Greetings,

Please see below updates and reminders:

Account Analysis and TouchNet Reports Plus Training Options

The Account Analysis report through the end of May has been run for you, by division, and stored on the UW warehouse.

As a reminder, in a prior communication we relayed updates regarding the Account Analysis report, please review the changes in the communication if you haven't already. All WyoCloud communications are saved on the WyoCloud website under communications should you ever want to review prior communications.

The TouchNet Report for the month of May is also available to view.

If you would like training on the Account Analysis Report or Pivot Tables, employees have two upcoming trainings options:

Financial Management Individual Working Session

Thursday, June 20, 3:00-4:30PM, ITC 173

Working Sessions allow for one-on-one and small group support to answer questions or just be available for reference as you work through WyoCloud related tasks. Currently, separate work sessions are available for HCM-related and finance-related transactions. Employees can register in the Employee LearnCenter's Course Catalog. Either search Individual Working Session or browse the full catalog to WyoCloud then Financial Management or HCM subcategories

WyoCloud Pivot Tables Training

Tuesday, June 25, 10:00-11:30AM, ITC 171

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](#).

Regular Monthly Maintenance

Reminder, WyoCloud Financial Management & HCM will be down for monthly maintenance beginning **Friday, June 21 at 8:00 p.m. through Saturday, June 22.** During this time, the system will be unavailable. Please be sure to log out of the system by **7:30 p.m. on Friday, June 21.**

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

Best,

The WyoCloud Team