Subject: Plans for SCEIS Workshops on Year-End Processing
Audience: Finance Directors, Procurement Directors, Agency Training Coordinators

To help you prepare for year-end closing tasks, the SCEIS Team is planning two different workshops to be presented in late May. Registration procedures and workshop details will be announced soon. In the meantime, please mark your calendar for the following:

- **Year-End Workshop:** 9 a.m. to 5 p.m., Wednesday, May 22
- **Grants Year-End Workshop:** 9 a.m. to noon, Thursday, May 23

One session of CO500 Year-End Closing workshop for all year-end processors

The single, one-day Year-End Closing workshop will both address the overall year-end closing process and provide an update on changes for this fiscal year. Whether this is the first time you have used SCEIS to close out a fiscal year or you have done it in years past, this one workshop should meet your needs.

The CO500 Year-End Closing Workshop will be conducted on Wednesday, May 22, from 9 a.m. to 5 p.m.

One session of CO500A Grants Year-End Closing workshop for grants managers

One additional half-day workshop will focus on the needs of grants managers. It will address various points for grants managers to consider at year-end, such as special reporting needs, closing a grant budget, creating a new grant, and carrying forward a prior year's budget.

The CO500A Year-End Closing for Grants Managers workshop will be conducted on Thursday, May 23, from 9 a.m. to noon.

We will discuss additional details and take questions about these workshops in the Friday, April 26 SCEIS User Group meeting, and will provide complete registration information in the Monday, April 29 Weekly Update, and post it on the Meetings page on the SCEIS website.

If you have any questions about this message, the SCEIS Team will be happy to assist you. You may bring your questions to the Friday, April 26, 2013 User Group meeting for discussion, or send them via email to Training@sceis.sc.gov.