MyFD Journal Vouchers – New Feature Available August 6, 2018!

What is Changing?

MyFinancial.desktop and Financial Reporting have partnered to design new Journal Voucher functionality in MyFD, due to be released on Monday, August 6, 2018. The process to submit Journal Vouchers will now be through the MyFD JV feature for those JVs previously emailed to jvreq@uw.edu.

The new MyFD JV feature will provide departments the ability to initiate and approve Journal Vouchers (JVs) within MyFD, including those for general ledger accounts. This exciting new functionality will increase efficiency and provide greater transparency while reducing audit risk and increasing compliance for these accounting entries.

What Action is Required?

- Learn about the new MyFD Journal Voucher feature by registering for the MyFD Journal Voucher Webcast on Wednesday, August 1, 2018 at 10:00 AM
- Review your department’s MyFD access and confirm those authorized for Inquiry and Expense Transfer action in ASTRA will also be preparing and/or approving MyFD Journal Vouchers beginning in August
- Update your department procedures for submitting Journal Vouchers to reflect this important change to the JV process

ASTRA Access for MyFD

Understand Your 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 Trainings**

**Can’t join the 8/1/2018 MyFD JV Webcast?** We’ll have other training opportunities posted on the MyFD webpages as this new feature is released. Other options that might work for you are:

- Look for a recording of the MyFD JV Webcast to be posted on the [MyFD Training webpage](#) on August 2, 2018
- Watch the MyFD JV eLearning which will be posted on our [MyFD eLearning Tutorials webpage](#) on August 6, 2018

**Salary Expense Transfers & Position Number**

Beginning August 6, 2018, salary expense transfers will automatically copy the associated Position Number from the original transaction line to the expense transfer line(s).

**Did You Know?**

Several of our MyFD eLearnings have been updated to include voiceover narration of the training content. If you haven’t visited our [eLearning Tutorials webpage](#) lately, you might find some new or updated content that can help you with your MyFD activities.

**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 with this [link](#).

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

*MyFinancial.desktop Customer Support is a division of UW Finance*

If you have questions please email: myfdhelp@uw.edu