

Subject: One Section of the AM300 Asset Masters and Asset Reporting Course Announced

Audience: Finance Directors, Agency Training Coordinators, AST Leads

The SCEIS Training Team is pleased to offer one session of the full-day class, AM300 SCEIS Asset Masters and Asset Reporting on Wednesday, November 12, 2014. This course covers how to create and manage asset shells, and how to execute and interpret SAP standard fixed asset reports and other activities, as detailed below.

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.**

AM300 – Course Information

Course ID/Title: AM300 – SCEIS Asset Masters and Asset Reporting

Description: This course covers how to create asset shells; how and when asset shells are introduced into the procurement process; and the resulting budgetary and accounting entries that result from asset procurement. This course covers how to change, display, block, and delete asset shells. This course also enables participants to understand the steps involved in executing asset reports. This course covers how to execute and interpret SAP standard fixed asset reports.

Target Audience: Employees with the following roles: Asset Accountant, Asset Custodian and Asset Manager.

AM300 – Section 02 – Fall 2014 Details

Course Date: Wednesday, November 12, 2014

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

Course Location:

SCEIS Training Room 202,
1628 Browning Road, Columbia

Users may *request enrollment* in this class using the pre-registration survey at <https://www.surveymonkey.com/s/2ZBRH2K>. Your survey completion is a request only. Registration is not complete until you receive an enrollment confirmation from SCEIS Training. Please review pre-requisites and schedules carefully.

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