

## GL300 General Ledger Accounting

### Description

This instructor-led 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.

### Prerequisites

None. However, we recommend that you complete the COR120U Enterprise Central Component (ECC) Navigation online course.

### 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 MySCCentral tab.
3. Click the "MySCLearning" 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. 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.

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at [sceis.sc.gov](https://sceis.sc.gov)

MySCLearning Tools



If you do not receive a confirmation email, please contact the [SCEIS Help Desk](#).