

Subject: CO500A - SCEIS Managing the Year-End Closing Process Grants Workshop
Offered May 29 & June 4

Audience: Agency Training Coordinators, Finance Directors

The SCEIS Training Team is pleased to offer two sections of CO500A, the SCEIS Managing the Year-End Closing Process Grants workshop. This workshop is designed to provide the basics in preparation for year-end tasks, and includes steps every agency should take on a monthly basis to be ready for year-end in the area of Grants Management.

Please note: This workshop does not replace the CO500—SCEIS Year-End Introductory Class or the CO500R - SCEIS Year-End Refresher Class, but is a supplement to it, targeted to agency Grants Management staff.

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

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

CO500A - Grants Workshop Information

Course ID/Title: CO500A - SCEIS Managing the Year-End Closing Process Grants Workshop

Description: This course is highly recommended for agency procurement and finance supervisors and managers and other designated personnel to South Carolina's year-end closing process specifically as it relates to Grants Management. It is designed to enable participants to understand and be updated on the steps involved in the SCEIS SAP year-end closing process, as well as to enable users to perform the associated transactions and managerial procedures. The goal of this course is, upon completion, to enable participants to perform these managerial accounting activities.

Important Note: *The CO500A Grants workshop is delivered in a lecture-style format, and does not involve hands-on computer training.*

Target Audience: Employees in any agency that uses the SCEIS Grants Management module, with the following roles: Grants Director, Grants Manager, and Budget Manager/Analyst.

CO500A - Section 001 Details

Course Date: Tuesday, May 29, 2012

Course Location:

Employment & Workforce Department - C. Lem Harper Building (Auditorium)
631 Hampton St., Columbia, SC

Driving Directions: <http://sceis.sc.gov/location.aspx?id=6>

Course Time: 1:30 p.m. to 4:30 p.m.

Registration Link: <http://www.surveymonkey.com/s/8T9S25F>



CO500A - Section 002 Details

Course Date: Monday, June 4, 2012

Course Location:

Employment & Workforce Department - C. Lem Harper Building (Auditorium)

631 Hampton St., Columbia, SC

Driving Directions: <http://sceis.sc.gov/location.aspx?id=6>

Course Time: 9:00 a.m. to 12:00 p.m.

Registration Link: <http://www.surveymonkey.com/s/8T9S25F>