Running the GL Fund Balance Report

This guide will cover:
- Accessing and viewing the GL Balance Report to view beginning and current fund balances with expenditures.

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 upper left corner then Reports and Analytics under Tools.

The Reports and Analytics page is displayed.
Step Three
Navigate to the Transactional Reporting Table of Contents, where the GL Fund Balance Report 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).

  ![Image of the Custom folder in the WyodCloud interface]

- **Click Dashboards.**

  ![Image of the Dashboards folder in the WyodCloud interface]
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 Four
Running the GL Fund Balance Report.

- Under the General Ledger and Budgetary Control heading on the Table of Contents, click on **GL Fund Balance**. Note: it may take a few minutes for the report to fully load.

- A selection of filters will appear. These filters are options to help refine your report. In this example, we have selected Feb 18 for the Period and Anthropology for the Organization. You will always want to define a specific period.
- After selecting desired prompts, click **Apply**.

**Note:** When selecting the period prompt, be sure to select a month which has been closed. Users receive an email from WyoCloud letting them know when a period (month) has been closed in WyoCloud Financial Management.
After running the report, it will prompt you to open the report in Excel. Click OK.

**Note:** It may take a few minutes for the report to populate and prompt you to open in Excel.
Step Five

- Within Excel you have the ability to sort and filter for the information you would like to see. Many users find it is most useful to sort by **Fund Source Code**.

![General Ledger Balances Report](image)

Step Six

- If you would like a more refined search, additional filters such as fund class can be applied to narrow the results. Let's look at an additional common filtering option. In this example, we will look at the indirect costs for Org 10051 within the fund source 000001. Several of the search filters are available using either chart string numerical values or the associated word (appearing lower on the page). Either filtering option returns valid results.

![General Ledger Balances Report](image)
In this example, a more refined search result is displayed.

You have now navigated to and ran GL Fund Balance Report.