P–CARD TRANSACTIONS IN WYOCLOUD

Greetings,

Oracle has provided a fix for the p-card issue communicated last week for **p-card transactions dated 01/07/19 or prior**. This fix now allows users to use the Advanced Search for Corporate Card Transactions. P-card transactions where the account string was modified to charge to a project still result in an unrelated error. Oracle is continuing to identify a solution, but in the meantime, **do not try to submit p-card transactions** with a transaction **date of 01/07/19 or prior** on an expense report **charging to a project**. All p-card transactions dated *after* 01/07/19 can be submitted on a project.

P-card transactions not charging to a project that no longer appear on a user's Travel & Expenses home page, can now be viewed in the Advance Search. Attached are instructions to view and add these transactions to a new expense report. **Please note, these transactions must be added to a <u>NEW</u> report and <u>CANNOT</u> be added to an existing report.**

If you encounter any issues, 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 or by calling 766-4357 and selecting option #1.

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