WYOCLOUD FINANCIAL MANAGEMENT EXPENSES & EMPLOYEE NEWS
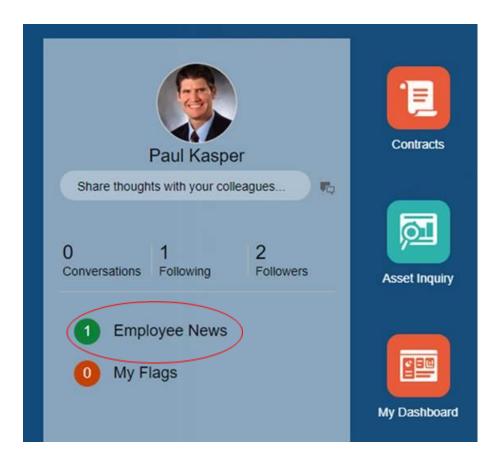
Update on Expenses

This past weekend, WyoCloud Financial Management received maintenance that has addressed the issues with the expense module. **Please begin to process expenses at this time**. If you encounter any issues, please contact the UW Help Desk to alert the WyoCloud team. You can contact the Help Desk by emailing userhelp@uwyo.edu or by calling 766-4357 and selecting option #1.

Remember, to view the status of expense reports in your area, please use the Outstanding Expense Report. In order to see the status of p-cards, please use our 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.

New - Employee News Feature

Based on your feedback, the WyoCloud Team is now adding announcements about WyoCloud Financial Management to your "Employee News" feed, which can be found on the main page of WyoCloud Financial Management under your profile on the left side of the screen (see screen shot below). Simply click on the "Employee News" Icon and the most recent announcement will appear. Currently, the above expenses announcement is listed.

Best,

The WyoCloud Team

Contact Information

The WyoCloud Team
Email:wyocloud@uwyo.edu
www.uwyo.edu/wyocloud

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