

VIRTUAL FISCAL TRAINING 2020

OSU EXTENSION OPERATIONS

Jesse Buxton, Patty Corfman, and Carol Wagner



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

What are E-Reports?

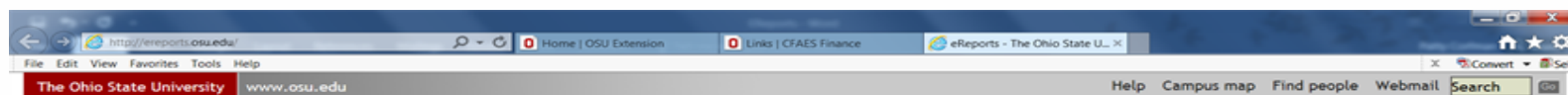
eReports are the University's financial statements. They are used to report on necessary items required of a public University. They are used for research for budget purposes within units and they are used for reconciliation purposes by units to look for inaccurate or missing funds.

Monthly Reconciliation

- [eReports Reconciliation Certification Form](#)
- [Org/Fund Mismatch Report](#) –Flexible, Detail Activity Report from eReports – **Looking for missing funds**
- [Standard Monthly Report 3OS-61](#) – reviewing cash balances. **Owned Funds**
- [Standard Monthly Report 4OS-91](#) – reviewing accuracy of transactions. **Detailed Report**
- [Standard Monthly Report 7OS-90](#) – reviewing budget and purchase order information.

Logging in to E-Reports

- Required Training
- County offices will need to log in to their VPN (Cisco) to gain access outside of the network. (If they have an OCIO computer they will not need to do this step.)
- <http://ereports.osu.edu>
- The screen must be at 100% in order to click on the icons.



Helpful Links

- [eReports ASSIST Online Help](#)
- [Technical Support Information](#)
- [Hours of Operation](#)
- [OCIO System Status Page](#)

System Messages

CSX FILES - Having trouble with associating and opening CSX files? Try this [Knowledge Base article](#).

CORRECT DATE REMINDER - Use the correct date format of mm/dd/yyyy when running eReports. Not following the format may return reports containing errors or unexpected results. Use a leading zero for single digit months and days.

WEB BROWSER VERSIONS - Be sure to review the [online compatible browser list](#) to see the currently supported browsers for key university enterprise systems. Please contact the IT Service Desk with any technical questions at 614-688-HELP (4357) or Shelp@osu.edu.

SYSTEM USER NEWS & INFORMATION - See [NewsLink](#) for system user communications.

Purpose & Usage Message

- Contact the IT Service Desk at 614-688-4357 (8HELP) or Shelp@osu.edu to report issues with the eReports service.
- Unauthorized use of computer facilities, services, programs, or data is prohibited by federal and state laws.
- Protect your password and do not share it with others.

Elements of the Options

File Explorer window showing the directory structure for OSU. The 'Financials' folder is expanded, showing various report categories. Three red callout boxes with arrows point to specific folders:

- Flexible Reports** – Detail Activity Report gives specific detail per Fund or other parameters.
- General Procurement Reports** – Match Exceptions, Unpaid Vouchers, and PCard Transaction
- Standard Monthly Reports** – 3OS61, 4OS91, and 7OS90 Reports

Path to Standard Monthly Reports

Financials

Standard Monthly Reports >

Fiscal Year (FY_2020)

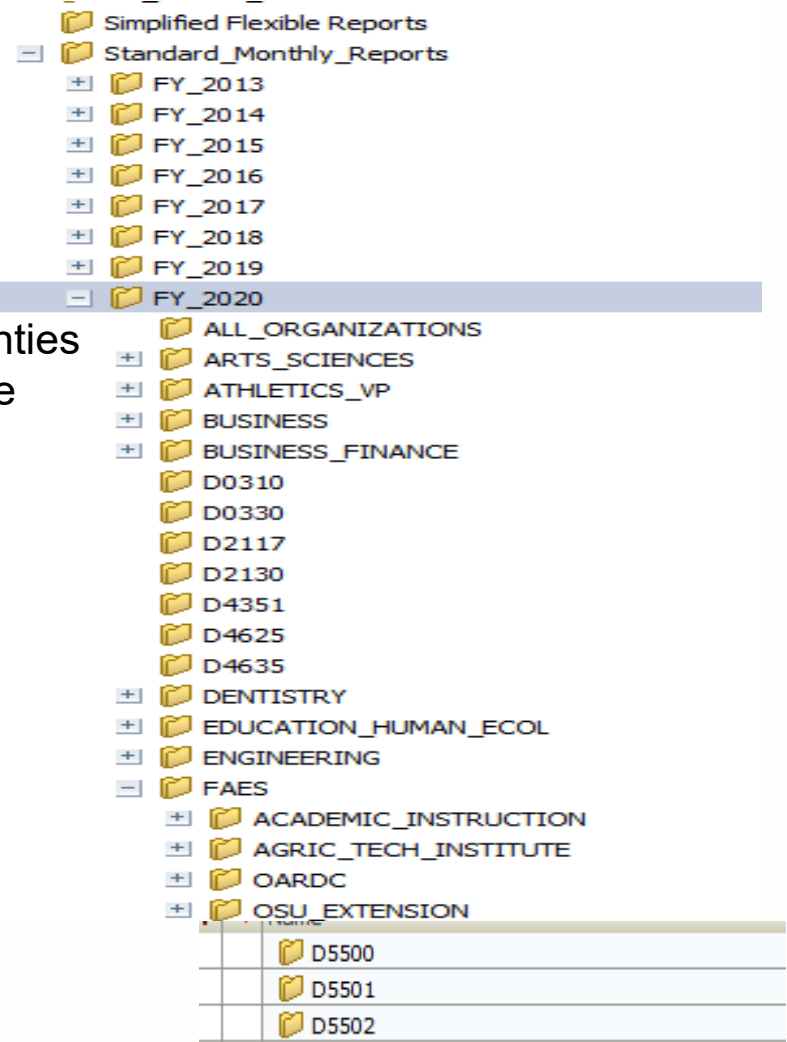
FAES

OSU_Extension

D5502 – Extension Counties

D550X – Extension State

Units




Accessing Your Reports

Accessing Your Reports

1. The portal will automatically display the Standard General Ledger reports for your DNode in the right frame whether you access through the long menu or your favorites menu.

Report ID Number	Report Title	Date
	glu003os-61-D5502-STNDDEPT.pdf	8/7/10 6:47 AM
	glu004-007-D5502-STNDDEPT.pdf	8/7/10 9:24 AM
	glu004os-91-D5502-STNDDEPT.pdf	8/7/10 6:47 AM
	glu006os-91-D5502-STNDDEPT.pdf	8/7/10 6:47 AM
	glu007os-90-D5502-STNDDEPT.pdf	8/7/10 6:47 AM
	glu009os-45-D5502-D5502_45.pdf	8/7/10 6:47 AM

Download three reports monthly:
3os-61
4os-91
7os-90

Start by downloading a report to PDF.  In this panel you may only download current available months report (usually one month behind the current month). Double click on the report title.

How to Narrow Down the Search to Your County

20/FAES/OSU_EXTENSION/D5502 glu004os-91-D5502-STNDDEPT.pdf *

OSU_EXTENSION/D5502/glu004os-91-D5502-STNDDEPT.pdf



Click on the adobe icon

Business Unit: UNIV
 Fiscal Year: 2020
 Accounting Period: 09
 Month Ending: 03/31/2020

REVENUE AND EXPENSE TRANSACTION DETAIL

Page No: 21
 Run Date: 04/08/2020
 Run Time: 02:13:46
 Report ID: GLU0040S-91









Org: 55023 OSUE Field Operations Project: 55-AREA10 Area 10 Support
 Fund: 530801 OSUE Ext - State Support Program:

Account/ Journal ID	Class	Src	Journal Line Description	Posted Date	Reference	User Defined	Research Project	Budget Entries	Current Rev/Exp
BALANCE FORWARD - REVENUE									0.00
BALANCE FORWARD - EXPENSE									10,546.48
60044 Unclassified Regular>=508									
0006698053	JRNL	HR	Payroll Expense 13-MAR-20	03/25/2020	HRB				402.24
0006698054	JRNL	HR	Payroll Expense 27-MAR-20	03/25/2020	HRB				402.24
TOTAL UNCLASSIFIED REGULAR>=508								0.00	804.48
TOTAL ADMINISTRATIVE & PROFESSIONAL								0.00	804.48
TOTAL PERSONNEL								0.00	804.48
60244 Bnft-Unclass Regular>=508									
EN20000001	JRNL	ALO	UNIVERSITY BENEFIT RATE 2	04/03/2020					259.85
TOTAL BNFT-UNCLASS REGULAR>=508								0.00	259.85
TOTAL BENEFITS ADMIN & PROFESSIONAL								0.00	259.85

How to Narrow Down the Search to Your County

[Reports/FY_2020/FAES/OSU_EXTENSION/D5502](#)
[glu004os-91-D5502-STNDDEPT.pdf](#) *

[ts/FY_2020/FAES/OSU_EXTENSION/D5502/glu004os-91-D5502-STNDDEPT.pdf](#)


Click on the find icon



67.8%





Business Unit: UNIV THE OHIO STATE UNIVERSITY Page No. 32
 Fiscal Year: 2020 REVENUE AND EXPENSE TRANSACTION DETAIL Run Date: 04/08/2020
 Accounting Period: 09 Run Time: 02:13:46
 Month Ending: 03/31/2020 Report ID: GLU00405-91

Org: 55023 OSUE Field Operations Project: 55-ARRA10 Area 10 Support
 Fund: 530801 OSUE Ext - State Support Program:

Account/ Journal ID	Class	Src	Journal Line Description	Posted Date	Reference	User Defined	Research Project	Budget Entries	Current Rev/Exp
BALANCE FORWARD - REVENUE									0.00
BALANCE FORWARD - EXPENSE									10,546.48
60044 Unclassified Regular=>50%									
0006698053	JRNL	HR	Payroll Expense 13-MAR-20	03/25/2020	HRB				402.24
0006698054	JRNL	HR	Payroll Expense 27-MAR-20	03/25/2020	HRB				402.24
TOTAL UNCLASSIFIED REGULAR=>50%								0.00	804.48
TOTAL ADMINISTRATIVE & PROFESSIONAL									0.00
TOTAL PERSONNEL									0.00
60244 Emft-Unclass Regular=>50%									
BN20000001	JRNL	ALO	UNIVERSITY BENEFIT RATE 2	04/03/2020					259.85

Printing Your Reports

Pages to Print

All
 Current page
 Pages
▶ More Options

Page Sizing & Handling ⓘ

Size Poster Multiple Booklet

Pages per sheet: Custom... 1 by 1

Page order: Horizontal

Print page border

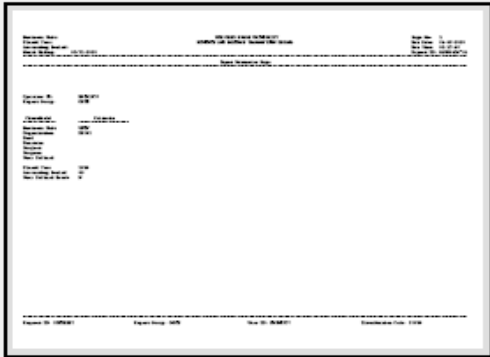
Orientation:
 Portrait
 Landscape
 Auto-rotate pages within each sheet

Comments & Forms

Document

Scale: 97%

11 x 8.5 Inches



Enter the page numbers for your county org.

Reading and Understanding the E-Reports

GLU003OS-61 Owned Funds

Department: D5502 OSUE County Operations
 Org: 57079 Clark County

Fund Group/ Code	Fund Code Description	Fund Equity 07/01/2019 3XXXXX	-----Year To Date----- Additions 4XXXXX Deductions 6XXXXX		Current Fund Equity 3XXXXX	Liabilities 2XXXXX	Non Cash Assets 1XXXXX (Except 11010)	Cash Balance 11010	Pre-Encum/ Encumbrances	Equity With Pre-Encum/ Encumbrances
Fund 1: GENERAL_UNRESTRICTED - General Unrestricted Fund										
060913	Clark Co Misc.	-76,759.11	-64,378.44	50,407.29	-90,730.26	1,015.79	0.00	89,714.47	5,595.72	-85,134.54
TOTAL GENERAL UNRESTRICTED FUND		-76,759.11	-64,378.44	50,407.29	-90,730.26	1,015.79	0.00	89,714.47	5,595.72	-85,134.54
Fund 1: ENDOW_INC_EXP - Endowment - Income and Ex										
201267	Clark County 4H Fund	-1,473.19	-2,003.96	0.00	-3,477.15	0.00	0.00	3,477.15	0.00	-3,477.15
280059	Clark Co Lewis/Barnhart/J	0.00	-1,283.30	532.75	-750.55	0.00	0.00	750.55	0.00	-750.55
291312	Clark County	130.00	0.00	-3,500.00	-3,370.00	0.00	0.00	3,370.00	0.00	-3,370.00
TOTAL ENDOWMENT - INCOME AND EX		-1,343.19	-3,287.26	-2,967.25	-7,597.70	0.00	0.00	7,597.70	0.00	-7,597.70
Fund 1: DEVELOPMENT - Development Funds										
309189	Clark County FCS Support	-10,080.31	0.00	0.00	-10,080.31	0.00	0.00	10,080.31	0.00	-10,080.31
310968	Clark Co Urban Gardening	-33,399.16	0.00	18,810.00	-14,589.16	0.00	0.00	14,589.16	0.00	-14,589.16
313575	Clark County Ext Support	-1,228.54	0.00	0.00	-1,228.54	0.00	0.00	1,228.54	0.00	-1,228.54
313936	Clark County 4-H Support	-18,327.17	-228.80	0.00	-18,555.97	0.00	0.00	18,555.97	0.00	-18,555.97
315174	Clark County Horticulture	-17,239.27	0.00	97.51	-17,141.76	0.00	0.00	17,141.76	0.00	-17,141.76
315305	Snyder Park Gardens	-69,237.69	-30,259.00	7,816.25	-91,680.44	0.00	0.00	91,680.44	0.00	-91,680.44
TOTAL DEVELOPMENT FUNDS		-149,512.14	-30,487.80	26,723.76	-153,276.18	0.00	0.00	153,276.18	0.00	-153,276.18
Fund 1: PRIVATE_GRNTS_CONTRB - Private Grants and Contra										
500312	Clark Co Commissioner	14,439.19	-271,250.00	189,806.20	-67,004.61	0.00	0.00	67,004.61	48,633.94	-18,370.67
TOTAL PRIVATE GRANTS AND CONTRA		14,439.19	-271,250.00	189,806.20	-67,004.61	0.00	0.00	67,004.61	48,633.94	-18,370.67
Fund 1: ENDOWMENT_PRINCIPAL - Endowment Principal Funds										
601267	Clark County 4H Fund	-46,544.40	-1,550.00	0.00	-48,094.40	0.00	0.00	48,094.40	0.00	-48,094.40
TOTAL ENDOWMENT PRINCIPAL FUNDS		-46,544.40	-1,550.00	0.00	-48,094.40	0.00	0.00	48,094.40	0.00	-48,094.40
TOTAL CLARK COUNTY		-259,719.65	-370,953.50	263,970.00	-366,703.15	1,015.79	0.00	365,687.36	54,229.66	-312,473.49

Reading and Understanding the E-Reports

GLU004OS-91 Detail activity for that month.

Org: 57079 Clark County
Fund: 060913 Clark Co Misc.

Project:
Program:

Account/ Journal ID	Class	Src	Journal Line Description	Posted Date	Reference	User Defined	Research Project	Budget Entries	Current Rev/Exp
BALANCE FORWARD - REVENUE									-7,036.66
41384 Other Academic Services									
0006664597	OBA	MSD	MC/V5/DS03/02/2020	03/03/2020	039408888				-40.00
0006664604	OBA	MSD	MC/V5/DS03/02/2020	03/03/2020	039408888				-40.00
0006672513	OBA	MSD	MC/V5/DS03/05/2020	03/06/2020	039408888				-75.00
0006674692	OBA	MSD	MC/V5/DS03/06/2020	03/07/2020	039408888				-49.44
0006678068	OBA	MSD	MC/V5/DS03/09/2020	03/10/2020	039408888				-142.26
0006678104	OBA	MSD	MC/V5/DS03/09/2020	03/10/2020	039408888				-93.64
0006681358	OBA	MSD	MC/V5/DS03/11/2020	03/12/2020	039408888				-42.91
0006682303	OBA	MSD	MC/V5/DS03/12/2020	03/13/2020	039408888				-30.19
0006688119	OBA	MSD	MC/V5/DS03/16/2020	03/17/2020	039408888				-6.44
0006691266	OBA	MSD	MC/V5/DS03/18/2020	03/19/2020	039408888				-25.74
0006692920	OBA	MSD	MC/V5/DS03/19/2020	03/20/2020	039408888				-56.84
TOTAL OTHER ACADEMIC SERVICES								0.00	-602.46
TOTAL								0.00	-602.46
TOTAL SALES AND SERVICE								0.00	-602.46
ENDING BALANCE - TRANSFERS IN								0.00	0.00
TOTAL REVENUE WITH TRANSFERS IN								0.00	-602.46
ENDING BALANCE - REVENUE WITHOUT TRANSFERS IN								0.00	-7,639.12
ENDING BALANCE - REVENUE WITH TRANSFERS IN								0.00	-7,639.12
BALANCE FORWARD - EXPENSE									2,889.55
63201 Copy Services									
0006669489	JRNL	ONL	OCT19 Clark Co SNAPed Copies	03/19/2020					-30.90
0006669489	JRNL	ONL	NOV19 Clark Co SNAPed Copies	03/19/2020					-16.04
0006669489	JRNL	ONL	DEC19 Clark Co	03/19/2020					-14.60
0006690999	JRNL	ONL	JAN20 Clark Co SNAPed Copies	04/01/2020					-32.60
TOTAL COPY SERVICES								0.00	-94.14
TOTAL REPRODUCTION SERVICES								0.00	-94.14
63633 Lockbox/Merchant Fees									
0006666751	OBA	MSD	MC/V5/DSFERS03/03/2020	03/04/2020	039408888				28.14
0006666897	OBA	MSD	MC/V5/DSFERS03/03/2020	03/04/2020	039408888				10.39
0006667386	OBA	MSD	MC/V5/DSFERS03/03/2020	03/04/2020	039408888				0.08



Reading and Understanding the E-Reports

GLU006OS-90 Shared Fund Balances

Private Applicator Training

Org: 57079 Clark County		Project:				Budget Type: EARNINGS			
Fund: 110790 Private Applicator Training		Program:							
Account	Description	B U D G E T				A C T U A L		Pre-Encum/ Encumbrance	Variance
		Original	Carry Fwd	Net Changes	Total Budget	Period	Year to Date		
67101	Cost Distributions						-2,660.47		
	COST DISTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	-2,660.47	0.00	2,660.47
	TOTAL EXPENSE	0.00	0.00	0.00	0.00	0.00	-2,660.47	0.00	2,660.47

Time Release Fund

Total Budget  Total Used  Total Remaining

Org: 57079 Clark County		Project:				Budget Type: PLAN			
Fund: 550052 OSUE Release Time		Program:							
Account	Description	B U D G E T				A C T U A L		Pre-Encum/ Encumbrance	Variance
		Original	Carry Fwd	Net Changes	Total Budget	Period	Year to Date		
60000	Expense Budget Pool				11,455.00				
60081	Unclassified Temp or <500 STAFF SPECIALS	0.00	0.00	0.00	0.00	0.00	-1,203.00	0.00	1,203.00
	SPECIALS	0.00	0.00	0.00	0.00	0.00	-1,203.00	0.00	1,203.00
	PERSONNEL	0.00	0.00	0.00	0.00	0.00	-1,203.00	0.00	1,203.00
60281	Snft-Unclass Temp. Reg-500 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	-196.47	0.00	196.47
	BENEFITS	0.00	0.00	0.00	0.00	0.00	-196.47	0.00	196.47
64413	Conferences & Training OTHER EXPENDITURES	0.00	0.00	0.00	0.00	424.00	424.00	0.00	-424.00
	SUPPLIES & SERVICE	0.00	0.00	0.00	0.00	424.00	424.00	0.00	-424.00
	TOTAL EXPENSE	0.00	0.00	0.00	11,455.00	424.00	-975.47	0.00	12,430.47

Reading and Understanding the E-Reports

GLU006OS-90 Shared Fund Balances

Purchase Orders

Org: 57079 Clark County Project: Budget Type: PLAN
 Fund: 060913 Clark Co Misc. Program: 15097 OSUE PCS Education

Account	Description	B U D G E T				A C T U A L		Pre-Encum/ Encumbrance	Variance
		Original	Carry Fwd	Met Changes	Total Budget	Period	Year to Date		

PREENCUMBRANCE/ENCUMBRANCE STATUS									
Account	Reference	Source	Encumbered Date	Vendor Name/Descr	Orig Pre/Enc Amount	Current Amt. Pre-encumbrance	Current Amt. Encumbrance	Last Gen Ledger Transaction Date	
61205	570790AA78	PO	02/24/2020	STAPLES ADVANTAGE	445.26		252.25	03/04/2020	
64402	570799AA72	PO	10/23/2018	PEARSON EDUCATION INC	12,000.00		3,737.03	10/03/2019	
65517	570790AA78	PO	02/24/2020	STAPLES ADVANTAGE	271.98		154.09	03/04/2020	
TOTAL PREENCUMBRANCE/ENCUMBRANCE						0.00	4,143.37		
TOTAL PO#		PO Date		Original Amount of PO		Invoices Charged Against PO		Last Date Invoiced	
						4,143.37		Amount Left on PO	

How to Pull Up Past Month's Reports

