



SYSTEM UPDATE CHANGES

Greetings,

The WyoCloud Team wanted to notify users of some changes that will be part of the system update **effective Monday, February 18**. All changes will be reflected in the [Quick Reference Guides](#) on Monday. As a reminder, please be sure to log out of the system by **5:00 p.m. on Friday, February 15**. The system will be **unavailable through Monday, February 18 at 8:00am**.

Purchase Requisition Attachment

Attachments for purchase requisitions will no longer be available to attach at the header level (top) of a requisition. All attachments must be attached in the line details under the **Notes and Attachments** section on either the *Enter Requisition* screen **or** the *Edit Requisition* screen. If there are multiple lines on a requisition with only one corresponding attachment, do not attach the same attachment to each line. Only attach the document to one of the lines.

Expense Report Attachment

The location for expense item attachments has now changed – See screenshot below. The attachment icon is now located on the **right side** of the screen.

* Date

* Type

Expense Location

* Amount

Attachments None +

Receipt missing

Non-PO Invoice Approval Workflow for Projects

Oracle has provided the capability within the system to add PI's to the approval workflow for non-PO invoices involving project funds. This functionality will be in alignment to other workflow approvals in the system.

Interface change for Project Financial Management Module

Oracle has changed how to search projects in the Project Financial Management Module (PFM). This will allow users to search projects using facet filters similar to the manage awards search.

My Projects

Show Filters

View **Detach**

Project Name	Project Number	Overall Health	Project Status	Project Manager
2013 Western SARE PDP	1002139A		Active	Crane, Kelly
Sponsored Programs Operations	1001071		Active	Puls, Kimberly

Click on Show Filters to refine search

Search Bar: contains search and autosuggest

My Projects

Project Name or Number

Recent Searched Projects

Saved Search

Recent Projects Save

Filters

Expand All Collapse All

Project Manager

Project Status

Team Member

Organization

Available Filters

Action Panel

Project Name	Project Number	Overall Health	Project Status	Project Manager	Customer	Start Date	Finish Date	Organization
CDRMPJB_Proj_02	CDRMPJB_Proj_02		Approved	Mason,Abraham		1/1/10	12/31/20	Operations-East
0001 PJS CDRM AM	0001 PJS CDRM AM	⚠	Approved	Mason,Abraham		10/1/10	10/31/12	Vision Operation
0002 PJS CDRM AM	0002 PJS CDRM AM	❌	Approved	Mason,Abraham		10/1/10	10/31/12	Vision Operation
AT-IP Provider Proj	AT-IP Provider Proj		Approved	Mason,Abraham	Internal-Vision Serv	1/1/10		Vision Operation
PJS-CDRM-PEP1	PJS-CDRM-PEP1		Active	Mason,Abraham	ATKINSON TRADIN	1/1/10		Operations-East

Manage Financial Project Settings

- Project Overview
- Manage Financial Project Plan
- Manage Project Budget
- Track Financial Project Progress
- Manage Project Forecast
- Review Project Performance
- Analyze KPI Categories
- Update Project Performance Data
- Generate KPI Values

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

© University of Wyoming