

**Subject:** Reminder: Register Today for SCEIS 2014 Materials Management Fiscal Year-End Training in May  
**Audience:** AST Leads, Agency Training Coordinators, Finance Directors, Procurement Directors

The SCEIS Team would like to remind Materials Management (MM) users involved in fiscal year-end closing functions to join us for MM year-end training workshops in May. The two-hour Year-End Workshop for MM users will be presented three times, to offer you several schedule options. The content is the same for all sessions.

Complete details about the workshop, including session dates, location, description and a registration link are included below.

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

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

**Description:** This Year-End Closing workshop will both address the overall MM 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.

#### **CO500-01 (For Materials Management Users):**

**Date:** Tuesday, May 20

**Time:** 2:00 p.m. to 4:00 p.m.

**Location:** Community Connection Center, Department of Juvenile Justice, 4900 Broad River Road, Columbia

**Driving Directions:** <http://www.sceis.sc.gov/location.aspx?id=15>

#### **CO500-02 (For Materials Management Users):**

**Date:** Thursday, May 22

**Time:** 9:00 a.m. to 11:00 a.m.

**Location:** Community Connection Center, Department of Juvenile Justice, 4900 Broad River Road, Columbia

**Driving Directions:** <http://www.sceis.sc.gov/location.aspx?id=15>

#### **CO500-03 (For Materials Management Users):**

**Date:** Thursday, May 22

**Time:** 2:00 p.m. to 4:00 p.m.

**Location:** Community Connection Center, Department of Juvenile Justice, 4900 Broad River Road, Columbia

**Driving Directions:** <http://www.sceis.sc.gov/location.aspx?id=15>

To register for one of the above sessions, complete the registration form at <https://www.surveymonkey.com/s/CN9GM6B>. SCEIS is also offering year-end training for Finance and Grants as well as Materials Management. Registration information for year-end training can be found on the SCEIS Weekly Updates page at



## Weekly Update

*May 13, 2014*

<http://www.sceis.sc.gov/page.aspx?id=230>. If you have any questions about this message, please email [Training@sceis.sc.gov](mailto:Training@sceis.sc.gov).