EXPENSE REPORTS

Greetings,

Last week, the WyoCloud team communicated directly with several system users who were encountering issues with **expense reports dated prior to January 3, 2019 that had not been paid out** (i.e. in a paid status). The following information only applies to these expense reports—**any expense report that was paid prior to 1/3 or was created after 1/7, is not affected and are processing as normal**. This is not a system-wide issue, it is only affecting select users. If you are unsure if this issue affects you, please follow the steps outlined in this attached document to see the status of your expense reports. To see if you have p-card charges that were never added to an expense report prior to 1/3, the [outstanding p-card report](#) can be run by name and would tell you if you have any p-card items in this category, which are also affected.

The WyoCloud team worked closely with Oracle last week to address these select expense reports; however, a resolution has not yet been reached**. If you have a personal reimbursement on one of these expense reports that needs immediate reimbursement, please submit a ticket to userhelp@uwyo.edu and include the expense report number.** The WyoCloud team will then help you process this specific reimbursement.

Please continue to monitor your email for additional information. A workaround is being developed and will be shared via email communication and a targeted open lab will be scheduled to provide additional assistance and support.

Thank you for your patience as we work with Oracle to resolve this issue.

Best,
The WyoCloud Team

Contact Information