

IS&T Financial Reporting -- Financial Summary by Manager

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This is a high level summary with a one-line total for each of the Profit Centers within an Operational Area, and a Net Total for the Operational Area. Report By Manager

It is run monthly by IS&T Directors and Managers.

Profit Center ID drillable and there is link in the report to the GL view.

1. Go to **Cognos Content > Public Folders > School & Area Reports > IS&T > Financial Reporting >**.
2. Select **IS&T Financial Summary by Manager** *[This link takes you directly to the Cognos report.]*

When you run the report, the following prompt page will appear :

The screenshot shows the 'IS&T Financial Summary by Manager' report prompt page. It features three main sections: 'Select a Fiscal Year:', 'Select a Budget Plan:', and 'Select a Profit Center:'. The 'Select a Fiscal Year:' section has a dropdown menu with '2017' selected. The 'Select a Budget Plan:' section has a list of budget plans with 'I04 - IS&T Current Spending Plan' selected. The 'Select a Profit Center:' section has a list of profit centers with 'Emerging Solutions' selected. There are three callout boxes: 'Select Fiscal Year' pointing to the dropdown, 'Leave the default selected' pointing to the 'I04 - IS&T Current Spending Plan' radio button, and 'Use the check boxes to select Profit Center' pointing to the 'Emerging Solutions' checkbox. At the bottom, there are 'Cancel' and 'Finish' buttons, with a callout box 'Click Finish when done' pointing to the 'Finish' button.

IS&T Financial Summary by Manager

Select a Fiscal Year:

* 2017

Select Fiscal Year

Select a Budget Plan:

* ☐ I00 - IS&T Submitted Budget
☐ I01 - IS&T Original Approved Budget
☐ I02 - IS&T Original Spending Plan
☐ I03 - IS&T Current Approved Budget
☒ I04 - IS&T Current Spending Plan
☐ I05 - IS&T Q1 Spending Plan
☐ I06 - IS&T Q2 Spending Plan
☐ I07 - IS&T Q3 Spending Plan

Leave the default selected

Select a Profit Center:

* ☒ Emerging Solutions
☐ Enabling Services
☐ IS&T Business Operations
☐ Planning and Administration
☐ Software Pool Offset
☐ Software Projects
☐ Telephone & Network Services
☐ VP of IS&T

Use the check boxes to select Profit Center

Select all Deselect all

Cancel Finish

Click Finish when done

Complete the prompts and click **finish**.

The report runs and information is returned in the following report:

IS&T Financial Summary by Manager

Column Definitions:

YTD Actuals: The sum of the actuals for all of the closed months

Future Spending Plan: The sum of the monthly spending plans for all non-closed months

FY Budget: Total Funding Available

FY Spending Plan: YTD Actuals (upto last closed months) + Future Spending Plan amounts

FY Variance columns: The variance between the FY Budget and the FY Spending Plan

Selection Criteria:

Fiscal Year: 2017

Month: August

Profit Center (Level1):

Emerging Solutions

GL View

Profit Center ID	Profit Center Name	Current Month View	Last (Closed) Month View			Full Year View (based on last closed month)					
		Current Month Actuals	Last Month Spending Plan	Last Month Actuals	Last Month Variance	YTD Actuals	Future Spending Plan	FY Spending Plan	FY Budget	FY Variance	Percent of Budget Available
P242041	Emerging Solutions										92%
Overall - Total											92%

Printing

If you choose to print a report, always print to PDF before printing paper copies to ensure that the report format is preserved.