



WyoCloud Tips & Tricks August 18th, 2017

Greetings,

Over the past week, the WyoCloud team has worked with the Help Desk to capture your comments and questions to create additional tips and tricks that will make using WyoCloud Financial Management more convenient and efficient. All tips and tricks can be found on the [WyoCloud Communications page](#).

1) Vacation Rules: When you are out of the office, WyoCloud Financial Management gives you the ability to 'reassign' your approvals to another employee so business can continue in your absence. You can find more information on how to setup your vacation rules in the [Quick Reference Guide](#) on the Knowledge Base. As a reminder, you must reassign your approvals for both your Financial and Procurement approvals.

2) Confirm Direct Deposit Information: As you setup your direct deposit information for your expense reimbursements in WyoCloud Financial Management, you may want to contact your financial institution to verify the correct routing and account numbers to use for ACH transactions into your account. The routing number listed on your check may not always be the correct number to use for electronic payments. As a reminder, account numbers should not contain dashes or letters. For more details on setting up direct deposit for expense reimbursements, see this [Quick Reference Guide](#).

3) Default Expense Classifications: Remember when you are submitting an expense transaction, you need to change the default expense classification, which is automatically set to 999. You should always double-check your account string to be sure that you have chosen the appropriate value for your department and the kind of expenditure that you are making. The default value for non-expense transactions is 001.

4) Charging Transactions to Grants: When you are submitting an expense transaction for a grant, in addition to entering the POET information you also need to change the default expense classification in the GL string that is automatically set to 999. If you are entering a requisition, then you do not need to change the GL string; as you enter the POET information it changes the GL string automatically. If you are submitting cross-department or cross-college transactions, you also need to change the Organization ID in the GL string to match the O in POET so the approvals workflow routes for the POET only. See the [PPM-Grants](#) Frequently Asked Questions.

5) IDT Approval Process: After you submit your IDT spreadsheet to accounting, please allow time for approval and processing. As the revenue department, you will not see an approval for your IDT until the expense department approves. All approvals are required before the journal entries are posted to the General Ledger. You can find more information on the IDT process in the [Quick Reference Guide](#) on the Knowledge Base.

6) P-Card Charges: With WyoCloud Financial Management, you no longer receive a notification when p-card charges load, since this is a nightly process. Please frequently check the Expense module in WyoCloud Financial Management so you can reconcile p-card charges in a timely manner. If you choose to leave the "Type" field on the expense report as "P-Card," you will need to itemize each p-card transaction as explained in the [Entering an Expense Report Quick Reference Guide](#). If you change the "Type" field to the specific expense type, you will not need to itemize the expense. It is important to remember that itemization of a p-card expense allows you to use multiple funding sources or expense types.



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Suggestions for improving the WyoCloud system? Please contact the UW Help Desk and submit a ticket. This will help us track your requests as we build a better WyoCloud Financial Management System! The UW Help Desk is your first resource and quickest response for questions. You can also contact the Help Desk by emailing userhelp@uwyo.edu or by calling 766-4357 and selecting Option #1.

Thanks,

The WyoCloud Team