MONTH-END CLOSE & QUARTERLY SYSTEM UPDATE

Greetings,

The WyoCloud team would like to send the following reminders and updates:

Month-End Close

The month of April was closed on Wednesday, May 8 in WyoCloud Financial Management & HCM. It is recommended you begin by reviewing the Account Analysis report. The Account Analysis Report through the end of April has been run for you, by division, and stored on the UW warehouse. Please note a few updates to this report:

- In effort to decrease the size of the division of Academic Affairs report, the Account Analysis report will now be run by college within Academic Affairs. Each college will have their own folder in the Academic Affairs folder with their own report.

- The Account Analysis macro has been updated. A few changes have been made to the BudgetSummary tab in the updated macro:

  - Now includes natural account with a description.
  - Balance sheet items (natural accounts under 39999) are filtered out of the totals to only display those natural accounts that can have a budget to them.
  - Fund source 000000, which is only used internally by Accounting, is filtered out so it doesn't impact spending authority for your division/department.
  - The AccountAnalysis tab does not filter any items and will still display balance sheet items and fund source 000000.

- The updated macro is available on the knowledge base for you to run your own set of data. Always use the most updated macro available to run your own data.

Remember, with p-cards now being put on hold if charges aren't reconciled within 30 days, it's a good time to review outstanding p-card transactions in your area by running the outstanding p-card transactions report.

System Update

WyoCloud Financial Management & HCM will be down for a quarterly system update beginning Friday, May 17 at 5:00 p.m. through Monday, May 20 at 8:00 a.m. During this time, the system will be unavailable.

Please be sure to log out of the system by 5:00 p.m. on Friday, May 17.

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

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

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