

Subject: One Section of the AM315 Advanced SCEIS Asset Management Course Announced

Audience: Finance Directors, Agency Training Coordinators, AST Leads

The SCEIS Training Team is pleased to offer one section of the full-day class, AM315 Advanced SCEIS Asset Management on Thursday, November 13, 2014. This course builds on the knowledge gained in AM300 Asset Masters and Asset Reporting. The course covers retiring and transferring assets, reclassifying expenditures to assets, managing found and donated assets, recording depreciations and credit memos and correcting errors in asset records among 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.**

AM315 – Course Information

Course ID/Title: AM315 - Advanced SCEIS Asset Management

Description: This course builds on the knowledge participants gained in AM300 Asset Masters and Asset Reporting. It presents the procedures for retiring and transferring assets; for reclassifying expenditures to assets; for management of found and donated assets; recording of depreciations and credit memos; and running asset reports needed for yearly maintenance.

The course also addresses steps to correct errors in asset records, including assets paid from the wrong GL account, and assets containing incorrect payment information on a time-dependent tab. It particularly addresses the following transactions: ABUMN, ABZON, ABAVN, AB08, AS05, AS06, ABGL and ZGLA.

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

Pre-requisites: AM300 SCEIS Asset Masters and Asset Reporting. Participants *must* have a good understanding of standard asset management transactions in SCEIS, including how to create and manage asset shells, when and how to use asset shells in the procurement process, and the resulting budgetary and accounting entries that result from asset procurement; and must be able to execute and interpret SAP standard fixed asset reports.

AM315 – Section 03 – Fall 2014 Details

Course Date: Thursday, November 13, 2014

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

Course Location:

SCEIS Training Room 202,
1628 Browning Road, Columbia



Weekly Update

September 15, 2014

Users may *request enrollment* in the class using the pre-registration survey at <https://www.surveymonkey.com/s/CKWFJYT>. 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 your schedule carefully.

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