



WyoCloud Business Intelligence Student Reporting has gone live! As we prepare for the Go-Live of the Financial Management system, we will continue to update you on relevant changes. To learn more about these changes, please visit the WyoCloud website on WyoWeb: <http://www.uwyo.edu/wyocloud/>.

COMMUNICATION AND EVENTS	On-Going
<p>The WyoCloud team wants you to be up-to-date on what is going on with the WyoCloud project and how it will affect you. Below are a few resources we want to remind you about.</p> <ul style="list-style-type: none"> • WyoCloud Town-hall hosted by Provost Kate Miller on March 2nd <ul style="list-style-type: none"> ○ If you didn't get a chance to attend or view through WyoCast, we have posted the WyoCast recording on the WyoCloud homepage. • WyoCloud Business Intelligence Student Reporting video <ul style="list-style-type: none"> ○ Learn more about the importance of WyoCloud Business Intelligence systems to the University by checking out the short WyoCloud BI Student Reporting video on the homepage of the WyoCloud website. • Departmental Roadshows – Bring the WyoCloud team to you! <ul style="list-style-type: none"> ○ The WyoCloud team is planning to host a series of roadshow for every area of campus before the Financial Management System is released in July. Help our team help you by emailing wyocloud@uwyo.edu to invite the WyoCloud team to speak to your department about any topic of WyoCloud you want to know more about. We can help organize the meeting and provide the material so your group can have their WyoCloud questions answered. ○ You can have the WyoCloud Change Agent volunteer from your department help coordinate a roadshow with the roadshow with the WyoCloud team. Please visit the Change Agent page on the WyoCloud website to learn who your Change Agent is. 	
BUSINESS INTELLIGENCE STUDENT REPORTING	Go-Live: March 6th, 2017
<p>The WyoCloud Business Intelligence (BI) Student Reporting system has gone live! Users who have completed the required online training now have access to the system through the WyoCloud Business Intelligence link on the WyoWeb homepage. The BI team would like your feedback about the BI Student Reporting system to incorporate into future improvements. Please submit your feedback to the IT Help Desk through the WyoCloud icon in the IT Service Catalog website.</p>	
FINANCIAL MANAGEMENT SYSTEM	Go-Live: July 2017
<p>The WyoCloud Financial Management System will change the way the University does business at every level and will affect every user on campus. We have outlined a few important changes that you should be aware of. Additional information can be found on the WyoCloud website under the Finance System page.</p> <p>Procurement: Through WyoCloud, the University of Wyoming is embarking on a strategic sourcing initiative to leverage the spending power of the university. Suppliers will go through a competitive solicitation process to be chosen to supply the entire university with computers and laptops, scientific supplies, and office supplies. By working with competitive suppliers, UW will get the best prices and realize savings as an institution. These products will be sold through a portal in WyoCloud. All items sold through the purchasing portal will be the preferred vendor for the University. There are many benefits of the new purchasing portal through WyoCloud.</p> <ul style="list-style-type: none"> • Less time spent searching for products online and comparing prices • Aligns with the University goal to better manage and use resources—vendor products will be at the best negotiated price • Faster requisition (PO) processing since contracts will already be negotiated and agreed upon 	

FINANCIAL MANAGEMENT SYSTEM

Go-Live: July 2017

Approvals based on Dollar Amount: The approval process for requisitions, change orders, expense reports, and payment requests will have additional approvals configured for dollar amounts and delegation options for when you would like the department accountant to confirm or correct what you have entered in the system. Dollar thresholds will be added to the approval process for requisitions, change orders, expense reports, and payment requests. The system will automatically route the online form to the approval level required based on dollar amount. The approver can utilize WyoCloud's mobile capabilities and system generated email notifications to approve any of the requested items. These additional approvals help to keep UW accountable to the budget.

- Business Managers approve up to \$99,999.99
- Associate VP/ Dean/ Director approve \$100,000 - \$249,999.99
- VP approves \$250,000 - \$999,999.99
- The President approves \$1,000,000 and up.

Expense Report Delegation: A big change for UW with WyoCloud is the significant amount of self-service functionality that will be available when the system is released in July. Previously, business managers and department accountants have been responsible or assisted with many tasks that UW faculty and staff will now be able to enter through self-service. Through conversations with business managers participating in system testing, the WyoCloud team is now discussing and exploring the option of adding department accountants as delegates for expense reports and allowing the department accountants to be made the requestor for requisitions. Even with self-service functionality, we understand that not every faculty and staff member will be able to confidently fill out the correct accounting information so the WyoCloud team is working hard to allow the delegation and assignment to department accountants through self-service.

- *Requisitions and Change Orders*
 - The individual creating the requisition is who the system classifies as the requestor. While performing the self-service process to order goods, the requestor can assign the department accountant to be the requestor so that they can update the information entered if necessary. The requisition would then appear in the department accountant's worklist. They can be notified offline that a submission requires their review. The department accountant can then make any changes needed before submitting to the approval workflow. Only if the requestor changes the requestor name to the department accountant will the accountant be able to update the requisition before it is submitted through the approval workflow. The requestor assignment is only valid for that specific requisition. When the next requisition is created by the individual, they will again have to enter the department accountant as the requestor to allow for updates to be made.
- *Expense Reports*
 - For expense reports, the user can assign a delegate to create expense items and submit expense reports for approval. If a user assigns a delegate, they are still capable of creating and submitting expense reports for themselves. The delegation for expenses is indefinite. Unlike assigning the department accountant to every requisition you would like them to have the ability to update, the delegation in expenses will apply to every expense item and report until the delegate is removed for all expense.
- *Payment Requests*
 - The invoice is entered into WyoCloud by the department accountant, who knows the correct accounting to use.