



Subject: Don't Forget to Sign Up for Important Year-End Training Courses
Audience: Agency Training Coordinators, Finance Directors, Procurement Directors, Grants Administrators, Agency Staff Who Work on Year-End Closing Packages

In the April 30, 2012 [Weekly Update](#), the SCEIS Training Team announced upcoming sessions of the year-end training courses [CO500R](#) - Refresher-Level Year-End Closing Process Training and [CO500A](#) - SCEIS Managing the Year-End Closing Process Grants Workshop. Registration for these courses has been somewhat lower than expected. To help ensure agency staff members have a chance to register for these important training courses, complete information about each is listed below.

Please forward this message to the appropriate staff members in your agency to ensure they register for and attend one of the sessions listed below to prepare for the FY2012 year-end closing process.

If you have any questions about SCEIS year-end training, please contact the SCEIS Training Team at Training@sceis.sc.gov.

CO500R Refresher-Level Year-End Closing Process Training

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 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>

CO500A SCEIS Managing the Year-End Closing Process Grants Workshop

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



Weekly Update

May 14, 2012

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>