



## WYOCLOUD FINANCIAL MANAGEMENT EXPENSES

Greetings,

Over the Memorial Day weekend, WyoCloud Financial Management received some maintenance, which included maintenance to address the expenses issues we had previously notified you about. While the maintenance did address the initial issues with expense reports, the maintenance also created some unforeseen issues with expense reports. We are working with Oracle to resolve this issue as quickly as possible. Oracle has let us know this seems to be a known issue, and their development team is working on resolving it.

While an employee can now submit an expense report for approval, Cost Center Approvers are only able to see header-level information when reviewing an expense report and are unable to approve expense reports. This issue is also affecting an employee who has delegated their expense reports to another (i.e. when a delegate submits an expense report to be approved by the employee, the employee for whom the expense report is for is experiencing the same issue as the Cost Center approver). Because of these issues, **it is recommended that you fill out expense items, add them to expense reports, and then save the expense reports. Please do not submit the expense report at this time. However, you can process each expense item, save them, and then be ready to submit when the system is operational.**

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

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