



GMS: Department Non-direct Cost Analysis by GL Period (UFS)

This report provides a breakdown of departmental non-direct costs charged across a range of projects for a range of G/L periods. Data is selected from the **GL period** that the posting was processed in rather than the Grants module expenditure item date. 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:	Single 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 GL Date	Enter the GL period to report from. This field must be entered.
GL Date	Enter the GL period to report to. 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 January – July 2017 use the following parameters. Enter the months (GL periods) required or select from list.