Greetings,

Based on feedback from users and departments around campus, The WyoCloud team has compiled the following tips & tricks for you to increase your efficiency while using the WyoCloud Financial Management system. Please remember that all WyoCloud Financial Management Tips and Tricks emails can be found on the WyoCloud Website.

Converted Purchase Orders
If you have an outstanding PO that was issued in PISTOL (PeopleSoft), those were converted to WyoCloud; however, any receiving done in PISTOL did not carry forward. Thus, these converted POs will need to be receipted in WyoCloud using the receive goods/services process. The invoice should then be emailed to Payment Services (accounts-payable@uwyo.edu) with the PO number written on it.

Attaching Documents to Requisitions
Attaching the same document to a requisition multiple times causes an error during the PO dispatch process. Please attach documents *one time only* under "notes and attachments." Be sure to mark them appropriately as either "to supplier" (quotes, invoices etc.) or "Internal to Requisition" (EIC, sole source, etc.). Please do not attach the same document multiple times.

Reviewing your Department's Budget Balances
Please use the "Budget-to-Actual Details" report in the WyoCloud Business Intelligence Financial Reporting General Ledger Dashboard to view your department's budget balances.

As a reminder, the reports in the WyoCloud Business Intelligence Financial Reporting system provide a high-level overview of your budget-to-actuals, but they do not show transactional data. If you would like to view the transactional data for your department for the month, please use the reporting found in the "Budgetary Control" module in WyoCloud Financial Management.

In order to access WyoCloud Financial Business Intelligence Reporting, you will need to complete Business Intelligence Reporting Navigation training online. Further information regarding trainings can be found on the WyoCloud website.

Business Intelligence Demo – Rescheduled
The WyoCloud team will be rescheduling the Business Intelligence Demo to a later date. At this event, we will review reporting and discuss how WyoCloud Business Intelligence reports

can be used in your everyday work. Subject matter experts will be available to demonstrate system functionality and answer your questions.

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

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