WYOCLOUD FINANCIAL MANAGEMENT AND BUSINESS INTELLIGENCE UPDATES

Greetings,

Below please find several updates on WyoCloud Financial Management and Business Intelligence. If you have any questions on any items mentioned in a communication or need additional in person support, you can always attend an Open Lab. **The next open lab is scheduled for Friday, May 25 from 9:00-11:00 a.m.**

New Report Showing Expense Report Status
The WyoCloud Team has developed a new report that shows the status of expense reports. This report displays expense reports that have been created but are not yet fully processed. It includes both reports that have been built but not yet submitted as well as those submitted but not paid. The "Report Status Colum" on the report explains at what stage in the process the report is in (i.e. saved, pending individual approval, etc.). This report can help you see where reports are in the workflow in order to process as many expense reports before the close of the fiscal year. Full details of this report can be found on our Quick Reference Guide.

System Maintenance Complete & Expense Reports
WyoCloud Financial Management and Business Intelligence is now operational after the system maintenance this weekend. **Please remember to log off and log back on in order to access the system.** As we had communicated last week, many users are not able to process expense reports this week due to the maintenance. We are also unable to audit expense reports and process expense reimbursements. In order to address this issue, it is anticipated that the system will be down for a limited period of time next weekend (May 26/27) in order to take a patch to address this issue. We will share additional details with you as they are finalized with Oracle.

If you notice any changes to your Financial Management dashboard homepage after the maintenance, you may need to adjust your dashboard in order to see the info tiles that you normally see. We recommend that you always use the navigator menu to access different modules, but you may also adjust your info tile settings.

Revised WyoCloud Reports and Analytics Reporting Interface
WyoCloud Reports and Analytics now has a new, streamlined, look and feel. In order to show you these changes, all the [Financial Management Reporting Quick References Guides](#) have been updated. With this new interface, you are now also able to save your favorite reports, which will save you navigation time. Information on this new feature will be found in this [Quick Reference Guide](#).

Additionally, how you access the Account Analysis report has changed slightly. A revised [Quick Reference Guide](#) has been developed to show you this new process. We are also working to have this report be able to be added as a favorite to your Reports and Analytics favorite's dashboard. **Contracts**

Contracts Module
Please know the contracts module is not submitting contracts via workflow at this time. While it may appear that your contract has been submitted to workflow, it has not. This issue is new as of this morning, May 21. We are working with Oracle to resolve the issue. At this time, please do not submit any contracts via WyoCloud Financial Management.

CDW & Source Office
Our procurement catalog CDW (computer supplies) and Source Office are not operational this morning. We are working with CDW and Source Office to resolve this issue. All other procurement catalogs and requisitions are working as normal.

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