

Weekly Update

January 27, 2016

Subject: One Section of the FM300 Funds 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, FM300 Funds Management on Wednesday, March 23, 2016. This class enables participants to understand the steps involved in creating/maintaining budgets and funds block/reservations for agencies, and enables participants to perform the associated transactions. This class covers the budget processes and earmarked funds performed at the agency level.

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.**

FM300 – Class Information

Class ID/Title: FM300 – Funds Management

Description: This class enables participants to understand the steps involved in creating/maintaining budgets and funds block/reservations for agencies, and enables participants to perform the associated transactions. This class covers the budget processes and earmarked funds performed at the agency level.

Target Audience: Agency Budget Analyst, AGY Budget Mgr, FM Inter-Agency Transfer (Workflow/ECC), FM Funds Reservation Approver Workflow/ECC, Funds Reservation - Create/Change (with Workflow), Funds Reservation - Create/Change (with/out Workflow)

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

FM300 – Section 01 – Spring 2016 Details

Class Date: Wednesday, March 23, 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/s/J83YWG2>. Your survey completion is a request only. Registration is not complete until you receive an enrollment confirmation from SCEIS Training.

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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.