General Tips & Tricks

- Pop-Ups: When you log in, be sure you enable pop-ups within the system so you have access to see all the useful information the new system can provide for you.
- Cost Center Approvers: Wondering who your cost-center approver is? See the complete list here.
- Chart of Accounts: While the new CoA provides greater efficiency, we know you'll have questions about it and how it relates to our old system. The WyoCloud website has information on the new CoA.
- Viewing attachments: We're excited about WyoCloud's ability to store attachments such as receipts electronically within the system. See these frequently asked questions for tips on how to view after uploading.

Procurement

- Non-PO Invoices: Non-PO invoices are an important part of how we do business at UW. Hence, some additional tips and tricks relating to non PO invoices have been added to the Quick Reference Guide.
- Receiving Goods & Services: The Quick Reference Guide on receiving goods & services has been updated with additional information to ensure this process is seamless. Also check this guide for tips on receiving PO's that were created in PISTOL.
- Attachments on Requisitions: We've updated the creating requisitions Quick Reference Guide on sending attachments to suppliers.

Expense Reports

- When working with expense reports, did you know you can include more than one p-card transaction per expense report? The new p-card specific expense report QRG provides more details on this and other time-saving features.
- Splitting Expenses: WyoCloud allows you to split expenses! Check out how to split p-card purchases on our p-card Quick Reference Guide. For details on how to split expenses paid personally, check out our other Expense Report Quick Reference Guide.

PPM & Sponsored Programs

We've compiled many of your Sponsored Programs, PPM and POET questions into one frequently asked questions resource. Included is information on:

1. POET Payments: Are you receiving errors when processing payments using POET?
2. Subcontracts: WyoCloud's subcontract processes has been updated.
3. Chart Strings: When you are entering a requisition or creating an expense report and paying with a grant, you may have noticed that your default chart sting does not correlate with your POET

information. Don't worry! Just enter your POET information and proceed. We've outlined the full process and what happens in the system in our frequently asked questions.