Description of consumable item	Life Years	Total Cost	Comment		
+ Add New Item detail						\$12,777.54		
<input type="checkbox"/>	1.00	\$122.00	0.2 mL PCR Tubes (pack of 1000)	1	\$122.00			
<input type="checkbox"/>	1.00	\$54.20	1.5 mL Eppendorf Tubes (pack of 500)	1	\$54.20			
<input type="checkbox"/>	1.00	\$81.50	10 mL Beakers (pack of 12)	1	\$81.50			
<input type="checkbox"/>	4.00	\$114.25	10% SDS-PAGE Precast gel (10 well) (10/pack)	1	\$457.00			
<input type="checkbox"/>	1.00	\$231.00	100 mL Volumetric Flask (pack of 6)	2	\$115.50			
<input type="checkbox"/>	1.00	\$89.30	1000 mL Erlenmeyer flask (pack of 6)	1	\$89.30			
<input type="checkbox"/>	1.00	\$76.40	125 mL Erlenmeyer flask (pack of 12)	1	\$76.40			
<input type="checkbox"/>	1.00	\$505.50	25 mL Graduated Cylinders (pack of 18)	2	\$252.75			
<input type="checkbox"/>	1.00	\$64.90	250 mL Beakers (pack of 12)	1	\$64.90			
<input type="checkbox"/>	1.00	\$65.90	50 mL Beakers (pack of 12)	1	\$65.90			
<input type="checkbox"/>	1.00	\$334.00	50 mL Volumetric Flask (pack of 12)	2	\$167.00			
<input type="checkbox"/>	1.00	\$70.73	500 mL Erlenmeyer flask (pack of 4)	1	\$70.73			
<input type="checkbox"/>	1.00	\$472.50	50mL Falcon Tubes	1	\$472.50			
<input type="checkbox"/>	1.00	\$92.10	Acetic acid 1L	1	\$92.10			

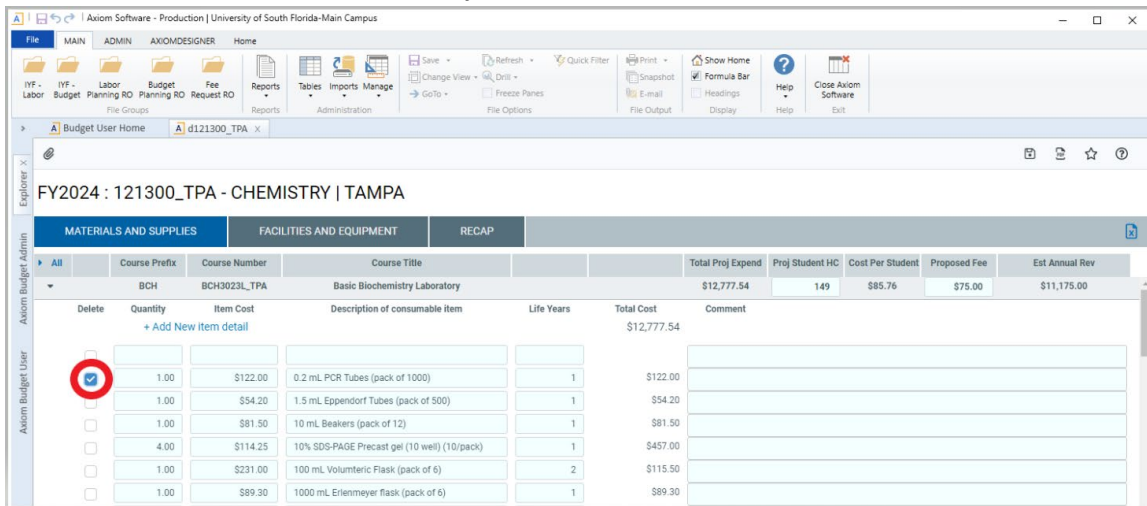
7. Click 'Add New item detail' to add more costs

FY 2025 : 121300_TPA - CHEMISTRY TAMPA								
MATERIALS AND SUPPLIES			FACILITIES AND EQUIPMENT	RECAP				
All	Course Prefix	Course Number	Course Title	Total Proj Expend	Proj Student HC	Cost Per Student	Proposed Fee	Est Annual Rev
	BCH	BCH3023L_TPA	Basic Biochemistry Laboratory	2025 \$12,777.54	149	\$85.76	\$75.00	\$11,175.00
Delete	Quantity	Item Cost	Description of consumable item	Life Years	Total Cost	Comment		
+ Add New Item detail						\$12,777.54		
<input type="checkbox"/>	1.00	\$122.00	0.2 mL PCR Tubes (pack of 1000)	1	\$122.00			
<input type="checkbox"/>	1.00	\$54.20	1.5 mL Eppendorf Tubes (pack of 500)	1	\$54.20			
<input type="checkbox"/>	1.00	\$81.50	10 mL Beakers (pack of 12)	1	\$81.50			
<input type="checkbox"/>	4.00	\$114.25	10% SDS-PAGE Precast gel (10 well) (10/pack)	1	\$457.00			
<input type="checkbox"/>	1.00	\$231.00	100 mL Volumetric Flask (pack of 6)	2	\$115.50			
<input type="checkbox"/>	1.00	\$89.30	1000 mL Erlenmeyer flask (pack of 6)	1	\$89.30			
<input type="checkbox"/>	1.00	\$76.40	125 mL Erlenmeyer flask (pack of 12)	1	\$76.40			
<input type="checkbox"/>	1.00	\$505.50	25 mL Graduated Cylinders (pack of 18)	2	\$252.75			
<input type="checkbox"/>	1.00	\$64.90	250 mL Beakers (pack of 12)	1	\$64.90			
<input type="checkbox"/>	1.00	\$65.90	50 mL Beakers (pack of 12)	1	\$65.90			
<input type="checkbox"/>	1.00	\$334.00	50 mL Volumetric Flask (pack of 12)	2	\$167.00			
<input type="checkbox"/>	1.00	\$70.73	500 mL Erlenmeyer flask (pack of 4)	1	\$70.73			
<input type="checkbox"/>	1.00	\$472.50	50mL Falcon Tubes	1	\$472.50			
<input type="checkbox"/>	1.00	\$92.10	Acetic acid 1L	1	\$92.10			

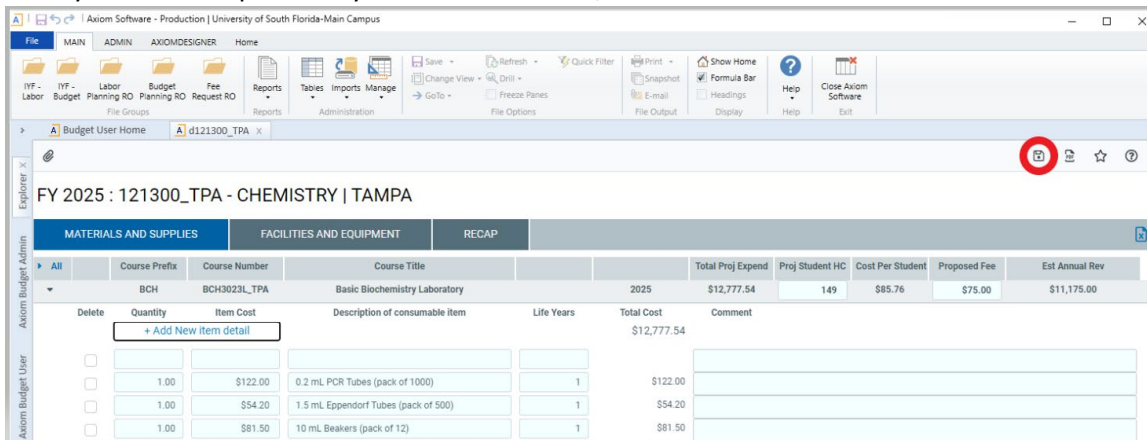
8. This will generate a new blank line; fill in the line with the new information.



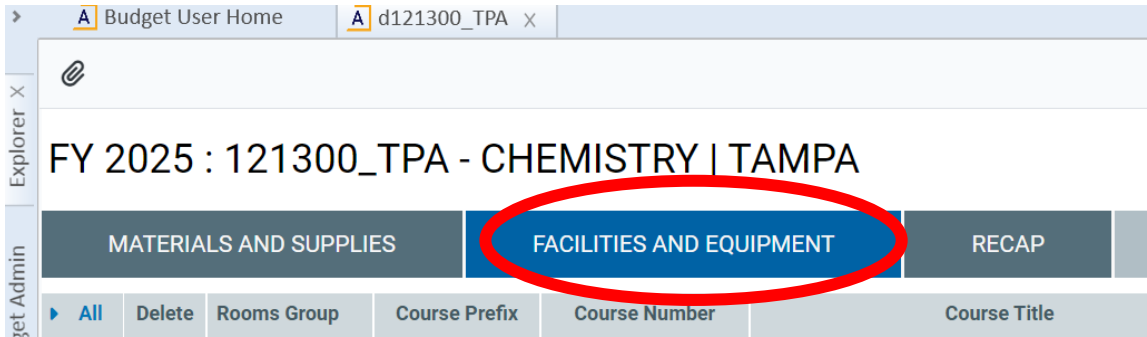
9. In order to remove a line, check the adjacent box of the line that needs to be removed



10. After you have completed any needed alterations, click the save icon.



- Facilities and Equipment

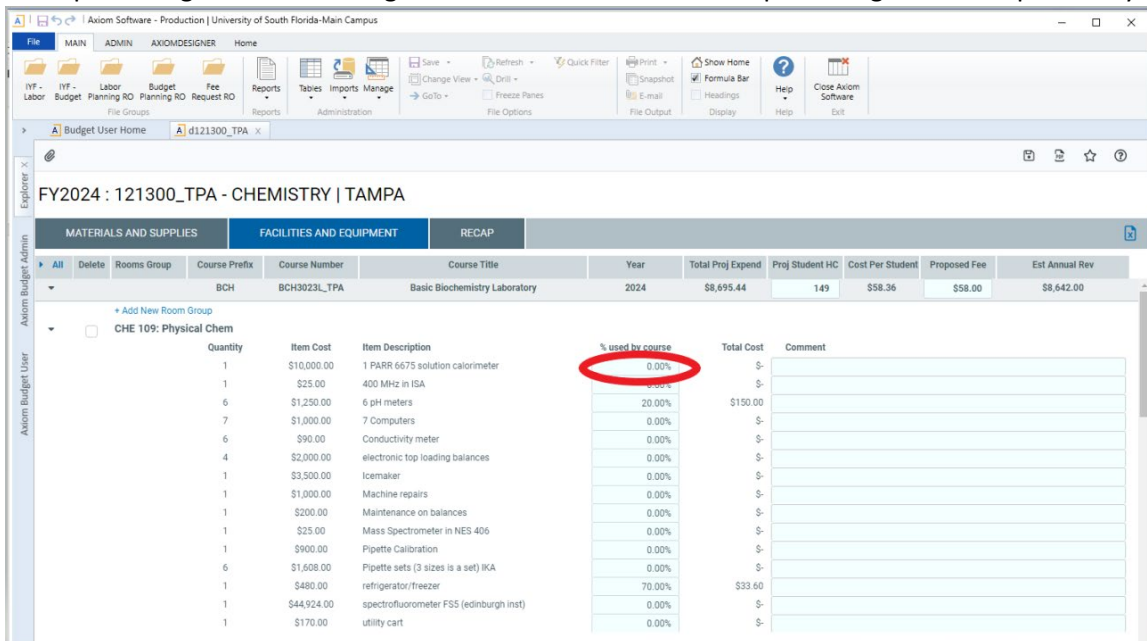


1. Click on the “MATERIALS AND SUPPLIES” tab
2. Review the data for accuracy.
3. Updating the headcount and proposed fee is done the same way in facilities and equipment tab as the materials and supply tab. To change them update the blue fields and click save.

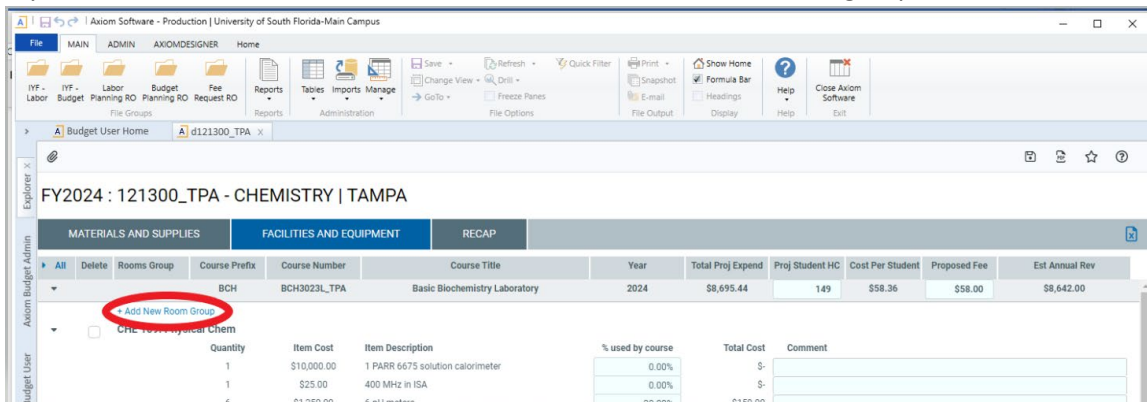
All	Delete	Rooms Group	Course Prefix	Course Number	Course Title	Year	Total Proj Expend	Proj Student HC	Cost Per Student	Proposed Fee	Est Annual Rev
▶		BCH	BCH3023L_TPA	Basic Biochemistry Laboratory	2024	\$8,695.44	149	\$58.36	\$58.00	\$8,642.00	
▶		CHM	CHM2045L_TPA	General Chemistry I Lab	2024	\$22,526.54	2,549	\$8.84	\$8.00	\$20,392.00	
▶		CHM	CHM2046L_TPA	General Chemistry II Lab	2024	\$19,921.67	2,014	\$9.89	\$9.00	\$18,126.00	
▶		CHM	CHM2210L_TPA	Organic Chemistry Lab I	2024	\$22,945.83	1,583	\$14.50	\$14.00	\$22,162.00	
▶		CHM	CHM2211L_TPA	Organic Chemistry Lab II	2024	\$47,495.13	1,042	\$45.58	\$45.00	\$46,890.00	
▶		CHM	CHM2440L_TPA	General Chemistry for Engineers	2024	\$-	0	\$-	\$-	\$-	
▶		CHM	CHM3120C_TPA	Elementary Analytical Chem	2024	\$21,678.85	410	\$52.88	\$52.00	\$21,320.00	
▶		CHM	CHM3415C_TPA	Physical Chemistry Methods	2024	\$-	0	\$-	\$-	\$-	
▶		CHM	CHM3610L_TPA	Intermed Inorganic Chem Lab	2024	\$19,003.08	110	\$172.76	\$100.00	\$11,000.00	
▶		CHM	CHM4130C_TPA	Methods of Instrumental Analysis	2024	\$-	0	\$-	\$100.00	\$-	
▶		CHM	CHM4131C_TPA	Methods Chemical Investigation	2024	\$-	0	\$-	\$100.00	\$-	
▶		CHM	CHM4410L_TPA	Physical Chemistry Lab	2024	\$6,188.37	21	\$294.68	\$100.00	\$2,100.00	
▶		CHS	CHS2440L_TPA	Gen Chem for Engineers Lab	2024	\$4,068.01	335	\$12.14	\$12.00	\$4,020.00	
▶		CHS	CHS4301L_TPA	Clinical Laboratory	2024	\$4,626.28	10	\$462.63	\$100.00	\$1,000.00	

4. To review or edit projected expenditures, click the black arrow on the row you wish to review.

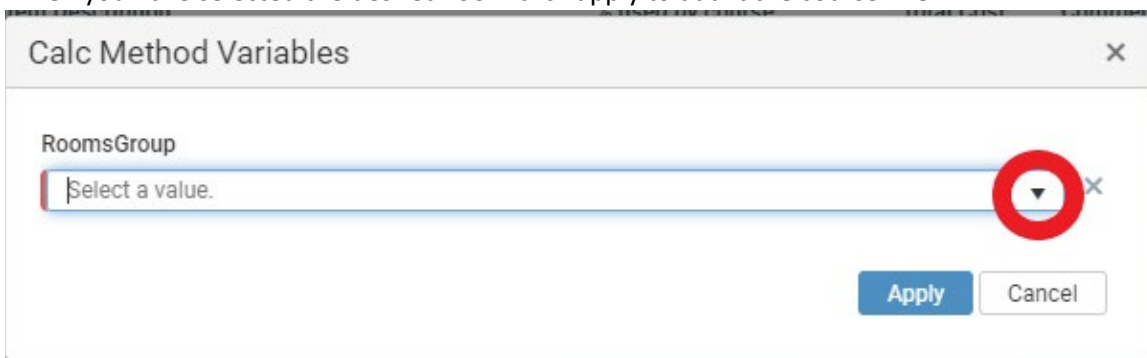
- The projected expenditures for facilities and equipment are calculated based on the usage of individual pieces of equipment in a course's utilized room(s). Each room has a list of equipment associated with it and each piece has a percentage utilization assigned to it for the course. These percentages can be updated by the user.



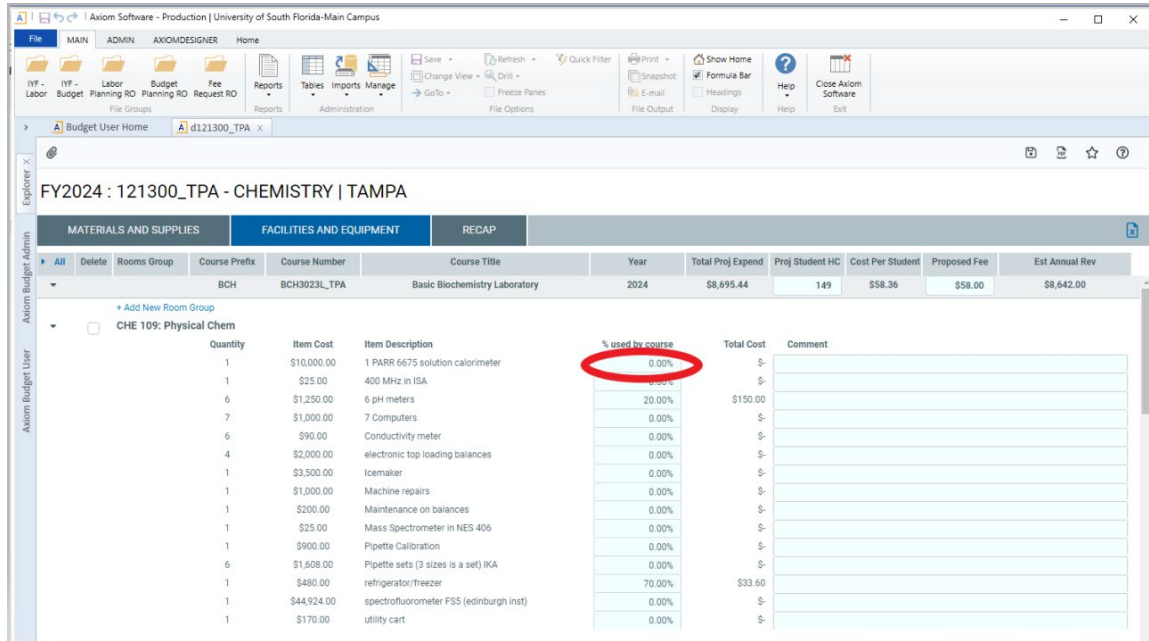
- If you need to add a new room to the course, click the 'add new room group'.



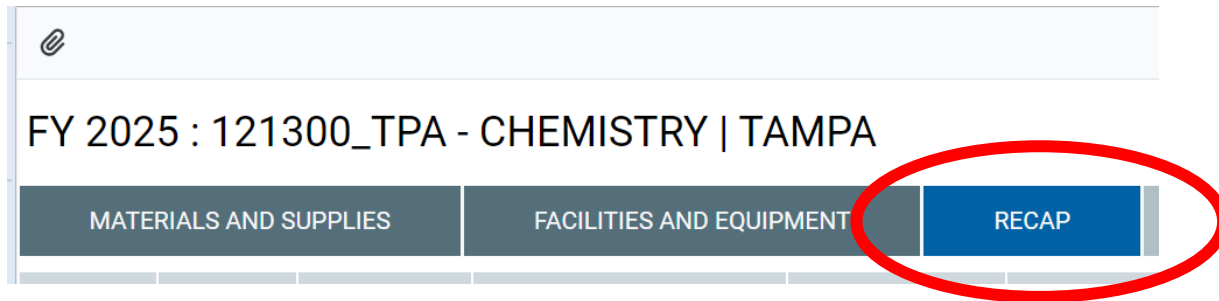
- Click the black arrow to view the list of rooms. You can also type in a search where the field says 'Select a value'. When you have selected the desired room click apply to add it the course line.



- Once the new room is assigned, input the percentages utilized by the course and click save



- Recap**



- Click on the "RECAP" tab
- Review the data for accuracy. The Recap Tab displays all fee information for a plan file in a summary view. The report displays all the primary fee information for all courses included in the planfile.

FY 2025 : 121300_TPA - CHEMISTRY | TAMPA

MATERIALS AND SUPPLIES		FACILITIES AND EQUIPMENT		RECAP							
Type	Course Number	Course Title	Total Cost	Student Count	Proposed Fee Amount	Current Fee	Proposed Fee Difference	New	Old	Difference	
▼ BCH3023L_TPA											
F_E	BCH3023L_TPA	Basic Biochemistry Laboratory	\$8,695.44	149	58.00	\$58.00	\$-	\$8,642.00	\$8,642.00	\$-	
M_S	BCH3023L_TPA	Basic Biochemistry Laboratory	\$12,777.54	149	75.00	\$75.00	\$-	\$11,175.00	\$11,175.00	\$-	
▼ CHM2045L_TPA											
F_E	CHM2045L_TPA	General Chemistry I Lab	\$22,526.54	2,549	8.00	\$8.00	\$-	\$20,392.00	\$20,392.00	\$-	
M_S	CHM2045L_TPA	General Chemistry I Lab	\$49,431.96	2,549	19.39	\$20.00	\$0.61	\$49,425.11	\$50,980.00	\$1,554.89	
▼ CHM2046L_TPA											

- Send an email to busfin-BFA@usf.edu stating that you checked all of the existing fees and supporting information for all of the departments for your college/area.