Finance Training Schedule
Fall 2019

SCEIS
SC ENTERPRISE INFORMATION SYSTEM
THE SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION

ID	Title	Date	Pre-req
AM300	**Asset Masters and Asset Reporting**	Oct. 23 (a.m.)	
AM315	**Advanced Asset Management**	Oct. 24	AM300
AP300	**Accounts Payable Invoice Processing**	Oct. 8-9 / Dec. 10-11	
AR300	**Accounts Receivable Invoice**	Sept. 24	
FM300	**Processing Funds Management**	Sept. 26	
GL300	**General Ledger Accounting**	Sept. 5	
GM300	**Grants Management** *(Register for one of two available dates.)*	Nov. 5 / Dec. 5	
PS300	**Project Systems**	Oct. 14-15	
REP210 FI/MM	**Reporting with BEx for FI/MM Users**	Oct. 10 (a.m.)	SCEIS validation

Click on course title for additional course information.

Registration Instructions

1. Log in to SCEIS Central (https://sceiscentrallogin.sc.gov/).
2. Click the My Talent tile.
3. Click the MySCLearning tile (first-time users create a PIN).
4. In the Find Learning tile, search by course ID or "SCEIS" and click "Go."

Online Courses
5. Find course title.
6. Click "Start Course."

Instructor-led Courses
5. Below the course title, click "See Offerings."
6. Select class date and click "Register Now."*
7. At the Scheduled Offering box, click "Confirm."
8. Receive email confirmation with details and instructions.

You must "Register Now" to reserve a seat. "Assign to Me" does not register you.

Online Courses
24/7 Access

- **COR120U: ECC Navigation**
- **ACCT101U: Accounting Basics**
- **FM300U: Funds Management**
- **BEx100V: Reporting with BEx**
- **SCEIS100V: SCEIS Central Resources**
- **SCEISM100V: SCEIS Central for Managers**

MySCLearning Tools available at http://www.sceis.sc.gov
For additional assistance contact the SCEIS Help Desk