MANAGEMENT-LEVEL FINANCIAL REPORTS

additions, and net revenue budget, expense summary of net expense budget, spending through period run, encumbrances, and remaining balance. Additionally, there are 3 years of historical beginning net assets.

- Refresh Options
  - All Reporting Units displayed individually or by Reporting Unit
  - Option to specify one or more reporting units
  - Query Level Fund, Reporting Unit, Department, and Source
  - Period End Date & Fiscal Year

- Change View Options
  - Summary 3xx – default view
  - Show column detail (ex. Pre-encumbrance and encumbrance separately)

- Drill into balance by the following criteria - Chartstring, Account, Department, Function, Program, Project, Property, Purpose, or Source

Summary by Fund 108
Report shows fund 108 beginning balances, activity by quarter, current balance, and 3 years of historical beginning net asset balances.

- Refresh options
  - All Reporting Units displayed individually or by a Reporting Unit
  - Query Level Reporting Unit, Department, Source, and Program
  - Period End Date & Fiscal Year

- Change View options
  - Summary 108 – default view
  - Show column detail (ex. Q1 Revenue, Q1 Expenses, Q1 Encumbrance, Q1 Pre-Encumbrance)

- Drill into balance by the following criteria: Chartstring, Account, Department, Project, Function, Program, Property, Purpose, or Source

All-Funds
Report shows the beginning balances of funds, other than fund 300 restricted grants, current year changes, current balance, and either historical beginning net assets (funds 108-900) or 3 years of historical revised budgets (fund 100).

- Refresh Options
  - All Reporting Units Consolidated, All Reporting Units displayed individually, or Reporting Unit
  - Option to specify one or more reporting units
  - Query Level Fund, Reporting Unit, Department, and Source
  - Period End Date & Fiscal Year

- Change View Options
  - All Funds – default view
  - Show column details (ex. Revenue, expense, encumbrance, and pre-encumbrance separately)

- Drill into balance by the following criteria: Chartstring, Account, Department, Function, Program,

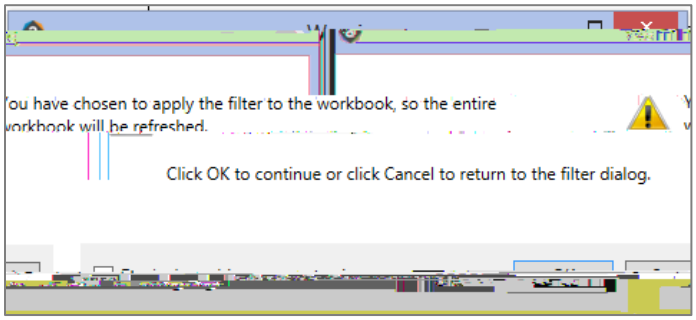
Non-Sponsored Projects

Axiom U

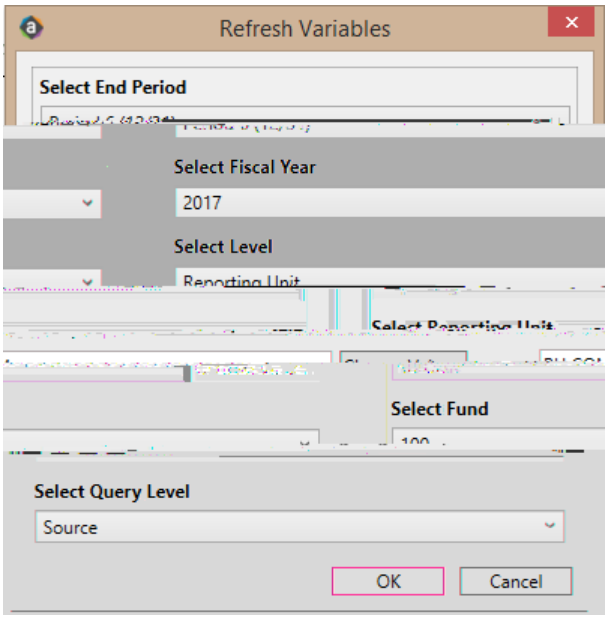
Drill

This feature allows you to view data at a different level of detail. When using this feature, a separate report file will open displaying the results of the selected drill. For example, if you drill into a total expense figure, one drill option is to display all of the chartstrings and respective amounts that are part of the total expense figure. There are

Axiom User Guide

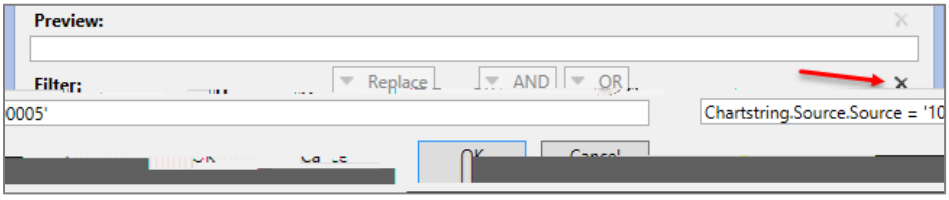


Next the refresh variables box will be displayed, if all the criteria is still applicable click “OK” or make updates to the criteria if needed.



Once the report has refreshed there will be notation stating that a quick filter is currently in place for the report.

To remove a quick filter, simply click the X from the quick filter criteria box and click “OK”.



This will bring up a window to select the folder where you want to save the file.

To **email** the file, click E-mail from the menu.

A pop-up will open with the following options.

After making your selections, click “OK”. Lastly, a window will open where you will select the recipient of the email file to and add