



UNIVERSITY OF WYOMING



### **We Need Your Help - Major Change Coming - IDT Management System Enhancement**

A change will be made to the IDT Management System Module Wednesday, April 2, 2025.

The implementation to the IDT Management System Module in WyoCloud will take place at 4:30 pm Wednesday. At that time, users will be locked out of the module. Please make sure you are logged out prior to 4:30.

This change is to help make the process of selecting an expense contact easier and more efficient. Last week's Deep Dive presentation slides on the new process [are available under the Division of Budget and Finance Resources](#).

New IDTs should not be started by the Revenue Department between Tuesday, April 1st and Wednesday, April 2nd at 4:30 pm.

\*\*\*You may begin processing new IDTs on Thursday morning, April 3rd.\*\*\*

On Wednesday, any IDTs that had not been moved completely through the system and uploaded into WyoCloud will be set back into workflow with the Expense Department.

For each IDT with a status of Workflow or Needs Approval:

- Revenue Departments will receive an email for each IDT that their IDT has been cancelled. Do Nothing. The IDT will be with the Expense Department.
- Expense Departments will receive an email for each IDT that the IDT has been cancelled. They will also receive an email that the IDT has been restarted and requires their attention. The Expense Department will need to check their information for accuracy and if everything looks good, submit Approval.

To make the transition more efficient and reduce the number of IDTs that need to go back to the Expense contact to be sent through for approvals, please take time today to review the IDTs assigned to you and move them on through the system.

Thank you so much for your help!

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### **Contact Information**

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