Course Information

AR300 Accounts Receivable Invoice Processing

Description
This instructor-led course covers the Accounts Receivable (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)

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

Registration Instructions
1. In Internet Explorer, use your SCEIS user ID and password to log into SCEIS Central (https://sceiscentrallogin.sc.gov).
2. Click the “My Talent” tile.
3. Click the “MySCLearning” 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. Scroll down and click the “Offerings” tab to view class dates.
7. Find the class date you prefer, and click “Register Now.”
8. At the Scheduled Offering box, click “Confirm.”
9. Receive email confirmation; view details and instructions.

If you do not receive a confirmation email, please contact the SCEIS Help Desk.