

# Reconciliation : Read Only View

View Budget # 510012 Apr << May 2010 Jun >> GO

Reporting Period: May 2010

51-0012 SPORT OCEANO BALL Profile Budget period: 07/01/2007 - 06/30/2014 Status: Open to revenue and expenditures

Last Updated: tfr 9/9/2010 12:24:10 PM

View: Read-only  Enable Sort

Account Code	Description	Tran Date	Ref1	Ref2	Ref3	Ref4	FTE	Amount
01	SALARIES AND WAGES						7.77	\$45,070.96
03	OTHER COMMERCIAL SERV							\$3,892.92
04	TRAVEL							\$1,964.20
04-31	FOREIGN - AIR FARE							\$1,964.20
04-31-00	TR:AGENT FEE	05/11/2010	PR2540030	99317680	1086238	99317680195		\$30.00
	Comment: Professor Whatnots Agent fee							
04-31-00	TR:AGENT FEE	05/11/2010	PR2540030	99317680	1087355	99317680195		\$30.00
	Comment:							
04-31-00	TR:ALASKA AIRLINES	05/11/2010		99317680	1087098	99317680195		\$624.90
	Comment:							

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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# Reconciliation: Update View

Account Code	Description	Transaction Date	Ref 1	Ref 2	Ref 3	Reconciled	Amount	Task	Optn	Project	
<b>TOTAL EXPENDITURES</b>							<b>\$395,044.96</b>				
01	SALARIES AND WAGES					51.36	\$381,830.00				
03	OTHER CONTRACTUAL SERV						\$11,752.66				
05	SUPPLIES AND MATERIALS						\$1,462.29				
05-30	BOOKS & PAMPH(NON-LIB)						\$33.27				
05-30-00	PC:Amazon.com	09/09/2009	PR2521270	99390580	1472532	99390580127	\$33.27	999	999	SFTDEP	
05-40	NONCAPITALIZED EQUIP						\$128.06				
05-40-00	PC:BOOK STORE UDL	09/09/2009	PR2521270	99390580	1475436	99390580127	\$128.06	999	999	COM10D	
Comment: Transfer to Atmospheric Sciences - 060458											
More Notes...(3)											
Last Updated by: mattlam 08/03/2010											
05-64	OFFICE SUPPLY/PAPER						\$841.09				
05-99	MISCELLANEOUS						\$459.87				
05-99-00	PC:HARDWICK AND SONS	09/09/2009	PR2521270	99390580	1473467	99390580127	\$10.94	999	999	COM10D	
05-99-00	PC:WWW.NEW	09/09/2009	PR2521270	99390580	1472447	99390580127	\$394.90	999	999	COM10H	
05-99-00	EPROCUREMENT	09/18/2009	EI0000492	US662042	2066853558		\$30.60	999	999	OFFSUP	
05-99-00	Office Depot	09/29/2009	EI0001526	US666691	2066853558		\$23.43	999	999	OFFSUP	
21	COST TRANSFERS						\$0.01				
<b>TOTAL EXPENDITURES</b>							<b>\$395,044.96</b>				
<b>BUDGET REVISIONS</b>											
01-10-00	Budget Revision	09/15/2009	T				(\$16,029.00)	999	999	99999Y	
01-10-00	Budget Revision	09/15/2009	T				(\$2,000.00)	999	999	99999Y	

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.)

# Reconciliation Filtering Data and Setting Status

Home > Reports > RECONCILIATION DEVELOPMENT

TRANSACTIONS REPORTS QUERIES MORE SYSTEMS

View Budget # 110001 Nov << December 2010 Jan >> GO

Go To Reconciliation Status Report Change Status/Audit Trail

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

Reporting Period: December 2010 (Closed)

11-0001 CRYTOGEL Profile Budget period: 03/01/2007 - 01/31/2011 16 Status: Revenue and expenditures

Transactions Last Updated By: tfr 01/10/2011 10:02 AM

Share a Link Extract Print

PI: ECRAMP, MONICA

Transaction View: Read-only

Filter Bar

Fields: Select filter field Operators: Value: Run Filter Reset Filter and Sort

Account Code	Description	Tran Date	Ref1	Ref2	Ref3	Ref4	FTE	Account	Task	Out	Project
03-01	Reconciled	10/08/2010	PR2811780								
03-51	MODAK GALLERY	10/08/2010	PR2811540								

Budget: 11-0001 CRYTOGEL Reporting Period: December 2010

### Change Reconciliation Status

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

Reconciler:  Undo

Reviewer:  Accept - Needs PI Review  
 Accept - Needs 2nd Review  
 Accept - No Further Review (Done)  
 Reject - Return to IN PROCESS

Status Change Comment: (Optional)

Save and Close Cancel

### Audit Trail

Date and Time	UWNetID	Action Log	Comments
1/26/2011 2:44:46 PM	tfr	Reconciled	

Features ONLY available in the Reconciliation Report.

- Reconciliation Status Bar:** Provides a monthly view of the current status. Bold indicates the current status. Possible next steps are in gray. Not all status' need to be used. Status may not be changed until a month has closed and some reconciliation activity has occurred.
- Reconciliation Status Report Link:** Links to the Status Report.
- Change Status/Audit Trail:** Used when the status of a budget/month needs to be updated, comments may be made when a status is changed and you can need to be viewed or to see a history of the actions that have taken place. Note: Status comments may only be made when a status is changed.
- 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.
- Enable Sort and Filter:** Allows individual columns to be sorted in ascending or descending order.
- 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

Report as of: 1/10/2011 Budget: aaa (dynamic) Print

[Create/Edit Budget List](#)

Choose List: aaa (dynamic) OR Budget #:

Sep << October 2010 Nov >>

Oct 2010 [ Closed ]			Nov 2010 [ Closed ]			Dec 2010 [ Closed ]				
Budget #	Budget Name	Status	NetID	Next Step	Status	NetID	Next Step	Status	NetID	Next Step
15-438	ATTNY GEN-INT RESERVE	Inactive			Inactive			Action Needed		
15-439	LEGAL SVC REVOLVING FD	Reviewed	tfr	Done	No Transactions	tfr	Done	Reviewed	tfr	Done
15-439	ATTORNEY GENERAL'S ON	2nd Reviewed	tfr	Done	Reviewed	tfr	2nd Review	No Transactions	tfr	Done
15-439	ATTORNEY GENERAL LTD	Reviewed	tfr	Done	Reviewed	tfr	Done	Reconciled	tfr	Review
15-439	UNPAID TORT DEFENSE	No Transactions	tfr	Done	No Transactions	tfr	Done	No Transactions	tfr	Done
15-439	LEGAL SVC CLEARING	Reviewed	tfr	Done	Reviewed	tfr	Done	No Transactions	tfr	Done
15-439	AG SUPPORT FUND	No Transactions	tfr	Done	No Transactions	tfr	Done	In Process		Reconcile
15-439	AG OPT FUND	No Transactions	tfr	Done	No Transactions	tfr	Done	Reviewed	tfr	2nd Review
15-439	LEGAL SVC REVOLVING FD	2nd Reviewed	tfr	Done	2nd Reviewed	tfr	Done	Reviewed	tfr	Done
								Action Needed		

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.
- b) 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>