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**EDUCATION** 



### **RPT006 - CR Department Reserves Report**

This report can be used to the see the operating (unrestricted) and grant/gift reserve balances for departments, divisions, and cost centers that are available at a large scale. To see the individual grants, gifts, programs, and assignees that make up a cost center's total reserves, use the RPT006 - CR Department Reserves SOM - Supplemental report below. These reports should be referenced to determine available reserves when requesting internally designated directorships and funds.

#### **RPT006 Department Reserves Drillable**

- 1. Search and select the RPT006 CR Department Reserves SOM - Drillable report.
- 2. Enter Vanderbilt University Medical Center in the **Company** field.
- 3. Enter the appropriate Cost Center Hierarchy for your department or division in the Organization field and the Period.
- 4. Select OK.
- 5. Select the icon to drill down to see individual departments (in the Section of Surgical Sciences), divisions, and cost centers.
- 6. Scroll across to see the reserve components.

#### **RPT006 Department Reserves** Supplement

- 1. Open a new tab to search and select the **RPT006 CR Department Reserves SOM -**Supplement report.
- 2. Enter Vanderbilt University Medical Center in the Company field.
- 3. Enter the appropriate **cost center** in the Organization field and the Period.
- 4. If applicable, enter the grant, gift, program, or assignee to narrow your search
- 5. Select OK.

Information on column meanings can be found on page 2 of this guide.

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### **RPT006 - CR Department Reserves Report**

The tables below show the column titles and descriptions for both the Drillable and Supplemental versions of the RPT006 CR Department Reserves SOM report.

# **Operating Reserves**

Column	Description
Net Assets Prior Year	Prior Year Fund Balance
Total Revenue and Contributions	Total Operating Revenues + Total Nonoperating Revenues and Expenses + Contributions + Contra Indirect Cost Recovery Overhead
Total Expenses less Depreciation	Total Operating Expenses - Depreciation Expense (non-cash item)
Transfers & Other	Account 3700
Capital Purchases	Property, Plant and equipment, Net + Depreciation Expense + Other Noncurrent Assets (represents cost of equipment purchased)

## **Gifts and Grants**

Column	Description
Net Assets Prior Year	Prior Year Fund Balance
Total Revenue and Contributions	Total Operating Revenues + Total Nonoperating Revenues and Expenses + Contributions + Contra Indirect Cost Recovery Overhead
Contra Indirect Cost Recovery Overhead (6430)	Account 6430
Total Expenses less Depreciation and 6430	Total Operating Expenses - Depreciation Expense (non-cash item)
Transfers & Other	Account 3700
Capital Purchases	Property, Plant and equipment, Net + Depreciation Expense + Other Noncurrent Assets (represents cost of equipment purchased)