



WYOCLOUD SYSTEM UPDATES: REQUISITIONS AND SYSTEM UPGRADE

Greetings,

Below please find two updates from the WyoCloud Team.

Requisitions

Please know that the ability to process a requisition in WyoCloud Financial Management is currently not available. If you try and submit a requisition, the system will error. This is an unexpected outage, and we are working closely with Oracle to resolve the issue. We will update you when the issue is resolved.

System Maintenance: March 23-26

In order to take the upgrade, WyoCloud Financial Management and Business Intelligence will be **unavailable starting at 5:30 p.m. on Friday, March 23 through Monday, March 26 when the system will be released back to campus.** During this time, users will be unable to access the system. Please be sure you log out of the system by 5:30 p.m. this evening. You will be notified on Monday, March 26th when the Financial Management and Business Intelligence system is available to campus. Please know that **WyoCloud Planning and Budgeting will be unaffected** by this maintenance.

Updated Online Training Now Available

Online Training has been updated to reflect the significant enhancements to the Purchase Requisition user experience included in the Financial Management system upgrade. Based on your requests for improved training, additional online training courses have been updated to incorporate system best practices we've learned since the Financial Management system's release, as well as other improvements to allow for greater understanding of the processes. **If you have already completed training, it is NOT required that you complete any additional training.** These updated trainings are now available on [WyoCourses](#) in the WyoCloud Financial Management course.

System Upgrade Updated Courses

Corresponding updated Quick Reference Guides (QRG's), in addition to two new QRG's, will be added to the Knowledge Base on Monday, March 26th

- **Create Non-Catalog Requisitions**

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- ***Create Catalog Requisitions***

Additional Financial Management Updated Courses

Refreshed to include system best practices and additional details to provide a better understanding of processes

- ***Enter Expense Report***
- ***Process Non-PO Invoices***

New Quick Reference Guide

As part of this upgrade, how to search for an employee's invoice has changed. The WyoCloud Team has developed a new Quick Reference Guide on how to search for an employee in case you need to do this as part of your role.

- [Searching for an Employee's Invoice](#)

If you need assistance, please contact the UW Help Desk and submit a ticket. The UW Help Desk is your first resource and quickest response for questions. You can contact the Help Desk by emailing userhelp@uwyo.edu or by calling 766-4357 and selecting option #1.

Best,

The WyoCloud Team

Contact Information

The WyoCloud Team
Email: wyocloud@uwyo.edu
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Need help with WyoCloud?
Contact the UW Help Desk
766-4357, Option #1
userhelp@uwyo.edu