



SUBAWARDS, MONTH END CLOSE, MAINTENANCE, INVENTORY REMINDER

Greetings,

The WyoCloud Team wanted to send the below information.

New! Subaward Requisitions for Sponsored Programs

A new Quick Reference Guide (QRG) has been created based on campus user feedback for processing subawards. Subawards must be submitted through the requisition process; however, there are specific steps and selections users must be aware of to properly submit a subaward requisition and not to delay the process. Please see the QRG labeled [Create a Subaward Requisition for a Sponsored Program](#) located on the **Knowledge Base > WyoCloud > Financial Management > PPM – Grants** for more information.

Month End Close

The month of March was closed on Tuesday, April 9 in WyoCloud Financial Management & HCM. It is recommended you begin by reviewing the [Account Analysis](#) report. The Account Analysis report and Touchnet report will be ran shortly by division and saved in the warehouse. We will send a communication when these are available to view.

Regular Monthly Maintenance

Reminder, WyoCloud Financial Management & HCM will be down for monthly maintenance beginning **Friday, April 19 at 8:00 p.m. through Saturday, April 20**. During this time, the system will be unavailable. Please be sure to log out of the system by **7:30 p.m. on Friday, April 19**.

The maintenance and update schedule can be found [here](#). It is recommended users add these dates to their calendar.

Inventory Reminder

Inventories are due back **now**. These were updated from the information returned with the first inventory from last fall, so *you should only need to verify the items without an inventory date*. If you have questions, please call Asset Management at 766-3032 or 766-6619.

Best,

The WyoCloud Team

Contact Information

The WyoCloud Team
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Need help with WyoCloud?
Contact the UW Help Desk
766-4357, Option #1
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