Greetings,

The WyoCloud team has fixed the p-card issue communicated in a prior communication for **p-card transactions dated 01/07/19 or prior underline charging to a project.** This fix now allows users to submit p-card transactions on projects without receiving an unknown error. All p-card transactions already on an expense report or added to a new expense report can be submitted as usual.

All P-Card transactions should now appear on the user's Travel and Expenses main page. **In an unusual occurrence that P-card transactions or Expense Reports with transactions charging to a project** don't appear on the user's Travel & Expenses home page, they **can still be viewed in the Advance Search and submitted**. *Please note: P-card transactions reconciled and submitted on an expense report will still appear in the Advance Search page until the expense report is converted to an invoice in the Payables module.* It is recommended you run the Outstanding P-Card Transactions Report to ensure you reconcile all outstanding transactions in a timely manner. **Attached are instructions to use the Advance Search** for both Outstanding P-Card Transactions or Expense Reports stuck in a Saved status due to the project issue.

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.

Best,

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

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