

QUARTERLY SYSTEM UPDATE REMINDER AND CHANGES COMING WITH UPDATE

Greetings,

Please see the reminders below:

Quarterly System Update Reminder

WyoCloud Financial Management & HCM will be down for a quarterly system update beginning Friday, August 21st at 5:00 p.m. through Monday, August 24th at 8:00 a.m. During this time the system will be unavailable.

Please be sure to log out of the system by 5:00 p.m. today, Friday, August 21st.

The maintenance and update schedule can be found <u>here</u>. It is recommended users add these dates to their calendar.

System Changes Coming with the Update

After the system update this weekend, users will notice a few minor changes in the system. These changes were discussed during the Deep Dive Presentation on August 20th. Employees can view the recording of the presentation under <u>Communications</u> on the WyoCloud website.

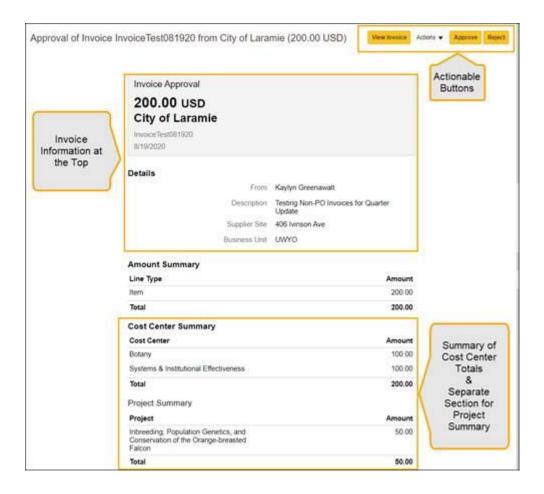
Workflow Approvals

- Transactions that have been "in progress" (pending approval) for 180 days or more will begin automatically withdrawing.
- Starting Monday, you'll get a notification of withdrawal anytime a transaction has been in progress for 180 days.
- In some cases, such as time cards, withdrawn transactions return to a saved status which can be re-submitted.
- In other cases, the transaction cannot be re-submitted and will need to be recreated.

Non-PO Invoice Approval Screen

• Changes to the non-PO invoice approval screen will look similar to expense reports and requisitions with some minor differences.

- Attachments are not accessible on the screen and users have three options to view the attachment: (1) view invoice, (2) Actions > Add Attachments, or (3) Actions > View Approvals.
- Project numbers for applicable lines can be viewed in Actions > Edit Distributions.



Invoice Line	Amount
1.	100.00
Distributions	
10-64003-105-000001-21003-550-0000-0000-0 University of Wyoming-Medical Supplies- Unrestricted Operating-Unrestricted Operating- Systems & Institutional Effectiveness-Institutional Support-Default-Default	
2.	50.00
Distributions	
10-64003-105-000001-13121-550-0000-0000-0 University of Wyoming-Medical Supplies- Unrestricted Operating-Unrestricted Operating- Botany-Institutional Support-Default-Default- Default	
3.	50.00
Project	Inbreeding, Population Genetics, and Conservation of the Orange-breasted Faicon, 1, 8/19/2020, Water Expense, Botany
Distributions	
10-64503-200-010002-13121-200-0000-0000-0 University of Wyoming-Water Expense- Designated Operating-Designated Operating General-Botany-Research-Default-Default- Default	
Total	200.00
nstallments	
Due Date	Amount
1. 9/18/2020	200.00
Payment Method	Check
Payment Priority	99
Total	200.00

Best,

The WyoCloud Team

Contact Information

The WyoCloud Team Email:<u>wyocloud@uwyo.edu</u> www.uwyo.edu/wyocloud Need help with WyoCloud? Contact the UW Help Desk 766-4357, Option #1 userhelp@uwyo.edu © University of Wyoming