



TIPS AND TRICKS

Greetings,

Based on feedback from users and departments around campus, the WyoCloud team has compiled the following tips & tricks for you to increase your efficiency while using the WyoCloud Financial Management system. Please remember that all WyoCloud Financial Management Tips and Tricks emails can be found on the [WyoCloud Website](#).

Return of Cash Advance Funds

A process has been determined to return unused Cash Advance funds to the University and close out the advance on the WyoCloud system. If you have unused funds on a cash advance, please return them to the UW Cashier's Office with a Deposit Advice using the following account string: 10-75001-105-000001-{your Org}-550-0000-0000-0. You will use that same account string to do an expense item in the WyoCloud system when putting all of your cash advance receipts into the system. Please refer to the [Quick Reference Guide](#) for exact deposit instructions. For details on requesting a Cash Advance, please see that [Quick Reference Guide](#).

Receiving Goods and Services

When you receive the goods/services that you purchased via a PO, the next step you need to complete is to create a receipt in "My Receipts." Once you have done this, please forward the invoice with the PO number to Payment Services (accounts-payable@uwyo.edu).

Updating your Requisition Preferences

Prior to completing a requisition, be sure you have updated your requisition preferences. The default "deliver-to" location in WyoCloud Financial Management is the building you work in. You will need to change this to your department name in order to ensure correct delivery. Users will only need to make this change in the system once. Information on how to make this change can be found in the [Catalog Requisition](#) and [Non-Catalog Requisition](#) Quick Reference Guides.

Open Labs

Need some hands on help with WyoCloud Financial Management, Procurement Catalogs, or WyoCloud Business Intelligence Reporting? We have been advised by many of our users that the Open Labs are extremely helpful and supportive. Open labs provide small, "office hours," style sessions with users and subject matter experts. Open labs have been scheduled throughout the remainder of the semester. The full schedule can be found on [WyoLearn](#).

Thanks,
The WyoCloud Team