



## TIPS AND TRICKS: PROCUREMENT AND PAYMENT SERVICES

Good morning.

Based on feedback from users and departments, the WyoCloud team has created the following tips and tricks for you to use when working in WyoCloud Financial Management. Please remember that all WyoCloud Financial Management Tips and Tricks can be found on the [WyoCloud website](#).

### Reminder: Confirm Your Direct Deposit Information!

In order to receive your reimbursements electronically, enter your direct deposit information into WyoCloud Financial Management. Information on how to set up your direct deposit can be found on the [Direct Deposit Quick Reference Guide](#). Please remember that even if you have direct deposit set up for your paycheck, you also need to set up direct deposit in WyoCloud Financial Management to receive reimbursements.

When creating an expense report, the default setting for payment method is “electronic.” If you have not set up direct deposit, and leave the default payment method as “electronic”, the expense report will not pay; you will need to change this default payment method to “check” (see screen shot below). However, it is encouraged you set up direct deposit for reimbursements rather than receiving a check.

The screenshot shows the 'Create Expense Report' interface. On the right side, the 'Report Total' section is highlighted with a blue circle. It displays 'Payment Method: Check' in a dropdown menu, 'Employer Pays You: 0.00 USD', and a large '0.00 USD' total. Below this, there is a checkbox for 'I have read and accept the corporate travel and expense policies.' The top right corner has 'Save', 'Submit', and 'Cancel' buttons. The bottom left has 'Expense Items' with 'Add Existing', 'Apply Project', and 'Apply Account' options. The bottom right has a 'Sort By: Newest date' dropdown.

### Correcting a Receipt

When receipting goods or services, we understand that sometimes data entry errors are made, such as entering the incorrect amount for a good or service. Thus, we have developed a [Quick Reference Guide](#) to explain how you can correct your previously submitted receipt for a good or service. Please use this guide and process when needed.

### Honorariums and Incentive Payment Forms

The above forms have been updated and are available on the [Accounts Payable WyoGroup](#) to use when processing honorarium and incentive payments. These forms, called “Honorarium Letter 10.25.17 and Incentive Letter 10.25.2017,” can be filled out by the department and sent to the person receiving the honorarium or incentive to sign. These forms no longer require the social

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security number. Please replace your current forms with these updated forms. Remember, you will also need to include the "Vendor/Payee Information Form" that can also be found on the Accounts Payable WyoGroup. Once completed, the Vendor/Payee form should be submitted to [David Sircin](#) in Procurement and Payment Services to be entered into WyoCloud Financial Management as a vendor.

#### Per Diem

Please remember that as you process expense reports, travelers are now being reimbursed for meals using federal per diem rates. Information on how to enter per diem on an expense report can be found in step 3 of the [Entering and Expense Report Quick Reference Guide](#). Remember, you will also need to include the per diem excel sheet as an attachment on this expense report, which can be found on the [Accounts Payable WyoGroup](#).

If you need assistance with WyoCloud, please contact the UW Help Desk and submit a ticket. You can contact the Help Desk by emailing [userhelp@uwyo.edu](mailto:userhelp@uwyo.edu) or by calling 766-4357 and selecting Option #1. Open Labs are also available to attend, providing small, "office hours," style sessions with users and subject matter experts. The full schedule can be found on [WyoLearn](#).

Best,

The WyoCloud Team

### Contact Information

The WyoCloud Team  
Email: [wyocloud@uwyo.edu](mailto:wyocloud@uwyo.edu)  
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**Need help with WyoCloud?**  
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