Reports available in Axiom

Labor Roster Report

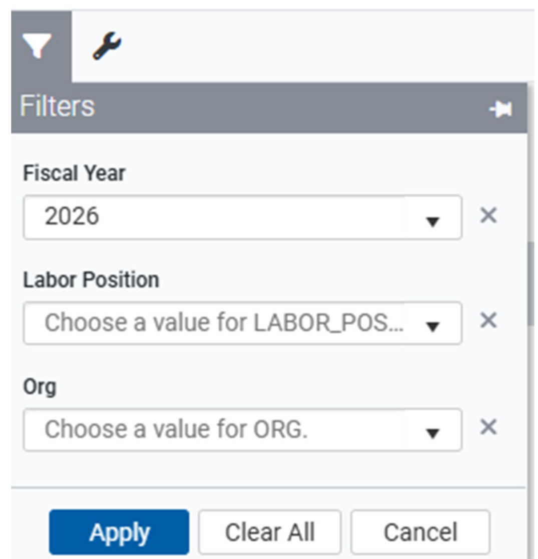
The report listed above allows the view of a full roster of positions under current security access.

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.

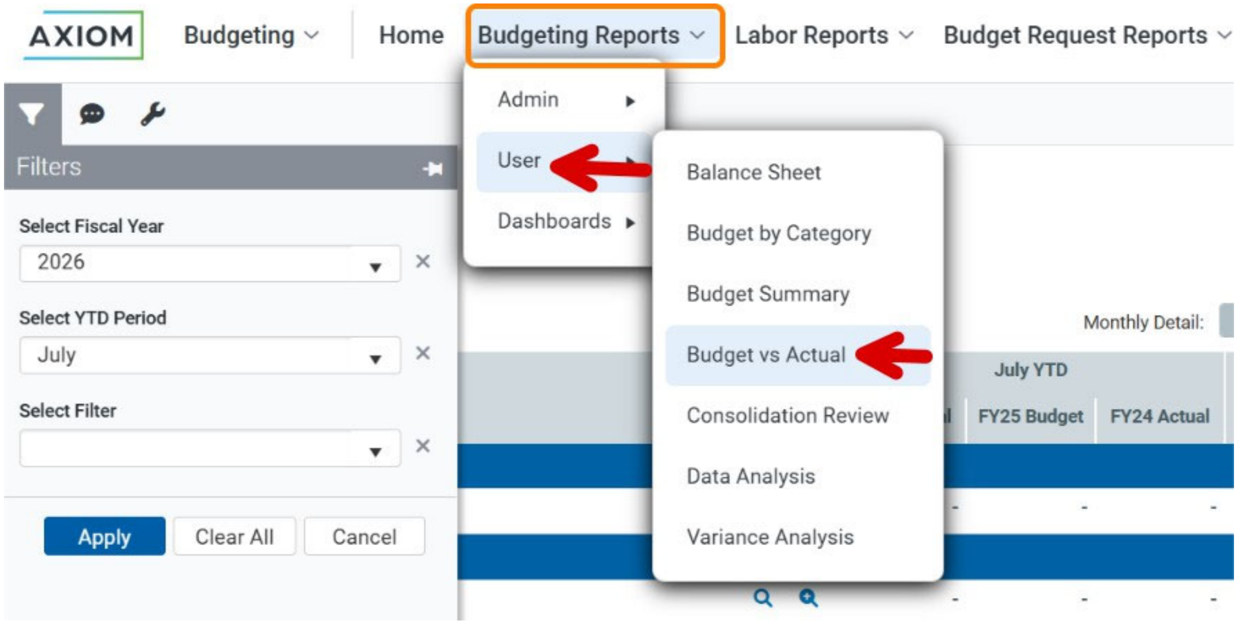
*Once selections have been made click On "Apply"

This report can also be exported.

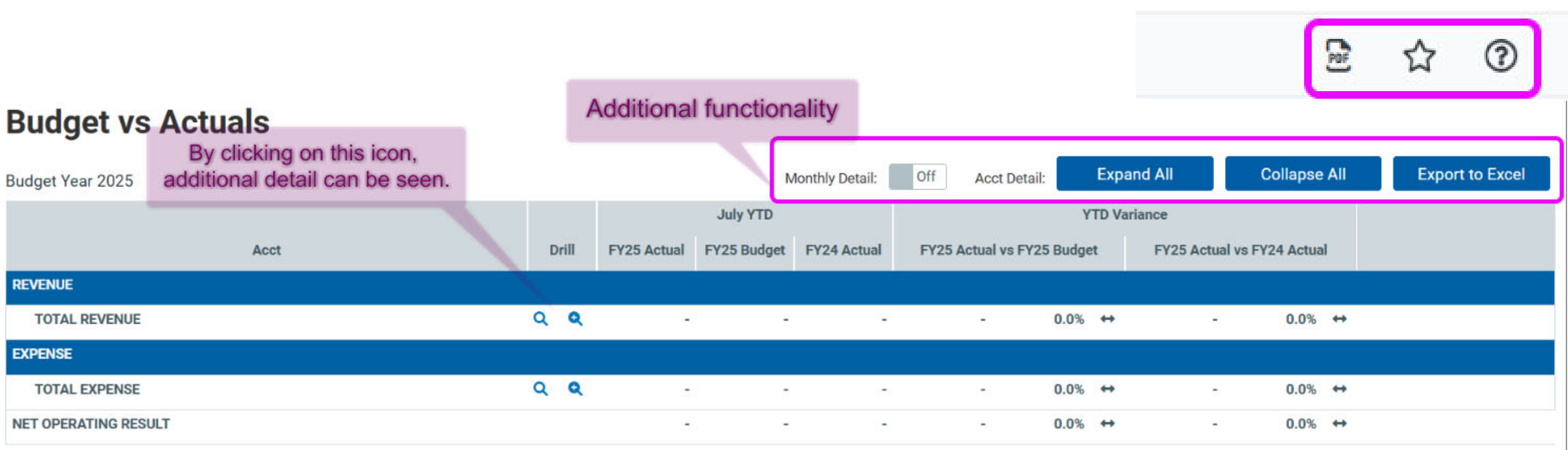


Budget vs Actual Report:

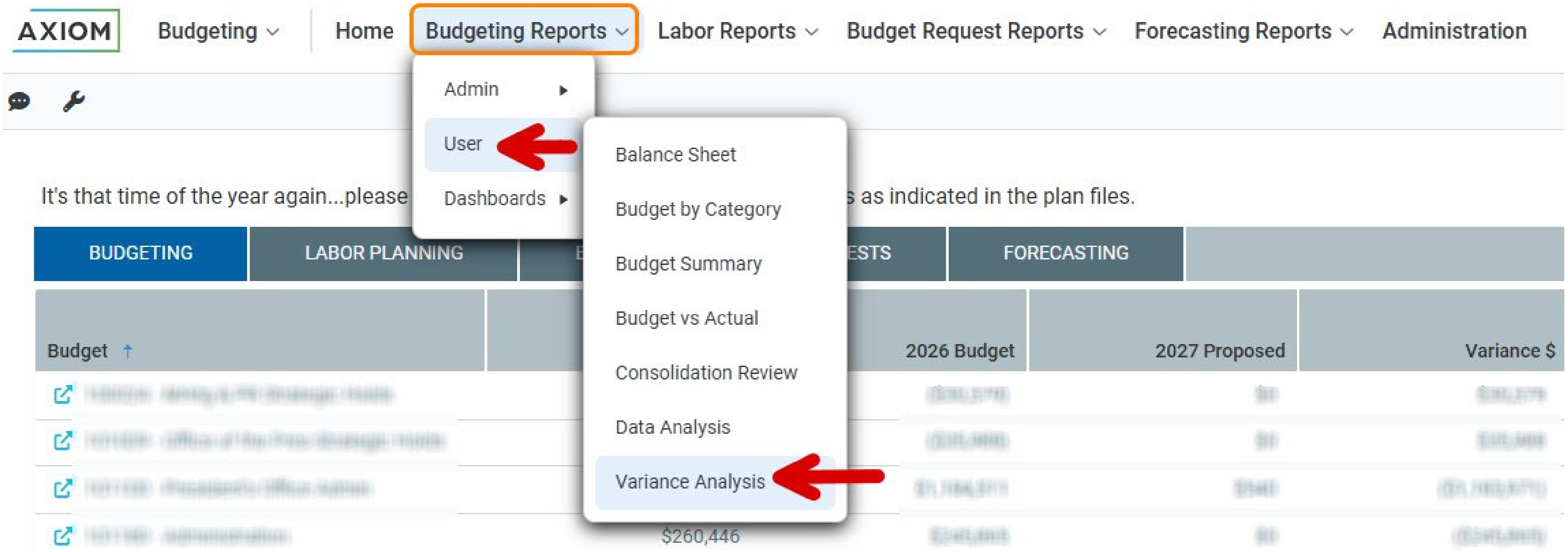
The report named above is a report that shows a budget versus actuals comparison. This report offers additional customization by offering a few filters where the end user can customize the information being retrieved.



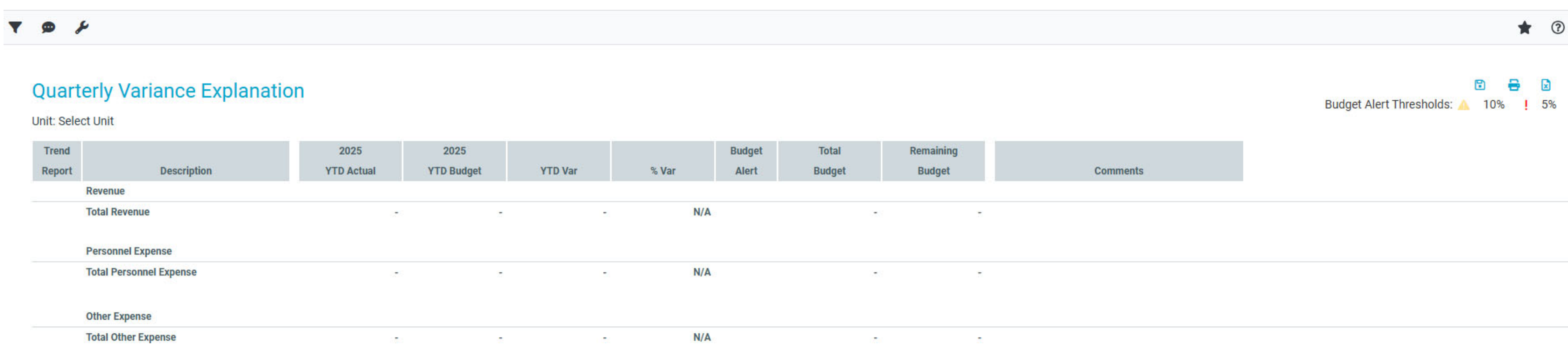
Once filters have been selected, the report allows additional functionality such as "drilling" which shows more detail at the account level. Additional functionality offered with this report can be seen within the purple rectangles.



Variance Analysis Report:



Below is how the report will pull up once selected.



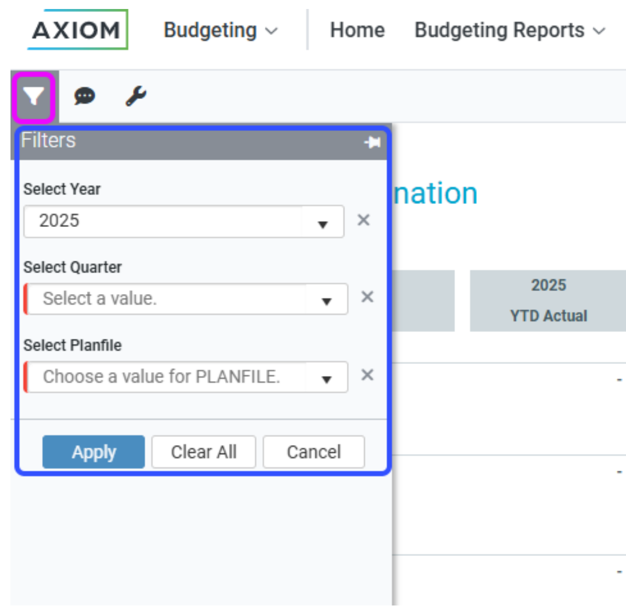
Quarterly Variance Explanation

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.