

## FM300 Funds Management

### Description

This instructor-led course presents the steps involved in creating/maintaining budgets and funds block/reservations for agencies and demonstrates how to perform the associated transactions. This course covers the budget processes and earmarked funds performed at the agency level.

### Target Audience

Users with the following roles: Agency Budget Analyst; Agency Budget Manager; FM Funds Reservation - Create/Change (with/without Workflow); FM Funds Reservation Approver

### 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.

Learn More  
at [sceis.sc.gov](https://sceis.sc.gov)

MySCLearning Tools



If you do not receive a confirmation email, please contact the [SCEIS Help Desk](#).