



Mass IDT/Bulk IDT Automation

The mass IDT (Internal Departmental Transfer)/ bulk IDT process has been successfully automated and will go live in WyoCloud this afternoon. This soft rollout is being implemented by Operations, Business Enterprises, and Transportation Services, which are serving as the revenue departments for this phase. The process utilizes the IDT Management Module in WyoCloud.

IDTs generated through the bulk IDT automated process will appear in the expense department's IDT worklist within the IDT Management Module, consistent with the current display of individual IDTs.

A new "Bulk Load" button has been added to the IDT Management Module. At this time, **only the departments participating in the soft rollout should use this feature.**

A quick reference guide will be shared soon.

IDT Reminders for all IDTS

Email notifications will be sent automatically each morning, including weekends, to anyone with an IDT in their workflow that is 3, 7, or 14 days old.

Withdraw Workflow Functionality

The ability to withdraw an IDT from the workflow has been added. The "Withdraw Workflow" button appears once an IDT has been submitted into the workflow and becomes available under the following conditions:

- the IDT is in Workflow or Needs Approval status.
- the user is the IDT Creator.
- the user is the Revenue Contact; or
- the user is an Admin.

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