

Weekly Update

February 8, 2016

Subject: One Section of the AM300 Asset Masters and Asset Reporting Class Announced

Audience: Finance Directors, Agency Training Coordinators, AST Leads

The SCEIS Training Team is pleased to offer one section of the full-day class, AM300 Asset Masters and Asset Reporting on Tuesday, April 5, 2016. This class covers how to create asset shells; how and when asset shells are introduced into the procurement process; and how asset shells are involved in the procurement process.

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.**

AM300 – Class Information

Class ID/Title: AM300 – Asset Masters and Asset Reporting

Description: This class covers how to create asset shells; how and when asset shells are introduced into the procurement process; and how asset shells are involved in the procurement process. This class covers how to change, display, block and delete asset shells. This class also enables participants to understand the steps involved in executing asset reports. This class covers how to execute and interpret SAP standard fixed asset reports.

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 – Section 01 – Spring 2016 Details

**Please Note: Due to unforeseen circumstances, the following class date has been updated.*

The new date is as follows:

Class Date: Tuesday, April 5, 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 this class using the pre-registration survey at <https://www.surveymonkey.com/s/2ZBRH2K>. 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.