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 2023 will return FY22 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.