

## WYOCLOUD FINANCIAL MANAGEMENT: EXPENSE REPORT UPDATE

Greetings,

This morning users reported issues with entering expense reports. Specifically, users trying to submit expense reports as delegates were not seeing the full chart of account string in the expense module, and thus could not edit necessary fields. The expense module should now be displaying the full chart of account string, and users should be able to process transactions. If you have also encountered this issue, **please log out of WyoCloud Financial Management, clear your cache, and log back in.** Information on how to clear your cache can be found on the [Knowledge Base](#).

Please know users who are submitting an **itemized expense report on a project** will need to consult the updated [P-Card Expense Reporting Quick Reference Guide](#), specifically step three, to be aware of some minor changes to this process.

If you encounter any other issues with the expense module as you process transactions, please contact the UW Help Desk and submit a ticket. You can contact the Help Desk by emailing [userhelp@uwyo.edu](mailto:userhelp@uwyo.edu) or by calling 766-4357 and selecting option #1.

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)