Greetings,

As the month of August was closed earlier this week, the Account Analysis Report through the end of August has been run for you by division and stored on the UW warehouse. This report also includes your actuals from the month of July, giving you a picture of your accounts and remaining spending authority as of 8/30/18.

As previously communicated, the WyoCloud team will run this report after the close of each month. With the new features added to this report, the Account Analysis report now shows you non-payroll encumbrances on your accounts in addition to your actuals. More detailed information on the Account Analysis Report can be found on the quick reference guide. Additional details on more fully utilizing the pivot macro can be found in this guide.

To access this report, insert this link (\warehouse\shotgun$\Financial_Management_Reports ) into your file explorer to access or click directly on the link. From this folder, you can filter by your organization to see your transactions. The TouchNet Report for the month of August is also available to view, as well as part of September.

Additional training on pivot tables and the Account Analysis Report is also available. The next training is Oct.4, 1:30-3:00 PM, ITC 171, and you can sign up on WyoLearn. This training is offered in partnership with UWIT training.

Thanks,

The WyoCloud Team
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Need help with WyoCloud?
Contact the UW Help Desk
766-4357, Option #1
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