

Subject: Agencies: Please Coordinate Internally to Complete a Very Important Survey About SCEIS Year-End Training

Audience: Agency Training Coordinators, Finance Directors, Procurement Directors

The SCEIS Training Team is in the process of planning for fiscal year-end Training to be held this spring. **To ensure we are able to deliver the right number of year-end training classes for all users, we need additional input from the agencies.** We have developed a short SCEIS Year-End-Process Training Needs 2012 Survey, which is available at the link below, to gather this information

The brief, seven-question SCEIS Year-End-Process Training Needs 2012 Survey includes questions about the numbers of SCEIS users in your agency who will work on Fiscal Year 2012 year-end closing processes.

Please coordinate within your agency to complete the survey as follows:

- In an effort to ensure we do not receive multiple, conflicting responses from the same agency, **we ask that each agency submit only one response to the survey.**
 - To ensure your agency's single response is accurate and complete, we encourage agencies to have your Finance Director, Procurement Director and Agency Training Coordinator meet to review the survey questions and carefully plan agency-level responses before submitting the final survey response.

- **The survey will be closed on Monday, April 9.** Please coordinate and submit your responses before this due date.

The SCEIS Year-End-Process Training Needs 2012 Survey is available at:

<https://www.surveymonkey.com/s/ZXLKW7H>.

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