




## Fund Balance by Worktags Report

This report can be used to see the fund balances associated with individual grants, gifts, programs, or assignees. This guide will show the steps to filter this data to show accurate balances.

### Fund Balance By Worktags Report

1. Search and select the **Fund Balances by Worktags - Activity** report.
2. Enter **Consolidated Vanderbilt University Medical Center** in the **Company** field.
3. Enter the **grant, gift, or program** that you are searching for the balance of, in the **Organization** field.

**Note:** Data will only be available when using worktags in the **Organization** field that the user has the proper security for.

4. Enter the **Period** that you are searching for the balance during. This will default to the current period.
5. In the **Worktag** field, enter the correct **fund** you will need to filter the report to based upon the chart below.
6. Select the  button in the **Worktags** field to add any additional filters for this report, including **Assignee**.
7. Select **OK**.
8. View the fund balance data. You may need to filter the **Fund** column if additional funds are included to ensure the balances are accurate.

**Note:** Each row in the Fund Balance by Worktag - Activity report represents each unique combination of Worktags used.

#### Worktag Type

#### Fund Type

Sponsored Research (Grant Worktags including VU Endowments and VA IPA)

- FD004 Sponsored Program Fund
- Represents the billable activity to a grant worktag.

Spendable Gifts

- Combination of FD001 General Fund and FD002 Temporarily Restricted Fund will return funds available to spend.

Endowments (VUMC Endowments)

- For funds available to spend, please use the Departmental Gifts landing page.
- To see full Market Value, view endowments with FD001, FD002 and FD003 Permanently Restricted Fund which includes the Corpus amount.

Cost Centers, Programs (Includes grant residuals), and Assignees

- FD001 General Fund

Company	Consolidated Vanderbilt University Medical Center		Period	FY24 - Apr				
Organization	Grant: GR006896 4046520121 REB029443-01A1 NUCLEAR OVERHAUSER ENHANCEMENT (NOE) MR IMAGI		Worktags	Fund: FD004 Sponsored Program Fund				
2 Items								
Cost Center	Fund	Grant	Gift	Program	Assignee	Net Assets Current Year	Capital Net Book Value	Fund Balance Before Encumbrances
CC03056 Radiology - CD Acad Grants Gifts	FD004 Sponsored Program Fund	GR006896 4046520121 REB029443-01A1 NUCLEAR OVERHAUSER ENHANCEMENT (NOE) MR IMAGI	(Blank)	(Blank)	(Blank)	\$0.00	0.00	\$0.00
<b>Total</b>						\$0.00	0.00	\$0.00