



## Workday & MyFinancial.desktop

With go live of Workday, salary encumbrances have changed both in when they will post and how different budget types are encumbered. In MyFD, salary and encumbrances are displayed in the Encumbrance & Open Balance and Budget Summary. Salary encumbrance data is based on information which originates in Workday. You can find more information at the ISC, on the [Resources page](#). Here is a link directly to the [document](#) that outlines how things have changed with Workday.

## Reconciliation Tools

### **Review our Website, eLearning Tutorials and take a MyFD Class**

Webpage: [Budget Summary](#) (BSR)

eLearning tutorial: ["Introduction to the Budget Summary"](#)

Webpage: [Transaction Summary](#) (BAR)

eLearning tutorial: ["Transaction Summary Report"](#)

More eLearning tutorials, classroom trainings and registration here:

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

### **Verify ASTRA Access**

Understand Inquiry or Expense Transfer Access

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

Check your status here:

<http://itconnect.uw.edu/security/uw-netids/astra/>

## Upcoming Classroom Trainings

### **The Basics: Introduction to MyFinancial.desktop on September 17**

This introductory course is designed to educate and orient users on the basic functionality of MyFinancial Desktop. The material in this class will explore many of the available reports and provide an informational overview of reconciliation within MyFD. This class is delivered in a lecture-style format with system demonstrations and group activities. [Click here to check course availability and register for class](#)

Here is a [link](#) to all of our learning opportunities.

## [Using the Budget Snapshot in MyFD](#)

Ever need a quick way to see a budget's Org Code, Status, PI or Accounting Flags? The budget snapshot is a great resource for you to see all those details. The Budget Snapshot can be found on almost every report in MyFD, including Budget Summary, Transaction Summary, Encumbrances & Open Balances, Budget Worksheet and Reconciliation. Budget Worksheet & Reconciliation reports need access granted in ASTRA to the specific budget while the others listed here are open access. Take a look at our [PDF tutorial here](#).

## [Originating Area Code FAQ](#)

Dear PCS, How can I find who submitted a transaction in MyFD when there is no source document linked? I don't recognize it and am not sure who to contact. Can you help? Here is the budget: 069301, Object code 03-99-00 for May 2017 at \$100.00.

Dear campus department, here is how you can tell who submitted this transaction. If you click on the Description hyperlink you will open a screen similar to the Budget Profile. From there, I usually do a CTRL F and search for "[Originating Area Code](#)" which will tell you the department with an abbreviated letter or two. Click on the Originating Area Code hyperlink to be taken to the Glossary, and scroll down to the abbreviated letters that were provided. There, you should find a contact person for the department that submitted the transaction.

Please also see Financial Reporting's website on [Journal Vouchers](#) and who to contact for source documents when a JV# is provided.

## [Help Us Help You](#)

Please help us by forwarding this newsletter along to the colleagues in your department that could benefit from staying up to date with MyFD news and information. If this newsletter was forwarded to you please take a couple of moments to sign up for our newsletter via this [link](#).

Click [here](#) to manage your subscription settings.

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

If you have questions please email: [myfdhelp@uw.edu](mailto:myfdhelp@uw.edu)