Sloan Administrative Dashboard

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

Select Fiscal Period and Profit Center

Click the “Detail List” tab for a breakdown by PC

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

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

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

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.”

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”

VPF Policies for Financial Oversight

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VPF Policies for Financial Oversight
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.

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.

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.