



# AM 31 Report quick reference guide

## Introduction

The AM31 Trial Balance Report provides a high-level financial snapshot for each fund by listing all associated balance sheet accounts. It is designed to support financial oversight and reconciliation processes by showing how balances have changed over a specific fiscal period. For each fund and account, the report displays:

- **Beginning Balance** at the start of the fiscal period
- **Net Activity** during the period (total debits minus total credits)
- **Ending Balance** as of the end of the selected period

This report helps users verify that all financial transactions have been recorded correctly and that the books are in balance. It is particularly useful during month-end and year-end closing to ensure that account balances make sense and align with expected activity.

Even if you're not an accountant, think of this report like a summary of your bank accounts—what you started with, what went in and out, and what's left at the end.

Use this report to:

- Monitor financial position by fund
- Identify unexpected activity in key accounts
- Support audit readiness and financial transparency

## Instructions

1. Open Cognos
  - Go to the Data Warehouse link on the [finance.utah.gov](http://finance.utah.gov) site.
  - Click **COGNOS Finet reports**

### COGNOS Business Intelligence

COGNOS Business Intelligence provides access to hundreds of custom Vantage Financial reports, along with many other complex reports designed to assist state agencies reconciliation, balancing and forecasting, providing accurate validated results.

**1** [COGNOS Finet reports](#)

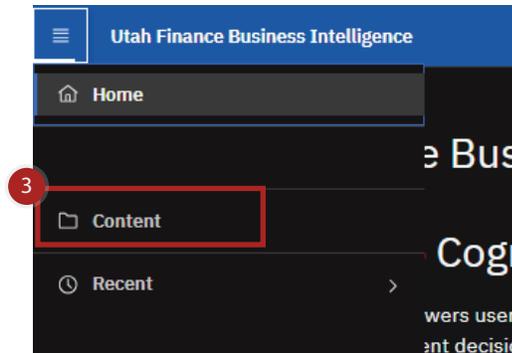
[Old Data Warehouse \(1995-2006\)](#)

[Cognos help documents](#)

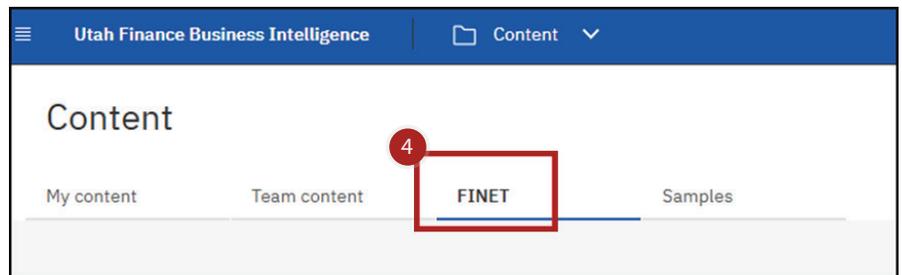
2. Click on the hamburger navigation (three bars top left)



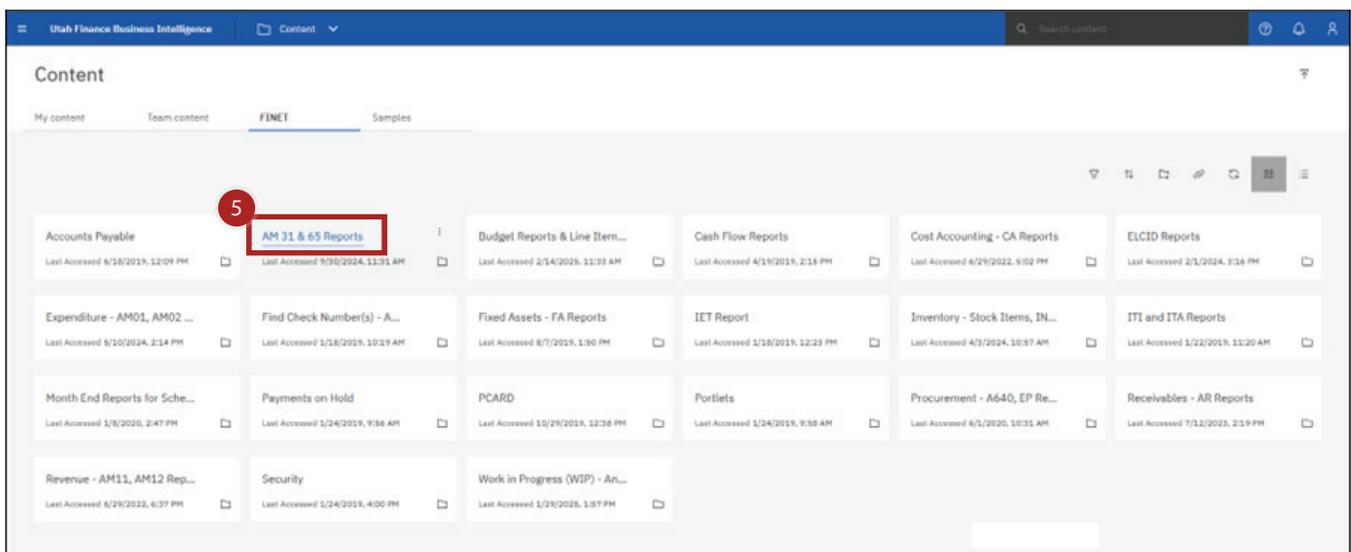
3. Click **Content**.



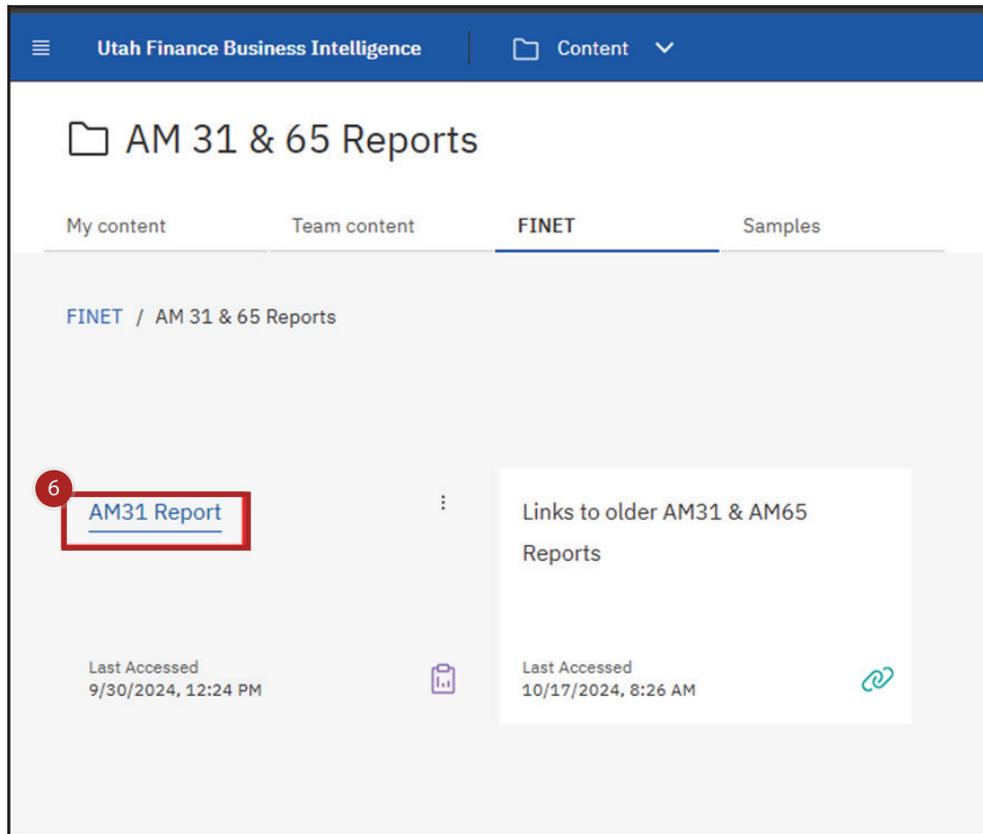
4. Click on **FINET**.



5. Select the folder **AM 31 & 65 Reports** by clicking on the folder name.



6. Select the report **AM31 Report** by clicking on the report name.



7. Use the drop-down menus to select the Fiscal Year, and Fiscal Period\* of your choice.

**AM31 Trial Balance Report**

Fiscal Year: \*

Fiscal Period: \*

8. Selecting a **Fund** is optional.

**Fund (optional):**

- 0010 (FIN) Public Safety-Termi
- 0015 (FIN) Public Safety-OPEB
- 0020 (FIN) General Fund-Term
- 0021 (FIN) URS Payment Adjus
- 0022 (FIN) General Fund COVI

Select all Deselect all

*by not selecting a Fund, ALL Funds will be returned.*

\*The Fiscal Period is broken into 13 segments. Each segment represents a month in the fiscal year. For example: Fiscal Period 1 is the first month in the Fiscal Year.

9. Click **Finish** in the bottom left corner of the screen



10. You can:

a. View the report in this screen

- Click the **Top**, **Page up**, **Page down**, or **Bottom** buttons at the bottom of the screen.

b. Return to the previous screen

- Click the Run link (  )

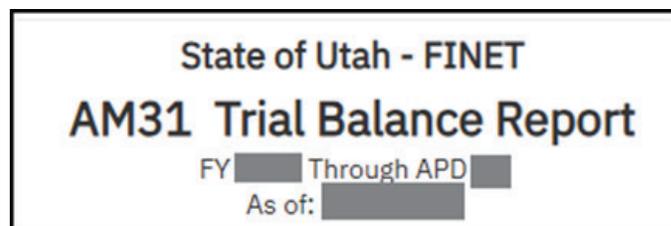
c. Download the report

- Click the Select a format link (  )

11. In the top left corner you will see the date and time that you ran the report.



12. In the top center of the screen you will see the report heading, the Fiscal Year and Fiscal Period you selected, and the date the report was run.



13. The table will show the Fund Name, Description, BS Account (Balance Sheet account number), BS Account Name, Beginning Balance, Debits/Credits, and Ending Balance.

As of: Jun 30, 2023

Fund_Name	Description	BS_Account	BS_Account_Name	Beginning Balance	Debits/Credits	Ending Balance
-----------	-------------	------------	-----------------	-------------------	----------------	----------------