

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.

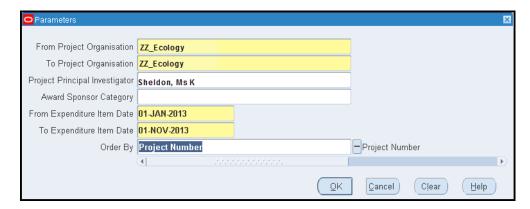
Used For Reporting on overheads generated for month and year end

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

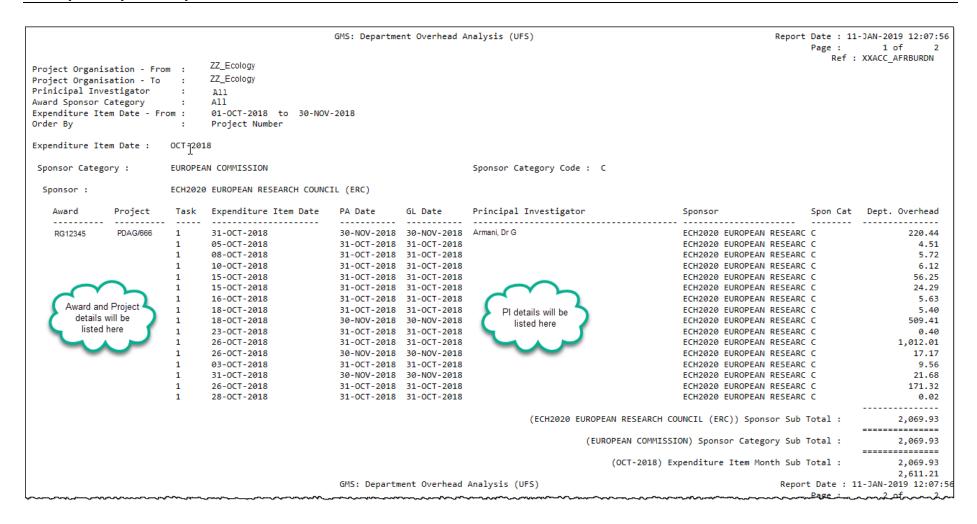
Report Parameters

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



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.