Greetings,

The WyoCloud Team would like to share the below updates on WyoCloud Financial Management with you.

February Month End Close & TouchNet Report
The month of February was closed yesterday, Wednesday, March 7, in WyoCloud Financial Management. It is recommended you begin by reviewing the Account Analysis Report in WyoCloud Financial Management Reports and Analytics. The TouchNet Report for the month of February is also available to view. A summary of additional transactional reporting options can be found in these Quick Reference Guides.

Email Aliases
Users with email aliases are now able to approve expense reports, requisitions, and non-PO invoices via their email. An email alias is when a user has one outlook account that is tied to two different emails. For example, Cowboy Joe's username is cjoe1@uwyo.edu; however, he also has an email alias of cowboy.joe@uwyo.edu. Previously, Cowboy Joe could not approve an expense report from his email, as the system could not validate his identity due to the two email addresses. With this recent change, Cowboy Joe can now approve from his email. While approval emails vary slightly on their appearance depending on the type of item, below please find a sample screen shot noting where to approve an item.

From: eeik.fin.sender@eeik-opcwf.mail.us2.oraclecloud.com [mailto:eeik.fin.sender@eeik-opcwf.mail.us2.oraclecloud.com]
Sent: Wednesday, February 28, 2018 4:27 PM
To: Cowboy Joe
Subject: Action Required: Approval of Invoice from Charter Commuications

Access this task in the Workspace Application or take direct action using the links in this email:
Actions: Approve | Reject | Request More Info

Approval of Invoice
From Charter Communicat
$588.20

Expense Reports
The WyoCloud team is diligently working to address several issues related to expense reports. Since February 16, the expense workflow has been working as designed. However, if you have any expense reports submitted prior to February 16 that are not processing through workflow, you will need to cancel each expense report and resubmit these reports using a delegate. Information on selecting a delegate can be found on our Quick Reference Guide. We apologize for any inconvenience this causes.

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
www.uwyo.edu/wyocloud

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