

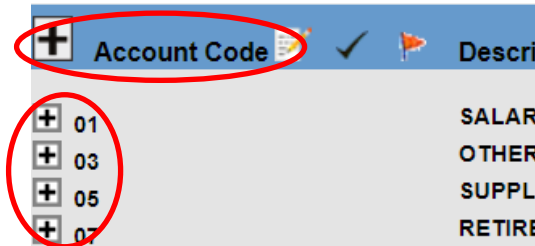
Approving Monthly Budget Activity Online in MyFD

Access the Reconciliation

1. Click on the link sent via email by your budget reconciler and login to MyFD with a UW net ID and password

Review Expenditures

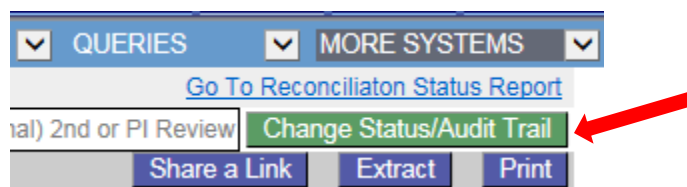
2. To view all transactions, click the + sign next to “account code”



3. To view transactions by object code, click the + sign next to each code: 01, 02, 05, etc.

Approve Reconciliation

4. In the upper right side of screen, click on “Change Status/Audit Trail”



5. A pop-up window will appear. If all transactions are accurate, click “Sign-off” or “Accept” then click “save and close.” This action signifies that the responsible faculty member has reviewed and approves of all transactions listed. If there is a discrepancy with a transaction, it should be reported to the budget reconciler. The budget reconciler will advise on the correct action required to resolve a discrepancy. If a transfer is required, it will be processed and posted to a future month. Approvals may be made while transfers are pending.



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.

Save and Close