

## **Elevate: FIN Upgrade - Registration Opens for General User Training** <sup>[1]</sup>

July 20, 2015 by [normandy.roden](#) <sup>[2]</sup>

In November 2015, the University will move to an upgraded PeopleSoft Finance System: FIN 9.2. General user training has been scheduled just in time, during the months of September-October. Registration for training is open now. <sup>[3]</sup>

The Office of University Controller (OUC) is offering **three general user training courses** to help you get ready for the upgrade: [FIN Overview](#), [FIN Journal Entry](#), and [FIN Grants Portal](#) <sup>[4]</sup>. The training is available through a combination of in-person campus workshops (interactive lecture/demos), in-person campus structured labs (hands-on classes), and online webinars (live and recorded). We encourage you to register now while all options are available.

**How much training do you need?** Just give us between 1-1/2 to 5 hours (depending on your roles) over the course of 2 months!

**If you use the Finance System for any reason – inquiry or update – you’ll want to sign up for the FIN Overview course.**

Learn the basic features and functionality of FIN 9.2 in two hours or less. You have a choice of presentation: in-person campus workshop, live webinar, or recorded webinar. (Why not start with a webinar and then decide if you want to reinforce the topics through an in-person class? Or, attend the in-person class and then review your learnings through a recorded webinar? The choice is yours!) **NOTE:** The FIN Overview course is a prerequisite for other general user training.

- [Register for a webinar](#) <sup>[5]</sup>
- [Register for a campus workshop](#) <sup>[4]</sup>

**If you enter or approve journals, you’ll also register for the FIN Journal Entry course.**

Hear all about the JE process and practice entering, routing, and approving journals ... creating spreadsheet JEs ... and uploading/viewing supporting documentation. All Journal Entry courses are presented as two-hour structured labs (on campus, in-person) to promote active learning.

- [Register for a structured lab](#) <sup>[4]</sup>

**If your work involves sponsored research – for example, as a department administrator or Principal Investigator (PI) – you’ll be interested in the FIN Grants Portal course.**

Whether in a campus workshop or a webinar, this one-hour training session shows how to

navigate the new grants portal, use its workcenter and dashboards, and run reports.

- [Register for a webinar](#) [6]
- [Register for a campus workshop](#) [4]

**Training begins on Sept 8, 2015.** We look forward to helping you get ready for FIN 9.2.

**Questions?** Contact the Finance & Procurement Help Desk at [FinProHelp@cu.edu](mailto:FinProHelp@cu.edu) [7] or 303.837.2161.

## Follow us on Twitter

The FinPro Help Desk is tweeting about Elevate: FIN. Follow them at <https://twitter.com/FinProHelp> [8]

## Visit the Website

Learn about the upcoming Finance System upgrade. [Visit the Elevate: FIN Upgrade website](#) [9].

## Give Us Feedback

Help us improve your business processes as we upgrade our PeopleSoft Finance System. [Give us some feedback](#) [10].

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