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) **after** the number you have. Example: Invoice number 1, search as 1%% or Invoice number 11 search as 11%.
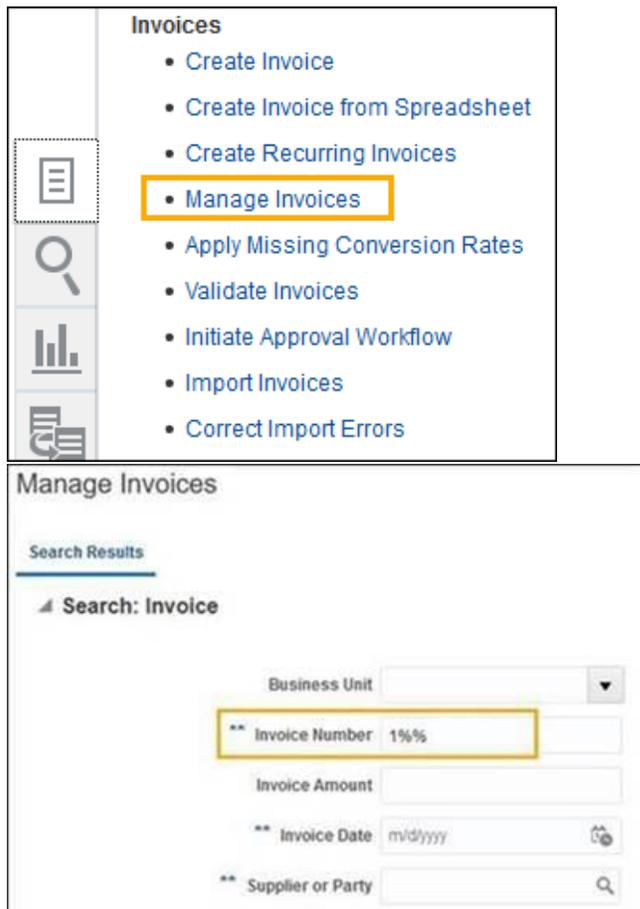
Expense Report Issues Resolved

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 userhelp@uwyo.edu or by calling 766-4357 and selecting option #1.

Thanks,

The WyoCloud Team

Contact Information

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