Finance Training Schedule
Spring 2018

SCEIS — South Carolina Enterprise Information System

ID	Title	Date	Pre-req
AM300	Asset Masters and Asset Reporting	Apr 10 (a.m.)	
AM315	Advanced Asset Management	Apr 11	AM300
AP300	Accounts Payable Invoice Processing	Mar 12-13	
AR300	Accounts Receivable Invoice Processing	Mar 8	
C0500	Year-End Update for Finance, Grants & Materials Management	May 23	
FM300	Funds Management	Feb 13	
GL300	General Ledger Accounting	Feb 21	
GM300	Grants Management	Mar 21	
PS300	Project Systems	May 7-8	
REP200 FI/MM	Reporting with Business Objects for FI/MM Users	Feb 22 (p.m.)	BOBJ100V
REP210 FI/MM	Reporting with BEx for FI/MM Users	Feb 22 (a.m.)	

Click on course title for additional course information.

Registration Instructions

1. Log in to MySCEmployee.
2. Click the MySCCentral tab (first-time users create a PIN).
3. Click the MySCLearning tile.
4. In the Find Learning tile, search by course ID or "SCEIS" and click "Go."

Online Courses
5. Find course title.
6. Click "Start Course."

Instructor-led Courses
5. Below the course title, click "See Offerings."
6. Find class date and click "Register Now."*
7. At the Scheduled Offering box, click "Confirm."
8. Receive email confirmation; with details and instructions.

You must "Register Now" to reserve a seat. "Assign to Me" does not register you.

Online Courses
24/7 Access

- **COR120U: ECC Navigation**
- **ACCT101U: Accounting Basics**
- **FM300U: Funds Management**
- **BEX100V: SCEIS Reporting with BEx**
- **BOBJ100V: SCEIS Reporting with Business Objects**