

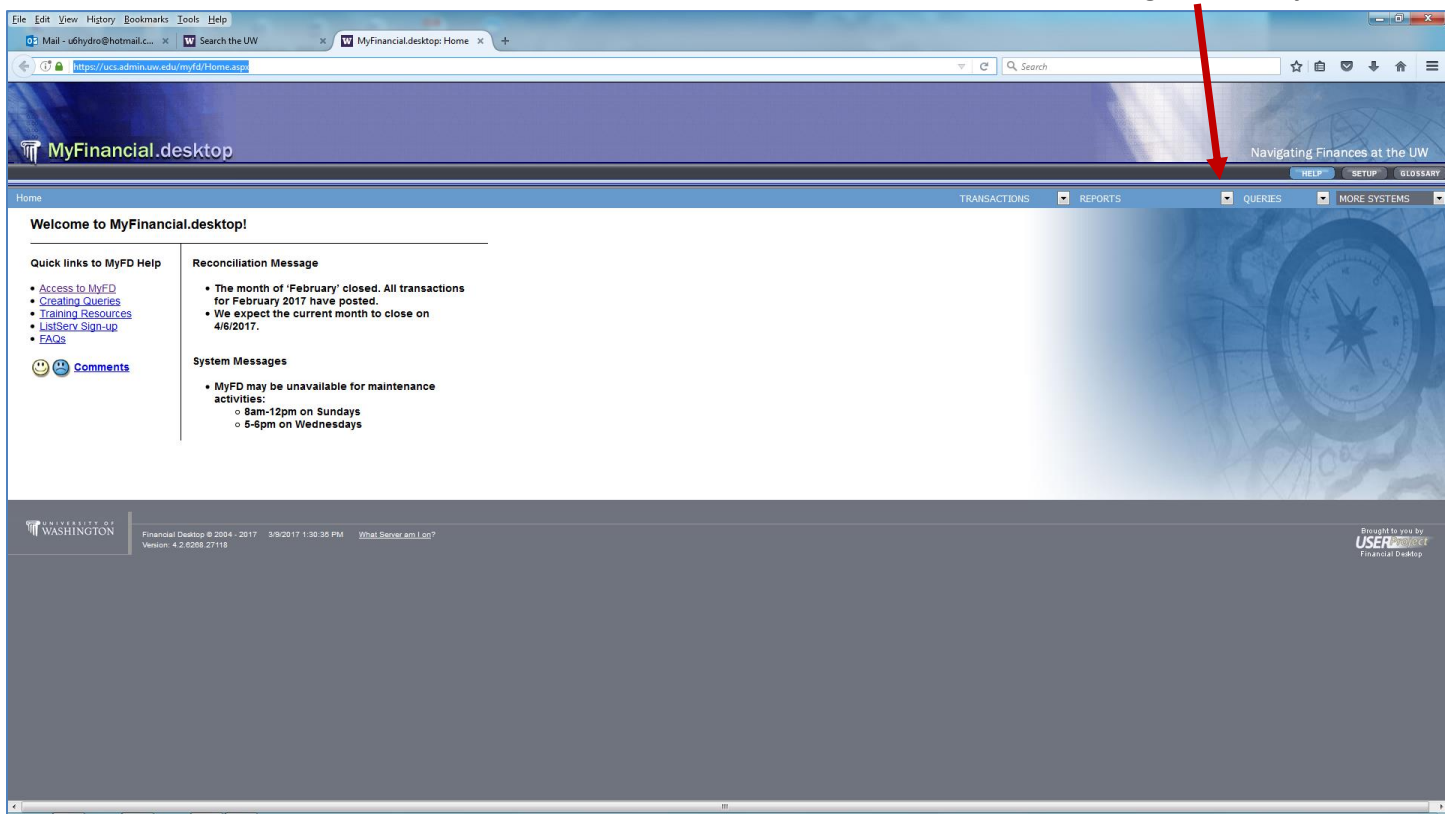
UWB

Approving Expenditures in MyFinancialDesktop

Cindy Shirley
3-10-2017

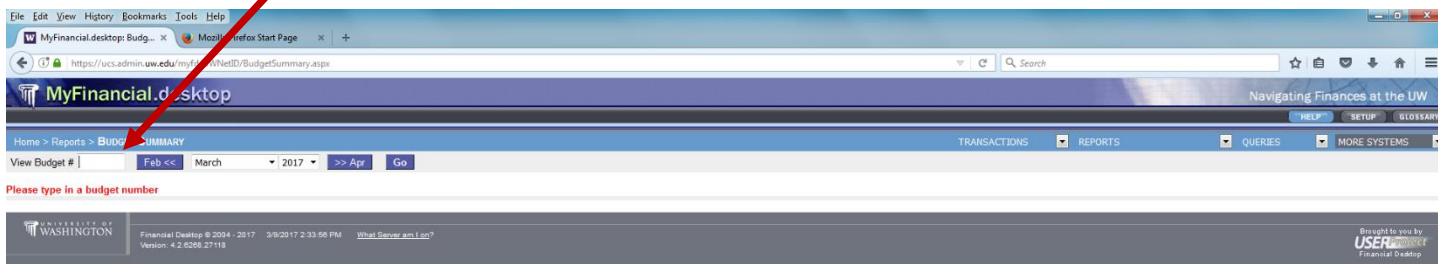
1 Go to <https://ucs.admin.uw.edu/myfd/Home.aspx>

2 Click drop down arrow and choose **Budget Summary**



3 When prompted, enter your UWNetID and password.

4 Enter budget number and press Enter



5

You should now see numbers. Click on the + on the left to review the transactions.

6

Click here and choose **Reconciliation** to see transactions.

Home > Reports > BUDGET SUMMARY

View Budget # [] [Feb <<] [March] [>> Apr] [Go]

Reporting Period: March 2017

Budget period: 07/01/2015 - 06/30/2018

Status: Open to revenue and expenditures

Budget Period: 56% Include Expired Salary Allocations Include Encumbrances Include Open Balances

Account Code	Description	Budgeted Amount	Total Prior Transactions	Reporting Period Transactions	Encumbrances & Open Balances	Total Transactions	Remaining Budgeted Amount	% Spent
01	SALARIES AND WAGES	\$125,029.00	\$111,874.79		\$671.76	\$111,874.79	\$12,482.45	90
03	OTHER CONTRACTUAL SERV			\$35.28		\$35.28	(\$35.28)	
04	TRAVEL	\$3,621.00					\$3,621.00	0
05	SUPPLIES AND MATERIALS	\$4,100.00	\$18,021.04			\$18,021.04	(\$13,921.04)	440
07	RETIREMENT & BENEFITS	\$38,853.00	\$33,225.90		\$217.65	\$33,225.90	\$5,409.45	86
25	INDIRECT COST	\$25,741.00	\$24,468.25	\$5.29	\$1,267.46	\$24,473.54		100
TOTAL EXPENDITURES		\$197,344.00	\$187,589.98	\$40.57	\$2,156.87	\$187,630.55	\$7,556.58	96
TOTAL DIRECT COST		\$171,603.00	\$163,121.73	\$35.28	\$889.41	\$163,157.01	\$7,556.58	96
TOTAL FAC. AND ADMIN. COST		\$25,741.00	\$24,468.25	\$5.29	\$1,267.46	\$24,473.54		100
TOTAL REVENUE		\$0.00	(\$197,344.00)	\$0.00	\$0.00	(\$197,344.00)	\$197,344.00	

The Budgeted Amounts shown here are the amount of the award. Not actual revenue received from the sponsor. A deficit (which will not show on MyFD) may exist if the sponsor has not made all expected payments. Please be sure to check Grant Tracker to confirm that all payments have been received from the sponsor.

7

To approve that month's expenditures, make sure Reconciliation status says **Reviewed** and then click on green box **Change Status/Audit Trail**

Home > Reports > RECONCILIATION

View Budget # [] [Jul <<] [August] [>> Sep] [GO]

Reporting Period: August 2016 (Closed)

Budget period: 07/01/2015 - 06/30/2018

Status: Open to revenue and expenditures

Reconciliation Status: In Process > Reconciled > Reviewed >> **PI Review** **Change Status/Audit Trail**

Transactions Last Updated By: leana 11/02/2016 02:37 PM

Account Code	Description	Tran Date	Ref1	Ref2	Ref3	Ref4	FTE	Amount	Task	Opt	Project
01	SALARIES AND WAGES						1.20	\$3,856.14			
07	RETIREMENT & BENEFITS							\$1,183.81			
25	INDIRECT COST							\$755.99			
TOTAL EXPENDITURES								\$5,795.94			
9	TOTAL REVENUE							\$0.00			

8

Click button under **PI Reviewer** next to Sign-off – Approved (Done) and then click **Save and Close**

Budget:

Change Reconciliation Status

In Process > Reconciled > Reviewed >> *PI Review*

Reviewer: Undo

PI Reviewer: Sign-off - Approved (Done)

Reject - Return to IN PROCESS

Rejecting will generate an automatic email notification to all NetIDs on Reconciliation Status Audit Trail.

Status Change Comment:

(Optional)

Audit Trail

Date and Time	UWNetID	Action Log	Comments
3/10/2017 11:20:24 AM	cindys00	Reviewed	
11/2/2016 2:37:36 PM	leena	Reconciled	