

## **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 <u>Quick Reference Guides</u> on Monday. As a reminder, please be sure to <u>log out of the system</u> 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 <u>or</u> the *Edit Requisition* screen. If there are multiple lines on a requisition with only one corresponding attachment, <u>do not</u> attach the <u>same</u> 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.

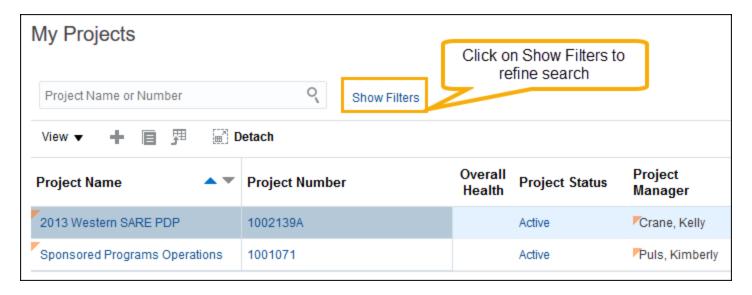


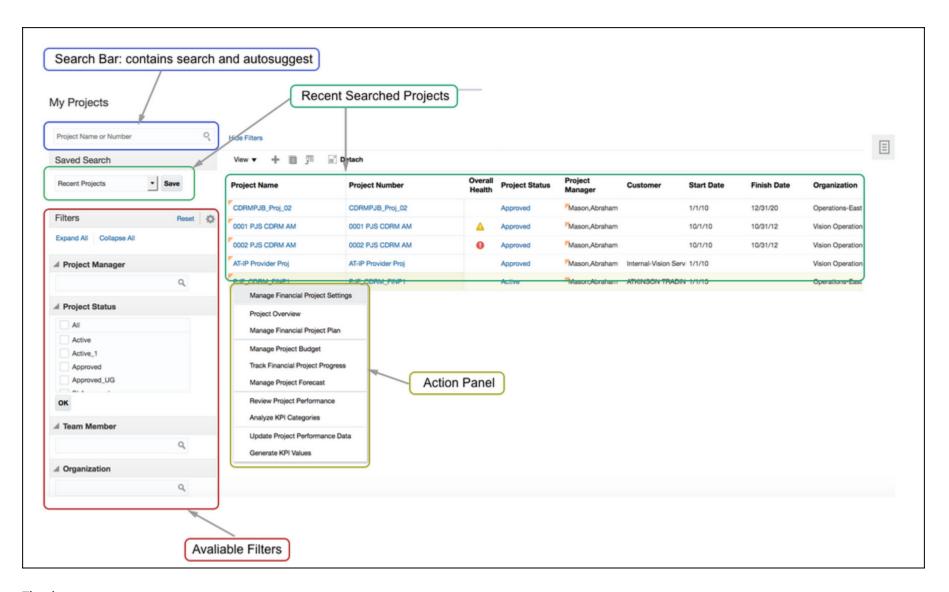
#### **Non-PO Invoice Approval Workflow for Projects**

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.





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

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