

eReports Reconciliation Certification

7/24/2014

Place one of these summaries in each month's eReports reconciliation file.

The file should be completed by the Reviewer and the Reconciler in the office.

Reconciliation File Contents

1. This certification sheet
2. Org/Fund Mismatch report (detail activity report from eReports)
3. 61 Report
4. 90 Report (Hand write the balances of fund number that you don't own)
5. 91 Report
 - a. Check mark lines for documentation and accuracy
 - b. Circle for Org/Fund Mismatches

Reconciliation Certification

Office Name or ORG number(s): _____

The steps of reconciliation were completed:

- Did someone use my fund (Org/Fund mismatch report)?
- Did I use someone's fund?
- Did I find documentation for all lines of my reports?
- Is everything appearing on my report accurate?
- Am I within my expected budgets?

Month and Year: _____

I have reviewed the Standard Monthly Reports 3OS-61, 4OS-91 and 7OS-90 and have noted any errors or missing documentation. I have followed the guidelines provided by Extension for reconciliation for the Unit and Month listed above.

Reconciler Signature and Date: _____

I have reviewed the reconciliation of the Standard Monthly Reports 3OS-61, 4OS-91 and 7OS-90 and have noted any errors or missing documentation. I have reviewed the backup documentation for all transactions.

Reviewer Signature and Date: _____



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES