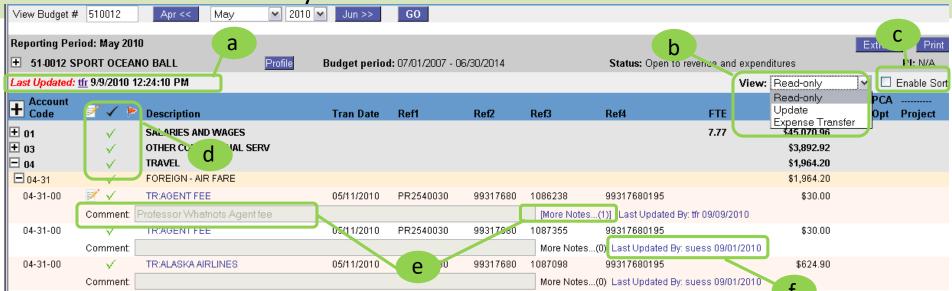
Reconciliation: Read Only View

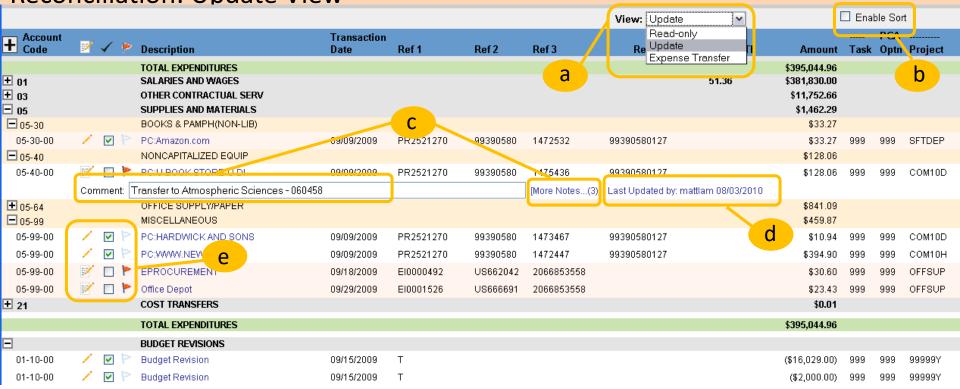


The read only view provides a way to quickly and easily see the reconciliation status of transactions for a given budget and or month. Users must have authorization to a budget to see Reconciliation.

- a) Last Updated: The last person who updated the reconciliation screen. Only appears on read-only view
- b) View: The view changes the functionality of the reconciliation screen. The different views are: Read Only: provides a high level overview of reconciliation activity. Update: allows one individual at a time to update the comments, more notes and apply reconciliation indicator(s) and follow-up flag(s) for a given budget and budget month. Expense Transfer: Allows the initiation of expense transfers from reconciliation screen and associated comments/notes to be added.
- c) Enable Sort: Selecting this box allows, in any view, the ability to sort single column headings (e.g. grouping all reconciled items, flagged items, arranging the descriptions or amounts into ascending or descending order, etc.)
- d) Flags/Indicators: These three icons are used to indicate either; a transaction has been checked off as reconciled, the transaction is flagged for follow-up, and/or that a comment or note has been added to a transaction. Additionally at the Account code or Sub-Account code level the icons indicate that all transactions contained in that group have a reconciliation flag checked off or there is at least one transaction in that group which has a follow up flag set. These 'aggregate' indicators found at the Sub-Account or Account code line item are only available in read-only view.
- e) Comments and More Notes: Comments box shows any short comments. More Notes can be used for longer messaging, or those which are needed for archival purposes.
- f) Transaction Level Audit Trail: Records and displays all actions taken for each transaction.

Note: Read Only View, allows users to "see" reconciliation activity but updating items is only available if using the Update view. Expense transfers may be initiated by using the Expense Transfer view

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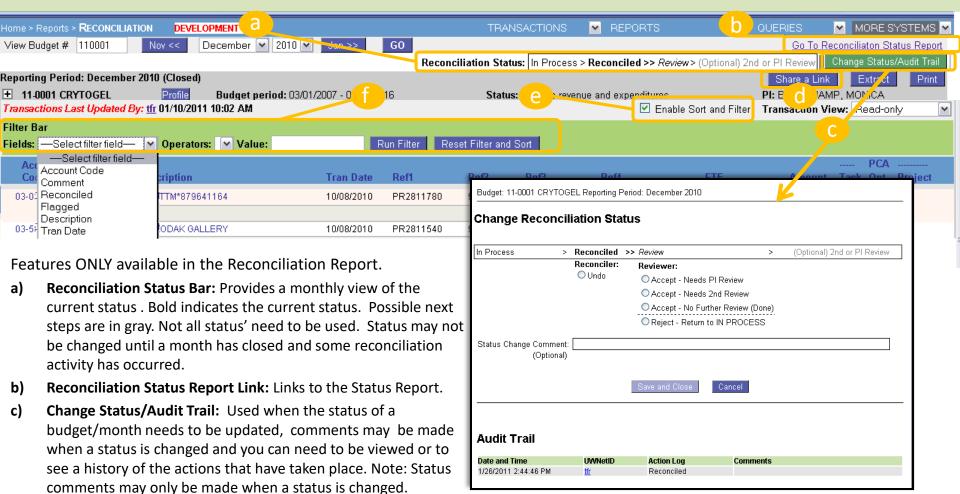
The Update view allows individuals to edit or update the reconciliation report. Users can only update items if 1.) they have been granted access to the budget and 2.) switch the view to Update view. All actions taken will be recorded on the audit trail.

- a) View: The view changes the functionality of the reconciliation screen. The different views are: Read Only: provides a high level overview of reconciliation activity. Update: allows one individual at a time to update the comments, more notes and apply reconciliation indicator(s) and follow-up flag(s) for a given budget and budget month. Expense Transfer: Allows the initiation of expense transfers from reconciliation screen and associated comments/notes to be added.
- b) Enable Sort: Selecting this box allows, in any view, the ability to sort single column headings (e.g. grouping all reconciled items, flagged items, arranging the descriptions or amounts into ascending or descending order, etc.)
- c) Comments and More Notes: Comments box shows any short (up to 100 characters) editable comments (any prior comments are stored in the audit trail).

 More Notes can be used for longer messaging, or those which are needed for archival purposes.
- d) Transaction Level Audit Trail: Records and displays all actions taken for each transaction.
- e) Flags/Indicators: These three icons may be used to either; mark a transaction as reconciled, flag a transaction for follow-up, and/or add a comment or note to a transaction. (All actions taken will be recorded in the audit trail.)

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Reconciliation Filtering Data and Setting Status

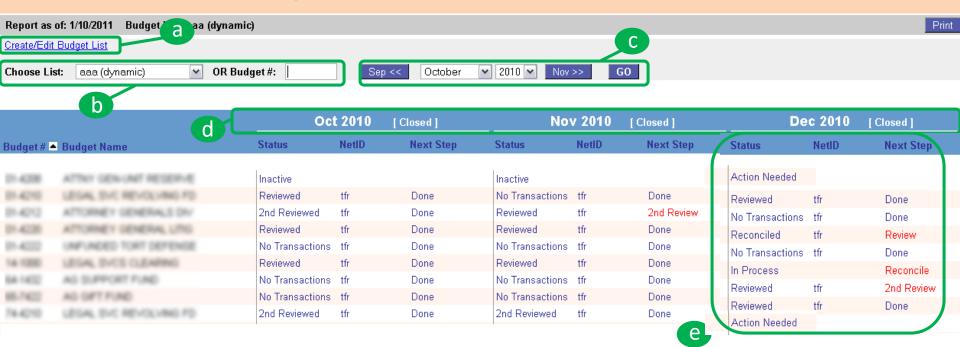


- **d) Share a Link:** Copy or email a direct link for a specific budget/month to another person. They must also have ASTRA authorizations for that budget in order to view it.
- e) Enable Sort and Filter: Allows individual columns to be sorted in ascending or descending order.
- f) Filter Bar: Enabled by selecting the 'Enable Sort and Filter' check box. The filter bar allows you to apply a single filter and narrow the number of transactions visible.

Learn more about the Reconciliation Status Report here: https://finance.uw.edu/myfd/statusreport

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Reconciliation Status Report



Reconciliation Status Report provides an activity-to-date view of the reconciliation status for multiple budgets in an adjustable three month timeframe.

- a) Create/Edit Budget List link: Link for creating a new budget list or editing existing lists. Use the following resources to learn more:
 - 1) 3-5 minute Tutorial on Budget list creation available here: https://finance.uw.edu/myfd/training
 - 2) Budget list webpage with full text instructions can be found here: https://finance.uw.edu/myfd/budgetlist
 - 3) Choose a List or Budget Number: Use drop down to choose a pre-existing budget list, or enter a budget number to see the reconciliation status for 3 months at a time.
- **Select the time period:** After selecting a month/year and clicking 'GO', the specified month will be displayed in the column just after the budget Name column.
- c) Time period selection: Shows whether the time periods being displayed are "Open" (expenditures and revenue can still post to this budget) or "Closed" (expenditures and revenue can no longer post to this budget).
- d) Status, NetID, Next Step: Each month displays: a) the current reconciliation status for that month, b) the NetID of who set that status as well as c) the Next Step. Items found in the "Status" and "Next Step" columns directly link to a specific Budget/Month's Reconciliation report, while the NetID links to the current UW Directory information. Learn more about the different status definitions here: https://finance.uw.edu/myfd/statusreport