

Subject: The CO400 Year-End Physical Inventory Closing training materials are now available

Audience: Users involved with fiscal year-end physical inventory closing

The CO400 Year-End Physical Inventory Closing class will be presented through an online format again this year.

Users will download and review the year-end materials independently. Users may also email any follow-up questions to the SCEIS Help Desk by May 27, 2022.

Users involved with fiscal year-end physical inventory closing should do the following:

1. Download the CO400 materials for fiscal year 2022 in MySCLearning. For instructions on accessing the materials, see the [Download Materials for an Instructor-Led Class](#) help sheet. Although the 2022 CO400 course is not instructor-led, the process for accessing the materials is the same.
2. Review the CO400 materials.
3. Write down any questions you have about the year-end closing process.
4. Submit any questions to [SCEIS Help Desk](#) by May 27, 2022.
5. All questions submitted will be compiled and answered in a frequently asked questions document. The FAQ document will be posted on the [SCEIS website](#) June 6, 2022.