

Elevate: FIN Upgrade - Registration Opens for General User Training ^[1]

July 20, 2015 by [normandy.roden](#) ^[2]

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. ^[3]

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](#) ^[4]. 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](#) ^[5]
- [Register for a campus workshop](#) ^[4]

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](#) ^[4]

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 [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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