

Weekly Update

Week of September 5, 2016

Subject: Seats Are Still Available for the September 12 GL300 General Ledger Accounting Class

Audience: Finance Directors, Agency Training Coordinators, AST Leads, General Ledger Users

There are still seats available in the GL300 General Ledger Accounting class on Monday, September 12, 2016. The SCEIS Team encourages General Ledger users to register for this class today! **Note: This is the only scheduled GL300 class during the Fall 2016 term. The next opportunity to take this class will not be until Spring 2016.**

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

GL300 - Course Information

Course ID/Title: GL300 – General Ledger Accounting

Description: This course covers the process of posting to the General Ledger such as executing adjustments, reversals, reposting line items, write-offs, etc. In addition, this course 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:

None. However, we recommend that you complete the COR120U Enterprise Central Component (ECC) Navigation online course.

GL300 - Section 02 – Fall 2016 Class Details

Class Date: Monday, September 12, 2016

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

Class Location:

SCEIS Training Room 202

1628 Browning Road, Columbia, SC

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Registration Instructions:

SCEIS has a new registration process using MySCLearning, your one-stop-shop for SCEIS training. You may have already completed courses in MySCLearning.

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (<https://myscemployee.sc.gov>).
2. In the upper left area of the page, click the MySCLearning tab.
3. Beside the MySCLearning logo, click "Home" and select "Learning."
4. In the "Find Learning" tile, use the search box.
 - a. Type in the course ID and click "Go." Or -
 - b. Type in "SCEIS" to view all SCEIS courses.
5. Find a course title and expand "View Course Dates."
6. Find the class date you prefer, and click "Register Now."
7. At the Scheduled Offering box, click "Confirm."
8. Watch for your confirmation email, with class details and instructions.

If you do not receive a confirmation email, please contact the SCEIS Help Desk using the ticket form found here: <http://www.sceis.sc.gov/requests/>.

If you have any questions about this message, please email them to training.sceis@admin.sc.gov.