South Carolina Enterprise Information System

Course Information

AM300 Asset Masters and Asset Reporting

Description

This instructor-led course 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 course covers how to change, display, block, and delete asset shells. This course also demonstrates the steps involved in executing asset reports. This course covers how to execute and interpret SAP standard fixed asset reports.

Target Audience

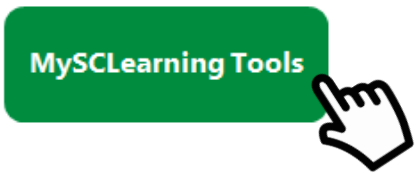
Users with the following roles: Asset Accountant, Asset Custodian, Asset Manager

Prerequisites

None. However, we recommend that you complete the COR120U Enterprise Central Component (ECC) Navigation online course.

Registration Instructions

Learn More
at sceis.sc.gov



1. In Internet Explorer, use your SCEIS user ID and password to log into SCEIS Central (https://sceiscentrallogin.sc.gov).
2. Click the “My Talent” tile.
3. Click the “MySCLearning” tile.
4. In the “Find Learning” tile, use the search box to type in the course ID (AM300) and click “Go.”
5. Find the course title and click “See Offerings.”
6. Scroll down and click the “Offerings” tab to view class dates.
7. Find the class date you prefer, and click “Register Now.”
8. At the Scheduled Offering box, click “Confirm.”
9. Receive email confirmation; view details and instructions.

If you do not receive a confirmation email, please contact the SCEIS Help Desk.