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

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