



## WYOCLOUD FREQUENTLY ASKED QUESTIONS

Greetings,

In addition to the communication sent out earlier this week, we want to provide you with some Frequently Asked Questions regarding WyoCloud Training, Reporting, and Finance.

### Finance

- How do I view additional details on a number in the AA summary or Budget Summary tab of the Account Analysis report?
  - Use the “Show Selected Details” button to view additional details on a number. This will give additional details but not give too many details. For more information on customizing which columns of detail this provides, refer to this [link](#).

The screenshot shows the Account Analysis report interface. At the top, there is a 'Show Selected Details' button with a circled '2' next to it. Below the button is a table with columns for 'NATURAL ACCOUNT', 'SEGMENT', 'NATURAL ACCOUNT DESC', 'START DATE', 'END DATE', 'BALANCE\_TYPE', 'ACCOUNTED DR', 'ACCOUNTED CR', and 'TOTAL'. The table contains several rows of data, including '12101-Academic & Student Progra' and various expense categories like 'Depreciation Expense', 'Travel Domestic Expense', 'Office Supplies', 'Non capital Equipment Com', 'Non capital Equipment Oth', 'Equipment Repairs & Maint', and 'Advertising/Promotional E'. A circled '1' is next to the 'Travel Domestic Expense' row.

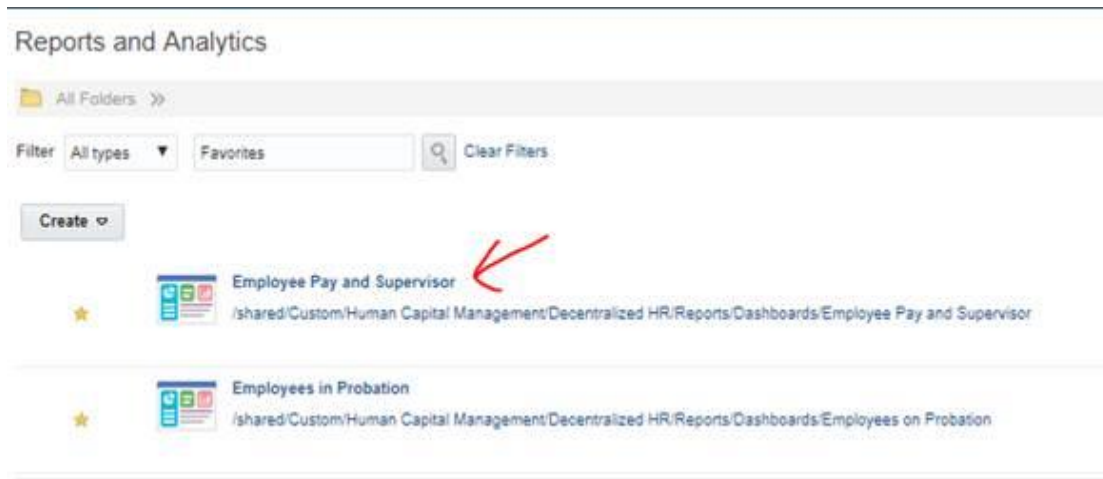
ORIG DESC	FUND SOURCE	SEGMENT	NATURAL ACCOUNT DESC	START DATE	END DATE	BALANCE_TYPE	ACCOUNTED DR	ACCOUNTED CR	TOTAL
--	(blank)	(blank)	(blank)						\$ --
12101-Academic & Student Progra	00000	69001	Depreciation Expense				\$ 119.04		\$ 119.04
	00001	63001	Travel Domestic Expense				\$ 59.25		\$ 59.25
		64002	Office Supplies				\$ 467.55	\$ 291.14	\$ 176.41
		64005	Non capital Equipment Com				\$ 3,935.35		\$ 3,935.35
		64006	Non capital Equipment Oth				\$ 589.98	\$ 294.99	\$ 294.99
		65252	Equipment Repairs & Maint				\$ 20,000.00	\$ 10,000.00	\$ 10,000.00
		66501	Advertising/Promotional E				\$ 2,300.50	\$ 896.00	\$ 1,304.50

### Reporting

- As a Decentralized Human Resources (DHR) Representative, can I run reports to see who is a supervisor?
  - Yes, we encourage DHRs to run reports to make sure there are no missing or incorrect supervisors listed in HCM and to ensure any errors are corrected so that processes run smoothly.
- How do I favorite a specific report in WyoCloud Reports and Analytics?

- You can set any report as a favorite so that it shows when you first navigate to Reports and Analytics, thus saving you time navigating through folders to find your most commonly used reports. For details on how to set favorites, first navigate to the report then see step 4 of [this Quick Reference Guide](#).

\*Please note that some names have changed for Reports and you may need to re-favorite these tabs.



## Training

- *What is the best way to get individualized assistance and help as I work on processing WyoCloud transactions?*
  - The WyoCloud team has added *Individual Working Sessions* to the schedule. Working Sessions allow for one on one and small group support to answer questions or just be available for reference as you work through WyoCloud related tasks. For May and June, separate work sessions are available for HCM and Finance related transactions. All sessions are available for registration in the [Employee LearnCenter's Course Catalog](#). Either search Individual Working Session or browse the full catalog to the WyoCloud then Financial Management or HCM subcategories.

If you have any questions regarding WyoCloud, please contact the Help Desk at [userhelp@uwyo.edu](mailto:userhelp@uwyo.edu) or 307-766-4357, Option #1.

Best,

## The WyoCloud Team

### Contact Information

The WyoCloud Team  
Email: [wyocloud@uwyo.edu](mailto:wyocloud@uwyo.edu)  
[www.uwyo.edu/wyocloud](http://www.uwyo.edu/wyocloud)

**Need help with WyoCloud?**  
Contact the UW Help Desk  
766-4357, Option #1  
[userhelp@uwyo.edu](mailto:userhelp@uwyo.edu)

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