



## PROCUREMENT TIPS & TRICKS

Greetings,

In order to make WyoCloud Financial Management more efficient and easy to use, the WyoCloud team has developed two new Quick Reference Guides in relation to requisitions.

### Monitoring the Procure to Pay Process

Many users have inquired if there is a way to track requisitions through the system as they are approved and become associated with a PO and invoice. In order to assist you with tracking your requisitions, we have developed a [Procure to Pay Quick Reference Guide](#). This guide outlines all the steps you need to take in WyoCloud Financial Management to check the status of your requisition, PO, and invoice. Also, this Quick Reference Guide includes helpful tips on how to find check numbers using the invoice screen.

### Setting Favorite Accounts for Requisitions

Of the many items that we know fill your busy schedule, remembering to change the default expense code of 999 to your correct code should not be one of them! One way to prevent this is to set your commonly used chart string or POET information as a “favorite” within your settings. Setting your favorites can also save you time when completing a long requisition with many lines. You can have multiple favorite accounts. Information on setting up your favorite accounts or changing them can be found on our new [Setting Favorite Accounts for Requisitions Quick Reference Guide](#).

If you need assistance, please contact the UW Help Desk and submit a ticket. The UW Help Desk is your first resource and quickest response for questions. You can contact the Help Desk by emailing [userhelp@uwyo.edu](mailto:userhelp@uwyo.edu) or by calling 766-4357 and selecting option #1.

Best,

The WyoCloud Team

### Contact Information

The WyoCloud Team  
Email: [wyocloud@uwyo.edu](mailto:wyocloud@uwyo.edu)  
[www.uwyo.edu/wyocloud](http://www.uwyo.edu/wyocloud)

**Need help with WyoCloud?**  
Contact the UW Help Desk  
766-4357, Option #1  
[userhelp@uwyo.edu](mailto:userhelp@uwyo.edu)