Training Guide for:
Funding Org Position Planning
Monthly Budget Report

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

Purpose:
This report provides a breakdown by employee of the monthly salary planned for the next fiscal year. 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:

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:

Positions are grouped by job classification. Each row will display the Position, Employee, and monthly salary (includes ERE) as planned in the Labor Module for the next fiscal year.
The totals displayed in the report will match the totals in the “Position Planning Fund Summary” and “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 or to make changes.

For additional questions, please contact your assigned Budget Analyst.