



AM01 Expenditure Detail by Unit quick reference guide

Introduction

AM01 – Expenditure Transaction Detail Within Unit gives you a detailed list of individual spending transactions. While AM02 reports summarize the totals by expense category (like travel or supplies), the AM01 shows the line-by-line detail behind those totals.

This report shows:

- Each individual transaction charged to a **specific department unit** and **fund**
- The **object code** (type of expense) for each transaction
- The **line item details**, such as vendor name, amount, and document number

⚠ Note: This report shows **transaction detail only**. It does **not** include any budget information, remaining balances, or percentages spent. It’s designed to answer the “what exactly was charged?” question—not whether the budget is on track.

● Important Tip: Just like with the AM02, always enter the correct **Fund** when running this report. It may appear optional, but if you leave it blank, you might get incomplete or misleading results.

This report is especially helpful for:

- Auditing or reviewing spending activity and coding
- Understanding what’s behind a total in an AM02 report
- Verifying that charges were made to the correct unit and object code

Instructions

1. Open Cognos
 - Go to **Data Warehouse** page on the finance.utah.gov site.
finance.utah.gov/state-agency-resources/finance-data-warehouse/
 - 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.

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[COGNOS Finet reports](#) ↗

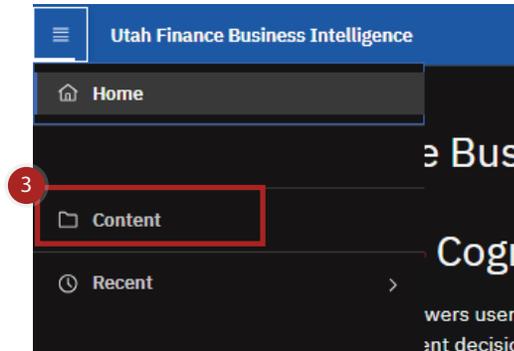
[Old Data Warehouse \(1995-2006\)](#) ↗

[Cognos help documents](#) ↗

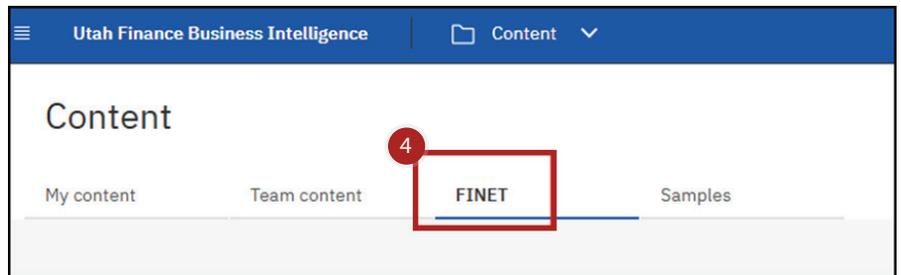
2. Click on the hamburger navigation (three bars top left)



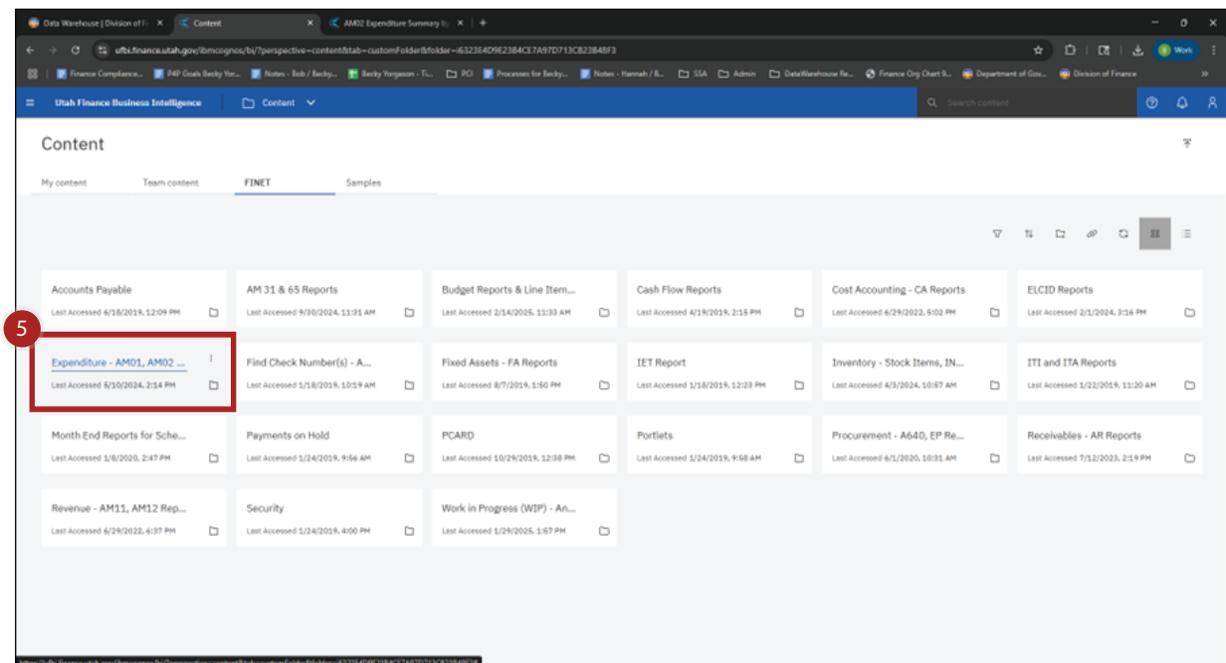
3. Click **Content**.



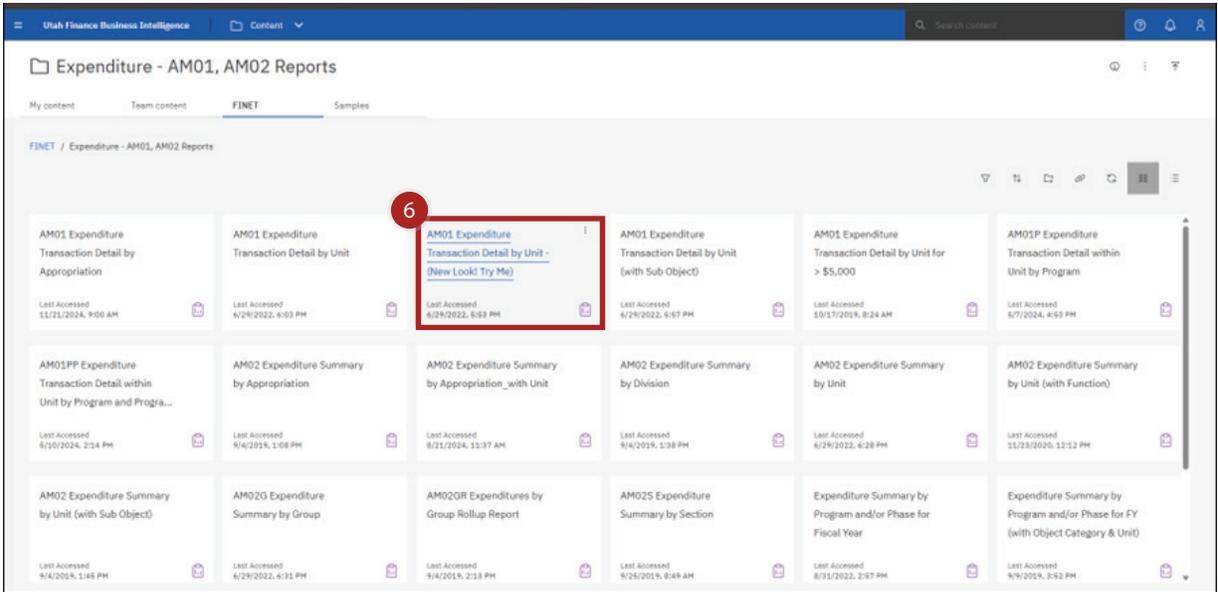
4. Click on **FINET**.



5. Select the folder **Expenditure - AM01, AM02 Reports** by clicking on the folder name.



6. Select the report **AM01 Expenditure Transaction Detail by Unit - (New Look! Try Me)** by clicking on the report name.



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

AM01 - Expenditure Transaction Detail Within Unit

Temporary Reminder: Departments 150 and 560 will only display data for FY2023 (& future)

Department: *

Fiscal Year: *

Fiscal Period: *

8. Selecting Division, Fund, and Unit is optional.

optional Division:

optional Fund:

UNIT is Optional
 This Report has CHANGED, the lookup for Unit is EITHER Single/List OR Range. Both Unit features cannot be combined.
 Search on specific Units either by 'SINGLE/List' OR by 'RANGE'.
 Leaving Optional fields blank, returns 'All' for the selection criteria.

Unit 'SINGLE/List'
 Search on a Single Unit Value. Or a List of individually entered Values.

Selections:

Unit 'RANGE'
 Enter a Range of Values (example: 0001 to 1500).

lowest value
 highest value

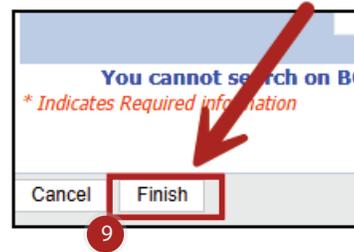
OR

[Select all](#) [Deselect all](#)

You cannot search on BOTH Unit options, please only enter values in either Single/List OR Range.

*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 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 ()

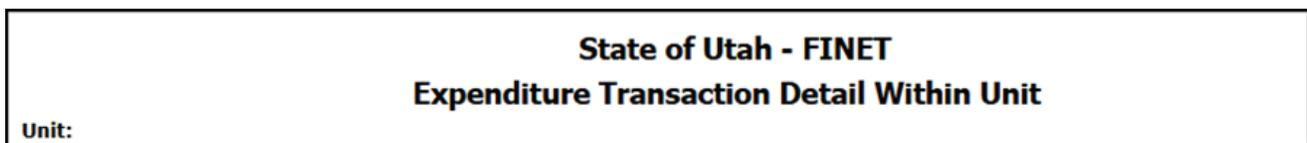
c. Download the report

- Click the Select a format link ()

11. In the top left corner you'll see the Report name and Department. You'll also see the Division, and Fund of the current page.



12. In the top center of the screen you'll see the report heading. You'll also see the **Unit** of the current page.



13. In the top right corner of the screen you'll see the Fiscal Year and Fiscal Period you selected

Fiscal Year:
Fiscal Period:



14. The table shows the Object Class, Object, Transaction ID, Line No, Amount, Run Date, Line Description, Vendor Name, Appr, Actv, Func, Prog, and Phase.

Object Class	Object Name	Transaction ID	Line No	Amount	Run Date	Line Description*	Vendor Name*	Appr	Actv	Func	Prog	Phase
Expenditure												