The RPT119 S1 report shows detailed budget data for Grants/Gifts that cannot be seen in the standard RPT119 report. This guide will walk through steps on how to run and read the *RPT119 S1 CR Grants & Gifts Academic Enterprise – Statement of Operations Actual Vs Budget* report.
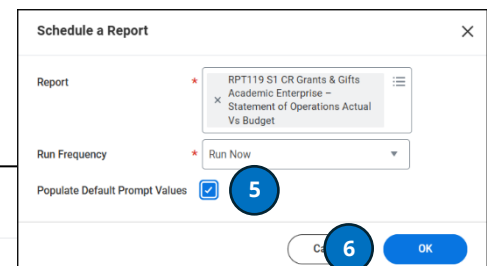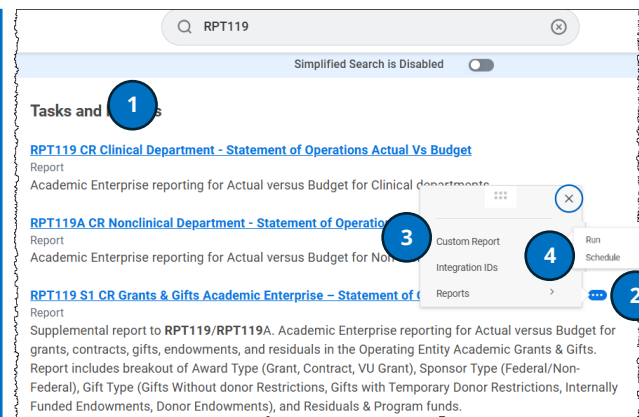
Report Title	Report includes Actual vs Budget for...	Report includes breakout of...

RPT119 S1 *CR Grants & Gifts* Academic Enterprise – *Statement of Operations Actual Vs Budget*	• Grants
	• Contracts
	• Gifts
	• Endowments
	• Residuals
	
	Note: these are within Operating Entity Academic Grants and Gifts
		• Award Type
		  o Grant, Contract, and VU Grant
		• Sponsor Type
		  o Federal/Non-Federal
		• Gift Type
		  o Gifts Without Donor Restrictions, Gifts with Temporary Donor Restrictions, Internally Funded Endowments, and Donor Endowments
		• Residuals & Program funds

Run RPT119A S1 Report

1. Enter **RPT119** in the Workday search bar.
2. Click the ••• **related actions button** to the right of the *RPT119 S1 CR Grants & Gifts report.*
3. Hover over **Custom Report**.
4. Click **Schedule**.
5. At the Schedule a Report pop-up, click the **checkbox** in **Populate Default Prompt Values** field.
6. Click **OK**.
7. On the Report Criteria tab, enter the appropriate **cost center hierarchy** in the value column of the **Organization**.
8. On the **Period** row, use the dropdown to change the **Value Type** to **Specify Value**.
9. Enter the appropriate **Period** in the **Value** column.
10. Click **Output** tab.

Search bar: RPT119

Simplified Search is Disabled

Tasks and (1)

RPT119 CR Clinical Department - Statement of Operations Actual Vs Budget
Report
Academic Enterprise reporting for Actual versus Budget for Clinical departments.

RPT119A CR Nonclinical Department - Statement of Operations (3)
Report
Academic Enterprise reporting for Actual versus Budget for Non

Custom Report — (4) Run Schedule
Integration IDs
Reports

RPT119 S1 CR Grants & Gifts Academic Enterprise – Statement of (2) •••
Report
Supplemental report to **RPT119/RPT119A**. Academic Enterprise reporting for Actual versus Budget for grants, contracts, gifts, endowments, and residuals in the Operating Entity Academic Grants & Gifts. Report includes breakout of Award Type (Grant, Contract, VU Grant), Sponsor Type (Federal/Non-Federal), Gift Type (Gifts Without donor Restrictions, Gifts with Temporary Donor Restrictions, Internally Funded Endowments, Donor Endowments), and Residuals & Program funds.

Schedule a Report

Report	*	RPT119 S1 CR Grants & Gifts Academic Enterprise – Statement of Operations Actual Vs Budget
Run Frequency	*	Run Now
Populate Default Prompt Values	☑ (5)	

(6) OK

Request Name: RPT119 S1 CR Grants & Gifts Academic Er
Process: RPT119 S1 CR Grants & Gifts Academic Enterprise – Statement of Operations Actual Vs Budget
Run Frequency: Run Now

Report Criteria | Output (10)

6 Items

Field	Value Type	Value
Company	Specify Value	× Vanderbilt University Medical Center •••
Organization	Specify Value (7)	
Period (8)	Specify Value select one Determine Value at Runtime **Specify Value**	(9)
Budget Structure	Specify Value	× Operating Budget - VUMC [Template] •••
Time Period	Specify Value	× Current Period YTD
Worktags	Specify Value	× OEAcad_GG Academic Grants and Gifts •••

OK | Cancel

Download RPT119A S1 Report in Browser

11. Select appropriate **Output Type**. This page will show the steps to **view in browser**. Go to page 3 for steps on viewing the report in Excel
    - Exporting this report to Excel <u>after</u> it's been generated to "View In Browser" will <u>not</u> allow you to drill down and see data in specific accounts.
12. Click **OK**.
13. Click **Refresh** to update the status of your report. It may take a few minutes to load depending on the amount of data being pulled.
14. Once the report is complete, a notification will appear in your notifications.
15. Find and select the **report notification** in your inbox. Then click **View Schedule Report.**
16. Review the data. Drill down into specific accounts by clicking [>].

Schedule a Report ⚙

Request Name	RPT119 S1 CR Grants & Gifts Academic Er
Process	RPT119 S1 CR Grants & Gifts Academic Enterprise – Statement of
Run Frequency	Run Now

Report Criteria   **Output**

Output Type   (empty)

- ○ Excel
- ○ Report (PDF)
- ○ Text (CSV)
- ● View in Browser

Rep **(11)**

(12) **OK**   **Cancel**

View Background Process   RPT119 S1 CR Grants & Gr

Process	RPT119 S1 CR Grants & Gifts Academic
Request Name	RPT119 S1 CR Grants & Gifts Academic
Status	Processing
Percent Complete	90.00%
Current Processing Time (hh:mm:ss)	00:09:24
Average Processing Time (hh:mm:ss)	00:00:00

(13) **Refresh**

≡ MENU   🔍 RPT119   **(14)**

Notifications

Viewing: All   Sort By: Newest
From Last 30 Days

RPT119 S1 CR Grants & Gifts Academic Enterprise – Statement of Operations Actual Vs Budget run on 07/28/2025, 4:03 PM

4 minute(s) ago

RPT119 S1 CR Grants & Gifts Academic Enterprise – Statement of Operations Actual Vs Budget run on 07/28/2025, 4:03 PM
4 minute(s) ago

Hello Jackson Smith,

Click below to view the result of your scheduled report. You can review this report until 08/02/2025, 4:00 PM

(15) **View Scheduled Report**

Runtime criteria used for   RPT119 S1 CR Grants & Gifts Academic Enterprise – Statement of Operations Actual Vs Budget

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RPT119 S1 CR Grants & Gifts Academic Enterprise – Statement of Operations Actual Vs Budget ⋯

> **Details**

Message   This report ran on 7/28/2025 04:03:04 PM

36 items

Ledger Account	ACTUALS														
	Federal Grants	Non-Federal Grants	Total Grants	Federal Contracts	Non-Federal Contracts	Total Contracts	Grants & Contracts Total	Gifts Without Donor Restrictions	Gifts With Temporary Donor Restrictions	Gift Total	VU Grants	Internally Funded Endowments	Donor Endowments	Total Endowments	Residual Progra Funds
Non Patient Revenue															
Academic and Research Revenue															
4200:Grants And Contracts Revenue															
4215:Gifts Facilities and Administrative Costs															
4220:VU Revenue: Academic And Research															
4230:Endowment Distributions															
6430:Grants and Contracts Facilities And Administrative Cos															
Other Operating Revenue															
Non-Patient Revenue															
Total Operating Revenue															

Download RPT119A S1 Report in Excel

10. Select appropriate **Output Type**. This page will show the steps to view in **Excel**. Go back to page 2 for steps on viewing the report in browser.
11. Click **OK**.
12. Click **Refresh** to update the status of your report. It may take a few minutes to load depending on the amount of data being pulled.
13. Once the report is complete, a notification will appear in your inbox.
14. Find and select the **report notification** in your inbox, then click the **excel file** to download.
15. Review the data.
16. Drill down into specific accounts by selecting ⊞.

Schedule a Report

Request Name	RPT119 S2 CR Cores & Contracts Academ
Process	RPT119 S2 CR Cores & Contracts Academic Enterprise – Statement of Op
Run Frequency	Run Now

Report Criteria   Output

Output Type   (empty)

- ○ Excel
- ○ Report (PDF)
- ○ Text (CSV)
- ○ View in Browser

Report Tags	
File to be Deleted After (Days) *	5
Do Not Output an Empty Report	☐
Hide Prompt Values	☐

OK   Cancel

View Background Process   RPT119 S1 CR Grants & Gi

Process	RPT119 S1 CR Grants & Gifts Academi
Request Name	RPT119 S1 CR Grants & Gifts Academi
Status	Processing
Percent Complete	90.00%
Current Processing Time (hh:mm:ss)	00:09:24
Average Processing Time (hh:mm:ss)	00:00:00

Refresh

Sponsor Types

Sponsor Types
Federal
Institutional Funds
Local Government
Non-Profit - Education
Non-Profit - Foundations/Associations
Non-Profit - Hospital
Non-Profit - Other
Other Government
Profit
State - Other
State - Tennessee

Funds

Funds
FD001 General Fund
FD002 Temporarily Restricted Fund
FD003 Permanently Restricted Fund
FD004 Sponsored Program Fund
FD005 Cost Share Fund
FD990 Conversion Fund
FD999 Statistical Fund
FD001 General Fund

Actuals - Workday Data

	Award Type	Gift Hierarchy	Fund	Sponsor Type	Gift ID	Grant ID	Program ID
Federal Grants	Grant	N/A	All Funds	Federal	N	Y	N
Non-Federal Grants	Grant	N/A	FD004 Sponsored Program Fund	All except Federal	N	Y	N
Total Grants							
Federal Contracts	Contract	N/A	FD004 Sponsored Program Fund	Federal	N	Y	N
Non-Federal Contracts	Contract	N/A	FD004 Sponsored Program Fund	All except Federal	N	Y	N
Total Contracts							
Grants & Contracts Total							
Gifts Without Donor Restrictions	N/A	Gifts Without Donor Restrictions	FD001 General Fund	N/A	Y	N	N
Gifts With Temporary Donor Restrictions	N/A	Gifts with Temporary Donor Restrictions Gifts Restricted for Capital Purposes	FD001 General Fund	N/A	Y	N	N
Total Gifts							
VU Grants	VU Grant	N/A	FD004 Sponsored Program Fund	All	N	Y	N
Internally Funded Endowments	N/A	Internally Funded Endowments	FD001 General Fund	N/A	Y	N	N
Donor Endowments	N/A	Donor Endowments	FD001 General Fund	N/A	Y	N	N
Total Endowments							
Residuals & Program Funds	N/A	N/A	FD001 General Fund	N/A	N	N	Y
Mismatch Sponsored Fund	Various - mismatched worktags (i.e. Program ID with FD004 Sponsored Program Fund)						
Grand Total							