



RAPTOR User Manual - Reporting



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Initial Log-in & Web Link - To log into RAPTOR (Axiom production system), use this link:
<https://lehigh.axiom.cloud>

Main Screen Navigation

Logging in will bring you to the main screen which includes a screen with drop-down menus across the top and 4 tabs for Budgeting, Labor Planning, Budget Requests and Forecasting, along with a list of your departments.

Clicking the AXIOM logo will bring you back to this main screen.

The screenshot shows the top navigation bar of the AXIOM system. It includes the AXIOM logo and a series of menu items: Budgeting, Home, Budgeting Reports, Labor Reports, Budget Request Reports, Forecasting Reports, and Administration. On the right side, there are icons for a home page, a notification bell, a user profile (labeled '28'), and a grid of application icons. Below the navigation bar is a search bar with a magnifying glass icon and a star icon. A message reads: "It's that time of the year again...please review your budgets below and provide inputs as indicated in the plan files." To the right of this message is a "Calculation Reference" link. Below the message is a table with columns for Budget, 2024 Actual, 2025 Budget, 2026 Proposed, Variance \$, and Variance %. The Budget column has a dropdown arrow. The 2024 Actual, 2025 Budget, and Variance \$ columns contain redacted data. The 2026 Proposed column shows "\$0". The Variance % column shows "100.0%".

2025 Year-to-Date	0	Announcements
Actual Expenses	\$0	No Current Announcements
Budget Expenses	\$0	
Variance \$	\$0	
Variance %	0.0%	

Reporting

The reports currently available within RAPTOR can be found as follows :

Within the **Budgeting Reports** drop-down :

- 1 - choose Custom Reports - Budget Balance Available
- 2 - choose Dashboard - Executive Summary Dashboard

Within the **Budgeting** drop-down :

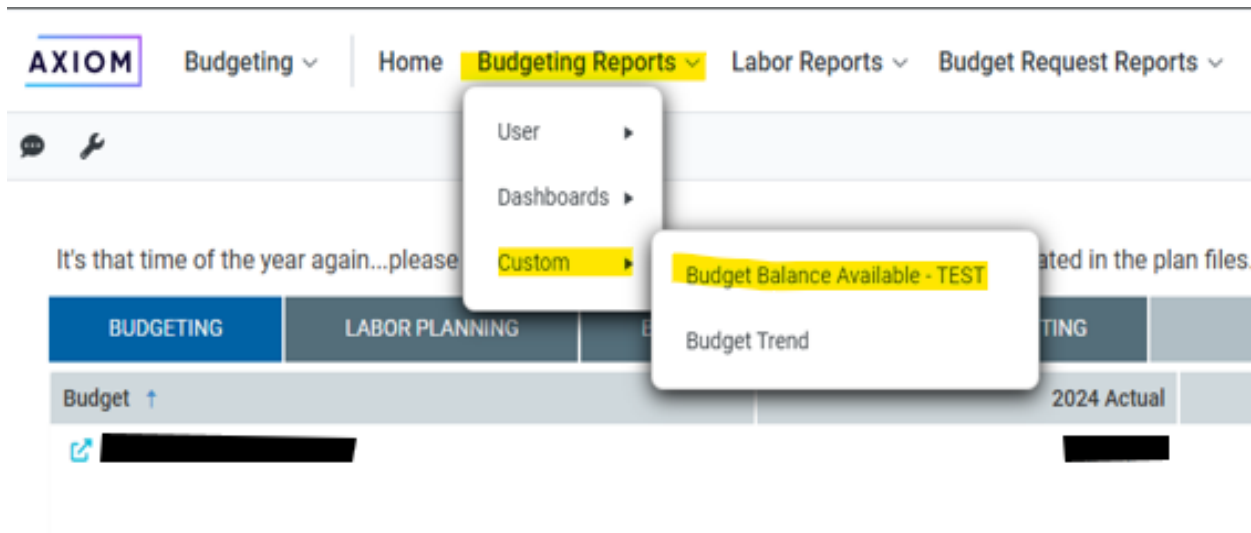
- 1 - choose Intelligence Center - Dashboard Reports - Fund Balance Report

NOTE -- data within RAPTOR is valid as of yesterday.

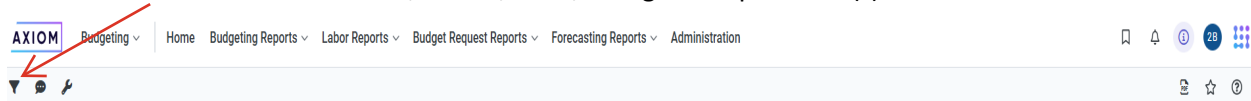
Budgeting Reports / Budget Balance Available Report

The Budget Balance Available Report shows the Original & Revised Budgets, along with YTD Actuals and Encumbrances in total by Revenue, Personnel Expense and Direct Expenditures categories, and provides the Net BBA amounts.

- Click Budgeting Reports
- Choose Custom
- Click Budget Balance Available



Use the filter to select Fiscal Year, Period, stem, college or department(s).



Budget Balance Available ▼ Update the filters as needed and press "Apply" to populate the report

Budget Year 2026
YTD through: July

Export to Excel

Index - Description	Revenue			Personnel Expense				Direct Expenditures				FY26 Net BBA
	FY26 Original Budget	FY26 Revised Budget	FY26 YTD Actual	FY26 Original Budget	FY26 Revised Budget	FY26 YTD Actual	FY26 Encumb	FY26 Personnel Exp BBA	FY26 Original Budget	FY26 Revised Budget	FY26 YTD Actual	

The filter on the report can be used to select Fiscal Year, Period (month), Stem (Dept Level 1), College/Area (Dept Level 2) or Department(s) (Dept Level 3). Once you select values in those sections, you can filter by Index number, but you must type the index number as the search box lists all valid indexes.

To view all activity in your area, just select Fiscal Year and Period.

Click the "Apply" button to update the filter and run the report.

The screenshot shows the AXIOM reporting interface. At the top, there is a navigation bar with the AXIOM logo and menu items: Budgeting, Home, Budgeting Reports, Labor Reports, and Budget Request Reports. Below the navigation bar is a filters panel with the following options:

- Select Fiscal Year: 2026
- Select YTD Period: July
- Select Department Level 1: Choose a value for Reporting_L...
- Select Department Level 2: Choose a value for Reporting_L...
- Select Department Level 3: Choose a value for Reporting_L...
- Select Index: Choose a value for DisplayValue.

At the bottom of the filters panel are three buttons: Apply, Clear All, and Cancel. To the right of the filters panel, there is a red warning message: "Update the filters as needed and press 'Apply' to populate the report". Below the warning message is a table with the following columns:

	FY26 Original Budget	Revenue FY26 Revised Budget	FY26 YTD Actual	FY26 Bu
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The report will list all unrestricted indexes, separated and totaled by Department.

It will list current year Original Budget, Revised Budget and YTD Actual amounts for Revenue, Personnel Expense (salaries) and Direct Expenditures.

Encumbrances and Budget Balance Available (BBA) amounts are also listed for Personnel Expense and Direct Expenditures.

Report Options in the upper right section of the report allow Generate PDF and Export to Excel.

Currently, the data exported is what is seen on the screen, not the underlying detail.

The screenshot shows the report interface with a toolbar at the top containing icons for bookmark, notification, help, and user profile. Below the toolbar is a row of report options: a document icon, a star icon, and a question mark icon. A red arrow points from the question mark icon to the "Export to Excel" button. Below the "Export to Excel" button is a table with the following columns:

FY25 Direct Exp BBA	FY25 Net BBA
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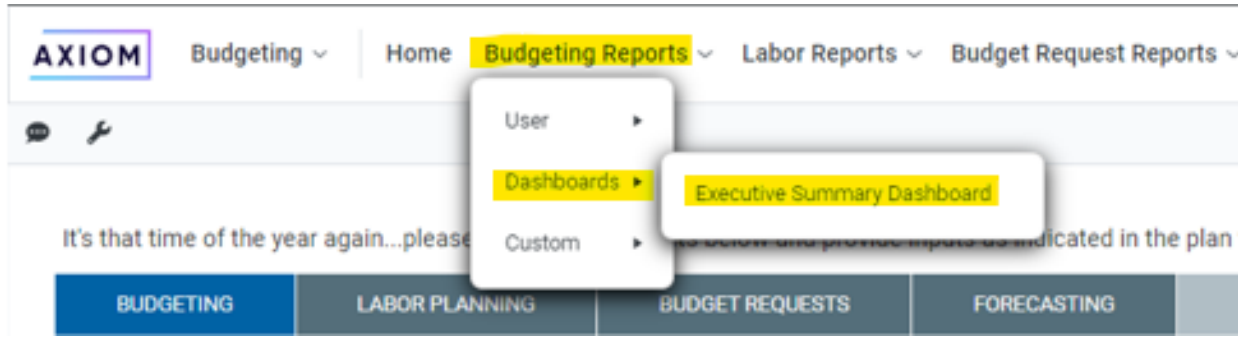
Budgeting Reports / Executive Summary Dashboard

The Executive Summary Dashboard report shows Budget vs. Actuals, Actual Revenue By Type, Actual Expense By Type, and Expense Track By Month. The Filters allow the user to view Department activity, along with the ability to select a specific Index or Indexes.

Click Budgeting Reports

Choose Dashboards

Click Executive Summary Dashboard



Use the filter to select Fiscal Year, Period, Department(s) or Index(s).

The filter on the report can be used to select Fiscal Year, Period (month), Department or Index(s). Once you select values in those sections, you can filter by Index number(s), but you must type the number(s) as the search box lists all valid indexes.

To view all activity in your area, just select Fiscal Year and Period. Click the "Apply" button to update the filter and run the report.

A screenshot of the Executive Summary Dashboard in the AXIOM system. The dashboard title is 'Executive Summary Dashboard' with filters for 'Dept(s): All', 'Index(s): All', 'Fiscal Year: 2026', and 'Period: November'. Below the title is a table titled 'Budget vs. Actuals' with columns for Budget, Actual, and Variance. The table is divided into Revenues, Personnel Expense, and Direct Expenditures. A 'Filters' dialog box is open over the dashboard, showing fields for 'Fiscal Year' (2026), 'Period (for YTD Actuals)' (5 - November), 'Dept(s):' (Choose a Dept or Leave Blank), and 'Index(s):' (Choose a Index or Leave Blank). The dialog has 'Apply', 'Clear All', and 'Cancel' buttons. Red arrows point from the text above to the filter fields in the dialog box.

	Budget 2026	Actual Nov YTD FY2026	Variance \$	Variance %
Revenues				
Total Revenues	-	-	-	0.0%
Personnel Expense				
Employee Benefits	-	-	-	0.0%
Total Personnel Expense	-	-	-	0.0%
Direct Expenditures				
Equipment	-	-	-	0.0%
General And Administrative Expense	-	-	-	0.0%
Transfers Out	-	-	-	0.0%
Total Direct Expenditures	-	-	-	0.0%
Total Expenses	-	-	-	0.0%
Net Operating Result	-	-	-	0.0%

Budgeting / Fund Balance Report

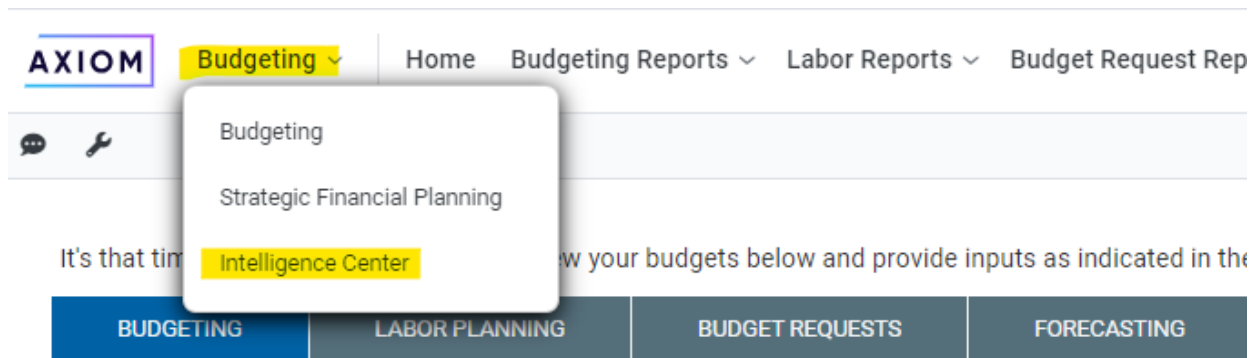
The Fund Balance Report shows the Beginning Balance, Revenue, Expenses, Encumbrances, Transfers and Current Balance of funds.

Click Budgeting Reports

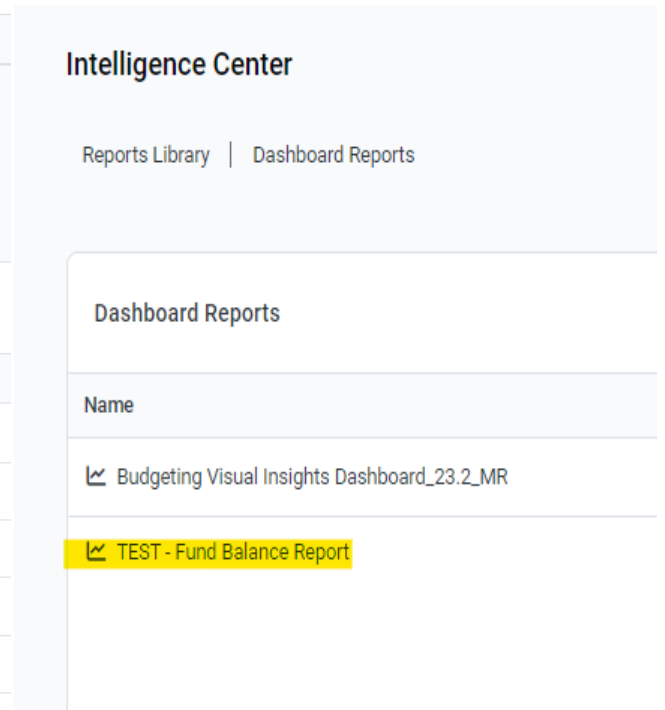
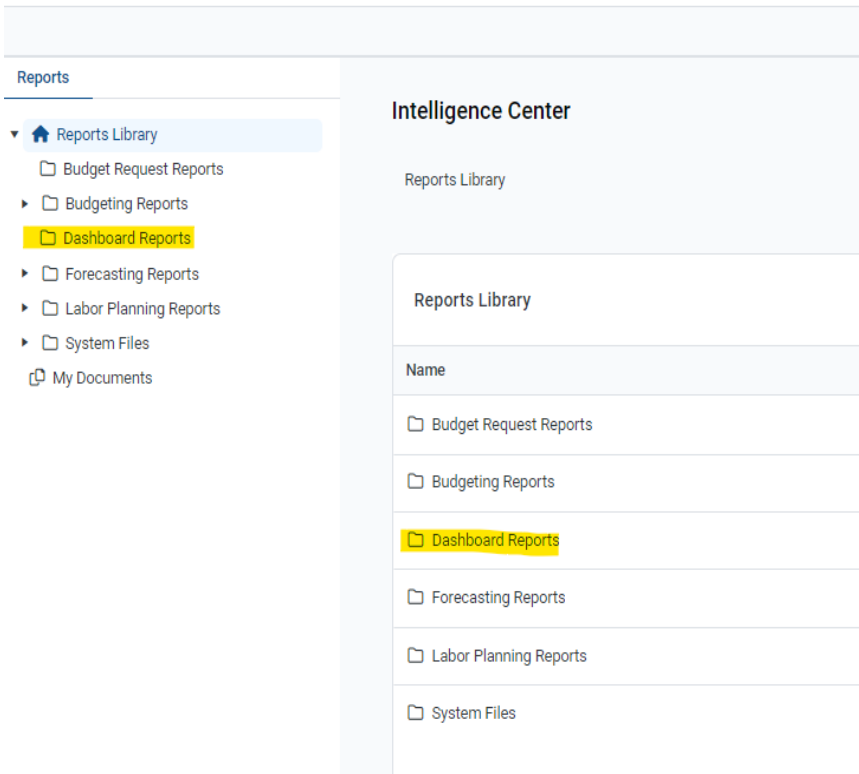
Choose Intelligence Center

Click the Dashboard Reports folder

Click Fund Balance Report



AXIOM Intelligence Center



The filters at the top of the report can be used to select Stem (Dept Level 1), College/Area (Dept Level 2) or Department (Dept Level 3) and Fiscal Year. You can also filter by Index number, but you must type the index number as the search box lists all valid indexes.

To view all activity in your area, choose a Fiscal Year.

AXIOM Budgeting > Home Budgeting Reports > Labor Reports > Budget Request Reports > Forecasting Reports > Administration

Department Level 1: All
 Department Level 2: 210
 Fiscal Year: FY 2025
 Index, Description: All
 Department Level 3: All

Reset all filters prior to saving (Click once)

\$0.00
 Current Fund Balance

Revenue, Expenses and Transfers
 ● Revenue ● Expenses ● Transfers

FUND	Description	Beginning Bal.	Revenue	Expenses	Encumbrances	Transfers	Current Bal.
612705	ZAC-Get Happy-Michael FeinsteinFY23	\$0.00					\$0.00
612706	ZAC-Academy of Vocal Arts-AVA FY23	\$0.00					\$0.00
612707	ZAC-D&C Zanes Holiday Sing FY23	\$0.00					\$0.00
612708	ZAC-Westminster Bell Choir FY23	\$0.00					\$0.00
612709	ZAC-Postmodern Jukebox (PMJ) FY23	\$0.00					\$0.00
612710	ZAC-Christmas with the Celts FY23	\$0.00					\$0.00
612711	ZAC-Lightwire FY23	\$0.00					\$0.00
612712	ZAC-Wu Fei Hello Gold Mountain FY23	\$0.00					\$0.00
612713	ZAC-Paddington FY23	\$0.00					\$0.00
612714	ZAC-ThirdCoast Perc&Flutronic FY23	\$0.00					\$0.00
612715	ZAC-Cirque Mechanics FY23	\$0.00					\$0.00
612716	ZAC-Freedom Bound FY23	\$0.00					\$0.00
612717	ZAC-Canadian Brass FY23	\$0.00					\$0.00
612718	ZAC-Passion Fruit Dance Comp FY23	\$0.00					\$0.00
612719	ZAC-Bandaloop FY23	\$0.00					\$0.00
612720	ZAC-Traveling While Black FY23	\$0.00			0.00		\$0.00
612721	ZAC-Janet's Planets FY23	\$0.00					\$0.00
Total							

Fund Balance Guide:
 • Beginning Bal & Current Bal: parentheses = a deficit balance, no parentheses = a surplus balance
 • Revenue: parentheses = money going out
 • Expenses: parentheses = money coming in
 • Transfers: parentheses = money coming in

Revenue, Expenses and Transfers
 \$0M \$2M
 (\$1,241.13K) \$301.76K \$1,093.88K

Clicking on one fund line in the report will change the graph on the right side of the screen which shows Revenue, Expenses and Transfers for that specific fund. Clicking on the line again will show totals for all funds in your area.