



UNIVERSITY OF WYOMING

FINANCIAL AFFAIRS TRAINING BULLETIN

Register for these instructor-led courses by clicking on the title of each training and "Enroll" within the available offerings. Courses may be directly added to your calendar by clicking on "Add Calendar" in the Completion Status Section upon enrollment.

Financial Management Onboarding Training



ONBOARDING
TRAINING

Thursday, September 1st from 8:00 a.m. – 12:00 p.m.

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 (WyoCloud) Pivot Tables Training



PIVOT TABLES

Tuesday, September 13th from 1:30 p.m. – 3:00 p.m.

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.

Account Analysis Report Training (Understanding the Columns)



ACCOUNT
ANALYSIS

Tuesday, September 20th from 1:00 p.m. – 2:30 p.m.

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.

Contact Information:

Financial Affairs

Merica Hall, Second Floor

Phone: (307) 766-4340

financialaffairs@uwyo.edu

www.uwyo.edu/budget-finance/financial-affairs