



WYOCLOUD FINANCIAL TRAINING & P-CARD TRANSACTIONS

Greetings,

The WyoCloud team wanted to send a reminder about two upcoming Open Lab sessions to specifically help users with resubmitting expense reports [communicated](#) last week (link includes communication and all attachments). If you are having trouble resubmitting an expense report, please sign up and attend one of these sessions to receive one-on-one support from a WyoCloud expert.

Wednesday, January 30 – 1:00pm-3:00pm, EN 2109

Friday, February 1 – 10:00am-12:00pm, BU 108

Additionally, if you have **any questions** on any items mentioned in a communication or need additional in-person support, the WyoCloud team will continue to host Open Labs as usual. Open labs provide small, "office hours," style sessions with users and subject matter experts. Labs allow both frequent and occasional system users to get one-on-one support tailored to their questions and needs. **The next Open Lab is scheduled for Thursday, February 28 from 10:30-12:00p.m.**

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. Within the Narrow Results area, 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.

P-Card Transactions

There is a known Oracle bug affecting p-card transactions. P-card transactions with a **transaction date of 01/07/19 or prior** not on an expense report or removed from an existing expense report **DO NOT** show up on a user's Travel and Expenses home page or in Advance Search. It is anticipated that Oracle will provide a fix next week. Please note, due to this issue, the p-card reconciling deadline of 30 days has been rescinded at this time to allow all other expense reports to be processed.

Best,

The WyoCloud Team

Contact Information

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Need help with WyoCloud?
Contact the UW Help Desk
766-4357, Option #1
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