

AMO1 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





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

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Accounts Payable Lest Accessed 6/18/2019, 12:09 PM		AM 31 & 65 Reports Last Accessed 9/30/2024, 11:31 AM	•	Budget Reports & Line Item Last Accessed 2/14/2025, 11:33 AM	0	Cash Flow Reports Last Accessed 4/19/2019, 2:15 PM	۵	Cost Accounting - CA Reports Last Accessed 6/29/2022, 5:02 PM		ELCID Reports Last Accessed 2/1/2024, 8:16 PM	0
Expenditure - AM01, AM02 Last Accessed 5/10/2024, 2:14 PM	: 0	Find Check Number(s) - A Last Accessed 1/18/2019, 10:19 AM		Fixed Assets - FA Reports Last Accessed 8/7/2019, 1:50 PM	0	IET Report Last Accessed 1/18/2019, 12:23 PM		Inventory - Stock Items, IN Last Accessed 4/3/2024, 10:57 AM		ITI and ITA Reports Last Accessed 1/22/2019, 11:20 AM	0
Month End Reports for Sche Lest Accessed 1/8/2020, 2:47 PM		Payments on Hold Last Accessed 1/24/2019, 9:56 AM		PCARD Last Accessed 10/29/2019, 12:38 PM	0	Portlets Last Accessed 1/24/2019, 9:68 AM		Procurement - A640, EP Re Last Accessed 6/1/2020, 10:31 AM	0	Receivables - AR Reports Last Accessed 7/12/2028, 2:19.PM	0
Revenue - AM11, AM12 Rep Lest Accessed 6/29/2022, 6:87 PM		Security Last Accessed 1/24/2019, 4:00 PH	0	Work in Progress (WIP) - An Last Accessed 1/29/2025. 1:57 PH	0						

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

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AM01PP Expenditure Transaction Detail within Unit by Program and Progra		AM02 Expenditure Summary by Appropriation		AM02 Expenditure Summary by Appropriation_with Unit		AM02 Expenditure Summary by Division		AM02 Expenditure Summary by Unit		AM02 Expenditure Summa by Unit (with Function)	'n		
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AM02 Expenditure Summary by Unit (with Sub Object)		AM02G Expenditure Summary by Group		AM02GR Expenditures by Group Rollup Report		AM025 Expenditure Summary by Section		Expenditure Summary by Program and/or Phase for Fiscal Year		Expenditure Summary by Program and/or Phase for (with Object Category & Ur	PY 10		
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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:	7 ★ Department ✓ ★ Eiscal Year ✓					
Fiscal Year:						
Fiscal Period:	 Fiscal Period 					

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

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*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.

You cannot se 9. Click **Finish** in the bottom left corner * Indicates Required inf ation of the corner of the screen. Finish Cancel 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 (HTML) 11. In the top left corner you'll see the REPORT ID: AM01 Report name and Department. You'll Dept: also see the Division, and Fund of the Division: Fund: 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. State of Utah - FINET **Expenditure Transaction Detail Within Unit** Unit:

