



Line Item Status Report quick reference guide

Introduction

The **Line Item Status Report** gives a big-picture view of your agency's budget for each appropriation line item. It shows:

- How much **Fixed Funding** (state funding) was authorized,
- How much **actual revenue** (like federal funds or dedicated credits) was collected,
- The **total funds available** to spend,
- What's been **spent so far**, and
- What's still **unspent**.

The **Fixed Funding** column represents the amount of **state-appropriated funds authorized by the Legislature**. It matches what's in the official appropriation bills and forms the basis for determining how much funding lapses or carries forward at year-end.

Key terms to know:

- **Appropriation Class = Line Item**

This is the high-level category of funding approved by the Legislature.

- **Appropriation Name = Appropriation Unit**

These are the **specific programs** within each line item, as authorized by the Legislature. They define how your agency's budget is organized and tracked.

This report is especially useful during closeout because it pulls all the core budget data together in one place. You'll use it to complete your **closing schedule** (Disposition of Line Item by Funding Source form), which breaks down your line item into lapsing, nonlapsing, and other funding categories.

Instructions

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

COGNOS Business Intelligence

COGNOS Business Intelligence provides access to hundreds of custom Vantage Financial reports, along with many other complex reports designed to assist state agencies reconciliation, balancing and forecasting, providing accurate validated results.

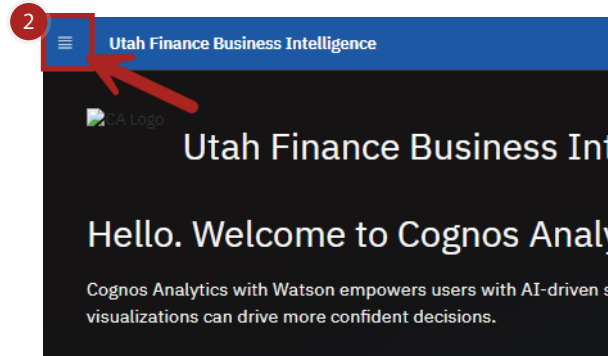
1

[COGNOS Finet reports](#)

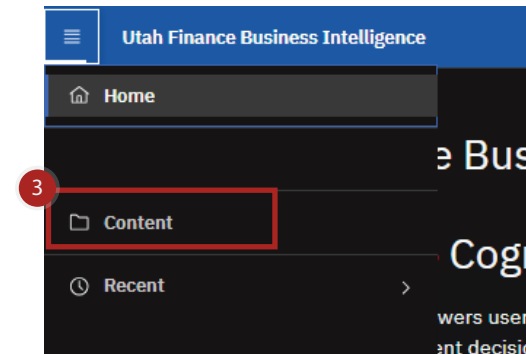
[Old Data Warehouse \(1995-2006\)](#)

[Cognos help documents](#)

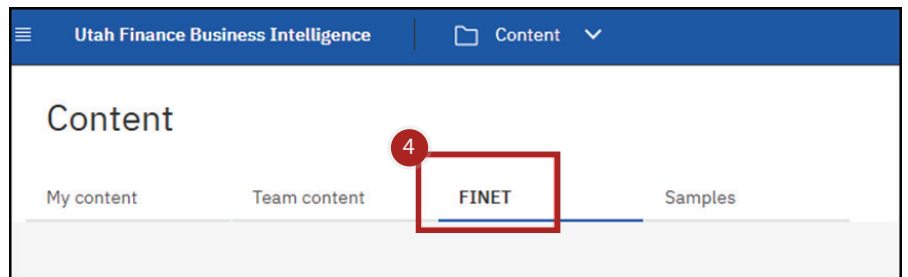
2. Click on the hamburger navigation (three bars top left)



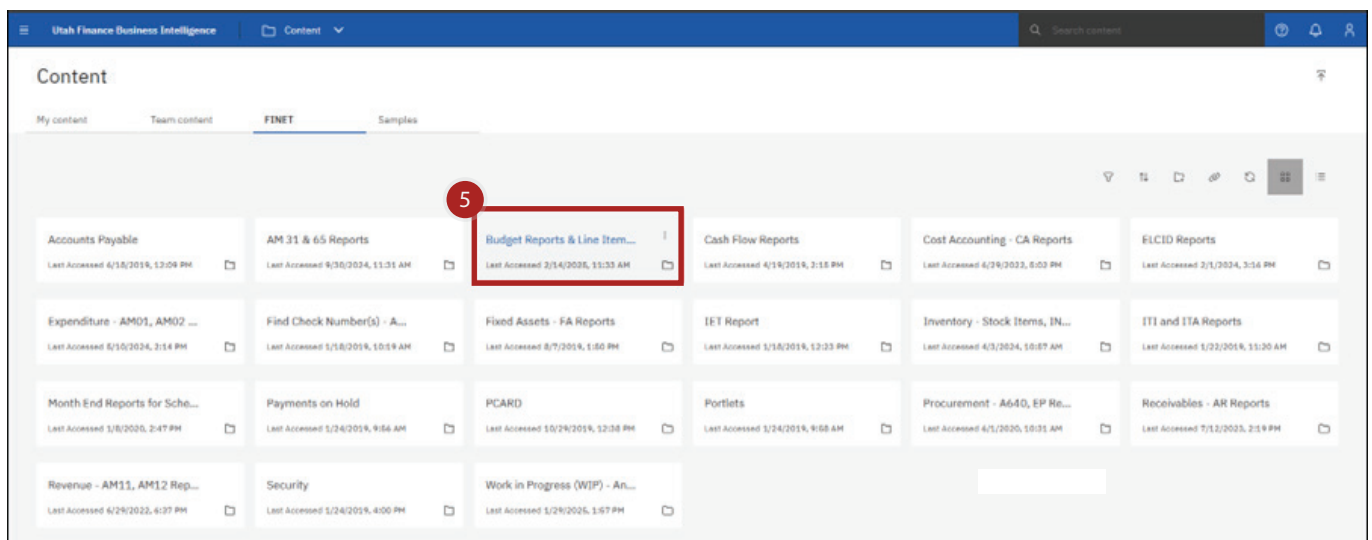
3. Click **Content**.



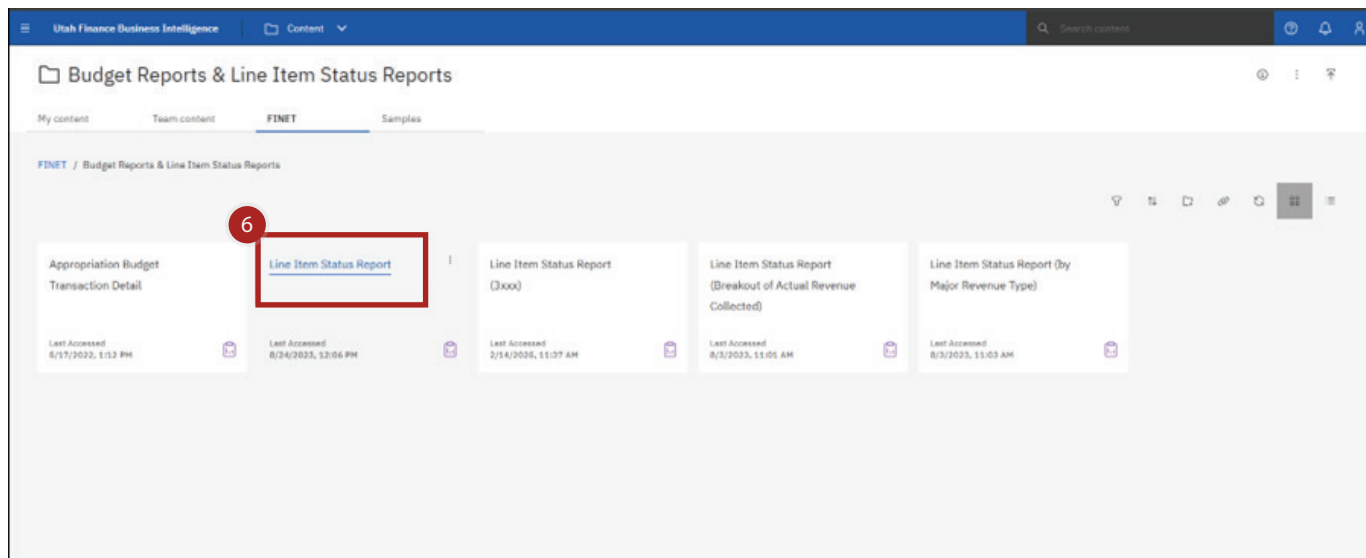
4. Click on **FINET**.



5. Select the folder **Budget Reports & Line Item Status Reports** by clicking on the folder name.



6. Select the report **Line Item Status Report** by clicking on the report name.



7. Use a 4-digit **Fiscal Year** and select a **Department**. You can **Select all**, **Deselect all**, or click on the name of a contract. (You can use the ctrl key to select more than one contract.)

8. Entering a **Line Item** is optional.



'optional' **Line Item:**

Leaving 'optional' selections blank, returns all entries for the criteria.
Select 'Finish' to run the report

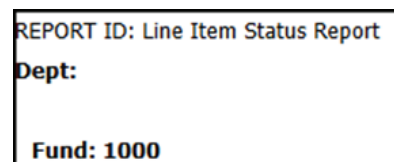
9. Click **Finish** at the bottom of the screen.



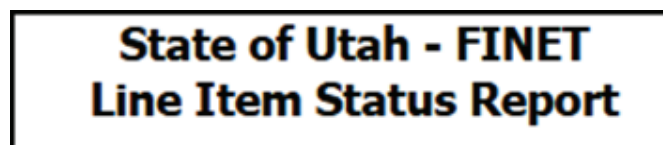
10. You can:

- 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.



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



13. In the top right corner of the screen you'll see the Fiscal Year you selected.



14. The table will show the Appropriation Class, Appropriation Name, Fixed Funding amount, Actual Revenue Collected, Total Available, Expenditures amount, and Unexpended Balance.

APPROPRIATION CLASS	APPROPRIATION NAME	FIXED FUNDING	ACTUAL REVENUE COLLECTED	TOTAL AVAILABLE	EXPENDITURES	UNEXPENDED BALANCE
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