

**Subject:** AR300 Accounts Receivable Invoice Processing Course Offered on **March 15**

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

The AR300 Accounts Receivable Invoice Processing course will be offered on Wednesday, March 15, 2017. Below you will find details about the course. **Please forward this message to appropriate staff members within your agency.**

**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.

**Class Date(s):**

**AR300 – March 15 – Spring 2017 Details**

**Class Date:** Wednesday, March 15, 2017

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

**Class Location:**

SCEIS Training Room 202

1628 Browning Road, Columbia, SC

**Registration Instructions:**

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (<https://mysceemployee.sc.gov>).
2. In the upper left area of the page, click the MySCLearning tab.
3. Click the “Learning” tile.
4. In the “Find Learning” tile, use the search box to type in the course ID (AR300) and click “Go.”
5. Find the course title and click “See Offerings.”
6. Find the class date you prefer, and click “Register Now.”

## Weekly Update

*Week of January 16, 2017*

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](mailto:training.sceis@admin.sc.gov).