



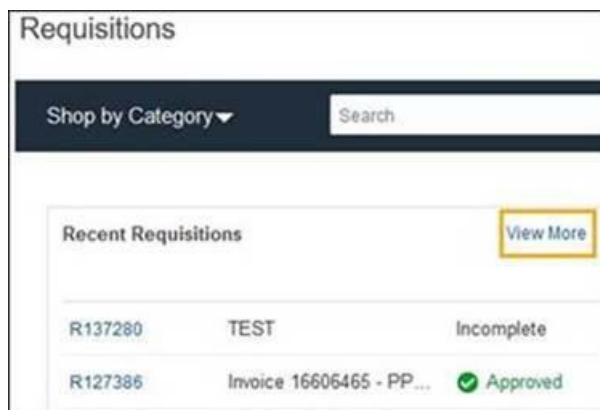
## SYSTEM UPDATE REMINDER AND CHANGES

Greetings,

The WyoCloud Team wanted to send a third reminder that WyoCloud Financial Management will be down for a quarterly system update beginning **Friday, November 16 at 5:00 p.m. through Monday, November 19 at 8:00 a.m.** During this time, the system will be unavailable. Please be sure to log out of the system by **5:00 p.m. on Friday, November 16.** The maintenance and update schedule can be found [here](#). It is recommended users add these dates to their calendar.

As part of this update, Oracle has made some changes on how the system will appear in a few areas:

- **Requisitions** The functionality will remain the same, but the Recent Requisitions screen will only show the last five requisitions submitted and to view more, users will need to select **View More**.



- **Invoices** The Invoice Summary bar that appeared on the right side of the screen after searching and selecting an invoice in the **Manage Invoices** section will disappear. After the update, please refer to the Quick Reference Guides for information on the invoice status.

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- **Contracts** A third option has been added on the **Documents tab** called “Uploaded Revisions” that will automatically attach documents if a contract has gone through the amendment process in WyoCloud. This will allow a user to view all attachments under one location for a single contract. Users **should not** manually attach documents under the **Uploaded Revisions** section.

The [Quick Reference Guides](#) will be updated over the weekend to reflect the above changes. The WyoCloud Team will send an email on Monday updating users on the availability of system.

Thanks,

The WyoCloud Team

## Contact Information

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**Need help with WyoCloud?**  
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