EXPENSE REPORTS USING TWO OR MORE PROJECT FUNDS

Greetings,

During the regular maintenance this weekend, Oracle provided the University an emergency patch to address the issue of not being able to submit expense reports using two or more grant funds. **With this patch, you are now able to process an expense report using two or more grant funds**.

With this patch, there are a few very minor changes to processing an expense report using two or more project funds. These updates are noted in Step 5 of Entering an Expense Report Quick Reference Guide (only if you are using split funding) and in Step 3 of P-Card Expense Reporting Quick Reference Guide.

The most notable change is that after entering your project number, hit tab to display the Task Number, Contract Number and Funding Source fields, which should auto-populate. Please remember to have your browser window fully expanded for the full grant information to display.

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
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Contact the UW Help Desk
766-4357, Option #1
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