

Weekly Update

October 19, 2015

Subject: Date Rescheduled for FM300 Funds Management Class

Audience: Finance Directors, Agency Training Coordinators, AST Leads

The SCEIS Training Team is pleased to reschedule one section of the full-day class, FM300 Funds Management on Monday, November 16, 2015. The scheduled October 7, 2015, class was cancelled due to weather conditions. This class enables participants to understand the steps involved in creating/maintaining budgets and funds block/reservations for agencies and enables participants to perform the associated transactions. This class covers the budget processes and earmarked funds performed at the agency level.

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.**

FM300 – Class Information

Class ID/Title: FM300 – Funds Management

Description: This class enables participants to understand the steps involved in creating/maintaining budgets and funds block/reservations for agencies and enables participants to perform the associated transactions. This class covers the budget processes and earmarked funds performed at the agency level.

Target Audience: Agency Budget Analyst, AGY Budget Mgr, FM Inter-Agency Transfer (Workflow/ECC), FM Funds Reservation Approver Workflow/ECC, Funds Reservation - Create/Change (with Workflow), Funds Reservation - Create/Change (with/out Workflow)

Pre-requisites: Completion of the following online class:

- COR120 Enterprise Central Component (ECC) Navigation

FM300 – Section 03 – Summer/Fall 2015 Details

Class Date: Monday, November 16, 2015

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

Class Location:

Room 202, SCEIS Office

1628 Browning Road, Columbia, SC

Users may *request enrollment* in this class using the pre-registration survey at <https://www.surveymonkey.com/s/J83YWG2>. 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.