

Subject: One Section of the AM300 Asset Masters and Reporting Training Course
Offered on March 19

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 is intended to enable participants to understand the steps involved in changing, displaying, blocking, and deleting asset shells. This course covers how to change, display, block, and delete asset shells. It is also intended to enable 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 in live agencies with the following roles: Asset Accountant, Asset Custodian and Asset Master.

Pre-requisites: COR120 ECC Overview and Navigation, 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 2013 Details

Course Date: Tuesday, March 19, 2013

Course Location:

Wade Hampton Training Room (B01-B)

1200 Senate Street, Columbia, SC

Driving Directions: <http://www.sceis.sc.gov/location.aspx?id=2>

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

Registration Link: <https://www.surveymonkey.com/s/2ZBRH2K>

If you have any questions about this message, please email them to training@sceis.sc.gov.