Forecast vs Actuals Report Training Guide

Who should use this guide - Departmental and/or College financial planners involved in All Funds planning.

Purpose - This report provides a summary of forecast vs actuals for each budget year.

Locating the report - Arizona.axiom.cloud
Navigating the report

Use the filter menu to access the data and to retrieve information based on attributes like organization levels and fiscal period.

**Budget Year** - Use this filter to access data for each budget year. As a reminder, budget year 2024 will return FY23 actuals.
**Hierarchy** - This field allows you to filter data at the College/Division or Organization level. Search for your unit by entering a word or number.

- **Period** - Filter data by fiscal period.
- **Restricted/Unrestricted** - Filter data by restricted or unrestricted planning fund groupings.
- **Planning Fund** - Filter data by single or multiple planning funds. Leave the field blank (or select all funds) if you’d like to return a report with an aggregate of all planning funds.
Your selections will be displayed at the top of the report.

The report also offers the export to Excel option.

Understanding your data

The revenues and expenses are listed by budget objects and grouped by budget groups (i.e. Travel, etc.).

The columns consist of the following for the selected budget year:

- Current Budget
- Forecast
- Actuals
- Encumbrances
- A Total Committed calculation showing Actuals plus Encumbrances
● A variance calculation showing the difference between Forecast and Total Committed
● A percentage calculation taking the calculated variance divided by Forecast

For additional questions, please contact your assigned analyst.