

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, submit a journal entry to move the transaction to the correct center or take whatever corrective action is necessary.
- If you perform the online signoff task in eDog, you possess the eDog Transaction Approver privilege. 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

Online training on eDog signoff is posted at http://www.vanderbilt.edu/fis/Training/edog_signoff.htm.

In-depth eDog training is provided in the **Financial Foundations IV: eDog & Non-Salary Ledger Sheet Reconciliation** class. Log into the Learning Exchange with your VUnet ID and ePassword and enter "financial foundations" in the keyword search field for course details and registration: <https://webapp.mis.vanderbilt.edu/mzingalms>.

