



EXPENSE REPORTS & MAINTENANCE REMINDER

Greetings,

Please see two updates below.

Expense Reports

Currently, all expense reports with the exception of cash advances, are experiencing an issue where the **expense reports are not converting to an invoice to be paid out**. Oracle is aware of this issue and is working to rectify the problem. It is recommended users still create, submit and approve expense reports as usual with the understanding there will be a delay in processing payment. Once Oracle fixes the issue, all expense reports awaiting payment will be paid. We apologize for the inconvenience of this issue. If you need immediate assistance with a reimbursement, please submit a ticket the Help Desk at userhelp@uwyo.edu.

Regular Monthly Maintenance

Reminder, WyoCloud Financial Management & HCM will be down for monthly maintenance beginning **Friday, March 15 at 8:00 p.m. through Saturday, March 16**. During this time, the system will be unavailable. Please be sure to log out of the system by **7:30 p.m. on Friday, March 15**.

The maintenance and update schedule can be found [here](#). It is recommended users add these dates to their calendar.

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