



SYSTEM MAINTENANCE & MONTH END CLOSE

Greetings,

Below please find two updates from the WyoCloud team. Remember that all past communications can be found on the [WyoCloud website](#).

REMINDER: System Maintenance: Feb. 16-18

The WyoCloud team wanted to send another friendly reminder that the WyoCloud Financial Management System will be down for regular maintenance beginning **Friday, February 16 at 8:00 p.m. through Sunday, February 18 at 8:00 p.m.** During this time, users will be unable to access the system. Please be sure you log out of the system by 7:30 p.m. on Friday, February 16. Please plan your schedules and workload accordingly, knowing the system will be unavailable during this time.

January Closed

The month of January was closed yesterday, Monday, February 12, in WyoCloud Financial Management. The WyoCloud team has a variety of reports to help you view your department's transactions. It is recommended you begin by reviewing the Account Analysis report in WyoCloud Financial Management Reports and Analytics. Information on how to run the Account Analysis report can be found in the [Quick Reference Guide](#) or in the [communication](#) on this new report. For additional details of your deposits to TouchNet, please use the [TouchNet Details report](#).

Further reporting options can be found in [WyoCloud Reports and Analytics](#) or in WyoCloud Business Intelligence Reporting. A summary of additional transactional reporting options can be found in this [communication](#) or in these [Quick Reference Guides](#). Information on Business Intelligence reports can be found on this [Quick Reference Guide](#).

If you need assistance, please contact the UW Help Desk and submit a ticket. The UW Help Desk is your first resource and quickest response for questions. You can contact the Help Desk by emailing userhelp@uwyo.edu or by calling 766-4357 and selecting option #1.

Best,

The WyoCloud Team