State of Wyoming

State Auditor's Office

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February 6, 2023

Wyoming Governor's Office
Wyoming Secretary of State's Office
Wyoming State Treasurer's Office
Wyoming Department of Education
All State Agency Directors
Wyoming Supreme Court
Wyoming Legislative Service Office
Correspondence sent via email and U.S. Mail

In re: State Auditor's Office System Upgrade Update and Notification of System Unavailability

Dear State of Wyoming Leaders,

As you are likely aware, the Wyoming State Auditor's Office (SAO) is in the process of upgrading the State of Wyoming's Enterprise Resource Planning (ERP) system, which consists of the Wyoming Online Financial System (WOLFS), Human Resource Management (HRM) and infoAdvantage. WOLFS is the financial component of the ERP system, HRM is the human resource management and payroll component and infoAdvantage is the reporting component. Our office, in collaboration with the ADV4 Upgrade Steering Committee, has been working on this upgrade for over a year and our primary communications thus far have been with that committee and system users within your agency. This letter repeats what has been previously communicated to the committee and system users and is an attempt to ensure staff at all levels within an agency are fully aware of important upgrade dates, upgrade recommendations, plans for additional communication and training resources. We apologize in advance to those who are tired of hearing from our office about this upgrade!

Important Dates:

The upgraded system, which will move the ERP from version 3.11 to 4.0 (or "ADV4"), will "go live" on April 5, 2023. HRM and WOLFS will be unavailable on **March 30th, March 31st, April 3rd and April 4th** to accommodate the cut-over from version 3.11 to 4.0.

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E-mail: saoadmin@wyo.gov
Website: sao.wyo.gov

Upgrade Recommendations:

Below is a list of recommendations you may want to consider to ensure your agency is prepared for the ADV4 upgrade:

- Meet with your agency fiscal staff to make sure they are aware of system downtimes (March 30-April 4th) and identify any impacted vendors or payments. Example: Your agency may want to consider making any critical payments early (prior to March 30th).

- If your agency uses ESS and MSS, meet with your agency HRD representative to ensure all agency staff have access to timesheet trainings and are aware that their timesheet will look different in April. Example: Some agencies are holding dedicated timesheet trainings and webinars, others are simply distributing training videos to staff.

- Encourage HRM, WOLFS and infoAdvantage users in your agency to enroll in ADV4 trainings now! The SAO released a comprehensive training schedule in January, which can be found on the SAO website here: https://sao.wyo.gov/

- Encourage system users in your agency to perform any document clean-up in the system before March 6th. Example: Users will need to review and approve any "draft" or "pending" documents in the system or this work could be lost during the cut-over.

- **March month-end will be run by SAO on Wednesday, March 29th.** Encourage your staff to run any month-end or quarter-end infoAdvantage reports no later than 5:00 p.m. on Friday, March 31st. infoAdvantage will be unavailable after 6:00 p.m. on March 31st. Example: Many agencies run month-end or quarter-end reports (or have these reports automatically scheduled to run). Users will need to ensure any reports they need are pulled from infoAdvantage on March 31st before 5:00 p.m. or they may not be able to access a needed report.

- If your agency submits interfaces to SAO for processing, check with your technical staff to make sure they are comfortable with the new interface upload processes using AdvantageConnect.

Communications:

The SAO has been sending out at least monthly email communications, to all system users, regarding the upgrade since April, 2022. Beginning in January, 2023, the SAO began sending out weekly upgrade communications to all system users. Below is a list of weekly communications planned for February and March:

- February 6th: Document clean-up reminder
- February 13th: ESS/MSS information to all state employees
- February 20th: General reminder: Downtimes and available training resources
- February 27th: Available trainings and training resources
- March 6th: Document clean-up reminder
- March 13th: ESS/MSS information to all state employees
- March 20th: General reminder: Downtimes and available training resources
- March 27th: Downtimes

Training Resources:

The SAO understands that learning a new system can be challenging and has developed a wide variety of training resources to assist system users with the transition:

- In-person and virtual trainings are available. To access the training schedule or register for a class, go to the SAO website at https://sao.wyo.gov/
- Training videos are available! Videos have been emailed out to users and will be available once logged into the new ADV4 system.
- Training manuals and user guides will be released to users in February.
- Contact the SAO helpdesk for assistance or to request a one-on-one training. The WOLFS HelpDesk can be reached at (307) 777-5258 or SAOWOLFSHelpDesk@wyo.gov.

Additional information about the upgrade, trainings, communications, testing and the work of the ADV4 Upgrade Steering Committee can be found on the SAO's website here: https://sao.wyo.gov/upgrade/

If you have any concerns about the upgrade, please reach out directly to Eydie Trautwein at (307) 777-6648 or eydie.trautwein@wyo.gov and we can schedule a meeting to address any issues.

Thank you for your support and we are very excited for the new and improved system!

Sincerely,

Kristi Racines

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Wyoming State Auditor