Subject: One Section of the Two-Day SCEIS AP300 Accounts Payable Invoice Processing Training Course Offered on February 13 and 14, 2013

Audience: Agency Training Coordinators, Finance Directors

The SCEIS Training Team is pleased to offer one section of the two-day SCEIS Training Course, AP300 SCEIS Accounts Payable Invoice Processing, on February 13 and 14. This 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.**

Please note that **users who are <u>already</u> on the wait list for this class will receive priority for enrollment. Additional enrollment requests will be managed on a space-available, first-come basis.**

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 parked 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 Treasurers Office, AP Listing Voucher Backup (Workflow), AP Listing Voucher Scan (Workflow), AP List Voucher Account Assignment.

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 01 - Winter 2013 Details

Course Dates: Wednesday and Thursday, February 13-14, 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

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