

Subject: Wednesday, November 7 Section of AM305 Hands-On Training Course
Rescheduled for Wednesday, November 14

Audience: Finance Directors, Asset Custodians, Asset Accountants, Asset Managers

To help ensure that users who will be attending the SCAGPO conference during the week of November 5 have an opportunity to attend the new AM305 hands-on training course, the SCEIS Team has rescheduled one section of that course for the following week. Complete details of the rescheduled section, including a link to request registration, are included on the third page of this message. Please note that several seats are already reserved in the rescheduled section, as those users who were registered for the original date received the option to change their reservation to the new date.

We encourage SCEIS users who work with assets to attend the AM305W Workshop (this Wednesday at 9:00 a.m.) or AM305 Training Course, detailed below. Please ensure you register and attend the appropriate session, as the workshop and hands-on training course are targeted for the needs of different audiences:

- **AM305W Workshop:** The full-day workshop offered October 24 will particularly address the needs of **Finance Directors, Asset Custodians, Asset Accountants and Asset Managers**. Participants will have opportunities for issues-and-answer discussion of the processes. This is not a hands-on class, but attendees will receive Certificates of Completion listing contact hours so that participants may submit this information appropriately for Continuing Professional Education (CPE) credit.
- **AM305 Training Course:** Full-day hands-on training classes in November will use the same course material and discussion forum, adding hands-on exercises to address the practical needs of **Asset Custodians, Asset Accountants, and Asset Managers**.

On the following pages, you will find details about the AM305W Workshop and the AM305 Training Course, including the name, description, target audience, date, location and links where potential students can request registration. **Please share this message with appropriate staff members in your agency to ensure they have an opportunity to take this important training.**

If you have any questions about the below SCEIS Training information, please email them to training@sceis.sc.gov.

AM305W: Workshop Information

Course ID/Title: AM305W – Advanced Asset Management: Issues and Answers Workshop

Description: This workshop covers specific issues incurred during year-end processing and includes asset transaction flow. In addition, new asset management functionality will be demonstrated.

Note: Certificates of Completion will be issued by email, indicating the contact hours so that participants may submit this information appropriately for CPE credit.

Target Audience:

- FI Directors, Asset Custodians, Asset Accountants, and Asset Managers

AM305W-01 – Workshop Details

Audience: FI Directors, Asset Custodians, Asset Accountants, and Asset Managers

Course Date: Wednesday, October 24, 2012

Course Time: 9:00 a.m. to 4:00 p.m.

Course Location: Adjutant General's Auditorium, 1 National Guard Road, Columbia

Driving directions: <http://sceis.sc.gov/location.aspx?id=3>

To request registration, complete the form at the following link:

<https://www.surveymonkey.com/s/Q37B8N3>

AM305: Training Course Information

Course ID/Title: AM305 – Advanced Asset Management: Issues, Answers and Exercises

Description: This course covers the process of managing agency assets in the Enterprise Core Component (ECC). The material will cover specific transactions such as ABZON, ABUMN, AB08, ABGL and ABGF. The course is intended to address specific asset-related scenarios including, but not limited to, found and donated assets, assets paid from the wrong GL, assets containing incorrect payment information on a time dependent tab, depreciations, credit memos and reports.

Target Audience:

- Asset Custodians, Asset Accountants, and Asset Managers

Rescheduled Section: AM305-02 – Class Details

Audience: Asset Custodians, Asset Accountants, and Asset Managers

Course Date: **Wednesday, November 14, 2012**

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

Course Location: Wade Hampton Building, Room B01-B, Columbia

Driving directions: <http://sceis.sc.gov/location.aspx?id=2>

To request registration, complete the form at the following link:

<https://www.surveymonkey.com/s/WVRCYT3>

AM305-01 – Class Details

Audience: Asset Custodians, Asset Accountants, and Asset Managers

Course Date: Monday, November 5, 2012

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

Course Location: Wade Hampton Building, Room B01-B, Columbia

Driving directions: <http://sceis.sc.gov/location.aspx?id=2>

To request registration, complete the form at the following link:

<https://www.surveymonkey.com/s/WVRCYT3>

AM305-03 – Class Details

Audience: Asset Custodians, Asset Accountants, and Asset Managers

Course Date: Thursday, November 8, 2012

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

Course Location: Wade Hampton Building, Room B01-B, Columbia

Driving directions: <http://sceis.sc.gov/location.aspx?id=2>

To request registration, complete the form at the following link:

<https://www.surveymonkey.com/s/WVRCYT3>