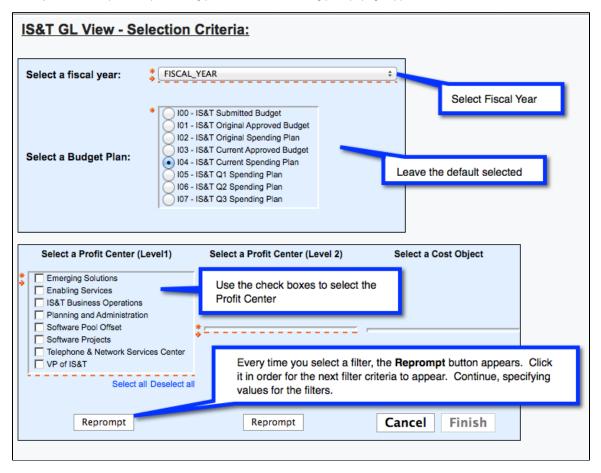
IS&T Financial Reporting -- IS&T GL View

IS&T GL View

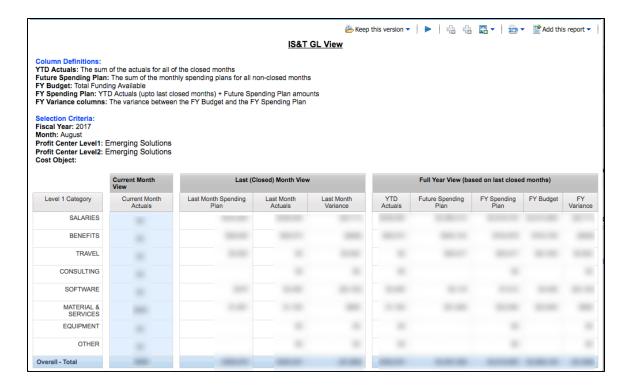
This is a high level summary by Expense Type for a Profit Center or Cost Object. Subtotals by GL Expense Type (level 1 category) and net totals by Profit Center or Cost Object are displayed.

- 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:



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



Printing

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