

**Subject:** CO400 Year-End Physical Inventory Closing Training Materials and Registration for CO400 Q&A Online Meeting Now Available

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

To continue social distancing practices due to COVID-19, the instructor-led 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 attend the webinar Q&A session to ask follow-up questions.

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

1. Download the CO400 materials for fiscal year 2021 in MySCLearning. For instructions on accessing the materials, see the [Download Materials for an Instructor-Led Class](#) help sheet. Although the 2021 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 physical inventory closing process.
4. Register for the CO400 follow-up Q&A online meeting in MySCLearning.

#### **CO400 follow-up Q&A Online Meeting**

**Meeting Date:** Wednesday, May 12, 2021

**Meeting Time:** 10 – 11 a.m.

5. Attend the CO400 follow-up Q&A online meeting.
  - During the meeting, SCEIS team members will answer year-end physical inventory closing questions.
  - Attendance is optional.
  - The Q&A online meeting for CO400 **is a follow-up to your self-directed study, not a webinar class.** Materials will not be reviewed during the Q&A meeting. The online meeting is an opportunity to ask follow-up questions after users have completed their independent review of the materials.
  - The Q&A session will be recorded and will be available by request.

#### **CO400 Q&A Online Meeting Registration Instructions**

1. In Internet Explorer, 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 “MySCLearning” tile.
4. In the “Find Learning” tile, use the search box to enter the course ID (CO400) and click “Go.”
5. Find the course title and click “See Classes.”
6. Scroll down and click the “Classes” tab to view meeting dates.
7. Below the meeting date, click “Register Now.”

8. At the Scheduled Offering box, click “Confirm.”
9. Receive email confirmation.

If you do not receive a CO400 registration confirmation email after registering for a Q&A online meeting, please email SCEIS Training at [training.sceis@admin.sc.gov](mailto:training.sceis@admin.sc.gov).

10. Shortly before the online meeting, SCEIS Training will send the link and log in instructions to registered participants.