

**Subject:** One Section of the GL300 General Ledger Accounting Class Announced  
**Audience:** Finance Directors, Agency Training Coordinators, AST Leads

The SCEIS Training Team is pleased to offer one section of the full-day class, GL300 General Ledger Accounting on Thursday, October 15, 2015. This class covers the process of posting to the General Ledger, such as executing adjustments, reversals, reposting line items, write-offs, etc. In addition, this class will also demonstrate the creation of recurring entry, creation of park documents and assignment models.

Below you will find details about the class, including the name, description, target audience, date, location and registration information. **Please forward this message to appropriate staff members within your agency.**

### **GL300 - Class Information**

**Class ID/Title:** GL300 – General Ledger Accounting

**Description:** This class covers the process of posting to the General Ledger such as executing adjustments, reversals, reposting line items, write-offs, etc. In addition, this class will also demonstrate the creation of recurring entry, creation of park documents and assignment models.

**Target Audience:** Users with the following roles: Central GL Function, Journal Entry Clerk, Journal Entry Supervisor, Cross Business Area Journal Entry Park, GL Supervisor (Workflow), GL Backup (Workflow), Cross Business Area Journal Entry Park.

**Pre-requisites:** Completion of the following online classes:

- COR120 Enterprise Central Component (ECC) Navigation
- GL200 General Ledger Accounting Basics

### **GL300 - Section 02 – Summer/Fall 2015 Class Details**

**Class Date:** Thursday, October 15, 2015

**Class Time:** 9:00 a.m. to 5:00 p.m.

**Class Location:**

SCEIS Training Room 202

1628 Browning Road, Columbia, SC

Users may *request enrollment* in this class using the pre-registration survey at <https://www.surveymonkey.com/s/C5G7W5G>. Your survey completion is a request only. Registration is not complete until you receive an enrollment confirmation from SCEIS Training. Please review pre-requisites and schedules carefully.

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