

**Subject:** Reminder: Register Today for the AM315 Advanced SCEIS Asset Management Training Course Offered in February

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

The SCEIS Team would like to remind Finance users who are interested in learning advanced asset management to register for the AM315 Advanced SCEIS Asset Management training course. Two sessions are being held this month (Wednesday, February 19 and Thursday, February 20).

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.**

### **AM315 – Course Information**

**Course ID/Title:** AM315 - Advanced SCEIS Asset Management

**Description:** This course builds on the knowledge participants gained in AM300 Asset Masters and Asset Reporting. It presents the procedures for retiring and transferring assets; for reclassifying expenditures to assets; for management of found and donated assets; recording of depreciations and credit memos; and running asset reports needed for yearly maintenance.

The course also addresses steps to correct errors in asset records, including assets paid from the wrong GL account, and assets containing incorrect payment information on a time-dependent tab. It particularly addresses the following transactions: ABUMN, ABZON, ABAVN, AB08, AS05, AS06, ABGL and ZGLA.

**Target Audience:** Employees with the following roles: Asset Accountant, Asset Custodian and Asset Manager.

**Pre-requisites:** AM300 SCEIS Asset Masters and Asset Reporting. Participants *must* have a good understanding of standard asset management transactions in SCEIS, including how to create and manage asset shells, when and how to use asset shells in the procurement process, and the resulting budgetary and accounting entries that result from asset procurement; and must be able to execute and interpret SAP standard fixed asset reports.

### **AM315 – Section 01 – Winter 2014 Details**

**Course Date:** Wednesday, February 19, 2014

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

**Course Location:**

SCEIS Training Room 202,  
1628 Browning Road, Columbia



**AM315 – Section 02 – Winter 2014 Details**

**Course Date:** Thursday, February 20, 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 either of the classes using the pre-registration survey at <https://www.surveymonkey.com/s/CKWFJYT>. 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](mailto:training@sceis.sc.gov).