

Weekly Update

January 27, 2016

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, March 24, 2016. 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 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 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:

The following pre-requisite(s) MUST be completed prior to attending the classroom training. Completion of the pre-requisite(s) ensures that participants have the necessary knowledge for class. Material covered in pre-requisite courses will not be re-taught in classroom training.

- COR120U Enterprise Central Component (ECC) Navigation online class

GL300 - Section 01 – Spring 2016 Class Details

Class Date: Thursday, March 24, 2016

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.

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The enrollment confirmation will provide you with instructions on how to complete any pre-requisite(s). Please review pre-requisites and schedules carefully.

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