



NEW P-CARD REPORT IN WYOCLOUD FINANCIAL MANAGEMENT

Greetings,

In response to your feedback, the WyoCloud Team has developed a new report that allows users to track unreconciled p-card expenses. This report, called Outstanding P-Card Transactions, includes p-card transactions that have not been reconciled in the system or have been added to an expense report but the expense report has not been submitted. This report can be filtered by organization and card holder name. Information on running this report can be found on our [Quick Reference Guide](#).

In addition to helping departments work with their card holders to ensure that items are processed or delegates are assigned to process items, the WyoCloud team also hopes this reports assists departments and the financial team as we begin to prepare for year-end close in the new system.

Like in other years, UW strives to process and close as many outstanding items in the system as possible before year-end. The WyoCloud financial team is currently developing a calendar that will be shared with campus noting important deadlines for items such as requisitions and expense reports. It is suggested that users process as many outstanding expense reports as possible by May 15. Remember, it is to your advantage to process these outstanding charges as soon as able to ensure that FY18 funds can be used. As we approach year end, the financial team will be sharing final cut off dates when p-card transactions will then be paid using FY19 funds.

We realize that at this time users are unable to process p-card expense items that need to be charged to two or more grants. Oracle has developed a patch to resolve this issue, and they are in the process of preparing the patch to be placed into our system. We will continue to update you on this process. Recall that this was a net new issue that arose after March 26; however, it is also affecting all transactions with two or more grant sources that were previously not processed prior to March 26. Please do NOT process these transactions using a different funding source with the intention of completing an expenditure correction later on, as this will create a backlog of expenditure corrections and affect our year-end close.

We also know that as many of these outstanding transactions were loaded prior to our recent upgrade, users may encounter a select number of these reports becoming “stuck” in the system as we previously communicated to campus. Please remember to watch your expense reports once they are submitted to ensure they can be processed. If they become “stuck,” it is recommended you cancel each expense report and resubmit these reports using a delegate. Information on selecting a delegate can be found on our [Quick Reference Guide](#).

If you need assistance, 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
www.uwyo.edu/wyocloud

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