

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: Capital Assets Closing Package

Attachments: Instructions for Capital Outlay Expenditures Variant and Instructions for All Fixed Assets Variant

Dear Finance Directors and AST Leads:

This is a reminder that your Capital Assets Closing Package is due on Monday, September 20, 2010. If you anticipate that you will not be able to submit by close of business on the 20th, the Comptroller General's Office has asked that you contact Anjali Griffin at 734-2609 immediately to discuss the situation. Since this is a conversion year it is recognized that there may be extenuating circumstances.

For those agencies that we have posted adjustments to your asset records since Friday, September 10, 2010, your accumulated depreciation and/or depreciation expense amounts may change. The SCEIS Finance team will do another Period 12 depreciation run so that updates will post for those changes. If you are one of these few agencies, please run your Asset History Report after 1:00 pm on Friday, September 17, 2010 as the corrected amounts you should report on your Capital Assets Closing Package will be reflected in the system then.

Attached are two report variants that have been developed by the SCEIS Finance Team to assist your agency in reconciling the Asset History to the General Ledger to reconcile Acquisitions per the Capital Expenditure Outlay report provided to you by the Comptroller General's Office.

The instructions have also been posted on the SCEIS website under FY2010/FY2011 Reminders & Tools at <http://sceis.sc.gov/page.aspx?id=206>.

Thank you,
The SCEIS Team