

Weekly Update

Week of September 5, 2016

Subject: Seats Are Still Available for the September 19 AR300 Accounts Receivable Invoice Processing Class

Audience: Finance Directors, Agency Training Coordinators, AST Leads, Accounts Receivable Users

There are still seats available in the AR300 Accounts Receivable Invoice Processing class on Monday, September 19, 2016. The SCEIS Team encourages Accounts Receivable users to register for this class today! **Note: This is the only scheduled AR300 class during the Fall 2016 term. The next opportunity to take this class will not be until Spring 2016.**

This course 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 course, including the name, description, target audience, date, location and registration information. **Please forward this message to appropriate staff members within your agency.**

AR300 – Course Information

Course ID/Title: AR300 – Accounts Receivable Invoice Processing

Description: This course 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 course 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:

None. However, we recommend that you complete the COR120U Enterprise Central Component (ECC) Navigation online course.

AR300 – Section 02 – Fall 2016 Details

Class Date: Monday, September 19, 2016

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

Class Location:

SCEIS Training Room 202

1628 Browning Road, Columbia, SC

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Registration Instructions:

SCEIS has a new registration process using MySCLearning, your one-stop-shop for SCEIS training. You may have already completed courses in MySCLearning.

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (<https://myscemployee.sc.gov>).
2. In the upper left area of the page, click the MySCLearning tab.
3. Beside the MySCLearning logo, click "Home" and select "Learning."
4. In the "Find Learning" tile, use the search box.
 - a. Type in the course ID and click "Go." Or -
 - b. Type in "SCEIS" to view all SCEIS courses.
5. Find a course title and expand "View Course Dates."
6. Find the class date you prefer, and click "Register Now."
7. At the Scheduled Offering box, click "Confirm."
8. Watch for your confirmation email, with class details and instructions.

If you do not receive a confirmation email, please contact the SCEIS Help Desk using the ticket form found here: <http://www.sceis.sc.gov/requests/>.

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