

Weekly Update

Week of January 16, 2017

Subject: GL300 General Ledger Accounting Course Offered on **March 7**
Audience: Finance Directors, Agency Training Coordinators, AST Leads, General Ledger Users

The GL300 General Ledger Accounting course will be offered on Tuesday, March 7, 2017. Below you will find details about the course. **Please forward this message to appropriate staff members within your agency.**

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.

Class Date(s):

GL300 - March 7 – Spring 2017 Details

Class Date: Tuesday, March 7, 2017

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

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 (GL300) 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."

Weekly Update

Week of January 16, 2017

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.