



SYSTEM IS OPERATIONAL

Greetings,

WyoCloud Financial Management is now operational after the system maintenance this weekend. As the WyoCloud team completed the upgrade ahead of schedule, the system is being returned to campus early. As previously communicated, Oracle has made some changes on how the system will appear in a few areas. The [Quick Reference Guides](#) for each of these areas have been updated.

- **Requisitions** The functionality will remain the same, but the Recent Requisitions screen will only show the last five requisitions submitted and to view more, users will need to select **View More**.
- **Invoices** The Invoice Summary bar that appeared on the right side of the screen after searching and selecting an invoice in the **Manage Invoices** section will disappear. After the update, please refer to the Quick Reference Guides for information on the invoice status.
- **Contracts** A third option has been added on the **Documents tab** called "Uploaded Revisions" that will automatically attach documents if a contract has gone through the amendment process in WyoCloud. This will allow a user to view all attachments under one location for a single contract. Users **should not** manually attach documents under the **Uploaded Revisions** section.

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?
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766-4357, Option #1
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