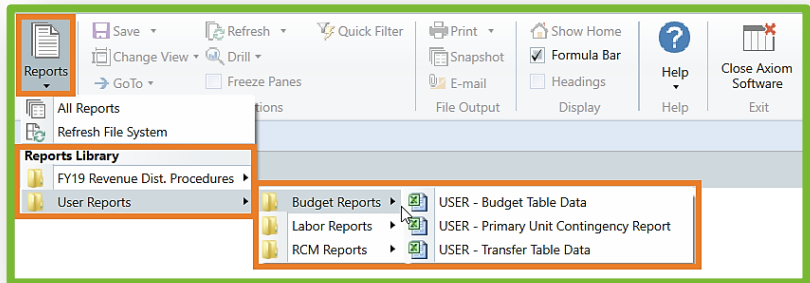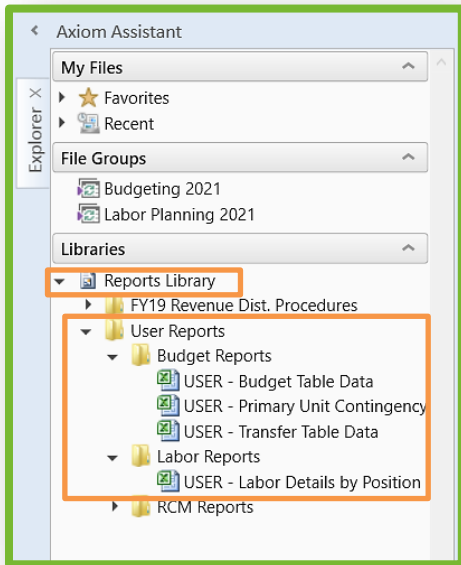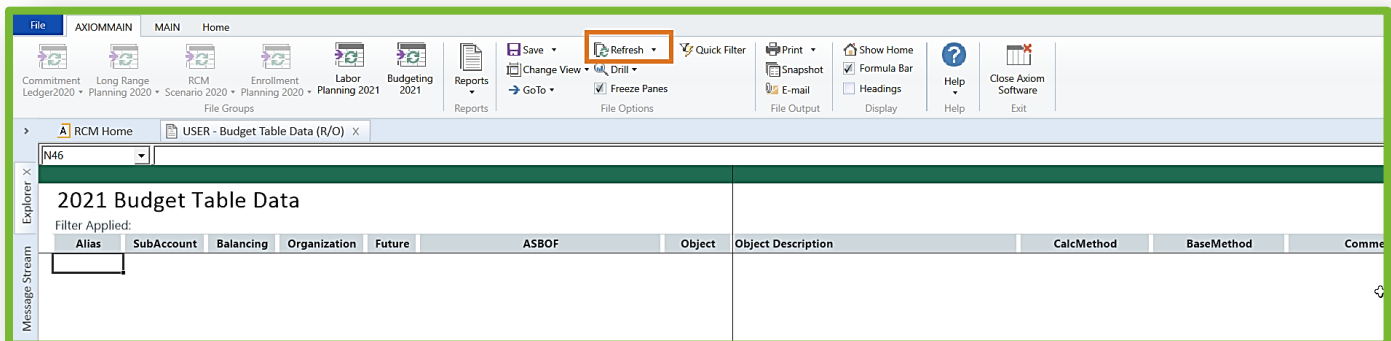# Axiom Reporting

Budget and Labor data entered into Axiom can be accessed by running one of the following reports:

- **Budget**
  - Budget Table Data
  - Primary Unit Contingency
  - Transfer Table Data
- **Labor**
  - Labor Details by Position

To access reports in Axiom, launch the Windows Client. Use either the **Explorer** in the Axiom Assistant sidebar, or the **Reports** dropdown from the Navigation ribbon (*as shown below*).
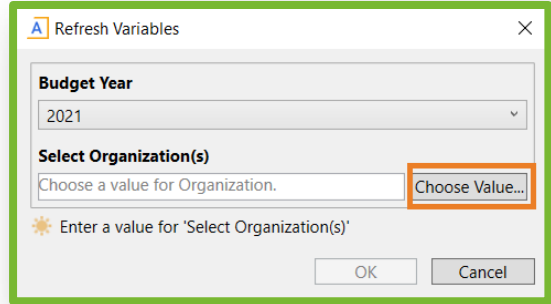

Select the report to run; a blank report worksheet generates. Click **Refresh** in the Navigation ribbon to open the **Refresh Variables** pop-up.

Axiom Reporting

The **Budget Year** field defaults to the upcoming Budget Year.
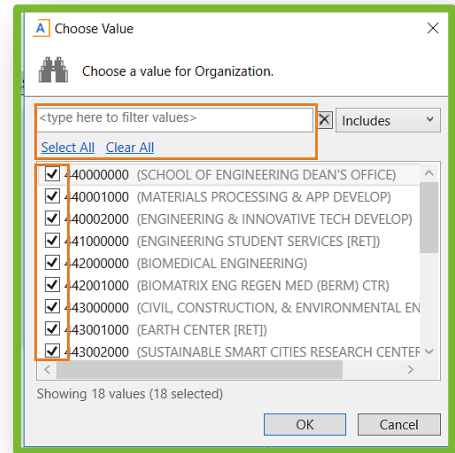
Choose the appropriate Organization(s) by clicking **Choose Value** next to the **Select Organization(s)** field.
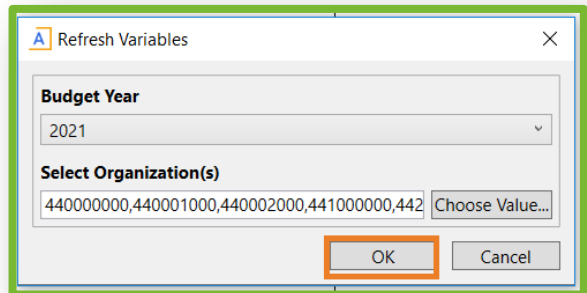
In the **Choose Value** window, use the search field or scroll bar to locate your Org(s).

Click the Select All if all Orgs are to be in the returned search, or click the checkbox to the left of the Org(s) to be included in the report.

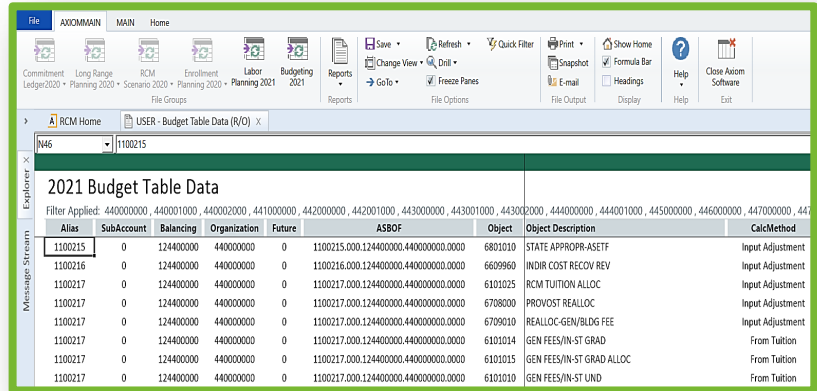Click **OK** to return to the Refresh Variables pop-up.

Click **OK** to run the report based on the chosen Org(s).

Axiom Reporting

The report will load with the selected data.

*Note: this view is **read-only** and no sorting or filtering capabilities are available.*
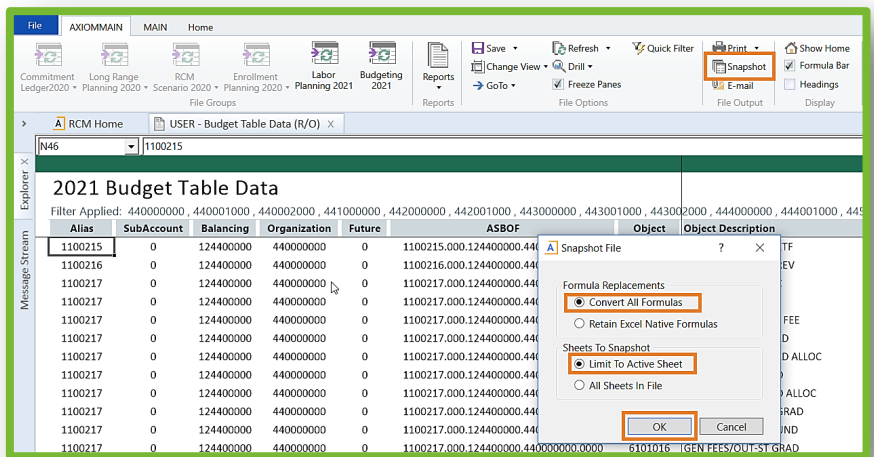

To export as an Excel workbook, click **Snapshot** in the Navigation ribbon.
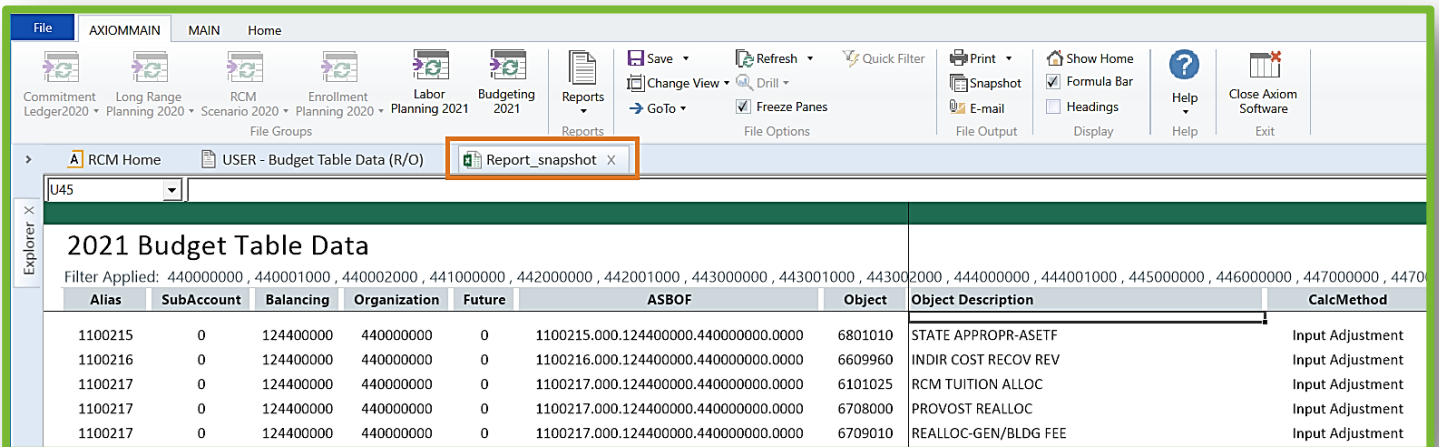
In the **Snapshot File** pop-up, select the radio button for **Convert All Formulas**.

If there is only one report worksheet, choose **Limit to Active Sheets**.

*Note: If there are multiple worksheets (more than one tab across the bottom of the report window), select **All Sheets in File** to export the entire workbook.*
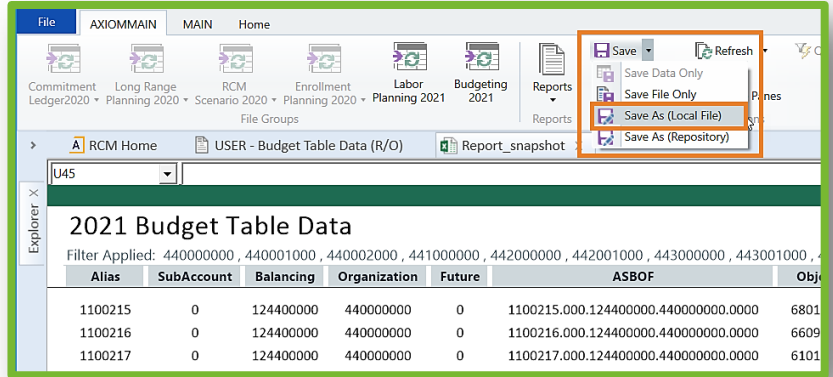

Click **OK** to generate the Excel **Report_snapshot** file in Axiom.

Axiom Reporting

Click **Save** on the Navigation ribbon, and choose **Save as (Local File)**.

This opens a **Save As** dialog box; click **Save** to save the excel file to the local machine.