A Simple eDog Guide:

The information below is intended as a guide to eDog and the finances of your student group. Your student group has or will have an assigned expense center number. The expense center is where your group deposits funds received and pays bills incurred by the group.

eDog Login: The eDog log-in portal is accessed from this site:

http://www.vanderbilt.edu/ebiz/

Look for the eDog portal. When you click on eDog it will prompt you to log-in with your VUnetID and ePassword. When you log on you will see a menu. The two most frequently used sections of this menu are: Monthly Accounting Reports and Detailed Transaction Data

Monthly Accounting Reports:

Click on Monthly Accounting reports. Now you will have access to a student group’s fund balance and a summary of all financial activities Year-To-Date.

Highlight the Center number

Choose the fiscal year you want to be in. Vanderbilt has a July – June fiscal year FY15 (the current year) = July 2014 – June 2015 | FY14 = current year July 2013 – June 2014

Choose the month you want to look at

- Scroll down and highlight report MD90B – Center Funds Balance Report
- Click Submit
- The report will appear as a Word document.
- Open it and look for the line titled Total Fund Balance. A minus sign after the number indicates a positive cash balance.

Detailed Transaction Data:

- Click on Detailed Transaction Data – here you can access every transaction your organization has made during any fiscal year going back about 10 years.
- Highlight the Center number
- Choose the fiscal year you want to be in. Vanderbilt has a July – June fiscal year FY13 = July 2012 – June 2013
- FY14 = current year July 2013 – June 2014
- Choose which months data you wish to look at. You may choose up to all 12 months.
- Choose how you want to view the data. Browser for a quick look-up. Excel to be able to manipulate the data. Select the following columns to display:
  - Center number, Account Number
  - Account Name
  - Effective Date
  - Posted Amount
  - Fiscal Year (if your intent is to look at multiple Fiscal years)
  - Trans Description
  - Expended Trans Description
- As you become more acquainted with this tool you can learn to utilize the Additional Selection Criteria.
- Click Submit – the data will be downloaded to either your browser or into a savable Excel spreadsheet.
  - NOTE: Accounts in the 10000, 20000 and 90000 ranges do not affect your student group finances so they can be ignored if using the browser function or deleted if using excel.