Greetings,

Based on your feedback, the WyoCloud Team has developed two new finance transactional reports. Further details on both reports are provided below.

Account Analysis Report
The Account Analysis Report will provide you with a record of every transaction that has been entered into WyoCloud Financial Management and show your actual expenditures. Transactions recorded in this report include:

1. Requisitions/Purchase Orders/Invoices/Non-PO Invoices
2. Journal Entries, including IDTs (that have been posted by accounting)
3. Reconciled Expense Reports (including p-card expenses)
4. Payroll and Fringe Benefits
5. Summary level integrations from Banner (including cashier's/marketplace transactions), postal, and telecom/IT billing (see more details under TouchNet Report)
6. Processed corrections

This report can be filtered by entity, natural account, fund class, organization, expense class, program, and activity. The report will give you an overall summary of your actuals. From there, you can double click to drill into the details to get to a list of transactions that add up to the sum presented in the report. The detailed transaction information includes COA string, line description, transaction number/expense report number, PO/invoice number, and supplier name if applicable. Please know that only finalized transactions that have been entered into WyoCloud Financial Management will appear. For example, an IDT will not appear on the report until it has been processed by the accounting department.

In order to run this report, three basic steps will need to be taken:
1. Generate the report in WyoCloud Financial Management
2. Export the report
3. Run the Excel macro on the report

Full details on each of these steps can be found in our Quick Reference Guide. The Quick Reference Guide also provides instructions on how to read and understand the report. At this time, the report does not show you encumbrances—only actuals. We are continuing to refine

this report to allow users to filter by encumbrances in addition to actuals. Please know you will need to have completed the Processing Non-PO Invoices online training to be able to view this report. As this training is also required for many other features such as access to Budgetary Control and Non-PO Invoices, it is possible you may not need to complete any additional training. More information on training can be found [here](#).

TouchNet Report
Several campus users have requested a report that shows detailed transactions from TouchNet, including cashier's and marketplace transactions. As this information is only fed into WyoCloud Financial Management at a summary level, the WyoCloud team has developed a report using Banner that contains these detailed transactions. This report will supplement the Account Analysis report as you track your accounts.

All WyoCloud Financial Management provisioned users have been given access to this report, which is located on the UW Warehouse ([\\warehouse\shotgun$\Financial_Management_Reports](#)). The initial report provided to you on the warehouse includes July 1, 2017 through January 31, 2018. The initial report is grouped by month and will give an overall total for the month in the pivot table.   From there, you can double click to drill into the details to get to a list of transactions that add up to the sum presented in the report. An additional report will be loaded to the warehouse each month. You can filter the report by organization, fund source, natural account, program, and/or activity to see your unit's transactions. Full details on using and reading the report can be found on the [Quick Reference Guide](#).

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