

Subject: One Section of the AR300 Accounts Receivable Invoice Processing Class Announced

Audience: Finance Directors, Agency Training Coordinators, AST Leads

The SCEIS Training Team is pleased to offer one section of the full-day class, AR300 Accounts Receivable Invoice Processing on Monday, September 21, 2015. This class covers the Accounts Receivable (AR) invoicing process associated with incoming and/or outgoing invoices, incoming and/or outgoing credit memos, Interdepartmental Transfers (IDT) and other AR-related activities, as detailed below.

Below you will find details about the class, including the name, description, target audience, date, location and registration information. **Please forward this message to appropriate staff members within your agency.**

AR300 – Class Information

Class ID/Title: AR300 – Accounts Receivable Invoice Processing

Description: This class covers the AR invoicing process associated with incoming and/or outgoing invoices, incoming and/or outgoing credit memos, and Interdepartmental Transfers (IDT). In addition, customer account reconciliation activities, creation of park documents and financial document adjustments such as write-off and adjustments to the general ledger will be covered. This class includes processing cash receipts (all payments) and AR correspondence.

Target Audience: Users with the following roles: AR Clerk, AR Lead, AR Lead Workflow, AR Backup (Workflow), AR Invoicing, AR Receipt Cash, AR Bank Deposits, AR Reverse Document, AR Customer Master Request (Agency).

Pre-requisites: Completion of the following online classes:

- COR120 Enterprise Central Component (ECC) Navigation
- AR200 Accounts Receivable Basics

AR300 – Section 02 – Summer/Fall 2015 Details

Class Date: Monday, September 21, 2015

Class Time: 9:00 a.m. to 5:00 p.m.

Class Location:

SCEIS Training Room 202

1628 Browning Road, Columbia, SC

Users may *request enrollment* in this class using the pre-registration survey at <https://www.surveymonkey.com/s/2HQS3WY>. Your survey completion is a request only. Registration is not complete until you receive an enrollment confirmation from SCEIS Training. Please review pre-requisites and schedules carefully.

Weekly Update

June 3, 2015

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