

**Subject:** Reminder: CO500D SCEIS Year-End Reporting Package Training  
Workshop Offered June 12 & 21

**Audience:** Finance Directors, Procurement Directors, Agency Training Coordinators

In the May 21, 2012 [Weekly Update](#), the SCEIS Training Team announced upcoming sessions of the CO500D year-end training course on the Year-End Reporting Package. Registration for this course has been somewhat lower than expected. To help ensure agency staff members have a chance to register for this important year-end course, complete information, including the registration link, 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 the below SCEIS Training information, please email them to [Training@sceis.sc.gov](mailto:Training@sceis.sc.gov).

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**CO500D - SCEIS Year-End Management of Year-End Reporting Packages Workshop Information**

**Course ID/Title:** CO500D - SCEIS Year-End Management of Year-End Reporting Packages Workshop

**Description:** This workshop is highly recommended for agency inventory and finance supervisors and managers and other designated personnel to South Carolina's year-end closing process specifically as it relates to the Year-End Reporting Package. It is designed to enable participants to understand the reports and financial statements relating to the year-end Master Reporting Packages. The reporting packages and financial statements that are included in the workshop are:

- Cash and Investments
- Tax Revenue
- Miscellaneous Revenue
- Grants
- Capital Assets
- Other Assets
- Accounts Payable/Inter fund
- Compensated Absences
- Litigation
- Other Liabilities

***Important Note: The CO500D SCEIS Year-End Management of Year-End Reporting Packages workshop is delivered in a lecture-style format, and does not involve hands-on computer training.***

**Target Audience:** Employees in any agency assigned to work on the year-end closing reports and financial statements.

**CO500D - Section 001 Details**

**Course Dates:** Tuesday, June 12, 2012

**Course Location:**

The Department of Health and Environmental Control, Peeples Auditorium  
2600 Bull Street, Columbia, SC

***Location Note: Food and drink are not permitted at this training location.***

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

**Course Time:** 9:00 a.m. to 3:00 p.m.

**Registration Link:** <https://www.surveymonkey.com/s/9S3TBLJ>

**CO500D - Section 002 Details**

**Course Date:** Thursday, June 21, 2012

**Course Location:**

The Department of Health and Environmental Control, Peeples Auditorium  
2600 Bull Street, Columbia, SC

***Location Note: Food and drink are not permitted at this training location.***

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

**Course Time:** 9:00 a.m. to 3:00 p.m.

**Registration Link:** <https://www.surveymonkey.com/s/9S3TBLJ>