



## NEW/UPDATED WYOCLOUD REPORTS AND DIRECT DEPOSIT SETUP

Greetings,

Please see the following two items below:

### WyoCloud Reports

The WyoCloud team has created a new report for payroll expenditures and updated the Invoice Status report plus the Outstanding P-Card Transactions report. These reports, among many others, can be found on the Transactional Reporting Table of Contents in WyoCloud. Step-by-step guidance on accessing the Table of Contents and setting favorites for easier navigation in the future, can be found in the following Quick Reference Guide: [Navigating to the Transactional Reporting Table of Contents and Set Favorites in Reports and Analytics](#)

Please see below information regarding the new and updated reports:

Report Name	Description	QRG Link
Payroll Expenditures without Fringe Report <b>(NEW)</b>	This report shows salaries charged to your organization and can be used to supplement the Account Analysis report to assure all salaries charged to your budget are accurate. This report does not include fringe benefit costs and will only return natural accounts above 60000 for salary expenditures.	<a href="#">Quick Reference Guide</a>
Invoice Status Report <b>(UPDATED)</b>	This report shows all invoices and their current status. It has been updated to show any corresponding PO number to any invoice when applicable and includes a new column called Funds Status.	<a href="#">Quick Reference Guide</a>
Outstanding P-Card Transactions Report <b>(UPDATED)</b>	This report shows p-card transactions which have not yet been completely reconciled, meaning they have 1) either not been added to an expense report and/or 2) the expense report has not yet reached a "paid"	<a href="#">Quick Reference Guide</a>

	status. This report will only display those outstanding/unreconciled transactions that could result in the card being placed on a hold per the <a href="#">p-card policy</a> .	
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If you have any feedback on reports, such as additional information you'd like to see on the report or if a report is not accurately pulling in data, the WyoCloud Team encourages you to email the Help Desk.

### **Direct Deposit Setup for Expense Reimbursements vs. Payroll**

The WyoCloud system is a unified system that stores both finance and human resources transactions in one system. With the go live of payroll in HCM, the WyoCloud team wanted to send a reminder that updating your payroll direct deposit and your expense reimbursement direct deposit occur in two different parts of the system. The below quick reference guides outline how to update/edit these accounts.

- [Adding/Editing Expense Reimbursement Direct Deposit Information](#)
- [Adding/Editing Payroll Payment Methods](#)

If you encounter any issues, please contact the UW Help Desk. You can contact the Help Desk by emailing [userhelp@uwyo.edu](mailto:userhelp@uwyo.edu) or by calling 766-4357 and selecting option #1.

Best,

The WyoCloud Team

#### **Contact Information**

The WyoCloud Team  
Email: [wyocloud@uwyo.edu](mailto:wyocloud@uwyo.edu)  
[www.uwyo.edu/wyocloud](http://www.uwyo.edu/wyocloud)

**Need help with WyoCloud?**  
Contact the UW Help Desk  
766-4357, Option #1  
[userhelp@uwyo.edu](mailto:userhelp@uwyo.edu)