Finance HUB – Report Navigation and Descriptions

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Reports – Navigation and Descriptions – Current Fiscal Year Guide

Open the Web client, if you still need instruction to open the web client please refer to this section in this guide.

Note: Reports in the Current, Prior FY Reports folder are used for analyzing current year budget vs actual activity. These reports do not work for looking at a future year during the Budget Cycle. Reports in the Budgeting Reports and Labor Planning Reports folders are used once the Budget Cycle is open and the next Fiscal year is active in FinanceHUB. We typically refer to this event when we announce “Workflow is turned on”.

Note- the reports will appear blank when you click on them so please see the Report Filter instructions to learn about the filters and how to export to excel.

Budget Reports Current FY:

REMEMBER TO CLICK ON REFRESH TO SHOW YOUR DATA: There is a section in this guide about using the filters. Please refer to those instructions if this is the first time you have opened these reports or need a refresher.

Most of the highlighted reports above use the hierarchy filter. If you run the Operating Statement that drills down to index, and get an error, you may have picked an Org that has a massive number of indexes. In that case, please choose a lower Org.

Report Descriptions:

1. 1-Monthly Report – This report will show monthly activity based on which fiscal period you choose in the Refresh Variables. (1 – July, 2 - August etc...) This report allows you to select one fund type and multiple funds. The funds depend on the fund type selected. There is account detail for Personnel and Operating. They are on separate tabs.

2. 1-Oper Stmt by Index-Acct Detail – Select your ORG, and Fund Type (optional), information appears by Index with total at the end. Be Careful. If you have a lot of indexes, you might want to further filter by fund type.

3. Comb. Oper. Stmt by Fund Type, Fund by Index-Acct. Detail – Allows only one Fund Type and then a specific fund or funds. Columns by Index. Added Account Detail. Note* you should filter to fund type or fund if you have MANY indexes. It is possible you will get an error if you do not filter down.
4. Budget vs Actual by Org, Fund Type – Simple Budget vs Actual Variance Report, allows multiple fund type selection and includes the Orgn Hierarchy filter. Columns by Fund Type.
5. Budget vs. Actuals Fund Type, Index – Simple Budget vs Actuals Variance Report, allows multiple fund type selections and includes the Orgn Hierarchy filter. Columns by Index.
6. Comb. Oper Stmt. FUND – Select just a fund type and then you can select different funds by clicking on Choose Value. This is ideal for high level or Special Appropriation view of a specific or several funds.
9. Combined Oper. Stmt. By Org, Fund Type – Allows only one Fund Type, leave blank to see all Org Types, mostly used for high level analysis.
10. Oper. Summary by ORGN Level – Select an Organization Level and the report will show a high-level operating summary for each account category for the Org’s below the level selected by the user. Fund Type is required. Somewhat like an OEXP but simplified.

Labor Reports Current FY:

1. EMPLOYEE LIST WITH Longevity –filtered by Planfile – applies longevity based on current date to Labor Roster – Current single positions.
2. Labor Bud vs Actual by MO w/Enc. Estimated – Note the word “Estimated”. This report was developed with the assumption that labor costs will be fairly uniform throughout the rest of the year (months with 3 payrolls will show an increase). The “factor” or “scheduled hours worked” was also used to calculate the estimated wages for the rest of FY23 by eliminating those expenses in June. (i.e. faculty with 1520 hours). The rest of the salaries were estimated by equaling them to the months prior based on the number of pay periods that would post in that month. Note, this is probably not going to apply to your seasonal or student employees. Hence, the word, “Estimated” in the title of the report.
3. Labor Bud vs Act. Fund Type- Funds - The filters on this report allows the user to select a single fund type and then multiple funds of that fund type.
4. Labor Bud vs Actual-Sal, Benes-FUND Types - This report has filters to allow the user to select multiple fund types.

Labor Report Prev. FY Descriptions:

1. Labor Bud vs Actual by MO –Labor Actuals by month for the previous fiscal year. This can differ from UMDW due to Other Labor Accounts budgeted in the Other Labor Accounts tab in Axiom. Examples include extra benefits
budgeted in 61418 or 61302 – Non-Cash Fringe benefits. Any labor budget or expense that does not associate with a specific pooled or single position will not show on this report.

Report Filter Instructions

Double click on the report to open. You will receive a blank report that looks like the following:

Refresh is your friend. You will use this feature to populate the data in each report. Click on Refresh (circled in red above). This is located on the Axiom Ribbon in the File Options Section.

A Refresh Variables pop up box will appear, click on the Orgn Selection to view a hierarchical filter. TIP: You can just select your Level 1 Org. (i.e. University (L1) 300000) and you will only see the data for which you have access.
If you want to utilize the “<type here to filter values>” search box, you can type a word or an Org #. Be careful here, there are sometimes duplicates due to reorganizations at UM.

Axiom has a technical issue with regards to the names that show up with each Org in the hierarchy. You will need to know what your ORG number is to filter to it.

Sector (L2) 330000 – Marching Band is the Provost.

Colleges (L3) 332500 – Anthropology Oper Unit is College of Humanities and Sciences.

Please find out what your Org number is for now. We hope this will be fixed at some point but once you know your Org it is easy to navigate. This filter works best for UM and our Affiliates.

NOTE: This issue is not exclusive to UM. Affiliates should be aware that this is also an issue within their hierarchies as well.

In the search for "dining", you will see the current hierarchy and past hierarchy. Currently, Dining falls below the Orgn Level 3, 341000. In prior years, the Vice Provost for Student Affairs was an Orgn Level 2 and the dining operation was an Orgn Level 3 instead of an Orgn Level 4, 34550B. It is important to get to know where your active Orgn is located in the hierarchy and your Orgn Number. If you know your Orgn number, the search provides a more defined search result for quick navigation.

The next optional filter is Fund Type (this is drop down menu, you can only select one fund type). If selected, the Select a Fund parameter will appear. Click on Choose Value and then type in the box to search for a specific fund you can select more than one fund. Check the box next to the fund you would like to select and click OK.
The report named “Labor Bud vs Actual-Sal, Benes-FUND Types” allows the user to select multiple fund types, however the “Select a Fund” option will not appear in this report.

Another feature of this report is the Quick Filter. This will allow you to filter the report based on Key Columns that are contained within the data. The following is an example of the quick filter:

Open a report and filter your data.

On the Axiom Ribbon, next to your friend, “Refresh” is “Quick Filter”.
A Quick Filter window will open. Expand the Dimensions or Labor Planning to see available quick filters. In this example, the filter is under Labor Position, Planning Category and the Classified category is checked. The selection will preview in the lower section of the window. **You must click “Apply”**.

After applying the filter, it will show in the “Filter:” section. You can click on the small “x” to remove the filter and start again.

<table>
<thead>
<tr>
<th>Filter:</th>
</tr>
</thead>
<tbody>
<tr>
<td>LABOR, POSITION, PlanningCategory = “Classified”</td>
</tr>
</tbody>
</table>

Below is another example of what you could select to view all employees that might be eligible for a pay plan increase. Again, you need to click Apply to move the preview into the Filter Section. Then click OK. Another window will appear, click ok and then your refresh variables will reappear. You change them or leave them.

Click “OK” and the positions in the categories selected will be filtered in your report.
Drill Down (view detail behind expense amounts)

This feature will allow a user to drill down further when view reports at high levels.

The "Drill" option is directly below "Refresh". You need to click on the cell that you would like to “drill” and then click on “Drill”.

Click on “Drill” and then “Choose Columns” at the bottom of the list. Expand the Dimensions Drop down and then “INDEX”. Click on “INDEX” and Add. The “INDEX” will move to the “Selected Columns” area.
Close the Drill report. You will be prompted to save. Click “NO”.

Proceed further by clicking on “ACCT” (account) and adding it to the “Selected Columns” area. You can add any of the dimensions listed like “ACTV” for activity code if needed.

When those fields are showing in the “Selected Columns” area, click on “OK”.

A new report will open with the detail.

All major Axiom files and features can be accessed using the Axiom tab on the ribbon. The specific groups and features available on the menu depend on your security settings.
Reports can be accessed from the ribbon or in the Explorer Task Pane.

PLEASE NOTE: Nearly ALL of the reports filter out “5C and “3C” as a rule.

Additional Instructions for those who still need help with Web Client Navigation – Reports (use this within the web client only, not available as a web report, see Opening the Web Client found here: Web Client Installation Instructions)

Please contact our office with any questions or concerns. Email: cindy.johnson@umontana.edu phone: 406-243-6340.