



WYOCLOUD FINANCIAL MANAGEMENT & HCM OPERATIONAL AFTER UPDATE

Greetings,

WyoCloud Financial Management and HCM are **now operational and accessible** after this weekend's update.

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 [Communications](#) on the WyoCloud website. A summary of the changes are below:

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- In some cases, such as time cards, withdrawn transactions return to a saved status which can be re-submitted.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
Total	200.00

Cost Center Summary

Cost Center	Amount
Botany	100.00
Systems & Institutional Effectiveness	100.00
Total	200.00

Project Summary

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

Summary of Cost Center Totals & Separate Section for Project Summary

Lines	
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-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 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	
Total	200.00
Installments	
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: wyocloud@uwyo.edu
www.uwyo.edu/wyocloud

Need help with WyoCloud?
 Contact the UW Help Desk
 766-4357, Option #1
userhelp@uwyo.edu

