



EXPENSE REPORT UPDATE

Greetings,

Below please find two updates regarding the Expenses module from the WyoCloud Team.

Expense Report & Natural Account Codes

Normally, when entering an expense item, the natural account code in the chart string is populated when you select the expense type. However, after the system maintenance this weekend, the natural account code is not updating when the expense type is changed. **Once you update the expense type, please be sure to check that the natural account code is correct.** If it is not, **please enter the correct natural account code.** Then you can add the expense item to a report and submit as usual. Oracle is working on a resolution to this issue. Until then, be sure to check the natural account code and save the correct code once it is entered. If you need assistance in selecting the correct natural account code for the expense type, the WyoCloud website has a [crosswalk](#) of expense types and natural account codes, which explains what code to use for each expense type.

Itemized P-Card Expense Items Are Operational

Due to a system issue, users have not been able to process itemized p-card expense items, as previously [notified](#). This weekend's maintenance included a resolution to this issue, and **users should now be able to process itemized p-card expense items as normal.** In order to help expedite payments to individuals, it is recommended that expense reports containing p-card transactions NOT include any personal reimbursable expense items. Please put personal reimbursements on a separate report and include "Reimbursement" in the title of the report. If you encounter any issues with itemized p-card expenses, please contact the Help Desk as soon as possible (userhelp@uwyo.edu or 766-4357 and selecting option #1).

Best,

The WyoCloud Team

Contact Information

The WyoCloud Team

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Need help with WyoCloud?

Contact the UW Help Desk

766-4357, Option #1

userhelp@uwyo.edu

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