Greetings,

The WyoCloud Team wanted to notify users of some changes that will be part of the system update effective Monday, February 18. All changes will be reflected in the Quick Reference Guides on Monday. As a reminder, please be sure to log out of the system by 5:00 p.m. on Friday, February 15. The system will be unavailable through Monday, February 18 at 8:00am.

**Purchase Requisition Attachment**
Attachments for purchase requisitions will no longer be available to attach at the header level (top) of a requisition. All attachments must be attached in the line details under the Notes and Attachments section on either the Enter Requisition screen or the Edit Requisition screen. If there are multiple lines on a requisition with only one corresponding attachment, do not attach the same attachment to each line. Only attach the document to one of the lines.

**Expense Report Attachment**
The location for expense item attachments has now changed – See screenshot below. The attachment icon is now located on the right side of the screen.
Non-PO Invoice Approval Workflow for Projects
Oracle has provided the capability within the system to add PI’s to the approval workflow for non-PO invoices involving project funds. This functionality will be in alignment to other workflow approvals in the system.

Interface change for Project Financial Management Module
Oracle has changed how to search projects in the Project Financial Management Module (PFM). This will allow users to search projects using facet filters similar to the manage awards search.

My Projects
![Image of My Projects interface]

- Click on Show Filters to refine search
- Table showing project details:
Search Bar: contains search and autosuggest

My Projects

Recent Searched Projects

Saved Search

Available Filters

Action Panel

Thanks,

The WyoCloud Team
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Need help with WyoCloud?
Contact the UW Help Desk
766-4357, Option #1
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