ETSU Goldlink Finance Self-Service
For Departmental Users

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### FOAP

<table>
<thead>
<tr>
<th>Type of Funding</th>
<th>Source of Funding</th>
<th>University Organizational Structure</th>
<th>Type of Work</th>
<th>Commodity</th>
</tr>
</thead>
<tbody>
<tr>
<td>E - University</td>
<td>F - Foundation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 - State appropriated/Unrestricted</td>
<td>2 - Restricted (Contracts/Grants/Foundation)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**University Organizational Structure**

- **Chart** (E or F)
- **Fund** (6 digits)
- **Org** (5 digits)
- **Pgm** (3 digits)
- **Acct** (5 digits)

**Ex:**

```
E  110001  22000  350  74000
```

- **University General Funds**
- **Dean, College of Business**
- **Academic Support**
- **Operating Expenses**

**INDEX**

- **Unrestricted**
- **Restricted**

**Index = Org (5 digits)**

**Fund (6 digits & starts with “2”)**

- Grants
- Contracts
- Foundation
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. E8xxxxx – Agency Funds
         4. F2xxxxx, Foundation Restricted Funds. 2xxxxx 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:

<table>
<thead>
<tr>
<th>Description</th>
<th>Unrestricted</th>
<th>Restricted</th>
<th>Foundation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart</td>
<td>Child Study Center</td>
<td>Childhood Center 07</td>
<td>Project ACTION</td>
</tr>
<tr>
<td>Fund</td>
<td>E</td>
<td>210032</td>
<td>227310</td>
</tr>
<tr>
<td>Org</td>
<td>23152</td>
<td>23152</td>
<td>23152</td>
</tr>
<tr>
<td>Program</td>
<td>350</td>
<td>250</td>
<td>350</td>
</tr>
<tr>
<td>Index</td>
<td>23152</td>
<td>210032</td>
<td>227310</td>
</tr>
</tbody>
</table>

h. **ePrint Reports** – A listing of the following codes can be found in ePrint reports at [http://eprint.etsu.edu](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
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
Check the boxes for the columns you want on your report and click **Continue**.

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

When using the Index code, the Fund, Org and Program are returned to verify. If they are correct, click Submit Query again.
Click (drill down) on Blue Items (active links) for more detail

![Image of a report showing financial data]

**Report Parameters**

- **Organization Budget Status Report**
- **By Organization**
- **Period Ending Jun 30, 2008**
- **As of Mar 25, 2008**

**Query Results**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Title</th>
<th>FY08/PD14 Accounted</th>
<th>FY08/PD14 Year to Date</th>
<th>FY08/PD14 Encumbrances</th>
<th>FY08/PD14 Commitments</th>
<th>FY08/PD14 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>22000</td>
<td>Dean College of Business</td>
<td>583,340.00</td>
<td>494,694.13</td>
<td>128,719.22</td>
<td>128,719.22</td>
<td>(40,073.35)</td>
</tr>
</tbody>
</table>

**Compute Additional Columns for the query**

```
<table>
<thead>
<tr>
<th>Column 1</th>
<th>Operator</th>
<th>Column 2</th>
<th>Display After Column</th>
<th>New Column Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY08/PD14 Adopted Budget</td>
<td>percent of</td>
<td>FY08/PD14 Adopted Budget</td>
<td>FY08/PD14 Adopted Budget</td>
<td>Perform Computation</td>
</tr>
</tbody>
</table>
```

[Another Query]
4. Invoices and Check Payments

To get invoice and check payment information, continue to drill down on blue highlighted items.
Continue drilling down for details (use Year to Date column for check payments and invoices).

See next page for Document Code Prefixes and Rule Class Codes
Check number

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

 Paid on check number 10001236. Note: ! = Auto Payment and will have no Final Reconciliation

 Paid on Invoice I0001420 with payments from several different funds and orgs.
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.

Drill down for details

Purchase orders P0000062 and P0000061 issued to Cintas Document Management.
Details of Purchase Order

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

No check written yet on the Purchase Order.

Brief description of Purchase Order
7. Download data to Excel

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

c. FGRBDSC - budget status
d. FGRACCI – grants by index
e. FYRGRPD – grant reports, end date, PI
f. FGRGLTA – agency accounts
g. FRRGITD – grants inception to date budget report
11. Login to ePrint:

Click on Administrative Staff

Click on Administrative Tools