



Reminder – New Interdepartmental Transfer (IDT) Module

This is a friendly reminder of the IDT Management module starting August 1, 2024. IDT Management offers several enhancements, including:

- Elimination of IDT workflow through email
- Ability for expense department Cost Center Approvers and Project Managers to review and approve IDTs before posting in WyoCloud
- Status and progress tracking of IDTs
- Decreased processing time

Please note that this new process does not include the mass IDTs (ex. Operations, Catering, IT etc.) These will continue to follow their existing procedures.

To support this transition, we strongly encourage all relevant personnel to complete the [IDT training](#) through WyoCloud Learning. Completion of the IDT Training is required to gain access to the module.

For those who have already completed the training, access to the IDT Management module will be granted on August 1, 2024.

A Business Purpose is required in the IDT Management module. A [Business Purpose Guide](#) has been created to provide clear guidelines and examples for accurately defining and documenting the business purpose of transactions within the IDT Management module.

Additionally, there is an [IDT QRG](#) available through the Knowledge Base. These materials provide detailed instructions on how to use the new module and take full advantage of its features.

Contact Information

Financial Affairs
Old Main, Room 202H
Phone: (307) 766-4340
financialaffairs@uwyo.edu
uwyo.edu/budget-finance/financial-affairs/

© University of Wyoming