

From: sceis-ast@sceis.sc.gov

To: Finance Directors, AST Leads (All Live SCEIS FI/MM Agencies)

CC: SCEIS Finance Team, SCEIS EC&C Team, SCEIS Agency Advocates, Pat O'Cain, Ed Strube, SCEIS Service Desk, SCEIS AST

Subject: Instructions for Recording Closing Package Balances in SCEIS

Attachment: Instructions--Recording_Closing_Package_Balances_in_SCEIS.pdf

Good Afternoon Finance Directors and AST Leads:

Attached are instructions for preparing journal entries to record Petty Cash and Inventory Balances in SCEIS. The procedures and information in the attached document are primarily targeted to agencies that submit GAAP Closing Packages to the Comptroller General's Office. These instructions have been approved for agency use by Betsy Lawson with the Comptroller General's Office.

Important Note: Please ensure the attached instructions reach the appropriate individuals in your agency's Finance Department.

This message and the attached instructions are also available on the SCEIS website's "FY2010 / FY2011 Reminders & Tools" page at the following link: <http://sceis.sc.gov/page.aspx?id=206>. This page includes all of the FY2010 / FY2011 year end and new fiscal year documentation the SCEIS Team has distributed in recent weeks. To navigate to it from the SCEIS homepage (www.sceis.sc.gov), just click on the link that reads "FY2010 / FY2011 Reminders & Tools," in the "Reminders & Tools" box on the right-hand side of the page.

If you have any questions about preparing closing package balances in SCEIS, please contact the SCEIS Service Desk at SCEISHelpDesk@sceis.sc.gov or (803) 896-0001 (select option 1 for SCEIS help).

Thank you,
The SCEIS Team