




RPT006 - CR Department Reserves Report

This report is used to view operating reserve balances for departments, divisions, and cost centers within the Academic Enterprise and VMG operating entities (see page 2). To see individual programs and assignees that comprise a cost center's reserves use the RPT006 – CR Department Reserves – Supplemental Report noted 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 **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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The tables below show the Operating Entities and Operating Reserves for both the Drillable and Supplemental versions of the RPT006 CR Department Reserves report.

Academic Enterprise and VMG Operating Entities

Operating Entity Name
OEAcad_CC Academic Cores and Contracts
OEAcad_Edu Academic Department Education
OEAcad_RA Academic Department Research and Administration
OEclin_Edu Clinical Department Education
OEclin_RA Clinical Department Research and Administration
OEclin_VMG Department VMG

Operating Reserves

Column	Description
Net Assets Prior Year	Prior Year Net Assets, account 3100 and account 3210:Noncontrolling Interest's Net Assets Prior Year.
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	3700: Net Assets Transfers 3200:Noncontrolling Interest's Assets 3220: Change in Ownership Interest 3300: Capital Contributions and Distributions, 3301: Capital Contributions and Distributions: Third Party, 3410: Internally Designated Net Assets 3500: Net Assets Released from Restrictions for Operations 3510: Net Assets Released from Restriction for Capital 3600:Currency Translation Gains and Losses
Capital Purchases	Property, Plant and equipment, Net + Depreciation Expense + Other Noncurrent Assets (represents cost of equipment purchased)