

## Weekly Update

June 3, 2015

**Subject:** One Section of the AM315 Advanced Asset Management 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, AM315 Advanced Asset Management on Wednesday, October 28, 2015. This class builds on the knowledge gained in AM300 Asset Masters and Asset Reporting. The class 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 class, including the name, description, target audience, date, location and registration information. **Please forward this message to appropriate staff members within your agency.**

### **AM315 – Class Information**

**Class ID/Title:** AM315 - Advanced Asset Management

**Description:** This class 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 class 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:** Completion of the following classes:

- COR120 Enterprise Central Component (ECC) Navigation (online)
- AM300 Asset Masters and Asset Reporting (instructor-led)

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.

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### **AM315 – Section 02 – Summer/Fall 2015 Details**

**Class Date:** Wednesday, October 28, 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 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](mailto:training@sceis.sc.gov).