Greetings,

The WyoCloud team has completed a mass update for the remaining select number of expense reports not processing in the system with a submission date prior to January 3, 2019. All outstanding affected expense reports have been moved to a Saved Status.

**How do I know if my expense report was not processed?** Attached are instructions to view all expense reports within the Manage Expense Reports screen. An expense report in Saved Status with a submission date prior to January 3, 2019 was not processed and will need to be resubmitted following one of the distinct set of instructions based on funding.

**Expense reports NOT using Project Funds:** All expense reports, including personal reimbursements and p-card transactions, not using projects funds can simply be resubmitted again. Users can go into the Manage Expense Reports screen, open the Saved expense report, and submit to route through the normal approval workflow. Attached are instructions labeled Non-Project Related Transaction Reports for submitting these types of expense reports again.

**Expense reports USING Project Funds:** All expense reports, including personal reimbursements and p-card transactions, using projects funds have a known Oracle bug associated with them. Please see attached instructions labeled Project Related Transaction Reports to view the instructions relating to the type of expense report using project funds.

P-Card transactions not reconciled by the 30 day deadline because of the known issue above **WILL NOT** hold up other expense reports from being processed. This rule has been lifted during this time.

**Need Help?** The WyoCloud Financial Management Team will host two open lab sessions to assist users having trouble with these expense reports.

**Wednesday, January 30 – 1:00pm-3:00pm**
**Friday, February 1 – 10:00am-12:00pm**
To register for one of these sessions, log into the LearnCenter and follow the below instructions:

1. Click on the Course Catalog on the left side panel.
2. In the middle of screen click on “Click Here to View Full Catalog.”
3. Scroll down and click on WyoCloud.
4. On the left navigation under Narrow Results, select the box next to Financial Management.
5. Find “WYOCL – Financial Management Open Lab” with the date you’d like to attend and click on the title.
6. Under Enrollments select the title “WYOCL – Financial Management Open Lab.”
7. Click on Enroll on the right side of the screen.

Best,

The WyoCloud Team

Contact Information

The WyoCloud Team
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Need help with WyoCloud?
Contact the UW Help Desk
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userhelp@uwyo.edu

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Checking Status of Expense Reports

**Step One**

Navigate to the Expense section under My Profile

**Step Two**

Click on the magnify glass on the right
Expense Reports should default to the search option. Either click on the grey circle with the white arrow OR the Advanced hyperlink (both options take you to the same place to Manage Expense Reports).

**Step Three**

All of your expense reports and their statuses will show in the Manage Expense Reports page. Expense Reports with a date prior to **01/07/2019** that have a status of “Saved” are affected (Example – Orange Box).
Non-Project Related Transactions
Locating & Resubmitting Expense Reports in Saved Status

**Step One**

**Locating Expense Reports**

I. Navigate to the Expense section under My Profile

![Expense section under My Profile](image1)

II. Click on the magnify glass on the right

![Click on the magnify glass](image2)
III. Expense Reports should default to the search option. Either click on the grey circle with the white arrow OR the Advanced hyperlink (both options take you to the same place to Manage Expense Reports).

All of your expense reports and their statuses will show in the Manage Expense Reports page. All expense reports with a status of Saved will need to be resubmitted to workflow. Remember, this issue affected all reports in any status other than “Saved” prior to 01/07/19.
**Step Two**

**Resubmitting expense reports for non-project related transactions**

Non-project related expense reports containing *only personal reimbursement lines, only p-card transaction lines or combination of p-card and personal* transaction lines need to be resubmitted if they are in a saved status. The expense report will route through the normal approval workflow.

I. Click on the hyperlinked Report Number to fix the report that is stuck in **Saved Status** with a date of 1/07/2019 or earlier.

<table>
<thead>
<tr>
<th>Report Number</th>
<th>Date</th>
<th>Report Status</th>
<th>Report Total (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXP0041161258</td>
<td>1/02/2019</td>
<td>Saved</td>
<td>2,575.31</td>
</tr>
<tr>
<td>EXP0041161293</td>
<td>12/21/2018</td>
<td>Saved</td>
<td>12.00</td>
</tr>
<tr>
<td>EXP0029700543</td>
<td>1/10/2019</td>
<td>Ready for payment</td>
<td>5,017.57</td>
</tr>
<tr>
<td>EXP002975200</td>
<td>12/21/2018</td>
<td>Saved</td>
<td>25.58</td>
</tr>
<tr>
<td>EXP0026287593</td>
<td>11/21/2018</td>
<td>Paid</td>
<td>844.00</td>
</tr>
</tbody>
</table>

II. Once in the expense report, review the detail, account string, attachment(s) and payment method to ensure they are correct.

III. Click the box next to “I have read and accept the corporate travel and expense policies.”

IV. Click Submit.
The expense report will route through the normal workflow and approvals.
Project Related Transactions
Locating & Resubmitting Expense Reports in Saved Status

**Step One**

**Locating Expense Reports**

I. Navigate to the Expense section under My Profile

   ![Navigator Screen](attachment:image.png)

   - My Profile
   - Expense

II. Click on the magnify glass on the right

   ![Expense Screen](attachment:image.png)
III. Expense Reports should default to the search option. Either click on the grey circle with the white arrow OR the Advanced hyperlink (both options take you to the same place to Manage Expense Reports).

All of your expense reports and their statuses will show in the Manage Expense Reports page. All expense reports with a status of Saved will need to be resubmitted to workflow. Remember, this issue affected all reports in any status other than “Saved” prior to 01/07/19.
Step Two

Resubmitting expense reports for project related transactions

Expense reports with transactions charging to a project have a known Oracle bug and must be handled differently than a transaction not charging to a project. Below are steps for EACH outlined scenario, you MUST follow the DETAILED steps pertaining to the type of expense report:

- Personal Reimbursement Only Transactions Charging to a Project
- Personal Reimbursement AND P-Card Transactions Combined All Charging to a Project
- Personal Reimbursement AND P-Card Transactions Combined, but Personal Reimbursement Lines are NOT Charging to a Project
- Personal Reimbursement AND P-Card Transactions Combined, but P-Card transactions are NOT Charging to a Project
- P-Card Only Transactions Charging to a Project

Personal Reimbursement Only Transactions Charging to a Project

Personal reimbursement lines charging to a project must be removed from the expense report and added back to the same report. The following steps outline how to do this:

I. In Manage Expense Reports, click on the hyperlinked Report Number to fix the report in Saved Status with a date of 1/07/2019 or earlier
II. Expense Report Displayed

III. Click the \[\times\] next to the amounts for EACH line charging to a project. This will remove the line from the expense report. **It is critical to note the information and save attachments of each line PRIOR to removing to add back to the same report in step V**

IV. If you receive a warning notification after clicking on the \[\times\], Click Yes.

V. On the same expense report, recreate the personal expense line by clicking the \[\pm\] and re-enter all information and attachments you previously noted from Step II.
VI. Once all personal lines have been added back to the report, **click the box** next to “I have read and accept the corporate travel and expense policies.” Click **Submit**. The report will route through the normal approval workflow.

VII. Repeat these steps for all other expense reports in Saved Status for personal reimbursement only charging to a project.

**Personal Reimbursement AND P-Card Transactions Combined All Charging to a Project**

The following steps will remove only personal reimbursement lines from an expense report that includes personal reimbursement lines AND p-card transaction lines. **AFTER you’ve removed the personal reimbursement lines from the expense report**, you **will need to create a NEW expense report** for the reimbursement portion **ONLY** to go through the workflow and be paid as usual. Leave the p-card transactions on the original report for now as Oracle works on the known system bug.
I. In Manage Expense Reports, click on the hyperlinked Report Number to edit the report in **Saved Status** with a date of **1/07/2019 or prior**.

![Manage Expense Reports](image)

<table>
<thead>
<tr>
<th>Report Number</th>
<th>Date</th>
<th>Report Status</th>
<th>Report Total (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXP0031115558</td>
<td>1/02/2019</td>
<td>Saved</td>
<td>1,735.99</td>
</tr>
<tr>
<td>EXP0041161293</td>
<td>12/21/2018</td>
<td>Saved</td>
<td>12.00</td>
</tr>
<tr>
<td>EXP0029700543</td>
<td>1/10/2019</td>
<td>Ready for payment</td>
<td>5,017.57</td>
</tr>
<tr>
<td>EXP0029715200</td>
<td>12/21/2018</td>
<td>Saved</td>
<td>25.58</td>
</tr>
<tr>
<td>EXP0026207593</td>
<td>11/21/2018</td>
<td>Paid</td>
<td>844.00</td>
</tr>
</tbody>
</table>

II. Expense Report Displayed

![Expense Report](image)
III. Click the $\times$ next to the amounts for **ONLY** the personal reimbursement line(s). **It is critical to note the information and save attachments of each line PRIOR to removal in order to add those personal reimbursements lines to a new expense report (see step VI)**

![Expense Report](https://example.com/expense_report.png)

IV. If you receive a warning notification after clicking on the $\times$, **Click Yes**.

V. The expense report should have **0.00 next to Employer Pays You** and remaining amount matching the p-card transactions next to Employer Pays Card Issuer. **Click Save and Close**. Repeat these steps for all other expense reports in Saved Status that include p-card transactions and personal reimbursements combined on one report charging to a project.

P-card transactions are to remain on the original report. **DO NOT** resubmit them. These will be addressed once we receive a fix from Oracle.
VI. Create a new expense report for the personal reimbursement lines you previously deleted from Step III. The new expense report will go through the normal workflow approval and payment process.

**Note:** It is recommended not to mix personal reimbursements and p-card transactions on the same expense report. A single expense report should include only personal reimbursement lines or only p-card transaction lines.

**Personal Reimbursement AND P-Card Transactions Combined, but Personal Reimbursement Lines are NOT Charging to a Project**

Expense reports containing both personal reimbursement and p-card transactions with only p-card transactions charging to a project can be resubmitted after removing the p-card transaction lines. The personal reimbursement lines CANNOT be charging to a project for this method to work.

The following steps will remove only p-card lines from an expense report that includes personal reimbursement lines AND p-card transaction lines. After removing the p-card lines, the expense report can be resubmitted and route through the normal approval workflow. The p-card transactions removed from the original report will not show back up on your Travel and Expenses home screen; however, Oracle is working on the known bug in the system to fix these. At this time, do not worry about reconciling those transactions until communicated by WyoCloud.

I. In Manage Expense Reports, click on the hyperlinked Report Number to fix the report in Saved Status with a date of 1/07/2019 or earlier
II. Expense Report Displayed

III. Click the [x] next to the amounts for **ONLY** the p-card transaction line(s).
IV. **Click Yes** on the warning notification that pops up after clicking on the 

```
Warning

Expense items that you remove from this report will be available to add to future reports. Do you want to continue?

Yes  No
```

V. The expense report should only display the remaining amount **next to Employer Pays You**. There no longer should be a line for Employer Pays Card Issuer.

VI. **Click the box next to “I have read and accept the corporate travel and expense policies.”**

VII. **Click Submit.**
Repeat these steps for all other expense reports in Saved Status that include p-card transactions and personal reimbursements combined on one report with only the p-card transactions charging to a project.

Note: It is recommended not to mix personal reimbursements and p-card transactions on the same expense report. A single expense report should include only personal reimbursement lines or only p-card transaction lines.

Personal Reimbursement AND P-Card Transactions Combined, but P-Card transactions are NOT Charging to a Project

The following steps will remove only personal reimbursement lines from an expense report that includes personal reimbursement lines AND p-card transaction lines. After removing the personal reimbursement lines, the expense report can be resubmitted and route through the normal approval workflow. The p-card transactions CANNOT be charging to a project for this method to work. The personal reimbursement lines removed from the original report will need to be submitted on a NEW expense report to route through the normal approval workflow.

I. In Manage Expense Reports, click on the hyperlinked Report Number to fix the report in Saved Status with a date of 1/07/2019 or earlier
II. Expense Report Displayed

III. Click the ✗ next to the amounts for ONLY the personal reimbursement line(s). **It is critical to note the information and save attachments of each line PRIOR to removal in order to add those personal reimbursements lines to a new expense report (see step VI)**
IV. If you receive a warning notification after clicking on the [ ] , **Click Yes.**

V. The expense report should have **0.00 next to Employer Pays You** and remaining amount matching the p-card transactions next to Employer Pays Card Issuer.

Click the box next to “I have read and accept the corporate travel and expense policies.”

Click Submit.

VI. Create a new expense report for the personal reimbursement lines previously removed in Step III above. The new expense report will go through the normal workflow approval and payment process.
VII. Repeat these steps for all other expense reports in Saved Status that include p-card transactions and personal reimbursements combined on one report with only the personal reimbursement lines charging to a project.

**P-Card Only Transactions Charging to a Project**

At this time, expense reports containing only p-card transactions with one or more lines charging to a project have a known Oracle bug associated with them and **should be left alone**. Even if these expense reports are past the 30 day reconciling deadline, users are still able to submit new expense reports for reimbursements and will not be affected by the 30 day rule.