Training Guide for:
Home Org Roster by Funding Org and Fund

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

Purpose:
The report allows users to view a breakdown of the next fiscal year personnel costs based on a position’s home organization. Users can filter by home organization and the report displays all funding distributions for a position.

Locating the report:
Arizona.axiom.cloud
Navigating the report:
Use the filter icon to retrieve information by organization.

- Select Year - Your only choice is the next fiscal year
- Select Organization - Click on the dropdown arrow to search for organizations by typing an organization’s number or name.

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

Your selection will be displayed at the top of the report. The report also offers the PDF and 'Export to Excel' functions located at 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, and the total salary and benefits for each employee 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” tab and the “Position Detail” popup tool in the Labor module.
Use the Position Detail tool in the Labor Planning Module if changes are needed.

For additional questions, please contact your assigned Budget Analyst.