Navigating to the Transactional Reporting Table of Contents in Reports & Analytics

This guide will cover:

- How to navigate to the Table of Contents within WyoCloud Reports and Analytics.

The Table of Contents contains many of the most frequently used transactional reports in WyoCloud Financial Management.

**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

- **Transactional Reporting Table of Contents** is displayed.

You have now navigated to the Transactional Reporting Table of Contents.