



State of Wyoming

State Auditor's Office



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March 13, 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 communicated in our February 6th letter, 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. This letter repeats what has been previously communicated to directors 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 and training resources.

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.

Upgrade Recommendations:

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

- W-2s are available now for download in ESS. As we head into tax season, we recommend that all state employees download their W-2s prior to March 30th to avoid any access related issues caused during the upgrade. You may want to remind your staff to download their W-2 now.

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- 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.
- If your agency uses ESS and MSS, meet with your agency HRD representative to ensure all agency staff are aware that their timesheet will look different in April and have access to timesheet trainings.
- Encourage HRM, WOLFS and infoAdvantage users in your agency to enroll in ADV4 trainings now! Over 500 users have already enrolled in a training or class. 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.
- 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. 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.

Training Resources:

The SAO has developed a wide variety of training resources:

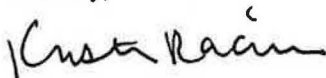
- In-person and virtual trainings are available. To access the training schedule or register for a class, go to the SAO website at <https://sao.wyo.gov/>
- Training videos are available! Videos have been emailed out to users and will be available once logged into the new ADV4 system.
- Training manuals and user guides are now available.
- 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, training, previous 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
Wyoming State Auditor