

Weekly Update

September 8, 2015

Subject: Seats Are Still Available for the September 21 AR300 Accounts Receivable Invoice Processing Class

Audience: Finance Directors, Agency Training Coordinators, AST Leads

There are still seats available for the AR300 Accounts Receivable Invoice Processing class on Monday, September 21, 2015. The SCEIS Team encourages Accounts Receivable users to register for this class today! **Note: This is the last scheduled AR300 Accounts Receivable Invoice Processing class in 2015.**

The AR300 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.

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.

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Registration is not complete until you receive an enrollment confirmation from SCEIS Training. Please review pre-requisites and schedules carefully.

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