



Run Budget by Account

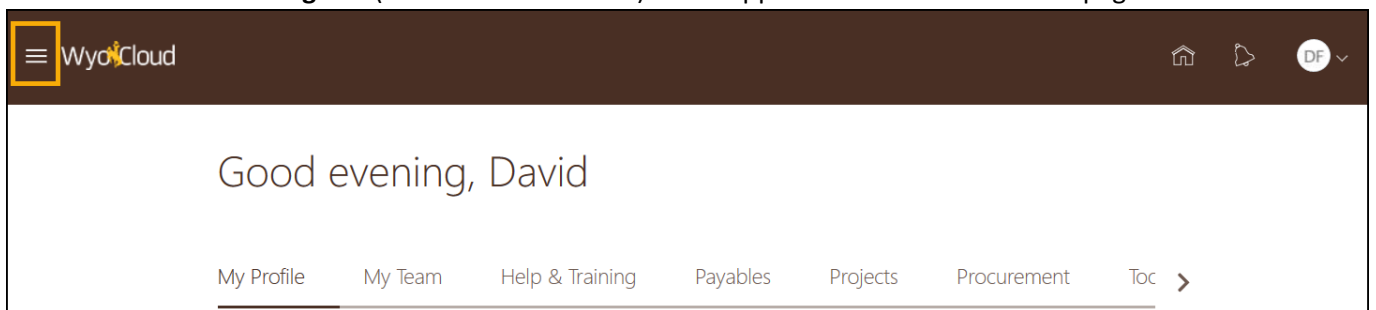
This guide will cover:

- 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](#).

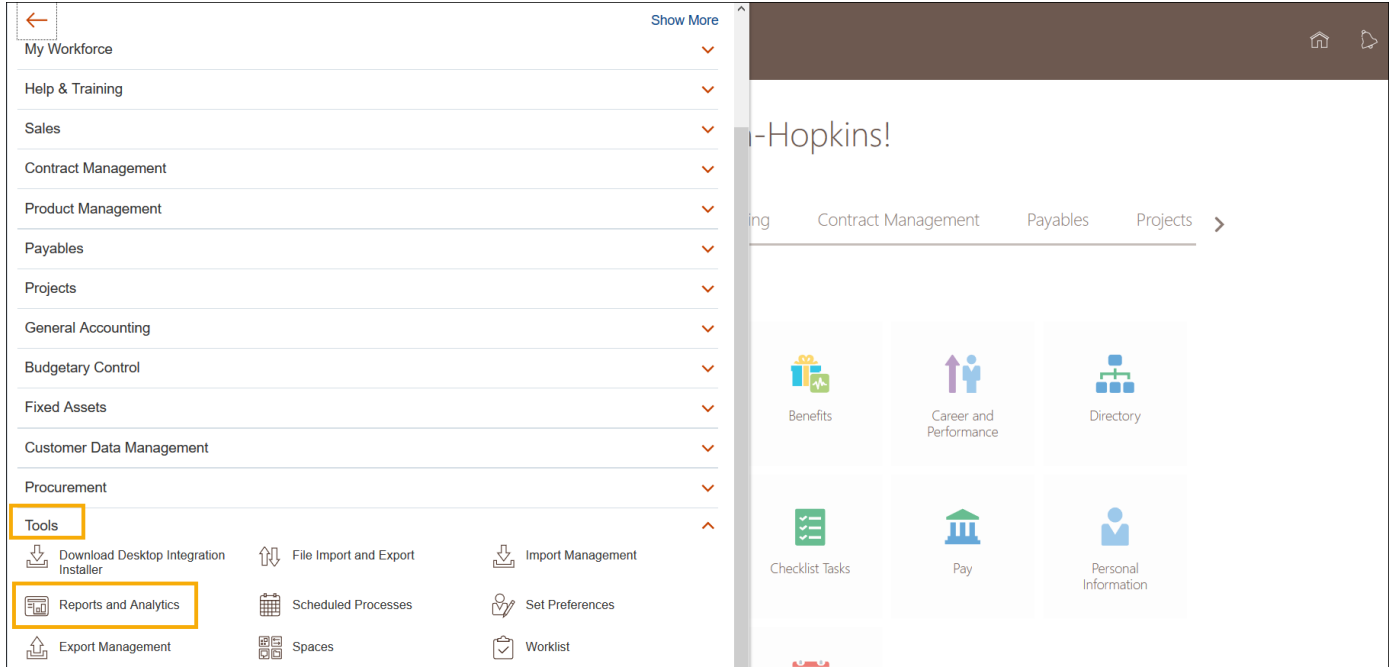
Step One

Upon accessing WyoCloud from WyoWeb, navigate to Scheduled Processes.

- Click on the **Navigator** (three horizontal lines) in the upper left corner of the homepage.

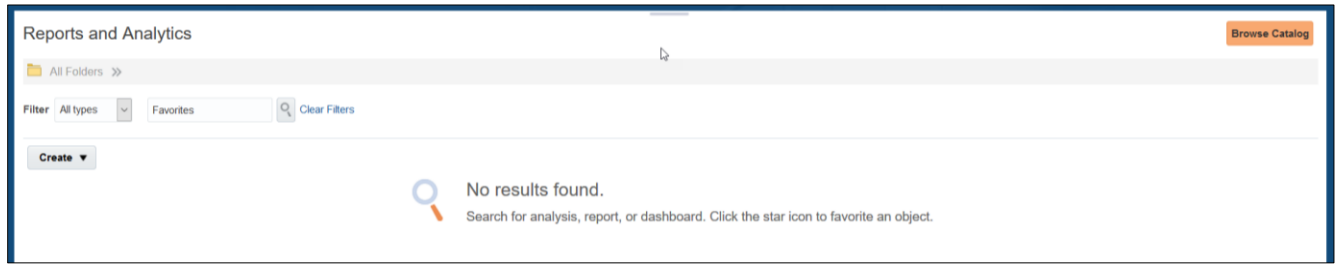


- First click on **Tools** to expand (you may need to scroll within the navigator), then click **Reports and Analytics**.





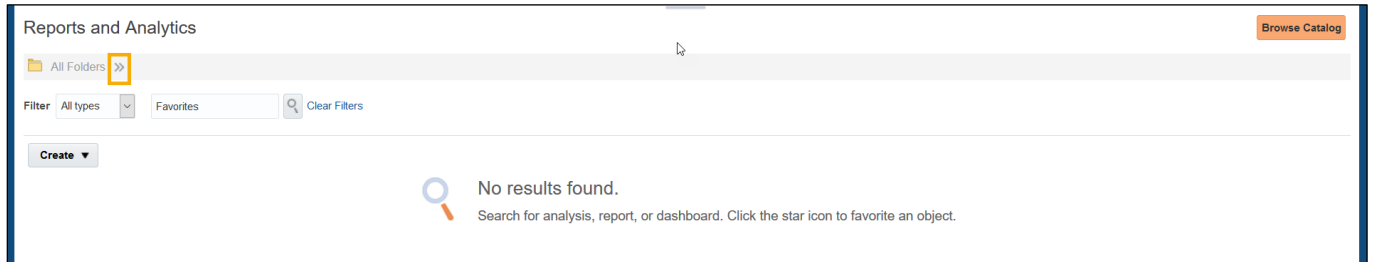
- The **Reports and Analytics** page is displayed.



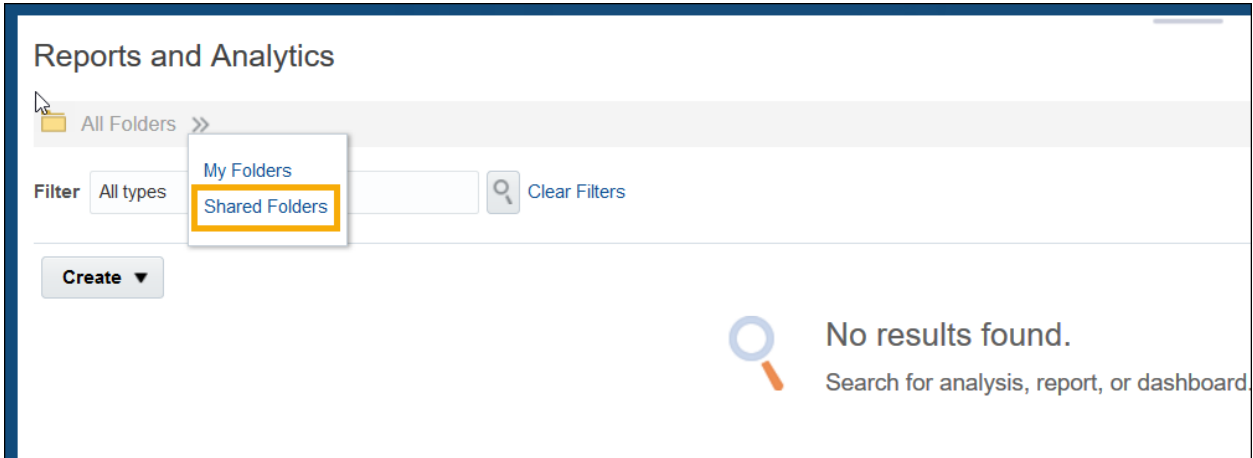
Step Two

Navigate to the Transactional Reporting Table of Contents, where the Budget by Account is located.

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

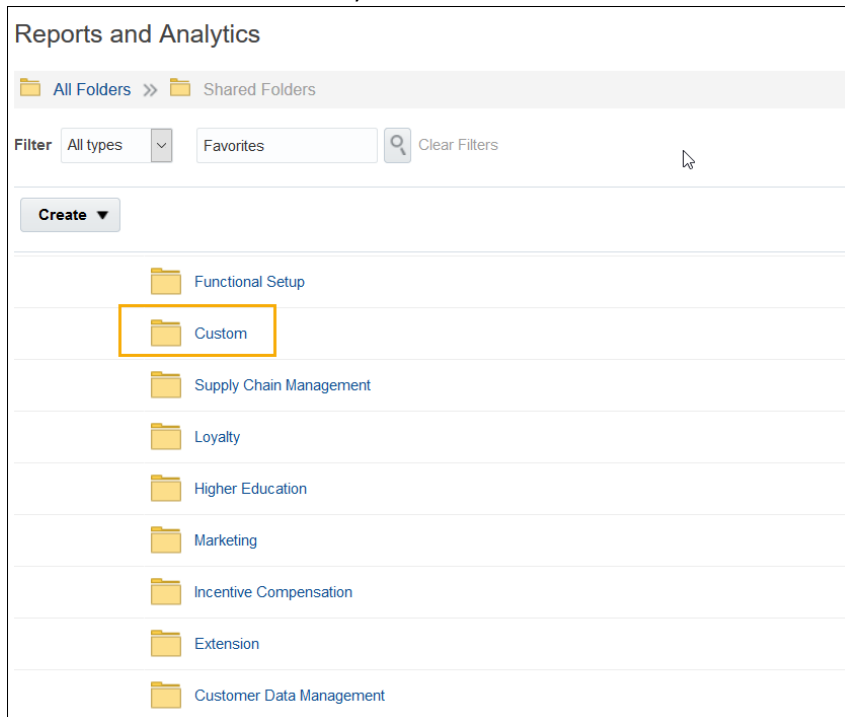


- From the drop down, select **Shared Folders**.

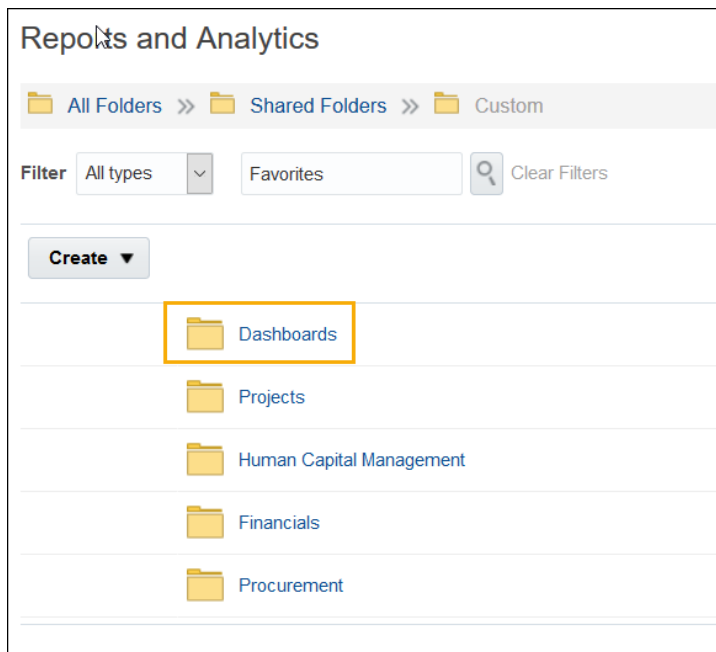




- All Shared Folders you currently have security access for will display. To locate the Transactional Table of Contents, begin by clicking on the **Custom** folder (you may need to scroll to locate it).

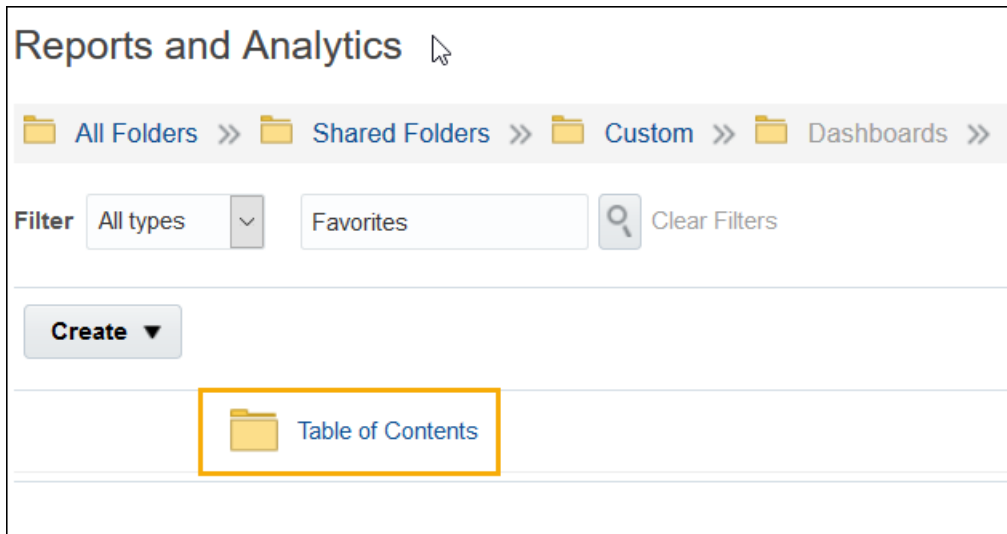


- Click **Dashboards**.

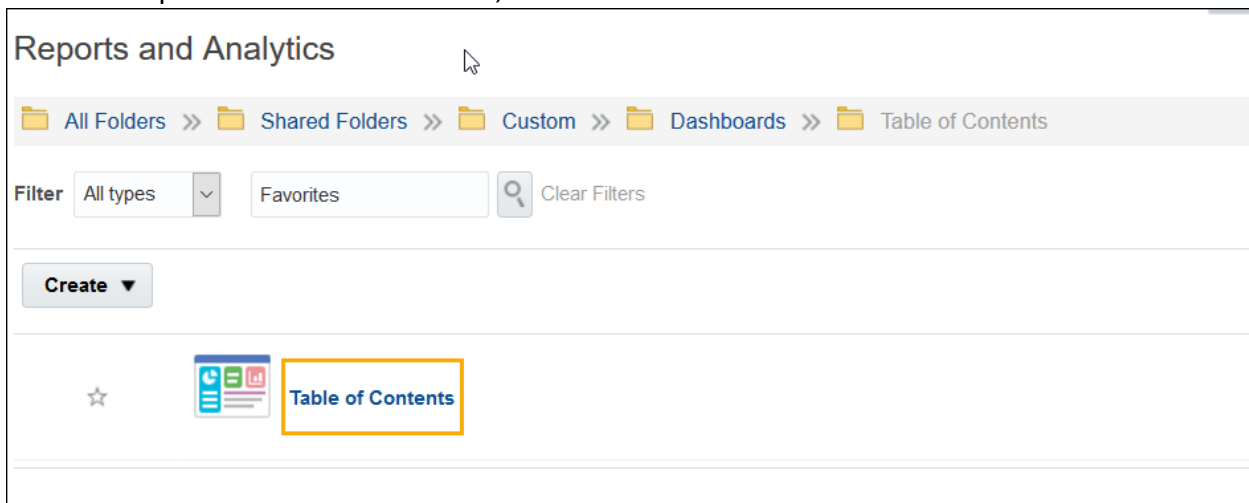




- Click **Table of Contents**.



- To open the Table of Contents, click on the **title**.



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 Three

To Run Budget by Account Report:

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

Transactional Reporting Table of Contents
This dashboard serves as the table of contents for all key transactional reports for campus users.

General Ledger and Budgetary Control

- Budget by Account**
- General Ledger Balances
- Transactions by Period

Project Portfolio Management

- Grants Budget to Actual Summary
- Grants Budget to Actual Detail
- Project Committed Costs
- Project Transactions by Grant

Procurement and Accounts Payable

- Purchase Order Header Status
- Purchase Order Line Status
- Purchase Requisition Header Status
- Purchase Requisition Line Status
- Invoice Status Report

Expenses and P-Card

- P-Card Transactions
- Outstanding PCard Transactions
- Expense Report Information

- Select the desired Organization, Fund Source, Budget, Period Year, and Account then select **Apply**.

Budget by Account .xdo

Organization Code	All
Fund Source Code	All
Budget	All
Period Year	All
Organization	All
Account	All
Fund Source	All

Apply

- The **Budget by Account Report** is displayed.



Budget by Account .xdo

Home Catalog Favorites Dashboards New Open Signed In As

Organization Code All
 Fund Source Code All
 Budget All
 Period Year All
 Organization All
 Account All
 Fund Source All

Apply

Organization Budget by Account and Fund Source

As of: Sep 14, 2017

Budget	Period Year	Organization Code	Organization	Fund Source Code	Fund Source	Account Number	Account	Budget
FY 18 Annual	2018	10001	Provosts Office	000001	Unrestricted Operating	76003	Internal Service Allocation: Other	\$4,712,489.00
FY 18 Annual	2018	10001	Provosts Office	000001	Unrestricted Operating	62013	Other Services Expense	\$150,000.00
FY 18 Annual	2018	10001	Provosts Office	000001	Unrestricted Operating	66509	Training/Professional Development Expense	\$19,105.00
FY 18 Annual	2018	10001	Provosts Office	000001	Unrestricted Operating	66504	Prizes/Awards Expense Reportable	\$14,000.00
FY 18 Annual	2018	17001	College of Health Sciences Deans Office	000001	Unrestricted Operating	77001	Provisions for Facility Renewal	\$40,674.00
FY 18 Annual	2018	17001	College of Health Sciences Deans Office	000001	Unrestricted Operating	40305	Financial Aid Other	\$6,860.72
FY 18 Annual	2018	17001	College of Health Sciences Deans Office	000001	Unrestricted Operating	64009	Computer Hardware	\$600.00
FY 18 Annual	2018	17001	College of Health Sciences Deans Office	085001	Designated Operating F&A Recovery	64001	Lab Supplies	\$282,718.00
FY 18 Annual	2018	17001	College of Health Sciences Deans Office	085001	Designated Operating F&A Recovery	63001	Travel Domestic Expense	\$30,018.00
FY 18 Annual	2018	17001	College of Health Sciences Deans Office	000001	Unrestricted Operating	62005	Insurance Premium	\$375.00
								(\$9,407,128.42)

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