

Subject: One Section of the AM310 Asset Retirement and Transfers Training Course Offered on March 26

Audience: Finance Directors, Agency Training Coordinators, AST Leads

The SCEIS Training Team is pleased to offer a one-day class, AM310 SCEIS Asset Retirements and Transfers. This course is intended to enable participants to understand the steps involved in retiring and transferring assets, and other activities as shown 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.**

AM310 – Course Information

Course ID/Title: AM310 – SCEIS Asset Retirements and Transfers

Description: This course is intended to enable participants to understand the steps involved in retiring and transferring assets. This course covers how to execute the transactions necessary to retire and/or transfer assets. This course is intended to enable participants to understand the steps involved in reclassifying expenditures to assets. This course covers how to execute the transactions necessary to reclassify expenditures as assets

Target Audience: Employees in live agencies with the following roles: Asset Accountant and Asset Custodian.

Pre-requisites: COR120 ECC Overview and Navigation, FI100 Financial Overview, AM300 SCEIS Asset Masters and Asset Reporting

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.

AM310 – Section 01 – Winter 2013 Details

Course Date: Tuesday, March 26, 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 12:00 p.m.

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

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