**Subject:**      One Section of the AP300 Accounts Payable Training Course Offered
Thursday and Friday, April 11 and 12, 2013
**Audience:**   Finance Directors, Agency Training Coordinators, ASTLeads

The SCEIS Training Team is pleased to offer one session of the two-day training class, AP300 SCEIS Accounts Payable Invoice Processing, on Thursday and Friday, April 11 and 12. The course covers the AP invoice and payment process at the agency level.

Below you will find details about the course, including the name, description, target audience, date, location and registration information. **Please forward this message to appropriate staff members within your agency.**

If you have any questions about the below SCEIS Training information, please email them to training@sceis.sc.gov.

**AP300 – Course Information**
**Course ID/Title:** AP300 SCEIS Accounts Payable Invoice Processing

**Description:** This course covers the AP invoice and payment process at the agency level, including creation and adjustments of incoming or outgoing invoices/credit memos/IDT, creation of park documents, posting payment information, clearing vendor account and the authorization workflow, etc.

**Target Audience:** Employees in live agencies with the following roles: Accounting Lead, Accounting Clerk, AR State Treasurer's Office, AP Listing Voucher Backup (Workflow), AP Listing Voucher Scan (Workflow) and AP List Voucher Account Assignment.

**Pre-requisites:** COR120 SCEIS SAP Overview and Navigation, FI100 Financial Overview, AP200 SCEIS Accounts Payable Basics.

*Please note that users who are already on the Wait List for this course will receive priority for enrollment. Additional requests will be managed on a space-available, first-come basis.*

**AP300 – Section 02 – Spring 2013 Details**
**Course Dates:** Thursday and Friday, April 11 and 12, 2013 (two-day class)
**Course Location:**
Wade Hampton Training Room (B01-B)
1200 Senate Street, Columbia, SC
**Driving Directions:** http://www.sceis.sc.gov/location.aspx?id=2
**Course Time:** 9:00 a.m. to 5:00 p.m., both days
**Registration Link:** https://www.surveymonkey.com/s/S6QN73P