

Go-Live Planning User Announcement

Distribution Date: January 22nd

To: Planning Users

From: WyoCloud

Subject: WyoCloud Planning and Budgeting System Now Live

Good morning,

The UW Budget Office and WyoCloud team are excited to announce the release of the new WyoCloud Planning and Budgeting system as of XXXX this morning.

If you completed your required online training prior to 3 PM on Friday, January 19th, you can now access WyoCloud Planning and Budgeting through WyoWeb. To login, select the Planning and Budgeting link under the WyoCloud menu in Faculty & Staff Resources on WyoWeb.

Access for any user who has not completed training will be provisioned the business day following training completion.

Tips and Tricks: Logging in for the First Time

When logging into WyoCloud Planning and Budgeting for the first time, there are two tasks you should complete to customize the system to fit your preferences:

1. Set your system preference by following this [quick reference guide](#).
2. Set your user variables by following this [quick reference guide](#).
 - a. You may reference this dimension [quick reference guide](#) to locate your desired organization.

Next Steps

In your role as a Planning and Budgeting user, your first task within this system is to prepare your FY18 forecast for your remaining funds. Forecasts are due to the Budget Office on the following dates:

- February 9th 5:00pm Non-Academic Affairs Units
- February 16th 5:00pm Academic Affairs Units

Please note that as you are completing your forecasts, only 5 months of FY18 actual expenditures have been loaded into WyoCloud Planning and Budgeting from WyoCloud Financial Management. There are also some IDTs and expenditures corrections are currently being processed and may not appear in WyoCloud Planning and Budgeting. Once the month of December is closed, we will upload December actuals into WyoCloud Planning and Budgeting and will notify you when we do so.

Resources and Support

The below resources are available for support as you begin to use WyoCloud Planning and Budgeting.

- **Quick Reference Guides:** To supplement online and instructor led training, Quick Reference Guides (QRG's) are available on the [WyoCloud Knowledge Base](#). These QRG's, provide written instructions on how to navigate the system and perform select processes. QRG's on Frequently Asked Questions, Tips and Tricks, and terminology are also available.
- **Open Labs:** Open labs provide an opportunity to practice performing budgeting tasks with subject matter experts available to answer your questions. To view the full open lab schedule, please [follow this link](#) to WyoLearn.

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- ***Budget Office Website:*** The [UW Budget Office website](#) offers many resources to support you through the transition to the new Planning and Budgeting system including the WyoCloud Planning and Budgeting Licensed User List, FY19 Budget Development Guides, Standard Administrative Processes, and much more.
- ***Help Desk:*** The UW Help Desk is your first resource and quickest response for WyoCloud Planning and Budgeting support. If you have questions about the system or need assistance with your access, please contact the UW Help Desk by emailing userhelp@uwyo.edu or by calling 766-4357 and selecting Option #1.

Thank you for your patience and support over the last six months as we developed the WyoCloud Planning and Budgeting system.

Thanks,
The WyoCloud Team