University of Wyoming

Financial Affairs

The QRG for [Completing an Interdepartmental Transfer (IDT) using IDT Management](#)

has been updated, and a New QRG has been published for [Completing a Bulk IDT using IDT Management.](#)

Completing an Interdepartmental Transfer (IDT) using IDT Management QRG has been updated to include:

- Changes to natural accounts that started on July 1, 2025.

- Changes to Capitalized Assets and Capital Projects.

- Requirements for food and non-alcoholic beverage purchases.

- Additional information on system limitations, such as character limit for descriptions, file size, etc.

Completing a Bulk IDT using IDT Management

Bulk Loads is a feature in the IDT Management System that enables the import of data for multiple departments/IDTs in the form of a single spreadsheet template. A

select group of departments started using this feature in June. Bulk Loads is now available for all departments, and a separate QRG is available.

NOTE: This new process replaces the manual spreadsheet Bulk IDTs, and Accounting will no longer be accepting (Bulk) IDT spreadsheets as of July 1, 2025.

The QRGs can be found at the links below, in WyoCloud through the Quick Reference Guides tile, or the Knowledge Base under UWIT Service Center Knowledge Base.

IDT:
https://uwyo.teamdynamix.com/TDClient/1940/Portal/KB/ArticleDet?ID=151930

Bulk IDT:
https://uwyo.teamdynamix.com/TDClient/1940/Portal/KB/ArticleDet?ID=156740

If you have any questions regarding IDTs, please contact the Accounting Office (IDT-Accounting@uwyo.edu or 766-5777).

Contact Information

Financial Affairs
Old Main, Room 202H
Phone: (307) 766-4340

financialaffairs@uwyo.edu
uwyo.edu/budget-finance/financial-affairs/