

From: sceis-ast@sceis.sc.gov
To: Finance and Procurement Directors
Cc: SCEIS Service Desk
Subject: Access CO400 Year-End Physical Inventory Closing materials and register for training

The **CO400 Year-End Physical Inventory Closing** resources are available in MySCLearning. The **SCEIS Year-End Physical Inventory FY26 (CO400)** training will be held virtually Tuesday, May 26, 2026, from 2-3 p.m.

Instructions to access and review the year-end CO400 course materials and register for the follow-up webinar are outlined below.

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

1. Register for the virtual **SCEIS Year-End Closing Physical Inventory FY26 (CO400) May 26, 2026**, through MySCLearning (instructions below).
2. Download the CO400 materials for fiscal year 2026 in MySCLearning using these [instructions](#).
3. Review the CO400 materials independently.
 - Note questions you have about the year-end closing process for physical inventory.
4. Attend the **May 26, 2026**, Q&A webinar.
 - During the webinar, team members from the South Carolian Department of Administration will provide information on year-end processes for physical inventory and answer questions.

A recording of the virtual seminar will be posted to the [SCEIS website](#) by June 1.

A frequently asked questions (FAQs) document will be posted to the [SCEIS website](#) the week of June 8.

Registration instructions:

1. In Chrome, use your SCEIS user ID and password to authenticate and log in to SCEIS Central (<https://sceiscentrallogin.sc.gov/>).
2. Click the **“My Talent”** tile.
3. Click the **“View My Learning”** tile.
4. In the **“Search for Learning”** field, enter in the course ID (SCEIS CO400) and click the magnifying glass icon.
5. Click on the **course title**.
6. Click your desired Upcoming Class Option (**box with date and time desired**).
7. Click the blue **“Register”** button in the upper right corner of the page.
8. A “You’re registered!” confirmation window will display. Click **“OK.”**
9. You will receive an **email confirmation** of your registration that includes the Webex meeting information.

If you do not receive a CO400 registration confirmation email after registering, email SCEIS Training at training.sceis@admin.sc.gov.

10. SCEIS Training will send a reminder email the day before class to all registered participants.

If you have questions, contact the SCEIS Service Desk at 803.896.0001, option 2, or submit a [SCEIS Service Desk ticket](#).

Thank you,
Division of Enterprise Applications (DEA)/SCEIS Team