

Weekly Update

January 27, 2016

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 Tuesday, March 29, 2016. 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.

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:

The following pre-requisite(s) MUST be completed prior to attending the classroom training. Completion of the pre-requisite(s) ensures that participants have the necessary knowledge for class. Material covered in pre-requisite courses will not be re-taught in classroom training.

- COR120U Enterprise Central Component (ECC) Navigation online class

AR300 – Section 01 – Spring 2016 Details

Class Date: Tuesday, March 29, 2016

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. The enrollment confirmation will provide you with instructions on how to complete any pre-requisite(s). Please review pre-requisites and schedules carefully.

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