

## AM325 Asset Management

### Description

This instructor-led course covers the following topics:

- Creating asset shells and how they are introduced and involved in the procurement process.
- Changing, displaying, blocking and deleting asset shells.
- Executing and interpreting SAP standard fixed asset reports.
- External asset acquisition (the ABZON process).
- Transferring assets (the ABUMN process).
- Reversing asset entries.
- Asset credit memos.
- Asset retirements.

### Target Audience

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

### Prerequisites

None. However, we recommend that you complete the ECC100V SCEIS Enterprise Central Component (ECC) Basic Navigation online course.

### Registration Instructions

1. In Chrome, use your SCEIS user ID and password to log in to 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 (AM325) and click "Go."
5. Find the course title and click "See Classes."
6. Scroll down and click the "Classes" tab to view class dates.
7. Find the class date you prefer and click "Register Now."
8. At the Registration box, click "Confirm."
9. Receive email confirmation; view details and instructions.

Learn More  
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MySCLearning Tools



If you do not receive a confirmation email, please contact the [SCEIS Help Desk](#).