

**Subject:** Sign Up Today for Asset Management Training Courses AM300 and AM310 Offered in March

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

Last week, the SCEIS Team announced a number of training courses coming up in the next few weeks, including two courses related to Asset Management, [AM300 – SCEIS Asset Masters and Asset Reporting](#) and [AM310 – SCEIS Asset Retirements and Transfers](#). These asset courses have received lower-than-expected registrations. We encourage users who work with assets to check out the course descriptions below, and register to take the appropriate training.

### **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>

## **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](mailto:training@sceis.sc.gov).