

Subject: Reminder: Register Today for the AM300 Asset Masters and Asset Reporting Training Course Offered on February 5

Audience: Finance Directors, Agency Training Coordinators, AST Leads

The SCEIS Team would like to remind Finance users who are interested in learning how to create and manage assets in SCEIS to register for the AM300 Asset Masters and Asset Reporting training course to be held on Wednesday, February 5.

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

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.