



GMS Department Overhead Analysis (UFS)

This report provides a breakdown of departmental overheads charged across a range of projects for a specific time period. The parameters can also be used to request information by PI or by sponsor type.

Used For Reporting on overheads generated for month and year end

Responsibility: GM Grants Administrator
Navigate: Requests → Run → OK

Report Parameters

Parameters	
From Project Organisation	Enter or select your Organisation from the list or values
To Project Organisation	Enter or select your Organisation from the list or values
Project Principal Investigator	Leave blank for all or select from the list of values to produce a report for a Principal Investigator.
Award Sponsor Category	Leave blank for all sponsors or select a category of sponsor from the list of values.
From Expenditure Item Date	Entered the date range as required.
To Expenditure Item Date	Entered the date range as required.
Order By	The report will automatically or data by sponsor category. Within the category data can be ordered by Award Number, Principal Investigator and Project Number.

Example To request overheads for a PI using the following parameters

Example output of report

GMS: Department Overhead Analysis (UFS)										Report Date : 11-JAN-2019 12:07:56	
Project Organisation - From : ZZ_Ecology										Page : 1 of 2	
Project Organisation - To : ZZ_Ecology										Ref : XXACC_AFRBURDN	
Principal Investigator : All											
Award Sponsor Category : All											
Expenditure Item Date - From : 01-OCT-2018 to 30-NOV-2018											
Order By : Project Number											
Expenditure Item Date : OCT-2018											
Sponsor Category : EUROPEAN COMMISSION					Sponsor Category Code : C						
Sponsor : ECH2020 EUROPEAN RESEARCH COUNCIL (ERC)											
Award	Project	Task	Expenditure Item Date	PA Date	GL Date	Principal Investigator	Sponsor	Spon Cat	Dept. Overhead		
RG12345	PDAG/666	1	31-OCT-2018	30-NOV-2018	30-NOV-2018	Armani, Dr G	ECH2020 EUROPEAN RESEARC	C	220.44		
		1	05-OCT-2018	31-OCT-2018	31-OCT-2018		ECH2020 EUROPEAN RESEARC	C	4.51		
		1	08-OCT-2018	31-OCT-2018	31-OCT-2018		ECH2020 EUROPEAN RESEARC	C	5.72		
		1	10-OCT-2018	31-OCT-2018	31-OCT-2018		ECH2020 EUROPEAN RESEARC	C	6.12		
		1	15-OCT-2018	31-OCT-2018	31-OCT-2018		ECH2020 EUROPEAN RESEARC	C	56.25		
		1	15-OCT-2018	31-OCT-2018	31-OCT-2018		ECH2020 EUROPEAN RESEARC	C	24.29		
		1	16-OCT-2018	31-OCT-2018	31-OCT-2018		ECH2020 EUROPEAN RESEARC	C	5.63		
		1	18-OCT-2018	31-OCT-2018	31-OCT-2018		ECH2020 EUROPEAN RESEARC	C	5.40		
		1	18-OCT-2018	30-NOV-2018	30-NOV-2018		ECH2020 EUROPEAN RESEARC	C	509.41		
		1	23-OCT-2018	31-OCT-2018	31-OCT-2018		ECH2020 EUROPEAN RESEARC	C	0.40		
		1	26-OCT-2018	31-OCT-2018	31-OCT-2018		ECH2020 EUROPEAN RESEARC	C	1,012.01		
		1	26-OCT-2018	30-NOV-2018	30-NOV-2018		ECH2020 EUROPEAN RESEARC	C	17.17		
		1	03-OCT-2018	31-OCT-2018	31-OCT-2018		ECH2020 EUROPEAN RESEARC	C	9.56		
		1	31-OCT-2018	30-NOV-2018	30-NOV-2018		ECH2020 EUROPEAN RESEARC	C	21.68		
		1	26-OCT-2018	31-OCT-2018	31-OCT-2018		ECH2020 EUROPEAN RESEARC	C	171.32		
		1	28-OCT-2018	31-OCT-2018	31-OCT-2018		ECH2020 EUROPEAN RESEARC	C	0.02		

									(ECH2020 EUROPEAN RESEARCH COUNCIL (ERC)) Sponsor Sub Total :	2,069.93	
									=====		
									(EUROPEAN COMMISSION) Sponsor Category Sub Total :	2,069.93	
									=====		
									(OCT-2018) Expenditure Item Month Sub Total :	2,069.93	
										2,611.21	

Award and Project details will be listed here

PI details will be listed here

On each data line, the report includes the *PA Date*, which is the month in which the overheads were posted in the Grants module, and the *GL Date*, which is the month that they are posted in the GL. The inclusion of both dates is to assist with reconciliation between the two modules. The sponsor category code is the third letter from the source of funds code.