Cost Object Reporting
In Atlas, be sure to personalize your menu by adding items you’ll need.
Reports for Student Groups

Student groups use these reports to review activity on their Student Activities Office managed cost objects.

- **Commitment Report**
  See the open commitments on all your cost objects.

- **Cumulative Account Balance Report**
  Find available balances for your main/operating, reserve, or endowed cost objects.

- **Funding Account Balance Report**
  Check budgets, expenses, and commitments for UA Finboard and GSC-funded cost objects.

- **Transaction Report**
  View all the transactions made against your cost objects sorted by date or by expense type.

**Additional Resources**
- Reports for Student Groups Help Documentation
- Reports for Student Groups FAQ
- Reports for Student Groups - Obtain Authorizations
Cumulative Account Balance Report Request

This report is formatted for use by MIT student groups and is not intended for use by MIT departments. Amounts displayed as of month-end for prior calendar months and to-date for current calendar month.

This report displays cumulative balances on Student Group Main Accounts, Reserve Accounts, and Endowment Accounts. The Funding Account Balance Report should be used to display balances on Student Group Funding Accounts.

Enter cost object here

Make sure this date reads the current month and year

Report Criteria

- Cost Object
- End Month: March 2012

Run Report

MIT IST
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<table>
<thead>
<tr>
<th>Category</th>
<th>Unexpended</th>
<th>Commitments</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cumulative Expendable Balance</td>
<td>6,824.32</td>
<td>0.00</td>
<td>6,824.32</td>
</tr>
</tbody>
</table>

Report run date: Tue 3/6/2012 14:18:37

DO NOT USE FOR FUNDING ACCOUNT

Current available balance for Main Account

Cost Object Number and Name of Account

Cumulative Account Balance Report for March, 2012

Accurate as of 3/6/2012

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## Benefits Enrollment
The benefits enrollment period is open now through November 8, 2013

### Reports

<table>
<thead>
<tr>
<th>Cognos</th>
<th>Master Data</th>
<th>Student Groups</th>
<th>Training</th>
<th>Roles</th>
</tr>
</thead>
</table>

Student groups can use the following reports to review account balances and budget information related to the Office managed cost objects.

**Student Groups**
- Cumulative Account Balance Report
- Funding Account Balance Report
- Commitment Report
- Transaction Report

[Click Here](#)
Reports for Student Groups

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Additional Resources
Reports for Student Groups Help Documentation
Reports for Student Groups FAQ
Reports for Student Groups - Obtain Authorizations
Transaction Report Request

This report is formatted for use by MIT student groups and is not intended for use by MIT departments. Amounts displayed as of month-end for prior calendar months and to-date for current calendar month.

These Transaction Reports are to be used to monitor and reconcile student account activity.
- The Transaction List report is a straight statement of monthly account activity sorted by date.
- The Transaction List by Expense Type report sorts activity by transaction type.

Enter Cost Object and date range for transactions

Report Criteria

<table>
<thead>
<tr>
<th>Cost Object</th>
<th>Start Month</th>
<th>End Month</th>
<th>Type of Report</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>July 2011</td>
<td>March 2012</td>
<td>Transaction List</td>
</tr>
</tbody>
</table>

Run Report

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**Accurate as of 3/6/2012**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Doc. No.</th>
<th>Revenue</th>
<th>Expense</th>
<th>Check No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/18/2012</td>
<td></td>
<td>104868482</td>
<td>521.41</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/18/2012</td>
<td></td>
<td>104868482</td>
<td>211.86</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/18/2012</td>
<td></td>
<td>104868482</td>
<td>690.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/20/2012</td>
<td></td>
<td>104897129</td>
<td>6,000.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Totals**
- Revenue: 6,000.00
- Expense: 1,423.27

**Net Total**: 7,423.27

Report run date: Tue 3/6/2012 14:53:17
Colin Cordner

Student Activities – Confidential

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