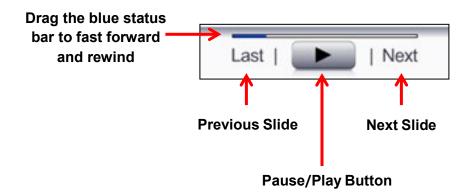# FM300U SCEIS Funds Management

Description

This online course teaches the steps and transactions involved in creating/maintaining budgets and funds block/reservations for agencies. This course also covers the budget and earmarked funds processes performed at the agency level.

Course Lessons and Timing

Lesson	Minutes Per Lesson
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	**59:15**

Course Navigation

The times above are estimates. Within the course, participants can fast forward, rewind and pause using the navigation tool at the bottom of the screen. Depending on the participant, the lesson times may be shorter or longer than those listed above.

Drag the blue status bar to fast forward and rewind

Previous Slide

Next Slide

Pause/Play Button

Tips for Completing the Course
To get the most out of the FM300U online course:

- Take breaks after watching one or two sections of the course to retain as much information as possible.

- Take notes or print 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.

- If needed, print the course script from the "Course Documents" folder in MySCLearning.

Accessing the Course:

Learn More at sceis.sc.gov

MySCLearning Tools

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 (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.