

MONTH END CLOSE, SYSTEM MAINTENANCE REMINDER, WYOCLOUD PIVOT TABLE TRAINING

Greetings,

The WyoCloud Team wanted to send the below information:

Month End Close

The month of February is now closed in WyoCloud Financial Management. It is recommended you begin by reviewing the [Account Analysis](#) report. Account Analysis Report through the end of February has been run for you, by division, and stored on the UW warehouse. This report includes your actuals from July through February, giving you a picture of your accounts and remaining spending authority as of 2/28/19.

The [TouchNet Report](#) for the month of February is also be available to view.

To access both reports, insert this link [\\warehouse\shotgun\\$\Financial Management Reports](#) into your file explorer to access or click directly on the link. From this folder, you can filter by your organization to see your transactions.

Regular Monthly Maintenance

WyoCloud Financial Management & HCM will be down for monthly maintenance beginning **Friday, March 15 at 8:00 p.m. through Saturday, March 16**. During this time, the system will be unavailable. Please be sure to log out of the system by **7:30 p.m. on Friday, March 15**.

The maintenance and update schedule can be found [here](#). It is recommended users add these dates to their calendar.

WyoCloud Pivot Table Training

The next WyoCloud Pivot Tables training is scheduled for this **Wednesday, March 13, 3:00-4:30PM, ITC 171**. *This workshop has been revamped compared to past sessions and we encourage users to come even if you've attended a session before January 2019.* This workshop will cover how to use basic pivot table features to **analyze and interpret your data and additional features to further leverage the Account Analysis Report**. The session will conclude with a chance to explore your own data and ask questions. You can sign up for this training on [WyoLearn](#).

Best,

The WyoCloud Team

Contact Information

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Need help with WyoCloud?
Contact the UW Help Desk
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