

**Subject:** Register Today for Spring 2015 Training Classes

**Audience:** All SCEIS Users

The SCEIS Team would like to remind users to register today for Spring 2015 training classes. The calendar below provides a high-level view of the upcoming SCEIS training opportunities. For more detailed information and the registration link for each class, click the link under the title of the class.

### **February 2015**

Wed, Feb 18 (9 a.m. - 5 p.m.)

**PR235-01 - Bidding Process and Overview of Contract Management**

[Click here for class information and registration link.](#)

Thu, Feb 19 (9 a.m. - 12 p.m.)

**PR250-01 - Contract Management**

[Click here for class information and registration link.](#)

### **March 2015**

Tue, Mar 3 and Thu, Mar 12

Mar 3 (9 a.m. - 12 p.m.)

Mar 12 (9 a.m. - 12 p.m.)

**REP200-03 - Reporting with Business Warehouse and Business Objects for HR/Payroll Users**

[Click here for class information and registration link.](#)

Wed, Mar 4 (9 a.m. - 5 p.m.)

**FM300-01 Funds Management**

[Click here for class information and registration link.](#)

Thu, Mar 5 (9 a.m. - 5 p.m.)

**GL300-01 - General Ledger Accounting**

[Click here for class information and registration link.](#)

Mon, Mar 9 (9 a.m. - 5 p.m.)

**AR300-01 - Accounts Receivable Invoice Processing**

[Click here for class information and registration link.](#)

Tue and Wed, Mar 10-11 (2 days)

Mar 10 (9 a.m. - 5 p.m.)

Mar 11 (9 a.m. - 5 p.m.)

**AP300-01 Accounts Payable Invoice Processing**

[Click here for class information and registration link.](#)

Mon and Tue, Mar 16-17 (1½ days)

Mar 16 (9 a.m. - 5 p.m.)

Mar 17 (9 a.m. - 12 p.m.)

**TM200-01 Time Administration**

[Click here for class information and registration link.](#)

Thu, Mar 19 (9 a.m. - 5 p.m.)

**TM300-01 Leave Administration**

[Click here for class information and registration link.](#)

Mon, Mar 23 (9 a.m. - 5 p.m.)

**PR215-02 - Purchasing Process**

[Click here for class information and registration link.](#)

Tue and Wed, Mar 24-25 (2 days)

Mar 24 (9 a.m. - 5 p.m.)

Mar 25 (9 a.m. - 5 p.m.)

**PS300-01 Project Systems**

[Click here for class information and registration link.](#)

**March 2015** (cont.)

Thu, Mar 26 and Thu, Apr 2  
Mar 26 (9 a.m. - 12 p.m.)  
Apr 2 (9 a.m. - 12 p.m.)

**REP200-04 - Reporting with Business Warehouse and Business Objects for Finance/Materials Management Users**  
[Click here for class information and registration link.](#)

Tue, Mar 31 (9 a.m. - 5 p.m.)

**OM200-01 Organizational Management**  
[Click here for class information and registration link.](#)

**April 2015**

Tue, Apr 7 (9 a.m. - 5 p.m.)

**AM300-01 Asset Management**  
[Click here for class information and registration link.](#)

Wed, Apr 8 (9 a.m. - 5 p.m.)

**AM315-01 Advanced Asset Management**  
[Click here for class information and registration link.](#)

Tue and Wed, Apr 14-15 (2 days)  
Apr 14 (9 a.m. - 5 p.m.)  
Apr 15 (9 a.m. - 5 p.m.)

**PA250-01 Personnel Administration**  
[Click here for class information and registration link.](#)

Mon, Apr 20 (9 a.m. - 5 p.m.)

**GM300-01 Grants Management**  
[Click here for class information and registration link.](#)

Wed, Apr 22 (9 a.m. - 5 p.m.)

**PR235-02 - Bidding Process and Overview of Contract Management**  
[Click here for class information and registration link.](#)

Thu, Apr 23 (9 a.m. - 12 p.m.)

**PR250-02 - Contract Management**  
[Click here for class information and registration link.](#)

**May 2015**

Thu, May 28 and Thu, Jun 4  
May 28 (9 a.m. - 12 p.m.)  
Jun 4 (9 a.m. - 12 p.m.)

**REP200-05 - Reporting with Business Warehouse and Business Objects for HR/Payroll Users**  
[Click here for class information and registration link.](#)

**June 2015**

Tue and Wed, Jun 2-3 (1½ days)  
Jun 2 (9 a.m. - 5 p.m.)  
Jun 3 (9 a.m. - 12 p.m.)

**TM200-02 Time Administration**  
[Click here for class information and registration link.](#)

Tue, Jun 16 and Wed, Jun 24  
Jun 16 (9 a.m. - 12 p.m.)  
Jun 24 (9 a.m. - 12 p.m.)

**REP200-06 - Reporting with Business Warehouse and Business Objects for Finance/Materials Management Users**  
[Click here for class information and registration link.](#)



Wed, Jun 17 (9 a.m. - 5 p.m.)

**TM300-02 Leave Administration**

[Click here for class information and registration link.](#)

If you have any questions about this SCEIS Training information, please email them to [training@sceis.sc.gov](mailto:training@sceis.sc.gov).