



P-CARD TRANSACTIONS WITH MULTIPLE ITEMIZATIONS

Good Morning,

Expense reports containing procurement card (p-card) transactions with multiple itemizations under one line are not processing correctly through the WyoCloud system. Our campus experienced a similar problem a couple months ago. Unfortunately, our recent upgrade broke the patch that previously fixed this problem. UW is working with Oracle to correct the issue which should be within the next week or so. We realize this situation inconveniences many users across campus. We are asking you to follow the below steps to get your expense reports processed.

- Expense reports containing p-card transactions with multiple itemizations that have been submitted and are currently with Payment Services, will be rejected. Please hold off resubmitting the report(s) until after we have the patch in place and the problem fixed.
- Expense reports containing p-card transactions with multiple itemizations under one or more lines along with expense lines for personal reimbursements (mileage, per diem, etc.) that have been submitted should be withdrawn. Once the report(s) has been withdrawn, please split the p-card transactions and personal reimbursements between two separate expense reports. Please hold off resubmitting the p-card expense report(s) until after we have the patch in place and submit the personal reimbursement expense report(s) for approval.
- Please submit expense reports containing personal reimbursements only (no p-card transactions) for review and approval.

Thank you in advance for your continued patience and understanding. 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 or by calling 766-4357 and selecting option #1.

Thanks,

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

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