



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:

### Account Analysis (WyoCloud) Pivot Tables Training



[WyoCloud Pivot Tables Training](#)

**When:** Tuesday, April 12<sup>th</sup> from 10:00 a.m. – 11:30 a.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:** Thursday, April 14<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](#)

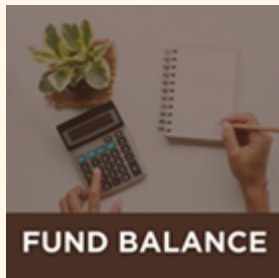
**When:** Friday, April 15<sup>th</sup> from 10:00 a.m. – 11:30 a.m.

**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.*

**Fund Balance Training**



[Fund Balance Training](#)

**When:** Thursday, April 28<sup>th</sup> from 10:00 a.m. – 11:30 a.m.

**Where:** via ZOOM

**What it Covers:**

*This training will cover how to view fund balance (i.e., beginning year net position) for accounts that carry a balance (ex. Designated Operating) from year to year. This training will aid campus end-users in budgeting their fund balance and tracking the balance throughout the year.*