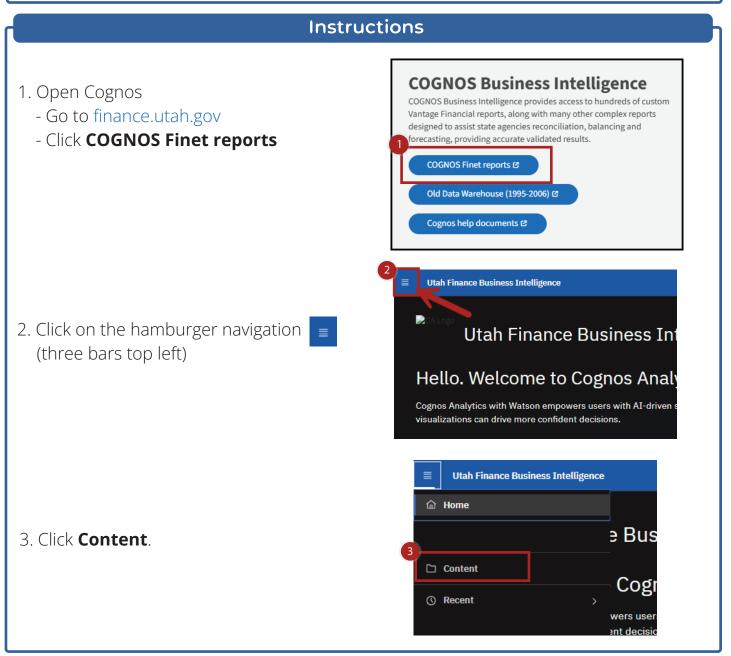


division of Finance

AM02 Expenditure Summary by Unit

Introduction

The **AM02 Expenditure Summary by Unit** report is a crucial tool within our financial system, providing a clear snapshot of how your budget is being used. This commonly used report details essential information such as your annual expense budget, outstanding commitments, current month and year-to-date spending, and your remaining uncommitted budget. Downloading this report provides insight into how your budget is being utilized, showing you how much you've spent, how much is left, and precisely where the money is going.



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

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6. Select the report **AM02 Expenditure Summary by Unit** by clicking on the report name.

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Transaction Detail within		by Appropriation		by Appropriation_with Unit		by Division		by Unit		by Unit (with Function)	- 11
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		Summary by Group		Group Rollup Report		Summary by Section		Program and/or Phase for		Program and/or Phase for FY	

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

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

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• Click the Run link (▷)

c. Download the report

10. You can:

Utah Finance Business Intell State Data Warehouse AM02 - Expenditure Temporary Reminder: Departments 150 and 560 7 Department: * Department ~ Fiscal Year: * Fiscal_Year ~ Fiscal Period: * Fiscal Period ~ 'optional' Division: al' Division 8 Select all Deselect all optional' Fund: **UNIT is Optional** gle/List OR Range. Both Unit features cannot be This Report has CHANGED, the lookup for Unit is EITHER 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' Unit 'RANGE' Search on a Single Unit Value. Or a List of individually entered Values. Enter a Range of Va 0001 to 1500). Selections: From OR Select all Deselect all You cannot search on BOTH Unit options, please only enter values in either Single/List OR R You cannot se rch on B 9. Click **Finish** in the bottom left corner * Indicates Required ation Cancel Finish a. view the report in this screen • Click the Top, Page up, Page down, or Bottom buttons at the bottom of the b. Return to the previo<u>us s</u>creen • Click the Select a format link (HTML)

