

e-newsletter



MyFinancial.desktop

This email is being sent from the MyFD Customer Support Team,
a Division of Financial Management

January 2014

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Coming Soon! MyFD System Enhancements

Open Balances

New functionality is coming to the MyFinancial.desktop system! A popular request from MyFD users has been the ability to track any remaining open balances of their Ariba purchase orders, thereby providing a more accurate reflection of their budget balance.

We are pleased to announce a joint enhancement from the Ariba and MyFD teams that will allow users to view and track these remaining balances. Specifically, five MyFD reports will be enhanced to show open Ariba PO balances and provide users with the flexibility to specify if they wish to see these balances on their current MyFD reports.

These enhancements will be available this spring. Stay tuned for more details!

New Source Documents Now Available

New! The Reconciliation report in MyFD now allows users to view source documents for the following frequently used applications:

- Ariba:
 - eTravel
 - eReimbursement
 - Payments to Individuals
- Procurement Desktop Reports (PDR):
 - Use Tax Correction Form

The source document data will be maintained for a period of six years. See our Reconciliation page for more information: <http://f2.washington.edu/fm/myfd/reconciliation>

Training Survey

MyFD and Procurement Services would like to ask you to take a few minutes to complete our “Procurement Services Training Options Survey” at:

<https://catalyst.uw.edu/webq/survey/morriv/225043>

We have teamed up to explore your interest in a variety of learning formats to deliver training on our procurement and financial tools. Your responses to the survey will help us determine the most effective training approach to support you and your peers, i.e., those who work with central systems and tools.

Our desire is to increase the number of electronic trainings, to provide you with learning opportunities when you cannot attend in-person lectures. Our ultimate goal is to offer an approach where you can get the learning that you need when you need it, instead of having to wait for specific classes to be offered. It also allows MyFD and Procurement Services to better leverage our resources by taking advantage of electronic training delivery alternatives when possible.

This survey will be open until February 21, 2014. Please feel free to forward the link to anyone you think might be interested in providing feedback. We appreciate your participation!

Cancellation Policy for Classroom Training

Are you registered for an upcoming MyFD class? Please note that we have a new cancellation policy.

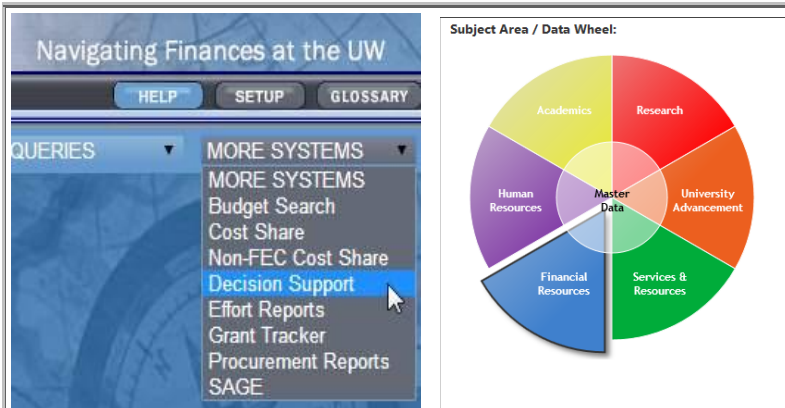
If you are registered for a MyFD class and need to cancel your attendance, please email us at myfdhelp@uw.edu at least one day prior to the class.

If MyFD Customer Service decides a class must be cancelled (e.g. due to low attendance), we will notify attendees by email at least 2 business days prior to the class and post a notification on the classroom door. Every effort will be made to communicate the class cancellation to attendees in a reasonable amount of time to avoid any inconvenience to our students.

View more information at: <https://f2.washington.edu/fm/myfd/training/classroom-training#Cancellation>

New Links in “More Systems”

In support of Decision Support Services’ new Business Intelligence (B.I.) portal, MyFD has updated the links found in the More Systems and Queries menus. To view the new portal, go to MyFD and access Decision Support from the More Systems dropdown menu. The new link will direct you to the Financial Resources subject area of the B.I. portal.



For more information on these reports, visit:

http://www.washington.edu/uwit/im/ds/catalog/index.php?report_path_root=financial

We have also added a link to the new eFECs Non-Faculty (Non-FEC) Cost Share application. This system will release to campus next month.

Updated MyFD Help Pages

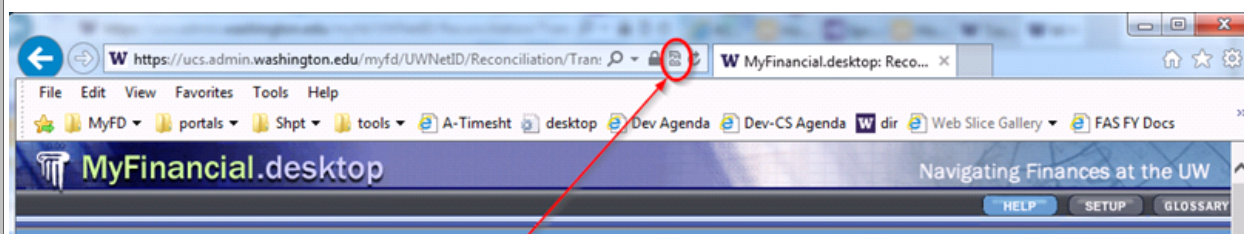
Did you know that several key help pages have recently been updated?

- **Classroom Training** – Cancellation policy added <https://f2.washington.edu/fm/myfd/training/classroom-training>
- **Reconciliation** – Source Documents table updated to reflect current list of systems and data availability <https://f2.washington.edu/fm/myfd/reconciliation>
- **Printing and Extracting** – Updated directions for users experiencing problems printing or extracting for the most common internet browsers <https://f2.washington.edu/fm/myfd/printextract>
- **Transaction Summary** – Updated Reference Codes table with list of known reference codes <https://f2.washington.edu/fm/myfd/transactionssummary>

Top Frequently Asked Questions (FAQs)

Why are the Reconciliation and/or Budget Worksheet reports displaying all the text in a jumble on the left?

Some recent browser versions do not display the correct view for the Budget Worksheet or Reconciliation reports. If you find all the data grouped on the left is unreadable, we recommend either using the “Compatibility View” available with Internet Explorer or trying a different browser, such as Mozilla Firefox.



<http://windows.microsoft.com/en-us/internet-explorer/use-compatibility-view>

Why does the screen flash when I click print or extract?

This issue is common, especially with Internet Explorer. To address this issue, we have created a page with detailed instructions. For more information, please visit Printing & Extracting in MyFD:

<http://f2.washington.edu/fm/myfd/printextract>

E-Newsletter Subscriptions

Did you receive a copy of this newsletter from a co-worker? If so, why not sign up to receive the newsletter and reconciliation notices directly?

To Subscribe: https://mailman2.u.washington.edu/mailman/listinfo/myfd_info

If you no longer want to receive our newsletter, you will need to unsubscribe

at: https://mailman2.u.washington.edu/mailman/listinfo/myfd_info

Go to the "Myfd_info Subscribers" section at the bottom of the website.

Enter your UW email address and press the "Unsubscribe or edit options" button. Click the "Unsubscribe" button. That's it!

MyFinancial.desktop Customer Support is a division of Financial Management at the University of Washington

If you are having trouble viewing this email, please visit: <http://myfd.washington.edu/help/myfdnews.html>

If you have questions about MyFinancial.desktop, please email: myfdhelp@uw.edu