

IS&T Financial Reporting -- IS&T GL View

IS&T GL View

This is a high level summary by Expense Type for a Profit Center or Cost Object. Subtotals by GL Expense Type (level 1 category) and net totals by Profit Center or Cost Object are displayed.

1. Open your browser to <https://reports.mit.edu> and go to **Cognos Content > Public Folders > School & Area Reports > IS&T > Financial Reporting >**.

2. Select **IS&T GL View** [This link takes you directly to the Cognos report.]

When you run the report, the processing pauses and the following prompt page appears:

IS&T GL View - Selection Criteria:

Select a fiscal year: * 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

Select a Profit Center (Level1)

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

Select all Deselect all

Select a Profit Center (Level 2)

Select a Cost Object

Use the check boxes to select the Profit Center

Every time you select a filter, the **Reprompt** button appears. Click it in order for the next filter criteria to appear. Continue, specifying values for the filters.

Reprompt Reprompt Cancel Finish

Complete the prompts and click Finish. The report runs, displaying the information in the following form:

IS&T GL View

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

Profit Center Level2: Emerging Solutions

Cost Object:

Level 1 Category	Current Month View	Last (Closed) Month View			Full Year View (based on last closed months)				
	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
SALARIES	10	10	10	0	10	10	20	20	0
BENEFITS	5	5	5	0	5	5	10	10	0
TRAVEL	2	2	2	0	2	2	4	4	0
CONSULTING	1	1	1	0	1	1	2	2	0
SOFTWARE	3	3	3	0	3	3	6	6	0
MATERIAL & SERVICES	4	4	4	0	4	4	8	8	0
EQUIPMENT	1	1	1	0	1	1	2	2	0
OTHER	1	1	1	0	1	1	2	2	0
Overall - Total	27	27	27	0	27	27	54	54	0

Printing

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