# GMS: Department Non-direct Cost Analysis (UFS)

This report provides a breakdown of departmental non-direct costs charged across a range of projects for a specific time period. The parameters can be used to request information by department or sub-department, PI or sponsor category.
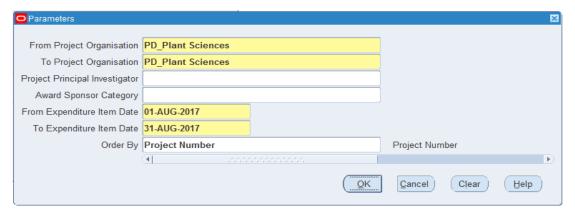
If data is required on both the chest and department share of non-direct costs the report GMS: Actual Expenditure Enquiry – Range - Report (UFS) should be used.

**Used For**     Reporting on non-direct costs generated at Month and Year End

| | |
|---|---|
| **Responsibility:** | **GM Grants Administrator** |
| **Navigate:** | **Requests → Run → OK** |

| 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 | Enter the date range as required. This field must be entered. |
| To Expenditure Item Date | Enter the date range as required. This field must be entered. |
| Order By | The report will automatically total the data by sponsor category. Within the category data can be ordered by Award Number, Principal Investigator or Project Number. |

**Example**   To request non-direct costs for Aug – Nov 13 use the following parameters. Enter the date range for the month required from the first to the last day.



The report will subtotal by sponsor category by month, with a total for each month. The sponsor category code, which is an optional parameter, is the third letter of the source of funds code where the income is posted to in the GL, and is shown on the report. Non-direct costs are posted to the departmental research cost centre, the source of funds code (SOF) indicated on the report, transaction code LZCE. This report has been designed to be easily converted into a spreadsheet for further analysis.

## Example report output

```
                              GMS: Department Non Direct Costs Analysis (UFS)                    Report Date : 23-MAR-2016 08:03:45
                                                                                                 Page :          1 of     55
                                                                                                 Ref :    AFRGNDC v1.0 / 1
Project Organisation - From  :     ZZ_Ecology
Project Organisation - To    :     ZZ_Ecology
Prinicipal Investigator      :     All
Award Sponsor Category       :     All
Expenditure Item Date - From :     01-AUG-2015  to  01-FEB-2016
Order By                     :     Project Number

Expenditure Item Date :    AUG-2015

 Sponsor Category :        EU Other                                        Sponsor Category Code :  W

  Sponsor :               FONDATION WIENER ANSPACH

    Award    Project    Task   Expenditure Type        Item Date  PA Date     GL Date     Principal Investigator          Sponsor                    Cat SOF       Dept. NDC
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                         100   Estates Costs - Dept    01-AUG-2015 31-AUG-2015 31-AUG-2015                                 FONDATION WIENER ANSPACH W  EZWB            45.05
                         100   PI Costs - Dept         01-AUG-2015 31-AUG-2015 31-AUG-2015                                 FONDATION WIENER ANSPACH W  EZWB           249.03
                         100   University Funded - Dept 01-AUG-2015 31-AUG-2015 31-AUG-2015                                 FONDATION WIENER ANSPACH W  EZWB          -431.51
                         100   Infrastructure Techs - D 01-AUG-2015 31-AUG-2015 31-AUG-2015                                 FONDATION WIENER ANSPACH W  EZWB             7.70
                         100   Indirect Costs - Dept   01-AUG-2015 31-AUG-2015 31-AUG-2015                                 FONDATION WIENER ANSPACH W  EZWB           129.74
                                                                                                                                                                  --------------
                                                                                                         (FONDATION WIENER ANSPACH) Sponsor Sub Total :              0.01


 Sponsor Category :        NON-EU CHARITY                                  Sponsor Category Code :  O
```

*Award and project numbers would be listed here*

*PI Name would be listed here*

- *A negative value is a credit. University funded is the shortfall that the sponsor is not funding. This example is for one month only..*