# REVISED REPORT AVAILABLE FOR EXPENSES

Greetings,

The WyoCloud team has replaced the "Outstanding Expense Report" report with a report called **"Expense Report Information."** This report can be accessed on the Table of Contents in Reports and Analytics under Expenses and P-Card.

Based on user feedback, this report has been expanded to include the ability to see the status of all expense reports (P-Card and Non P-Card). By being able to see all status (i.e. saved, pending manager approval or paid), users will be able to run this report by organization to ensure that all of their expense reports for their area have successfully processed. **This report should provide an easier way to track expense reports.** A full list of expense report status and what they mean are explained in the Quick Reference Guide.
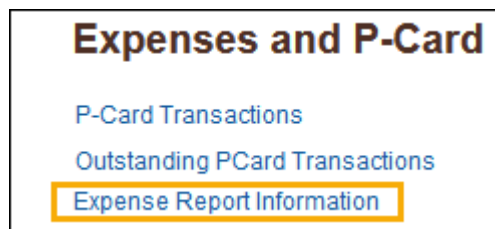
If you encounter any issues, please contact the UW Help Desk and submit a ticket. The UW Help Desk is your first resource and quickest response for questions. You can contact the Help Desk by emailing userhelp@uwyo.edu or by calling 766-4357 and selecting option #1.

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