MyFinancial.desktop

Changing a budget's status on the Reconciliation Report is one method for a Principal Investigator or Manager to indicate they have performed a review of a budget's activity for a given month.

To learn more about the Reconciliation Report visit: https://finance.uw.edu/myfd/reconciliation

Home > Reports > RECONCILIATION DEVELOPMENT SITE					TRANSACTIONS ⌄ REPORTS ⌄ QUERIES ⌄ MORE SYSTEMS ⌄

View Budget # 110001   Dec <<   January ⌄ 2011 ⌄   Feb >>   GO   Go To Reconciliaton Status Report

Reconciliation Status: In Process > Reconciled > **Reviewed** >> *PI Review*   Change Status/Audit Trail

Reporting Period: January 2011 (Closed)   Share a Link   Extract   Print

[+] 11-0001 CRYTOGEL   Profile   Budget period: 03/01/2007 - 02/28/2016   Status: Open to revenue and expenditures   PI: BEACHUAMP, MONICA

Transactions Last Updated By: noribe 02/08/2011 09:56 AM   ☐ Enable Sort and Filter   Transaction View: Read-only ⌄

[+] Account Code	📝	✓	🚩	Description	Tran Date	Ref1	Ref2	Ref3	Ref4	FTE	Amount	Task	PCA Opt	Project
[+] 01		✓	🚩	SALARIES AND WAGES						1.12	$12,872.00			
[+] 03				OTHER CONTRACTUAL SERV							$857.14			
[+] 05		✓		SUPPLIES AND MATERIALS							$769.04			
[+] 07		✓		RETIREMENT & BENEFITS							$3,277.26			
[+] 25		✓		INDIRECT COST							$9,954.25			
				TOTAL EXPENDITURES							$27,729.69			
[+] 9		✓		TOTAL REVENUE							$0.00			

1) From the MyFD application home page:
   a) Select **'Reconciliation'** from the Reports drop-down menu. *Skip this step if you were sent a direct link.*
2) Enter a budget and select the month/year you would like to review and then click **'GO'**.
3) Review the budget activity according to your departmental guidelines.
4) Statuses must be set in sequential order. The current status is indicated in **bold**. All previous statuses must be used before the status can be changed to PI or Secondary review.
5) Click the **'Change Status/Audit Trail'** button. Status may not be changed until after a month closes.
6) From here:
   a) **'Sign-off-Approved (Done)'** indicates your approval of this budget/month's activity.
   b) Leave an optional Status Change comment.
   c) **Reject- Return to IN PROCESS:** A comment is required when rejecting. MyFD will send an email to the Reconciler in the event of a rejected reconciliation status.
7) **'Save and Close'** *
   a) Your UW NetID and any comments will be saved in the audit trail.

*MyFD does not send email notifications when normal status changes or reconciliation activity occurs.

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REPORTS ⌄
REPORTS
My Budget List
Budget Summary
Transaction Summary
Current Encumbrances
Budget Profile
Budget Worksheet
Reconciliation
NEW! Reconciliation Status

View Budget # 110001

2

January ⌄ 2011 ⌄ GO

https://finance.uw.edu/fr/internal-controls/reconciliation

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Reconciliation Status: In Process > **Reconciled** >> *Review* > (Optional) 2nd or PI Review

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Change Status/Audit Trail

Budget: 11-0001 CRYTOGEL Reporting Period: January 2011

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Change Reconciliation Status

In Process	> Reconciled	> **Reviewed**	>> *PI Review*
		Reviewer:	PI Reviewer:
		○ Undo	○ Sign-off - Approved (Done)
			○ Reject - Return to IN PROCESS

Status Change Comment: [_____]
(Optional)

Save and Close   Cancel

Audit Trail

Date and Time	UWNetID	Action Log	Comments
2/4/2011 11:28:09 AM	ffr	Reviewed	
2/4/2011 11:28:04 AM	ffr	Reconciled	