This guide will cover:

- How to navigate to the Transactions by Period report within WyoCloud Reports and Analytics.
- How to run the Transactions by Period report.
- Tips on prompts and reading the Transactions by Period report.

Step One
To log into WyoCloud:

- Navigate to the **WyoWeb** website and select **Financial Management** from the WyoCloud area.
- The WyoCloud Home page is displayed.
Step Two
To Navigate to Reports and Navigation in WyoCloud:

- From the WyoCloud Home page, click Navigator then Reports and Analytics.

- The Reports and Analytics page is displayed.
**Step Three**

Navigate to the Transactional Reporting Table of Contents:

- Navigate to the Catalog. Click Shared Folders > Custom > Dashboards > Table of Contents > Table of Contents > View

  ![Image showing the navigation process](image)

  **Transactional Reporting Table of Contents** is displayed.
Step Four
To run Transactions by Period.

- Select **Transactions by Period**. This is located under General Ledger and Budgetary Control.

- Click **Continue** on the pop up notification displayed above the prompts.
Various prompts are available to refine your report. Accounting Year, Accounting Period(s) and Organization(s) are required.
- If you would like to filter to just actuals, set the Encumbrance Type to Expenditures.

Select Apply.

The report is displayed.
The following are a few notes to assist you as you review the report.

- **Under Encumbrance Type:**
  - **Expenditures** are actuals which have been posted to the general ledger.
  - **Commitments** are requisitions.
  - **Obligations** are purchase orders.

- Review the **Journal Description** column for details of the transaction on expenditures.
- The **Journal Category Name** column contains expense types.

This report shows transactional detail relating to requisitions and invoices. It does not contain other types of transactions such as journal entries (such as Interdepartmental Transfers (IDTs)) and transactions integrated into WyoCloud from other systems. Integrated transactions include items such as payroll, Banner, telecom fees, and postal charges.

This report can be exported to Excel by scrolling to the bottom and selecting **export**.
If you would like additional details on following the life cycle of your Requisition to Purchase Order, please see the reports available under the Procurement and Accounts Payable section of the Table of Contents.

You have now completed the steps to Transactions by Period Report.