

Weekly Update

Week of August 8, 2016

- Subject:** One Section of the AP300 Accounts Payable Invoice Processing Course Announced
- Audience:** Finance Directors, Agency Training Coordinators, AST Leads, Accounts Payable Users

The SCEIS Training Team is pleased to offer one section of the two-day training course, AP300 Accounts Payable Invoice Processing on Monday and Tuesday, September 26-27, 2016. The course covers the Accounts Payable (AP) invoice and payment process at the agency level.

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.**

AP300 – Course Information

Course ID/Title: AP300 Accounts Payable Invoice Processing

Description: This course 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:

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

AP300 – Section 02 – Fall 2016 Details

Class Dates: Monday and Tuesday, September 26-27, 2016 (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

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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.