



VANDERBILT
UNIVERSITY

Office of
Financial
Affairs

Department
of Finance

eDog Reference Guide

**Electronic Distribution of General
Ledger Data**

Table of Contents

Getting Started	2
Login	2
Access	3
eDog and Accounting Resources	6
Training	6
Cost Center Information	6
Account Number Information	6
Narrative Chart of Accounts (NCOA)	6
General Ledger Reports and Descriptions List	7
Reconciling Monthly Reports	8
Purpose	8
Steps	8
Tip for Reconciling Reports	8
Reference Information for Reports	8
Journal Entries	9
Journal Entry Identifiers and Contacts	9
Journal Entry Upload Shell- University	9
Journal Entry Upload Shell- VUMC	9
Policies and Procedures Resources	10
Policies and Procedures	10
Printable Forms	10



eDog Reference Guide

eDog is an acronym that stands for Electronic Distribution of General Ledger Data. This tool provides you with access to data stored in the General Ledger, Vanderbilt's institution-wide financial database.

The purpose of this reference guide is to provide you with consolidated reference and policy information for your financial reporting.

Getting Started

Login

Depending on whether you're in a University or VUMC department, you have a few ways to get to the application:

Universal Website: <http://www.vanderbilt.edu/ebiz/>

University FIS Website: <http://www.vanderbilt.edu/fis/Apps/edog.htm>

Then click **Link to Application**.

VUMC FIS Website: <http://finweb.mc.vanderbilt.edu/>

Go to **Links** at the bottom of page and click **eDog**.

Log in with VUNet ID and ePassword.

Access

If you need access to log into eDog, follow the instructions below. These instructions are located online at http://www.vanderbilt.edu/fis/Apps/setup_edog.htm.

eDog Access Instructions

To modify user access to eDog, you must perform the following:

- 1) Determine which area to contact by reviewing the center number ranges below
- 2) Send an email to the corresponding security contact with a copy (cc) to your Administrative Officer or Dean's Office providing the following information:
 - Whether you want to add or remove access
 - VUNet ID and name of person for whom you wish to modify access
 - Center number(s) or sum center level(s). (Note: Assignment of access at a sum center level provides access to ALL centers contained below it. If appropriate, we encourage departments to assign access at a sum center level to reduce maintenance.)

<i>Office of Financial Affairs</i>		<i>Department of Finance</i>	
Center Number Begins With:		Center Number Begins With:	
University Operating	(1-20 to 1-97)	VUMC Operating	(1-04 to 1-19)
University Loan	(5-20 to 5-97)	Hospital	(2-xx)
University Endowment	(6-20 to 6-97)	VMG	(3-xx)
University Life Income	(7-20 to 7-97)	VUMC Restricted	(4-01 to 4-19)
University Plant	(8-20 to 8-97)	VUMC Loan	(5-01 to 5-19)
University Agency	(9-20 to 9-97)	VUMC Endowment	(6-01 to 6-19)
		VUMC Life Income	(7-01 to 7-19)
		VUMC Plant	(8-01 to 8-19)
		VUMC Agency	(9-01 to 9-19)
<u>Security Contacts</u>			
Office of Financial Affairs	ofa@vanderbilt.edu		



Office of Contract & Grant Accounting

Center Number Begins With:

University
Restricted (4-20 to 4-97)

Security Contacts

[\(Click here to see Security Contact table on next tab.\)](#)

Security Contacts

Hospital/Clinic

Charlotte Frey charlotte.frey@vanderbilt.edu

School of Medicine

Jane Zubulake jane.zubulake@vanderbilt.edu
 Kathryn S. Gibson kathryn.s.gibson@vanderbilt.edu
 Kate Gibson kate.gibson@vanderbilt.edu
 Steve Todd steve.todd@vanderbilt.edu

School of Nursing

Marianne Whitaker marianne.whitaker@vanderbilt.edu
 Steve Todd steve.todd@vanderbilt.edu

SOM/SON Grants, Gifts, & Contracts

Paula Yarbrough paula.yarbrough@vanderbilt.edu

Medical Center Other

Alison Williams alison.williams@vanderbilt.edu

Vanderbilt Health Services

Darin Davidson darin.davidson@vanderbilt.edu
 Brenda Swift brenda.swift@vanderbilt.edu

Medical Auxiliaries

Abby Palmer abby.palmer@vanderbilt.edu

OCGA Security Contacts for eDog Access

Office of Contract & Grant Accounting			
Last 4 Digits of Center Number	Agency/Type	Responsible Person	E-mail Address
001x - 199x	Health and Human Services (HHS)	Tanya Paul	tanya.paul@vanderbilt.edu
200x - 299x	Department of Education (ED)	Denise Johnson	denise.c.johnson@vanderbilt.edu
300x - 349x	National Science Foundation (NSF)	Paul VanWulven	paul.van.wulven@vanderbilt.edu
350x - 374x	National Aeronautics and Space Administration (NASA)	Olivia Soxayachanh	olivia.soxayachanh@vanderbilt.edu
375x - 399x	Navy	Michele Espy Dixon	michele.espy@vanderbilt.edu
400x - 409x	Army	Michele Espy Dixon	michele.espy@vanderbilt.edu
410x - 424x	Air Force	Michele Espy Dixon	michele.espy@vanderbilt.edu
425x - 439x	Department of Energy (DOE)	Michele Espy Dixon	michele.espy@vanderbilt.edu
440x - 454x	Veteran's Administration (VA)	Paul VanWulven	paul.van.wulven@vanderbilt.edu
455x - 464x	National Foundation on Arts and Humanities	Paul VanWulven	paul.van.wulven@vanderbilt.edu
465x - 474x	Environmental Protection Agency (EPA)	Paul VanWulven	paul.van.wulven@vanderbilt.edu
475x - 500x	Other Federal	(1)	(1)
501x - 539x	State of Tennessee Federal Flow-through	Donna Irwin	donna.irwin@vanderbilt.edu
540x - 549x	State of Tennessee Direct	Donna Irwin	donna.irwin@vanderbilt.edu
550x - 561x	Metro - Tennessee	Donna Irwin	donna.irwin@vanderbilt.edu
562x - 611x	Association and University	Donna Irwin	donna.irwin@vanderbilt.edu
612x - 695x	Foundation	Donna Irwin	donna.irwin@vanderbilt.edu
696x - 770x	Corporation	Donna Irwin	donna.irwin@vanderbilt.edu
771x - 780x	Local Firm	Donna Irwin	donna.irwin@vanderbilt.edu
781x - 920x	Endowment	Olivia Soxayachanh	olivia.soxayachanh@vanderbilt.edu
921x - 959x	Bequests	Olivia Soxayachanh	olivia.soxayachanh@vanderbilt.edu
960x - 999x	Multiple Sources (Gifts)	Olivia Soxayachanh	olivia.soxayachanh@vanderbilt.edu

(1) Michele Dixon has Depart. of Justice and DARPA. Denise Johnson has USDA. Paul VanWulven has the remainder of Other Federal.

eDog and Accounting Resources

Training

Online training is posted on both the Department of Finance (VUMC) and Office of Financial Affairs (University) websites. The same training is posted in both areas:

Department of Finance	Office of Financial Affairs
http://www.vanderbilt.edu/fis/Training/edog_classes.htm	http://finweb.mc.vanderbilt.edu/Support/Training/index.asp

Cost Center Information

Link: <http://www.vanderbilt.edu/accounting/FISunderstCenters.htm>

The **online training** also contains cost center information under the **Business Processes** link.

Account Number Information

Link: <http://www.vanderbilt.edu/accounting/FISunderstAccounts.htm>

The **online training** also contains account number information under the **Business Processes** link.

Narrative Chart of Accounts (NCOA)


Use this resource to determine the correct account number to use for your accounting purposes: <https://www3.vanderbilt.edu/fis/NCOA/search.php>.

- This site requires your VUNet ID and ePassword.

Tips for Using the NCOA

- Search for the most specific G/L account relating to the nature of the transaction.
- Make sure you're looking in the 5,6,&7 G/L accounts for expenses and the 4xxxx accounts for revenue.
- Don't assume that because a particular G/L account was used in a prior year that it's correct.
- Don't choose a G/L account based on whether there's a budget.
 - Charge expenses to the correct cost center, even if it results in going over budget.
- Make sure to be timely with corrections.

General Ledger Reports and Descriptions List

On the eDog main menu page, click the lookup button for the list of General Ledger reports: . A list of *Financial Reports Available on the Web* appears. To see descriptions, click any report in the list. The *Report Descriptions* page will appear. Under the File menu, you can choose to save the list to your computer (File > Save as), or you can print the list (File > Print).

Reconciling Monthly Reports

Purpose

Reconciling the Transactions Report is part of our compliance with Vanderbilt-mandated financial controls and review policies and is monitored by Internal Audit.

Why we reconcile monthly reports:

- To ensure that charges to your center are accurate and appropriate.
- To make sure that all vendors were paid.
- To confirm that prorated allocations are working properly.

Steps

The Monthly Reconciliation can be thought of as a four-step process:

1. **Review** the Transactions Detail Report (MD091).
2. **Reconcile** each transaction to the appropriate source document.
3. **Certify** the completion of your reconciliation.
 - University Central- sign and date a printed report (or the first page of the report).
 - Medical Center- use the Electronic Signoff process. eDog records your VUnet ID, name, and the date of certification.
4. **File** the supporting documentation by account number or month.

Tip for Reconciling Reports

File accounting information (purchases, etc.) by center number and account number and keep all types of purchases together. (I.e., do not file PO purchases separately from eProcurement, etc.) Your monthly reconciliation process will run faster using this method.

Reference Information for Reports

To assist you with reconciling monthly reports, the link below contains report descriptions, information on the monthly summary reports, the Report of Transactions (MD091), Journal Entry identifiers, and links to relevant online training.

Link: <http://www.vanderbilt.edu/accounting/FISsampleRptsIndex.htm>.

Journal Entries

Journal Entries are recorded for each transaction that's logged to the General Ledger. Data from journal entries appear on the Transactions Reports in eDog.

Journal Entry Identifiers and Contacts

The Journal Entry Identifiers and Contacts list explains the source of transactions based on their Journal Entry code and provides contact information for inquiries.

Link: <http://www.vanderbilt.edu/accounting/FISjeIDnumberChrt.htm>.

Journal Entry Upload Shell- University

University departments use a Journal Entry upload shell to submit changes to the General Ledger (e.g., a P-card purchase was charged to an incorrect cost center so you must submit a Journal Entry to correct the data).

Steps for filling out the Journal Entry are provided on the upload shell spreadsheet. The spreadsheet has multiple tabs; tab *C* contains instructions for creating the Journal Entry, and tab *B* contains instructions for submitting it.

BE SURE YOU PROVIDE DETAILED INFORMATION OF WHAT YOUR
CHANGES ARE IN THE DESCRIPTION AREAS!

Link: <http://www.vanderbilt.edu/accounting/printableformsindex.htm>

- Click the **Journal Entry Upload Shell** link in the middle of the page.
- You must enter your VUNet ID and ePassword to access the page.
- Choose to **enable macros** when prompted.
- Save the spreadsheet to your computer before filling it out and submitting it.

Journal Entry Upload Shell- VUMC

Medical Center departments use a Journal Entry upload shell to submit changes to the General Ledger (e.g., an eProcurement purchase was charged to an incorrect cost center so you must submit a Journal Entry to correct the data). For VUMC, you must enter your changes on an Excel spreadsheet following the steps outlined at the link below.

Link: <https://finweb.mc.vanderbilt.edu/AcadRes/VUOnly/PoliciesProcedures/3-1-4%20Upload%20Journal%20Entries.asp>

- This site requires your VUNet ID and ePassword.

BE SURE YOU PROVIDE DETAILED INFORMATION OF WHAT YOUR
CHANGES ARE IN THE DESCRIPTION AREAS!

Policies and Procedures Resources

Policies and Procedures

Use the links below for policies regarding cost centers, record retention, petty cash, General Ledger system processes and general financial procedures.

University Link: <http://www.vanderbilt.edu/accounting/PolProcForms/policyindex.htm>.

VUMC Link: <http://finweb.mc.vanderbilt.edu/Support/FinancialSystems/index.asp> - from this main page, scroll to the bottom to find the **Policies** section.

Printable Forms

The link below contains forms related to financial reporting and procurement.

Link: <http://www.vanderbilt.edu/accounting/printableformsindex.htm>.