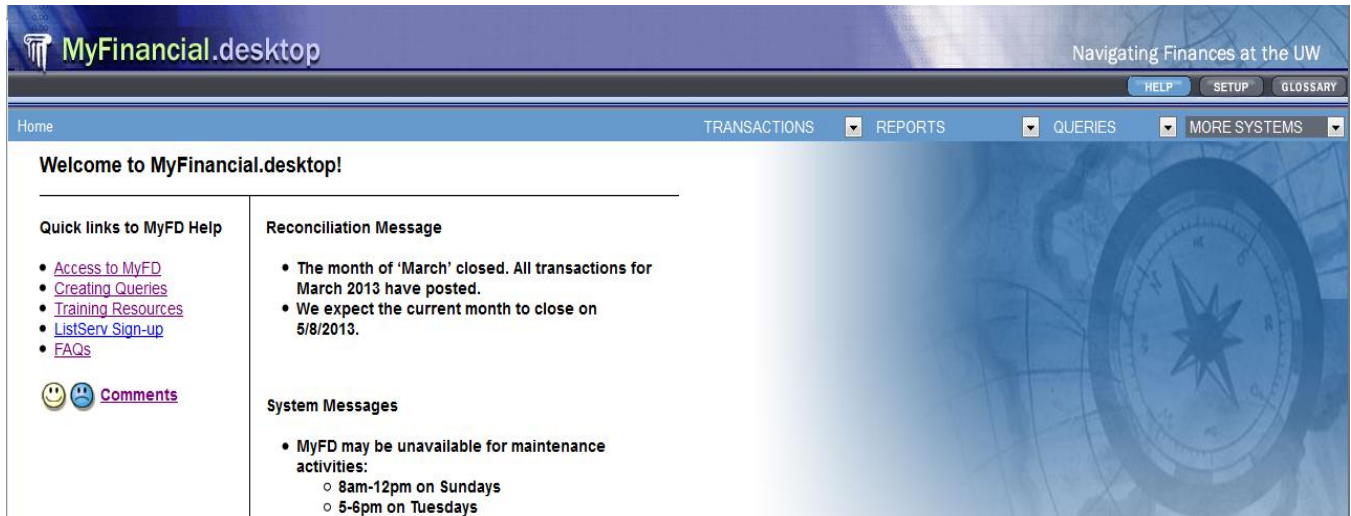


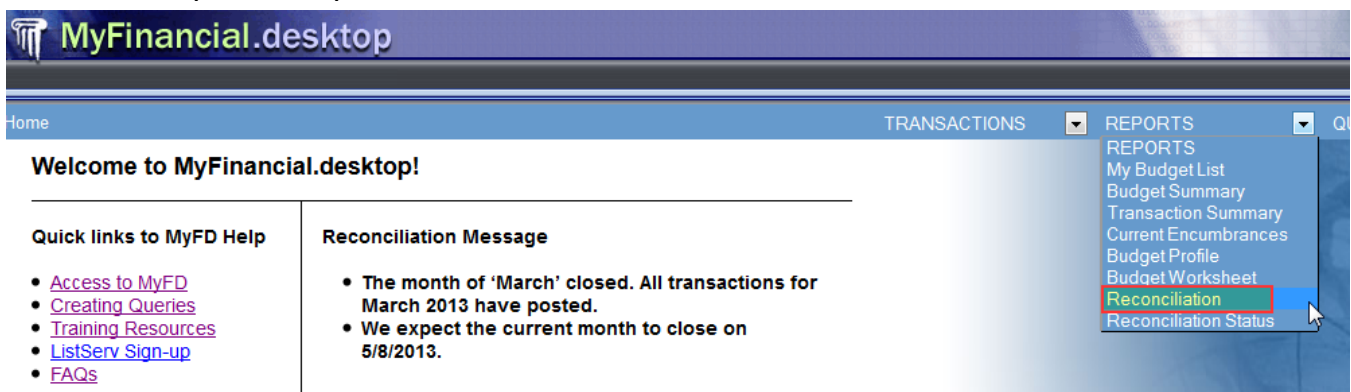
How to See a Source Document

1. Log in to MyFinancial.desktop at <https://finance.uw.edu/myfd/>.



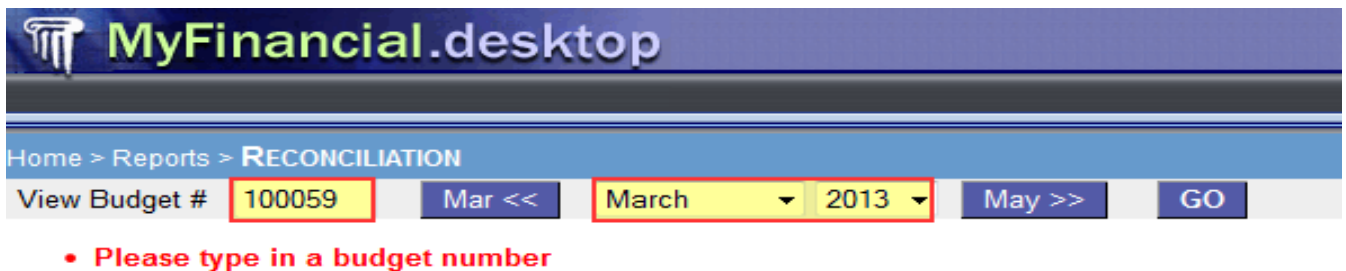
The screenshot shows the MyFinancial.desktop home page. The header includes the logo and the text "Navigating Finances at the UW". Below the header is a navigation bar with "TRANSACTIONS", "REPORTS", "QUERIES", and "MORE SYSTEMS" menus. The main content area is titled "Welcome to MyFinancial.desktop!" and contains several sections: "Quick links to MyFD Help" with links to "Access to MyFD", "Creating Queries", "Training Resources", "ListServ Sign-up", and "FAQs"; "Reconciliation Message" with bullet points stating "The month of 'March' closed. All transactions for March 2013 have posted." and "We expect the current month to close on 5/8/2013."; and "System Messages" with a bullet point stating "MyFD may be unavailable for maintenance activities: 8am-12pm on Sundays, 5-6pm on Tuesdays".

2. From the Reports drop down menu, select Reconciliation.



The screenshot shows the MyFinancial.desktop home page with the "REPORTS" menu open. The menu options are: "REPORTS", "My Budget List", "Budget Summary", "Transaction Summary", "Current Encumbrances", "Budget Profile", "Budget Worksheet", "Reconciliation", and "Reconciliation Status". The "Reconciliation" option is highlighted in green. The main content area is the same as in the previous screenshot.

3. Type in a budget number, select your timeframe and click GO.

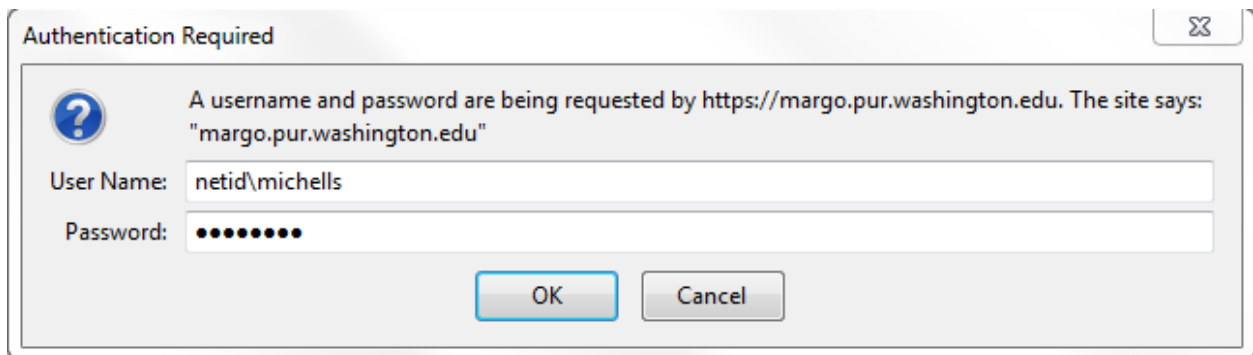


The screenshot shows the MyFinancial.desktop Reconciliation page. The breadcrumb trail is "Home > Reports > RECONCILIATION". The "View Budget #" field contains "100059". The "Mar <<" button is selected. The "March" dropdown menu is open, and "2013" is selected. The "May >>" button is visible. The "GO" button is highlighted. A red bullet point below the page reads: "Please type in a budget number".

4. Find the transaction you need the source document for. If the Amount of the transaction is typed in Blue, a source document can be obtained through MyFD.

03-34	✓	REGISTRATION/CONF.FEES						\$600.00
03-34-00	✓	PC:CIEC	03/08/2013	PR0670140	99518180	2448003	99518180014	\$600.00
		Comment:					More Notes...(0)	
03-44		CAMPUS SERV-PRINT.PLNT						\$619.94
03-44-00		CREATIVE COMMUNICATION	04/02/2013		PB759238	3-1213		\$619.94
		Comment:					More Notes...(0)	
03-69		OUTSIDE SERVICES OTHER						(\$3,804.67)
03-69-00		MIT reimbursement	04/01/2013	90856078	FSAA078	catering		(\$3,804.67)

5. Click the blue dollar amount. You may be asked to login with your user name and password. If you have any problems logging in, type "netid\" before your user name. Click OK.



Authentication Required

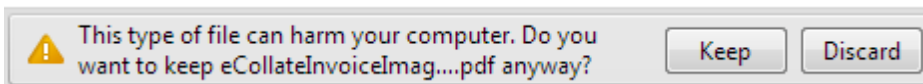
A username and password are being requested by https://margo.pur.washington.edu. The site says: "margo.pur.washington.edu"

User Name: netid\michells

Password: ●●●●●●

OK Cancel

6. Your source document should appear instantly. However, depending on your browser, may see a warning asking if you want to keep the document. If so, click Keep.



7. If your source document comes up in a PDF, click the file to open and view.

