

**Subject:** One Section of the AM300 Asset Masters and Asset Reporting Training Course Offered on February 5

**Audience:** Finance Directors, Agency Training Coordinators, AST Leads

The SCEIS Training Team is pleased to offer one session of the full-day class, AM300 SCEIS Asset Masters and Asset Reporting. This course covers how to create and manage asset shells, and how to execute and interpret SAP standard fixed asset reports and other activities, as detailed below.

Below you will find details about the course, including the name, description, target audience, date, location and registration information. **Please forward this message to appropriate staff members within your agency.**

### **AM300 – Course Information**

**Course ID/Title:** AM300 – SCEIS Asset Masters and Asset Reporting

**Description:** This course covers how to create asset shells; how and when asset shells are introduced into the procurement process; and the resulting budgetary and accounting entries that result from asset procurement. This course covers how to change, display, block, and delete asset shells. This course also enables participants to understand the steps involved in executing asset reports. This course covers how to execute and interpret SAP standard fixed asset reports.

**Target Audience:** Employees with the following roles: Asset Accountant, Asset Custodian and Asset Manager.

**Pre-requisites:** FI100 Financial Overview

***Please note that users who are already on the Wait List for this course will receive priority for enrollment. Additional requests will be managed on a space-available, first-come basis.***

### **AM300 – Section 01 – Winter 2014 Details**

**Course Date:** Wednesday, February 5, 2014

**Course Time:** 9:00 a.m. to 5:00 p.m.

**Course Location:**

SCEIS Training Room 202,  
1628 Browning Road, Columbia

Users may *request enrollment* in this class using the pre-registration survey at <https://www.surveymonkey.com/s/2ZBRH2K>. Your survey completion is a request only. Registration is not complete until you receive an enrollment confirmation from SCEIS Training. Please review pre-requisites and schedules carefully.

If you have any questions about this message, please email them to [training@sceis.sc.gov](mailto:training@sceis.sc.gov).