

# Sloan Administrative Dashboard

A Cognos tool for easy monitoring of Late Travel, Swept Charges and Un-reviewed FRC.

The dashboard interface includes a header with the MIT Sloan School logo and navigation options. A filter section allows users to select a profit center group and a fiscal period. Below this are three main data visualizations: a bar chart for missing reviews, a bar chart for swept charges, and a bar chart for unexpensed travel. A 'Detail List' tab is visible at the bottom left of the dashboard area.

Select Fiscal Period and Profit Center

**Financial Review and Control (FRC):**  
 "The Administrative Officer, in association with the head of the DLC, is ultimately responsible for making sure that all active cost objects are reviewed in accordance with MIT's policy."

**VPF Policies for Financial Oversight**

**Swept Charges:**  
 "Swept charges must be reviewed periodically by the Administrative or Fiscal Officer and cleared"

**Late Travel:**  
 "All requests for travel reimbursements must be reviewed and signed/approved by an authorized individual in the DLC"... "Each traveler should file a travel report within 30 days of the completion of a trip"

Click any bar on any of the dashboard graphs to jump right to the transactional detail

**Dollar Amount of Unexpensed Travel**

PC Level #	PC ID	PC Name	Unexpensed Travel
Academic Areas	P121003	Academic-Economics, Finance & Accounty	\$0.00
	P121010	Academic- Management Science	\$810.00
	P122190	Group Funds Bps	\$5,509.46
	P121013	Group Funds Maa	\$3,806.33
<b>Academic Areas Total:</b>			<b>\$9,925.79</b>
Administration	P121075	Computer Facilities	\$7.66
	P121078	Dean'S Office	\$51,598.11
<b>Administration Total:</b>			<b>\$51,598.77</b>
Communications	P122141	Communications Administration	\$796.02
	P122145	Media Relations	\$0.00
	P121120	Sloan Management Review	\$1,475.01
<b>Communications Total:</b>			<b>\$2,162.04</b>
Degree Programs	P121082	Emba (Executive Mba)	\$521.17
	P130000	Mban (Business Analytics)	(\$48.79)
<b>Degree Programs Total:</b>			<b>\$472.38</b>
<b>Overall Total:</b>			<b>\$64,175.98</b>

Click the "Detail List" tab for a breakdown by PC

Profit Center Name	Profit Center ID	Trip Number	Cost Collector	Traveler	Profile Name	Employee Status	Trip End Date	Approval Status	Credit Card Posted Date	Merchant	Amount
Communications Administration	P122141	TR372558	1500500 - Communications Office	Kristen Grady	Grady, Kirsten	Active	Dec 4, 2017	Sent Back to Employee	Dec 6, 2017	DEAN & DELUCA #13001	\$15.08
Communications Administration	P122141	TR372558	1500500 - Communications Office	Kristen Grady	Grady, Kirsten	Active	Dec 4, 2017	Sent Back to Employee	Dec 6, 2017	METRO-NORTH TVM & TOM	\$12.50
Communications Administration	P122141	TR372558	1500500 - Communications Office	Kristen Grady	Grady, Kirsten	Active	Dec 4, 2017	Sent Back to Employee	Dec 6, 2017	MTA MVM	\$8.50
Communications Administration	P122141	TR372558	1500500 - Communications Office	Kristen Grady	Grady, Kirsten	Active	Dec 4, 2017	Sent Back to Employee	Dec 6, 2017	MTA MVM/A041-PRINCE ST	\$8.50
Communications Administration	P122141	TR372558	1500500 - Communications Office	Kristen Grady	Grady, Kirsten	Active	Dec 4, 2017	Sent Back to Employee	Dec 5, 2017	AMTRAK POS FAB	\$8.00
Communications Administration	P122141	TR372558	1500500 - Communications Office	Kristen Grady	Grady, Kirsten	Active	Dec 4, 2017	Sent Back to Employee	Nov 24, 2017	AGENT FEE 890072175867	\$9.00
Communications Administration	P122141	TR372558	1500500 - Communications Office	Kristen Grady	Grady, Kirsten	Active	Dec 4, 2017	Sent Back to Employee	Nov 24, 2017	AMTRAK AGENC3260946540322	\$119.00
Communications Administration	P122141	TR372558	1500500 - Communications Office	Kristen Grady	Grady, Kirsten	Active	Dec 4, 2017	Sent Back to Employee	Dec 4, 2017		\$98.96
Communications Administration	P122141	TR340932	1500500 - Communications Office	Ramla Abou	Altya, Rama	Withdrawn	May 5, 2017	Not Submitted	May 5, 2017		\$279.96
Communications Administration	P122141	N/A	1500500 - Communications Office	JoAnna French	French, JoAnna	Active	Unassigned		Oct 18, 2017	AT&T FC03 5002	\$152.51
<b>Overall - Summary</b>											<b>\$706.63</b>

Click the \$ figures (links) to drill down into the detail of individual transactions

# MIT Sloan: Cognos Administrative Dashboard

The Sloan Administrative Dashboard includes information about Financial Review and Control (FRC), “swept” Procurement Card (Pcard) charges, and unexpensed travel costs. As with all Cognos reports, the data source is the MIT data warehouse, and data shown in the dashboard reflects the permissions of the user viewing it (as assigned through the MIT Roles Database). If a user selects a profit center that they do not have roles authorizations to view, the dashboard will show the message “No Data Available.” The Administrative Dashboard is a Cognos workspace located at <https://reports.mit.edu/>. Navigate through the folders Public Folders <School &Area Reports <Sloan School <Finance Office <Financial Operations and click on the name “Administrative Dashboard” to launch the dashboard. By selecting bars in the dashboard, users can launch a detailed view of the transactions included in each section.

The dashboard includes a filter for profit center group. Users can select multiple profit center groups.

The unexpensed travel chart and list displays cumulative travel charges with a status of “Not Submitted,” “Unassigned,” or “Sent Back to Employee.” Charges are shown for trips that ended more than 30 days ago, and for associated travel card transactions that are more than 30 days old. Transactions are also included if the trip end date or travel card transaction date is blank.

Profit Center Group	Number of Transactions
P121075 - Computer Facilities	0
P121078 - Dean's Office	6
P121015 - Facilities - Administration	0
P121018 - Facilities - Building	0
P121017 - Facilities - Renovations & Capital Proje	0
P121076 - Finance Office	0
P121077 - Human Resources	0

Profit Center Group	Cumulative Swept PCard Charges
P121075 - Computer Facilities	\$0
P121078 - Dean's Office	\$443
P121077 - Human Resources	\$0

Profit Center Group	Dollar Amount of Unexpensed Travel
P121075 - Computer Facilities	\$10,767
P121078 - Dean's Office	\$17,196

This report tracks a department’s compliance with MIT’s monthly Financial Review and Control (FRC) process. The chart shows the number of transactions selected for review with a posting date 60 or more days prior to the current date.

The Swept PCard Charges chart and list displays all Procurement Card charges that have been swept to the swept credit card charges G/L (420255) and default cost object. PCard expenses are swept whenever they are not posted to the correct G/L and cost object within the requisite 21 day period.