

## Weekly Update

January 27, 2016

**Subject:** One Section of the AM315 Advanced Asset Management 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, AM315 Advanced Asset Management on Tuesday, April 12, 2016. 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.

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.***

- COR120U 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. Participants must also be able to execute and interpret SAP standard fixed asset reports.

### **AM315 – Section 01 – Spring 2016 Details**

**Class Date:** Tuesday, April 12, 2016

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

**Class Location:**

SCEIS Training Room 202

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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](mailto:training.sceis@admin.sc.gov).