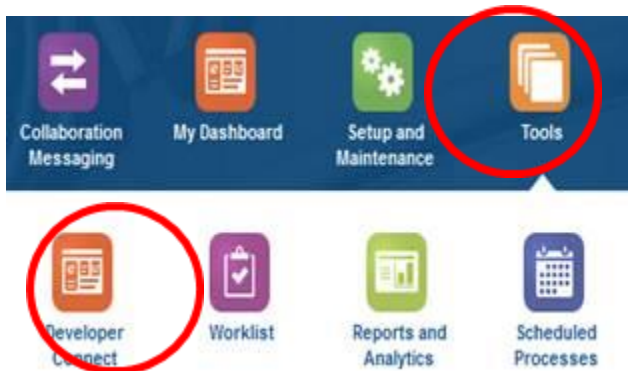|	
WyoCloud	**TIPS & TRICKS**

Greetings,

Based on feedback from users and departments, the WyoCloud team has created the following tips and tricks for you to use when working in WyoCloud Financial Management. Please remember that all WyoCloud Financial Management Tips and Tricks can be found on the WyoCloud website.

Bell Icon
Recently, several users have reported issues using their bell icon within WyoCloud Financial Management when trying to approve items. We have been working with Oracle to address this issue. Until then, it is recommended users access their worklist using the Tools icon, and then selecting their Worklist [see screen shot below].

Receipting Goods and Services
After receiving the good or service, be sure to complete the process by creating a receipt for the purchase order. A receipt and invoice must match in order for payment to be made. Please reference the Receive Goods & Services Quick Reference Guide.

Information Exported from WyoCloud Financial Management
Recently, you may have noticed that when you export information from WyoCloud Financial Management into to Microsoft Excel, a single quote (') is prefixed to cells showing a negative balance (see screen shot below). This is a result of a security vulnerability within Microsoft Excel. Until Microsoft Excel fixes the security issue or until Oracle develops a different solution, it is recommended you use Excel's "Find and Replace" feature and select "Replace All" to remove this single quote.

BI Reporting Document

The WyoCloud Team has created a Quick Reference Guide outlining all the financial reports on WyoCloud Business Intelligence. This guide will provide you information on each report such as report description, intended audience, drill down features (if available) and prompts.

If you need assistance, please contact the UW Help Desk and submit a ticket. The UW Help Desk is your first resource and quickest response for questions. You can contact the Help Desk by emailing userhelp@uwyo.edu or by calling 766-4357 and selecting option #1.

Best,

The WyoCloud Team

Contact Information

The WyoCloud Team
Email:wyocloud@uwyo.edu
www.uwyo.edu/wyocloud

Need help with WyoCloud?
Contact the UW Help Desk
766-4357, Option #1
userhelp@uwyo.edu