Running Outstanding Expense Reports

This guide will cover:

- This report will display expense reports which have been created but not yet fully processed. It includes both reports that have been built but not yet submitted as well as those submitted but not paid.

Step One
To log into WyoCloud:

- Navigate to the WyoWeb website and select Financial Management from the WyoCloud area.

The WyoCloud home page is displayed.
Step Two

To Navigate to Reports and Navigation in WyoCloud:

- From the WyoCloud Home page, click **Navigator** then **Reports and Analytics**.

  ![Navigator Panel](image)

- The **Reports and Analytics** page is displayed.
**Step Three**

Navigate to the Transactional Reporting Table of Contents, where the Outstanding Expense Reports is located.

- Select the small **double arrow** above the search.

- From the drop down, select **Shared Folders**.
All Shared Folders you currently have security access for will display. To locate the Transactional Table of Contents, begin by clicking on the **Custom** folder (you may need to scroll to locate it).

Click **Dashboards**.
- Click **Table of Contents**.

- To open the Table of Contents, click on the **title**.

**Note:** You can set the Table of Contents as a favorite for easier navigation in the future. For directions see this [Quick Reference Guide](#).
Step Four
Running the Outstanding Expense Reports.

- Under the Expenses and P-Card heading on the Table of Contents, click on **Outstanding Expense Reports**. The report will open in a new browser tab.

  - You may use the following prompts to narrow the report to only display outstanding expense reports relevant to your needs. Note, in most cases you can leave the defaulted “Is equal to / is in.”
    - Employee Name
    - Organization
    - Organization Code
    - Expense Report Number

- After selecting desired prompts, click **Apply**.
The options to export and/or print are located at the bottom of the report.

The following columns are included:

- Organization Description: written Organization name
- Organization Code: Organization number
- Employee Name: Employee whom the expense report was submitted under
- Report Number: Expense Report number (note: a single report may appear on the report multiple times if multiple expense items are included on that single report)
- Purpose: Expense Report purpose input at creation
- Report Status:
  - Saved: created but not submitted*
  - Pending Individual Approval: the report is waiting for the user’s approval, frequently because it was initially submitted by a delegate
  - Pending Manager Approval: submitted and waiting for approval prior to continuing to Payment Services. This approval maybe the submitter’s manager or cost center approver.*
  - Rejected: rejected back to the creator
  - Pending expense auditor approval: waiting for Payment Services to audit
  - Ready for Payment Processing: fully approved and ready for payment
  - Withdrawn: withdrawn from submission
- Corporate Card: yes if it iss a p-card transaction

*If the expense item was incurred and the expense report was built prior to March 26, 2018, the report may be stuck in the system. The best way to get the report unstuck is to have a delegate withdraw, cancel, rebuild and resubmit the report.

You have now navigated to and ran Outstanding Expense Reports.