Quick Steps for Online Signoff Confirming MD091 Reconciliation in eDog

Once you have tied all data from the MD091 Report of Transactions to their source documents, complete the online signoff step in eDog to confirm your review.

Steps

1. Red text appears on the 4th tab of the eDog main menu when you have centers needing signoff. Once you have completed the MD091 reconciliation(s) for your center(s), click that tab.

2. On the next screen, click Select All (to select all of your centers) and Submit (in the lower right corner). *Do not change any of the other settings or enter any information in the area on the right. By default, this screen is set up to find all months and FYs that need online approval for your centers, so all you need to do is choose all of your centers and continue.*

3. On the next screen, you’ll see a list of only the centers that have had activity and need your signoff. You can either click Select All on this screen or select specific centers to sign off by clicking the checkboxes. Click Submit to proceed.

4. The last screen shows the text you’re agreeing to when you sign off electronically. When you click OK, you will have completed online signoff for the centers you selected. If you still have centers that need signoff, you’ll see them listed at this point.

Points to Remember

- Centers only appear in your list for signoff when they’ve had activity and therefore generated an MD091 for reconciliation.

- If a closed center has activity that is not valid, take whatever corrective action is necessary (e.g., submit a journal entry to move the transaction to the correct center).

- The Transaction Review Verification privilege must be assigned in order for you to perform the online signoff task in eDog. Contact your Privilege Management Decentralized Administrator (or eDog Administrator if your area does not have a Decentralized Administrator) for changes to your privilege assignments.

Additional Training

In-depth eDog training is provided in the Financial Foundations – eDog: Non-Labor Reconciliation class, which is part of the Financial Foundations for University Central Staff training curriculum.

Please visit the Financial Foundations webpage at https://finance.vanderbilt.edu/fis/training/financial-foundations.php to obtain more information about the series and to register for classes.