Axiom Reports Training

The University of Vermont

Agenda

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Introductions

Why Axiom for Reporting?

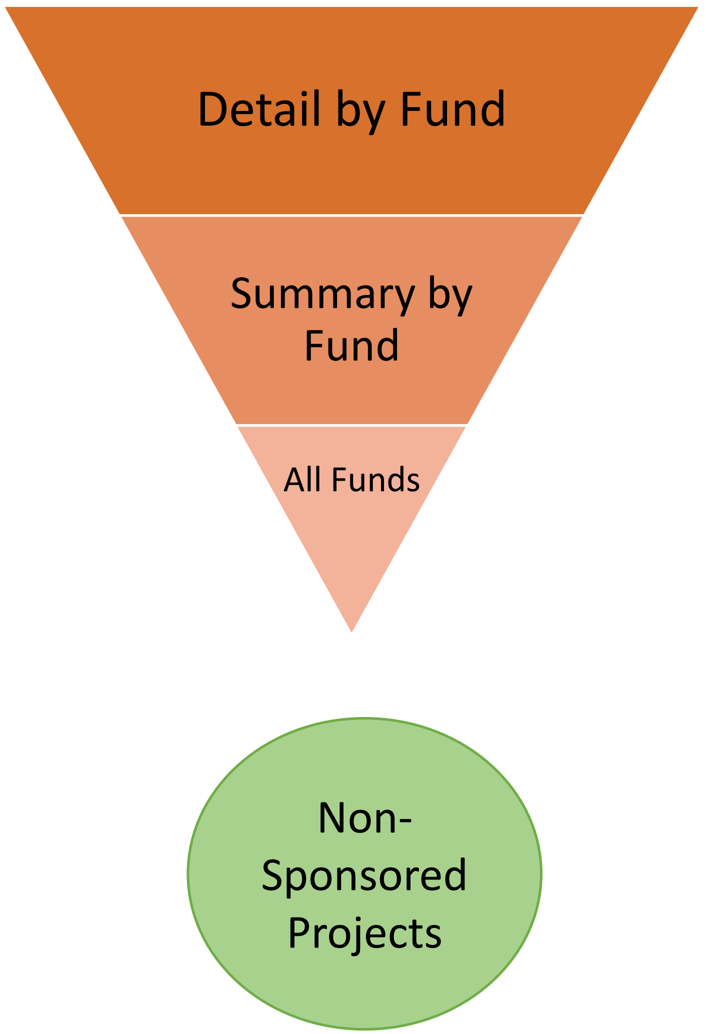
Provides a suite of financial reports that:

- Are usable across multiple levels of the organization:
  - Reports are ready for Sr Mgt consumption but also usable by budget managers on a daily basis
- Enable users to easily drill down or roll-up financial reports with one user interface
- Provide data across almost all Funds*
- Are consistent across the entire University
- Easily auditable back to PeopleSoft

* Excluding Fund 300 (Sponsored Projects)

Reports

- Enhancement to PeopleSoft reports
- Replacement for Office of Operational Excellence’s Excel reports for Gift & Endowments and General Fund
- Quarterly Certifications
- Hierarchy of Reports distinguished by level of detail provided
- Non-Sponsored Projects reporting available in Axiom
- Sponsored Projects reporting not available in Axiom



Reports

listed in order of most detail

1 Detail by Fund

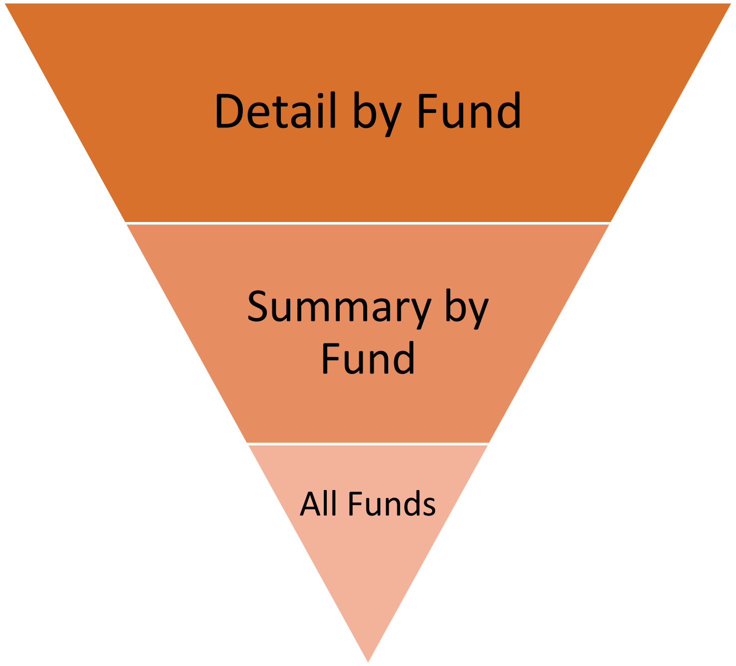
- *to see Income Statement/Transaction Details*

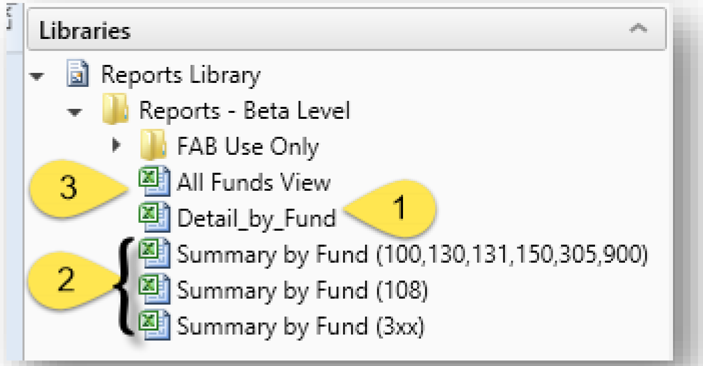
2
Summary by Fund (100,130,131,150,305,900)
Summary by Fund (108)
Summary by Fund (3xx)

- *to see Summary Level Data for a given Fund*

3 All Funds View

- *to see Total Available Resources across all Funds*





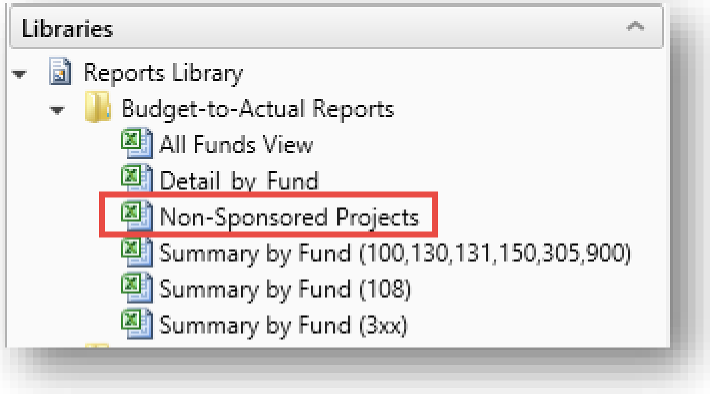
Reports

continued

Non-Sponsored Projects

Non-Sponsored Projects

- *to see budgets and actuals for non-sponsored projects*
  - *total life of the project (all fiscal years)*
- *opening report*
  - *always select a Refresh Variable*
  - *never just click OK*
  - *doing so will pull in every Non-Sponsored Project in existence*



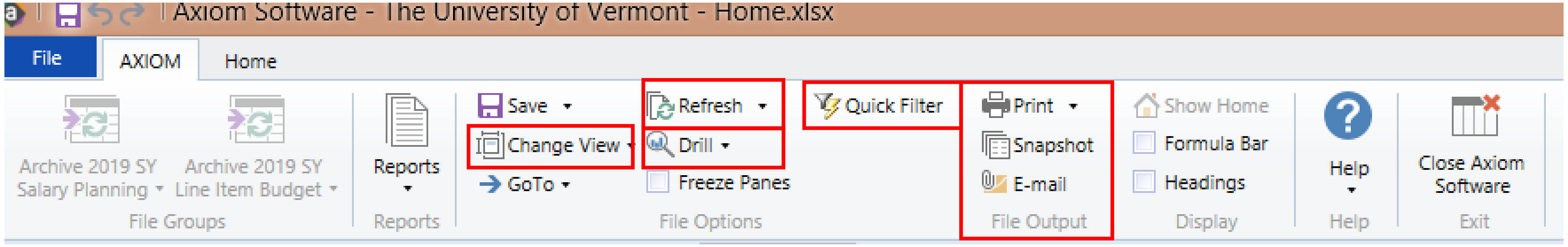
Reports

- Use Reporting Unit: Dean and VP level
- Reports are as-of period end
- Data updated on a nightly basis
- Revenue is displayed as positive number *unlike PeopleSoft*
    - Calculations take this into account
- Net asset surpluses displayed as positive; net asset deficits displayed as negative, *unlike PeopleSoft*

Report Characteristics

Report	Historical Data	Net Asset Balances	Chartstring Detail	Income Statement	Transaction Data (GL, PO, Payroll)
Detail by Fund	Yes	Yes	Yes	Yes	Yes
Summary by Fund (100,130,131,150,305,900)	Yes	Yes	Yes	No	No
Summary by Fund (3xx)	Yes	Yes	Yes	No	No
Summary by Fund (108)	Yes	Yes	Yes	No	No
All Funds View	Yes	Yes	Yes	No	No
Non-Sponsored Projects	Yes	No	Yes	No	Yes

Report Functionality



1. Refresh Variables
   - update report with the most current data
   - prompted to define values
   - selected values will be applied to report to impact the data refresh
2. Quick Filter
   - temporarily apply a filter to report
3. Drill
   - drill into a particular row so that you can see the detail on that row by chartstring, chartfield value, or transaction level detail
4. Change View
   - change the report row and column display between pre-defined layouts
5. Print/Snapshot/Email
   - print, snapshot (copy to excel) for further manipulation, or email

Demos

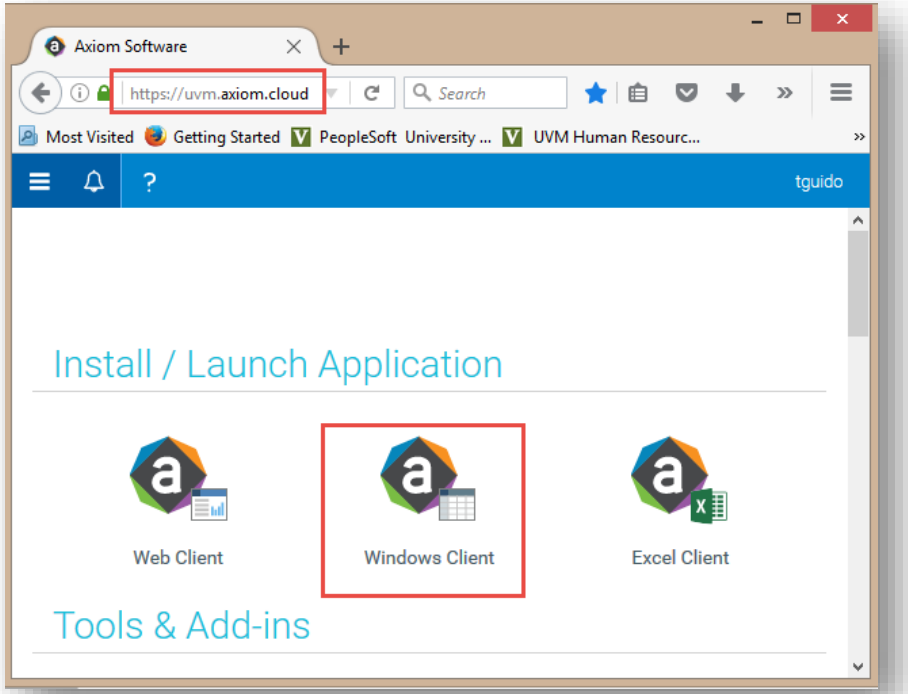
Login

1. Go to https://uvm.axiom.cloud/

2. If prompted with UVM's authentication page, enter your netID and password
   - *(If you have already authenticated into another UVM system such as PeopleSoft or webmail, you will bypass this page)*

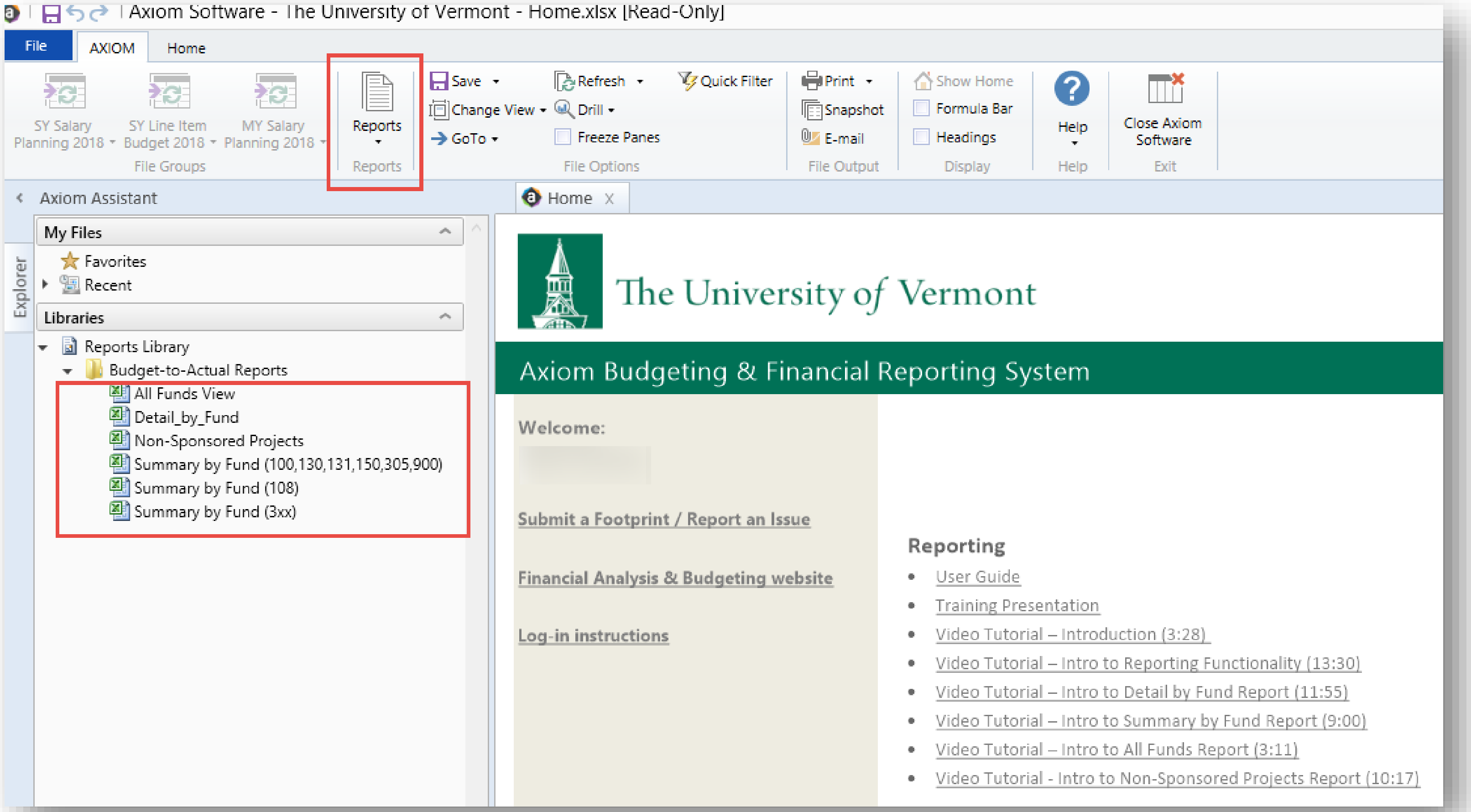
3. Web browser specific steps
   - If using Internet Explorer go to step 4
   - If using Chrome or Firefox click on "Download" in upper-right corner
   - Then click appropriate link for your browser

4. Double-click on **Windows Client**
   - Installing the application for the first time may take several minutes
   - Installation dialogue box will pop up click "Install"
   - The installer will run and then launch the application



Login – continued

View after selecting Windows Client



Group Practice #1: Detail By Fund

Open - Detail By Fund

1. Refresh Variables
   - select current period and fiscal year
   - select your reporting unit
   - select fund 100
2. Look through the column headers
3. Look through the rows
4. Drill - Double Click On
   - salary row; select Pay Drill
   - expense row; select PO Drill
   - expense row; select GL Drill
5. Change View - select each
6. Quick Filter - apply for dept
7. Refresh - change fund to 150

Group Practice #2: Summary by Fund

Open SBF (100,130,131,150,305,900)

1. Refresh Variables
   - select current period and fiscal year
   - select your reporting unit
   - select fund 150
   - select query level source
2. Look through the column headers
3. Look through the rows
4. Drill - Double Click On
   - any row; select Chartstring Drill
   - any row; select Account Drill
5. Change View - select each
6. Quick Filter - apply for source
7. Refresh - change period

Explore on Your Own