Training Guide for:
Financial Trend Analysis Report

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

Purpose:
This report provides financial data for the prior three years and current year-to-date using KFS accounting attributes such as Sub Fund, Fund, Object Code, and Account. The data can also be filtered by Division, VP, College, or Organization.

Locating the report:
Arizona.axiom.cloud
Navigating the report:
Use the filter menu to access the financial data by various filters

- **Budget Year** - Select data for current Budget Year
- **YTD Period** - Select the fiscal period to analyze. Report will populate each year during that period.
- **Level** - Select data at different organizational levels: Executive, VP, College/Division or Organization. Search for your unit by entering a word or number

Revised: November 2021
- **KFS Fund**: Select data by single or multiple KFS funds. Leave the field blank or select all if you’d like to return a report with an aggregate of all funds.

- **KFS Sub-Fund**: Select data by single or multiple KFS Sub-funds. Leave the field blank or select all if you’d like to return a report with an aggregate of all sub-funds.

- **KFS Object Code**: Select data by single or multiple KFS budget object codes. Leave the field blank or select all if you’d like to return a report with an aggregate of all object codes.

- **KFS Account**: Select data by single or multiple KFS accounts. Leave the field blank or select all if you’d like to return a report with an aggregate of all object codes.

- **# of Prior Year Actuals**: Allows you to see historical data for up to three years.

- **Trend**: Calculates the year-to-year changes for prior years.

Your selections will be displayed at the top of the report. The report also offers the export to Excel and PDF functions, and option to hide details.

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Revised: November 2021
Understanding your data:

The information displayed in the report comes from UAccess Financials (KFS). The report groups historical financial data by Axiom Budget Groups in a Profit & Loss (P&L) format.

GL Drill Detail Report

All prior year values in blue text have embedded links that give access to a GL Drill Detail report that provides a breakdown of the underlying data from KFS.

The GL Drill Detail report provides details for each KFS transaction such as the Transaction Date, Fiscal Period, the KFS eDocument ('DocumentID' column) among others. The report also offers the ‘Export to Excel’ option.
Summary Section

At the bottom of the report you will have a variety of ratios comparing the relationship between different components from the report sources and uses to provide you with a summary of your unit’s financial performance.

<table>
<thead>
<tr>
<th>Summary</th>
<th>1,654,019</th>
<th>1,344,780</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Direct Expenditures</td>
<td>Salaries, Wages, and Benefits % of Total Direct Exp.</td>
<td>78.22%</td>
</tr>
<tr>
<td>Salaries and Wages % of Total Direct Expenditures</td>
<td>Benefits % of Salaries and Wages</td>
<td>59.87%</td>
</tr>
<tr>
<td>Other Operating Expense % of Total Direct Exp.</td>
<td>ASC on Revenue % of Sales &amp; Service (Ext. Sales Only)</td>
<td>20.80%</td>
</tr>
<tr>
<td>ASC on Expense % of Total Direct Expenditures*</td>
<td>Cost of Goods Sold % of Sales &amp; Service (Int. &amp; Ext.)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Ending Fund Balance % of Total Direct Expenditures</td>
<td>15.10%</td>
<td>29.70%</td>
</tr>
</tbody>
</table>

For additional questions, please contact your assigned Budget Analyst.