



WYOCLOUD SYSTEM UPGRADE & SUPPORT

Greetings,

The WyoCloud Team wanted to send another reminder that WyoCloud Financial Management and Business Intelligence will be upgraded to a new system release on **Monday, March 26th**. The below information is provided to help you prepare for the system upgrade and to inform you of the steps our team has taken in advance of the upgrade.

WyoCloud Support Updates

To prepare for the system upgrade, our team has made changes to increase and improve WyoCloud based on feedback and needs.

- **IDT Backlog Cleared:** In order to ensure your financial reports have the most up-to-date information, Financial Service units have reduced the number of unprocessed IDTs from **1,670 to 160** between February 9 and March 8.
- **Completed Outstanding Expenditure Corrections:** Financial units have also completed outstanding expenditure corrections. Between February 9 and March 8, the team reduced the number of expenditure corrections from **800 to 29**.
- **Reducing Time to Month End Close:** The month of January was closed in only **eight business days**, and the month of February was closed in only **four**—less than half the time it was previously taking to close month end.

System Upgrade Quick Facts

This system upgrade introduces some changes to WyoCloud Financial Management. Additional details about the upgrade including new training and support resources will be shared early next week.

- **System Downtime:** WyoCloud Financial Management will be unavailable next weekend beginning at 8:00 p.m. on Friday, March 23 through the morning of Monday, March 26 before it is released back to campus. WyoCloud Planning and Budgeting is unaffected by this upgrade.
- **System Changes:** The upgrade introduces updates to system appearance and minimal new functionality as listed below. Detailed information will be shared next week.
 - System facelift through minor changes to the look and feel of the home page icons and select transaction screens.
 - New shopping experience to create requisitions

Additional Updates

-
- **Mobile Expense Application:** You can enhance the usefulness of the expense module by downloading Oracle's mobile expense application on your Apple and Android device. This app supplements the WyoCloud Financial Management system, allowing you to take pictures of receipts and upload expense items to be included in expense reports directly through your mobile device. For information on how to download and use the mobile app, please see our [Quick Reference Guides](#).

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

Thanks,
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