



WYOCLOUD FINANCIAL MANAGEMENT AND BUSINESS INTELLIGENCE UPDATES

Greetings,

Below please find several updates from the WyoCloud Team regarding Financial Management and Business Intelligence.

P-Card Transactions

The WyoCloud team wanted to send a reminder to campus to reconcile their p-cards as we approach year end. We have developed a [new report](#) showing outstanding p-card transactions that we released to campus in April to assist you with reconciling card charges. To further assist you and our payment services team when reconciling these p-card charges, remember the following items are not allowed to be purchased using p-cards:

- Gift Cards
- Furniture is not allowed on the p-card unless you have worked with and have the approval of Greg Livingston in Procurement.
- Individual meals for employees or non-employees

Also remember to let suppliers know prior to the purchase that UW is tax exempt. State of Wyoming suppliers must honor this status, and this includes lodging as well. It is recommended that you mention UW's tax exempt status to suppliers outside of the state, as they may honor the tax exempt status as well. The Certificate of Exemption form can be found [here](#).

Travel and Other Reimbursements

When completing an expense report for travel reimbursements, it is recommended you label the beginning of the expense report with "reimbursement" in order to expedite process. Please also keep the following information in mind, as failure to follow the guidelines below will result in your expense report being rejected.

- Itemized receipts are required. Credit card slips do not indicate what was purchased and will not be accepted.
- If you have opted to not receive reimbursements electronically, please be sure to choose "Check" as the Payment Method when creating your expense report. Information on setting up electronic reimbursements can be found [here](#).

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- Completed hosting forms are required for any event which includes food (store-bought, restaurant pick-up, catered). The description of the hosted or business event should be informative. Please use the Expense Type “Hosting...”, and not “Food & Beverage Non-Resale” for these events.
 - When claiming per diem while attending a conference, be sure to attach the conference agenda/itinerary.

Per the travel policy, when commercial transportation is used, the actual expense, not to exceed economy fare, is reimbursable. Fares exceeding this amount can only be paid with prior approval by the University President. Examples of other optional charges UW will not pay for include seat selection, seat upgrade, early check-in, etc. If a cost savings can be shown by purchasing an airline’s “bundle” (for example baggage fees plus seat upgrade), UW will pay for that charge provided documentation showing the savings is attached to the expense report.

Financial Management System Maintenance

WyoCloud Financial Management and Business Intelligence will be down for regular maintenance beginning **Friday, May 18, at 5:30 p.m. through Monday, May 21 at 8:00 a.m.** Users will be unable to access the system during this time. Please be sure you log out of the system by 5:00 p.m. on Friday, May 18. WyoCloud Planning and Budgeting will be unaffected by this maintenance.

General Ledger Dashboard on Business Intelligence

The General Ledger Dashboard on WyoCloud Business Intelligence is currently down. Please know this is an unexpected outage. We are working to resolve this issue. The other dashboards on Business Intelligence are still operational. We apologize for any inconvenience.

If you need assistance, please contact the UW Help Desk and submit a ticket. The UW Help Desk is your first resource and quickest response for questions. You can contact the Help Desk by emailing 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
www.uwyo.edu/wyocloud

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