



Month-End Close & New Inventory Report

Month-End Close

The month of July was closed on Wednesday, August 12th in WyoCloud Financial Management & HCM. It is recommended you begin by reviewing the [Account Analysis report](#). The Account Analysis report for July has been run for you, by division, and stored on the [UW warehouse](#).

The [TouchNet report](#) for the month of July is also available to view.

New Inventory Report

A new report has been developed to help campus view their capital assets. The inventory report will provide information on all capital assets that are tracked by Asset Management. This report is also used by Asset Management on the two-year rolling inventory review process but can be viewed by departments as often as needed. A report will be published at the end of each month so departments can view new capital assets logged in inventory.

The inventory report is located on the [UW warehouse](#) in the inventory folder. A [quick reference guide](#) has been created to help interpret the information. If you have any questions regarding the information in the inventory report, please contact Asset Management by emailing property@uwyo.edu.

As a reminder, each department must assign an employee as an Organization Property Administrator (OPA) for managing capital and non-capital sensitive equipment for their designated organization(s) throughout the equipment's lifecycle, from acquisition through utilization to disposition. All OPAs are required to attend a mandatory training session within 30 days of their assignment to the role. Please contact Asset Management directly to register for training.

Contact Information

Financial Affairs
Room: Old Main Room 113
Phone: (307) 766-4340
Fax: (307) 766-6762

financialaffairs@uwyo.edu
www.uwyo.edu/administration/financial-affairs

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