Approving Expenditures in MyFinancialDesktop
1. Go to https://ucs.admin.uw.edu/myfd/Home.aspx
2. Click drop down arrow and choose **Budget Summary**
3. When prompted, enter your UWNetID and password.
4. Enter budget number and press Enter
You should now see numbers. Click on the + on the left to review the transactions.

Click here and choose Reconciliation to see transactions.

To approve that month’s expenditures, make sure Reconciliation status says Reviewed and then click on green box Change Status/Audit Trail.
Click button under **PI Reviewer** next to Sign-off – Approved (Done) and then click **Save and Close**.