

# INTRODUCTION TO MYFINANCIAL.DESKTOP: THE BASICS

Contact Info: [myfdhelp@uw.edu](mailto:myfdhelp@uw.edu) or 206-543-4500

# Agenda



- What is MyFinancial.desktop?
- Access
- Review the following reports;
  - ▣ Budget Summary Report
  - ▣ Encumbrance and Open Balance Report
  - ▣ Transaction Summary Report
  - ▣ Budget List
  - ▣ Reconciliation Report and Source Documents
  - ▣ Other tools available to campus

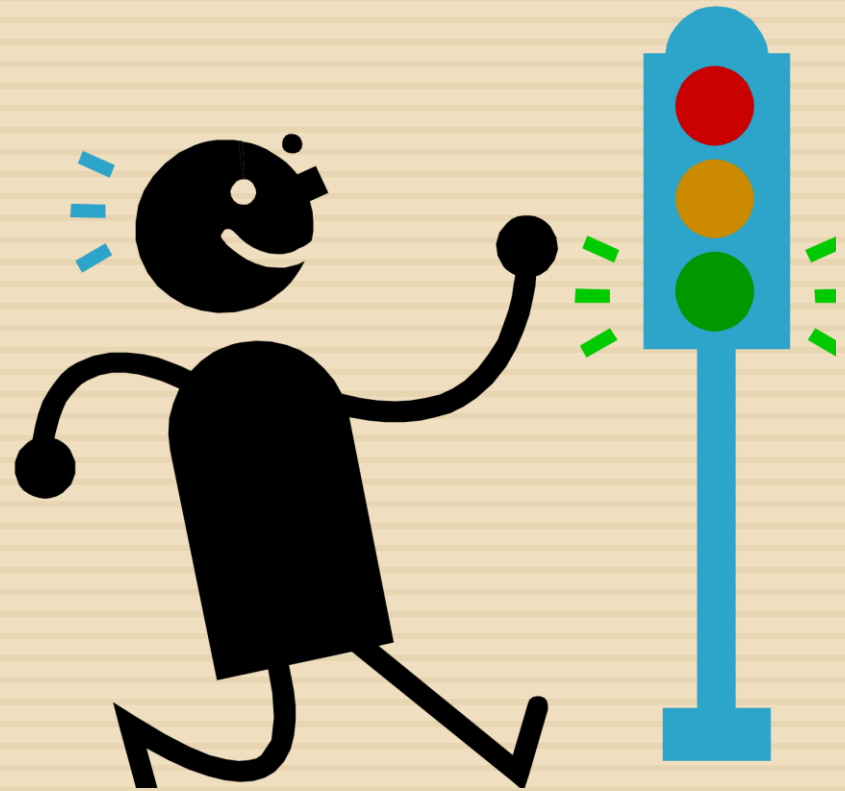
# What is MyFinancial.desktop

- MyFinancial.desktop is a web interface for the UW Financial Accounting System (FAS) and is updated nightly.
- ▣ What are its uses?
  - Provides official financial records for complete retention period
  - Monitoring budget balances
  - Reconciling transactions
  - Advanced/custom reporting (Queries)
  - Transferring posted expenditures (Transactions)
  - Budget forecasting (Budget Worksheet)

# MyFinancial.desktop: Access

- Need ASTRA Inquiry access to at least one budget, which is granted by department administrators

	<b>Inquiry</b> To at least one budget	<b>Inquiry to Specific Budget (Preparer)</b> ASTRA: User/ Unit Staff/ Inquiry	<b>Expense Transfer to Specific Budget (Submitter)</b> ASTRA: User/ Unit Staff/ Expense Transfer
View Transaction Summary, Budget Summary, Transaction Detail, Encumbrances & Open Balances, and Budget Profile	✓	✓	✓
Run Queries		✓	✓
Create Budget Lists		✓	✓
Reconcile budgets		✓	✓
Prepare Expense Transfers		✓	✓
Submit Expense Transfers for FAS processing			✓
Budget Worksheet		✓	✓
Source Documents		✓	✓



## Activity 1

Access in MyFD

# Overview & Navigation

- Online help
- System set-up
- Glossary of terms

Real time messaging  
for reconciliation  
and system  
downtime

Navigating Finances at the UW

HELP

SETUP

GLOSSARY

Home

TRANSACTIONS

REPORTS

QUERIES

MORE SYSTEMS

Welcome!

## Quick links to MyFD Help

- [Access to MyFD](#)
- [Creating Queries](#)
- [Training Resources](#)
- [ListServ Sign-up](#)
- [FAQs](#)

  [Comments](#)

## Reconciliation Message

- The month of 'February' closed. All transactions for February 2012 have posted.
- We expect the current month to close on 4/6/2012.

## System Messages

- MyFD may be unavailable for maintenance activities:
  - 8am-12pm on Sundays
  - 5-6pm on Tuesdays

•Drop down menus for navigation

Comments link allows  
users to report  
“bugs” or  
“suggestions”

# Overview & Navigation

## Drop Down Menu Options

### Transactions

- My Worksheet
- Saved & Submitted
- Transaction Summary

### Reports

- My Budget List
- Budget Summary
- Transaction Summary
- Encumbrances & Open Balances
- Budget Profile
- Budget Worksheet
- Reconciliation
- Reconciliation Status

### Queries

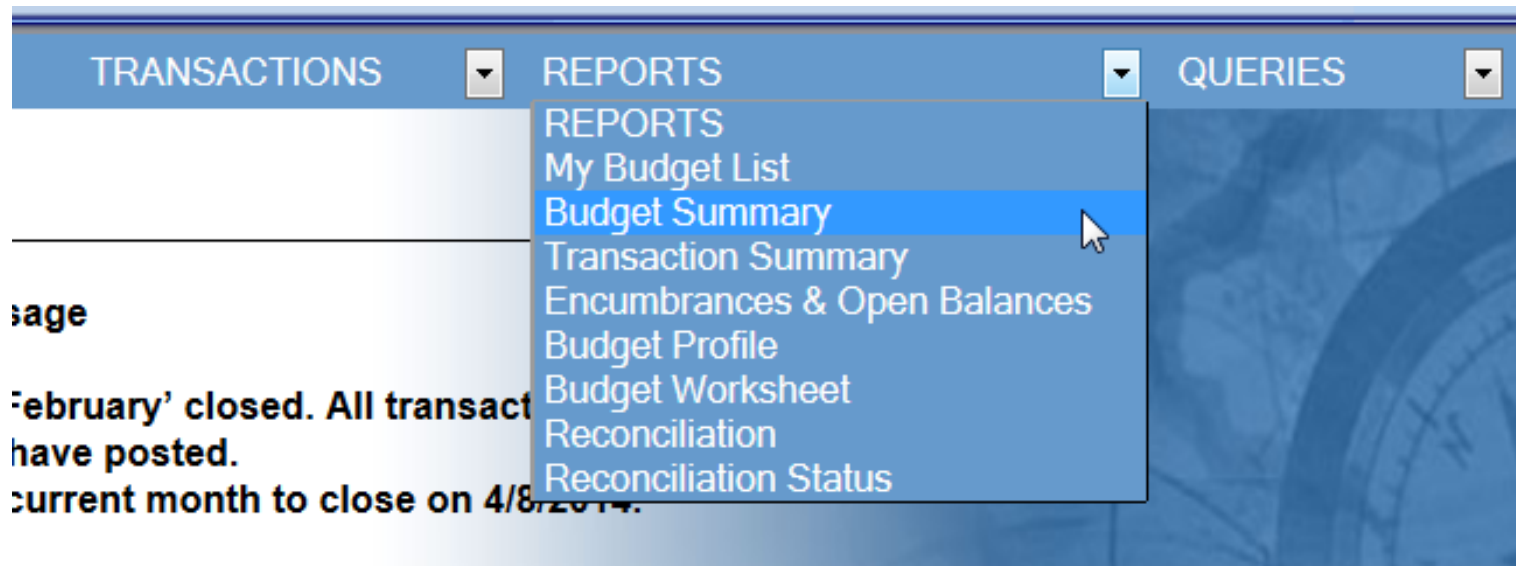
- Create New
- My Saved
- Status & Results

### More Systems

- Budget Search
- Cost Share
- Non-FEC Cost Share
- Ariba Reports
- Decision Support
- Effort Reports
- Grant Tracker
- Procurement Reports
- Sage

# Budget Summary Report

- Includes budgeted amounts, encumbrances, open balances, transaction totals and budget balances
- Viewable by month, fiscal year, biennium or activity to date, depending on the budget entered





# Report Overview

**MyFinancial** Navigating Finances at the UW

Home > Reports > BUDGET SUMMARY **TEST** TRANSACTIONS REPORTS QUERIES

View Budget # 625091 Jul << August 2014 >> Sep Go

Reporting Period: August 2014

62-5091 CONJUGATING ENZYMES Profile Budget period: 08/10/2012 - 05/31/2017 Status: Open to revenue and expenditures PI: Brzovic, Peter

Budget Locations ☒ Include Encumbrances ☒ Include Open Balances

Click "+" to expand

Blue text indicates activity in current reporting period

Extract or Print

Budget Profile

Check to include Encumbrances and Open Balances

Account Code	Description	Budgeted Amount	Total Prior Transactions	Reporting Period Transactions	Encumbrances & Open Balances	% spent
+ 01	SALARIES AND WAGES		\$454,595.62		\$118,766.82	
+ 03	OTHER CONTRACTUAL SERV			\$420.00	\$139.28	
+ 04	TRAVEL				\$824.63	
+ 05	SUPPLIES AND MATERIALS			1,842.30	\$991.50	
+ 06	EQUIPMENT				\$8,950.00	
+ 07	RETIREMENT & BENEFITS				\$29,294.48	
+ 25	INDIRECT COST	\$275,263.00	\$159,723.11	\$1,232.96	\$114,306.93	100
+ 38	UNALLOCATD EXPEND BUDG	\$563,350.00				0
	TOTAL EXPENDITURES	\$838,613.00	\$533,716.14	\$3,495.26	\$272,449.01	97
	TOTAL DIRECT COST	\$563,350.00	\$373,993.03	\$2,262.30	\$158,142.08	95
	TOTAL FAC. AND ADMIN. COST	\$275,263.00	\$159,723.11	\$1,232.96	\$114,306.93	100
	TOTAL REVENUE	\$0.00	(\$838,613.00)	\$0.00	\$0.00	

The Budgeted Amounts shown here are the amount of the award, not actual revenue received from the sponsor. A deficit (which will not show on MyFD) may exist if the sponsor has not made all expected payments. Please be sure to check Grant Tracker to confirm that all payments have been received from the sponsor.

<http://finance.uw.edu/myfd/budgetsummary>

# Budget Profile

- Provides budget details
- No financial data here
- No access restrictions
- Shows Principal Investigator name

Organization Information

Budget Type Information

View Budget # 140001 Data as of 10/1/2015 Go

Report as of: Current Biennium

Budget Fields

- General Information
- Additional Information
- Endowment/Interest
- Indirect Cost
- Payroll

Permissions/Restrictions Fields

- Accounting
- Grant

Budget Number and Status

Item	Value	Description
Budget Profile Last Updated:	07/07/2007	
Budget Number	14-0001	HSKY BOX SALES
Budget Status	1	Open to Expenditures and Revenues
Food Approval	3	
Cost Sharing		
Principal Investigator		
Principal Investigator ID		
Current Period Begin Date (8-digit)	7/1/2007	
Current Period End Date (8-digit)	9/25/2020	
Total Period Begin Date	07/01/1981	
Total Period End Date		
New Budget Number	00-0000	
Old Budget Number	00-0000	
Organization Code	4040237020	HSKY HALL
Organization Parent Level	5	Division Level
Box Number	342240	
Biennium Year	2015	
Program Type	99	Unspecified
Program Category	160	AUXILIARY OPERATIONS
Budget Type/Class	1101	Stand Alone Self-Sust
Budget Type	11	Service Funds
Revenue Class	9420	Supplies/Matls/Service
Revenue Source	84	Individuals

Item names link to the Glossary. Click for more information.

# Budget Summary Report Overview

MyFinancial.desktop

Navigating Finances at the UW

HELP

SETUP

GLOSSARY

Home > Reports > BUDGET SUMMARY

TEST

TRANSACTIONS

REPORTS

QUERIES

MORE SYSTEMS

View Budget # 625091

Jul <<

August

2014

>> Sep

Go

Reporting Period: August 2014

62-5091 CONJUGATING ENZYMES

Profile

Budget period: 08/10/2012 - 05/31/2017

Status: Open to

Extract

Print

Budget Period: 42%

☒ Include Expired Salary Allocations

☒ Include Encumbrances

☒ Include Open Balances

Account Code	Description	Budgeted Amount	Total Prior Transactions	Reporting Period Transactions	Encumbrances & Open Balances	Total Transactions	Remaining Budgeted Amount	% Spent
01	SALARIES AND WAGES		\$151,585.62		\$118,766.82	\$151,585.62	(\$270,352.44)	
03	OTHER CONTRACTUAL SERV		\$16,745.44	\$420.00	\$139.28	\$17,165.44	(\$17,304.72)	
04	TRAVEL		\$824.63			\$824.63	(\$824.63)	
05	SUPPLIES AND MATERIALS		\$85,379.59	\$1,842.30	\$991.50	\$87,221.89	(\$88,213.39)	
06	EQUIPMENT		\$80,923.25		\$8,950.00	\$80,923.25	(\$89,873.25)	
07	RETIREMENT & BENEFITS		\$38,534.50		\$29,294.48	\$38,534.50	(\$67,828.98)	
25	INDIRECT COST	\$275,263.00	\$159,723.11	\$1,232.96	\$114,306.93	\$160,956.07		100
38	UNALLOCATD EXPEND BUDG	\$563,350.00					\$563,350.00	0
TOTAL EXPENDITURES		\$838,613.00	\$533,716.14	\$3,495.26	\$272,449.01			
TOTAL DIRECT COST		\$563,350.00	\$275,263.00	\$1,232.96	\$114,306.93			
AND		\$275,263.00						

Account code and description

Budgeted Amount

Summary of prior period transactions

Transactions for this reporting period

Total Transactions (Total Prior Transactions + Reporting Period Transactions)

Encumbrances & Open Balances

Encumbrances & Open Balances

Account code and description

Budgeted Amount

Summary of prior period transactions

Transactions for this reporting period

Total Transactions (Total Prior Transactions + Reporting Period Transactions)

# System Demonstration:



## Budget Summary Report

[Home](#) [TRANSACTIONS](#) [REPORTS](#) [QUERIES](#) [MORE SYSTEMS](#)

### Welcome to MyFinancial.desktop!

**Quick links to MyFD Help**

- [Access to MyFD](#)
- [Creating Queries](#)
- [Training Resources](#)
- [ListServ Sign-up](#)
- [FAQs](#)

  [Comments](#)


**Reconciliation Message**

- The month of 'October' closed. All transactions for October 2012 have posted.
- We expect the current month to close on 12/6/2012.

**System Messages**

REPORTS

- REPORTS
- My Budget List
- Budget Summary
- Transaction Summary
- Current Encumbrances
- Budget Profile
- Budget Worksheet
- Reconciliation
- Reconciliation Status

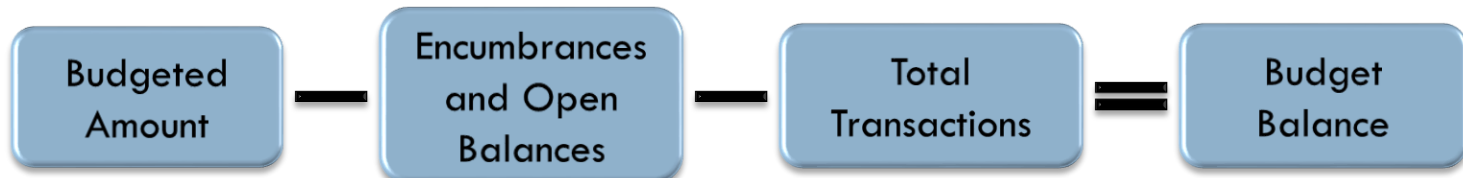


# Budget Balance Overview

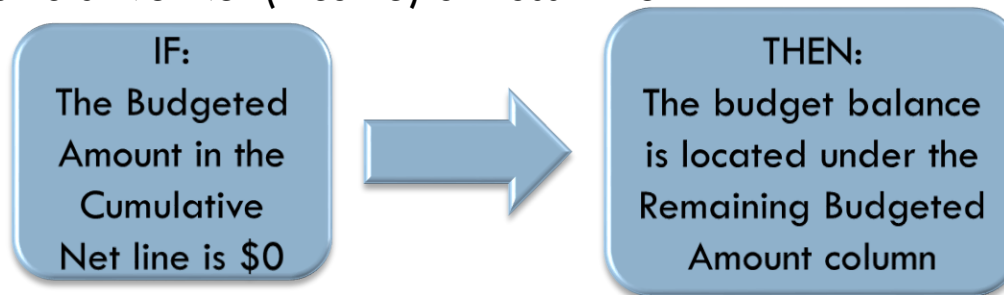
- Budget balances under the **Remaining Budgeted Amount Column** of the Budget Summary
- Found in different lines for state/grant versus revenue-generating budgets

- **State and grant budgets: 1 Green Line** – Balance is found in the “Total Expenditures” line


■ Remaining Budgeted Amount =



- **Revenue-generating budgets: 2 Green Lines** – Balance is found in the “Cumulative Net (Income) or Loss” line



# Finding your budget balance: State and Grant Budgets

 MyFinancial.desktop Navigating Finances at the UW

HELP SETUP GLOSSARY

Home > Reports > BUDGET SUMMARY **TEST SITE** TRANSACTIONS REPORTS QUERIES MORE SYSTEMS

View Budget # 625091 Jul << August 2014 >> Sep Go

Reporting Period: August 2014 Extract Print

+ 62-5091 CONJUGATING ENZYMES Profile Budget period: 08/10/2012 - 05/31/2017 Status: Open to revenue and expenditures PI: Brzovic, Peter

Budget Period: 42% ☒ Include Expired Salary Allocations ☒ Include Encumbrances ☒ Include Open Balances

Account Code	Description	Budgeted Amount	Total Prior Transactions	Reporting Period Transactions	Encumbrances & Open Balances	Total Transactions	Remaining Budgeted Amount	% Spent
01	SALARIES AND WAGES		\$151,585.62		\$118,766.82	\$151,585.62	(\$270,352.44)	
03	OTHER CONTRACTUAL SERV		\$16,745.44	\$420.00	\$139.28	\$17,165.44	(\$17,304.72)	
04	TRAVEL		\$824.63			\$824.63	(\$824.63)	
05	SUPPLIES AND MATERIALS		\$85,379.59	\$1,842.30	\$991.50	\$87,221.89	(\$88,213.39)	
06	EQUIPMENT		\$80,923.25		\$8,950.00	\$80,923.25	(\$89,873.25)	
07	RETIREMENT & BENEFITS		\$38,534.50		\$29,294.48	\$38,534.50	(\$67,828.98)	
25	INDIRECT COST	\$275,263.00	\$159,723.11	\$1,232.96	\$114,306.93	\$160,956.07		
38	UNALLOCATD EXPEND BUDG	\$563,350.00					\$563,350.00	
1	<b>TOTAL EXPENDITURES</b>	<b>\$838,613.00</b>	<b>\$533,716.14</b>	<b>\$3,495.26</b>	<b>\$272,449.01</b>	<b>\$537,211.40</b>	<b>\$28,952.59</b>	<b>97</b>
	TOTAL DIRECT COST					\$376,255.33	\$28,952.59	95
	TOTAL FAC. AND ADMIN. COST					\$160,956.07		100
	TOTAL REVENUE					(\$838,613.00)	\$838,613.00	

The Budgeted Amounts shown here are the amount of the budget. Please be sure to check Grant Tracker to confirm that all budgeted amounts have been received. If the sponsor has not made all expected payments.

Budget balance for state and grant funded budgets is found in the expenditures line, under the Remaining Budgeted Amount column


1 To learn more about Budget Summary & Budget Balance visit:

<http://finance.uw.edu/myfd/budgetsummary>

2 \$28,952.59 Remaining. Budget is 97% spent.



# Finding your budget balance: Self-Sustaining Budgets

 **MyFinancial.desktop** Navigating Finances at the UW

[HELP](#)
[SETUP](#)
[GLOSSARY](#)

Home > Reports > **BUDGET SUMMARY** TEST SITE TRANSACTIONS REPORTS QUERIES MORE SYSTEMS

View Budget # 143750 Jan << February 2014 >> Mar **Go**

Reporting Period: February 2014 [Extract](#) [Print](#)

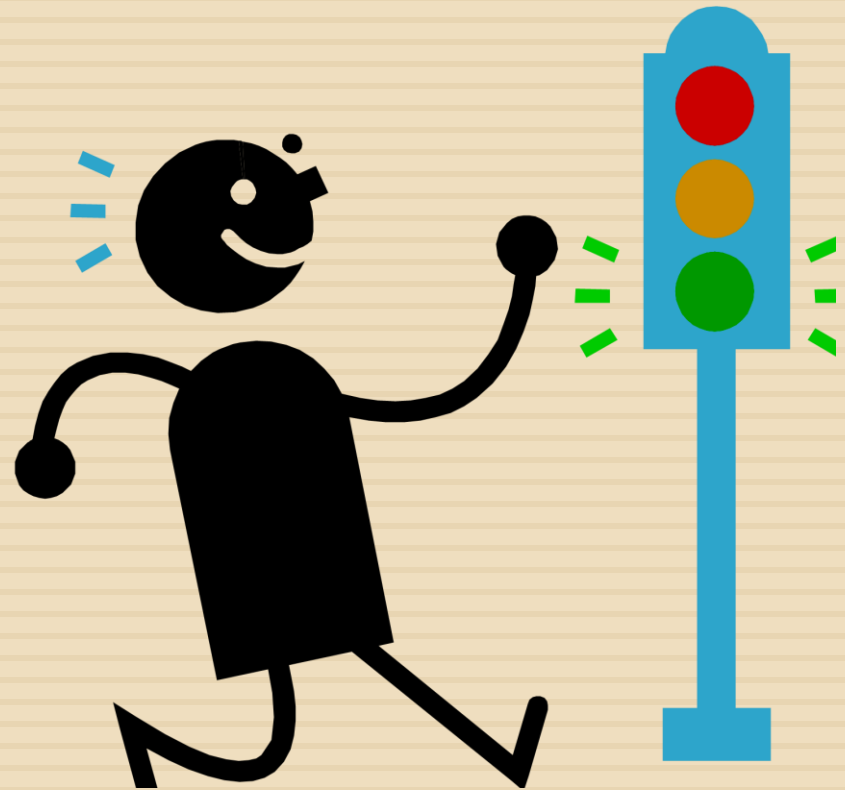
**14-3750 EPROCUREMENT** [Profile](#) **Budget period:** 07/01/2013 - 06/30/2015 **Status:** Open to revenue and expenditures **PI:** N/A

Budget Period: 33% ☒ Include Expired Salary Allocations ☒ Include Encumbrances ☒ Include Open Balances

Account Code	Description	Budgeted Amount	Total Prior Transactions	Reporting Period Transactions	Encumbrances & Open Balances	Total Transactions	Remaining Budgeted Amount	% Spent
01	SALARIES AND WAGES	\$796,674.00					\$796,674.00	0
02	CONTRACT PERS. SERVICES				\$1,213,959.06		(\$1,213,959.06)	
03	OTHER CONTRACTUAL SERV		\$335.36		\$116,416.92	\$335.36	(\$116,752.28)	
05	SUPPLIES AND MATERIALS				\$1,270,899.93		(\$1,270,899.93)	
06	EQUIPMENT				\$219,450.66		(\$219,450.66)	
07	RETIREMENT & BENEFITS	\$209,754.00					\$209,754.00	0
17	SALARY INCREASE OFFSET	(\$35,994.00)					(\$35,994.00)	0
	<b>TOTAL EXPENDITURES</b>	<b>\$970,434.00</b>	<b>\$335.36</b>	<b>\$0.00</b>	<b>\$2,820,726.57</b>	<b>\$335.36</b>	<b>(\$1,850,627.93)</b>	<b>291</b>
	<b>TOTAL DIRECT COST</b>	<b>\$970,434.00</b>	<b>\$335.36</b>		<b>\$2,820,726.57</b>	<b>\$335.36</b>	<b>(\$1,850,627.93)</b>	<b>291</b>
	<b>TOTAL FAC. AND ADMIN. COST</b>							
	<b>TOTAL REVENUE</b>	<b>(\$970,434.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$970,434.00)</b>	
	<b>Cumulative Net (Income) or Loss</b>	<b>\$0.00</b>				<b>\$335.36</b>	<b>(\$2,821,061.93)</b>	

Self-Sustaining Budget balance  
if your  
Budgeted Amount is \$0.

- To learn more about Budget Summary & Budget Balance visit:  
<http://finance.uw.edu/myfd/budgetsummary>
- Parenthesis indicates that the budget has been overspent



## Activity 2

Budget Summary Report: Locating budget balances



# Encumbrances & Open Balances

- **Encumbrances** are outstanding commitments on a budget, processed through the **Financial Accounting System (FAS)**
  - ▣ Types of Encumbrances:
    - Salary, PAS Purchase Orders, Indirect Costs
  
- **Open Balances** are outstanding commitments on a budget for orders and contracts placed through the **Ariba** system (eProcurement)
  - ▣ Types of Open Balances:
    - eProcurement orders placed but not yet invoiced by the supplier

<http://finance.uw.edu/myfd/balances>

# Finding your budget balance: Encumbrances & Open Balances

How do these affect your Budget Balance?

MyFinancial.desktop Navigating Finances at the UW

Home > Reports > BUDGET SUMMARY  
TRAINING SITE

View Budget # 100001 Mar << April >> May 2014 Go

Reporting Period: April 2014 Extract Print

10-0001 BOROUGH OFFIC MANAG Profile Budget period: 03/01/2007 - 05/06/2019 Status: Open to revenue and expenditures PI: N/A

Include Encumbrances Include Open Balances

Account Code	Description	Budgeted Amount	Total Prior Transactions	Reporting Period Transactions	Encumbrances & Open Balances	Total Transactions	Remaining Budgeted Amount	% Spent
03	OTHER CONTRACTUAL SERV	\$99,179.00	\$3,113.62	\$123.30		\$3,236.92	\$95,942.08	3
05	SUPPLIES AND MATERIALS		\$22,382.42	\$8,313.26	\$6,213.31	\$30,695.68	(\$36,908.99)	
TOTAL EXPENDITURES		\$99,179.00	\$25,496.04	\$8,436.56	\$6,213.31	\$33,932.60	\$59,033.09	40
TOTAL DIRECT COST		\$99,179.00	\$25,496.04	\$8,436.56	\$6,213.31	\$33,932.60	\$59,033.09	40
TOTAL FAC. AND ADMIN. COST								

Checking or unchecking these boxes

Changes the amount in the Total Expenditures line

This change the budget balance

<http://finance.uw.edu/myfd/balances>

# Encumbrances & Open Balances Report

**MyFinancial.desktop** Navigating Finances at the UW

Home > Reports > ENCUMBRANCES & OPEN BALANCES

TEST SITE

View Budget # 625780 3/7/2014 Go Other systems determine availability of data displayed. [Learn More.](#)

Report as of: Current Biennium

62-5780 HEAT SHOCK PROTEIN Profile 12 - 11/30/2015 Status: Open to revenue and expenditures PI: Klevit, Rachel

Selection Boxes

☒ Include Encumbrances ☒ Include Open Balances ☐ Enable Sort

Account Code	Description	Reference	Date Encumbered	Date of Last Activity	Open Balance Amount	Estimated Tax	Amount
01	SALARIES AND WAGES						\$66,811.03
03	OTHER CONTRACTUAL SERV						\$5,308.65
03-62	OUTSIDE SVC-SUBCONTRAC						\$0.00
03-62-00	SUBCONTRACT FOR RESEARCH. PER	T747686-00	01/02/2013	03/06/2014			\$0.00
03-64	OUTSID SER,MAINT-CONTR						\$4,169.85
03-64-00	Service Agreement:	T757132-00	12/31/2013	12/31/2013			\$4,169.85
03-69	OUTSIDE SERVICES OTHER						\$1,138.80
03-69-00	USING QUOTE# B-01-14-4694 FOR	T758423-00	03/04/2014	03/06/2014			\$1,138.80
05	SUPPLIES AND MATERIALS						\$6,393.29
05-64	OFFICE SUPPLY/PAPER						\$6,393.29
05-64-00	Split Budget test	E11778		09/06/2013	\$76.60	\$7.28	\$83.88
05-64-00	Copy of Split Budget test	E11779		09/10/2013	\$766.00	\$72.77	\$838.77
05-64-00	Split Budget test-Split Across Line Items	E11783		09/13/2013	\$1,463.67	\$139.05	\$1,602.72
05-64-00	Split Budget test-Split on Single Line Item	E11784		09/13/2013	\$766.00	\$72.77	\$838.77
05-64-00	Split Budget test-Multiple Line Item Split	E11785		09/13/2013	\$1,497.84	\$142.29	\$1,640.13
05-64-00	Budget test-Split Across Line Items LH	E11790		09/13/2013	\$1,268.51		\$1,389.02
07	FEES						\$18,167.96
25							\$113,559.33
	TOTAL ENCUMBRANCES AND OPEN BALANCES						\$210,240.26

Remaining Open Balance and Estimated Tax

Date of FAS Encumbrance

Date of Last Activity on Order

Total Amount Unspent

Description

Reference #

# System Demonstration

The screenshot shows the MyFinancial.desktop web application. The header features the logo and text "MyFinancial.desktop" on the left, "Navigating Fin" on the right, and a "HELP" button. Below the header is a navigation bar with "Home", "TEST SITE", "TRANSACTIONS", "REPORTS", and "QUERIES". The "REPORTS" menu is open, showing a list of options: "REPORTS", "My Budget List", "Budget Summary", "Transaction Summary", "Encumbrances & Open Balances" (highlighted with an orange box), "Budget Profile", "Budget Worksheet", "Reconciliation", and "Reconciliation Status". The main content area includes a "Welcome to MyFinancial.desktop!" message, a "Quick links to MyFD Help" section with links to "Access to MyFD", "Creating Queries", "Training Resources", "ListServ Sign-up", and "FAQs", and a "Reconciliation Message" section with two bullet points: "The month of 'February' closed. All transactions for February 2014 have posted." and "We expect the current month to close on 4/8/2014."

MyFinancial.desktop

Navigating Fin

HELP

Home TEST SITE TRANSACTIONS REPORTS QUERIES

Welcome to MyFinancial.desktop!

Quick links to MyFD Help

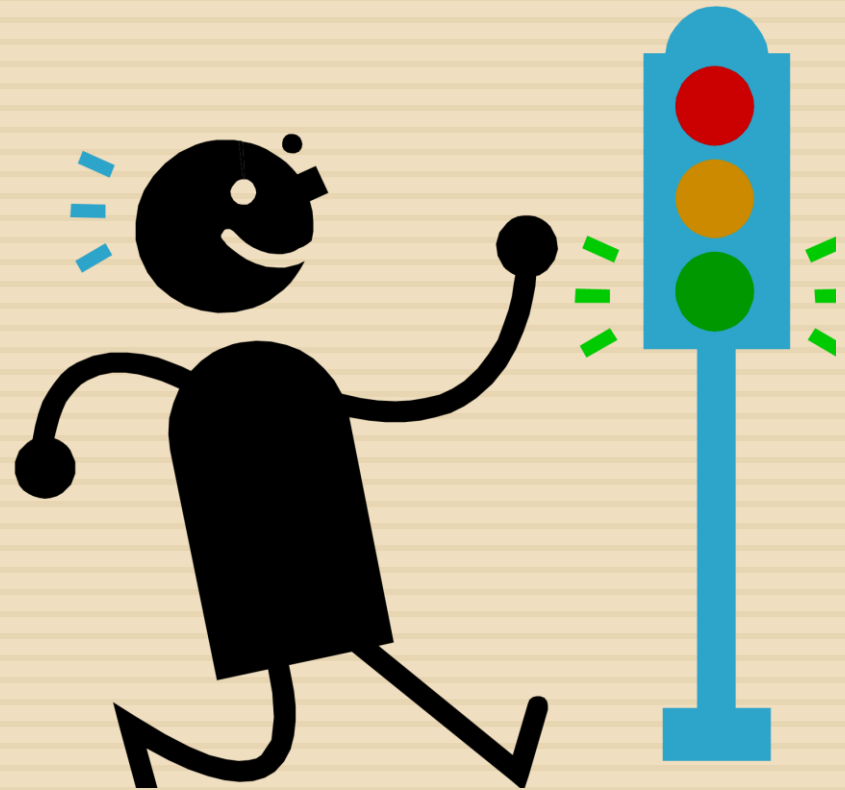
- [Access to MyFD](#)
- [Creating Queries](#)
- [Training Resources](#)
- [ListServ Sign-up](#)
- [FAQs](#)

Reconciliation Message

- The month of 'February' closed. All transactions for February 2014 have posted.
- We expect the current month to close on 4/8/2014.

REPORTS

- REPORTS
- My Budget List
- Budget Summary
- Transaction Summary
- Encumbrances & Open Balances
- Budget Profile
- Budget Worksheet
- Reconciliation
- Reconciliation Status



## Activity 3 & 4

Encumbrance and Open Balances

# Transaction Summary Report

- Displays individual transactions that impact the budget

Home > Reports > TRANSACTION SUMMARY **TRAINING** TRANSACTIONS REPORTS QUERIES MORE SYSTEMS

SITE

View Budget # 140001 Jan << February 2013 >> Mar Go

Reporting Period: February 2013 Extract Print

+ 14-0001 HSKY BOX SALES Profile Budget period: 07/01/2007 - 06/11/2018 Status: Open to revenue and expenditures PI: N/A

☐ Expense Transfer View ☐ Enable Sort

Account Code	Description	Transaction Date	Reference	Reference	FTE	Amount	Project Cost Accounting Task	Option	Project
+ 01	SALARIES AND WAGES				0.03	\$68.25			
- 03	OTHER CONTRACTUAL SERV					\$292.94			
+ 03-53	POSTAGE					\$16.34			
- 03-60	OUT/SV,REPAR/MTN/ALTER					\$276.60			
03-60-00	<a href="#">PC:WILDERMAN REFRIGE</a>	02/08/2013	PR2200060	1030327		\$276.60			
+ 05	SUPPLIES AND MATERIALS					\$55.74			
+ 07	RETIREMENT & BENEFITS					\$7.71			
	TOTAL EXPENDITURES					\$424.64			
+ 9	TOTAL REVENUE					\$0.00			

More transaction details can be seen by clicking on hyperlink

Date the transaction posted to FAS

Project Cost Accounting Codes appear here



# Transaction Detail

- Shows all four reference fields
  - ▣ Useful when looking for check, JV, encumbrance, work order or other type of reference number
- Values and descriptions vary for each transaction
- If the field exists on transaction detail report, it can be used in a query as a filter or for display results
- Shows Reconciliation data for each transaction
- Only accessible through the **Transaction Summary** and **Reconciliation** reports by clicking on the [Description](#)

Click the [Description](#) to view the Transaction Detail

05-31	CHEMICALS & CHEM PRDCT				\$3,334.91
05-31-00	QIAGEN INC	06/01/2015	T41442800	92554950	\$329.01
05-31-00	<a href="#">CHEM STORE SALES</a>	06/01/2015	ISD# CH001055	CH001055	\$160.43
05-31-00	APPLERA CORP	06/10/2015	T41680100	94775480	\$193.30

# Transaction Detail Example

Core Fields  
General Fields  
Accounting Restriction Fields  
Grant Restriction Fields  
Expense Transfer Fields  
Reconciliation Fields

Hyperlinks to  
other sections

Item names link to the Glossary. Click  
for more information.

> Back To Top

Core Fields		
Item	Value	Description
Account Code	053100	CHEMICALS & CHEM PRDCT
Budget Number	10-0001	BOROUGH OFFIC MANAG
PCA Option Code	OP1	
PCA Project Code	CODEME	
PCA Task Code	TO1	
Transaction Amount	160.43	
Transaction Date 1	6/1/2015	
Transaction Description	CHEM STORE SALES	
Transaction Posting Date	6/28/2015	
Transaction Reference 1		
Transaction Reference 2	CH001055	
Transaction Reference 3	543-2873	
Transaction Reference 4		

All 4 Transaction Reference fields

For ISD, contact phone

General Fields

> Back To Top

Item	Value	Description
Accounting Month	24	



# System Demonstration

Home TRANSACTIONS REPORTS QUERIES MORE SYSTEMS

**Welcome to MyFinancial.desktop!**

**Quick links to MyFD Help**

- [Access to MyFD](#)
- [Creating Queries](#)
- [Training Resources](#)
- [ListServ Sign-up](#)
- [FAQs](#)

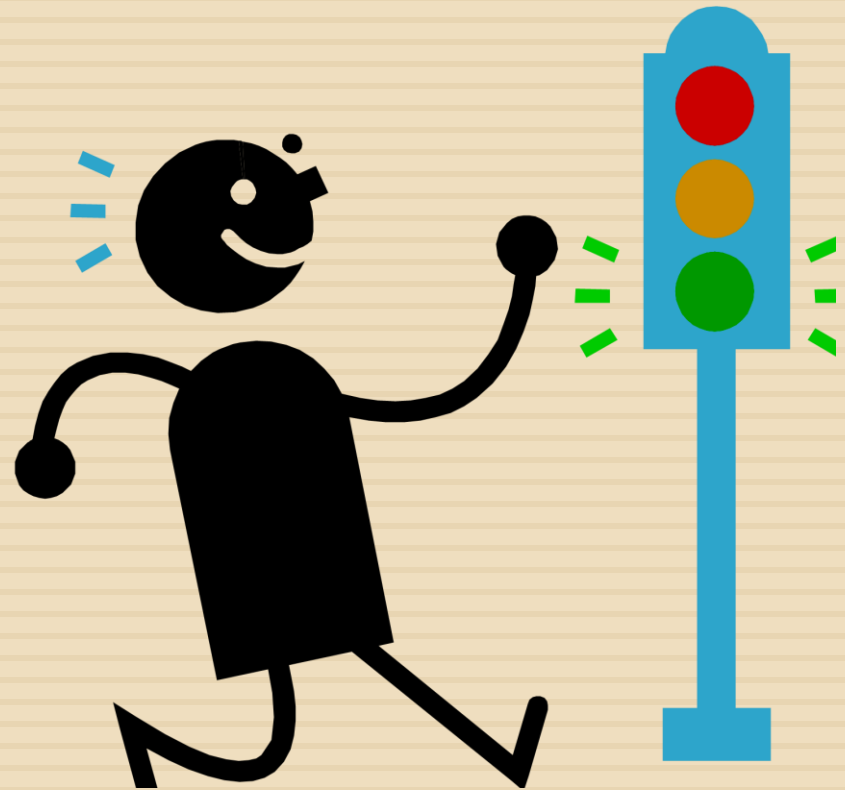
[Comments](#)

**Reconciliation Message**

- The month of 'October' closed. All transactions for October 2012 have posted.
- We expect the current month to close on 12/6/2012.

**System Messages**

REPORTS  
My Budget List  
Budget Summary  
**Transaction Summary**  
Current Encumbrances  
Budget Profile  
Budget Worksheet  
Reconciliation  
Reconciliation Status



## Activity 5

Locate transaction using the Transaction Summary

# Budget List

- Overview of multiple budgets using two types of lists
  - ▣ Static – budgets listed will not change unless you change it
  - ▣ Dynamic – budgets listed will update automatically as added or deleted
    - Note: You may also see a My Unit Staff Budgets List
      - These are based on individual budgets you have been granted access to in Astra
      - This list cannot be changed or deleted in MyFD.
- Users **only** see budgets they have access to in Astra
- Customized lists can be created (static or dynamic)
- Cannot view reports by date
- Check boxes to view balances with Encumbrances and Open Balances

# Budget List

**MyFinancial.desktop** Navigating Finances at the UW

Home > Reports > **BUDGET LIST** **TEST SITE** TRANSACTIONS REPORT

View Budget #  **Go**

Report as of 3/14/2014 Budget List Name

[Create/Edit Budget List](#)

View List: 208 test **Go**

☒ Include Encumbrances ☒ Include Open Balances ☐ Hide Totals ☒ Active

**Setup button allows users to add red highlight boxes to budgets in deficit**

**Tells you which budget list you're displaying**

**Displays Remaining Budgeted Amounts**

**Direct links to Budget Summary and Budget Profile**

Budget#	Budget Name	Start Date	End Date	Budgeted Amount	Total Transactions	Encumbrances & Open Balances	Remaining Budgeted Amount	% Spend	% Period	PI
<a href="#">Profile</a> 01-4960	GLOBAL SUPPORT	07/01/2013	06/30/2015	\$212,811.00	\$61,867.03		\$150,943.97	29	35	
<a href="#">Profile</a> 01-4990	F2 LEAN INITIATIVE	07/01/2013	06/30/2015	\$367,455.00	\$133,922.60		\$233,532.40	36	35	
<a href="#">Profile</a> 01-9301	STUDNT FISCAL SERV INC	07/01/2013	06/30/2015	\$80,000.00	\$2,273.16	\$4,881.21	\$72,845.63	9	35	
<a href="#">Profile</a> 01-9302	PAYROLL OFFICE INCOME	07/01/2013	06/30/2015	\$10,000.00			\$10,000.00		35	
<a href="#">Profile</a> 01-9303	CAMPUS MAILING INCOME	07/01/2013	06/30/2015	\$36,000.00			\$36,000.00		35	
<a href="#">Profile</a> 01-9620	REAL ESTATE	07/01/2013	06/30/2015	\$314,650.00	\$501,537.14	\$27,879.10	(\$214,766.24)	168	35	
<a href="#">Profile</a> 01-9621	REAL ESTATE-SEATTLE	07/01/2013	06/30/2015		\$27,213.65				35	
<a href="#">Profile</a> 01-9622	REAL ESTATE-HARBORVIEW	07/01/2013	06/30/2015						35	
<a href="#">Profile</a> 04-3500	STRATEGIC INITIATIVES	07/01/2013	06/30/2015	\$499,910.00	\$114,121.22		\$385,788.78	23	35	
<a href="#">Profile</a> 04-3501	AVP FACILITIES SVCS	07/01/2013	06/30/2015	\$1,683,028.00	\$394,530.64		\$1,288,497.36	23	35	
<a href="#">Profile</a> 04-3502	CAMPUS ENGINEERING-ENGR	07/01/2013	06/30/2015	\$1,675,297.00	\$396,011.46	\$134,546.03	\$1,144,739.51	32	35	
<a href="#">Profile</a> 04-3503	FS EMPLOYEE SERVICES	07/01/2013	06/30/2015	\$1,397,457.00	\$485,528.10		\$911,928.81	35	35	
<a href="#">Profile</a> 04-3504	DESIGN DIVISION	07/01/2013	06/30/2015	\$568,557.00			\$392,075.55	31	35	
<a href="#">Profile</a> 04-3505	IS TECHNOLOGY SE	07/01/2013	06/30/2015	\$598,569.00			\$379,922.68	37	35	
<a href="#">Profile</a> 04-3506	CAMPUS ENG-RCD/O	07/01/2013	06/30/2015	\$132,670.00			\$65,819.88	50	35	
<a href="#">Profile</a> 04-3520	CUSTODIAL SERVICE	07/01/2013	06/30/2015	\$15,127,393.00			\$9,867,698.64	35	35	
<a href="#">Profile</a> 04-3521	UW TOWER CUSTOD	07/01/2013	06/30/2015	\$1,097,189.00			\$724,919.68	34	35	
<a href="#">Profile</a> 04-3530	WORK MANAGEMENT	07/01/2013	06/30/2015	\$1,830,496.00	\$255,413.79	\$76,168.43	\$1,498,913.78	18	35	
<a href="#">Profile</a> 04-3532	EDUC CONST RECHA	07/01/2013	06/30/2015	\$25,826,000.00	(\$9,717,493.91)		(\$16,108,506.09)	38	35	
<a href="#">Profile</a> 04-3534	FACIL SVCS LOCK SHOP	07/01/2013	06/30/2015	\$255,992.00	\$122,610.80	\$6,329.10	\$127,052.10	50	35	

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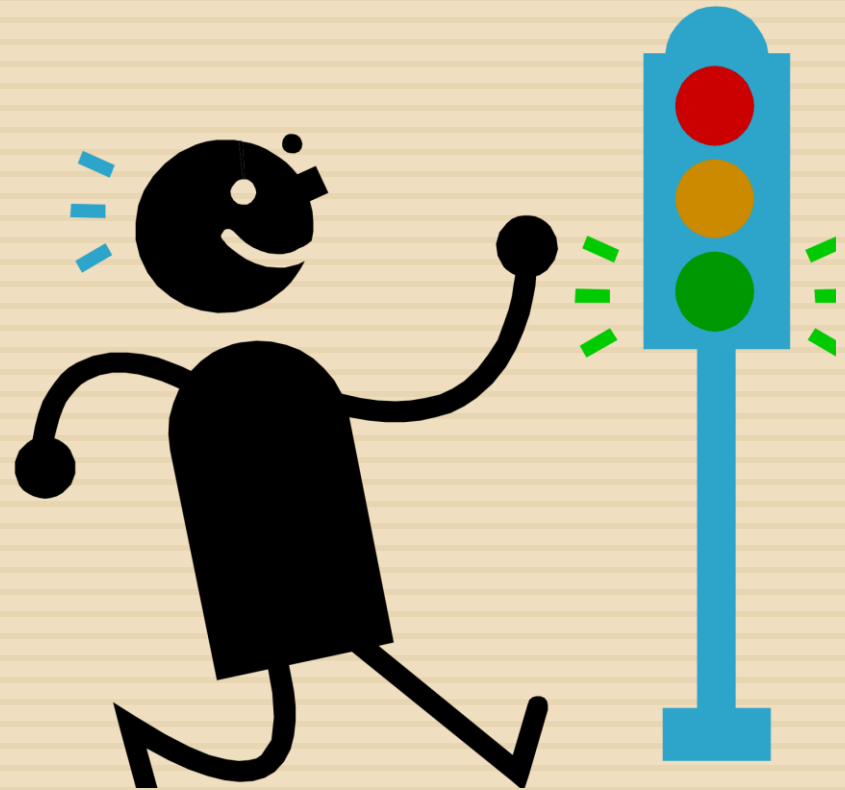
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## Activity 6

Create Budget List



# Using MyFD for Reconciliation

How to reconcile using MyFinancial.desktop

# What is Reconciliation



## **What is reconciliation?**

Reconciliation is the process by which departments verify that their source documentation matches a fiscal report from the central accounting system. Further, reconciliation involves resolving any discrepancies that may have been discovered.

## **The purpose of regular reconciliation of budget activity is to ensure:**

- ▣ All charges are for the correct purpose and amount, and allowable
- ▣ Errors are detected, investigated and resolved
- ▣ All required documentation is maintained



# MyFD Reconciliation Features

- ❑ Check transactions as reconciled or flag for follow-up
- ❑ Record comments/notes on transactions
- ❑ Audit Trails for budget level, transactions, notes, and reconciliation status
- ❑ Sort Column Headings or Filter Fields
- ❑ Budget Revision amounts
- ❑ Transfer Expenses as you reconcile
- ❑ Read and Update View to manage reconciliation activities
- ❑ Share report with others by email
- ❑ Electronically Sign Off on Budget Activity
- ❑ Link directly to Source Documents

# Levels of Reconciliation

- There are two levels of reconciliation
  - ▣ Level 1: **Transaction Level** Reconciliation
  - ▣ Level 2 : **Budget Level** Reconciliation
- You can do **Transaction Level** reconciliation when the *Reporting Period* is **Open** or **Closed**
- You can do **Budget Level** reconciliation only when the *Reporting Period* is **Closed**
- You have to do the **Transaction Level** reconciliation before the **Budget Level** reconciliation

# Reconciliation Report Overview

Budget Number  
and Time Period

Home > Reports > RECONCILIATION TRAINING SITE

View Budget # 510050 Aug << September 2014 Oct >> GO

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

Reporting Period: September 2014 (Closed)

+ 51-0050 SPORT OCEANO BALL Profile Budget period: 07/01/2007 - 11/17/2019 Status: Open to revenue and expenditures PI: N/A

Transactions Last Updated By: [morriv](#) 11/17/2014 02:22 PM

☐ 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						6.75	\$41,313.68			
03	OTHER CONTRACTUAL SERV							\$1,015.38			
04	TRAVEL							\$920.12			
05	SUPPLIES AND MATERIALS							\$409.82			
07	RETIREMENT & BENEFITS							\$8,797.79			
TOTAL EXPENDITURES								\$52,456.79			
9	TOTAL REVENUE							(\$122,475.00)			

Share a Link

Extract or Print

Click to view  
Budget Profile

Check to Enable Sort  
and Filter Results

Click "+" to expand

Toggle for Read-Only  
or Update or  
Expense Transfer

# Reconciliation Activity, Audit and Status

The screenshot shows a web-based financial reconciliation interface. At the top, there's a navigation bar with 'Home > Reports > RECONCILIATION' and a 'TRAINING SITE' link. Below this, a 'View Budget #' section shows '510050' and month/year navigation ('Aug <<', 'September', '2014', 'Oct >>') with a 'GO' button. A 'Reconciliation Status' dropdown is set to 'In Process >> Reconcile > Review > (Optional) 2nd or PI Review'. A 'Change Status/Audit Trail' button is highlighted. A 'Reporting Period: September 2014 (Closed)' label is also present. The main table lists transactions for '51-0050 SPORT OCEANO BALL' with columns for Account Code, Description, Transaction Date, References (Ref1-Ref4), FTE, Amount, Task, PCA, and Project. The table includes entries for salaries, travel, supplies, and retirement, followed by a 'TOTAL EXPENDITURES' row and a 'TOTAL REVENUE' row. Callout boxes provide additional context: one points to a green checkmark in the first column, another to the 'Change Status/Audit Trail' button, and a third to the 'Reporting Period' label.

Account Code	Description	Transaction Date	Ref1	Ref2	Ref3	Ref4	FTE	Amount	Task	PCA	Project
01	SALARIES AND WAGES						6.75	\$41,313.68			
03	OTHER CONTRACTUAL SERV							\$1,015.38			
04	TRAVEL							\$920.12			
05	SUPPLIES AND MATERIALS							\$409.82			
07	RETIREMENT & BENEFITS							\$8,797.79			
	<b>TOTAL EXPENDITURES</b>							\$52,456.79			
9	<b>TOTAL REVENUE</b>							(\$122,475.00)			

Indicates there has been some Transaction-level Reconciliation activity

Reporting Period can be **Open** or **Closed** for Transaction-level Reconciliation

Status Bar

Budget Audit Trail

If the Reporting Period is **Closed**, and at least one transaction has been reconciled, use the **Change Status/Audit Trail** button to Review and Reconcile the Budget.

# Links to Source Documents

Home > Reports > RECONCILIATION **TRAINING SITE** TRANSACTIONS REPORTS QUERIES

View Budget # 140001 Mar << April 2013 May >> GO [Go To Rec](#)

Reconciliation Status: In Process (Rejected) >> Reconcile > Review > (Optional) 2nd or PI Review [Ch](#)

Reporting Period: April 2013 (Closed) [Share a Link](#)

**14-0001 HSKY BOX SALES** [Profile](#) Budget period: 07/01/2007 - 06/11/2018 Status: Open to revenue and expenditures

Transactions Last Updated By: [columbo](#) 06/11/2013 12:45 PM ☐ Enable Sort and Filter Transaction View

Account Code	Description	Tran Date	Ref1	Ref2	Ref3	Ref4	FTE	Amount
01	SALARIES AND WAGES						0.21	\$340.26
05	SUPPLIES AND MATERIALS							\$282.16
05-98	RESALE PURCHASES							\$282.16
05-98-00	PC:JAVA JACKET INC	04/09/2013	PR2820070	99320480	1050075	99320480007		\$116.00
	Comment:							More Notes...(0) Last Updated By: <a href="#">columbo</a> 06/11/2013
05-98-00	COCA COLA ENTERPRISES	04/17/2013	T43346300	99321208	1075311217	99321208022		\$166.16
	Comment:							More Notes...(0) Last Updated By: <a href="#">columbo</a> 06/11/2013
07	RETIREMENT & BENEFITS							\$38.45
TOTAL EXPENDITURES								\$660.87
9	TOTAL REVENUE							(\$325.30)

- Note: In some cases, Astra authorization may be required to a system other than MyFD to view the source documentation. Ex: UW IT documents

# System Demonstration:



## Budget Summary Report

[Home](#) [TRANSACTIONS](#) [REPORTS](#) [QUERIES](#) [MORE SYSTEMS](#)

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#### Reconciliation Message

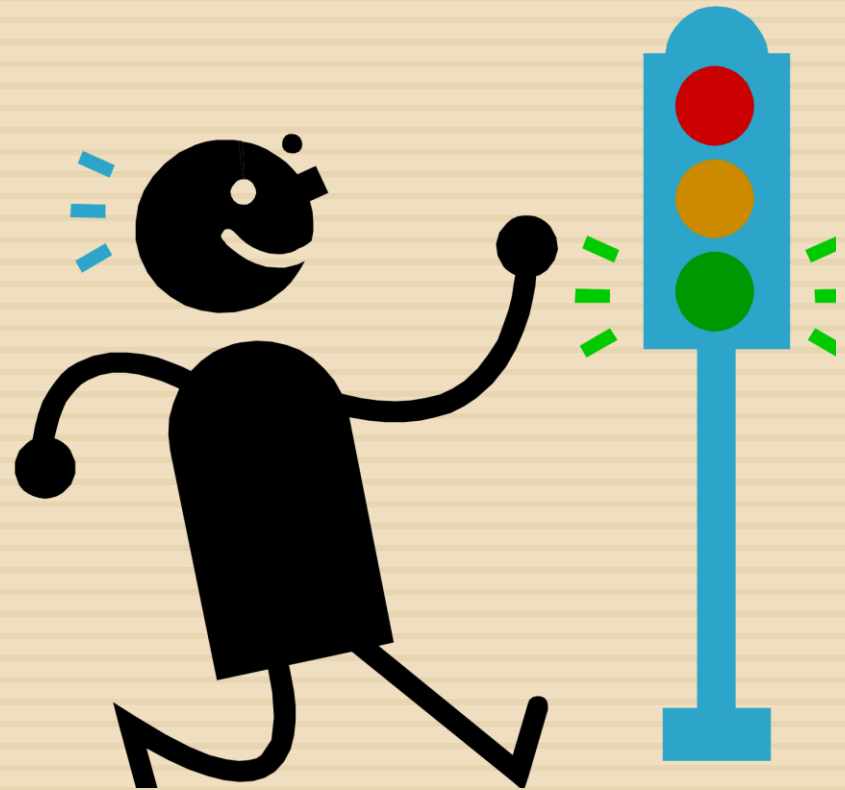
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#### System Messages

REPORTS

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## Activity 7 & 8

Perform reconciliation activities using the Reconciliation Report

# Other Tools in MyFD

## □ Queries

- Can be used as a search tool for budgets to which you have access
- Create custom reports using advanced reporting techniques

## □ Transferring posted expenditures (Transactions)

- Online system to transfer posted salary and non-salary expenditures
- The only way to transfer salaries at UW between budgets

## □ Budget Worksheet

- Tool that allows users to analyze and plan for future spending and/or income by replicating 'commitments' historically done on the BSR, or via other tools, to see future budget impacts.

## □ Reconciliation Status Report

- A tool used to track where in the reconciliation process a budget is currently.



# Resources

Dropdown menus for each topic

[TRAINING](#) ▾ / [REPORTS](#) ▾ / [EXPENSE TRANSFERS](#) ▾ / [QUERIES](#) ▾ / [FAQS](#) / [MYFD GLOSSARY](#)



## About MyFinancial.desktop

MyFinancial.desktop (MyFD) is a web interface for the University of Washington's Financial Accounting System (FAS). MyFD provides users a convenient means for monitoring budget balances and reconciling transactions. Additionally, MyFD Users can build custom reports, use the [Budget Worksheet](#) to plan for future budget activity and transfer posted salary and non-salary expenses online.

MyFinancial.desktop brings us closer to a paperless "U".

## Need Training?

The MyFinancial.desktop Customer Support Team offers [training](#) solutions to meet your needs. We'll teach you all you need to know about pulling reports and running advanced queries.

## LOGIN TO MYFD



Once you have been granted access in ASTRA, you can log into MyFinancial.desktop using <http://myfd.washington.edu/>

## RELATED ITEMS

# Reminders

- **Check Your Access**
  - Users must have ASTRA access to MyFD
- **Review Internal Controls website**
  - <http://finance.uw.edu/fr/internal-controls>
- **Sign up for the MyFD Newsletter**
  - <http://finance.uw.edu/myfd/myfdnews>
- **Review eLearnings for other reports and tools in MyFD**
  - <http://finance.uw.edu/myfd/elearning>



Thank you!

You will receive a post-course survey by a member of our team. We ask kindly for your feedback to help enhance future trainings.