



SYSTEM MAINTENANCE & TIPS AND TRICKS

Greetings,

The WyoCloud team has created the following tips and tricks for you to use when working in WyoCloud Financial Management. Please remember that all WyoCloud Financial Management Tips and Tricks can be found on the [WyoCloud website](#).

System Maintenance: Feb. 16-18

The WyoCloud Financial Management System will be down for regular maintenance beginning **Friday, February 16 at 8:00 p.m. through Sunday, February 18 at 8:00 p.m.** During this time, users will be unable to access the system. Please be sure you log out of the system by 7:30 p.m. on Friday, February 16. Please plan your schedules and workload accordingly, knowing the system will be unavailable during this time.

Enhancements to Procurement Catalogs

The Procurement Catalogs in WyoCloud Financial Management have been enhanced with several new features to improve usability and efficiency. One of these new features is that a user can now export their shopping cart and share it with others. This great feature allows a user to share a cart with others to confirm they are purchasing the correct products. Information on this new feature has been added to the [Quick Reference Guide](#). Procurement Catalogs' search features have also been enhanced with a new Quick Find feature that allows users to search by part number. Additional details on this new feature can be found in [Procurement Frequently Asked Questions](#).

Moving Expenses

Please know that all moving expense reimbursements are now taxable to the employee due to new tax laws. For questions, please contact the Tax Office at 307-766-2821.

Correcting a Receipt

We know mistakes happen! The WyoCloud team wanted to remind you that if you make a mistake when entering a receipt for a good or service, we have a [Quick Reference Guide](#) explaining how to correct a receipt. This guide will walk you through all the steps necessary to ensure your receipts are accurate and the information in WyoCloud Financial management is correct.

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

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