



## NEW REPORT

Greetings,

Based on feedback the WyoCloud team has received, we've generated a new financial report that shows departments' transactions on a granular level by the general ledger account string. This new report, called "Transactions by Period," can be found in WyoCloud Financial Management Reports and Analytics. Full information on how to access and utilize this report can be found on the [Transactions by Period Quick Reference Guide](#). This report shows users aspects of their department's transactions such as descriptions, dates, and supplier information for cash management and invoice expenditures.

Users can filter these transactions with a variety of prompts such as accounting year, accounting period, and organization. It is recommended users filter the encumbrance type to "expenditures" to only see the expenditures that have posted to your account (actuals).

As we know many of you are eager to find additional transaction details, we have summarized some additional reports you may find useful below. In order to access the Table of Contents in WyoCloud Reports and Analytics, please see the [Quick Reference Guide](#).

- Procurement and Accounts Payable Reports: These reports are available on the Table of Contents on WyoCloud Reports and Analytics and they allow you to track your requisition to purchase order lifecycle.
- P Card Transaction: This report provides additional detail on your p-card transaction and can be found on Table of Contents on WyoCloud Reports and Analytics.
- Payroll Information: There are two reports in HRMS that contain payroll information, "Department Encumbrance Report" and "Department Expense Report." Directions for accessing these reports can be found on the [payroll website](#).
- Purchase Order Header Status and Line Status: This report provides information on PO's and purchase requisitions and can be found on can be found on Table of Contents on WyoCloud Reports and Analytics.
- Transactions by Period and Manage Invoices: The Transaction by period report can be found on Table of Contents on WyoCloud Reports and Analytics. Manages Invoices can be found under Payables, Invoices, Tasks, and Manage Invoices.
- Viewing IDTs: In order to check the status of an IDT after it is received and uploaded into WyoCloud Financial Management by the Accounting Office, please see step six of the [IDT Quick Reference Guide](#).

Please know the WyoCloud team is continuing to develop additional reports to meet campus' needs. As we develop new reports, we will notify you. If you need assistance, please contact the UW Help Desk and submit a ticket. The UW Help Desk is your first resource and quickest

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response for questions. You can contact the Help Desk by emailing [userhelp@uwyo.edu](mailto:userhelp@uwyo.edu) or by calling 766-4357 and selecting option #1.

Thanks,

The WyoCloud Team

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## Contact Information

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

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