



## ACCOUNT ANALYSIS REPORT BY DIVISION

Greetings,

As the month of August was closed earlier this week, the [Account Analysis Report](#) through the end of **August has been run for you by division and stored on the UW warehouse**. This report also includes your actuals from the month of July, giving you a picture of your accounts and remaining spending authority as of 8/30/18.

As previously [communicated](#), the WyoCloud team will run this report after the close of each month. With the new features added to this report, **the Account Analysis report now shows you non-payroll encumbrances on your accounts in addition to your actuals**. More detailed information on the Account Analysis Report can be found on the [quick reference guide](#). Additional details on more fully utilizing the pivot macro can be found in this [guide](#).

**To access this report**, insert this link ([\\\\warehouse\shotgun\\$\Financial Management Reports](\\\\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. **The TouchNet Report for the month of August is also available to view, as well as part of September.**

Additional training on pivot tables and the Account Analysis Report is also available. The next training is Oct.4, 1:30-3:00 PM, ITC 171, and you can sign up on [WyoLearn](#). This training is offered in partnership with UWIT training.

Thanks,

The WyoCloud Team

**Contact Information**

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**Need help with WyoCloud?**  
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