

Subject: One Section of the FM300 Funds Management Training Course Offered on April 9

Audience: Finance Directors, Agency Training Coordinators, AST Leads

The SCEIS Training Team is pleased to offer one session of the full-day class, FM300 SCEIS Funds Management. This course is intended to enable participants to understand the steps involved in creating/maintaining budgets and funds block/reservations for agencies and enable users to perform the associated transactions. This course covers the budget processes and earmarked funds performed at the agency level.

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.**

FM300 – Course Information

Course ID/Title: FM300 – SCEIS Funds Management

Description: This course is intended to enable participants to understand the steps involved in creating/maintaining budgets and funds block/reservations for agencies and enable users to perform the associated transactions. This course covers the budget processes and earmarked funds performed at the agency level.

Target Audience: Employees in live agencies with the following roles: Agency Budget Analyst, AGY Budget Mgr, Project Members, FM Inter-Agency Transfer (Workflow/ECC), FM Funds Reservation Approver Workflow/ECC, Funds Reservation - Create/Change (with Workflow), Funds Reservation - Create/Change (with/out Workflow).

Pre-requisites: COR120 ECC Overview and Navigation, FI100 SCEIS 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.

FM300 – Section 01 – Winter 2013 Details

Course Date: Tuesday, April 9, 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/J83YWG2>

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