

## Weekly Update

Week of January 16, 2017

**Subject:** AP300 Accounts Payable Invoice Processing Course Offered on **March 22-23**

**Audience:** Finance Directors, Agency Training Coordinators, AST Leads, Accounts Payable Users

The AP300 Accounts Payable Invoice Processing course will be offered on Wednesday and Thursday, March 22-23, 2017. Below you will find details about the course. **Please forward this message to appropriate staff members within your agency.**

### **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.

### **Class Date(s):**

### **AP300 – March 22-23 – Spring 2017 Details**

**Class Dates:** Wednesday and Thursday, March 22-23, 2017 (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

### **Registration Instructions:**

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. Click the "Learning" tile.
4. In the "Find Learning" tile, use the search box to type in the course ID (AP300) and click "Go."
5. Find the course title and click "See Offerings."
6. Find the class date you prefer, and click "Register Now."
7. At the Scheduled Offering box, click "Confirm."

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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](mailto:training.sceis@admin.sc.gov).