



## 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 21<sup>st</sup> at 5:00 p.m. through Monday, August 24<sup>th</sup> 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 21<sup>st</sup>.***

The maintenance and update schedule can be found [here](#). 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 20<sup>th</sup>. Employees can view the recording of the presentation under [Communications](#) 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- In some cases, such as time cards, withdrawn transactions return to a saved status which can be re-submitted.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.

[View Invoice](#)

Actions ▾

[Approve](#)

[Reject](#)

Invoice Information at the Top

Invoice Approval  
**200.00 USD**  
City of Laramie

InvoiceTest081920  
8/19/2020

**Details**

From: Kaylyn Greenawalt  
Description: Testing Non-PO Invoices for Quarter Update  
Supplier Site: 405 Iverson Ave  
Business Unit: UWYO

Actionable Buttons

**Amount Summary**

Line Type	Amount
Item	200.00
<b>Total</b>	<b>200.00</b>

**Cost Center Summary**

Cost Center	Amount
Botany	100.00
Systems & Institutional Effectiveness	100.00
<b>Total</b>	<b>200.00</b>

**Project Summary**

Project	Amount
Inbreeding, Population Genetics, and Conservation of the Orange-breasted Falcon	50.00
<b>Total</b>	<b>50.00</b>

Summary of Cost Center Totals & Separate Section for Project Summary

<b>Lines</b>	
<b>Invoice Line</b>	<b>Amount</b>
<b>1.</b>	<b>100.00</b>
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-Default	
<b>2.</b>	<b>50.00</b>
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	
<b>3.</b>	<b>50.00</b>
Project	Inbreeding, Population Genetics, and Conservation of the Orange-breasted Falcon, 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	
<b>Total</b>	<b>200.00</b>
<b>Installments</b>	
<b>Due Date</b>	<b>Amount</b>
<b>1. 9/18/2020</b>	<b>200.00</b>
Payment Method	Check
Payment Priority	99
<b>Total</b>	<b>200.00</b>

Best,

The WyoCloud Team

### Contact Information

The WyoCloud Team  
 Email: [wyocloud@uwyo.edu](mailto:wyocloud@uwyo.edu)  
[www.uwyo.edu/wyocloud](http://www.uwyo.edu/wyocloud)

**Need help with WyoCloud?**  
 Contact the UW Help Desk  
 766-4357, Option #1  
[userhelp@uwyo.edu](mailto:userhelp@uwyo.edu)

