

WYOCLOUD FINANCIAL MANAGEMENT AND BUSINESS INTELLIGENCE UPDATES

Greetings,

Below please find several updates regarding WyoCloud Financial Management and Business Intelligence.

Cash Advance Process

The issues with the cash advance process within WyoCloud Financial Management have been resolved, and users can now process a cash advance in WyoCloud Financial Management, instead of using the workaround process. Information on how to process a cash advance can be found on our [Quick Reference Guide](#).

Expense Report & Account Codes

Normally, when entering an expense item, the natural account code in the chart string is populated when you select the expense type. However, after the system maintenance this weekend, the natural account code is not updating when the expense type is changed. Once you update the expense type, please be sure to check that the natural account code is correct. If it is not, please enter the correct natural account code. Then you can add the expense item to a report and submit as usual. This is a logged issue with Oracle, and they are working on a resolution. Until then, be sure to check the natural account code and save the correct code once it is entered.

If you need assistance in selecting the correct natural account code for the expense type, the WyoCloud website has a [crosswalk](#) of expense types and natural account codes, which explains what code to use for each expense type.

WyoCloud Business Intelligence

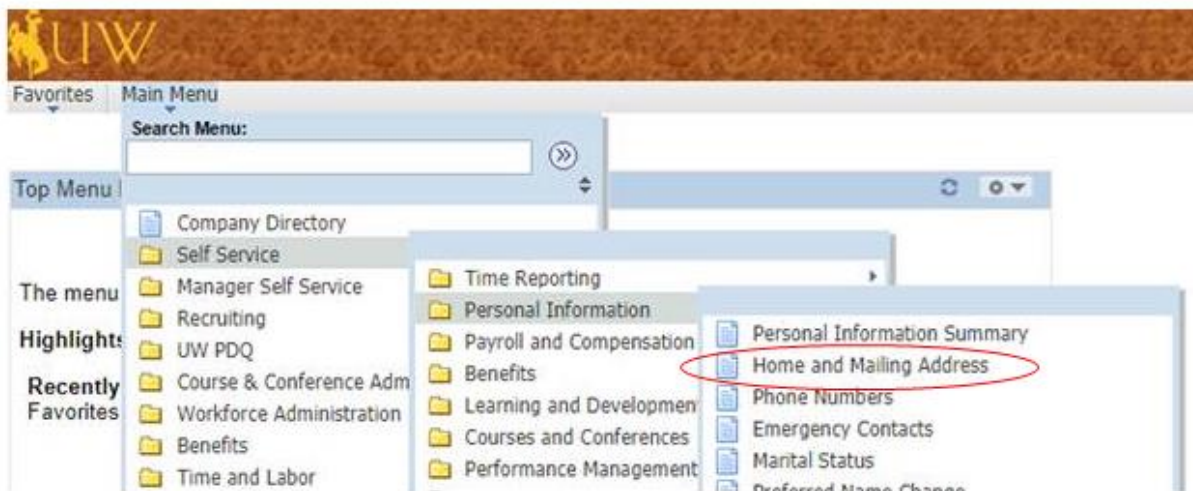
WyoCloud Business Intelligence is currently down. Please know this is an unexpected outage. We are working with Oracle to resolve this issue as quickly as possible. Additional updates can be found on the [IT hot pages site](#). We apologize for any inconvenience.

Employee Expense Reimbursement Check Addresses

If you have a reimbursement that is being processed in the form of a check, please know these checks are now being printed with your mailing address and mailed out. Your mailing address is

pulled into WyoCloud Financial Management from HRMS. In order to update your mailing address to ensure that your check is being mailed correctly, please log into HRMS and go to Self Service, Personal Information, Home and Mailing Addresses (see screen shot below). From there, you will be able to edit your mailing address in the system, and this information will feed into WyoCloud Financial Management. Please know if you have a check address on your HRMS file, we are using this address on the checks. Please update this address if you have it listed in HRMS.

It is strongly recommended that you sign up for direct deposit for your reimbursements instead of receiving a paper check in WyoCloud Financials. Even if you have direct deposit set up for your paycheck, you also need to set it up for your reimbursements. Information on setting up direct deposit for reimbursements can be found on our [Quick Reference Guide](#).



Contact Information

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Need help with WyoCloud?
Contact the UW Help Desk
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