Greetings,

The WyoCloud Financial Management upgrade provides an opportunity to share new system features and improved WyoCloud resources. On **Monday March 26th**, you will meet the new faces of WyoCloud Financial Management as part of UW's journey towards continuous improvement.

WyoCloud Financial Management System Facelift
This upgrade introduces minimal changes to WyoCloud Financial Management by updating the look and feel of the system and introducing new functionality to the requisition process to simplify your navigation and data entry experience.

- **New Functionality and Updated Features for Purchase Requisitions:** To simplify the user experience, the Purchase Requisition home screen and Search screen were redesigned with a more intuitive layout and shortcuts that allow you to easily check the status of your recently submitted requisitions. New functionality was also added to improve the requisition process:
  - **Changing the Requester on Requisitions:** If an employee leaves UW or transfers to a new department, they now have the ability to reassign all of their active requisitions to another user to manage through remainder of procure to pay process.
  - **Shopping List for Non-Catalog Requisitions:** A new Shopping List feature was introduced to simplify the requisition process for frequently bought items not available through the Procurement Catalogs.
- **Updated System Look and Feel:** The more modern home page and icons will be the most noticeable change to WyoCloud Financial Management.

Meet the New Faces of WyoCloud Support
In addition to the WyoCloud Financial Management system upgrade, the WyoCloud Team has prepared new and updated resources to help you adjust to the upgraded system. The recent reorganization in the Division of Administration introduced new faces to the WyoCloud team to focus exclusively on making WyoCloud work for you.

- **Procurement Deep Dive on 3/28 from 2-3:30 PM at the Berry Center Auditorium:** The Procurement and Payment Services office will host a deep dive to explain the new and updated purchase requisition functionality delivered by the upgrade. The Deep Dive will be availible via WyoCast at (https://wyocast.uwyo.edu/WyoCast/Play/ac5c54853b4444e2b8b68f3d0d3c4a3a1d).
- **New Training Available for Requisitions:** The look and feel of requisitions screens have been updated and improved. To show you the functionality, the Quick Reference Guides for creating both catalog and non-catalog requisitions have been updated to guide you through using the updated screens. Additionally, two new Quick Reference Guides will be added to the Knowledge Base over the weekend in advance of the upgrade to walk you through new functionality: 1) how to change the requestor on a requisition and 2) how to use Shopping Lists.
- **Financial Affairs Reorganization for Improved WyoCloud Support:** Since WyoCloud Financial Management was released, UW employees, both across campus and in Administration's financial service units, have experienced major changes to their day-to-day work. WyoCloud support struggled to keep up with the pace of help requests in part due to a disjointed organizational structure that hadn't changed to match their new roles. Based a need to provide more timely support to campus, the Division of Administration reorganized departments to centralize the governance of UW's financial functions to streamline issue resolution and decision-making in order to provide better WyoCloud campus support. The updated organization chart is available on the Administration website.
- **In-Person Support and Open Labs**: We realize that when learning a system, it helps to have in-person support. We are continuing to host Open Labs to provide this opportunity. In addition, our Executive Business Analysts are also providing in-person support or small gorup sessions if needed.

In order to provide a system that meets our institution's evolving needs, WyoCloud welcomes you to share your feedback and suggestions with the UW Help Desk to be evaluated and potentially included in the next WyoCloud upgrade.

Thanks,
The WyoCloud Team

Contact Information

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Need help with WyoCloud?
Contact the UW Help Desk
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