

Cost Object Reporting



In Atlas, be sure to personalize your menu by adding items you'll need.

The image shows a screenshot of the Atlas web application interface. At the top, there is a dark red navigation bar with the 'Atlas' logo and the tagline 'navigating your MIT world'. To the right of the logo are navigation links for 'HOME', 'ABOUT ME', and 'CAMPUS LIFE'. Further right is a 'PEOPLE SEARCH' button with a person icon. Below the navigation bar, on the left side, is a 'Menu' widget with a blue header and an 'edit' link with a pencil icon. An arrow points from the text above to this 'edit' link. The menu lists several items: 'Time and Vacation Entry', 'Time and Vacation Approval', 'Buying', 'Service Requests', 'Reports for Student Groups', 'Manage Reimbursements (RFPs)', 'Training', 'Event Planning', 'Event Approval Inbox', and 'Student Appointments'. Below the menu items is a 'FULL CATALOG' link with a grid icon. The main content area is titled 'Home' and features a large image of a building with columns and pink cherry blossoms. Below the image are four featured content boxes: 1. 'MIT Work-Life Center' with a teal background, describing a 'Lunchtime Seminar Series' and including a 'Learn more' link. 2. 'AO/FO Meetings' with a purple background, listing meeting dates for fall 2014 and spring 2015, and including a 'Get The Details' link. 3. 'AdminConnect' with a blue background, describing a site for linking administrators and including a 'Collaborate' link. 4. 'The Future of MIT Education Discussion Forums' with an orange background, inviting users to discuss recommendations and including a 'Forum Dates' link.

Atlas navigating your MIT world

HOME ABOUT ME CAMPUS LIFE

PEOPLE SEARCH

Menu ? edit

- Time and Vacation Entry
- Time and Vacation Approval
- Buying
- Service Requests
- Reports for Student Groups
- Manage Reimbursements (RFPs)
- Training
- Event Planning
- Event Approval Inbox
- Student Appointments

FULL CATALOG

Home

MIT Work-Life Center

Lunchtime Seminar Series provides research-based strategies to help with work-life issues such as, eldercare, parenting, financing college, and navigating your early professional life.

[Learn more](#)

AO/FO Meetings

Save the dates for the fall 2014 and spring 2015 administrative and fiscal officer meetings on November 19 and March 26.

[Get The Details](#)

AdminConnect

A site dedicated to linking MIT administrators to ideas, resources, and one another.

[Collaborate](#)

The Future of MIT Education Discussion Forums

Join us to discuss the recommendations of the Task Force on the Future of MIT Education.

[Forum Dates](#)

Click Here

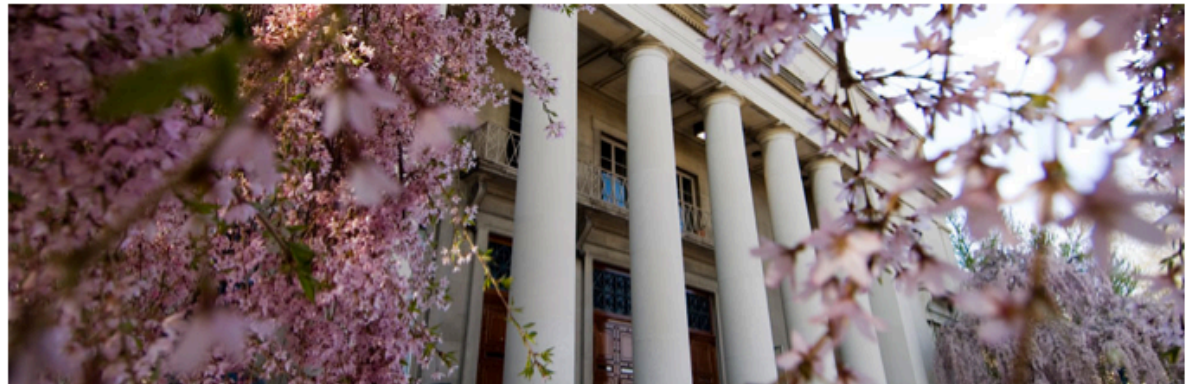
Menu ?

edit

- Time and Vacation Entry
- Time and Vacation Approval
- Buying
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edit 

[Time and Vacation Entry](#)

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Reports for Student Groups

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[Student Appointments](#)

 [FULL CATALOG](#)

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

Run Report

Report Criteria

* Cost Object 

End Month

Run Report

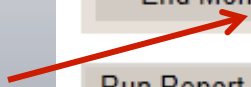


Need business help or technical support?
Review our [contact information](#) for assistance.

Enter cost object here



Make sure this date reads the current month and year



Cumulative Account Balance Report for March, 2012

27[] — []

Accurate as of 3/6/2012

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Print Report

Category	Unexpended	Commitments	Available Balance
Cumulative Expendable Balance	6,824.32	0.00	6,824.32

Report run date: Tue 3/6/2012 14:18:37
[] Student Activities – Confidential

Print Report

◀ Back



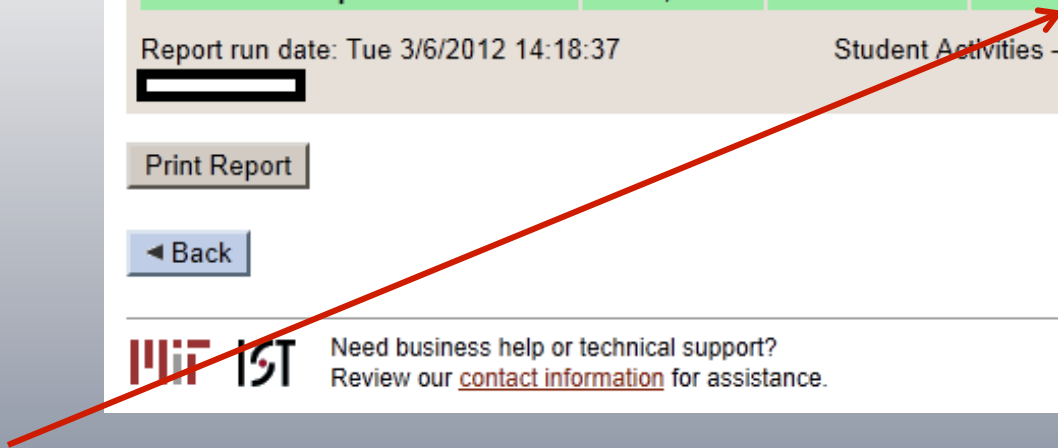
Need business help or technical support?
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Cost Object Number and Name of Account



DO NOT USE FOR FUNDING ACCOUNT

Current available balance for Main Account








Benefits Enrollment

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

Reports

[? Need Assistance?](#)

 Cognos	 Master Data	 Student Groups	 Training	 Roles	
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Student groups can use the following reports to review a Office managed cost objects.

Student Groups

- [Cumulative Account Balance Report](#)
- [Funding Account Balance Report](#)
- [Commitment Report](#)
- [Transaction Report](#)

Click Here

Use for
Main and/or
Funding
Account

Select
Transaction
Report from
drop-down
or left margin
menu

Menu ?

edit 

[Time and Vacation Entry](#)

[Time and Vacation Approval](#)

[Buying](#)

[Service Requests](#)

Reports for Student Groups

[Manage Reimbursements \(RFPs\)](#)

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 FULL CATALOG

Reports for Student Groups

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Additional Resources

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[Reports for Student Groups FAQ](#)

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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.

Run Report

Report Criteria

* Cost Object	<input type="text"/>	
Start Month	July	2011
End Month	March	2012
Type of Report	<input checked="" type="radio"/> Transaction List 	
	<input type="radio"/> Transaction List by Expense Type 	

Run Report

Enter Cost Object
and date range for
transactions

Period under review

Transaction List for the Period: February, 2012 – March, 2012

Accurate as of 3/6/2012

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Print Report

Transaction Dates

Description of Transaction

Date	Description	Doc. No.	Revenue	Expense	Check No.
01/18/2012		104868482		521.41	
01/18/2012		104868482		211.86	
01/18/2012		104868482		690.00	
02/20/2012		104897129	6,000.00		
Totals			6,000.00	1,423.27	
Net Total				7,423.27	

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

Student Activities – Confidential

Revenues and Expenses:
Net for period

Print Report

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