

Weekly Update

Week of August 8, 2016

- Subject:** One Section of the AM315 Advanced Asset Management Course Announced
- Audience:** Finance Directors, Agency Training Coordinators, AST Leads, Asset Users

The SCEIS Training Team is pleased to offer one section of the full-day course, AM315 Advanced Asset Management on Thursday, November 10, 2016. This course 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.

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.**

AM315 – Course Information

Course ID/Title: AM315 - Advanced Asset Management

Description: This course 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 course covers reversing asset entries, asset credit memos and when an asset should be blocked and deleted. This course 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.

- AM300 Asset Masters and Asset Reporting instructor-led course

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.

AM315 – Section 02 – Fall 2016 Details

Class Date: Thursday, November 10, 2016

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

Class Location:

SCEIS Training Room 202,
1628 Browning Road, Columbia

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.