



**Subject:** Reminder: Fiscal Year 2014 Begins Today; Please Take Care to Use Correct Fiscal Year When Processing Documents in SCEIS

**Audience:** Finance Directors, Procurement Directors, Human Resources Directors

The SCEIS Team is pleased to remind all users that today, Monday, July 1, 2013, marks the first official day of Fiscal Year 2014. Please take care to process all documents and transactions so that they post in the appropriate fiscal year to avoid system errors.

Directors and supervisors, please ensure that your staff members also process all transactions and documents in the appropriate fiscal year, as well. This will help you to ensure a smooth start to the fiscal year for your agency.

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link:

<http://www.sceis.sc.gov/requests/>.