

Subject: Seats Are Still Available for the May 23 CO400 Year-End Physical Inventory Closing Training Class
Audience: AST Leads, Agency Training Coordinators, Finance Directors, Procurement Directors, Inventory Users

There are still seats available in the CO400 Year-End Physical Inventory Closing class on Monday, May 23. The SCEIS Team encourages Agency Inventory Users who perform a year-end physical inventory function to register for this class today!

CO400 will address the SCEIS process that an agency with inventory should follow to conduct stock material count, count reconciliation and inventory posting in preparation for year-end closing. Below you will find details about the class, including the name, description, target audience, dates, location and registration information. **Please forward this message to appropriate staff members within your agency.**

CO400 – Class Information

Class ID/Title: CO400 Year-End Physical Inventory Closing

Description: This three-hour workshop will address the physical inventory year-end closing process including key terminology, physical inventory count, reconciliation of inventory differences and inventory documents.

Target Audience: Agency Inventory Users who perform a year-end physical inventory function

Pre-requisites: None

CO400 – Section 01 – Spring 2016 Details

Class Date: Monday, May 23, 2016

Class Time: 9:00 a.m. to 12:00 p.m.

Class Location:

Room 202, SCEIS Office

1628 Browning Road, Columbia, SC

Users may *request enrollment* in this class using the pre-registration survey at <https://www.surveymonkey.com/r/7JLT97Q>. Your survey completion is a request only. Registration is not complete until you receive an enrollment confirmation from SCEIS Training. Please review schedules carefully.

If you have any questions about this message, please email them to training.sceis@admin.sc.gov.