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](#).

**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.

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**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 or 307-766-4357, Option #1.

Best,
## Contact Information

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<thead>
<tr>
<th>The WyoCloud Team</th>
<th>Need help with WyoCloud?</th>
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<tbody>
<tr>
<td>Email: <a href="mailto:wyocloud@uwyo.edu">wyocloud@uwyo.edu</a></td>
<td>Contact the UW Help Desk</td>
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<td><a href="http://www.uwyo.edu/wyocloud">www.uwyo.edu/wyocloud</a></td>
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