**Viewing Sponsored Fund Details**

Once you have[added Funds](https://support.cayuse.com/hc/en-us/articles/360001698468-Adding-a-New-Fund), navigate to the **Fund Detail** tab. Then, click on the **Sponsored Funds** sub-tab to view details.

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The *Sponsored Funds detail* shows the *Funds* that are assigned to a *Fund Type Code* in the *Master Fund Table* that has a *Parent Fund Type* of *Sponsored*.

If that *Fund* has a *Fund Type Code* with a parent of *Non-Sponsored*, then click the *Non-Sponsored* sub-tab to review those [funds](https://support.cayuse.com/hc/en-us/articles/17539307181459-Viewing-Non-Sponsored-Fund-Details).

**Sponsored Funds Overview**

The funds in this view are displayed in a *Budget Based View*.

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1. Sponsored Funds Tab: Indicates you are viewing funds that came from this type of grant funding
2. Key Personnel Search Bar: Enter a name to search for funding by personnel. Then click on the magnifying glass to load results
3. Filter & Report: Open the access additional filters for your search
4. Funds: Select the type of fund to search by: Transactions, References, Funds, Cost Centers
5. New: Select the drop-down to create a new transaction or fund
6. Results View: Results from filters selected will appear in this area

**Searching and Filtering Results**

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1. Key Personnel: To select Funds to be displayed based on who the Responsible Person (PI or Financially Responsible) Type at least the first three characters of their first or last name in the Key Personnel Field and select the magnifying glass.
2. Funds: This box allows you to select how you want to view the data you filtered on. The Results can be shown in 4 ways with any of the data selected in Key Personnel and the Filter and Report. You can see a list of:
   * Fund Codes
   * Cost Center Codes
   * Transactions rolled up at the RefNum1/RefNum2 combination lev
   * Individual Transactions
3. Filter & Report: This will open a modal with a variety of fields you can select on multiple tabs to filter on for the results displayed.
   * Filters can be combined on different tabs to limit the data into the specific results you want to see.
   * For example, select*Fund Types* = *Federal and Status* = *Active* to see a list of only *Active* Federal Awards.
   * More than one may be selected in all of the master data table filters that say *Please Select a Value* (such as *Fund* code) except for the *Fund Org Code*and *Trx Org Code* fields.
   * Fields that are blank are free text fields where data can be entered to be searched by.
   * Once all results have been selected, click on the **Search** button at the bottom right to view the data results.
   * Save any of the Filter criteria and name the saved search by entering a name in the *Save Search Criteria as* field and then clicking *Save*. Saved flyers can be retrieved that in the *Saved* tab.

**General Tab**

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**Fund**

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**Object Code**

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**Cost Center**

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**Other**

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**Audit**

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**Recent**

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**Drilling Down Into a Fund**

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Select the**Fund**to take you to the Fund Balance By Object Code Summary Page.

The first box shows general Fund information

The second box shows the Balances to Date.

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The third box shows the balances broken down by the Object Code Groups. There are two ways to view this data.

**The Separate IDC Tab view:**

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**Group by Group 3 view:**

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