



## WYOCLOUD FINANCIAL MANAGEMENT: EXPENSES OPERATIONAL

Greetings,

Below please find several updates on WyoCloud Financial Management and Business Intelligence.

### **Expenses**

**The expense module is now operational.** You may process any outstanding expense items and expense reports. You can look up the status of expense reports in your division by using the [Outstanding Expense Report](#). In order to see the status of p-cards in your division, please use the [Outstanding P-Cards Transactions Report](#). Remember, all expense items must be approved and submitted to Payment Services by June 15 in order to ensure the use of FY18 funds. The full year end memo and calendars can be found [here](#).

### **P-Card Transactions Are Uploaded**

The WyoCloud Team had previously notified you that several days of p-card charges from the month of May were not loading into the system. These transactions have now been loaded into the system and can be processed.

### **Business Intelligence**

The Business Intelligence dashboard have been refreshed with current data loaded from last night's transactions. Prior to the load last night, the dashboard was displaying information from May 18, as noted on the dashboard.

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](mailto:userhelp@uwyo.edu) or by calling 766-4357 and selecting option #1.

Best,

The WyoCloud Team

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## Contact Information

The WyoCloud Team

Email: [wyocloud@uwyo.edu](mailto:wyocloud@uwyo.edu)

[www.uwyo.edu/wyocloud](http://www.uwyo.edu/wyocloud)

### Need help with WyoCloud?

Contact the UW Help Desk

766-4357, Option #1

[userhelp@uwyo.edu](mailto:userhelp@uwyo.edu)

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