



NEW FORECAST REPORT

Greetings,

At a recent WyoCloud Planning and Budgeting Open Lab, Planning and Budgeting users noted that it would be useful to involve additional, key financial personnel within their division when creating a unit's FY18 forecast. As we only have a limited number of licenses for Planning and Budgeting, the WyoCloud Planning and Budgeting Team has created a new report that will allow you to export a summary of your FY18 forecast into Excel, allowing others to view and/or edit your forecast for specific areas within your division.

This new report, called the Forecast Quarterly Detail Export Report, shows at the fund class/fund source level the FY18 budget, actuals summary for first and second quarters, as well as space for users to forecast their third and fourth quarters. Users can make edits to the forecast in the third and fourth quarters in the Excel report, and then return the report to the licensed Planning and Budgeting user in their division to enter into WyoCloud Planning and Budgeting. For full details on this report, please review the [Forecast Quarterly Detail Export Quick Reference Guide](#) on the WyoCloud Knowledge Base.

Because of your feedback, the WyoCloud Planning and Budgeting Team was able to create additional resources to make the system more effective. Attending our [Open Labs](#) provides a great way for users to share feedback and ask questions. If you needed additional help, you can contact the UW Help Desk by emailing userhelp@uwyo.edu or by calling 766-4357 and selecting Option #1. Additional resources are also on our [Quick Reference Guides](#) and the [UW Budget Office website](#).

Thanks,

The WyoCloud Planning and Budgeting Team

Contact Information

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Need help with WyoCloud?
Contact the UW Help Desk
766-4357, Option #1
userhelp@uwyo.edu