

**To:** WyoCloud Planning Users

**Subject:** Welcome to the WyoCloud Planning and Budgeting Team – Next Steps

Welcome to the WyoCloud Planning and Budgeting Team!

The Budget Office is excited to have you join the team as a Planning (licensed) User of the WyoCloud Planning and Budgeting system. To help you prepare for the system to be released on January 22<sup>nd</sup>, we have compiled a checklist for you to complete. These tasks and trainings will enable and equip you to have a successful introduction to the WyoCloud Planning and Budgeting System.

- ✓ **Complete Expenditure Corrections before Winter Closure**  
WyoCloud Planning and Budgeting is only as useful as the data we put in it. The Budget Office is aware that some expenditures in the Financial Management may require cleanup prior to being fed into WyoCloud Planning and Budgeting in order to produce accurate budget to actuals data. Therefore, the Budget Office requests you complete any expenditure corrections before the University is released for Winter Closure on Friday, December 22<sup>nd</sup>.
  
- ✓ **Review the Budget Development Timeline**  
The Budget Office has released the timeline for developing the FY19 budget. Please review the dates in the [attachment of this email](#) and note your division's deadline for submitting your budget.
  
- ✓ **Save the Date: WyoCloud Planning and Budgeting Training Coming Soon**  
Training for the WyoCloud Planning and Budgeting system will begin when you return from Winter Closure in January. Please note the below dates for when Training will be released and block time on your calendar.
  - [Budgeting Basics Instructor Led Training](#) – Sessions scheduled for the week of January 1<sup>st</sup>. You will receive an email from WyoCloud when registration is open.
  - [Intro to WyoCloud Planning and Budgeting and Navigating WyoCloud Planning and Budgeting Online Training](#) – Sessions scheduled for the week of January 8<sup>th</sup>. You will receive an email from WyoCloud when registration is open.
  - [WyoCloud Planning and Budgeting Process Instructor Led Training](#) – Sessions scheduled for the week of January 15<sup>th</sup>. You will receive an email from WyoCloud when registration is open.
  - [Open Labs](#) – Sessions scheduled for the week of January 22<sup>nd</sup>. You will receive an email from WyoCloud when the schedule is released.

Thank you for taking the time to prepare for the release of WyoCloud Planning and Budgeting. Please reach out to the Budget Office ([XXXXXBudgetOfficeEmailXXX@uwyo.edu](mailto:XXXXXBudgetOfficeEmailXXX@uwyo.edu)) if you have any questions.