



WyoCloud Financial Management Tips and Tricks

Greetings,

Based on feedback from users and departments around campus, below please find some tips & tricks the WyoCloud team has compiled for you to increase your efficiency while using the WyoCloud Financial Management system. Please remember that all WyoCloud Financial Management Tips and Tricks emails can be found on the [WyoCloud Website](#).

Clearing your Browser's Cache and Cookies

Remember to clear your browser's cache and cookies on a regular basis, as this will improve system functionality. It is recommended that you use Firefox when working in the WyoCloud system. Information on how to clear your cache and cookies in Firefox can be found in this [knowledge base article](#).

Updating your Requisition Preferences

Prior to completing a requisition, be sure you have updated your requisition preferences. The default "deliver-to" location in WyoCloud Financial Management is the building you work in. You will need to change this to your department name in order to ensure correct delivery. Users will only need to make this change in the system once. Information on how to make this change can be found in the [Catalog Requisition](#) and [Non-Catalog Requisition](#) Quick Reference Guides.

Open Labs

Need some hands on help with WyoCloud Financial Management, Procurement Catalogs, or WyoCloud Business Intelligence Reporting? Open labs provide small, "office hours," style sessions with users and subject matter experts. The WyoCloud team still has open labs on the schedule, including one tomorrow, Tuesday, October 3. Don't see a date that fits your schedule? Be sure to [check back](#) as additional dates will be added.

WyoCloud Business Intelligence Reporting Roadshow

Last week, the WyoCloud team launched additional financial reporting in the WyoCloud Business Intelligence Reporting system. In order to highlight these new reporting features, the WyoCloud team is holding a reporting session in the Wyoming Union Family Room on October 11 from 12:30-2:00 p.m. The WyoCloud team will review the new financial reporting dashboards, sharing how you can use these reports in your everyday work. The WyoCloud team will also share the new Brown and Gold report and student reporting.

Best,

The WyoCloud Team

Contact Information

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Need help with WyoCloud?
Contact the UW Help Desk
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