

# **SCEIS Year-End Physical Inventory Closing FY25 (CO400)**

*Revised 05.02.2025*



## **SCEIS Year-End Physical Inventory Closing FY25**

Addresses the management and processing of inventory at year-end (before June 30) and throughout the year.



## **SCEIS Year-End Update Q&A FY25 [Review]**

Self-review of year-end closing process for Finance, Grants and Logistics/Materials Management, including updates on changes for current fiscal year. For specific due-dates and other inventory year-end requirements, visit [MySCLearning](#).



Describe key inventory terms and concepts.



Understand the physical inventory process.



Describe and perform a physical inventory.



Recognize “Slow Moving” and “Dead Stock.”



Lesson 1: Key Inventory Terms and Concepts



Lesson 2: Physical Inventory Count Requirements



Lesson 3: Physical Inventory Process



Lesson 4: Slow Moving and Dead Stock



SCEIS Resources and Help

## Lesson 1

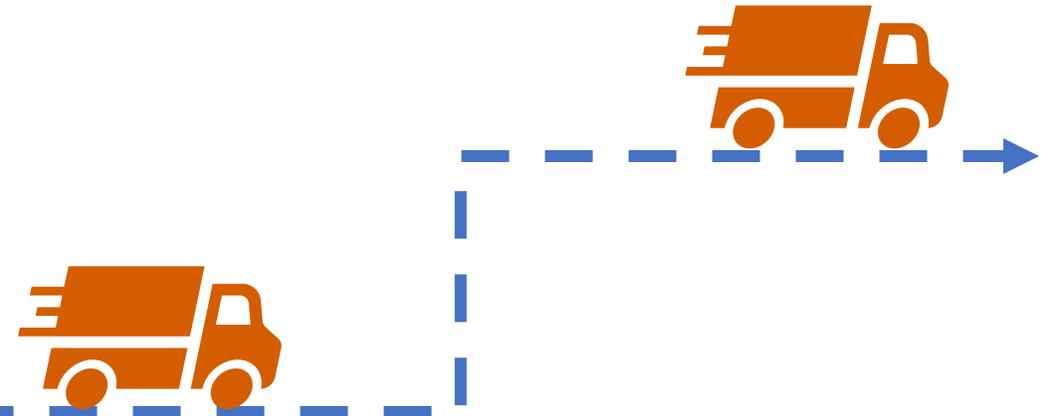


# Key Inventory Terms and Concepts



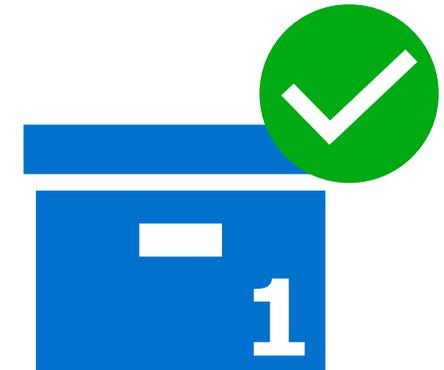
Understand key terms and concepts associated with performing physical inventory.

The functionality that revolves around the movement of materials in and out of a storage facility...



and the physical count of those items at regular intervals.

A count that is performed for a specific item or subset of items.



SC agencies have 52,000 unique materials in inventory.

135 inventory plants



maintain inventory for...

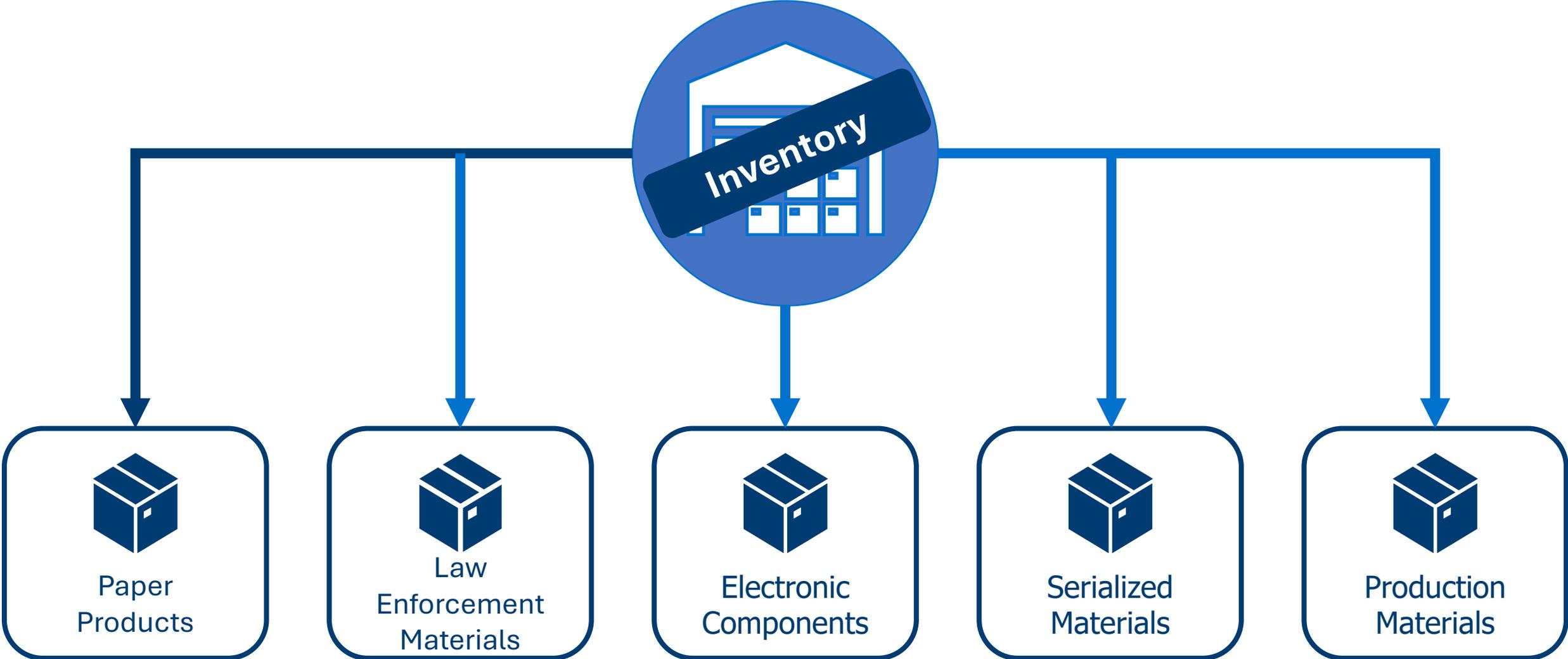


11 SC agencies





Total inventory for the state was **\$27,125,589.17.**





## Physical Inventory Document

The physical inventory document is the central element of physical inventory management.

It is used to plan and carry out physical inventory.

It is used to enter count-related information.



## Plant

A plant is part of an organizational structure and is the highest organizational unit in the Material Management module.

It is a location that holds valued stock.

It is responsible for planning, procurement and distribution of goods and services to the resources of an organization under one company code.



## Storage Location

A storage location is a location within a plant in which inventory is stored.

The physical location can be a room, a row of shelves, a racking system, bin, service van, etc.



## Physical Inventory Count

Physical inventory is a process where a business physically counts its entire inventory.

In SCEIS, use transaction code **MI04**.



## Physical Inventory Spot-Check

This is performing a stock count of a specific material or subset of materials.

In SCEIS, use transaction code **MI01** or **MI31**.



## Physical Inventory Recount

This is performing a *recount* of stock on-hand and is done when there is a discrepancy in the initial count versus stock on-hand.

In SCEIS, use transaction code **MI11**.



## Document Date

The document date is the date on which the original physical inventory document was created.



Planned Count Date

The date the inventory count is *planned* to take place.

It determines the fiscal year in which the physical inventory document is posted.



Posting Block

For materials listed in the **Physical Inventory Document**, the posting block indicates no movements can be posted for the duration of the **Inventory Count**.

The posting block should *always* be set when creating the inventory document.



Physical Inventory  
Post

This is the final inventory posting count in SCEIS.

These are the actual on-hand quantities determined during the Physical Inventory count/recount using **MI07**.



## List of Inventory Differences Report

This report lists the differences between the Physical Inventory count and the stock on-hand quantity.

In SCEIS, transaction code **MI20** is used to compare the difference.



## Agency Inventory Administrator

Responsible for physical inventory, scrapping and managing inventory stock. The administrator can create good issues, receipts and stock transfers.



## Agency Inventory Receiver

Responsible for the receipt, verification and recording of materials coming into the warehouse.



## Agency Inventory Issuer

Responsible for issuing goods and conducting goods movement in SAP.



## Agency Inventory Adjuster

Responsible for conducting quantity adjustments, scrapping and price changes within the agency. At most agencies, it is the responsibility of agency FI personnel to update pricing if cost is amiss.

## Lesson 2



# Physical Inventory Count Requirements



Understand **full inventory** versus  
**cycle count.**

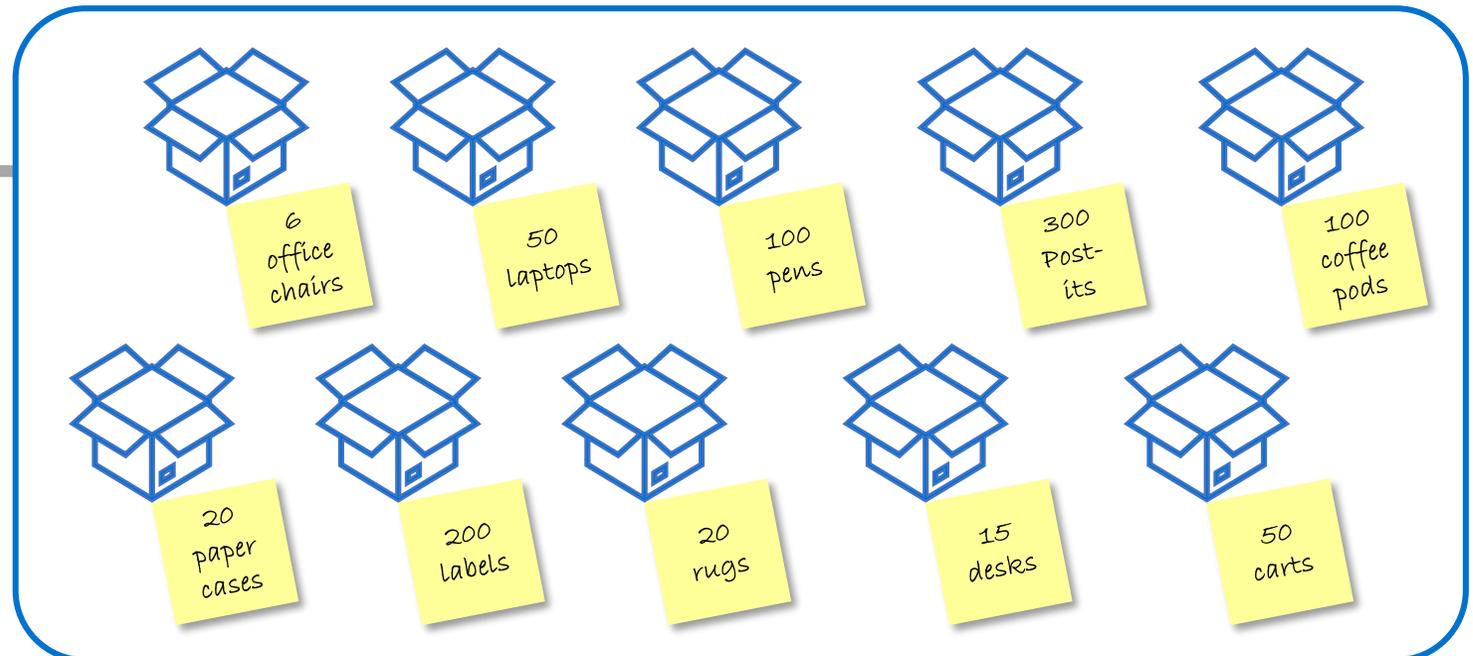
**Full inventory** is a count of all materials on-hand.

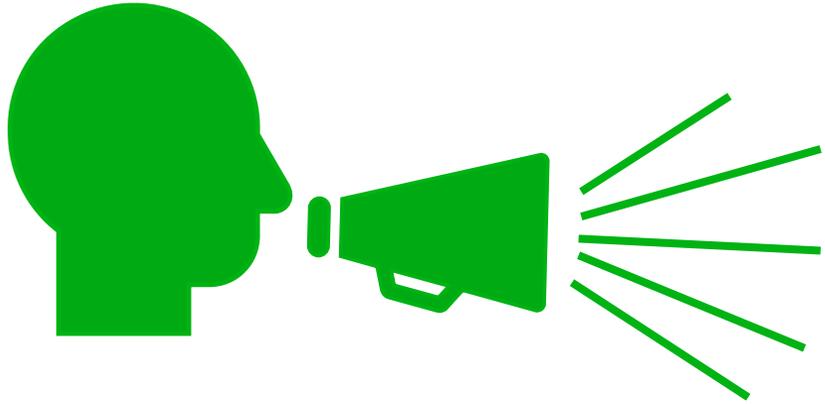
For example, a warehouse with 100 materials.



**Cycle count** is the counting of a subset of inventory and can be used to identify issues specific to a material.

For example, selecting 10 sample materials from a warehouse.



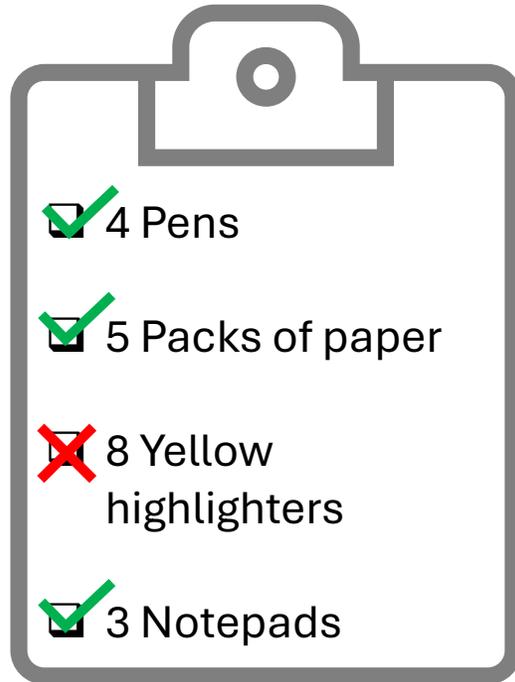
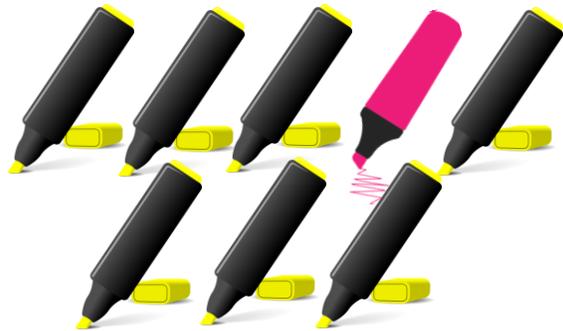
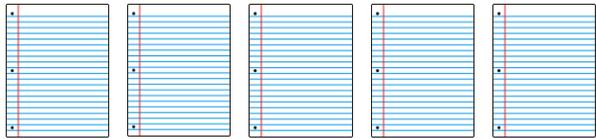


It is important that inventory counts recorded in SCEIS reflect *what is on-hand*.

Inventory counts *should not be recorded from existing stock numbers*.

Inventory *should be blocked* for an accurate count.

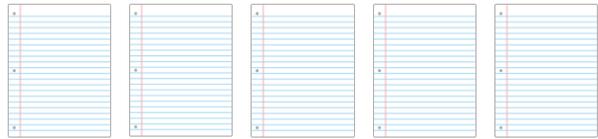
# Physical Inventory Requirements



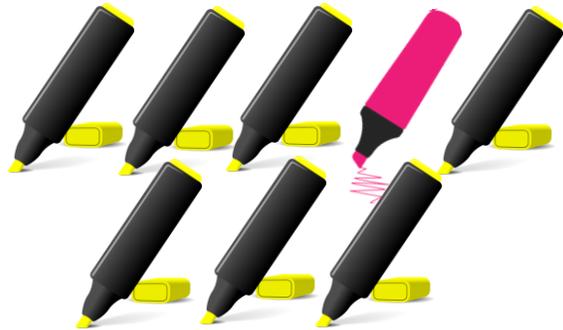
Once actual on-hand items are counted, if a discrepancy exists, a recount must be conducted, and a correction must be made in the SCEIS inventory system.

This allows inventory to reflect the actual on-hand balance.

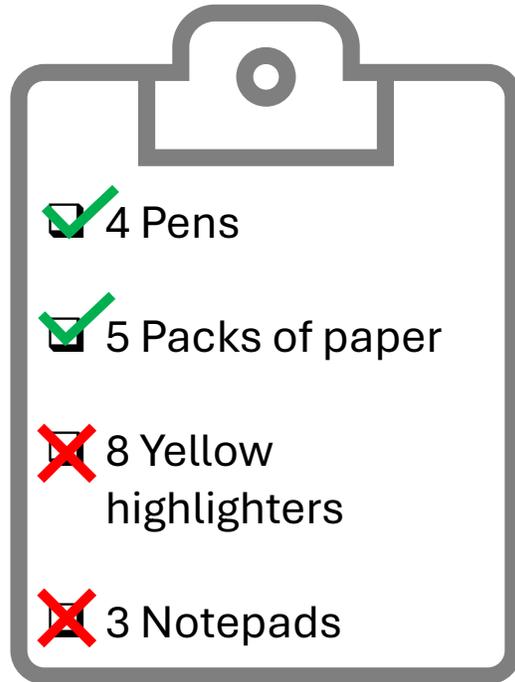
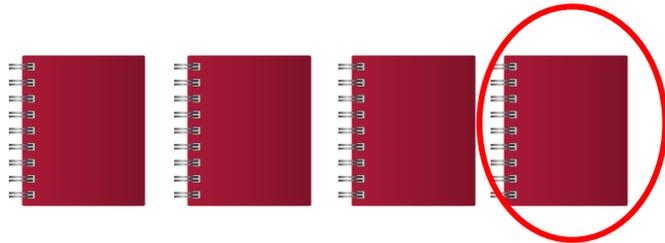
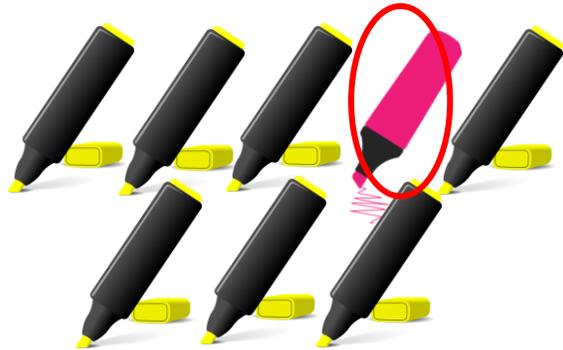
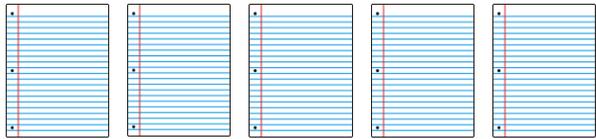
# Physical Inventory Requirements



It is important to analyze the reason for differences between **counted items** versus what is listed in **SCEIS**.



# Physical Inventory Requirements



The **overage** in count is as important to evaluate as **shortage**.

**Both** have a financial impact.

# Physical Inventory Requirements



**2025 Calendar Year**

Full inventory must be complete at year-end for every inventory material in the warehouse; but inventory *can* also be counted more often, if needed.



“There is no reporting threshold for inventory, therefore, all inventory should be reported at year-end. All auditors go by the best practice that inventory should be done as close to year-end as possible, preferably no earlier than April.”

- Office of the Comptroller General

## Lesson 3



# Physical Inventory Process

# Lesson 3 Learning Objectives



Describe the physical inventory process.



View the inventory movement in **MB51**.



Conduct a physical inventory reconciliation.

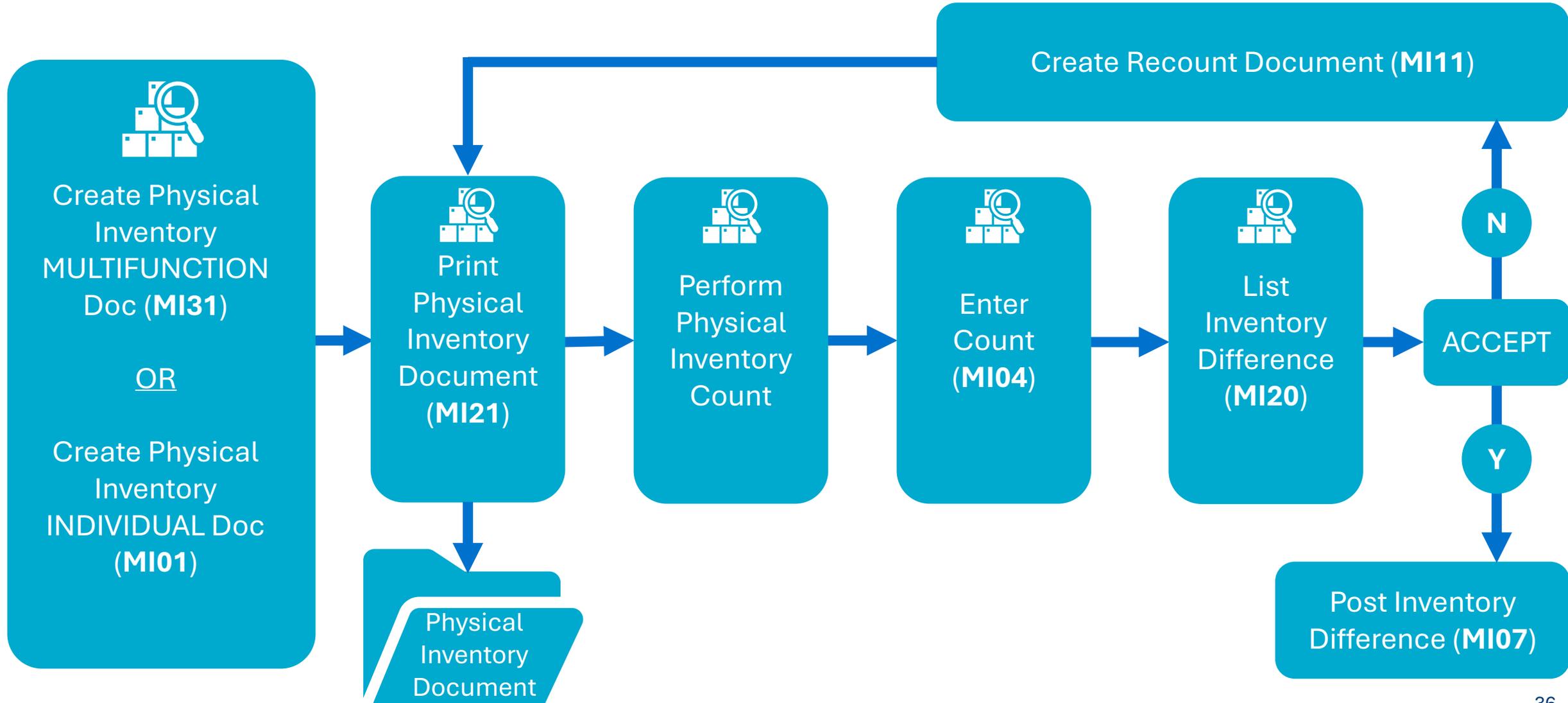


Conduct a physical inventory count.



Recognize physical inventory documents that have not been counted.

# Physical Inventory Process: Year-End or Periodic

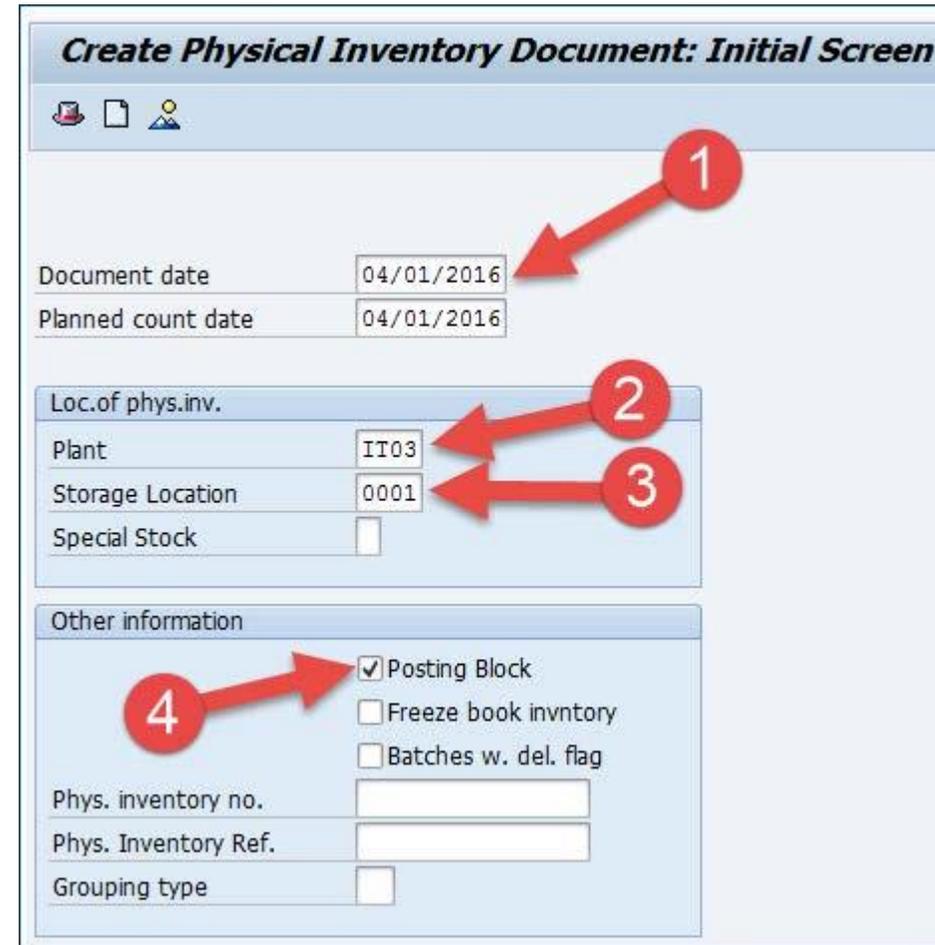


# Create Physical Inventory Document – MI01 (Individual Items)

From the initial screen for function **MI01**:

1. Enter the **Document date**.
2. Enter the **Plant** (code).
3. Enter the **Storage Location**.
4. Check the **Posting Block**.

**NOTE:** Checking the **Posting Block** freezes any movement for the material during inventory.



**Create Physical Inventory Document: Initial Screen**

Document date: 04/01/2016  
Planned count date: 04/01/2016

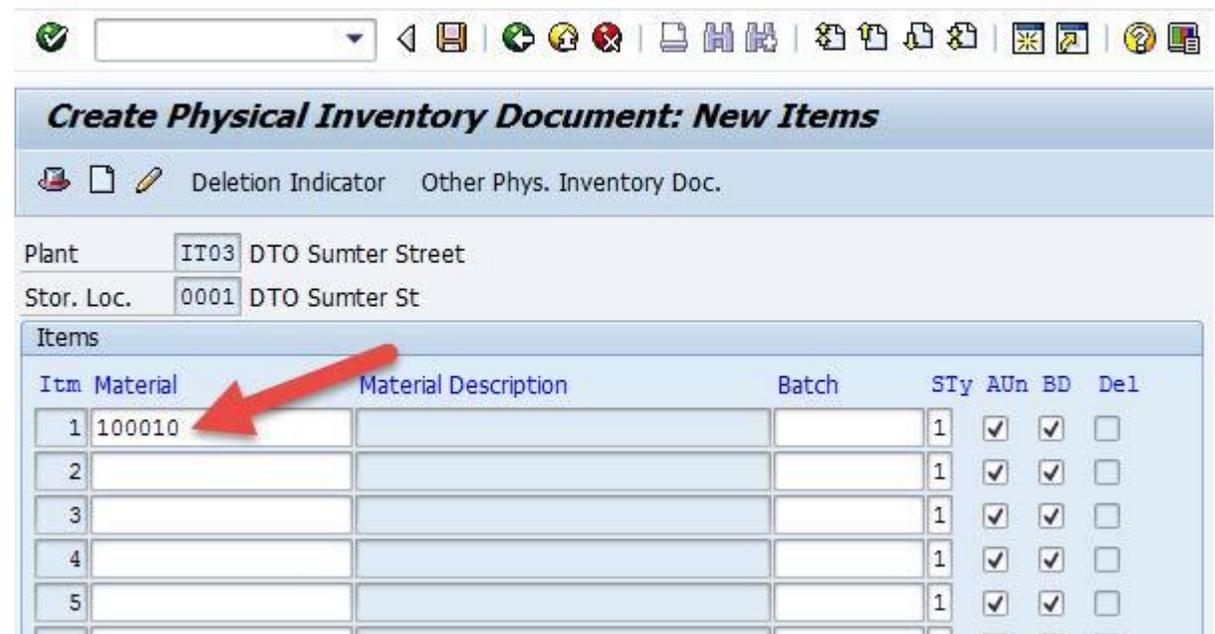
Loc. of phys. inv.  
Plant: IT03  
Storage Location: 0001  
Special Stock:

Other information  
 Posting Block  
 Freeze book inventory  
 Batches w. del. flag  
Phys. inventory no.:   
Phys. Inventory Ref.:   
Grouping type:

# Create Physical Inventory Document – MI01 (Individual Items or Subset)

The **New Items** screen displays.

Enter the material master number(s) for the planned count in the **Itm Material** field.



The screenshot shows the SAP 'Create Physical Inventory Document: New Items' screen. At the top, there is a toolbar with various icons. Below the title bar, there are fields for 'Plant' (IT03 DTO Sumter Street) and 'Stor. Loc.' (0001 DTO Sumter St). A table titled 'Items' is displayed with the following columns: 'Itm', 'Material', 'Material Description', 'Batch', 'STy', 'AUn', 'BD', and 'Del'. A red arrow points to the 'Material' field in the first row of the table, which contains the value '100010'. The table has five rows, each with a '1' in the 'STy' column and checked boxes in the 'AUn' and 'BD' columns.

Itm	Material	Material Description	Batch	STy	AUn	BD	Del
1	100010			1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**NOTE:** Once the document is created, a confirmation message will display at the bottom of the screen noting that the Physical inventory document [number] was created.

Physical inventory document 100028920 created

# Display the Physical Inventory Document - MI03

From the **Display Physical Inventory Document: Initial Screen** for function **MI03**, enter the number of the **Physical Inventory Document** to be displayed.

*Display Physical Inventory Document : Initial Screen*

Phys. Inventory Doc.	<input type="text" value="100028920"/>
Fiscal Year	<input type="text" value="2016"/>



# Display the Physical Inventory Document - MI03



View the **Physical Inventory Document**.

**Display Physical Inventory Document 100028920 : Overview**

Position... Physical Inventory History Statistics... Other Phys. Inventory Doc.

Plant IT03 DTO Sumter Street  
Stor. Loc. 0001 DTO Sumter St

Items

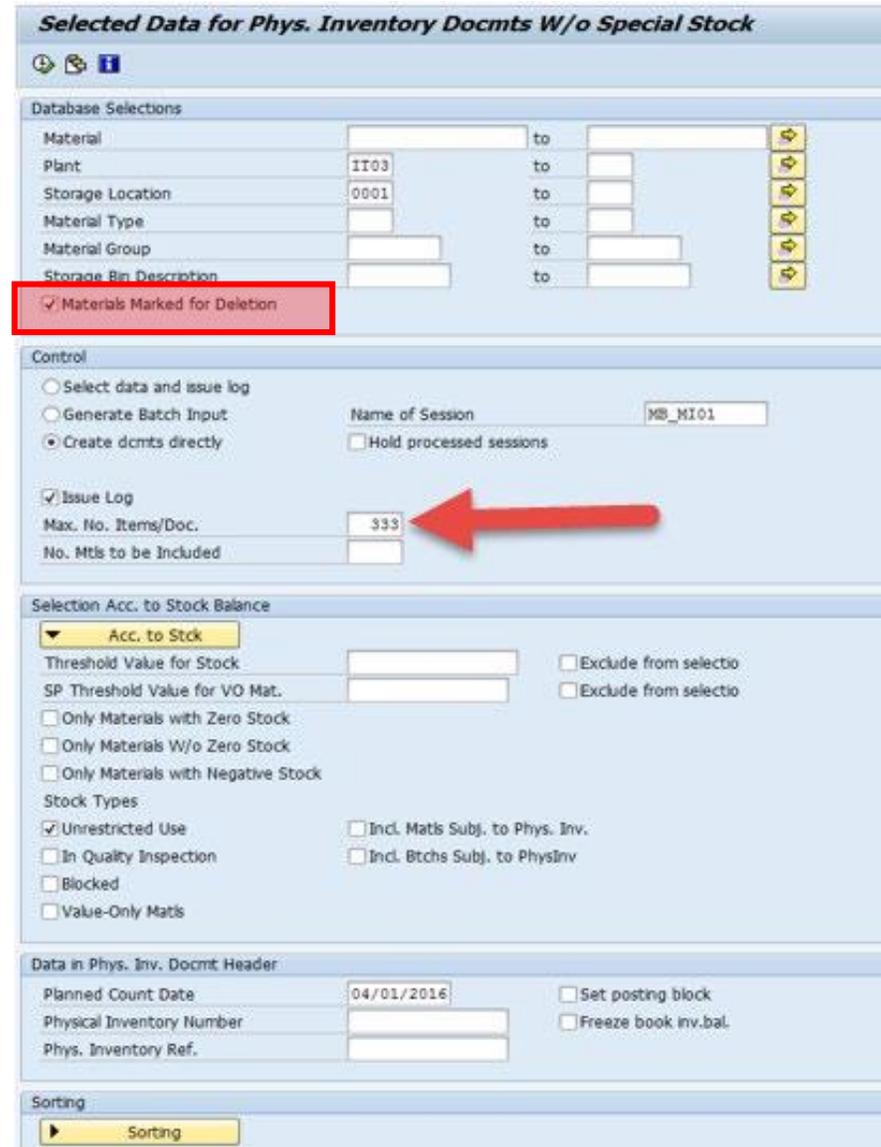
Item	Material	Material Description	Batch	Sty	AUn	Del
1	100010	ADAPTER,HEADSET,ONE TOUCH,5...		1	<input checked="" type="checkbox"/>	<input type="checkbox"/>

# Create the Physical Inventory Document - MI31 (Multi-function)

Create the **Physical Inventory Document**.

Uncheck the **Materials Marked for Deletion** checkbox **unless** you intend to include materials marked for deletion in your physical inventory.

Note: The maximum number of materials on an inventory document is 333. If there are more than 333, the system will generate enough documents to accommodate the inventory. For example, 999 materials would equate to 3 inventory documents with 3 different inventory document numbers.



**Selected Data for Phys. Inventory Docmts W/o Special Stock**

Database Selections

Material		to		
Plant	II03	to		
Storage Location	0001	to		
Material Type		to		
Material Group		to		
Storage Bin Description		to		

Materials Marked for Deletion

Control

Select data and issue log  
 Generate Batch Input  
 Create docmts directly

Name of Session: MB\_MI01  
 Hold processed sessions

Issue Log  
Max. No. Items/Doc.: 333  
No. Mtls to be Included:

Selection Acc. to Stock Balance

▼ Acc. to Stck

Threshold Value for Stock:   Exclude from selectio  
SP Threshold Value for VO Mat.:   Exclude from selectio

Only Materials with Zero Stock  
 Only Materials W/o Zero Stock  
 Only Materials with Negative Stock

Stock Types

Unrestricted Use  
 In Quality Inspection  
 Blocked  
 Value-Only Mtls

Incl. Mtls Subj. to Phys. Inv.  
 Incl. Btchs Subj. to PhysInv

Data in Phys. Inv. Docmt Header

Planned Count Date: 04/01/2016  Set posting block  
Physical Inventory Number:   Freeze book Inv.bal.  
Phys. Inventory Ref.:

Sorting

▶ . Sorting

# Print the Physical Inventory Document - MI21 (Count Sheet)



Print the Physical Inventory Document.

*Print Preview for LOCL Page 00001 of 00001*

Plant : IT03  
Description : DTO Sumter Street  
Phys. inv. doc. : 100028880  
Created by : RFERGUSON  
Planned count date : 03/16/2016  
Phys. inv. reference:  
Phys. inv. no. :

---

Itm	Material	Batch	SLoc	Stor. bin	
	Mat. short text			Stock type	
	Status of item			Counted qty.	Un
001	100010		0001	147	
	ADAPTER, HEADSET, ONE TOUCH, 500A1, REFURB		Warehouse		
	Not yet counted				FA

# Enter Inventory Count – MI04

1. Enter the **Inventory Count** in the **Quantity** field.

**Enter Inventory Count: Initial Screen**

Other Count

Phys. Inventory Doc.

Fiscal Year

Date

Count Date

Other Information

Variance In %

**Enter Inventory Count 100028880: Collect.Processing**

Physical Inventory History Set Zero Count Other Count

Plant  DTO Sumter Street

Stor. Loc.  DTO Sumter St

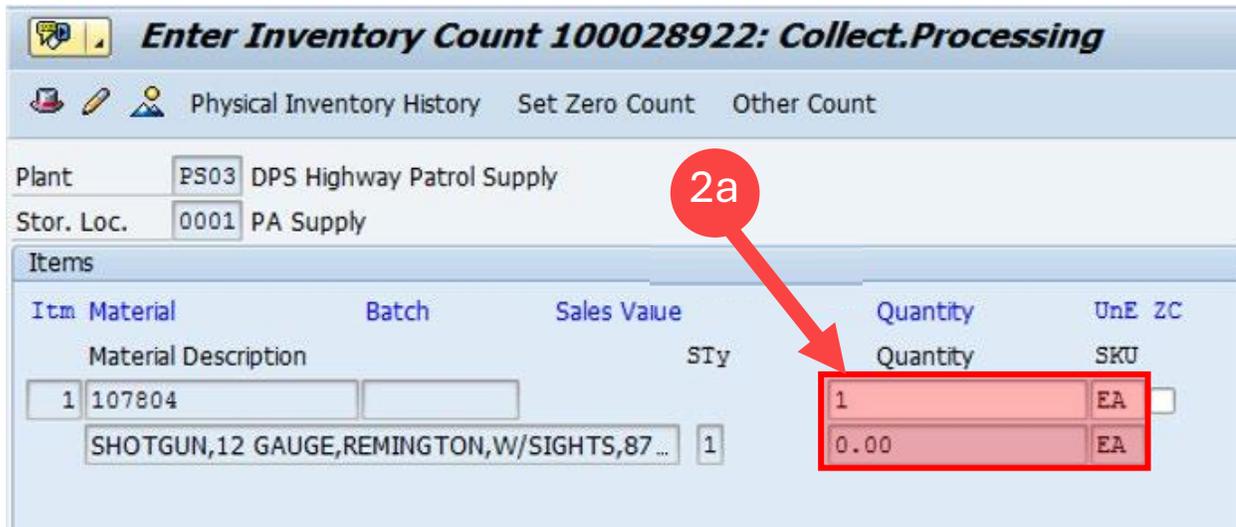
Items

Item	Material	Batch	Sales Value	Quantity	UnE	ZC
	Material Description		STy	Quantity	SKU	
1	100010				EA	<input type="checkbox"/>
	ADAPTER,HEADSET,ONE TOUCH,500A1,REFURB		1	0.00	EA	

# Enter Inventory Count for Serialized Materials – MI04

2a-b. Enter the **Quantity** and **Serial number** for each material on-hand that requires a serial number.

In this example, the quantity is 1 and requires one serial number. Should the quantity be 200 each, 200 unique serial numbers are required.



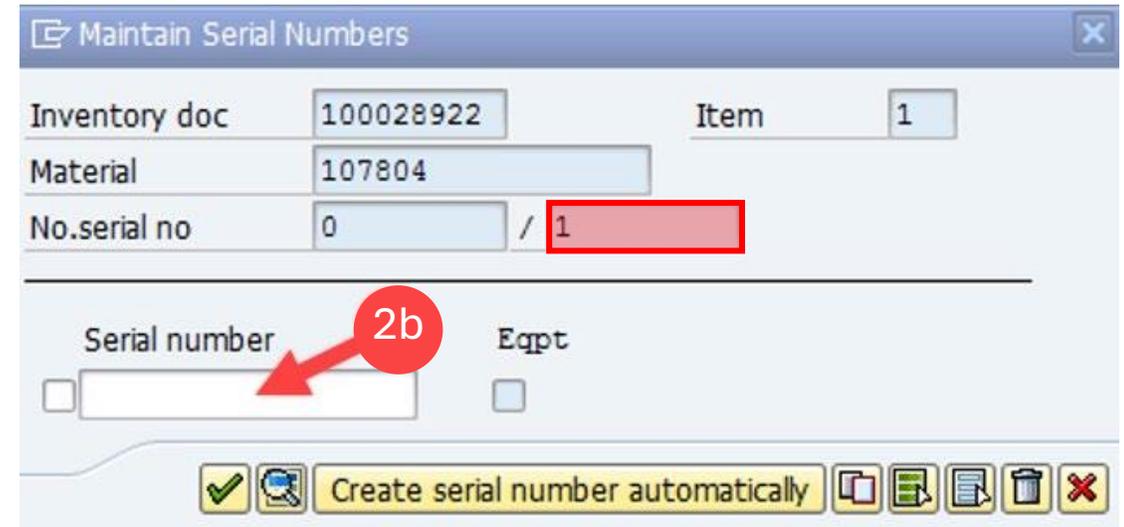
**Enter Inventory Count 100028922: Collect.Processing**

Physical Inventory History Set Zero Count Other Count

Plant PS03 DPS Highway Patrol Supply  
Stor. Loc. 0001 PA Supply

Item	Material	Batch	Sales Value	Quantity	UnE	ZC
1	107804			1	EA	
	SHOTGUN,12 GAUGE,REMINGTON,W/SIGHTS,87...			0.00	EA	

A red circle labeled '2a' points to the 'Quantity' field in the first row of the table, which contains the value '1'.



**Maintain Serial Numbers**

Inventory doc 100028922 Item 1  
Material 107804  
No.serial no 0 / 1

Serial number Eqpt

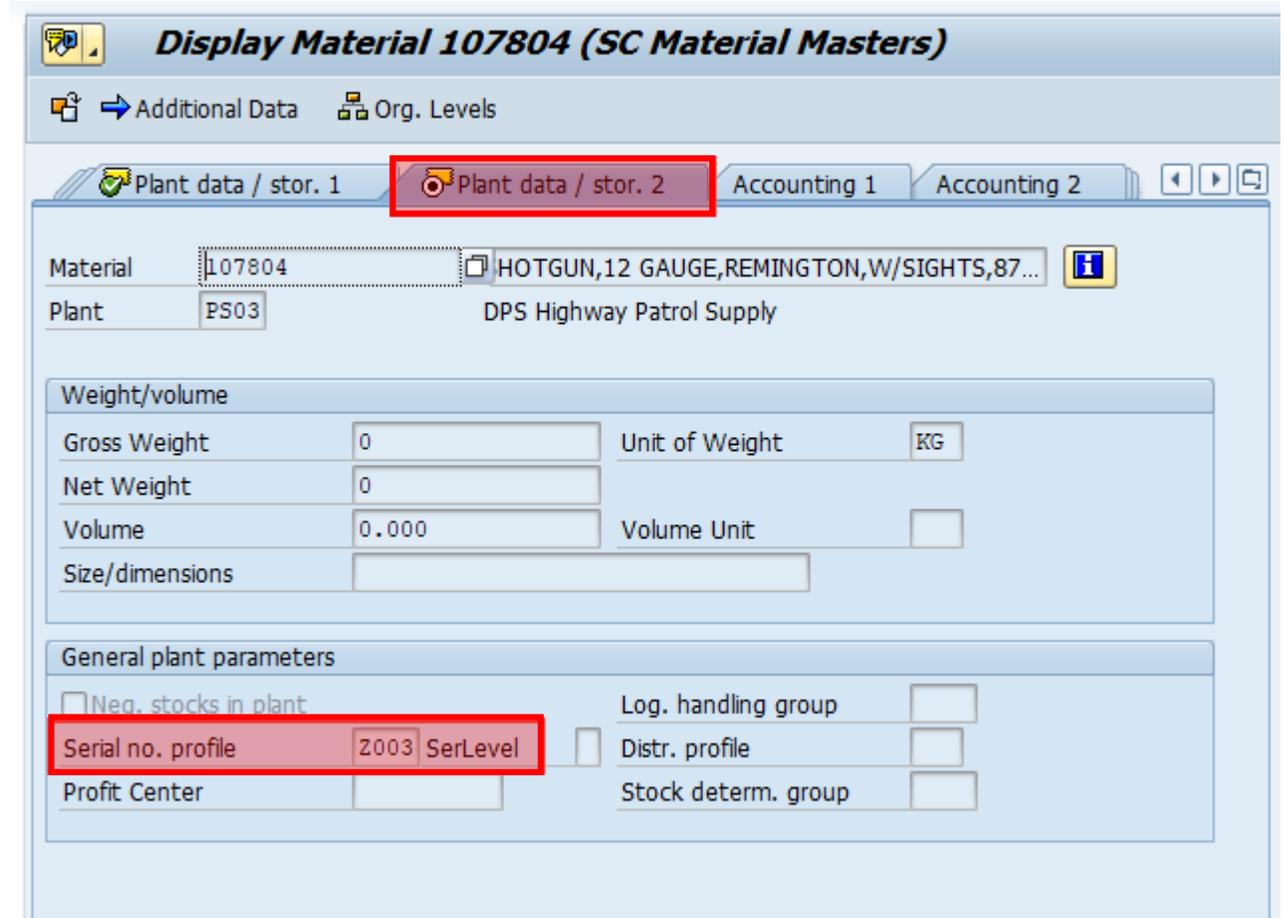
A red circle labeled '2b' points to the 'Serial number' input field, which is currently empty.

Create serial number automatically

Note: The system will require the serial number of the material master to be entered.

# Enter Inventory Count for Serialized Materials – MM03

The system knows a serial number is required because when the material master was extended by the AMML, they added a serial number profile under the Plant data/stor. 2 tab.



The screenshot displays the SAP 'Display Material' interface for material 107804. The title bar reads 'Display Material 107804 (SC Material Masters)'. Below the title, there are navigation options: 'Additional Data' and 'Org. Levels'. The main area has tabs for 'Plant data / stor. 1', 'Plant data / stor. 2' (highlighted with a red box), 'Accounting 1', and 'Accounting 2'. The material name is 'HOTGUN,12 GAUGE,REMINGTON,W/SIGHTS,87...' and the plant is 'PS03' with the description 'DPS Highway Patrol Supply'. The 'Weight/volume' section includes fields for Gross Weight (0), Net Weight (0), Volume (0.000), and Unit of Weight (KG). The 'General plant parameters' section includes 'Serial no. profile' (2003 SerLevel, highlighted with a red box), 'Neg. stocks in plant', 'Log. handling group', 'Distr. profile', and 'Stock determ. group'.

# Run the List of Inventory Differences – MI20

**List of Inventory Differences**

Database Selection

Material		to		→
Plant	II03	to		→
Storage Location	0001	to		→
Batch		to		→
Physical Inventory Document	100028880	to		→
Physical Inventory Number		to		→

Select list of differences criteria.

**List of Inventory Differences**

Post Difference Change Count Enter Count List of Unposted Docs

PhysInvDoc	Item	Material	Batch	Plnt	SLoc	Book quantity	Qty Counted	Difference qty	BUn	Difference amt.	Crcy	S
<input type="checkbox"/> 100028880	1	100010		II03	0001	0.000	10,000.000	10,000.000	EA	482,200.00	USD	

Qty. SCEIS shows in stock.

Physical Inventory count.

Difference between count and stock shown in SAP.

Value of difference.

# Perform a Recount – MI11

### Enter Recount: Initial Screen

Selection Screen    Other Phys. Inventory Doc.

Phys. Inventory Doc.    100028880

Fiscal Year    2016

Date

Planned count date    03/16/2016

Document Date    03/16/2016

Other Information

Posting Block

Freeze book inventory

Phys. Inventory No.   

Phys. Inventory Ref.   

Threshold Vaue   

**INITIAL**

The **Save** function will create a new inventory document and close the existing one.

### Enter Recount: Selection List

Reference...    Physical Inventory History    Other Phys. Inventory Doc.

lant    IT03    DTO Sumter Street

tor. Loc.    0001    DTO Sumter St

Items

Itm	Material	Batch	Sty	Difference qty	BUn	Difference amt.
✓ 1	100010		1	10,000.000	EA	482,200.00
	ADAPTER,HEADSET,ONE TOUCH,500A1,REFURB			0.00		100028880    1

Entry    1 of 1

**NEW**

✓ Physical inventory document 100028881 created

# View the Difference Report – MI20

## Enter Recount in MI04

Navigation icons: Back, Forward, Home, Print, Refresh, Save, Filter, Help, Undo, Post Difference, Change Count, Enter Count, List of Unposted Docs

PhysInvDoc	Item	Material	Batch	Plnt	SLoc	Book quantity	Qty Counted	Difference qty	BUn	Difference amt.	Crcy
<input type="checkbox"/> 100028881	1	100010		IT03	0001	0.000	5,000.000	5,000.000	EA	241,100.00	USD

1. Use **MI20** to view the Inventory Difference Report.

**Enter Inventory Count 100028881: Collect.Processing**

Physical Inventory History   Set Zero Count   Other Count

Plant:  DTO Sumter Street  
Stor. Loc.:  DTO Sumter St

Items

Item	Material	Batch	Sales Value	Quantity	UnE	ZC
	Material Description		STy	Quantity		SKU
1	100010			5000	EA	<input type="checkbox"/>
	ADAPTER,HEADSET,ONE TOUCH,500A1,REFURB		1	0.00	EA	

2. Use **MI04** to view the recount.

# Post Inventory Differences – MI07

Use **MI07** to Post Inventory Differences.

**Post Inventory Difference: Initial Screen**

 Selection Screen    Other Difference

Phys. Inventory Doc.    100028881

Fiscal Year    2016

Date

Posting Date    03/16/2016

Other Information

Threshold Value   

Diffs in phys. inv. doc. 100028881 posted with m. doc. 4900729140

**Note:** A 49XXXXXXXXX Document Number is created, which is a 701 or 702 inventory movement.

# View Inventory Movement in MB51 by Plant/Storage Location

**Note:** 701 movement is an *inventory IN* adjustment.

**Material Document List**

📄 🗨️ ⓘ

Item Data

Material	<input type="text"/>	to	<input type="text"/>	↕
Plant	IT03	to	<input type="text"/>	↕
Storage Location	0001	to	<input type="text"/>	↕
Batch	<input type="text"/>	to	<input type="text"/>	↕
Vendor	<input type="text"/>	to	<input type="text"/>	↕
Customer	<input type="text"/>	to	<input type="text"/>	↕
Movement Type	<input type="text"/>	to	<input type="text"/>	↕
Special Stock	<input type="text"/>	to	<input type="text"/>	↕

**Note:** 702 movement is an *inventory OUT* adjustment.

Material	Material Description	Plnt Name 1
SLoc MvT S Mat. Doc.	Item Pstng Date	Quantity in UnE EUn
100010	ADAPTER, HEADSET, ONE TOUCH, 500A1, REFURB	II03 DTO Sumter Street
0001 701 4900729140	1 03/16/2016	5,000.00 EA
0001 562 4900666958	1 07/01/2015	10.00- EA
0001 562 4900666157	1 06/27/2015	1.00- EA
0001 561 4900666158	1 06/27/2015	1.00 EA
0001 601 4900665142	1 06/24/2015	1.00- EA
0001 601 4900622527	1 02/09/2015	5.00- EA

# Display OPEN Inventory Documents for Plant/Storage Location – MI22

**Display Physical Inventory Documents for Material**

📄 📁 📄

Database Selections

Material	<input type="text"/>	to	<input type="text"/>	↕
Plant	IT03	to	<input type="text"/>	↕
Storage Location	0001	to	<input type="text"/>	↕
Batch	<input type="text"/>	to	<input type="text"/>	↕
Physical Inventory Document	<input type="text"/>	to	<input type="text"/>	↕
Physical Inventory Number	<input type="text"/>	to	<input type="text"/>	↕

100010		ADAPTER, HEADSET, ONE TOUCH, 500A1, REFJRB	IT03	0001	
100003808	2	2010.12 06/28/2010 06/28/2010	1		
100010721	2	2011.12 06/27/2011 06/27/2011	1		
100014967	2	2012.12 06/25/2012 06/25/2012	1		
100019061	2	2013.12 06/25/2013 06/25/2013	1		
100022683	2	2014.12 06/23/2014 06/23/2014	1		
100026772	2	2015.12 06/25/2015 06/25/2015	1		
100028880	1	2016.09 03/16/2016 03/16/2016	1		Doc. Active

Any Document marked “**Doc. Active**” is not a completed inventory document and **has not been posted**.

## Lesson 4



# Slow Moving and Dead Stock



Describe and identify slow moving inventory in **MC46** by total value and individual material masters.



Describe what constitutes dead stock.



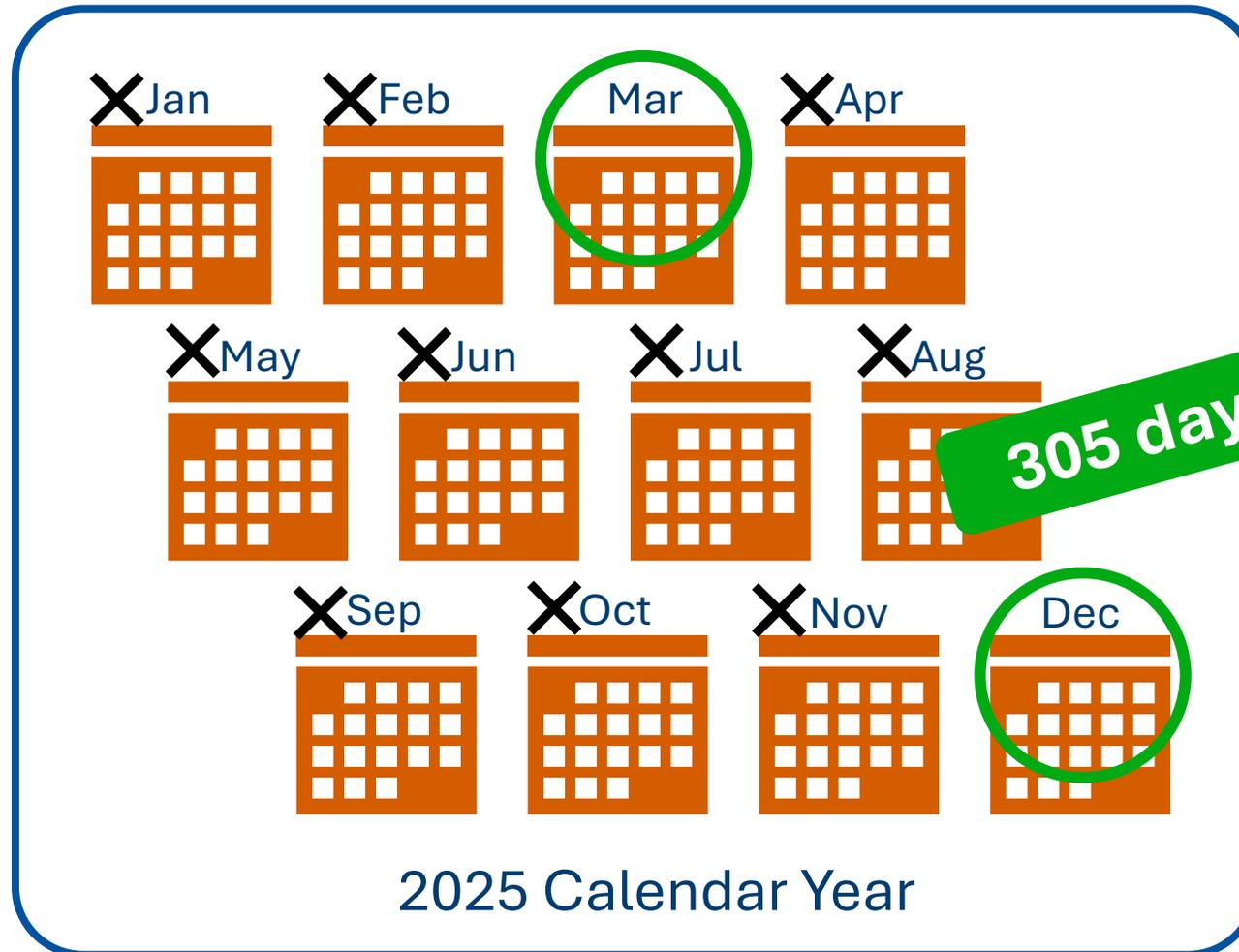
Identify dead stock in **MC50**, by total value and individual material impact.

You have completed your inventory and are confident of the outcome. Now is the time to evaluate slow moving inventory.



# Slow Moving Inventory – MC46

The Slow Moving Inventory report counts the number of days since the last issue of each material.



# Slow Moving Inventory – MC46

Slow moving inventory:



Takes up valuable warehouse space.



Ties up capital.



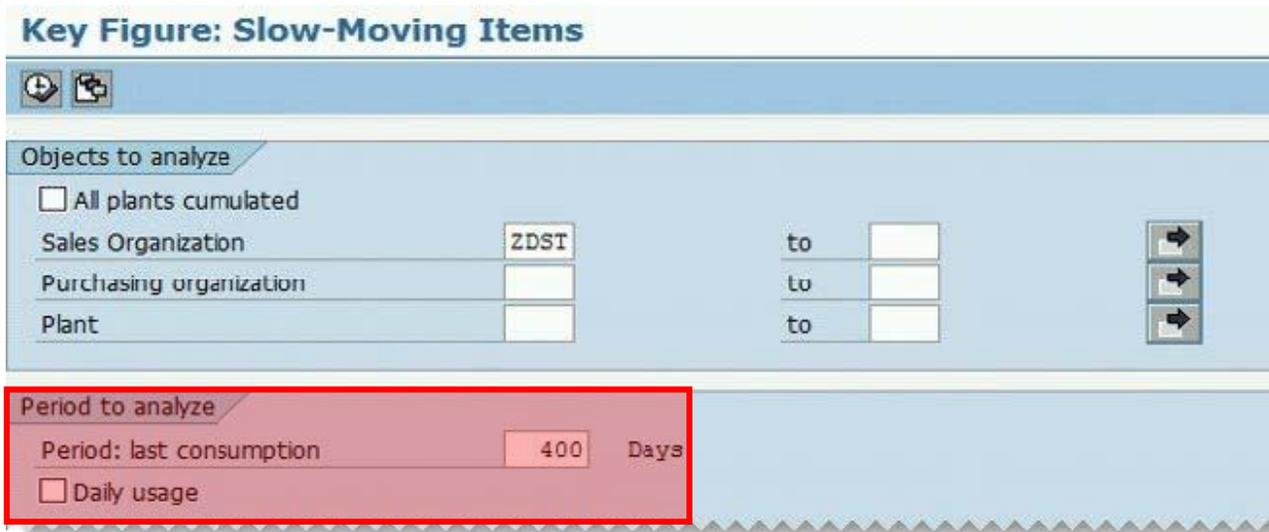
Should be monitored.



Material can be scrapped, sold to another plant, surplus to SC Surplus Property.

# Slow Moving Inventory – MC46

Use transaction MC46 to show **Key Figure: Slow-Moving Items**. In this example, **400 Days** is used to search the last consumption.



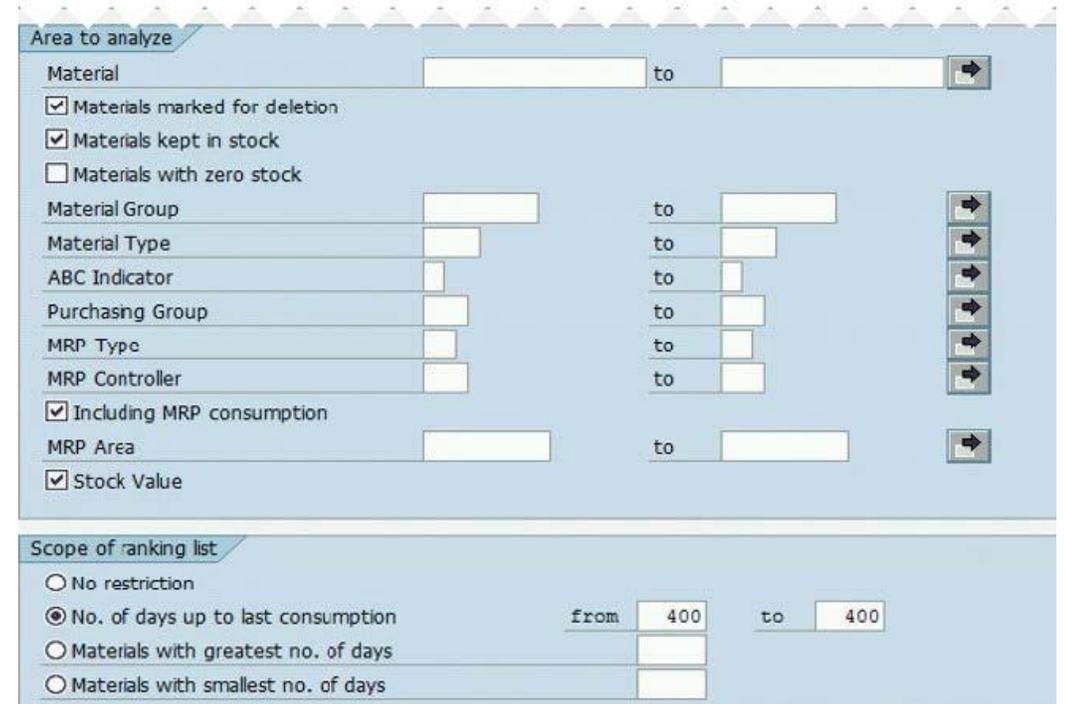
**Key Figure: Slow-Moving Items**

**Objects to analyze**

- All plants cumulated
- Sales Organization: ZDST to [ ]
- Purchasing organization: [ ] to [ ]
- Plant: [ ] to [ ]

**Period to analyze**

- Period: last consumption: 400 Days
- Daily usage



**Area to analyze**

- Material: [ ] to [ ]
- Materials marked for deletion
- Materials kept in stock
- Materials with zero stock
- Material Group: [ ] to [ ]
- Material Type: [ ] to [ ]
- ABC Indicator: [ ] to [ ]
- Purchasing Group: [ ] to [ ]
- MRP Type: [ ] to [ ]
- MRP Controller: [ ] to [ ]
- Including MRP consumption
- MRP Area: [ ] to [ ]
- Stock Value

**Scope of ranking list**

- No restriction
- No. of days up to last consumption: from 400 to 400
- Materials with greatest no. of days: [ ]
- Materials with smallest no. of days: [ ]

# Slow Moving Inventory – MC46

Note the **Stock value** is \$155,517.03 based on using 400 days since the last consumption. There are 341 selected materials that have not been issued within the last 400 days.

## Key Figure: Slow-Moving Items

ABC analysis	Classification	Double-line	Sort in desc. order	Sort in asc. order
Sales organization ZDST		Analysis date 04/26/2018		
Analysis: Slow-moving item				
Number of selected materials:		341		
Stock value		155,517.03 USD		
Material	Short text	Days since consumpti		
100001	ACTUATOR, REED TYPE SWITCH	400	(no consumption)	
100016	ADAPTER, TELCO, 259C, MALE, 50 PIN	400	(no consumption)	
100047	AMPLIFIER, HEADSET, M22	400	(no consumption)	
100050	DACKBOARD, 107A1, WITH 09D BRACKET, BLUE	400	(no consumption)	
100085	BATTERY, 9 VOLT, RECHARGEABLE NIMH	400	(no consumption)	
100092	BATTERY, FOR TRANSTALK, 9031, 8 HOURS, BLACK	400	(no consumption)	
100125	BLADE, PUNCHDOWN, 66, 110 BLOCK	400	(no consumption)	

# Slow Moving Inventory – MC46

Clicking the **Double-line** option at the top of the screen will show the last movement date of a material.

Material	Short text	Days since consumpti	
100301	ACTUATOR, REED TYPE SWITCH	400	(no consumption)
100316	ADAPTER, TELCO, 259C, MALE, 50 PIN	400	(no consumption)
100347	AMPLIFIER, HEADSET, M22	400	(no consumption)

## Key Figure: Slow-Moving Items

Material	Short text	Days since consumpti	
	Stock value	Date	
100001	ACTUATOR, REED TYPE SWITCH	400	(no consumption)
	4.23 USD	03/22/2017	

The last date of consumption was 03/22/2017.

# Dead Stock – MC50

Transaction **MC50** executes the **Key Figure: Dead Stock** report. It indicates the stock level for material over a period and identifies the lowest level reached for the material.

The lowest level is the dead stock quantity. The theory is that stock was not required. This can be searched by **Plant** or **Sales Organization**.

**Key Figure: Dead Stock**

Objects to analyze

All plants cumulated

Sales Organization  to

Purchasing organization  to

**Plant**  to

Period to analyze

**Dead stock in a period of time**  to

Area to analyze

Material  to

Materials marked for deletion

Material Group  to

Material Type  to

ABC Indicator  to

Purchasing Group  to

MRP Type  to

MRP Controller  to

Definition

No restriction

Dead stock value fr  to

No. of materials w/ greatest dead stock

No. of materials w/ smallest dead stock



# Course Summary



Describe key inventory terms and concepts.



Understand the physical inventory process.



Describe and perform a physical inventory.



Recognize “Slow Moving” and “Dead Stock.”



# SCEIS Resources and Help



Email your questions to the SCEIS Help Desk by **Friday, June 6, 2025**.

[SCEIS.HelpDesk@admin.sc.gov](mailto:SCEIS.HelpDesk@admin.sc.gov)



Questions will be compiled with the responses and posted by **June 13, 2025**, to the [SCEIS Fiscal Year-End Guides](#) webpage.

- SCEIS website  
[sceis.sc.gov](https://sceis.sc.gov)
- SCEIS Updates webpage  
[sceis.sc.gov/page.aspx?id=230](https://sceis.sc.gov/page.aspx?id=230)
- SCEIS Training Schedule  
[sceis.sc.gov/page.aspx?id=427](https://sceis.sc.gov/page.aspx?id=427)
- Contact the SCEIS Service Desk
  - Service Request Form: [sceis.sc.gov/requests](https://sceis.sc.gov/requests)
  - Phone: 803.896.0001, option 2



**SCEIS Year-End Physical Inventory Closing  
FY25 (CO400)**

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**Lesson 1**

**Key Inventory Terms and Concepts**

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**Lesson 2**

**Physical Inventory Count Requirements**

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**Lesson 3**

**Physical Inventory Process**

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**Lesson 4**

**Slow Moving and Dead Stock**

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