

## AM325 Asset Management

### Description

This instructor-led course covers the following topics:

- Creating asset shells and how they are introduced and involved in the procurement process.
- Changing, displaying, blocking and deleting asset shells.
- Executing and interpreting SAP standard fixed asset reports.
- External asset acquisition (the ABZON process).
- Transferring assets (the ABUMN process).
- Reversing asset entries.
- Asset credit memos.
- Asset retirements.

### Target Audience

Users with the following roles: Asset Analyst, Asset Accountant, Asset Custodian, Asset Manager.

### Prerequisites

None. However, we recommend that you complete the ECC100V SCEIS Enterprise Central Component (ECC) Basic Navigation online course.

#### Registration Instructions

1. In Chrome, use your SCEIS user ID and password to log in to SCEIS Central (<https://sceiscentrallogin.sc.gov>).
2. Click the **My Talent** tile.
3. Click the **View My Learning** tile.
4. In the **Find Learning** tile, use the search box to type in the course ID and click **Search**.
5. Find the course title and click **See Classes**.
6. Scroll down to the **Classes** tab to view class dates.
7. Find the class date you prefer and click **Register Now**.
8. On the Class Details screen, click **Register**.
9. On the Registered pop-up window, click **OK** to close the window.
10. Receive email confirmation with details and instructions.

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