



## EXPENSE REPORT UPDATE & MAINTENANCE REMINDER

Greetings,

Please see two updates below:

### **Expense Reports**

The issue communicated earlier this week about expense reports not converting to an invoice to be paid out has been **resolved**. All expense reports are **now processing payment** and any expense reports that were in a status of "Ready for Payment Processing" have been generated through a pay cycle this morning. If you experience any other issues, please submit a ticket to the Help Desk at [userhelp@uwyo.edu](mailto:userhelp@uwyo.edu).

### **Regular Monthly Maintenance**

Reminder, WyoCloud Financial Management & HCM will be down for monthly maintenance beginning tonight, **Friday, March 15 at 8:00 p.m. through Saturday, March 16**. During this time, the **system will be unavailable**. Please be sure to log out of the system by **7:30 p.m. tonight**.

The maintenance and update schedule can be found [here](#). It is recommended users add these dates to their calendar.

Best,

The WyoCloud Team

### **Contact Information**

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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)

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