

Weekly Update

March 28, 2016

Subject: Seats Are Still Available for the April 6 AM315 Advanced Asset Management Class

Audience: Finance Directors, Agency Training Coordinators, AST Leads

There are still seats available for the AM315 Advanced Asset Management class on Wednesday, April 6, 2016. The SCEIS Team encourages all users with the Asset Accountant, Asset Custodian and Asset Manager SCEIS roles to register for this class today! **Note: This is the only scheduled AM315 class during the Spring 2016 term. The next opportunity to take this class will not be until Fall 2016.**

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 covers how asset entries post to the general ledger; the ABZON process which is an external asset acquisition; and when and how assets should be transferred. This class covers reversing asset entries, asset credit memos and when an asset should be blocked and deleted. This class also covers asset retirements and reporting.

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

Pre-requisites:

The following pre-requisite(s) MUST be completed prior to attending the classroom training. Completion of the pre-requisite(s) ensures that participants have the necessary knowledge for class. Material covered in pre-requisite courses will not be re-taught in classroom training.

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

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 01 – Spring 2016 Details

Class Date: Wednesday, April 6, 2016

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. The enrollment confirmation will provide you with instructions on how to complete any pre-requisite(s). Please review pre-requisites and your schedule carefully.

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