Greetings,

Below please find two updates from the WyoCloud Team.

Encumbrances & Account Analysis Report
You are now able to run the **Account Analysis Report to include encumbrances**, as well as actuals. This ability was added to the report and the macro based on your feedback. The **Account Analysis Report is a key report** that allows users to reconcile their accounts and see all details associated with each transaction. The **Account Analysis Report** now has the following features, and **can be run with any combination of the following**:

- Actuals
- Actuals & Encumbrances
- Remaining Spending Authority (comparing budget to actuals)

As there are several ways to run this report to suit your needs, the Quick Reference Guide on this report has been divided into an basic version (showing the basics of running the report) and an advanced version (showing how to use the advanced features within the fully run excel macro of the report).

The macro that is used to enhance the Account Analysis has also been improved based on user feedback. If you need assistance with the Account Analysis Report, please attend an Open Lab and sign up under the Course Catalog in the Employee LearnCenter. There is also an upcoming training on the pivot tables used within the Account Analysis report you may find useful.

The next enhancement that is planned for the Account Analysis report is to add project information to the report. We will notify you when this feature is available. We appreciate your patience as we continue to enhance this report.

System Maintenance
WyoCloud Financial Management will be down for regular maintenance beginning **Friday, September 21 at 8:00 p.m. through Sunday, September 23 at 7:00 p.m**. Users will be unable to access the system during this time. Please be sure to log out of the system by 7:30 p.m. on Friday, September 21.

Thanks,

The WyoCloud Team

Contact Information

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Need help with WyoCloud?
Contact the UW Help Desk
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