

## 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:

division of **Finance** 

- 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



3. Click **Content**.



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## 4. Click on **FINET**.

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

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6. Select the report **AM12 Revenue by Summary within Unit** by clicking on the report name.

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- 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.

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