

## General Ledger (GL)

All web-based training (WBT) courses will be available in the UCI Learning Management System (LMS) and some will be also be available as instructor-led training (ILT). The courses are shown in the recommended order of completion. The links to each course will be available in November on the Training page of the UCI UCPath website. Invitations to register for ILT trainings will be delivered via email. This flyer can be used as a checklist to track the completion of your curriculum. Your department will receive reports identifying those who have completed their curriculum.

Core Training Courses (C) are required before being granted access to these roles in UCPath. Elective Training Courses (E) are highly recommended

Training Course	Delivery Method	Duration (Hours)	Initiator	Approver	Inquiry
Introduction to UCPath	WBT	1	C	C	C
UCPath Basics & Navigation	WBT	1	C	C	C
Position Control	ILT	4	E	E	E
Position Funding & Budget Distribution	ILT	4	C	E	E
Direct Retro Inquiry & Updates	ILT	3	C	E	E
Template Transactions 1	ILT	2	C	E	
Template Transaction 2	ILT	4	C	E	
AWE Overview & Approval	ILT & CBT	3	C	C	C
WFA Overview	WBT	1	C	C	C
Employee Data Inquiry	WBT	1	C	C	E
Commitment Accounting Overview	WBT	.25	C	C	C
Cognos Reports	TBD	.5	E	E	E

Course Type	Initiator	Approver	Inquiry
Core	20.25 hours	7.25 hours	6.25 hours
Elective	4.5 hours	17.5 hours	12.5 hours
Total	24.75 hours	24.75 hours	18.75 hours