



Month-End Close

Payments for 480 invoices from June 17th through June 30th were posted in WyoCloud with a manual journal entry, 0625TK034, instead of a JE Category named “Purchase Invoice.” This issue was due to a configuration change in WyoCloud, which caused the actual invoices to be posted in July 2025. The issue in WyoCloud has been resolved. The manual journal entry will be reversed in July 2025 to offset the actual invoice that was posted in July 2025. The manual journal entry contains the invoice number, vendor name, invoice line description, project number, and PO number in the field LINE_DESCRIPTION in the account analysis field. The manual journal entry accurately reflects that the invoices were paid in June 2025, and the WyoCloud Table of Contents Payment Report with Invoice Details accurately reflects the date the invoice was paid. For example, if a department’s invoice was paid on June 20, 2025, the Payment Report with Invoice Details will reflect a payment date of June 20, 2025, and the journal entry GL Date is June 30, 2025. The expense is accounted for in Fiscal Year 2025. If you have any concerns, please contact Stephanie Stark at sander64@uwyo.edu.

The month of June was closed on Friday, July 25th in WyoCloud. It is recommended you begin reviewing the [Account Analysis report](#).

The Account Analysis report for June has been run for you by division, and stored in the [UW warehouse](#).

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