



AM12 Revenue Summary within Unit quick reference guide

Introduction

The AM12 report provides a summarized view of revenue activity by Department Unit, organized by Appropriation Unit, then by Revenue Category, and finally by Revenue Source. It is designed to help users track how much revenue has been received, how it compares to the budgeted estimate, and how much remains unrealized for the fiscal year.

For each revenue source, the report displays:

- **Revenue Estimate** (budgeted amount for the year)
- **Actual – Current Month** (revenue received during the selected month)
- **Actual – Year-to-Date** (cumulative revenue received so far this fiscal year)
- **Unrealized Amount** (budget minus YTD actual)
- **Percent Realized** (how much of the estimate has been collected)

Think of this report like a progress tracker for incoming funds—it shows what was expected, what has come in, and how much is still outstanding.

This report is especially useful for:

- Monitoring revenue progress toward annual goals
- Identifying revenue sources that are over- or under-performing
- Supporting proactive financial management at the unit level

Important Note on Report Criteria: While **Fund** is listed as an optional parameter, it's highly recommended to always include it when running this report. Including the fund helps ensure accuracy, avoids unintentional data gaps, and keeps the results focused on the appropriate revenue streams.

Use this report to:

- Review monthly and year-to-date revenue performance
- Detect trends or shortfalls early
- Inform leadership discussions and budget decisions

Instructions

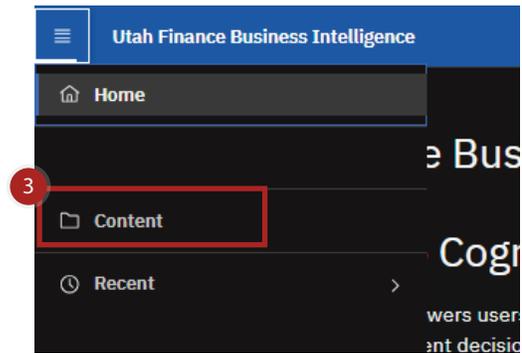
1. Open Cognos
 - Go to the **Data Warehouse** link on the finance.utah.gov site.
 - Click **COGNOS Finet reports**.



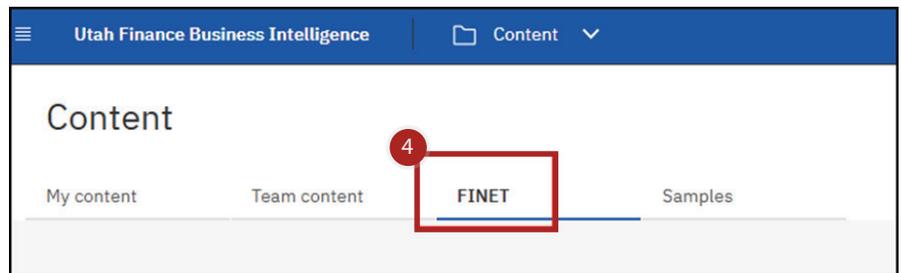
2. Click on the hamburger navigation (three bars top left)



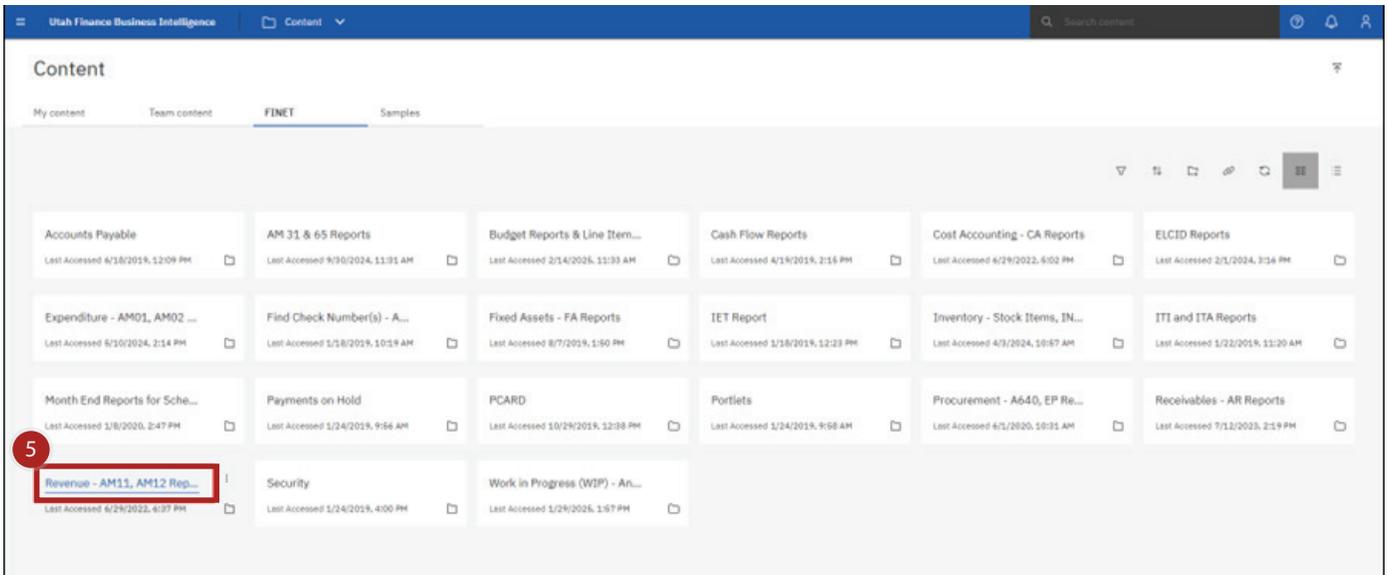
3. Click **Content**.



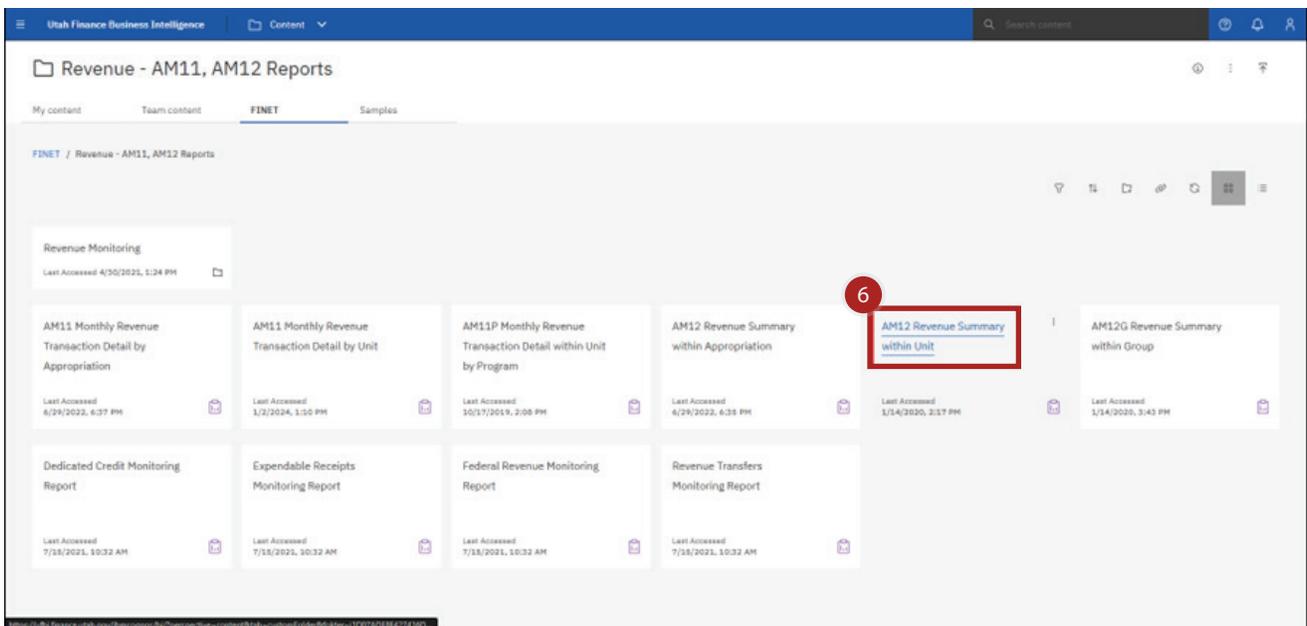
4. Click on **FINET**.



5. Select the folder **Revenue - AM11, AM12 Reports** by clicking on the folder name.



6. Select the report **AM12 Revenue by Summary within 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.

*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.

The screenshot shows the report selection interface for 'AM12 - Revenue Summary'. It features three drop-down menus: 'Department', 'Fiscal Year', and 'Fiscal Period'. Each menu is highlighted with a red box, and a red circle containing the number 7 is positioned to the left of the 'Fiscal Period' menu.

8. Entering a **Fund** or **Unit** is optional.

9. Click **Finish** at the bottom left 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 report name and the Department you selected. It will also show the Fund and Unit of the current page.

12. In the top center of the screen you will see the report heading.

**State of Utah - FINET
Revenue Summary within 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 will show the Appropriation Name, Revenue Category, Revenue Source, Revenue Estimate amount, Actual Current Month amount, Actual YTD (Year to Date) amount, Unrealized Annual Amount, and Percent Realized.

Appropriation	Revenue Category	Revenue Source	Revenue Estimate	Actual Current Month	Actual YTD	Unrealized Annual Amount	Percent Realized
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