

Subject: CO500D SCEIS Year-End Reporting Package Training Workshop Offered
June 12 & 21

Audience: Finance Directors, Procurement Directors, Agency Training Coordinators

The SCEIS Training Team, in partnership with the Comptroller General's Office, is pleased to offer two sections of CO500D, the SCEIS Year-End Management of Year-End Reporting Packages workshop. This workshop is designed to provide additional information to help agencies complete year-end closing tasks that involve reviewing the year-end reporting packages and financial statements.

The Comptroller General's Office and the SCEIS Team have worked to incorporate feedback from a large survey conducted last fall by the SCEIS User Group into this year's workshop in an effort to make it as user-friendly as possible. We encourage all employees assigned to work on their agency's year-end closing reports and financial statements to attend a CO500D session on either one of the dates listed below.

Below you will find details about the workshop, including the name, description, target audience details, dates, 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.

CO500D - SCEIS Year-End Management of Year-End Reporting Packages Workshop
Information

Course ID/Title: CO500D - SCEIS Year-End Management of Year-End Reporting Packages Workshop

Description: This workshop is highly recommended for agency inventory and finance supervisors and managers and other designated personnel to South Carolina's year-end closing process specifically as it relates to the Year-End Reporting Package. It is designed to enable participants to understand the reports and financial statements relating to the year-end Master Reporting Packages. The reporting packages and financial statements that are included in the workshop are:

- Cash and Investments
- Tax Revenue
- Miscellaneous Revenue
- Grants
- Capital Assets
- Other Assets
- Accounts Payable/Inter fund
- Compensated Absences
- Litigation

- Other Liabilities

Important Note: *The CO500D SCEIS Year-End Management of Year-End Reporting Packages workshop is delivered in a lecture-style format, and does not involve hands-on computer training.*

Target Audience: Employees in any agency assigned to work on the year-end closing reports and financial statements.

CO500D - Section 001 Details

Course Dates: Tuesday, June 12, 2012

Course Location:

The Department of Health and Environmental Control, Peoples Auditorium
2600 Bull Street, Columbia, SC

Location Note: Food and drink are not permitted at this training location.

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

Course Time: 9:00 a.m. to 3:00 p.m.

Registration Link: <https://www.surveymonkey.com/s/9S3TBLJ>

CO500D - Section 002 Details

Course Date: Thursday, June 21, 2012

Course Location:

The Department of Health and Environmental Control, Peoples Auditorium
2600 Bull Street, Columbia, SC

Location Note: Food and drink are not permitted at this training location.

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

Course Time: 9:00 a.m. to 3:00 p.m.

Registration Link: <https://www.surveymonkey.com/s/9S3TBLJ>