

**Subject:** Register Today for SCEIS 2013 Fiscal Year-End Training in May  
**Audience:** AST Leads, Agency Training Coordinators, Finance Directors,  
Procurement Directors, HR Directors

The SCEIS Team is pleased to invite users involved in fiscal year-end closing functions to join us for year-end training workshops coming up in May:

- **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

Complete details about each workshop, including location, description and a registration link are included below. [Click here](#) to view additional year-end dates and notes from the Comptroller General's Office and the SCEIS Team, presented in last Friday's [User Group](#) meeting.

### **CO500 Year-End Closing Workshop**

**Target Audience:** All SCEIS users involved in fiscal year-end closing functions.

**Description:** This 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.

**Date:** Wednesday, May 22

**Time:** 9:00 a.m. to 5:00 p.m.

**Location:** Peeples Auditorium, SC DHEC, 2600 Bull Street, Columbia

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

**Registration Link:** <https://www.surveymonkey.com/s/N7N7XHT>

### **CO500A Grants Year-End Closing Workshop**

**Target Audience:** All SCEIS Grants Management users involved in fiscal year-end closing functions.

**Description:** This 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.

**Date:** Thursday, May 23

**Time:** 9:00 a.m. to 12:00 p.m.

**Location:** Peeples Auditorium, SC DHEC, 2600 Bull Street, Columbia

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

**Registration Link:** <https://www.surveymonkey.com/s/8T9S25F>

If you have any questions about this message, please email [Training@sceis.sc.gov](mailto:Training@sceis.sc.gov).