

## **Department Overhead Earnings**

**The Departmental Overhead Earnings document provides two report options that can be submitted for month-to-date, quarter-to-date, or year-to-date.** The Monthly Earnings and Special Allocations Report provides overhead and special allocation budget entries for the period specified. The Senior Management and Program Report provides a summary of overhead earning for a college, department, or organization by sponsored program fund and overhead earnings account.

### **How to run the document you want**

Click the Department Overhead Earnings option on the Finance Reporting Menu to open the version menu. There are three choices for running this each reports:

1. Monthly Earning and Special Allocations Report MTD – provides overhead and special allocation budget entries for the selected calendar month only.
2. Monthly Earning and Special Allocations Report QTD – provides overhead and special allocation budget entries for the selected quarter.
3. Monthly Earning and Special Allocations Report YTD – provides overhead and special allocation budget entries for the fiscal year through the calendar month selected.
4. Senior Management and Program Report MTD – provides a summary of the overhead earning for the calendar month selected.
5. Senior Management and Program Report QTD – provides a summary of the overhead earning for the quarter selected through the calendar month selected.
6. Senior Management and Program Report YTD – provides a summary of the overhead earning for the year to date through the calendar month selected.

Click the button for the desired version. You will then be prompted to complete the report filters below.

### **Report filters**

1. **Calendar Month and Year (Required):** Select the calendar month and year corresponding to the last fiscal period to include in the report from the drop-down menu. CURRENT and PRIOR are displayed for the current month and previous month respectively. These options are useful when creating subscriptions for the report to run each month automatically. Note: when running the Custom version of this report, you can select multiple calendar months by moving them from the Available to Selected box using the arrow buttons in the middle.
2. **Organization Hierarchy Levels (Optional):** move the desired organization levels from the Available box to the Selected box. The hierarchy levels are listed in a tree view meaning that you can expand the level by clicking on the arrow to the left of the name. Using that approach you can select the element you want and move to the Selected box using the arrows in the middle (or double-click on it). Alternatively, you can move the hierarchy name (e.g. FIN L5 – Department for Prompt) to the Selected box. Then click the Empty link and select your desired elements. More than one selection can be made.

If no selections are made, the report will run for all organization levels that you have access. The document will populate with all organization hierarchy levels below the selected level.

When you have completed your selections, click Run Document at the bottom left corner.

### **Report Views**

Use the drop-down lists at the top of the document to filter your results as needed.

Switch between the different versions of the reports described above by clicking the applicable tab at the top of the document.

### **Tips**

Click the options menu on the toolbar (3 horizontal lines) to print, export to PDF, re-prompt, or schedule delivery.

Open the underlying report (data set) by clicking the Data Extract link. To download to excel, click the "Report Home" drop down menu, and select "Export > Excel with...". Complete the export options as desired.

### **NOTE**

The reports display output based on the current Banner set up for fund, account, and organization. For example, if the organization code on a fund has been changed from 012301 to 012302, all activity for the fund will be reported under organization 012302 regardless of what time frame the report is submitted for.