

UCOP Business Resource Center (BRC) Training Schedule 2020 January - May



BRC EXPRESS REIMBURSEMENT-----

An online travel and entertainment Express reimbursement overview for travelers and proxies: register at BRCTravelandEnt@ucop.edu.

BRC SERVICENOW (GENERAL) -----

All about the BRC electronic intake system in ServiceNow, its benefits, and how to use it: register through the [UCOP Learning Management Center](#). Click Register for dates/times.

BRC GENERAL LEDGER 101-----

Learn how to access various UCLA financial ledgers and understand the information provided in financial reports: register through the [UCOP Learning Management Center](#).

BRC COST TRANSFER 101-----

JOURNALS, NPEARS, RECHARGES – Oh my! What are they, which ones to use, and how to complete them: register through the [UCOP Learning Management Center](#).

BRC FISCAL CLOSE CLINICS-----

Brush up on departmental fiscal close activities and get your questions answered! Register through the [UCOP Learning Management Center](#).

TRAINING	DATE		LOCATION
General Ledger 101	Jan 8	2:00p- 4:00p	Franklin Building, Room 6114
ServiceNow	Jan 9	9:30a-11:00a	Franklin Building, Room 6114
Cost Transfer 101	Jan 15	10:00a-12:00p	Franklin Building, Room 6114
General Ledger 101	Feb 12	10:00a-12:00p	Franklin Building, Room 6114
ServiceNow	Feb 20	2:00p- 3:30p	Franklin Building, Room 6114
Cost Transfer 101	Feb 19	2:00p- 4:00p	Franklin Building, Room 6114
General Ledger 101	Mar 11	2:00p- 4:00p	Franklin Building, Room 6114
ServiceNow	Mar 11	9:30a-11:00a	Franklin Building, Room 6114
Cost Transfer 101	Mar 18	10:00a-12:00p	Franklin Building, Room 6114

General Ledger 101	Apr 8	2:00p- 4:00p	Franklin Building, Room 6114
ServiceNow	Apr 16	2:00p- 3:30p	Franklin Building, Room 6114
Cost Transfer 101	Apr 23	2:00p- 4:00p	Franklin Building, Room 6114
Fiscal Close Clinic	May 1	10:00a-11:30a	Franklin Building, Room 9204
Fiscal Close Clinic	May 4	2:00p- 3:30p	Franklin Building, Room 9204
General Ledger 101	May 13	10:00a-12:00p	Franklin Building, Room 6114
Service Now	May 14	9:30a-11:00a	Franklin Building, Room 6114
Cost Transfer 101	May 12	10:00a-12:00p	Franklin Building, Room 6114