Course Information

CO400 Year-End Physical Inventory Closing

Description

CO400 addresses the physical inventory year-end closing process including key terminology, physical inventory count, reconciliation of inventory differences, and inventory documents. Users download the CO400 materials in MySCLearning and review them independently. A list of frequently asked questions and support documents are posted on the SCEIS website. Questions on the CO400 materials should be sent to the SCEIS Help Desk.

Target Audience

Agency Inventory Users who perform a year-end physical inventory function.

Prerequisites

None.

Download CO400 Materials

1. In Chrome, use your SCEIS user ID and password to 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 **Find Learning** tile, use the search box to type in the course ID and click **Search**.
5. Click the course title.
6. Scroll down and expand the Additional Material section. You may need to scroll to view all materials.
7. Open each of the materials. Use the PDF tools to save a copy or print files as desired.

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