



UNIVERSITY OF WYOMING

# FINANCIAL AFFAIRS TRAINING BULLETIN

## Financial Management Onboarding Training



**Tuesday, September 12<sup>th</sup> from 8:30 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 Report Training (Understanding the Columns)



**Wednesday, September 13<sup>th</sup> from 10:30 a.m. – 12:00 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.

## Account Analysis (WyoCloud) Pivot Tables Training



**Thursday, September 14<sup>th</sup> from 2:00 p.m. – 3:30 p.m.**

This workshop will cover how to use basic pivot table features to analyze and interpret your WyoCloud 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.

*Please note that sign up for this course is located in the UW IT Training Catalog.*

**Course Registration:**

To register for one these instructor-led courses, please click on the title of the training. From there, select “Enroll” within the available offerings. After enrollment, courses may be directly added to your calendar by clicking on “Add Calendar” in the Completion Status Section.

**Financial Affairs**

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