

WyoCloud

Project Reporting

OSP Costing and Reporting

Ospcostingreporting-team@uwyo.edu

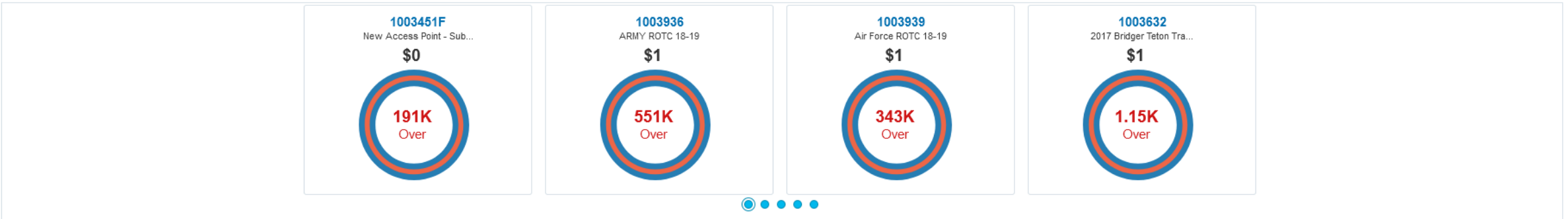
Agenda

- Change the landing page for Awards Management
- Grants Management Reports
- Scheduling reports

Grants Management > Awards

Overview

Elapsed Time Spent - Red when Overspending



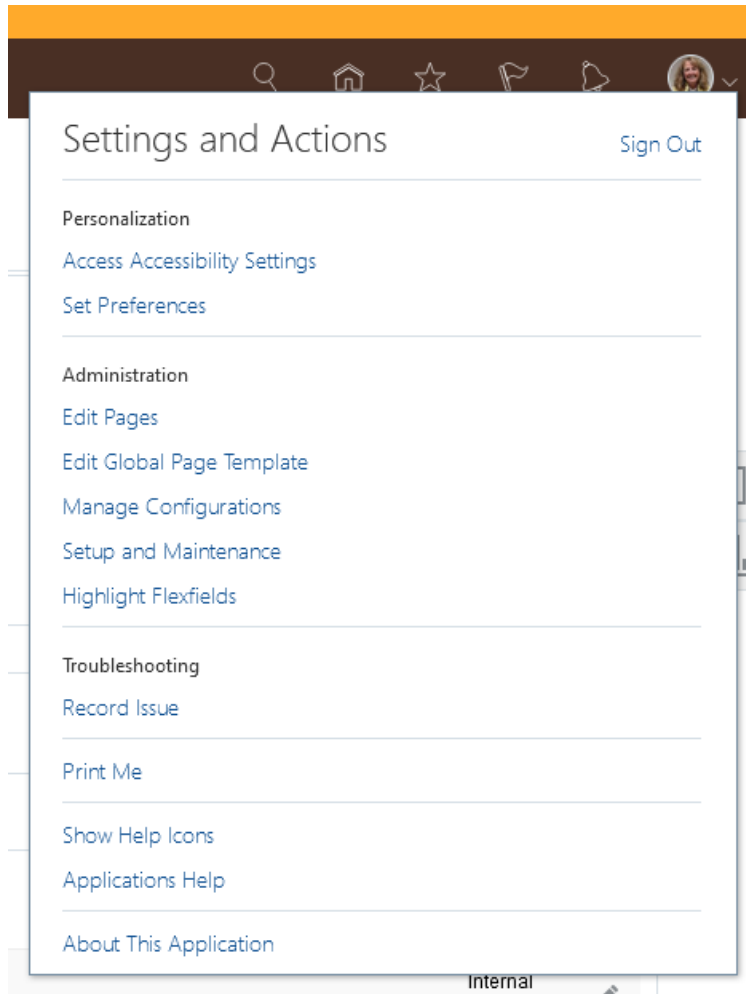
Important Dates

4/14/2021	Next Steps Clinic 2019-2021 ending 1004524
4/14/2021	MSA Service Order 5: Improved Roundup Formulations ending 1002459D

Unallocated Funding Amount

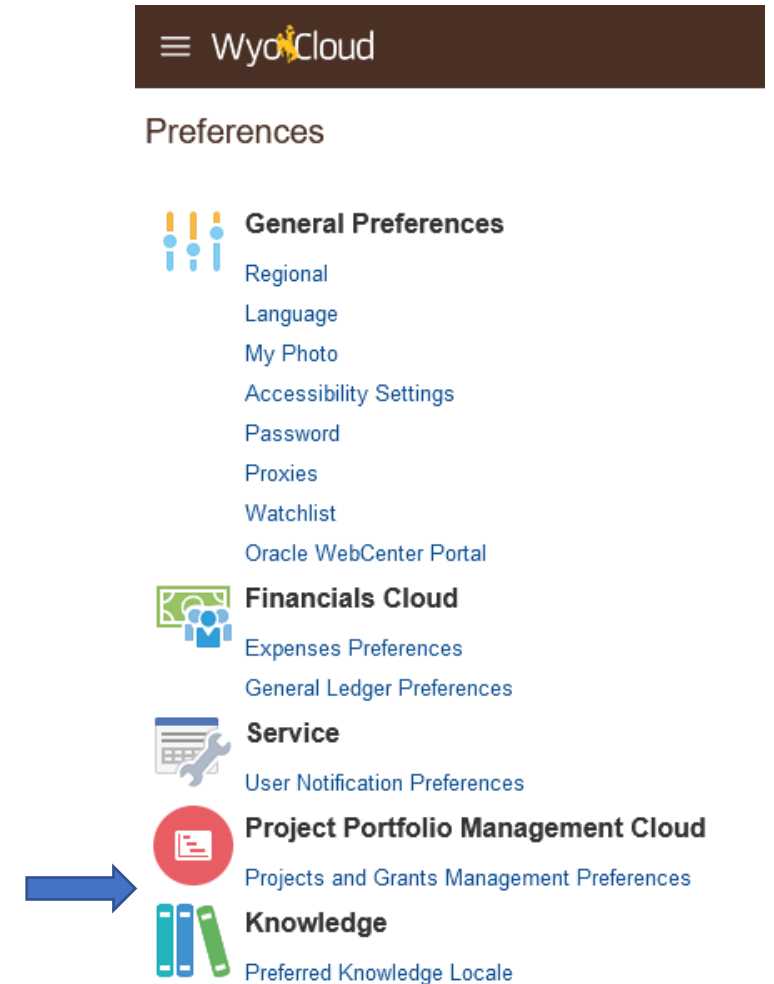
\$278K	1004359C	Health Resources and Services Adminis...
\$9.53K	1004909	Internal

WyoCloud – PPM










Click the “carrot” next to your image or initials
Click “Set Preferences”

Click “Projects and Grants Management Preferences”




WyoCloud – PPM



Project and Grants Management Preferences

[Save and Close](#)[Cancel](#)


**Project Management**

Home Page

Manage Financial Project Plan

▼

[Reset to Default](#)

**Awards**

Home Page

Award Overview

▼

Click the drop-down arrow next to “Award Overview” and change to “Manage Awards. Click “Save and Close”. Navigate back to your Grants Management module and your screen will now look like...

WyoCloud - PPM

WyoCloud

Manage Awards

Search...

Show Filters

Search Results

View

Detach

Create Award from Template

Name	Number	Primary Sponsor	Status	Start Date	End Date	Principal Investigator	Total Funding Amount
Mechanisms of nuclear size regulation	1004574	National Institute of ...	Expired	1/1/2020	1/31/2021	Daniel Levy	287,007.03 USD
Continued Research Related to Carbon Storage and Enanced Oil Recovery	1001539	WY Dept of Environ...	Active	3/8/2012	1/31/2021	Mohammad Piri	1,000,000.00 USD
Fluid/Fluid and Fluid/Rock Interactions	1002911	Halliburton Energy S...	Closed	9/1/2015	3/31/2020	Mohammad Piri	1,125,700.00 USD
Interactions between Hydraulic Fracturing Fluid and Parkman Sandstone	1002731	Devon Energy	Closed	4/15/2015	12/31/2017	John Kaszuba	100,000.00 USD
Niching of Corn Salad and Carrots for Seed Production in the Big Horn Basin (Co-sponsored by Rijk...	1002477	Allied Seed LLC	Closed	8/1/2014	8/1/2019	Jonnie Jenkins	1,575.00 USD
Briess Variety TrialFertilizer (Moss)	1002450	Briess Malting and I...	Expired	3/18/2014	12/31/2019	Carrie Eberle	5,486.00 USD
Factors Influencing Pronghorn Survival and Reproduction in South-central Wyoming 2014-2020	1002418	Anadarko Petroleum...	Expired	7/1/2014	7/1/2020	Jeffrey Beck	33,000.00 USD
Effect of Phosphorus Rate and Formulation on Sugarbeet Yield	1001918	Western Sugar Coo...	Active	2/5/2013	12/31/2022	Andrew Kniss	46,800.00 USD
Plant Disease Research in Potato and Sugar Beet	1001826	Gowan Company LLC	Active	12/1/2012	11/30/2025	William Stump	57,000.00 USD
Western SARE Speakers Bureau	1004586	Utah State University	Closed	10/1/2019	4/30/2020	James Freeburn	14,993.31 USD
Title III-D Funding to Support the Chronic Disease Self-Management Program, Chronic Pain Self-Ma...	1004188	WY Dept of Health	Closed	10/1/2018	9/30/2019	Christine McKibbin	36,044.24 USD
Program and Salary Support for the Public Sector Folklife Program	1004202	Wyoming Arts Council	Closed	7/1/2018	7/31/2019	Andrea Graham	10,000.00 USD

Mechanisms of nuclear size regulation: Award Projects

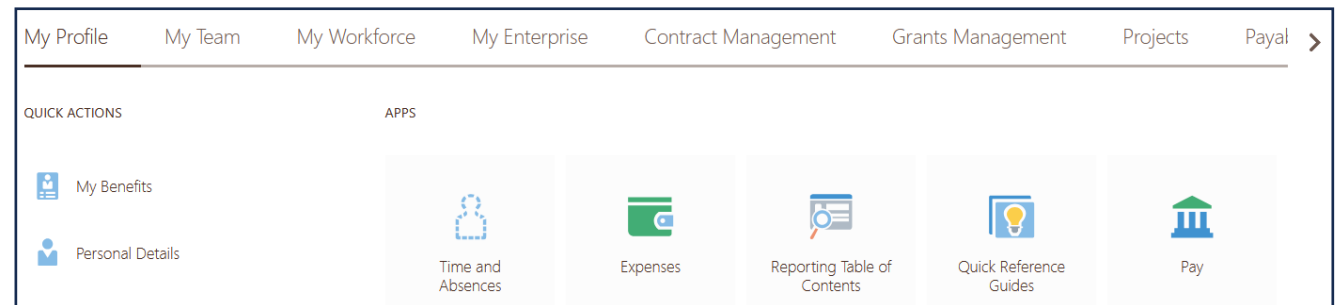
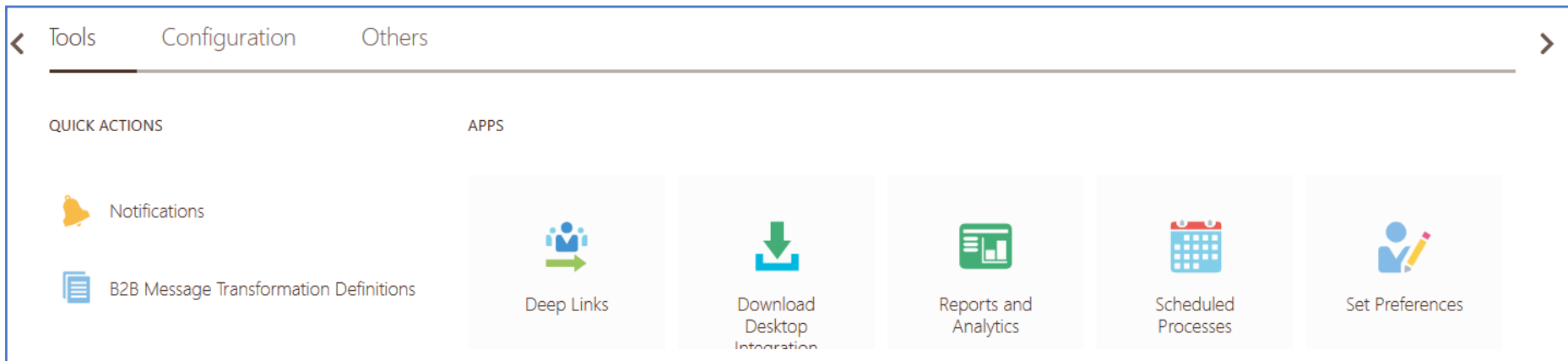
View

Detach

Project Name	Project Number	Project Status	Project Organization	Project Start Date	Project Finish Date	Funding Source	Budget Amount in Project Currency	Unbudgeted Amount	Commitment Amount in Project Currency	Actual Amount in Project Currency	Available Amount in Project Currency
Mechanisms of nuclear size regulation	1004574	Active	Molecular Biology	1/1/2020	1/31/2021	National Institute of	287,007.03 US	0.00 USD	0.00 USD	287,007.03 USD	0.00 USD

WyoCloud – Reporting Table of Contents

- Tools > Reports and Analytics, or
- My Profile > Reporting Table of Contents





Reporting Table of Contents

This dashboard serves as the table of contents for key WyoCloud reports for campus users. For additional reporting needs, submit a [Report Request](#). [Quick Reference Guides](#) are available to provide more details.

Last Update: **September 4, 2025**
Powered by WyoCloud-Data@uwyo.edu

Budget by Period

- [Budget Details by Period](#)
- [Budget to Actuals by Period](#)

Budget by Fiscal Year

- [Budget Details by Fiscal Year](#)
- [Budget to Actuals by Fiscal Year](#)
- [Budget to Actuals Fiscal Year Summary](#)

General Ledger

- [General Ledger Balances by Period](#)
- [General Ledger Balances by Fiscal Year](#)
- [General Ledger Transactions Current Fiscal Year - Foundation](#)
- [General Ledger Transactions - IDT](#)

Board of Trustees

- [BoT Quarterly Budget to Actuals YTD by Period](#)
- [BoT Quarterly Budget to Actuals YTD](#)

Chart of Accounts

- [Chart of Accounts Segment Details](#)
- [Cost Center Approver Hierarchy](#)
- [Natural Account Crosswalks](#)
- [Requisition Categories to Natural Account Crosswalk](#)
- [Budget Natural Accounts Expenditure Classification Rollups](#)
- [Cross Validation Rules](#)

Procurement & Payment Services

- [Cash Advance Report](#)
- [Expense Report Approval History](#)
- [Expense Report Information](#)
- [Invoice Statuses](#)
- [Payment Report with Invoice Details](#)
- [P-Card Transactions \(All Details and Outstanding Transactions\)](#)
- [Procure to Pay](#)
- [Purchase Detail Dashboard](#)
- [Purchase Orders - Open List](#)
- [Supplier Registration Status](#)

Grants Management

- [Award Personnel Details](#)
- [Externally Awarded Sponsored Projects](#)
- [F&A \(Facilities and Administrative\) Schedule Descriptions](#)
- [Project Committed Cost Details](#)
- [Project Expenditure Details](#)
- [Project Expenditure Summary](#)
- [Project Expenditure Summary Budget to Actuals](#)
- [Project Financial Summary](#)
- [Project Information](#)
- [Project Team Member Details](#)


Other Financial Reports

- [Asset Inventory](#)
- [Contract Details](#)
- [Contract End Date](#)
- [Contract Statuses](#)

Human Resources

- [Employee Assignments and Positions](#)
- [HCM Departments](#)
- [HCM Departments - Default Costing Account String](#)
- [My Compensation Details](#)
- [Recruiting Candidate Offer Pending Approvals](#)
- [Recruiting Requisition Pending Approvals](#)
- [Unduplicated Headcount - Employees with an Active Primary Assignment](#)

Role Specific Reports

-  [Decentralized HR and Supervisor Reports Dashboard](#)
-  [Restricted Financial Reports Dashboard](#)

More information on requesting access can be found in the [Gaining Access to Role-Restricted Reports Quick Reference Guide](#).

-  [HR Team Dashboard Internal Only](#)

WyoCloud – PPM Reporting

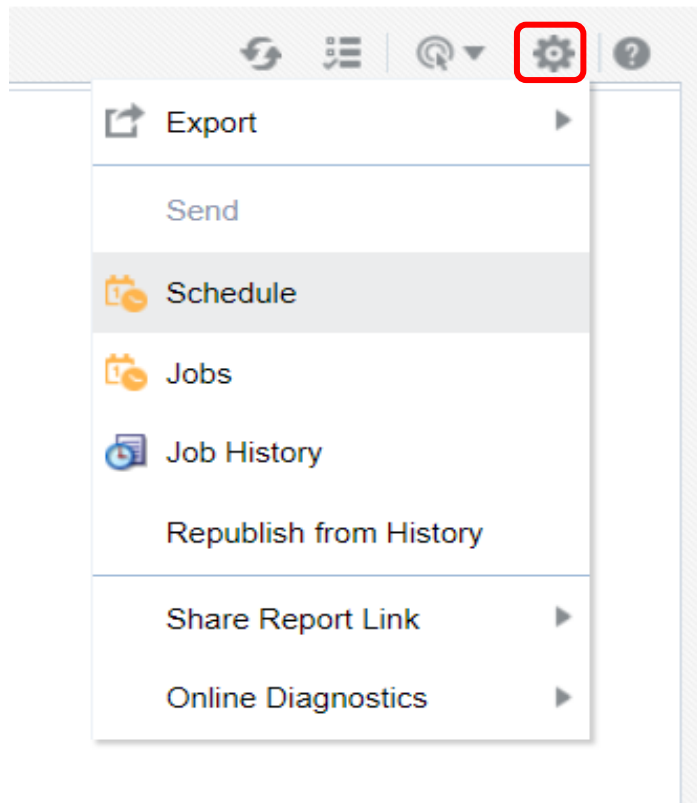
- **Award Personnel Details** – list of **award** personnel, can search by **award** role, person, department and subdivision – both active and inactive personnel
- **Externally Award Sponsored Projects** – details or summary by college/department starting with FY25 forward
- **F&A (Facilities and Administration) Schedule Descriptions** – list of indirect cost rates/bases
- **Project Committed Costs Details** - detailed list of all costs committed to a project, can search by project #, project organization, accounting to/from dates and expenditure item dates
- **Project Expenditure Details** - detailed list of all expenditures charged to a project, can search by project #, project organization, accounting to/from dates and expenditure item dates

WyoCloud – PPM Reporting

- **Project Expenditure Summary** - high level overview of all expenditures, by expenditure category, and expenditure type
- **Project Expenditure Summary Budget to Actuals** - budget to actual summary for active projects. Use this report to view the committed transactions, actual processed transactions and the remaining balance for each expenditure category
- **Project Financial Summary** - high level overview of any project including items such as funding amount, actual expenses, variance and total committed costs on a project
- **Project Information** - detailed information regarding each project to help identify projects in each organization along with the assigned GL string
- **Project Team Member Details** – list of **project** personnel, can search by **project** role, person, department and subdivision – both active and inactive personnel
- WyoCloud Knowledge base has all the QRGs for the reports listed above (WyoWeb > WyoCloud Training Materials > Financial Management > Financial Management Reporting).

WyoCloud – PPM Reporting

Schedule a report in Reports and Analytics



From the Table of Contents, select the report you want to schedule then click the gear cog in the upper right-hand corner

Overview

General

Created by kpuls

Report Name

/Custom/Campus/Project Financial Summary.xdo

Schedule

Start immediately

Outputs

Output1

Destination

Notification

Return

Submit

?

General

Output

Schedule

Notification

Report

/Custom/Campus/Project Financial St

Parameters

Project Number

Project Organization

Project Manager

Principal Investigator

Accounting Date From

Accounting Date To

Overview

General Created by kpuls
Report Name /Custom/Campus/Project Financial Summary.xdo
Schedule Start immediately

Outputs Output1
Destination Email
Notification

General **Output** Schedule Notification

- ☐ Enable XML Pruning
- ☐ Make Output Public
- ☒ Save Data for Republishing
- ☐ Compress output prior to delivery

Output

+ X							
Name	Layout	Format	Locale	Timezone	Calendar	Save Output	
Output1	Results ▼	Excel (*.xlsx) ▼	English (United States) ▼	(UTC-07:00) Denver - Mountain Time (MT) ▼	Gregorian ▼	<input checked="" type="checkbox"/>	

Destination

You can add multiple destinations as you need.

Destination Type Email ▼ **Add Destination**

Email Output All ▼

*To ospcostingreporting-team@uwyo.edu

Cc kpuls@uwyo.edu

Reply to

Subject

- ☐ Request Delivery Status Notification
- ☐ Request Read Receipt

Message Project Financial Summary report for Botany -
no data criteria

Overview

GeneralCreated by kpuls

Report Name /Custom/Campus/Project Financial Summary.xdo

Schedule Start immediately

OutputsOutput1

Destination Email

Notification

Return

Submit

?

GeneralOutputScheduleNotification

Define Schedule Time

FrequencyOnce ▾

Run NowOnce

StartHourly/Minute51:49 AM🕒 (UTC-07:00) Denver - Mountain Time (MT)

Define Schedule

☐ Use Trigger

Weekly

Monthly

Annually

Specific Dates

Overview

General Created by kpuls
Report Name /Custom/Campus/Project Financial Summary.xdo
Schedule Start on Mar 25, 2025 5:56:32 PM Recur Monthly

Outputs Output1
Destination Email
Notification

[Return](#)
[Submit](#)

[General](#)
[Output](#)
[Schedule](#)
[Notification](#)

Define Schedule Time

Frequency Monthly ▼

Every ☐ January ☐ February ☐ March
☐ April ☐ May ☐ June
☐ July ☐ August ☐ September
☐ October ☐ November ☐ December

On ☒ 1st ▼ Monday ▼

☐ Day 25 ▼

Start Mar 25, 2025 5:56:32 PM

 (UTC-07:00) Denver - Mountain Time (MT)

End Sep 1, 2025 4:56:32 PM

 (UTC-07:00) Denver - Mountain Time (MT)

Submit



Report /Custom/Campus/Project Financial Summary.xdo

Parameters "Project Number": "", "Project Organization": "Botany", "Project Manager": "", "Principal Investigator": "",
"Accounting Date From": "", "Accounting Date To": "", "Transaction Date From": "", "Transaction Date
To": "", "Department Projects": "", "Subdivision Projects": ""

Schedule Start immediately

Output Output1

Notification null

Trigger Data Model

Trigger Name

Trigger Retry Limit


Trigger Pause Time

Trigger Parameters

Report Job Name Demo for report training


OK

Cancel




Demo of scheduling reports - Message (Plain Text)


FileMessageHelpAcrobat




Delete




Report




Respond




Share to Teams




All Apps




Quick Steps




Move




Tags



Editing




Immersive



Translate


Demo of scheduling reports



WyoCloud-Data@uwyo.edu







To ospcostingreporting-team

Cc Kim Puls



Output1.xlsx

24 KB



5:06 PM

EOS Project Financial Summary report for Botany - no data criteria



Frank, a guy who sweats the small stuff, and enjoys every minute of it.

Key Takeaways

- OSP is responsible for completing and submitting all sponsored project financial reports/statements.
- Don't sweat it!
- OSP is available to help