# AP300 Accounts Payable Invoice Processing

## Description

This instructor-led course covers the Accounts Payable (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), AP List Voucher Account Assignment

## Prerequisites

None.  However, we recommend that you complete the ECC100V SCEIS Enterprise Central Component (ECC) Basic Navigation online course.

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**Registration Instructions**

Learn More
at sceis.sc.gov

**MySCLearning Tools**

1.  In Internet Explorer, use your SCEIS user ID and password to log into SCEIS Central (https://sceiscentrallogin.sc.gov).
2.  Click the "My Talent" tile.
3.  Click the "MySCLearning" 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.  Scroll down and click the "Offerings" tab to view class dates.
7.  Find the class date you prefer, and click "Register Now."
8.  At the Scheduled Offering box, click "Confirm."
9.  Receive email confirmation; view details and instructions.

**If you do not receive a confirmation email, please contact the SCEIS Help Desk.**