



ETSU Goldlink Finance Self-Service For Departmental Users

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Goldlink Finance Training


1. Chart of Accounts – a system of codes that allows us to manage our financial activities.

- a. The Goldlink Chart of Accounts consists of five basic elements – Chart, Fund, Organization (Org), Account and Program. ~ FOAP
- b. **Chart Codes** differentiate between University funding (**E**) and funds for the ETSU Foundation (**F**). Using these codes is critical in all paperwork and electronic transactions.
- c. **Fund Codes** – **Six (6) digit** numbers that indicate the source of funding: Unrestricted and Restricted.
 - i. **Unrestricted Funds** – State appropriated funds for ETSU operations for 4 units
 1. General Campus 110001 – 169999
 2. College of Medicine 170001 – 179999
 3. Family Practice 180001 – 189999
 4. College of Pharmacy 190001 - 199999
 - ii. **Restricted Funds** – generally provided by a grant, contract or donation to the Foundation; and start with a **2**.
 - iii. **Examples:**
 1. E1xxxxx – University Unrestricted Funds
 2. E2xxxxx – University Restricted Funds
 - a. University E20xxxx – E26xxxx
 - b. College of Medicine E27xxxx
 - c. Family Practice E28xxxx
 - d. College of Pharmacy E29xxxx
 3. E8xxxxxx – Agency Funds
 4. F2xxxxxx, Foundation Restricted Funds. 2xxxxxx on Chart F **can** be the same number as Restricted Funds on Chart E, so the E or F are critical to distinguish between the two.
- d. **Org Codes** – **Five (5) digit** numbers based on the organizational structure of the University. A listing can be found on ePrint report FGRORGH – updated monthly.
 - i. 11000 – President
 - ii. 20000 – Academic Affairs
 - iii. 30000 – Health Affairs
 - iv. 40000 – Finance & Administration
 - v. 50000 – Student Services
 - vi. 60000 – Advancement
 - vii. 80000 – Activity
 1. 82xxx – RDC
 2. 83xxx – Research Support
 3. 84xxx – Institutional Development Grants (IDC)
- e. **Program Codes** – **Three (3) digit** numbers that identify the type of work being done. These are also available through ePrint report FGRPRGH. Examples:
 - i. 100 - Revenue
 - ii. 200 – Instruction
 - iii. 250 – Research
 - iv. 300 – Public Service
 - v. 350 – Academic Support
 - vi. 400 – Student Services
 - vii. 450 – Institutional Support
 - viii. 500 – Physical Plant
 - ix. 550 – Scholarships

- f. **Account Code – Five (5) digit** numbers that indicate the commodity type (ePrint Report – FGRACTH). Examples:
- i. 5xxxx – Revenues
 - ii. 6xxxx – Salaries and Benefits; 61xxx – salaries; 62xxx - benefits
 - iii. 7xxxx – Expenditures; 73xxx – travel; 74xxx – operating expenses; 781xx - equipment
 - iv. 8xxxx – Transfers
- g. **Index Codes** – A **five (5) or six (6) digit** code that replaces the 14 digit combination of the Fund, Org and Program. ETSU set up 5 digit Index codes for Unrestricted state funds and 6 digit Index codes for Restricted grants or contracts and Foundation funds. For Unrestricted fund (your departmental budget), the Index is equal to the Org. For Restricted funds (grant, contract or Foundation funds), the Index is equal to the Fund. Examples:

	Unrestricted	Restricted	Foundation
Description	Child Study Center	Childhood Center 07	Project ACTION
Chart	E	E	F
Fund	110001	210032	227310
Org	23152	23152	23152
Program	350	250	350
Index	23152	210032	227310

- h. **ePrint Reports** –A listing of the following codes can be found in ePrint reports at <http://eprint.etsu.edu>, **OR** through Goldlink using your ETSU userID and password. See page 32 for Goldlink/ePrint login details. You can search .pdf files using... 
- i. Org Codes – report FGRORGH, updated monthly through ePrint
 - ii. Program Codes – report FGRPRGH
 - iii. Index Codes – report FGRACCI, which also contains defaulted Fund, Org and Program.
 - iv. General Ledger Detail Transactions (FGRGLTA) – used for Agency Funds
 - v. Organizational Detail Activity (FGRODTA) – provides detail of activity for Organization
 - vi. Budget Status (FGRBDSC) – provides monthly budget status reports

































Select Report from Repository Finance Chart E-Campus



About ePrint | FAQ

Finance Chart E-Campus Repository ashleyrc

Change Repository | Help | Logout

Finance Chart E-Campus

	Report	Description	Latest Date
  	FGRACCI	Account Index Report	Tue Mar 11, 2008 09:25am
  	FGRACTH	Account Hierarchy Report	Tue Mar 11, 2008 09:34am
  	FGRBDSC	Budget Status	Tue Mar 11, 2008 09:38am
  	FGRFNDH	Fund Hierarchy Report	Tue Mar 11, 2008 11:11am
  	FGRGLTA	General Ledger Detail Transact	Tue Mar 11, 2008 11:15am
  	FGRODTA	Organizational Detail Activity	Tue Mar 11, 2008 09:18am
  	FGRORGH	Organization Hierarchy Report	Tue Mar 11, 2008 11:22am
  	FGRPRGH	Program Hierarchy Report	Tue Mar 11, 2008 2:10pm
  	FRRGITD	Grant Inception to date	Sat Mar 01, 2008 3:01pm
  	FYRGRPD	Grant report for Departments	Tue Mar 11, 2008 2:02pm


FRRGITD 

2. Log In

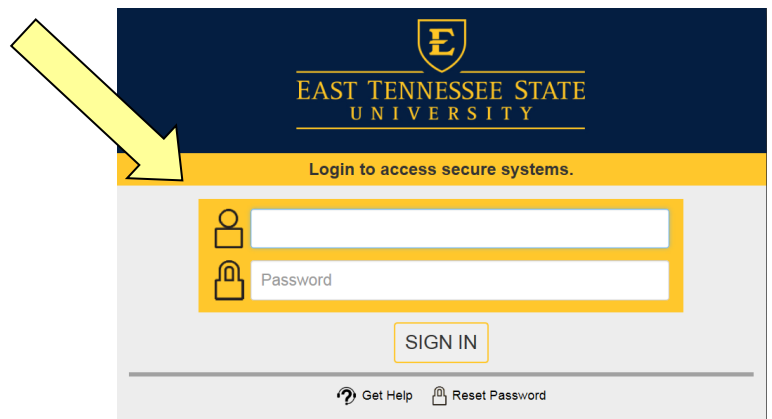
- a. Go to the ETSU home page, www.etsu.edu and click on “GoldLink”



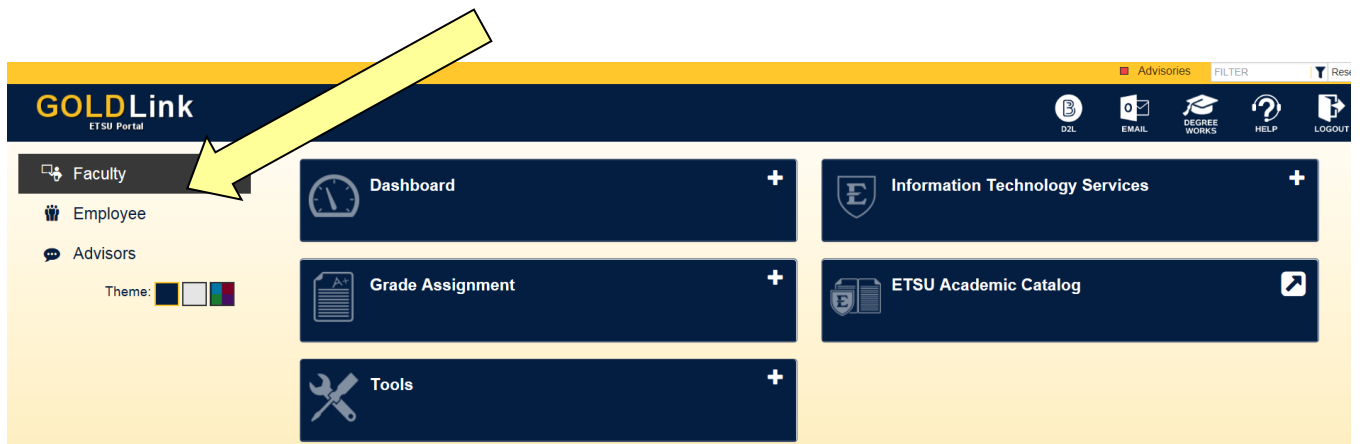
Also accessible through:

www.etsu.edu/goldlink or <http://goldlink.etsu.edu>

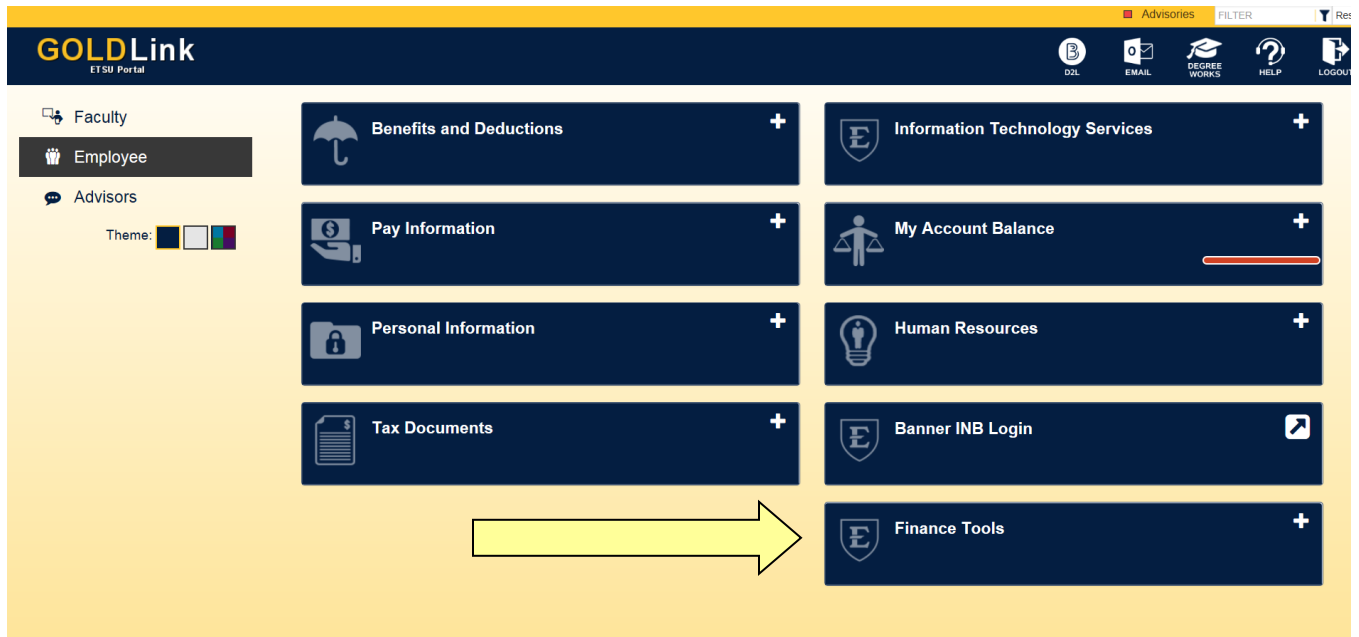
- b. Sign into Goldlink using your ETSU email User Name and Password



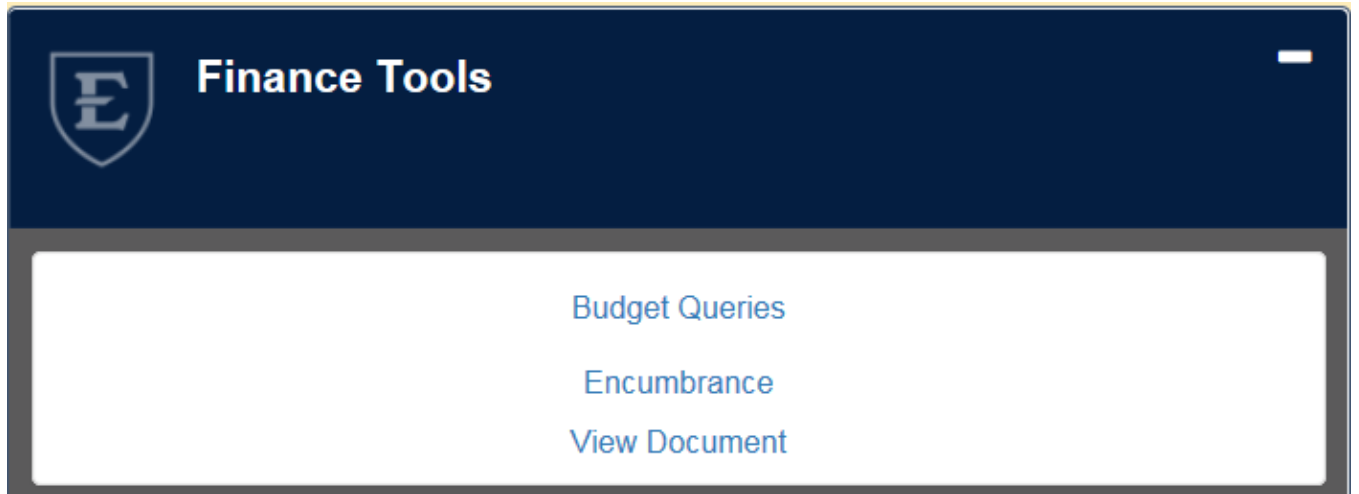
- c. Click on Employee.



d. click on the Finance Tools



e. Select Budget Queries



3. Budget Queries for Unrestricted state funded accounts

Click on Drop Down arrow for query options

For **unrestricted state funded accounts**, select **Budget Status by Organizational Hierarchy** and click **Create Query**

The screenshot shows the 'Budget Queries' page of the ETSU website. At the top, there is a navigation menu with tabs for 'Personal Information', 'Student and Financial Aid', 'Employee', and 'Finance'. Below the menu is a search bar with a 'Go' button and links for 'MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Budget Queries'. An information icon and text state: 'To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.' Under 'Create a New Query', there is a 'Type' dropdown menu currently set to 'Budget Status by Organizational Hierarchy', with a yellow arrow pointing to it, and a 'Create Query' button below it. Under 'Retrieve Existing Query', there is a 'Saved Query' dropdown menu currently set to 'None' and a 'Retrieve Query' button below it. The footer contains 'RELEASE: 7.2', a breadcrumb trail '[Budget Queries | Encumbrance Query | View Document]', and the text 'powered by SUNGARD HIGHER EDUCATION'.

Check the boxes for the columns you want on your report and click **Continue**.

The Gateway to Services for ETSU Students, Employees and Alumni

ETSU
GOLDLINK

Personal Information Student Employee **Finance**

Search Go

Budget Queries

Select the Operating Ledger Data columns to display on the report.

<input type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input type="checkbox"/> Budget Adjustment	<input checked="" type="checkbox"/> Encumbrances
<input type="checkbox"/> Adjusted Budget	<input type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input type="checkbox"/> Commitments
<input checked="" type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Available Balance

Save Query as:

Shared

The most commonly used columns (boxes checked above) represent the following:

- Accounted Budget – total adopted plus all budget adjustments
- Year to Date – Transactions to date
- Encumbrances – Purchase Orders processed
- Available Balance – Budget less other columns

The other budget categories you can also display as columns are:

- Adopted Budget – Base budget
- Budget Adjustment – all processed budget revisions
- Adjusted Budget – Current Budget
- Temporary Budget – Temporary budget adjustments
- Reservations – Requisitions outstanding
- Commitments – Encumbrances + Reservations

Choose Budget Query Parameters

- Enter Fiscal Year. Current FY is the year in which the FY ends.
- Enter Fiscal Period. 1 = July ... 12 = June, 14 = accrual period (normally used)
- Leave Comparison Fiscal year and period “None” unless you want to compare
- Commitment Type – usually “All”
- Chart of Accounts – “E” or “F”
- Index – for the Organization you want to see
- Leave remainder blank **OR**, in lieu of Index, enter
 - Fund, Org and Program
- Click **Submit Query**

The screenshot shows the 'Budget Queries' form in a web application. The 'Finance' tab is selected. A search bar is at the top. Below the title, there are two informational messages. The form fields are: Fiscal year: 2008, Fiscal period: 14, Comparison Fiscal year: None, Comparison Fiscal period: None, Commitment Type: All, Chart of Accounts: E, Index: 22000, Fund, Organization, Grant, Account, Program, Location, Activity, Fund Type, and Account Type. A red circle highlights the Fiscal year, Fiscal period, Comparison Fiscal year, and Comparison Fiscal period fields. A yellow arrow points to the 'Submit Query' button.

When using the Index code, the Fund, Org and Program are returned to verify. If they are correct, click **Submit Query** again.


The screenshot shows the 'Budget Queries' form with search results. The 'Index' field is now populated with '22000'. The 'Fund' field is populated with '110001', the 'Organization' field with '22000', and the 'Program' field with '350'. A red circle highlights these three fields. A yellow arrow points to the 'Submit Query' button.

Click (drill down) on Blue Items (active links) for more detail

[Personal Information](#)
[Student and Financial Aid](#)
[Employee](#)
[Finance](#)

Search

[MENU](#)
[SITE MAP](#)
[HELP](#)
[EXIT](#)

 Select a link in the Query Results list to retrieve detail information for the specific item chosen. Select one of the Download options to download Budget Query data to a Microsoft Excel spreadsheet. Calculate user defined columns for the query by making selections from the Compute Additional Columns pull down lists.

Report Parameters

Organization Budget Status Report

By Organization

Period Ending Jun 30, 2008

As of Mar 25, 2008

Chart of Accounts	E ETSU	Commitment Type	All
Fund	110001 Undesignated E and G	Program	350 Academic Support
Organization	22000 Dean College Of Business	Activity	All
Account	All	Location	All

Query Results

Organization	Organization Title	FY08/PD14 Accounted Budget	FY08/PD14 Year to Date	FY08/PD14 Encumbrances	FY08/PD14 Commitments	FY08/PD14 Available Balance
22000	Dean Colleg Of Business	583,340.00	494,694.13	128,719.22	128,719.22	(40,073.35)
22000 Rollup		583,340.00	494,694.13	128,719.22	128,719.22	(40,073.35)

Shared

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY08/PD14 Adopted Budget	percent of	FY08/PD14 Adopted Budget	FY08/PD14 Adopted Budget	<input type="text"/>

4. Invoices and Check Payments

To get invoice and check payment information, continue to drill down on blue highlighted items

Report A - Microsoft Internet Explorer

Address: http://etsubpss.etsu.edu:9000/pls/PROD/bwfrpou.P_ReportA?coas=E&fund=110001&program=350&incdev=&adoptedbudget=&ytd=on&budgetadjt=&encumb=on&adjustedbudg:

Report Parameters

Organization Budget Status Report
By Account Type
Period Ending Jul 31, 2006
As of Sep 10, 2006

Chart of Accounts E	ETSU	Commitment Type	All
Fund	110001 Undesignated E and G	Program	350 Academic Support
Organization	22000 Dean College Of Business Activity		All
Account	All	Location	All

Query Results

Account Type	Account Type Title	FY07/PD01 Adjusted Budget	FY07/PD01 Year to Date	FY07/PD01 Encumbrances	FY07/PD01 Reservations	FY07/PD01 Commitments	FY07/PD01 Available Balance
50	Revenues						
60	Salaries and Benefits	536,040.00	42,015.34	383,449.08	0.00	383,449.08	110,575.58
70	Expenditures	66,000.00	11,079.27	904.28	0.00	904.28	54,016.45
80	Transfers						
22000	Rollup	602,040.00	53,094.61	384,353.36	0.00	384,353.36	164,592.03

Download All Ledger Columns Download Selected Ledger Columns

Save Query as: _____

Shared

Report A - Microsoft Internet Explorer

Address: http://etsubpss.etsu.edu:9000/pls/PROD/bwfrpou.P_ReportA?coas=E&fund=110001&program=350&incdev=&adoptedbudget=&ytd=on&budgetadjt=&encumb=on&adjustedbudg:

Report Parameters

Organization Budget Status Report
By Account Type
Period Ending Jul 31, 2006
As of Sep 10, 2006

Chart of Accounts E	ETSU	Commitment Type	All
Fund	110001 Undesignated E and G	Program	350 Academic Support
Organization	22000 Dean College Of Business Activity		All
Account	All	Location	All

Query Results

Account Type	Account Type Title	FY07/PD01 Adjusted Budget	FY07/PD01 Year to Date	FY07/PD01 Encumbrances	FY07/PD01 Reservations	FY07/PD01 Commitments	FY07/PD01 Available Balance
71	Travel	20,000.00	2,146.21	709.28	0.00	709.28	17,144.51
74	Operating Expenses	46,000.00	8,933.06	195.00	0.00	195.00	36,871.94
78	Capital Expenditures						
79	Scholarships and Fellowships						
7A	Depreciation Expense						
7B	Grant Related Expense Items						
7C	Other Nonoperating Expense Items						

Continue drilling down for details (use Year to Date column for check payments and invoices).

Account	Account Title	FY07/PD06 Adjusted Budget	FY07/PD06 Year to Date	FY07/PD06 Encumbrances	FY07/PD06 Reservations	FY07/PD06 Commitments	FY07/PD06 Available Balance
74000	Operating Expense Budget Pool	68,610.00	0.00	0.00	0.00	0.00	68,610.00
74110	Printing of Supplies by Institution	0.00	743.05	0.00	0.00	0.00	(743.05)
74140	Duplicating and Copy Outside Instit	0.00	744.65	612.75	0.00	612.75	(1,357.40)
74160	Printing Publications by Instit	0.00	1,132.89	0.00	0.00	0.00	(1,132.89)
74210	Instrument Charge	5,250.00	4,905.57	0.00	0.00	0.00	344.43
74220	Telephone Long Distance	0.00	135.79	0.00	0.00	0.00	(135.79)
74230	Postal Charges	0.00	5,953.56	0.00	0.00	0.00	(5,953.56)
74291	Telephone Cellular	0.00	0.00	0.00	0.00	0.00	0.00
74311	Equipment Maintenance Contracts	0.00	0.00	0.00	0.00	0.00	0.00
74440	Consulting Services	0.00	3,302.00	0.00	0.00	0.00	(3,302.00)
74479	Advertising Other	0.00	140.00	0.00	0.00	0.00	(140.00)
74480	Dues and Subscriptions	0.00	750.00	0.00	0.00	0.00	(750.00)
74481	Membership Dues Accreditation	0.00	3,900.00	0.00	0.00	0.00	(3,900.00)
74490	Other Professional and Admin Svcs	0.00	2,569.73	1,120.00	0.00	1,120.00	(3,689.73)
74530	Supplies	0.00	531.33	1,415.00	0.00	1,415.00	(1,946.33)

Report Parameters

Organization Budget Status Detail Report
 Summary Year to Date Transaction Report
 Period Ending Jul 31, 2006
 As of Sep 10, 2006

Chart of Accounts: E ETSU Commitment Type: All
 Fund: 110001 Undesignated E and G Program: 350 Academic Support
 Organization: 22000 Dean College Of Business Activity: All
 Account: 74580 Supplies Purchase Order Location: All
 Fund Type: All Account Type: 74 Operating Expenses

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Jul 20, 2006	Jul 20, 2006	10001420	The HON Company	221.34	INNI
Jul 20, 2006	Jul 20, 2006	10001420	The HON Company	8,711.72	INNI
Report Total (of all records):				8,933.06	

Available Budget Balance: (8,933.06)

Internal invoice numbers – 10001420

Rule class code tells what was processed

See next page for Document Code Prefixes and Rule Class Codes

Check number

Detail Transaction Report
 Document Type: Invoice Commitment Type: All
 Document Code: I0001420 Description: The HOON Company
 Transaction Date: 20-Jul-2006

Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule	Class Code
E	110001	22350	74580	200			1,626.00	INNI	
E	190001	36025	74580	200			1,615.86	INNI	
E	190001	36050	74580	200			1,767.20	INNI	
E	190001	36025	74580	200			1,615.86	INNI	
E	110001	22000	74580	350			221.34	INNI	
E	110001	22000	74580	350			8,711.72	INNI	

Related Documents

Transaction Date	Document Type	Document Code	Status	Indicator
Jul 21, 2006	Check Disbursement	10001236		

Annotations:
 - Box: Paid on Invoice I0001420 with payments from several different funds and orgs.
 - Box: Paid on check number 10001236. Note: ! = Auto Payment and will have no Final Reconciliation

Common Rule Class Codes used for processing:

BD01: Permanent adopted budget
 BD02: Permanent budget adjustments
 BD04: Temporary budget adjustments
 CNEI: Cancel check – invoice with encumbrance
 CNNC: Cancel check – credit memo without encumbrance
 CNNI: Cancel check – invoice without encumbrance
 DNEI: Check – invoice with encumbrance
 DNNC: Check – credit memo without encumbrance
 DNNI: Check – invoice without encumbrance
 ICEI: Cancel invoice with encumbrance
 ICNC: Cancel credit memo without encumbrance
 ICNI: Cancel invoice without encumbrance
 INEI: Invoice with encumbrance
 INNC: Credit memo without encumbrance
 INNI: Invoice without encumbrance
 FT01: Internal charges within a chart, Chart E
 PORD: Establish purchase order
 REQP: Requisition – reservation
 X25: Internal charges to Chart F accounts or a combination of Charts E & F, **IF** on the **Same** Journal Voucher

Document Code Prefixes (some)

! Auto Payment/Direct Deposit
 P Purchase Order
 I Invoice
 Blank “e” Invoice (eff. 6/1/09)
 BD Budget revisions
 BG Budget revisions-Grants
 EN Encumbrances
 F Document Feeds (e.g. Receipts or Payroll)
 FI Interest Income Distribution
 GT Grant Entries
 LA DLAR Charge
 MS Miscellaneous
 PC Pro Card
 PP Physical Plant
 PS Postage
 TC Telephone Charge
 YR Year End Charge

5. Budget Information about Selected Account Codes

61XXX – Funds are budgeted for individual salary account codes.

62000 – Funds are pooled for employee benefits to cover all 62xxx expenditures.

73000 – Funds are pooled for travel to cover all 73XXX expenditures.

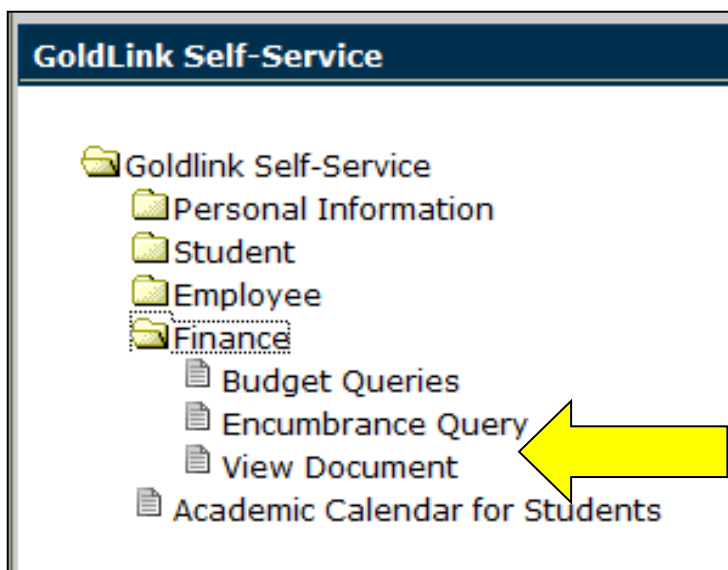
74000 – Funds are pooled for operating expenses to cover all 74XXX expenditures. Funds are budgeted on account code 74210 (Instrument Charge) as an information item only but for budget control is part of the 74XXX pool.

78000 - Funds are pooled for capital outlay (equipment) to cover all 78XXX expenditures.

79000 - Funds are pooled for scholarships (unrestricted) to cover all 79XXX expenditures.

Using Encumbrance Query and View Document

- Selecting “Encumbrance Query” will allow you to view all open Encumbrances for the period selected.
- Selecting “View Document,” such as a Purchase Order number or Invoice number, will allow you to view the details of the document and any related documents.



6. Purchase Orders or Encumbrances

Click on items in blue in the Encumbrances column for more information about Purchase Orders.

Account	Description	Balance	Encumbrances	Committed	Available	Total
74000	Operating Expense Budget Pool	121,070.00	0.00	0.00	0.00	121,070.00
74210	Instrument Charge	14,880.00	0.00	0.00	0.00	14,880.00
74220	Telephone Long Distance	560.00	0.00	0.00	0.00	560.00
74240	Freight and Express Charges	0.00	0.00	400.00	400.00	(400.00)
74290	Other Communication Shipping Costs	0.00	0.00	0.00	0.00	0.00
74291	Telephone Cellular	0.00	51.49	836.16	836.16	(887.65)
74311	Equipment Maintenance Contracts	4,500.00	0.00	0.00	0.00	4,500.00
74471	Advertising Services Personnel	0.00	0.00	50.00	50.00	(50.00)
74490	Other Professional and Admin Svcs	0.00	146.37	2,028.00	2,028.00	(952.00)
74580	Supplies Purchase Order	0.00	146.37	0.00	0.00	(146.37)
75311	Prof and Admin Support	(37,570.00)	0.00	0.00	0.00	(37,570.00)
75312	Prof and Admin Support CoM FP	(364,420.00)	0.00	0.00	0.00	(364,420.00)
75313	Prof and Admin Support Univ School	(16,910.00)	0.00	0.00	0.00	(16,910.00)
75314	Prof and Admin Support Pharmacy	(55,910.00)	0.00	0.00	0.00	(55,910.00)
Report Total (of all records)		(333,800.00)	(878.14)	3,314.16	0.00	3,314.16 (336,236.02)

Drill down for details

Report Parameters

Organization Budget Status Detail Report
 Summary Encumbrance Transaction Report
 Period Ending Jul 31, 2006
 As of Sep 10, 2006

Chart of Accounts: E ETSU Commitment Type: All
 Fund: 110001 Undesignated E and G Program: 450 Institutional Support
 Organization: 40100 Bus Services Univ Comptroller Activity: All
 Account: 74490 Other Professional and Admin Svcs Location: All
 Fund Type: All Account Type: 74 Operating Expenses

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Jul 11, 2006	Jul 11, 2006	P0000062	Cintas Document Management	1,014.00	PORD
Jul 11, 2006	Jul 11, 2006	P0000061	Cintas Document Management	1,014.00	PORD
Report Total (of all records):				2,028.00	

Available Budget Balance: (952.00)

Download

Save Query as: _____

Shared

Another Query

Purchase orders P0000062 and P0000061 issued to Cintas Document Management.

Details of Purchase Order

SUNGARD HIGHER EDUCATION

Personal Information Finance

Search Go MENU SITE MAP HELP EXIT

Select Document

Detail Transaction Report

Document Type: Purchase Order Commitment Type: All
 Document Code: **P0000062** Description: Cintas Document Management
 Transaction Date: 11-Jul-2006

Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule	Class	Code
E	110001	40100	74490	450			1,014.00	PORD		

Save Query as

Shared

Another Query

No Related Documents Available

No check written yet on the Purchase Order.

Click on the Document Code (in this case the Purchase Order Code) highlighted in blue to view the Purchase Order description.

Purchase Order Header

Purchase Order	Change#	Order Date	Trans Date	Delivery Date	Print Date	Total
P0000062		Jul 11, 2006	Jul 11, 2006	Jul 12, 2006	Jul 11, 2006	1,014.00

Origin: EPROCUREMENT Reference Number: 1143136
 Complete: Y Approved: Y Type: Regular
 Cancel Reason: Date:
 Requestor: Doris Lowe 40200 Procurement Contract Services
 lowed@etsu.edu
 Accounting: Commodity Level
 Ship to: ETSU Central Receiving
 100 C R Dr
 Johnson City, TN 37614 United States of America
 Attention: .
 Contact: . 423-439-4364
 Vendor: E00019180 Cintas Document Management
 PO Box 26110
 Knoxville, TN 37912 United States of America
 Phone: 865-688-7979 Fax: 865-688-7983
 Currency:

Purchase Order Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	Tax	Cost
1961	n/a	Document shredding for Payroll Office/Comptrol EA	Disc	1	1014	1,014.00		
				.00	.00	.00		1,014.00

Brief description of Purchase Order

7. Download data to Excel

Report A - Microsoft Internet Explorer

Address: http://etsubpss.etsu.edu:9000/pls/PROD/bwfrpou_P_ReportA?coas=E&fund=110001&program=3508&incdev=&adoptedbudget=&ytd=on&budgetadjf=&encumb=on&adjustedbudg:

74000	Operating Expense Budget Pool	36,250.00	0.00	0.00	0.00	0.00	36,250.00
74140	Duplicating and Copy Outside Instt	0.00	0.00	0.00	0.00	0.00	0.00
74160	Printing Publications by Instt	0.00	0.00	0.00	0.00	0.00	0.00
74210	Instrument Charge	5,250.00	0.00	0.00	0.00	0.00	5,250.00
74220	Telephone Long Distance	1,380.00	0.00	0.00	0.00	0.00	1,380.00
74311	Equipment Maintenance Contracts	420.00	0.00	0.00	0.00	0.00	420.00
74440	Consulting Services	0.00	0.00	0.00	0.00	0.00	0.00
74480	Dues and Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00
74481	Membership Dues Accreditation	2,700.00	0.00	0.00	0.00	0.00	2,700.00
74490	Other Professional and Admin Svcs	0.00	0.00	195.00	0.00	195.00	(195.00)
74530	Supplies Operational	0.00	0.00	0.00	0.00	0.00	0.00
74580	Supplies Purchase Order	0.00	8,933.06	0.00	0.00	0.00	(8,933.06)
74595	Supplies PO Sensitive	0.00	0.00	0.00	0.00	0.00	0.00
Report Total (of all records)		46,000.00	8,933.06	195.00	0.00	195.00	36,871.94

Download All Ledger Columns Download Selected Ledger Columns

Click on Download All or Selected Ledger Columns

Click OPEN or SAVE to download spreadsheet

If you click OPEN, use the "Back" button to return to Goldlink. Do not click the red "x" or you will exit Goldlink. Spreadsheet opens in Excel as a .csv file. When you save, save it as an Excel file.

http://etsubpss.etsu.edu:9000/pls/PROD/bwfsdld.csv - Microsoft Internet Explorer

Address: <http://etsubpss.etsu.edu:9000/pls/PROD/bwfsdld.csv>

Organization Budget Status Report

17	chart	Fund Type	Fund Type	Fund Type	Fund Type	Fund	Fund Title	Organizati	Organizati	Account	Account Ti	Account T	Account T	Account T	Account T	Account T	Pr
18	E	11	Education	10	Unrestrict	110001	Undesigna	22000	Dean Colle	74000	Operating	74	Operating	70	Expendit		
19	E	11	Education	10	Unrestrict	110001	Undesigna	22000	Dean Colle	74140	Duplicating	74	Operating	70	Expendit		
20	E	11	Education	10	Unrestrict	110001	Undesigna	22000	Dean Colle	74160	Printing P	74	Operating	70	Expendit		
21	E	11	Education	10	Unrestrict	110001	Undesigna	22000	Dean Colle	74210	Instrument	74	Operating	70	Expendit		
22	E	11	Education	10	Unrestrict	110001	Undesigna	22000	Dean Colle	74220	Telephone	74	Operating	70	Expendit		
23	E	11	Education	10	Unrestrict	110001	Undesigna	22000	Dean Colle	74311	Equipment	74	Operating	70	Expendit		
24	E	11	Education	10	Unrestrict	110001	Undesigna	22000	Dean Colle	74440	Consulting	74	Operating	70	Expendit		
25	E	11	Education	10	Unrestrict	110001	Undesigna	22000	Dean Colle	74480	Dues and :	74	Operating	70	Expendit		
26	E	11	Education	10	Unrestrict	110001	Undesigna	22000	Dean Colle	74481	Membersh	74	Operating	70	Expendit		
27	E	11	Education	10	Unrestrict	110001	Undesigna	22000	Dean Colle	74490	Other Profi	74	Operating	70	Expendit		
28	E	11	Education	10	Unrestrict	110001	Undesigna	22000	Dean Colle	74530	Supplies (74	Operating	70	Expendit		
29	E	11	Education	10	Unrestrict	110001	Undesigna	22000	Dean Colle	74580	Supplies f	74	Operating	70	Expendit		
30	E	11	Education	10	Unrestrict	110001	Undesigna	22000	Dean Colle	74595	Supplies f	74	Operating	70	Expendit		

8. Goldlink will not allow POs to be split between the E and F charts while using the same travel authorization or PO number. Two separate POs or travel authorizations will be created, one for each chart. This also produces 2 reimbursement or vendor checks.

9. Contact Information

Questions? Please give us a call.

































Accounting	439-4316
Budget	439-4383
Grant Accounting	439-6109
Foundation Accounting	439-4702
Purchasing/Accounts Payable	439-4224
Finance Account Request Form	439-5504

10. **ePrint.** (go back to page 4) A listing of the following codes and reports can be found in ePrint reports at <http://eprint.etsu.edu> **OR** through Goldlink using your ETSU userID and password.

Search .pdf files using 

Org Codes – report FGRORGH, updated monthly through ePrint

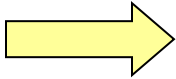
- Program Codes – report FGRPRGH
- Index Codes – report FGRACCI, which also contains defaulted Fund, Org and Program.

ePrint		Select Report from Repository Finance Chart E-Campus	Finance Chart E-Campus Repository ashleyrc
		About ePrint FAQ	Change Repository Help Logout
Finance Chart E-Campus			
Report	Description	Latest Date	
  	FGRACCI	Account Index Report	Tue Mar 11, 2008 09:25am
  	FGRACTH	Account Hierarchy Report	Tue Mar 11, 2008 09:34am
  	FGRBDSC	Budget Status	Tue Mar 11, 2008 09:38am
  	FGRFNDH	Fund Hierarchy Report	Tue Mar 11, 2008 11:11am
  	FGRGLTA	General Ledger Detail Transact	Tue Mar 11, 2008 11:15am
  	FGRODTA	Organizational Detail Activity	Tue Mar 11, 2008 09:18am
  	FGRORGH	Organization Hierarchy Report	Tue Mar 11, 2008 11:22am
  	FGRPRGH	Program Hierarchy Report	Tue Mar 11, 2008 2:10pm
  	FRRGITD	Grant Inception to date	Sat Mar 01, 2008 3:01pm
  	FYRGRPD	Grant report for Departments	Tue Mar 11, 2008 2:02pm
		FRRGITD 	

- FGRBDSC - budget status
- FGRACCI – grants by index
- FYRGRPD – grant reports, end date, PI
- FGRGLTA – agency accounts
- FRRGITD – grants inception to date budget report

11.Login to ePrint:

Click on Administrative Staff



The screenshot shows the GOLDLink ETSU Portal interface. At the top, there is a navigation bar with the GOLDLink logo and several utility icons (D2L, EMAIL, DEGREE WORKS, HELP, LOGOUT). Below the navigation bar is a sidebar with user roles: Faculty, Employee, Advisors, and Administrative Staff. The Administrative Staff role is selected and highlighted. To the right of the sidebar is a grid of tool buttons: Administrative Tools, Administrative Staff, Tax & Promissory Note, Help Desk, Athletics Tools, Honors Reports, and FWS Rules & EH Exemptions. A yellow arrow points to the Administrative Staff button.

Click on Administrative Tools

This screenshot shows the same GOLDLink ETSU Portal interface, but with the 'Administrative Tools' button expanded. The expanded view shows a list of sub-tools organized into three columns: ACALOG Publisher, ARGOS, Banner Test (TEST & TSTH), CMS (OU Campus), College Scheduler, Curriculum Process System (CPS); eBucs, eJobs, ePrint, File Manager, ODS Meta Data Reporting View (ODSP/PROD), ODS Meta Data Reporting View (ODST/TEST); and Plant ETSU Time Record System (TRS), TracDat Enterprise (PIE), UC4 Workflow. The Administrative Staff button remains highlighted.