

**Subject:** Two Sections of the CO500 Year-End Update Training Class for Finance, Grants and Materials Management Announced  
**Audience:** AST Leads, Agency Training Coordinators, Finance Directors, Procurement Directors

The SCEIS Team is pleased to offer two sections of the full-day class, CO500 Year-End Update. The CO500 class is for Finance, Grants and Materials Management users involved in fiscal year-end closing functions.

Below you will find details about the class, including the name, description, target audience, dates, location and registration information. **Please forward this message to appropriate staff members within your agency.**

### **CO500 – Class Information**

**Class ID/Title:** CO500 Year-End Update

**Description:** This full-day Year-End Update workshop will both address the overall year-end closing process for Finance, Grants and Materials Management and provide an update on changes for this fiscal year.

**Target Audience:** All SCEIS Finance, Grants and Materials Management users involved in fiscal year-end closing functions.

**Pre-requisites:** None

### **CO500 – Section 01 – Spring 2016 Details**

**(For Finance, Grants and Materials Management Users)**

**Date:** Tuesday, May 31, 2016

**Time:** 9:00 a.m. to 4:30 p.m.

**Location:** Peeples Auditorium, SC DHEC, 2600 Bull Street, Columbia

**Driving Directions:** <http://www.sceis.sc.gov/location.aspx?id=13>

### **CO500 – Section 02 – Spring 2016 Details**

**(For Finance, Grants and Materials Management Users)**

**Date:** Wednesday, June 15, 2016

**Time:** 9:00 a.m. to 4:30 p.m.

**Location:** Peeples Auditorium, SC DHEC, 2600 Bull Street, Columbia

**Driving Directions:** <http://www.sceis.sc.gov/location.aspx?id=13>

Users may *request enrollment* in this class using the pre-registration survey at <https://www.surveymonkey.com/r/CN9GM6B>. Your survey completion is a request only. Registration is not complete until you receive an enrollment confirmation from SCEIS Training. Please review schedules carefully.

If you have any questions about this message, please email them to [training.sceis@admin.sc.gov](mailto:training.sceis@admin.sc.gov).

