

## Finance Training Schedule Fall 2020

ID	Title	Date	Pre-req
AM300	Asset Masters and Asset Reporting	Oct. 13 (p.m.)	
AM315	Advanced Asset Management	Oct. 14-15 (p.m.)	AM300
AP300	Accounts Payable Invoice Processing	Sept. 28-Oct 1 (p.m.)	
AR300	Accounts Receivable Invoice Processing	Sept. 23-24 (a.m.)	
FM300	Funds Management	Aug. 26-27 (a.m.)	
GL300	General Ledger Accounting	Oct. 21-22 (a.m.)	
GM300	Grants Management	Sept. 9-10 (a.m.)	
PS300	Project Systems	Oct. 6-9 (a.m.)	
REP210 FI/MM	Reporting with BEx for FI/MM Users	Sept. 10 (p.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**

**BOBJ100V: Intro to Reporting with BOBJ**

**SCEIS100V: SCEIS Central Resources**

**SCEISM100V: SCEIS Central for Managers**