

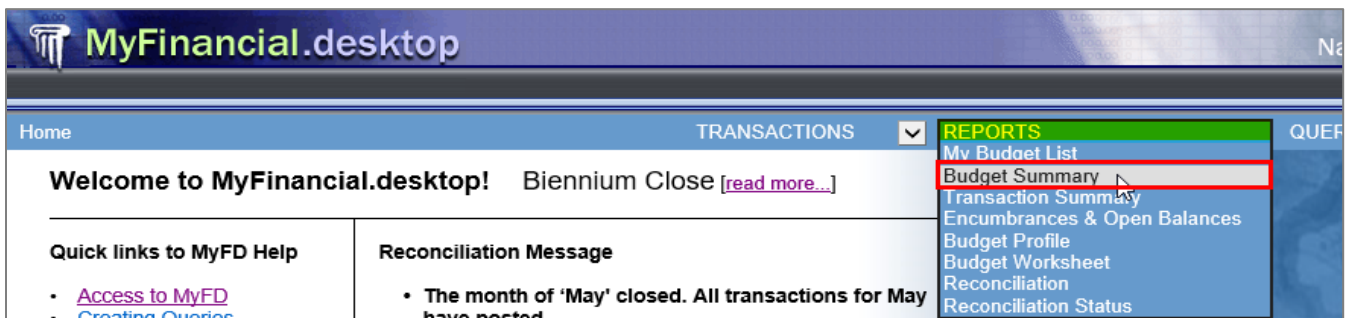
Using the Budget Snapshot in MyFD

The budget snapshot can be found from 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.

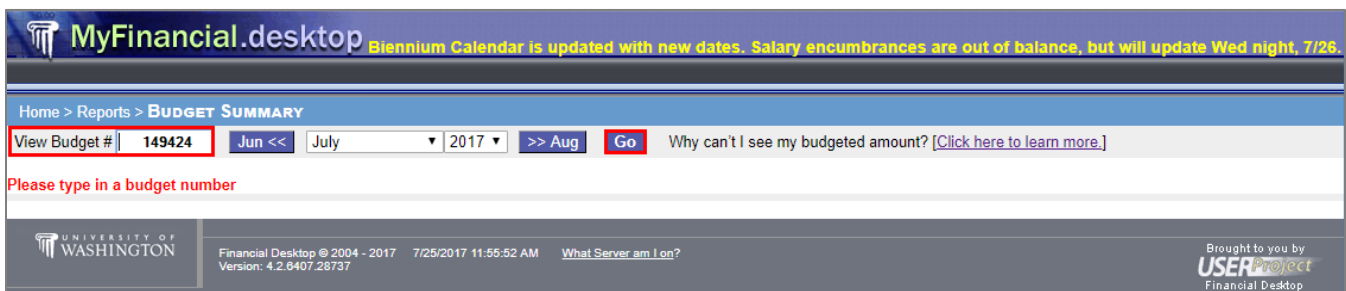
For the snapshots below, we will use the Budget Summary report. This report is not limited by access; anyone with access to MyFD may look at the Budget Summary Report for any budget.

First, sign in to MyFD: <https://ucs.admin.uw.edu/MyFD/Home.aspx>

Next, select **Budget Summary** from the **Reports** drop-down:



In the "View Budget #" field, **type in the budget number** and then click **Go**.



The budget summary information will be shown. In the budget snapshot area, we can immediately see details including the Reporting Dates, budget Name, Budget Period and Status and if a PI is assigned:

Account Code	Description	Budgeted Amount	Total Prior Transactions	Reporting Period Transactions	Encumbrances & Open Balances	Total Transactions	Remaining Budgeted Amount	% Spent
14-9424	SALARIES AND WAGES			\$204,650.84		\$204,650.84	(\$204,650.84)	

For additional budget details, click the plus sign [+] to expand the budget snapshot. The expanded area shows additionally:

- Campus Box #
- Org Code
- Indirect Cost
- Type/Class
- Program/Category
- Revenue Class/Source
- Accounting flags
- Grant flags

Home > Reports > BUDGET SUMMARY

View Budget # 149424 Biennium 2017 Go Why can't I see my budgeted amount? [Click here to learn more.](#)

Reporting Period: Biennium 2017 - July 1, 2017 through June 30, 2019 Extract Print

14-9424 COMP MEDICINE COST CTR Profile Budget period: 07/01/2017 - 06/30/2019 Status: Open to revenue and expenditures PI: N/A

Box #: 357340 Indirect cost: 0.0000 Type/Class: 11/01 Revenue Class (Sponsor if Grant): 9420 - Supplies/mails/service
 Org. Code: 3040430000 - Comparative medicine Program/Category: 150 Revenue Source (Sponsor if Grant): 95 - Misc.private sources

Accounting flags:
 2 - Project period reporting (flag value: 1)
 4 - Interest income process (flag value: 0)
 9 - Isd authorization (flag value: 1)
 20 - Request stores price list (flag value: 1)

Grant flags:
 10 - Budget approved for food (flag value: 1)
 26 - Flag turned on (flag value: 1)

Budget Period: 3% Include Expired Salary Allocations Include Encumbrances Include Open Balances

Account	Budgeted	Total Prior	Reporting Period	Encumbrances &	Total	Remaining Budgeted	%
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Even more details can be found by clicking the **Profile** button, which will bring up the full Budget Profile report, which further includes details such as:

- New Budget Number (if applicable)
- Old Budget Number (if applicable)
- Effective Date

MyFinancial.desktop

Home > Reports > BUDGET PROFILE

View Budget # 149424 Data as of 7/25/2017 Go

Report as of: Current Biennium

Budget Fields
 - General Information
 - Additional Information
 - Endowment/Interest
 - Indirect Cost
 - Payroll
 Permissions/Restrictions Fields
 - Accounting
 - Grant

Budget Fields
 - General Information [> Back To Top](#)

Item	Value	Description
Budget Profile Last Updated:	07/07/2017	
Budget Number	14-9424	COMP MEDICINE COST CTR
Budget Status	1	Open to Expenditures and Revenues
Food Approval	01	Food Approval Code
Cost Sharing		
Principal Investigator	J T GRAYSTON	
Principal Investigator ID		
Current Period Begin Date (8-digit)	7/1/2017	
Current Period End Date (8-digit)	6/30/2019	
Total Period Begin Date		
Total Period End Date		
New Budget Number	00-0000	
Old Budget Number	00-0000	