

## 2023-24 Year-End Session I Training

The Department of Finance is pleased to announce that we will be offering Year-End Session I Training.

This course is offered in multiple sessions. To enroll for this training, please visit the training page linked [here](#).

### Who Should Attend

Departmental accounting personnel responsible for performing or overseeing activities related to the year-end closing and preparation of financial statements.

Please note that each department is limited to a maximum of two participants per course. Additional seats may be available for larger departments upon request. Participants will be registered in the order received, up to the participation limit.

### Course Description

This course covers the topics listed below and uses FI\$Cal reports, terminology, and the Chart of Accounts in the training materials and exercises:

- Overview of the year-end policies and procedures.
- Preparation activities.
- Accrual/Adjusting entries.
- Preparation activities for the new fiscal year.

### Prerequisite

Participants must be familiar with the month-end close process and the reconciliation of various accounting modules outlined in the Month-End Reconciliation Training materials on [Finance's FI\\$Cal Resources for Accounting](#) webpage.

### Dates, Time, and Locations

Classes will start at 9:00 am to approximately 4:00 pm with a one-hour lunch break from noon to 1:00 pm.

The following sessions will be conducted in the Cypress Room at the Department of Finance, 915 L Street, in Sacramento:

*Course ID 401: Tuesday, May 7, 2024*

*Course ID 402: Wednesday, May 8, 2024*

*Course ID 403: Thursday, May 9, 2024*

*Course ID 405: Wednesday, May 15, 2024*

*Course ID 406: Thursday, May 16, 2024*

The below online session is available via Zoom only for participants outside of the Sacramento area:

*Course ID 404: Tuesday, May 14, 2024*

Please select one of the above sessions and begin the enrollment process [here](#).

### Enrollment Confirmation

Immediately after registering, you will receive an email confirming your registration.

### Training Materials

If you are unable to attend, you may obtain training materials from the Department of Finance website by the end of May.

For more information, please contact [FSCUTraining@dof.ca.gov](mailto:FSCUTraining@dof.ca.gov)