

## Weekly Update

Week of September 5, 2016

**Subject:** Seats Are Still Available for the September 13 FM150 Funds Reservations Class

**Audience:** Finance Directors, Agency Training Coordinators, AST Leads, Funds Reservations Users

There are still seats available in the FM150 Funds Reservations class on Tuesday, September 13, 2016. The SCEIS Team encourages users whose responsibilities include Funds Reservations ONLY to register for this class today! Users with broader Funds Management responsibilities should take the course FM300 instead of this one. **Note: This is the only scheduled FM150 class during the Fall 2016 term.**

This course enables participants to understand the Master Data Elements used in transactions, the process to encumber funds for a specific purpose using a Funds Reservation and the budget check process on Funds Reservations (Availability Control-AVC). Below you will find details about the course, including the name, description, target audience, date, location and registration information. **Please forward this message to appropriate staff members within your agency.**

### **FM150 – Course Information**

**Course ID/Title:** FM150 – Funds Reservations

**Description:** This course enables participants to understand the Master Data Elements used in transactions, the process to encumber funds for a specific purpose using a Funds Reservation and the budget check process on Funds Reservations (Availability Control-AVC). It is intended for users whose responsibilities include Funds Reservations ONLY. Users with broader Funds Management responsibilities should take the course FM300 instead of this one.

**Target Audience:** Agency Budget Analyst, Agency Budget Manager, FM Funds Reservation - Create/Change (with/without Workflow); FM Funds Reservation Approver

### **Pre-requisites:**

None. However, we recommend that you complete the COR120U Enterprise Central Component (ECC) Navigation online course.

### **FM150 – Section 02 – Fall 2016 Details**

**Class Date:** Tuesday, September 13, 2016

**Class Time:** 9:00 a.m. to 12:00 p.m.

### **Class Location:**

Room 202, SCEIS Office

1628 Browning Road, Columbia, SC

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### **Registration Instructions:**

SCEIS has a new registration process using MySCLearning, your one-stop-shop for SCEIS training. You may have already completed courses in MySCLearning.

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (<https://myscemployee.sc.gov>).
2. In the upper left area of the page, click the MySCLearning tab.
3. Beside the MySCLearning logo, click “Home” and select “Learning.”
4. In the “Find Learning” tile, use the search box.
  - a. Type in the course ID and click “Go.” Or -
  - b. Type in “SCEIS” to view all SCEIS courses.
5. Find a course title and expand “View Course Dates.”
6. Find the class date you prefer, and click “Register Now.”
7. At the Scheduled Offering box, click “Confirm.”
8. Watch for your confirmation email, with class details and instructions.

**If you do not receive a confirmation email, please contact the SCEIS Help Desk using the ticket form found here: <http://www.sceis.sc.gov/requests/>.**

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