

Subject: Year-End Reminder Checklists for Finance and Materials Management
Now Available on the SCEIS Website

Audience: Finance Directors, Procurement Directors

The SCEIS Team is pleased to announce two new year-end tools to assist agencies as they close out Fiscal Year 2012: 2012 Year-End Reminders for Finance & Materials Management.

Year-End Reminders: Finance

This document includes checklist-style reminders in the following areas:

- Accounts Payable
- Funds Management
- Cash
- Asset Management
- Grants Management
- Capital Projects
- General

Year-End Reminders: Materials Management

This document includes checklist-style reminders in the following areas:

- Procurement (Purchasing)
- Inventory Management
- Sales & Distribution

These documents are posted in conjunction with the June 11, 2012 [Weekly Update](#), and on the “2012 Year-End Training Course Files - CO500, CO500R & CO500A” [page](#) of the SCEIS Website. To navigate to this page from the SCEIS homepage (www.sceis.sc.gov), point your mouse to “Training” in the left-hand navigation bar, then select the page title from the menu that appears.

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/>.