Greetings,

The month of September has been closed in WyoCloud Financial Management. Please know the closing of September was delayed as resources were being utilized to complete UW's annual audit this fall. In order to view your department's transactions, please use the "Transactions by Period" report in WyoCloud Financial Management Reports and Analytics.

Remember to filter this report by accounting period, selecting September 2017, and encumbrance type, selecting expenditures to see only the expenditures that have posted to your account (actuals). Additional transactional reports, such as P-Card transactions, can be found on the Table of Contents in WyoCloud Reports and Analytics.

Payroll Information can be accessed in HRMS using the "Department Encumbrance Report" and "Department Expense Report." Directions for accessing these reports can be found on the payroll website. You are also able to view and manage your invoices in WyoCloud Financial Management in Payables, Invoices, Tasks, and Manage Invoices.

In order to check the status of an IDT after it is received and uploaded into WyoCloud Financial Management by the Accounting Office, please see step six of the IDT Quick Reference Guide.

To view your department's budget balances, please use the "Budget to Actual Details" report in the General Ledger Dashboard in WyoCloud Financial Business Intelligence Reporting, which provides a high-level overview of your department's budget to actuals.

The WyoCloud team is continuing to develop additional reports, and we will notify you as more become available. 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 also contact the Help Desk by emailing userhelp@uwyo.edu or by calling 766-4357 and selecting Option #1.

Best,

The WyoCloud Team