

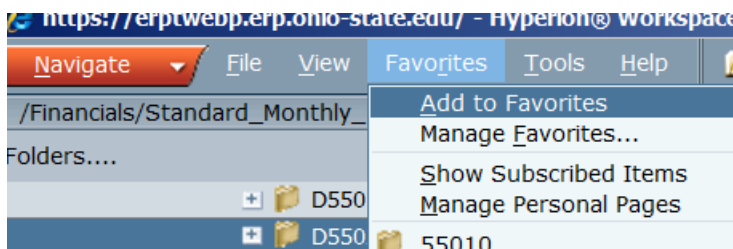
eReports Quick Access Guide

7/24/2014

Beginning of the Fiscal Year


Complete these steps the second week of August.


1. If you are off network (off campus) sign into the University's VPN.
2. Sign into eReports: <http://ereports.osu.edu>
3. Navigate through the following path:
 - a. Financials
 - b. Standard Monthly Reports
 - c. FY2013
 - d. FAES
 - e. Choose your department (OSU_Extension, OARDC, Academics, ATI)
 - f. Choose your DNode
 - i. D+first four digits of ORG number.
 - ii. Extension Counties – D5502
 - iii. Extension State Units – D550X – based on the first four digits of your ORG
4. Once at the DNode – click your DNode **once** in the left frame (it will turn Gray.) Then click Favorites, Add to Favorites in the top menu bar.




You can Manage Favorites... and delete the link to last year's reports if you want.

5. There are three reports for you to download each month: 3os-61, 4os-91, 7os-90 (some units may also download the 6OS-91)

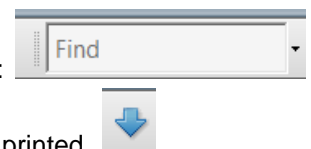
 glu003os-61-D5502-STNDDEPT.pdf

 glu004os-91-D5502-STNDDEPT.pdf

 glu007os-90-D5502-STNDDEPT.pdf

- A. Open the first report by double clicking on the report name. Check the Report date to make sure it is the right time frame and year (top left corner of the page).

- B. Find the pages of the report that apply to your ORG by using the find feature in adobe:



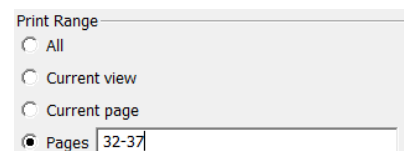
type org and hit enter. Then use the arrows to determine how many pages need to be printed.

- C. Print the page(s) of the report that apply to your ORG.

- a. Watch out on this step – be sure to just enter the page numbers that apply to you. If you print all you will get more than you need.

- D. Repeat steps A-C for the other two reports.

- E. Reconcile as usual.





THE OHIO STATE UNIVERSITY

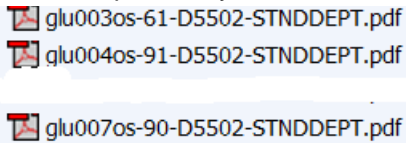
COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

eReports Quick Access Guide

Remainder of the Fiscal Year

Complete these steps the second week of every month (Sept – June) and twice in July (1st and 2nd Close).

1. Sign into eReports: <http://ereports.osu.edu>.
2. Click Favorites 
3. Click on your D Node 
4. There are three reports for you to download each month:



- A. Open the report by double clicking on the report name. Check to be sure it is the right month and year.
- B. Find the pages of the report that apply to your ORG.
 - a. They are in ORG number order so you can go page to page OR use the FIND feature of Adobe.
- C. Print the page(s) of the report that apply to your ORG.
 - a. Watch out on this step – be sure to just enter the page numbers that apply to you. If you print all you will get more than you need.
- D. Repeat steps A-C for the other two reports.

Reconcile as usual.

Late eReports

If you forget to pull your standard monthly reports it will not be available through the path above. You will need to use the following steps on this picture to pull reports that are over a month old.

Follow Steps B and C above to print the reports once you have used the key at the right to find them.

Reconcile as usual.

