

Subject: One Section of the AP300 SCEIS Accounts Payable Invoice Processing Training Course Offered March 10-11

Audience: Finance Directors, Agency Training Coordinators, AST Leads

The SCEIS Training Team is pleased to offer one session of the two-day training class, AP300 SCEIS Accounts Payable Invoice Processing on Monday and Tuesday, March 10 and 11. The course covers the Accounts Payable (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.**

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/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) and AP List Voucher Account Assignment.

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

AP300 – Section 01 – Winter 2014 Details

Course Dates: Monday and Tuesday, March 10 and 11, 2014 (two-day class)

Course Time: 9:00 a.m. to 5:00 p.m. each day

Course Location:

SCEIS Training Room 202

1628 Browning Road, Columbia, SC

Users may *request enrollment* in this class using the pre-registration survey at <https://www.surveymonkey.com/s/S6QN73P>. Your survey completion is a request only. Registration is not complete until you receive an enrollment confirmation from SCEIS Training. *Users who are already on the Wait List for this course will receive priority for enrollment.* Please review pre-requisites and schedules carefully.

If you have any questions about this message, please email them to training@sceis.sc.gov.