

Subject: FM300U SCEIS Funds Management Online Course
Audience: Finance Directors, Agency Training Coordinators, AST Leads

The FM300U SCEIS Funds Management online course is available in MySCLearning. Below you will find details about the online course.

FM300U SCEIS Funds Management Online Course

Description: This course 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 course covers the budget processes and earmarked funds performed at the agency level.

Course Lessons and Timing:

Lesson:	Length of Lesson in Minutes:
Course Introduction	(1:00)
Lesson 1 – Funds Management Process and Master Data	(19:00)
Lesson 2 – Availability Control	(9:45)
Lesson 3 – Create, Change, and Display Budgets	(10:30)
Lesson 4–Create and Maintain Earmarked Funds	(14:30)
Lesson 5 – Budget Error Messages	(4:30)
Total:	1 Hour (59:15)

Note: The times above are estimates. Participants are able to pause, fast forward and rewind the course. Depending on the participant, the lesson times may be shorter or longer than those listed above.

Course Navigation: Within the course, participants can fast forward, rewind and pause by using the navigation tool at the bottom of the screen.

Drag the blue status bar to fast forward and rewind



Last Slide **Pause/Play Button** **Next Slide**

Weekly Update

Week of January 16, 2017

Suggestions for Completing the Course: To get the best out of the FM300U online course, the SCEIS Team suggests:

- Watching the course in sections followed by a break to absorb as much information as possible. For example:
 - Watch Lessons 1 and 2
 - Break
 - Watch Lesson 3
 - Break
 - Watch Lessons 4 and 5
- Having paper available to take notes, or printing the PowerPoint version of the course found in the “Course Documents” folder in MySCLearning. Remember, you can pause the course to take notes or rewind to listen to a slide again.
- Printing the course script, if needed, in the “Course Documents” folder in MySCLearning.

Accessing the Course:

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. Click the “Learning” tile.
4. In the “Find Learning” tile, use the search box to type in the course ID (FM300U) and click “Go.”
5. Click “Start Course.”
6. Review the “Start Here” document for additional instructions.

Note: You must complete each component of the course in the order in which it appears. Once you complete one component, the next component will be activated.

If you have any questions about this message, please email the SCEIS Training Team at training.sceis@admin.sc.gov.