

Introduction to MyFD

A guide to frequently used functions in My Financial Desktop

Jim Anderson • JSIS Business Office • September 2021

About My Financial Desktop

My Financial Desktop (MyFD) is a web interface for the University of Washington's Financial Accounting System (FAS). MyFD provides users a convenient way to monitor budget balances and reconcile transactions.

MyFD is slated for retirement in July 2023, when the University transitions to a new modern finance infrastructure.



MyFinancial.desktop

About MyFinancial.desktop

MyFinancial.desktop (MyFD) is a web interface for the University of Washington's Financial Accounting System (FAS). MyFD provides users a convenient means for monitoring budget balances and reconciling transactions. Additionally, MyFD Users can build custom reports, use the Budget Worksheet to plan for future budget activity, transfer posted salary and non-salary expenses and submit journal vouchers.

MyFD is slated for retirement in July 2023, when the University transitions to a new modern finance infrastructure. Much more than a systems update, UW Finance Transformation (UWFT) is

LOGIN TO MYFD

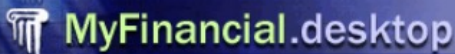
Once you have been granted access in ASTRA, you can log into MyFinancial.desktop.

LOGIN TO MYFD



To access MyFD you can type “UW MyFD” in the search box or go to <https://finance.uw.edu/myfd/>. Once there, click on LOGIN

Feel free to save this link as a favorite.

MyFinancial.desktop

Navigating Finances at the UW

HELPSETUPEGLOSSARY

HomeTRANSACTIONSREPORTSQUERIESMORE SYSTEMS

Welcome to MyFinancial.desktop!

Quick links to MyFD Help

- [Access to MyFD](#)
- [Creating Queries](#)
- [Training Resources](#)
- [ListServ Sign-up](#)
- [FAQs](#)

 [Comments](#)

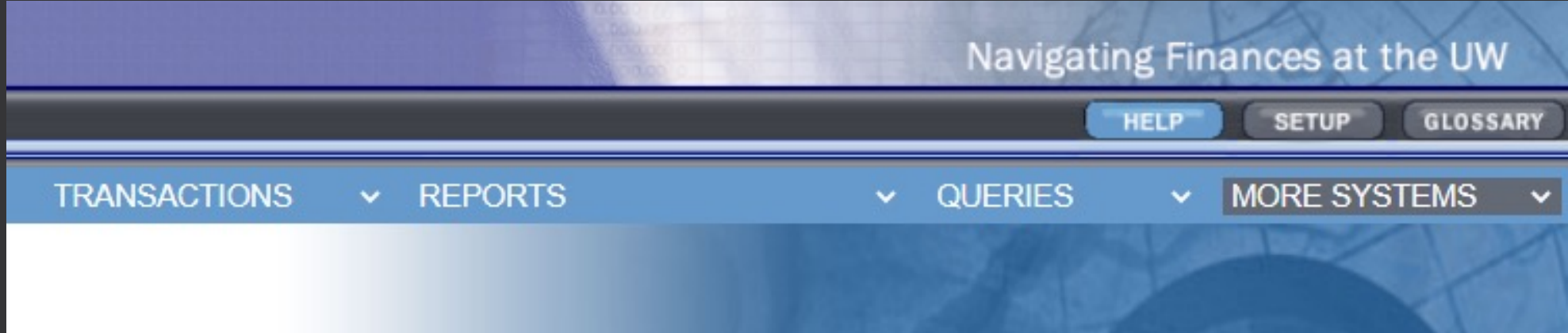
Reconciliation Message

- The months of 'June' and 'July' have closed. All transactions for JUNE and JULY have posted.
- We expect the current month to close on 9/8/2021.

System Messages

- MyFD may be unavailable for maintenance activities:
 - 8am-12pm on Sundays
 - 5-6pm on Wednesdays
- Notice: Some source documents in MyFD require on-campus access or the use of UW IT's Husky OnNet VPN. Visit: <https://itconnect.uw.edu/connect/uw-networks/about-husky-onnet/>

The MyFD LOGIN link opens a new page. Here you can find messages that let you know when transactions are posted to MyFD and / or if there are upcoming maintenance outages.



Along the top blue bar you can select which MyFD function to use.

Transactions are for submitting or viewing transfers.

Reports are for reviewing budget information.

Queries are for running reports.

For this presentation, we will focus on three Reports functions:

- Budget Summary
- Transaction Summary
- Reconciliation

Home > Reports > **BUDGET SUMMARY** TRANSACTIONS ▼ REPORTS

View Budget # Biennium ▼ 2021 ▼ Go

Reporting Period: Biennium 2021 - July 1, 2021 through June 30, 2023

+ **64-0100 DIRECTORS FUND** Profile **Budget period:** 11/14/2006 - 12/31/2049 **Status:** Open to revenue and expenditures

Budget Period:34% ☒ Include Expired Salary Allocations ☒ Include Encumbrances ☒ Include Open Balances

Home > Reports > **BUDGET SUMMARY** TRANSACTIONS ▼ REPORTS

View Budget # Activity To Date ▼ ▼ Go

Reporting Period: Activity To Date - as of 8/10/2021

+ **64-0100 DIRECTORS FUND** Profile **Budget period:** 11/14/2006 - 12/31/2049 **Status:** Open to revenue and expenditures

Budget Period:34% ☒ Include Expired Salary Allocations ☒ Include Encumbrances ☒ Include Open Balances

Budget Summary Report

From the Reports dropdown menu, select Budget Summary. Enter your budget number. Then select which biennium you wish to view or select Activity to Date. Then click Go.

Here you can see the fund name, budget period and its status. In this case, the budget number is open to revenue & expenditures.

You will only be able to view budgets for which you have access. Please feel free to reach out to your supervisor or to the Business Office to check your access or to request access.

Home > Reports > BUDGET SUMMARY

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View Budget #640100Biennium2021Go

Reporting Period: Biennium 2021 - July 1, 2021 through June 30, 2023

Extract

Print

+ 64-0100 DIRECTORS FUNDProfileBudget period: 11/14/2006 - 12/31/2049Status: Open to revenue and expendituresPI: DIRECTOR, JSIS

Budget Period:34%☒ 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		\$13,011.56			\$13,011.56	(\$13,011.56)	
+ 02	CONTRACT PERS.SERVICES		\$1,000.00			\$1,000.00	(\$1,000.00)	
+ 03	OTHER CONTRACTUAL SERV		\$31,469.85	\$9.29		\$31,479.14	(\$31,479.14)	
+ 04	TRAVEL		\$5,331.68			\$5,331.68	(\$5,331.68)	
+ 05	SUPPLIES AND MATERIALS		\$2,241.17	\$303.28		\$2,544.45	(\$2,544.45)	
+ 07	RETIREMENT & BENEFITS		\$3,541.95			\$3,541.95	(\$3,541.95)	
+ 08	GRANTS & SUBSIDIES		\$114.00			\$114.00	(\$114.00)	
+ 38	UNALLOCATD EXPEND BUDG	\$58,536.00					\$58,536.00	0
	TOTAL EXPENDITURES	\$58,536.00	\$56,710.21	\$312.57	\$0.00	\$57,022.78	\$1,513.22	97
	TOTAL DIRECT COST	\$58,536.00	\$56,710.21	\$312.57		\$57,022.78	\$1,513.22	97
	TOTAL FAC. AND ADMIN. COST							
+ TOTAL REVENUE		\$0.00	(\$58,536.00)	\$0.00	\$0.00	(\$58,536.00)	\$58,536.00	

Here is a view of the full Budget Summary report. The easiest way to read this summary is to follow along the green line.

The green line lists: Budgeted Amount, Total Prior Transactions, Reporting Period Transactions, Encumbrances, Total Transactions, and Remaining Budgeted Amount. The available balance is in the next-to-last column. In this example, this budget has a positive remaining available balance (a surplus) of \$1,513.22.

You can extract this report to Excel or print this report to Adobe PDF by selecting the corresponding button in the upper right.

Home > Reports > TRANSACTION SUMMARY									
TRANSACTIONS REPORTS QUERIES MORE SYSTEMS									
View Budget # 640100 Jul << August 2021 >> Sep Go									
Reporting Period: August 2021 Extract Print									
+ 64-0100 DIRECTORS FUND Profile Budget period: 11/14/2006 - 12/31/2049 Status: Open to revenue and expenditures PI: DIRECTOR, JSIS									
☐ Expense Transfer View ☐ Enable Sort									
+ Account Code	Description	Transaction Date	Reference	Reference	FTE	Amount	Project Cost Accounting		
							Task	Option	Project
- 03	OTHER CONTRACTUAL SERV					\$9.29			
- 03-24	FREIGHT & EXPRESS					\$9.29			
03-24-00	PC:UPS	08/09/2021	PR2210220	3290555608		\$9.29			
- 05	SUPPLIES AND MATERIALS					\$303.28			
- 05-40	NONCAPITALIZED EQUIP					\$303.28			
05-40-00	CDW GOVERNMENT INC	07/30/2021	EI1194485	H574936		\$303.28			
	TOTAL EXPENDITURES					\$312.57			
+ 9	TOTAL REVENUE					\$0.00			

Transaction Summary Report

From the Reports dropdown, select Transaction Summary Report. This report shows transactions by month (or by fiscal year, biennium, or activity to date).

Clicking on the [+] under the Account Code column will expand the view so you can see the transaction details and reference numbers. The prefix code that accompanies most reference numbers indicates the method of payment. In this case, the 'PR' is for ProCard; the 'EI' is for requisition/electronic invoice.

A list of MyFD reference number prefix codes is available at:
<https://finance.uw.edu/myfd/sites/default/files/TransRefHandoutV6.pdf>

What is reconciliation?

According to the University of Washington's [Internal Controls](#) website, "reconciliation is the process by which departments verify that their source documentation matches a fiscal report from the central accounting system. Further, reconciliation involves resolving any discrepancies that may have been discovered."

The purpose of regular reconciliation of budget activity is to ensure:

- All charges are for the correct purpose and amount, and allowable
- Errors are detected, investigated and resolved
- All required documentation is maintained

Reconciliation

A very helpful resource about reconciliation, with instructions, is:

<https://finance.uw.edu/myfd/reconciliation>

TRANSACTIONS ▾ REPORTS ▾ QUERIES ▾ MORE SYSTEMS ▾

[Go To Reconciliation Status Report](#)

Reconciliation Status: In Process > Reconcile > Review > (Optional) 2nd or PI Review [Change Status/Audit Trail](#)

[Share a Link](#) [Extract](#) [Print](#)

Status: Open to revenue and expenditures **PI:** DIRECTOR, JSIS

☐ Enable Sort and Filter **Transaction View:** Read-only ▾

Ref3	Ref4	FTE	Amount	Task	PCA Opt	Project

TRANSACTIONS ▾ REPORTS ▾ QUERIES ▾ MORE SYSTEMS ▾

[Go To Reconciliation Status Report](#)

Reconciliation Status: In Process > Reconcile > Review > (Optional) 2nd or PI Review [Change Status/Audit Trail](#)

[Share a Link](#) [Extract](#) [Print](#)

Status: Open to revenue and expenditures **PI:** DIRECTOR, JSIS

☐ Enable Sort and Filter **Transaction View:** Update ▾

Ref3	Ref4	FTE	Amount	Task	PCA Opt	Project

To access the Reconciliation function, select it from the Reports dropdown menu.

Here you can view transactions in the Read-only view or you can make notations by selecting the Update view.

Home > Reports > RECONCILIATION

TRANSACTIONS

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View Budget #

640100

Jul <<

August

2021

Sep >>

GO

Go To Reconciliation Status Report

Reconciliation Status:

In Process >> Reconcile > Review > (Optional) 2nd or PI Review

Change Status/Audit Trail

Reporting Period: August 2021 (Open)

Share a Link

Extract

Print

+ 64-0100 DIRECTORS FUND

Profile

Budget period: 11/14/2006 - 12/31/2049

Status: Open to revenue and expenditures

PI: DIRECTOR, JSIS

Enable Sort and Filter

Transaction View: Update

+ Account Code	Description	Tran Date	Ref1	Ref2	Ref3	Ref4	FTE	Amount	Task	PCA Opt	Project
- 03	OTHER CONTRACTUAL SERV							\$9.29			
- 03-24	FREIGHT & EXPRESS							\$9.29			
03-24-00	☒ PC:UPS	08/09/2021	PR2210220	99825780	3290555608	99825780022		\$9.29			
Comment: [More Notes...(0)] Last Updated by: jamesa25 8/11/2021											
- 05	SUPPLIES AND MATERIALS							\$303.28			
- 05-40	NONCAPITALIZED EQUIP							\$303.28			
05-40-00	☐ CDW GOVERNMENT INC	07/30/2021	E1194485	99824784	H574936	99824784042		\$303.28			
Comment: [More Notes...(0)]											
TOTAL EXPENDITURES								\$312.57			
+ 9	TOTAL REVENUE							\$0.00			

Reconciliation Report

Each month, transactions in MyFD should be reconciled for the budgets you manage. The best way to do that is to go to the Update view, review each transaction to make sure it should be charged to your budget, and (if yes) then click on the checkbox [] next to that entry.

You can also add a comment if you wish.

+ Account Code		✓	🚩	Description	Tran Date	Ref1	Ref2	Ref3	Ref4	FTE	Amount
03				OTHER CONTRACTUAL SERV							\$9.29
03-24				FREIGHT & EXPRESS							\$9.29
03-24-00		☐	🚩	PC:UPS	08/09/2021	PR2210220	99825780	3290555608	99825780022		\$9.29
Comment:						[More Notes...(0)]		Last Updated by: jamesa25 8/11/2021			

If you believe a transaction was charged in error, click on the red flag next to that transaction. Once the matter is resolved, you can go back, uncheck that flag, and then click the checkbox [] indicating that the transaction has been reconciled successfully. Here you can see that a notation is made creating an audit trail.

More Information

To get more in-depth training, you can visit the MyFD Training page at <https://finance.uw.edu/myfd/training>

That webpage will take you through lessons including Prerequisites, Basics, and Intermediate to Advanced topics.

Please also reach out to the Business Office if you have any questions.

Thanks!