

**Subject:** One Section of the GL300 General Ledger Accounting Course Offered on April 4

**Audience:** Finance Directors, Agency Training Coordinators, AST Leads

The SCEIS Training Team is pleased to offer one session of the full-day class, GL300 SCEIS General Ledger Accounting. This 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.

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.**

**GL300 - Course Information**

**Course ID/Title:** GL300 – SCEIS General Ledger Accounting

**Description:** This 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:** Employees in live agencies with the following roles: Central GL Function, Journal Entry Clerk, Journal Entry Supervisor, Cross Business Area Journal Entry Park, Project Members, GL Supervisor (Workflow), GL Backup (Workflow), Cross Business Area Journal Entry Park.

**Pre-requisites:** COR120 ECC Overview and Navigation, FI100 SCEIS Financial Overview, GL200 SCEIS General Ledger Accounting 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.***

**GL300 - Section 01 - Winter 2013 Details**

**Course Date:** Thursday, April 4, 2013

**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.

**Registration Link:** <https://www.surveymonkey.com/s/C5G7W5G>

If you have any questions about this message, please email them to [training@sceis.sc.gov](mailto:training@sceis.sc.gov).