

Subject: CO500R Refresher-Level Year-End Closing Process Training Course
Offered May 14, 21, 24 & 25, 2012

Audience: Agency Training Coordinators, Finance Directors, Procurement Directors

The SCEIS Training Team is pleased to offer four sessions of CO500R – SCEIS Managing the Year-End Closing Process Refresher training course. This four-hour course provides a reminder-level view of preparation for year-end tasks, and includes concise discussion of actions every agency should take on a monthly basis to be ready for year-end.

Before registering for the CO500R course, please review the important notes below to ensure it is the appropriate training level for you.

Important Notes About Who Should Attend CO500R:

- The four-hour CO500R course is designed as a refresher for SCEIS users who have attended a year-end course and/or completed the year-end closing process in SCEIS previously.

- **Users who have not completed the year-end closing process in SCEIS before should take the seven-hour CO500 Introductory-Level Course on May 3.**
 - [Click here](#) for complete information about the CO500 Introductory-Level course, including a registration link.

Below you will find details about refresher year-end training, including the name, description, target audience, date, location and registration information. **Please forward this message to appropriate staff members within your agency to ensure they have an opportunity to attend this vital training.**

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

CO500R - Course Information

Course ID/Title: CO500R – SCEIS Managing the Year-End Closing Process Refresher Course

Description: This course is intended to provide refresher training to agency procurement and finance supervisors and managers and other designated personnel on South Carolina's year-end closing process. It is designed to enable participants who have previously attended a year-end class to review the steps involved in the SCEIS SAP year-end closing process, particularly any areas that required the most focus in the past. The goal of this course is, upon completion, participants should be able to complete their year-end closing in the areas of both managerial accounting and procurement.

Important Note: *The CO500R course is delivered in a lecture-style format, and does not involve hands-on computer training.*

Target Audience: Employees in any live agency, who have previously attended a year-end closing class, with the following responsibilities: Agency Buyer, Procurement Manager, Accounting Manager, Fixed Asset Manager, Budget Manager, Grants Director, Grants Manager, Finance Director, Budget Director, Procurement Director

CO500R - Section 001 – Spring 2012 Details

Course Date: Monday, May 14, 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 1:00 p.m.

Registration Link: <https://www.surveymonkey.com/s/GG6FJ6X>

CO500R - Section 002 – Spring 2012 Details

Course Date: Monday, May 21, 2012

Course Location:

Adjutant General's Office (National Guard Auditorium)
1 National Guard Road, Columbia, SC

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

Course Time: 9:00 a.m. to 1:00 p.m.

Registration Link: <https://www.surveymonkey.com/s/GG6FJ6X>

CO500R - Section 003 – Spring 2012 Details

Course Date: Thursday, May 24, 2012

Course Location:

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

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

Course Time: 9:00 a.m. to 1:00 p.m.

Registration Link: <https://www.surveymonkey.com/s/GG6FJ6X>

CO500R - Section 004 – Spring 2012 Details

Course Date: Friday, May 25, 2012

Course Location:

Adjutant General's Office (National Guard Auditorium)
1 National Guard Road, Columbia, SC

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

Course Time: 9:00 a.m. to 1:00 p.m.

Registration Link: <https://www.surveymonkey.com/s/GG6FJ6X>