

**Subject:** 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 in an online format 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 June 2, 2023. This requires users to download and review year-end class materials independently and submit questions to the SCEIS Help Desk.

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

1. Download the CO400 materials for fiscal year 2023 in MySCLearning [using these instructions](#).
2. Review the CO400 materials independently.
3. Note questions you have about the year-end closing process.
4. Submit questions to the [SCEIS Help Desk](#) by Friday, June 2, 2023.
5. All questions submitted will be compiled and answered in a frequently asked (FAQ) questions document which will be posted on the [SCEIS website](#) Monday, June 12, 2023.