

# Reports available in Axiom

## Labor Roster Report

The report listed above allows the view of a full roster of positions under current security access.



Once you click on the Labor Roster Report  
You will find some filter options to the left.

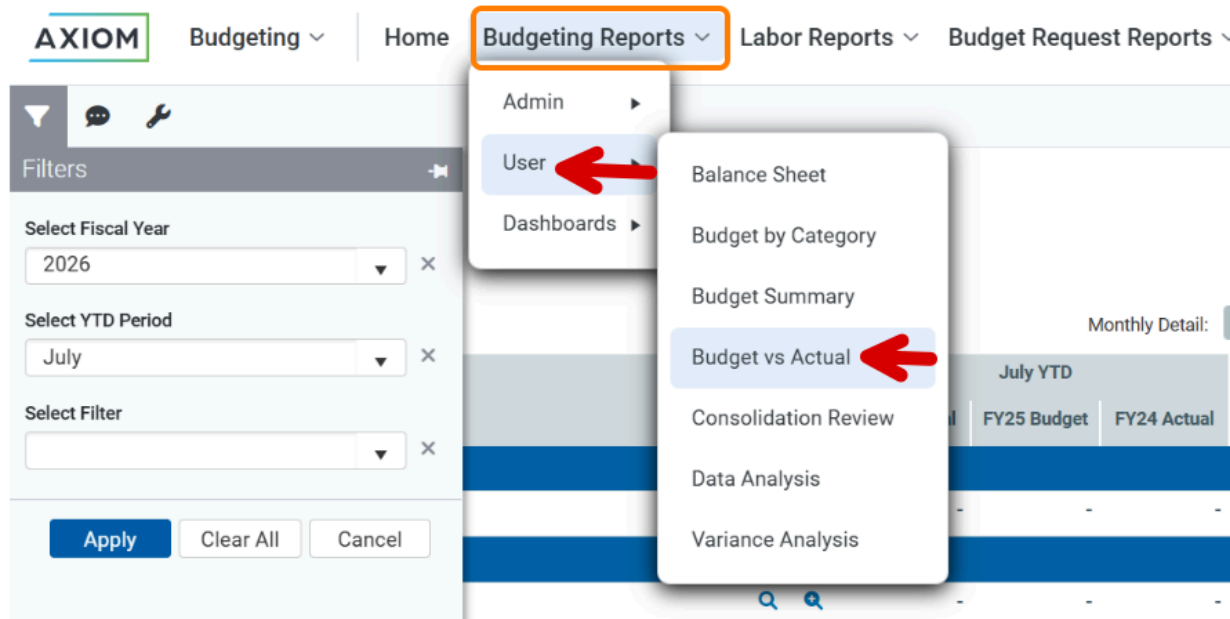
- Fiscal Year: Navigate to the desired Year.
  - Labor Position: Allows the selection Position/s interested in.
  - Org: Allows the selection of org/s Interested in.
- \*Once selections have been made click  
On "Apply"

This report can also be exported.

The screenshot shows the 'Filters' dialog box for the Labor Roster Report. It contains three filter sections: 'Fiscal Year' with a dropdown set to '2027', 'Labor Position' with a dropdown set to 'Choose a value for LABOR\_POS...', and 'Org' with a dropdown set to 'Choose a value for ORG.'. Each dropdown has a close button (X). At the bottom of the dialog are three buttons: 'Apply' (highlighted in blue), 'Clear All', and 'Cancel'.

## Budget vs Actual Report:

The report named above is a report that shows a budget versus actuals comparison. This report offers additional customization by offering a few filters where the end user can customize the information being retrieved.



Once filters have been selected, the report allows additional functionality such as “drilling” which shows more detail at the account level. Additional functionality offered with this report can be seen within the purple rectangles.

PDF

☆

?

# Budget vs Actuals

Budget Year 2025

By clicking on this icon, additional detail can be seen.

Additional functionality

Monthly Detail: Off

Acct Detail: Expand All Collapse All Export to Excel

| Acct                 | Drill | July YTD    |             |             | YTD Variance               |        |                            |        |
|----------------------|-------|-------------|-------------|-------------|----------------------------|--------|----------------------------|--------|
|                      |       | FY25 Actual | FY25 Budget | FY24 Actual | FY25 Actual vs FY25 Budget |        | FY25 Actual vs FY24 Actual |        |
| REVENUE              |       |             |             |             |                            |        |                            |        |
| TOTAL REVENUE        |       | -           | -           | -           | -                          | 0.0% ↔ | -                          | 0.0% ↔ |
| EXPENSE              |       |             |             |             |                            |        |                            |        |
| TOTAL EXPENSE        |       | -           | -           | -           | -                          | 0.0% ↔ | -                          | 0.0% ↔ |
| NET OPERATING RESULT |       | -           | -           | -           | -                          | 0.0% ↔ | -                          | 0.0% ↔ |

## Variance Analysis Report:

AXIOM Budgeting ▾ Home Budgeting Reports ▾ Labor Reports ▾ Budget Request Reports ▾ Forecasting Reports ▾ Administration

Admin ▾  
User ←  
Dashboards ▾

Balance Sheet  
Budget by Category  
Budget Summary  
Budget vs Actual  
Consolidation Review  
Data Analysis  
Variance Analysis ←

It's that time of the year again...please

| BUDGETING   | LABOR PLANNING | ESTS        | FORECASTING   |               |
|---|----------------|-------------|---------------|---------------|
| Budget ↑  |                | 2026 Budget | 2027 Proposed | Variance \$   |
| 1001000 - Marketing & PR Strategic Initiatives          |                | (\$10,000)  | \$0           | (\$10,000)    |
| 1001000 - Office of the President Strategic Initiatives |                | (\$10,000)  | \$0           | (\$10,000)    |
| 1001000 - President's Office Initiatives                |                | \$1,184,311 | \$140         | (\$1,184,171) |
| 1001000 - Administration                                | \$260,446      | (\$260,446) | \$0           | (\$260,446)   |


Below is how the report will pull up once selected.

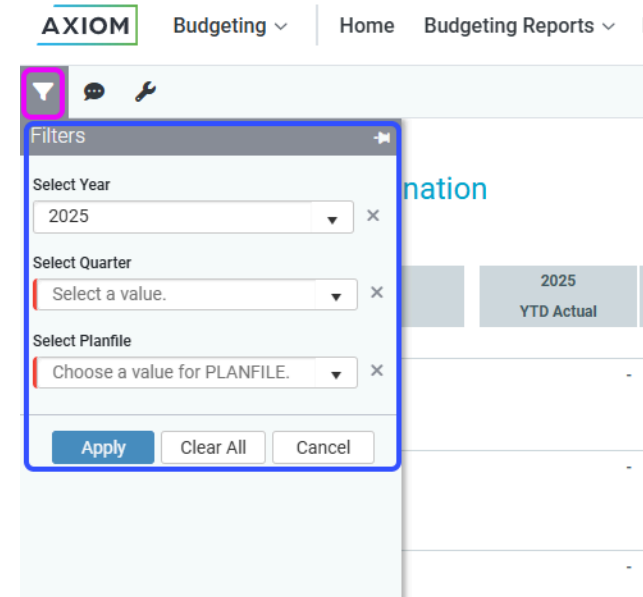
### Quarterly Variance Explanation

Unit: Select Unit



Budget Alert Thresholds: 🟡 10% 🔴 5%

| Trend Report      | Description             | 2025 YTD Actual | 2025 YTD Budget | YTD Var | % Var | Budget Alert | Total Budget | Remaining Budget | Comments |
|-------------------|-------------------------|-----------------|-----------------|---------|-------|--------------|--------------|------------------|----------|
| Revenue           |                         |                 |                 |         |       |              |              |                  |          |
|                   | Total Revenue           | -               | -               | -       | N/A   |              | -            | -                |          |
| Personnel Expense |                         |                 |                 |         |       |              |              |                  |          |
|                   | Total Personnel Expense | -               | -               | -       | N/A   |              | -            | -                |          |
| Other Expense     |                         |                 |                 |         |       |              |              |                  |          |
|                   | Total Other Expense     | -               | -               | -       | N/A   |              | -            | -                |          |

In order to populate data into the report the filter will need to be used. The “funnel icon”  will pull up the filter as shown in the screenshot to the right. Once the filter is selected the options will appear as seen in the screenshot below. After selections have been made click on “Apply”.





Below is the type of information that the report will pull along with some additional information pertaining to the data and formulas used for some of the columns.

| Quarterly Variance Explanation - Q1 2026  |                            |                 |                 |         |       |              |              |                  |          |
|---|----------------------------|-----------------|-----------------|---------|-------|--------------|--------------|------------------|----------|
| Unit: 12345 - Lane CC Demo  |                            |                 |                 |         |       |              |              |                  |          |
| Trend Report  | Description                | 2026 YTD Actual | 2026 YTD Budget | YTD Var | % Var | Budget Alert | Total Budget | Remaining Budget | Comments |
|   | Personnel Expense          |                 |                 |         |       |              |              |                  |          |
|  | ▶ Personnel Services - OPE | -               | -               | -       | N/A   | ✓            |              |                  |          |
|  | ▶ Personnel Services - PT  | -               | -               | -       | N/A   | ✓            |              |                  |          |
|   | Total Personnel Expense    | -               | -               | -       | N/A   |              |              |                  |          |

Ways to save report

Meaning of budget alert icons within report

Budget Alert Thresholds:  10%  5%

2026 YTD Budget: Total Budget/ 12 months X # of months within quarter selected  
YTD Var.: 2026 YTD Budget - 2026 YTD actual  
% Var: YTD Var / 2026 YTD Budget  
Budget Alert: Based on % Var