



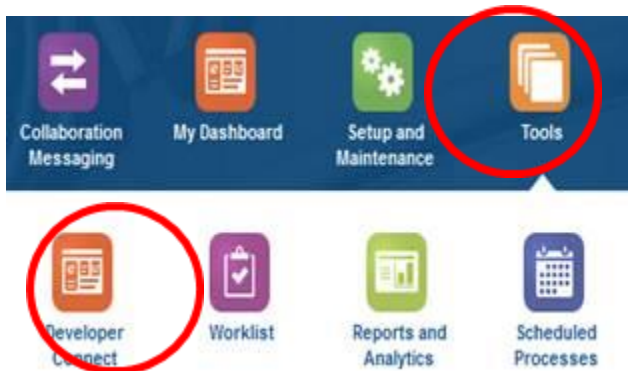
## TIPS & TRICKS

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.

Name	Ledger	Company	Cost_Center	Program	Location	Account	Division	Product	Intercompany	Ledger Currency	Y'Oct-07	Y'Oct-07	Change	Change
Vision Foods - USA Ledger	All Company Values	All Cost_Center Values	"0000"	"0000"	"110100"	"0000"	All Product Values	"0000"	USD		88,627,418.16	88,627,418.16	0	0
Vision Foods - USA Ledger	All Company Values	All Cost_Center Values	"0000"	"0000"	"40150"	"0000"	All Product Values	"0000"	USD		-1.01	-1.01	0	0
Vision Foods - USA Ledger	All Company Values	All Cost_Center Values	"0000"	"0000"	"53831"	"0000"	All Product Values	"0000"	USD		0	0	0	0

Find and Replace

Find what:  No Format Set

Replace with:  No Format Set

Match case

Match entire cell contents

Options <>

Replace All    Replace    Find All    End Next    Close

### 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](mailto:userhelp@uwyo.edu) or by calling 766-4357 and selecting option #1.

Best,

The WyoCloud Team

## 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)