Training Guide for:
Funding Org Position Planning Budget Report

Who should use this guide:
Departmental and/or College financial planners managing funding for personal services.

Purpose:
This report provides a breakdown of personnel costs for the next fiscal year funded by a specific organization. The position distribution data comes from the “Positions Planning” tab in the Labor module. This report does not include pooled positions.

Locating the report:
Arizona.axiom.cloud

Navigating the report:

Revised: October 2022
Use the filter icon to retrieve information by Year and Organization.

- Select Year - Your only choice is the next fiscal year
- Select Organization - Select a single or multiple organization codes.

Note - you must clear previous selections before making new ones.

Your selections will be displayed at the top of the report. The report also offers the ‘Export to Excel’ function, located on the top-right corner:
Understanding your data:

Each row will display the Home Department, Position Number, Position Name, Current Incumbent, Funding Org, Fund, Budget Object, Distribution/Allocation percentages, Total Salary and Benefits for each employee as planned in the Labor Module for next fiscal year. The totals displayed in the report will match the totals in the “Position Planning Fund Summary” and the “Budget Object Summary” tabs in the Labor module.

If there are questions about the data, you can use the Position Planning Tab in the Labor Planning Module to research if data needs to be changed.
At the bottom of the report, you'll find a Shared Positions section. These are positions that are funded by your unit but are housed at a different home department.

For additional questions, please contact your assigned **Budget Analyst.**