



AM02 Expenditure Summary by Unit

quick reference guide


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.

Instructions

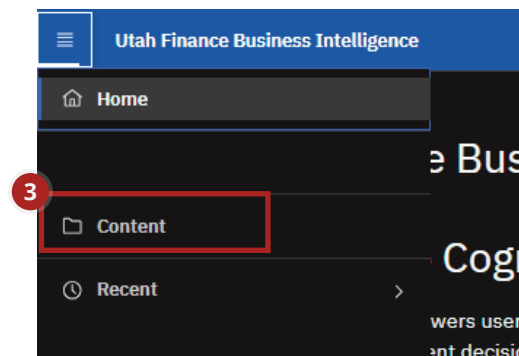
1. Open Cognos
 - Go to the Data Warehouse link on the finance.utah.gov/state-agency-resources/finance-data-warehouse/ site.
 - Click **COGNOS Finet reports**



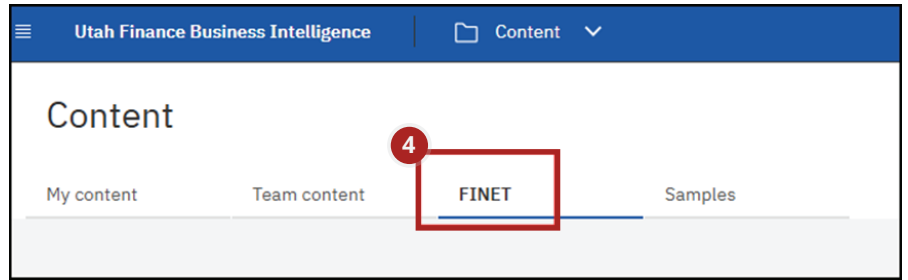
2. Click on the hamburger navigation (three bars top left) 



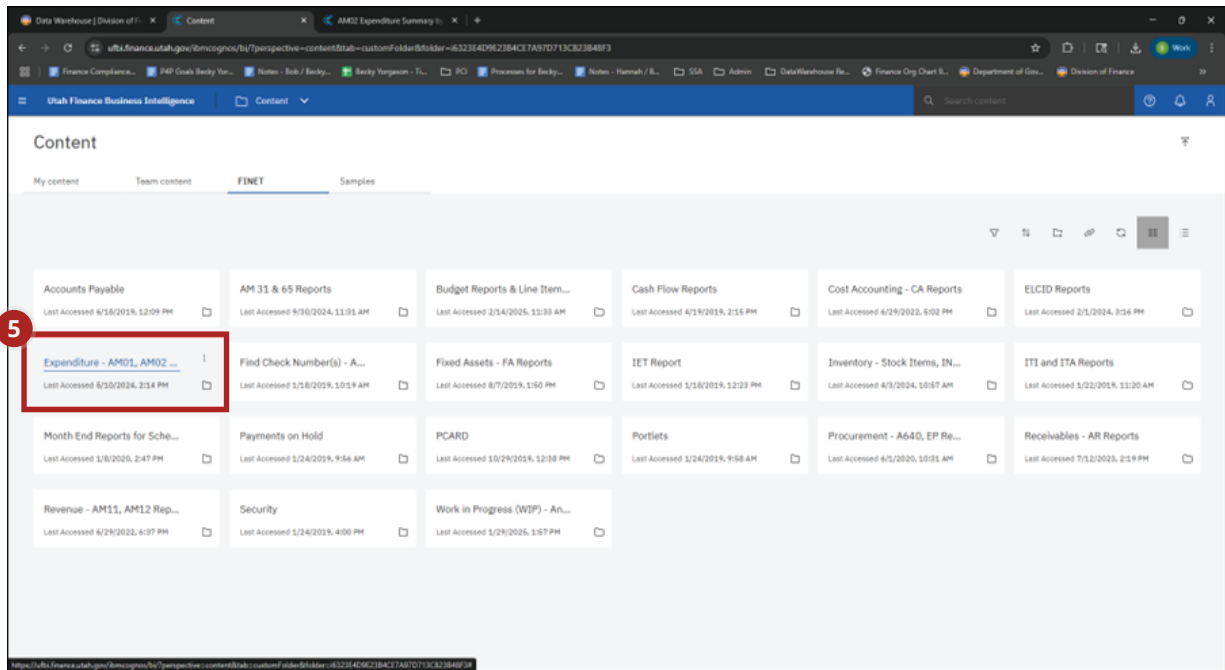
3. Click **Content**.



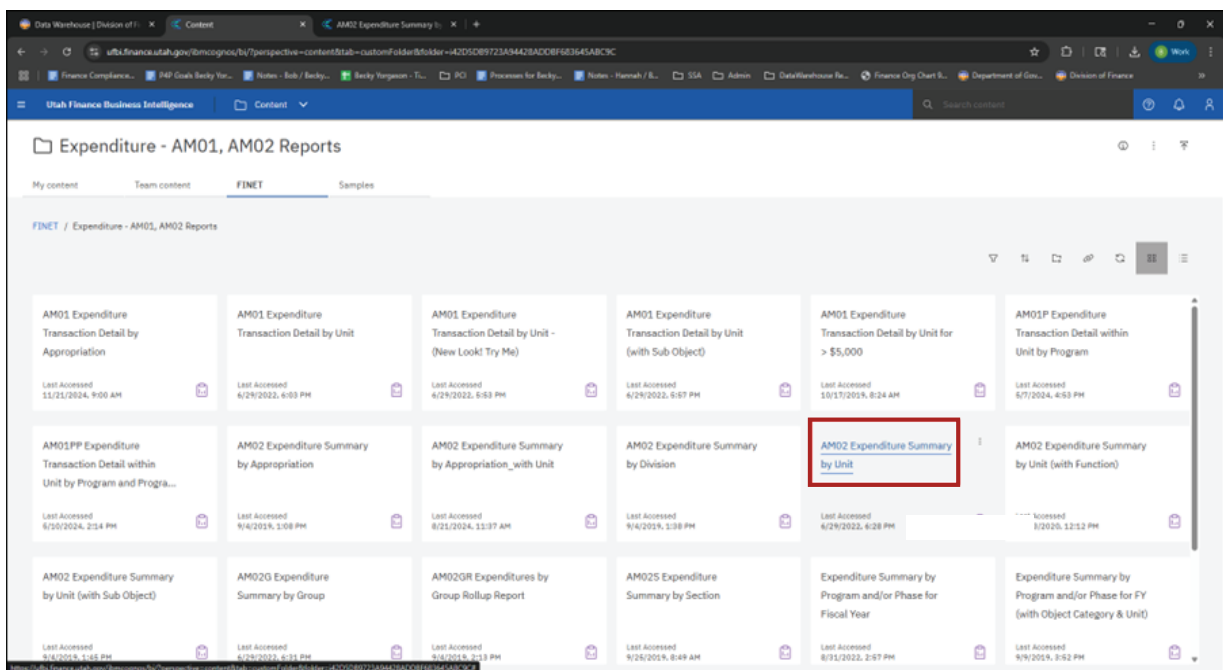
4. Click on **FINET**.



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



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



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

Utah Finance Business Intelligence
State Data Warehouse

AM02 - Expenditure

7 Temporary Reminder: Departments 150 and 560

Department: * Department

Fiscal Year: * Fiscal_Year

Fiscal Period: * Fiscal Period

'optional' Division:

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

'optional' Division:

8

'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.

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

From...
To...

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.

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



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

* Indicates Required information

Cancel Finish

9

10. You can:

- view the report in this screen
 - Click the **Top, Page up, Page down, or Bottom** buttons at the bottom of the screen.
- Return to the previous screen
 - Click the Run link ()
- 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.

REPORT ID: AM02
Dept:
Division:
Fund:



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
Monthly Expenditure Summary by Unit

Unit:

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 Category** (including a total), **Object**, **Annual Expense Budget**, **Outstanding Pre-Encumbrance**, **Outstanding Encumbrance**, **Current Month**, **Year to Date**, **Uncommitted Expense Budget**, and **Annual Percent**.

Object Category	Object	Annual Expense Budget	Outstanding Pre-Encumbrance	Outstanding Encumbrance	Current Month	Year to Date	Uncommitted Expense Budget	Annual Percent
DD Current Expense								
Category DD Current Expense Total:								
EE Data Processing Current Expense								
Category EE Data Processing Current Expense Total:								
TA Trust & Agency Disbursements								
Category TA Trust & Agency Disbursements Total:								
Unit Total:								
Fund	Total:							