WYOCLOUD FINANCIAL MANAGEMENT AND BUSINESS INTELLIGENCE UPDATES

Greetings,

Below please find several updates on WyoCloud Financial Management and Business Intelligence. Remember, if you have any questions on any items mentioned in a communication or need additional in person support, you can always attend an Open Lab. **The next open lab is scheduled for Friday, May 25 from 9:00-11:00 a.m.**

System Maintenance

As previously notified, WyoCloud Financial Management and Business Intelligence will be down for regular maintenance beginning **Friday, May 18, at 5:30 p.m. through Monday, May 21 at 8:00 a.m**. Users will be unable to access the system during this time. As previously communicated, many users will not be able to process expense reports next week due to this maintenance. It is anticipated this issue will be resolved on Monday, May 28.

Revised WyoCloud Reports and Analytics Reporting Interface

On Monday, May 21, WyoCloud Reports and Analytics will have a new, streamlined, look and feel. With this new interface, you are now also able to save your favorite reports, which will save you navigation time. In order to show you these changes, information on this new feature is currently found in this Quick Reference Guide. We will have all other Financial Management Reporting Quick References Guides updated on Monday.

Contracts

The main landing page on the contracts module will be updated on Monday, May 21 to include enhanced search features to better allow users to locate previously submitted contracts as well as review progress of pending contracts. These new features will be highlighted in this Quick Reference Guide beginning on Monday

Searching for Employee Invoices

After the system maintenance this weekend, users will be able to return to searching for employee invoices using step five of the Procure-to-Pay Process Quick Reference Guide. The previous guide that was used in the interim to allow for invoices searches has been removed from the knowledge base.

Year End Memo Updated
The Year End Memo has been slightly revised and uploaded to the WyoCloud website. Updates were made to the non-mandatory transfer section, the payroll deadlines, and a slight change to the June calendar for wording. All of these changes were referenced at the Year End meeting this week. If you were unable to attend the Year End meeting last Tuesday, the meeting can be reviewed at the below link.
https://wyocast.uwyo.edu/WyoCast/Play/a17d11d5fc124a8481af02bec2fbf1fc1d

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