



Greetings,

The WyoCloud Team, in coordination with Procurement and Payment Services, is providing the following tips to help WyoCloud users to be able to do their jobs easier and more efficiently. Remember that all tips & tricks emails can be found on the [WyoCloud website](#).

### **Expense Classifications**

WyoCloud users communicated to us that they were encountering issues with expense classifications. Specifically, after users had changed the default 999 expense classification to the correct classification, the system was defaulting back to 999 when users saved their work. The WyoCloud team has addressed this issue, and it should no longer be affecting users. If you are still experiencing this issue, please contact the UW Help Desk.

### **Requisitions:**

- Requisitions will automatically have a default "Ship-to" address of 16th and Gibbon, Laramie, WY 82071. For deliveries to any other address off-campus WyoCloud users should use the drop-down option and add the delivery address in the Notes section for the supplier's reference.
- Attachments to Requisitions:
  - When attaching contracts or quotes to Requisitions choose the "Send to Supplier" from the drop-down box.
  - Internal documents, such as the employee vs. independent contractor worksheets, should be marked "internal to requisition".
- Invoices and special handling information attached to Requisitions are not sent to Accounts Payable (now referred to as Payment Services) to begin the payment process. These should be forwarded to Payment Services (see below for additional information on sending invoices to Payment Services).
- Requisitions for goods should be processed as a "quantity" Requisition, with actual quantities being listed, along with the Unit Price of the item.
- Each item must be listed as a separate line item(not one line for all items).
- Requisitions become purchase orders. The requisition is the "request" and the purchase order places the order with the supplier.

### **Moving Expenses:**

When paying for new employee moving expenses through the Expense module, the expense date must be listed as the employee's hire date. The system does not allow for paying employees prior to their hire date. Within the description field please include the actual receipt date.

### **Payment Invoices on Purchase Orders:**

After a purchase order has been created, payment invoices must be sent to Payment Services. When sending invoices please use the following guidelines:

- 1) Clearly write the PO number on each invoice,
- 2) email to [accounts-payable@uwyo.edu](mailto:accounts-payable@uwyo.edu),
- 3) ONE INVOICE PER ATTACHMENT (can have multiple attachments per email but only ONE invoice per attachment), and
- 4) PDF, Tiff, Excel, jpeg or any other common file type will be accepted.

### **Procurement Card (P-Card) Transactions:**

P-Card transactions are automatically loaded into the Expense Module for each employee. These are identified as P-Card and employees DO NOT need to create a new expense line for these transactions.

Best,

The WyoCloud Team