Run the Expense Reports Information Report

This guide will cover:

• How to navigate to and run the Expense Reports Information Report.

This report allows users to review the status of all submitted expense reports, both those personally submitted as well as those submitted by others.

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 Expense Reports Information Report:

- Click Shared Folders > Custom > Expenses > Reports > Dashboards > Expense Reports Information > Expense Reports Information > View

- **Expense Reports Information** report is displayed.
Use the prompts at the top of the report to filter to desired information such as Organization, Employee Name and/or Report Status. Then select **Apply**.

You have completed the steps to run the Expense Reports Information Report.