

SEARCHING FOR AN INVOICE AND EXPENSE REPORT ISSUES RESOLVED

Greetings,

Below please find two updates from the WyoCloud Team.

Searching for Invoices

Users must enter at least 3 characters in the invoice number when searching for an invoice within the Manage Invoices task. If an invoice you are searching for is less than 3 characters, you can use a wildcard character (% symbol) <u>after</u> the number you have. Example: Invoice number 1, search as 1%% or Invoice number 11 search as 11%.

li li	nvoices	
	Create Invoice	
E Q	Create Invoice from Spreadsheet	
	Create Recurring Invoices	
	Manage Invoices	
	Apply Missing Conversion Rates	
	Validate Invoices	
hd.	Initiate Approval Workflow	
	Import Invoices	
E I	Correct Import Errors	
Manage In	voices	
Search Results	Invoice	
	Business Unit	•
	** Invoice Number 1%%	
	Invoice Amount	
	** Invoice Date m/d/yyyy	ĉ.

Expense Report Issues Resolved

The update over the past weekend **resolved** the following issues select users were experiencing when selecting either the *Add to Report, Save* or *Save and Close* buttons within expense reports:

- Not updating the natural account code based on the expense type
- Not saving attachments
- Deleting information such as description fields and account strings

If you encounter any issues, 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 <u>userhelp@uwyo.edu</u> or by calling 766-4357 and selecting option #1.

Thanks,

The WyoCloud Team

Contact Information

The WyoCloud Team Email:<u>wyocloud@uwyo.edu</u> www.uwyo.edu/wyocloud Need help with WyoCloud? Contact the UW Help Desk 766-4357, Option #1 userhelp@uwyo.edu

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