Greetings,

WyoCloud Financial Management and Business Intelligence is now available after completing the system upgrade over the weekend. This upgrade introduces a facelift for the Financial Management system providing a new look and feel beginning most noticeably with the home page and continuing throughout the system with updated pages for select functionality. Below please find updates from the WyoCloud team after taking the system upgrade.

Updates after the Upgrade
- **Expense Module:** Prior to the upgrade, Oracle Support had logged a known system issue (bug) on the expense module in the new upgraded system, as well as a corresponding patch to fix the issue. WyoCloud Financial Management was scheduled to receive this patch on our system this weekend when we upgraded so the system could process expense reports. However, the patch was not provided to UW over the weekend. We are working with Oracle to provide us this patch as soon as able. Until then, users are unable to process expense reports in WyoCloud Financial Management. This issue also affects current expense reports in workflow, which will not be processed until UW receives the patch.
- **Cash Advance Process:** With the upgrade, Oracle has made us aware of known issues with the cash advance process within WyoCloud Financial Management. If you need a cash advance, please follow this Quick Reference Guide, which outlines the procedures to receive a working fund, rather than using the current cash advance process in the expense module. If you have a current cash advance already being processed in the system, proceed using the normal cash advance process. The need to use a working fund only affects cash advance requests made **after Monday, March 26**. The working fund process **will only be used in the interim** until Oracle corrects the known issues. Remember, the Cashier's Office needs several days' notice for a cash advance request in order to ensure they have the correct denominations.
- **Email Notifications:** As the system was upgraded over the weekend, Oracle updated the email address they send auto generated notifications from. If you had previously set up your Outlook email account to route these approval items to one folder, you will

now see these appearing in your inbox. This is not a system issue, and these are processing as normal. However, you will need to update the rules in your Outlook to feed these emails to a specific folder if that is how you have previously handled these email notifications.

New and Updated WyoCloud Training and Resources
- **Procurement Deep Dive on Wednesday, March 28th from 2-3:30 PM at the Berry Center Auditorium**: The Procurement and Payment Services office will host a deep dive to explain the new and updated purchase requisition functionality delivered by the upgrade. The Deep Dive will be available through WyoCast (https://wyocast.uwyo.edu/WyoCast/Play/ac5c54853b4444e2b8b68f3d0d3c4a3a1d).

- **Quick Reference Guides**: To accompany the new and improved requisition functionality and other functionality included in the upgrade, three new and two updated Quick Reference Guides (QRG's) are now available on the Knowledge Base.
  - **New** Changing the Requestor on Requisitions
  - **New** Create Non-Catalog Requisition Shopping Lists
  - **New** Searching for Employee Invoices
  - **Updated** Create Non-Catalog Requisition
  - **Updated** Create Procurement Catalog Requisition
  - **Updated** PPM – Grants Campus User Guide

- **Open Labs and In-Person Support**: The WyoCloud Team is continuing to host Open Labs to provide in-person support for your questions. The **next open lab is this Thursday, March 29th from 1-3 p.m. at the Information Technology Center** in room 173. A schedule of upcoming Open Labs can be viewed on WyoLearn. Additionally, our Executive Business Analysts are also providing in-person support or small group sessions as needed.

- **Online Training**: Online Training has been updated to reflect the significant enhancements to the Purchase Requisition user experience included in the Financial Management system upgrade. Based on your requests for improved training, additional online training courses have been updated to incorporate system best practices we've learned since the Financial Management system's release, as well as other improvements to allow for greater understanding of the processes. **If you have already completed training, it is NOT required that you complete any additional training.** These updated trainings are now available on WyoCourses in the WyoCloud Financial Management course.
  - Create Non-Catalog Requisition
  - Create Procurement Catalog Requisition
  - Create Expense Report
  - Process Non-PO Invoices

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

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Contact the UW Help Desk
766-4357, Option #1
userhelp@uwyo.edu