



## NEW FINANCIAL REPORTS & OPEN LAB REMINDER

Greetings,

In response to your feedback, the WyoCloud Team has developed two new reports, located on the Table of Contents dashboard, to help users track invoices and committed costs on projects. Please see below information on the two new reports:

### **Invoice Status Report**

This report will help users view the status of all of their invoices in one location instead of drilling down into each individual invoice to view if it's been paid or not. This will include **all** types of invoices including the following: PO, Non-PO, and Expense Report invoices. Information on how to run this report can be found on our [Quick Reference Guide](#).

### **Committed Cost Report**

This report will help users view the committed costs for all of their projects in one report, rather than drilling down into each project to view committed costs. This report can be filtered down by Project Number, Organization, Award Status or Commitment Number. Information on how to run this report can be found on our [Quick Reference Guide](#).

### **Open Lab Reminder**

If you have **any questions** on any items mentioned in a communication or need additional in-person support, the WyoCloud team will continue to host Open Labs as usual. Open labs provide small, "office hours," style sessions with users and subject matter experts. Labs allow both frequent and occasional system users to get one-on-one support tailored to their questions and needs. **The next Open Lab is scheduled for Thursday, February 28 from 10:30-12:00p.m.**

To register for an Open Lab session, log into the [LearnCenter](#) and follow the below instructions:

1. Click on the **Course Catalog** on the left side panel.
2. In the middle of screen click on **"Click Here to View Full Catalog."**
3. Scroll down and click on **WyoCloud**.
4. Within the Narrow Results area, select the box next to **Financial Management**.
5. Find **"WYOCL – Financial Management Open Lab"** with the date you'd like to attend and click on the title.
6. Under Enrollments select the title **"WYOCL – Financial Management Open Lab."**
7. Click on Enroll on the right side of the screen.

If you encounter any issues, 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.

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Best,

The WyoCloud Team

## Contact Information

The WyoCloud Team  
Email: [wyocloud@uwyo.edu](mailto:wyocloud@uwyo.edu)  
[www.uwyo.edu/wyocloud](http://www.uwyo.edu/wyocloud)

**Need help with WyoCloud?**  
Contact the UW Help Desk  
766-4357, Option #1  
[userhelp@uwyo.edu](mailto:userhelp@uwyo.edu)

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