

## Weekly Update

April 7, 2016

**Subject:** One Section of the IM220 SCEIS Goods Receivers, Goods Issuers and Physical Inventory Class Announced

**Audience:** Finance Directors, Procurement Directors, Inventory Directors/Staff

The SCEIS Training Team is pleased to offer one section of the full-day class, IM220 SCEIS Goods Receivers, Goods Issuers and Physical Inventory on Thursday, April 28, 2016. This class is designed to train agency inventory users on how to enter Good Receipts into SCEIS for inventory items, how to Issue Goods from SCEIS for material consumption, how to create goods movements, and how to conduct Physical Inventory of materials in stock.

Below you will find details about the class, including the name, description, target audience, dates, location and registration information. **Please forward this message to appropriate staff members within your agency.**

### **IM220 – Class Information**

**Class ID/Title:** IM220 – SCEIS Goods Receivers, Goods Issuers and Physical Inventory

**Description:** This class is designed to train agency inventory users on how to enter Good Receipts into SCEIS for inventory items, how to Issue Goods from SCEIS for material consumption, how to create goods movements, and how to conduct Physical Inventory of materials in stock. Participants will also learn inventory management terminology and concepts and engage in hands-on exercises as part of this class.

**Target Audience:** Agency Inventory Users who Receive Goods into Inventory, Issue Goods from Inventory, and participate in the Physical Inventory Process

#### **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

### **IM220 – Section 02 – Spring 2016 Details**

**Class Date:** Thursday, April 28, 2016

**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/r/F6PSCST>. Your survey completion is a request only.

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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 schedules carefully.

If you have any questions about this message, please email them to [training.sceis@admin.sc.gov](mailto:training.sceis@admin.sc.gov).