Greetings,

Please see below updates and reminders:

Month-End Close and Reports Available

The month of June was closed on Thursday, July 11 in WyoCloud Financial Management & HCM. It is recommended you begin by reviewing the Account Analysis report. The Account Analysis report through the end of June has been run for you, by division, and stored on the UW warehouse. **Please note**, some additional entries to accrue revenue and expenses in the correct period will be made for year-end and we will run a final June report after the audit is completed in a couple months. As an example, the last bi-weekly payroll in June that was processed in HCM posted in July based on the pay date; however, because this expense was incurred in June, this will be reversed in July and applied to FY19 budgets. The same concept will apply to a variety of other items and expenses.

The TouchNet Report for the month of June will be available later this week to view.

Upcoming Available Training

See below options for available in-person trainings:

Individual Working Session
Financial Management – Thursday, July 18, 10:00-11:30AM, ITC 173
HCM – Wednesday, July 24, 1:00-2:30PM, ITC 171
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. Employees can register in the Employee LearnCenter's Course Catalog. Either search Individual Working Session or browse the full catalog to WyoCloud then Financial Management or HCM subcategories.
WyoCloud Pivot Tables Training
Wednesday, July 31, 2:00-3:30PM, ITC 171

This workshop will cover how to use basic pivot table features to analyze and interpret your data and additional features to further leverage the Account Analysis Report. The session will conclude with a chance to explore your own data and ask questions. You can sign up for this training on WyoLearn.

Regular Monthly Maintenance

Reminder, WyoCloud Financial Management & HCM will be down for monthly maintenance beginning **Friday, July 19 at 8:00 p.m. through Saturday, July 20.** During this time, the system will be unavailable. Please be sure to log out of the system by **7:30 p.m. on Friday, July 19.**

The maintenance and update schedule can be found here. It is recommended users add these dates to their calendar.

Best,

The WyoCloud Team

Contact Information

The WyoCloud Team	**Need help with WyoCloud?**
Email:wyocloud@uwyo.edu	Contact the UW Help Desk
www.uwyo.edu/wyocloud	766-4357, Option #1
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