

Faculty Reconciliation Review: Step-by-Step Guide



The following step-by-step guide will walk you through the reconciliation review process for faculty members. Reconciliation is done monthly to ensure the transactions on each budget are accurate.

Step 1: Follow Link to My Financial Desktop (MyFD)

Home > Reports > RECONCILIATION

TRANSACTIONS REPORTS QUERIES MORE SYSTEMS

View Budget # [] Dec << January 2019 Feb >> GO

Reconciliation Status: In Process > Reconciled > Reviewed >> [PI Review](#) [Change Status/Audit Trail](#)

Reporting Period: January 2019 (Closed)

Budget period: 10/01/2014 - 03/31/2020

Status: Closed (revenue equal to expenditures); purged at the end of the biennium

Transactions Last Updated By: ehargad 05/03/2019 12:00 PM

| Account Code | Description | Tran Date | Ref1 | Ref2 | Ref3 | Ref4 | FTE | Amount | Task | Opt | Project |
|---------------------------|------------------------|-----------|------|------|------|------|------|--------------------|------|-----|---------|
| 01 | SALARIES AND WAGES | | | | | | 1.18 | \$8,808.04 | | | |
| 02 | CONTRACT PERS.SERVICES | | | | | | | \$1,000.00 | | | |
| 03 | OTHER CONTRACTUAL SERV | | | | | | | \$29.00 | | | |
| 07 | RETIREMENT & BENEFITS | | | | | | | \$1,981.32 | | | |
| 08 | GRANTS & SUBSIDIES | | | | | | | \$5,464.00 | | | |
| 25 | INDIRECT COST | | | | | | | \$6,441.01 | | | |
| TOTAL EXPENDITURES | | | | | | | | \$23,723.37 | | | |
| 9 | TOTAL REVENUE | | | | | | | \$0.00 | | | |

- You will receive a link in your email that requests your review of a specific month for a specific budget
- Follow the link and it will bring you to the budget/month in MyFD shown above

Step 2: Expand Each Account Code to View Transactions

Account Code

| | |
|------|---|
| + 01 | ✓ |
| + 02 | ✓ |
| + 03 | ✓ |
| + 07 | ✓ |
| + 08 | ✓ |
| + 25 | ✓ |

- To view all the transactions on the budget for this month, click on the **large "+"** next to Account Code on the far left
- To view only specific Account Codes, click the smaller "+"
- **NOTE:** you **DO NOT** need to open **07, 25, or 9**
- When all Account Codes are open, your page should display all expanded transactions, see snip below as an example

| | | | | | | | | | | | |
|----------|---|--|------------|-----------|----------|------------|-------------|------------|--|--|--|
| 01-80 | ✓ | HRLY.EXCES PAY,OVRTIME | | | | | 0.20 | \$1,533.00 | | | |
| 01-80-07 | ✓ | | 01/25/2019 | 858001016 | D000000 | HRV | 0.12 | \$861.00 | | | |
| | | Comment: costing is 100% 10/01/2018 06/15/2019 | | | | | | | | | |
| 01-80-07 | ✓ | | 02/11/2019 | 858001016 | D000000 | HRV | 0.08 | \$672.00 | | | |
| | | Comment: costing is 100% 10/01/2018 06/15/2019 | | | | | | | | | |
| 02 | ✓ | CONTRACT PERS.SERVICES | | | | | | \$1,000.00 | | | |
| 02-08 | ✓ | RESEARCH SUBJECTS | | | | | | \$1,000.00 | | | |
| 02-08-00 | ✓ | PC:AMAZON.COM*M06G50 | 01/09/2019 | PR0091720 | 99731480 | 2720085954 | 99731480172 | \$1,000.00 | | | |
| | | Comment: PP1003956 gift cards for study participants. signed log on file | | | | | | | | | |
| 03 | ✓ | OTHER CONTRACTUAL SERV | | | | | | \$29.00 | | | |
| 03-45 | ✓ | CAMPUS SERV-COMPUTING | | | | | | \$28.00 | | | |
| 03-45-00 | ✓ | UW IT REVENUE | 01/31/2019 | | UT759460 | 2065431997 | | \$28.00 | | | |
| | | Comment: Monthly charge for server 2 HA VM Unix on v0101.host.s.uw.edu | | | | | | | | | |
| 03-49 | ✓ | CAMPUS SERVICES OTHER | | | | | | \$1.00 | | | |
| 03-49-00 | ✓ | UW IT REVENUE | 01/31/2019 | | UT759460 | 2065431997 | | \$1.00 | | | |
| | | Comment: Backup service billing for 01/2019 | | | | | | | | | |
| 07 | ✓ | RETIREMENT & BENEFITS | | | | | | \$1,981.32 | | | |
| 08 | ✓ | GRANTS & SUBSIDIES | | | | | | \$5,464.00 | | | |
| 08-05 | ✓ | TUITION/FEES PD TO UW | | | | | | \$5,464.00 | | | |
| 08-05-00 | ✓ | | 01/09/2019 | SSIAV8 | JVSIAS | | | \$5,464.00 | | | |

Step 3: Review Transactions

- Carefully review each transaction posted, as well as transaction notes, for accuracy
- If you would like more detail on a specific transaction, click the hyperlink on the **Dollar Value** posted for that line item
- If the dollar value is not hyperlinked or you cannot access the hyperlinked page, **contact your finance manager** for more information

| | | | | | | | |
|----------|---|---|------------|----------|------------|------------------|-----------------------------------|
| 03 | ✓ | OTHER CONTRACTUAL SERV | | | | | \$29.00 |
| 03-45 | ✓ | CAMPUS SERV-COMPUTING | | | | | \$28.00 |
| 03-45-00 | ✓ | UW IT REVENUE | 01/31/2019 | UT759460 | 2065431997 | | \$28.00 |
| Comment: | | Monthly charge for server 2 HA VM Unix on v0101.host.s.uw.edu | | | | More Notes...(0) | Last Updated By: jcb01 04/12/2019 |
| 03-49 | ✓ | CAMPUS SERVICES OTHER | | | | | \$1.00 |
| 03-49-00 | ✓ | UW IT REVENUE | 01/31/2019 | UT759460 | 2065431997 | | \$1.00 |
| Comment: | | Backup service billing for 01/2019 | | | | More Notes...(0) | Last Updated By: jcb01 04/12/2019 |

Step 4: Change Status/Audit Trail

- When you are finished reviewing the transactions, click the Green **"Change Status/Audit Trail"** button in the top right corner, it looks like this → [Change Status/Audit Trail](#)
- The following window will then pop up:

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)

- If all transactions look good to you, check the **"Sign off – Approved (Done)"** box and then click [Save and Close](#)
- If there is an issue with any transaction, check the **"Reject – Return to IN PROCESS"** and specify in the **"Status Change Comment"** textbox what specific transaction(s) you reject, the finance manager will then reach out to you for more info and to resolve the discrepancy