Changing a budget’s status on the Reconciliation Report is one method for a Principal Investigator or Manager to indicate they have performed a review of a budget’s activity for a given month.

To learn more about the Reconciliation Report visit: myfd.washington.edu/help/reconciliation

**Steps:**

1. **From the MyFD application home page:**
   a) Select ‘Reconciliation’ from the Reports drop-down menu. *Skip this step if you were sent a direct link.*

2. **Enter a budget and select the month/year you would like to review and then click ‘GO’**.

3. **Review the budget activity according to your departmental guidelines**.

4. **Statuses must be set in sequential order. The current status is indicated in **bold**. All previous statuses must be used before the status can be changed to PI or Secondary review.**

5. **Click the ‘Change Status/Audit Trail’ button. Status may not be changed until after a month closes.**

6. **From here:**
   a) ‘Sign-off Approved (Done)’ indicates your approval of this budget/month’s activity.
   b) Leave an optional Status Change comment.
   c) **Reject- Return to IN PROCESS**: A comment is required when rejecting. MyFD will send an email to the Reconciler in the event of a rejected reconciliation status.

7. **‘Save and Close’**
   a) Your UW NetID and any comments will be saved in the audit trail.

*MyFD does not send email notifications when normal status changes or reconciliation activity occurs.*