



UNIVERSITY OF WYOMING

# FINANCIAL AFFAIRS TRAINING BULLETIN

## Power BI: Navigating UW Reports Training



POWER BI

**Wednesday, February 28<sup>th</sup> from 2:00 p.m. – 3:30 p.m.**

This training covers how to access and interact with various University of Wyoming reports and data dashboards through Microsoft's Power BI platform. The goal of the course is to teach the skills needed to navigate and interpret interactive Power BI reports.

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

## Account Analysis (WyoCloud) Pivot Tables Training



PIVOT TABLES

**Wednesday, March 13<sup>th</sup> from 1:30 p.m. – 3:00 p.m.**

This training will cover how to use basic pivot table features to analyze and interpret your WyoCloud account and budget data, including 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.*

## Account Analysis Report Training (Understanding the Columns)



ACCOUNT  
ANALYSIS

**Thursday, March 14<sup>th</sup> from 9:00 a.m. – 10:15 a.m.**

This training is 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.

## Financial Management Onboarding Training



**Tuesday, March 19<sup>th</sup> from 1:30 p.m. – 4:30 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.

**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.

**Contact Information:**

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