Run Budget by Account

This guide will cover:

- How to navigate to the Budget by Account Report on Transactional Reporting Table of Contents in WyoCloud.
- How to run a Budget Report by Account.
- If you would like to view your actuals, see the Account Analysis Report.

Step One
To log into WyoCloud:

- Navigate to the WyoWeb website and select Financial Management & HCM from the WyoCloud area.

Step Two
To Navigate to Reports and Navigation in WyoCloud:

- From the WyoCloud Home page, click Navigator (three horizontal lines) in the top left then Reports and Analytics.
The Reports and Analytics page is displayed.
**Step Three**
Navigate to the Transactional Reporting Table of Contents, where the Budget by Account is located.

- Select the small **double arrow** above the search.

- From the drop down, select **Shared Folders**.
• All Shared Folders you currently have security access for will display. To locate the Transactional Table of Contents, begin by clicking on the **Custom** folder (you may need to scroll to locate it).

• **Click Dashboards.**
• Click **Table of Contents**.

![Table of Contents](image)

• To open the Table of Contents, click on the title.

![Table of Contents](image)

**Note:** You can set the Table of Contents as a favorite for easier navigation in the future. For directions see this [Quick Reference Guide](#).
**Step Four**

To Run Budget to Actuals by Account Report:

- Select **Budget to Actuals by Account**, under the General Ledger and Budgetary Control header.

- Select the desired Organization, Fund Source, Budget, Period Year, and Account then select **Apply**.
The Budget to Actuals By Account Report is displayed.

You have now completed the steps to Run a Budget by Account.