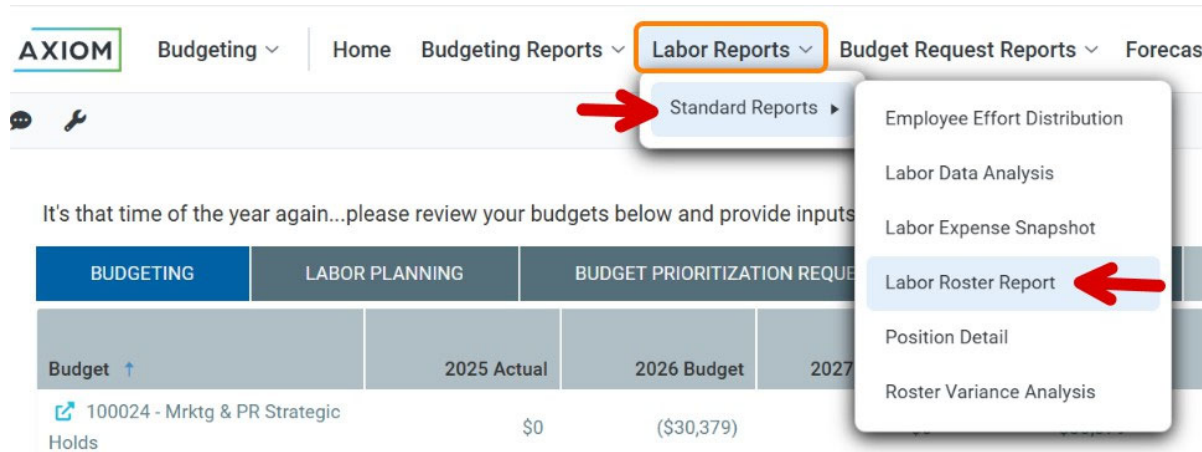


Reports available in Axiom

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: Choose the current FY to see roster for planning year
- Labor Position: Allows the selection Position/s interested in.
- Org: Allows the selection of org/s Interested in.

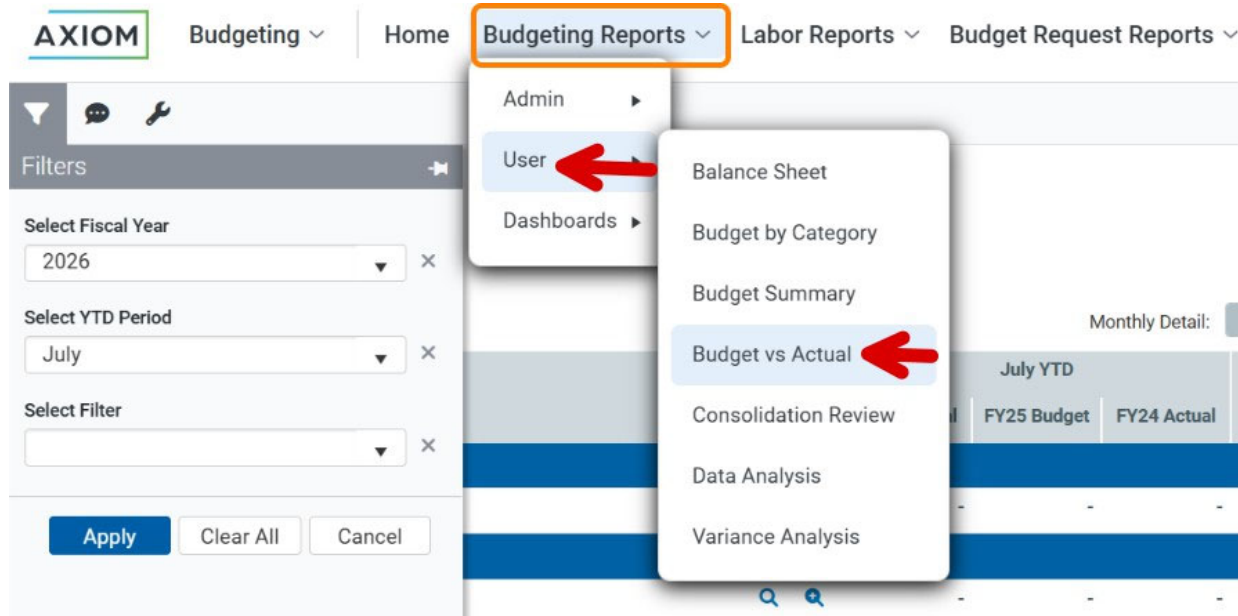
*Once selections have been made click
On "Apply"

This report can also be exported.

The screenshot shows the 'Filters' dialog box for the Labor Roster Report. It has a title bar with a close button. The dialog contains three filter sections: 'Fiscal Year' with a dropdown menu showing '2026' and a close button; 'Labor Position' with a dropdown menu showing 'Choose a value for LABOR_POS...' and a close button; and 'Org' with a dropdown menu showing 'Choose a value for ORG.' and a close button. At the bottom of the dialog, there 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

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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 \$	
1011000	Marketing & PR Strategic Initiatives								
1011000	Office of the President Strategic Initiatives								
1011000	President's Office Initiatives								
1011000	Administration								
		\$260,446							

Below is how the report will pull up once selected.

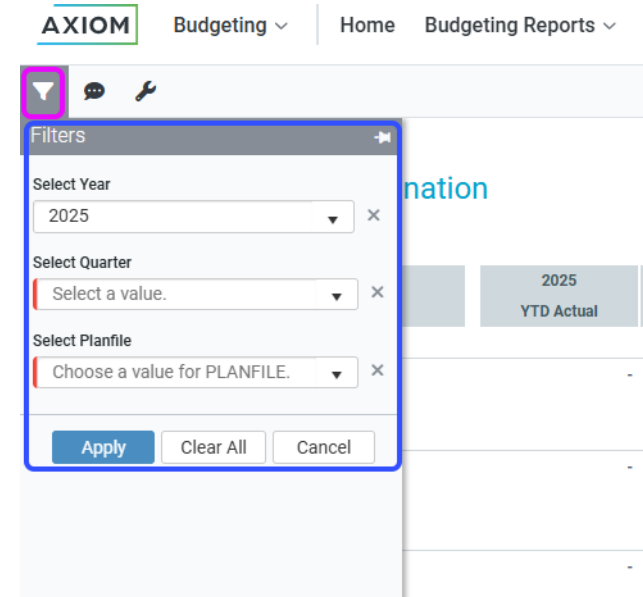
Quarterly Variance Explanation

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.

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Ways to save report   

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				

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