

Weekly Update

September 15, 2015

Subject: Seats Are Still Available for the September 23-24 AP300 Accounts Payable Invoice Processing Class

Audience: Finance Directors, Agency Training Coordinators, AST Leads

There are still seats available for the AP300 Accounts Payable Invoice Processing class on Wednesday and Thursday, September 23-24, 2015. The SCEIS Team encourages Accounts Payable users to register for this class today! **Note: This is the last scheduled AP300 Accounts Payable Invoice Processing class in 2015.**

The class covers the Accounts Payable (AP) invoice and payment process at the agency level. 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.**

AP300 – Class Information

Class ID/Title: AP300 Accounts Payable Invoice Processing

Description: This class covers the AP invoice and payment process at the agency level, including creation and adjustments of incoming or outgoing invoices/credit memos/Interdepartmental Transfers (IDT), creation of park documents, posting payment information, clearing vendor account and the authorization workflow, etc.

Target Audience: Users with the following roles: Accounting Lead, Accounting Clerk, AR State Treasurer's Office, AP Listing Voucher Backup (Workflow), AP Listing Voucher Scan (Workflow) and AP List Voucher Account Assignment.

Pre-requisites: Completion of the following online classes:

- COR120 Enterprise Central Component (ECC) Navigation
- AP200 Accounts Payable Basics

AP300 – Section 02 – Summer/Fall 2015 Details

Class Dates: Wednesday and Thursday, September 23-24, 2015 (two-day class)

Class Time: 9:00 a.m. to 5:00 p.m. each day

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/S6QN73P>. 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.