



UNIVERSITY OF WYOMING

# FINANCIAL AFFAIRS TRAINING BULLETIN

## HOW TO REGISTER:

Enroll by clicking on the link for each training and "Enroll" within the course offering. Trainings may be added directly to your calendar by clicking on "Add to Calendar" after enrolled in the course (in Completion Status section).



## UPCOMING INSTRUCTOR-LED COURSES:

### Expenditure Corrections on Sponsored Projects



[Expenditure Corrections on Sponsored Projects](#)

**When:** Tuesday, May 17<sup>th</sup> from 2:00 p.m. – 3:00 p.m.

**When:** Tuesday, May 20<sup>th</sup> from 10:00 a.m. – 11:00 a.m.

**Where:** via ZOOM

#### What it Covers:

*An in-depth look at the risks involved when transferring expenditures onto or off of sponsored projects after the fact. We'll discuss the documentation required and why these additional steps are necessary. We'll also discuss additional considerations and limitations for expenditure corrections involving prior fiscal year transactions.*

*Please note that participants do not need to attend both offerings.*

### Account Analysis (WyoCloud) Pivot Tables Training



[WyoCloud Pivot Tables Training](#)

**When:** Wednesday, May 25<sup>th</sup> from 1:30 p.m. – 3:00 p.m.

**Where:** via ZOOM

#### What it Covers:

*This workshop will cover how to use basic pivot table features to analyze and interpret your WyoCloud Financial Management account and budget data. It also includes additional features to further leverage the Account Analysis report. The training focuses on using pre-built end-of-month financial spreadsheets and does not cover how to export data directly from WyoCloud Financial Management.*

### Financial Management Onboarding Training



[Financial Management Onboarding Training](#)

**When:** Tuesday, June 7<sup>th</sup> from 8:00 a.m. – 12:00 p.m.

**Where:** via ZOOM

**What it Covers:**

*This training provides an introductory-level training on the financial processes, policies, and procedures that employees with a financial responsibility should be aware of in their positions. Any employee with financial responsibility is encouraged to attend.*

### Account Analysis Report Training (Understanding the Columns)



[Account Analysis Training](#)

**When:** Thursday, June 9<sup>th</sup> from 1:30 p.m. – 3:00 p.m.

**Where:** via ZOOM

**What it Covers:**

*The Financial Affairs team offers a training focused on the Account Analysis report to provide more detailed information on how to read and understand the data in the report. Please note, this training does not cover pivot tables. We encourage users to attend a Pivot Tables class and/or the WyoCloud Pivot Tables class.*