

Subject: Seats Are Still Available for the February 11 FM300 Funds Management Training Class

Audience: Finance Directors, Agency Training Coordinators, AST Leads

The FM300 Funds Management training class that was scheduled for Tuesday, January 28, 2014 was postponed due to inclement weather. **The class is rescheduled for Tuesday, February 11. Seats are still available, so register today!**

Below you will find updated 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 enables participants to understand the steps involved in creating/maintaining budgets and funds block/reservations for agencies and enables participants to perform the associated transactions. This course covers the budget processes and earmarked funds performed at the agency level.

Target Audience: Agency Budget Analyst, AGY Budget Mgr, 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: FI100 - SCEIS Financial Overview

FM300 – Section 01 – Winter 2014 Details

Course Date: Tuesday, February 11, 2014

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

Course Location:

Room 202, SCEIS Office

1628 Browning Road, Columbia, SC

Users may *request enrollment* in this class using the pre-registration survey at <https://www.surveymonkey.com/s/J83YWG2>. 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.