



### **New Interdepartmental Transfer (IDT) Module**

We are pleased to announce that, starting August 1, 2024, IDTs will be submitted through a new IDT Management module. IDT Management offers several enhancements, including:

- Elimination of IDT workflow through email
- Ability for expense department Cost Center Approvers and Project Managers to review and approve IDTs before posting in WyoCloud
- Status and progress tracking of IDTs
- Decreased processing time

Please note that this new process does not apply on the mass IDTs (ex. Operations, Catering, IT etc.) These will continue to follow the existing procedures.

To support this transition, [IDT training](#) is available through WyoCloud Learning beginning today, July 1, 2024. We strongly encourage all relevant personnel to complete this training to ensure a smooth transition. Completion of the IDT Training is required to gain access to the module.

There is also an [IDT QRG](#) available through the Knowledge Base. These materials provide detailed instructions on how to use the new module and take full advantage of its features.

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### **Contact Information**

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