

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

Audience: Finance Directors, Agency Training Coordinators, AST Leads

The SCEIS Training Team is pleased to offer one section of the full-day class, AM300 Asset Masters and Asset Reporting on Tuesday, October 27, 2015. This class 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 class, including the name, description, target audience, date, location and registration information. **Please forward this message to appropriate staff members within your agency.**

AM300 – Class Information

Class ID/Title: AM300 – Asset Masters and Asset Reporting

Description: This class 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 class covers how to change, display, block and delete asset shells. This class also enables participants to understand the steps involved in executing asset reports. This class 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.

Pre-requisites: Completion of the following online class:

- COR120 Enterprise Central Component (ECC) Navigation

AM300 – Section 02 – Summer/Fall 2015 Details

Class Date: Tuesday, October 27, 2015

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

Class 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.