

## October Closed & Changes to Requisitions

Greetings,

### **Month Closed**

The month of **October was closed yesterday, Thursday, October 8, in WyoCloud Financial Management**. It is recommended you begin by reviewing the [Account Analysis Report](#) in WyoCloud Financial Management Reports and Analytics to see your balances and review your transactions.

### **NEW! Change to Requisitions**

A new button has been added to non-catalog requisitions that is required to be checked while preparing a requisition. This new button, called “negotiated,” will automatically assign the PO number once all approvers have approved. This will result in the PO being dispatched faster once all approvals are complete. Please refer to the [Quick Reference Guide](#) for steps on creating a non-catalog requisition.

In addition to checking the negotiated button, this new feature allows a preparer to add multiple lines to one requisition for different suppliers. Once the requisition is approved, each line will be grouped together by supplier and a separate PO to each supplier will be dispatched.

### **NEW! Cost Center Approver Preparation of Requisitions**

If a Cost Center Approver prepares a requisition, it will go to their immediate supervisor for approval. If another employee prepares the requisition, but adds the Cost Center Approver as the “requester,” the requisition will go to the Cost Center Approver to be approved.

**Reminder! Quarterly System Update:** WyoCloud Financial Management will be down for a quarterly system update beginning Friday, November 16 at 5:00 p.m. through Monday, November 19 at 8:00 a.m. During this time, the system will be unavailable. Please be sure to log out of the system by 5:00pm on Friday.

If you encounter any issues, 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.

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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)

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