



AR Lead (Workflow)

Description - Display relevant Account Receivable information related to invoices and customer payments
- Approve deposits within an agency

Tasks/Responsibilities

- Approve deposit transactions
- Clear Customer
- Display common AR transactions
- Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc
- Display Customer invoicing and payment information including check information
- Display Customer Master Records
- Display due date analysis for any open items concerning payments and receipts.
- Review documents necessary for reversal prior to executing process

Related Processes

- Accounts Receivable - Invoice Process
- Accounts Receivable - AR Correspondence and Acct Statements
- Accounts Receivable - Document Reversal
- Accounts Receivable - Payments
- Accounts Receivable - Customer Account Analysis
- Accounts Receivable - IDT Processing
- Accounts Receivable - Posting Non-AR Receipts
- Accounts Receivable - Creating a Deposit (Cash/Check/Wire)

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- AR Backup (Workflow)

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of basic accounting principles
- Knowledge of different invoice types
- Knowledge of document review
- Knowledge of invoice processing from receipt of invoices to payment.
- Knowledge of relevant finance and procurement SAP modules
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)
- Knowledge of state policies for reversing documents

Expected Training Courses

Total Training Hours: 21

Course Title: AR300 SCEIS Process Accounts Receivable Invoices Duration in Hours:8



Course Title: AR310 SCEIS Interdepartmental Transfer of Funds (IDT) Processing	Duration in Hours:8
Course Title: COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation	Duration in Hours:1
Course Title: FI100 SCEIS Financial Overview	Duration in Hours:2
Course Title: AR200 SCEIS Accounts Receivable Basics	Duration in Hours:2



AR Backup (Workflow)

Description - Display relevant Account Receivable information related to invoices and customer payments
- Approve deposits within an agency in the event the initiator and approver are the same in the deposit process (generally when one or more users perform the same function and will have one person both create and approve the deposit).

Tasks/Responsibilities

- Approve deposit transactions
- Clear Customer
- Display common AR transactions
- Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc
- Display Customer invoicing and payment information including check information
- Display Customer Master Records
- Display due date analysis for any open items concerning payments and receipts.
- Review documents necessary for reversal prior to executing process

Related Processes

- Accounts Receivable - Invoice Process
- Accounts Receivable - AR Correspondence and Acct Statements
- Accounts Receivable - Document Reversal
- Accounts Receivable - Payments
- Accounts Receivable - Customer Account Analysis
- Accounts Receivable - IDT Processing
- Accounts Receivable - Posting Non-AR Receipts
- Accounts Receivable - Creating a Deposit (Cash/Check/Wire)

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- AR Lead (Workflow)

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of basic accounting principles
- Knowledge of different invoice types
- Knowledge of document review
- Knowledge of invoice processing from receipt of invoices to payment.
- Knowledge of relevant finance and procurement SAP modules
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)
- Knowledge of state policies for reversing documents

Expected Training Courses

Total Training Hours: 16



Course Title: AR310 SCEIS Interdepartmental Transfer of Funds (IDT) Processing

Duration in Hours: 8

Course Title: AR300 SCEIS Process Accounts Receivable Invoices

Duration in Hours: 8



Course Title: AR310 SCEIS Interdepartmental Transfer of Funds (IDT) Processing

Duration in Hours: 8



AR Bank Deposits

Description - Display relevant Account Receivable information related to both AR and non –AR payments
 - Create and process cash/check/wire deposits for a given day compiled of all AR and miscellaneous cash payments

Tasks/Responsibilities

- Clear Customer
- Clear postings with transfers (deposits)
- Display common AR transactions
- Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc
- Display Customer invoicing and payment information including check information
- Display Customer Master Records
- Display due date analysis for any open items concerning payments and receipts
- Receipt cash payments

Related Processes

- Accounts Receivable - Invoice Process
- Accounts Receivable - AR Correspondence and Acct Statements
- Accounts Receivable - Payments
- Accounts Receivable - Customer Account Analysis
- Accounts Receivable - IDT Processing
- Accounts Receivable - Posting Non-AR Receipts

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- AR Invoicing
- AR Reverse Document
- AR Customer Master Request (AGENCY)
- AR Receipt Cash

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of basic accounting principles
- Knowledge of different invoice types
- Knowledge of invoice processing from receipt of invoices to payment.
- Knowledge of relevant finance and procurement SAP modules
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

Total Training Hours: 18

Course Title: AR310 SCEIS Interdepartmental Transfer of Funds (IDT) Processing

Duration in Hours: 8

Course Title: AR200 SCEIS Accounts Receivable Basics

Duration in Hours: 2



Course Title: AR300 SCEIS Process Accounts Receivable
Invoices

Duration in Hours: 8



AR Receipt Cash

Description - Display relevant Account Receivable information related to invoices and customer payments
 - Create, validate and process both AR related and non-AR related miscellaneous payments

Tasks/Responsibilities

- Create and post payments
- Display common AR transactions
- Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc
- Display Customer invoicing and payment information including check information
- Display Customer Master Records
- Display due date analysis for any open items concerning payments and receipts
- Receipt cash payments

Related Processes

- Accounts Receivable - Invoice Process
- Accounts Receivable - AR Correspondence and Acct Statements
- Accounts Receivable - Payments
- Accounts Receivable - Customer Account Analysis
- Accounts Receivable - IDT Processing
- Accounts Receivable - Posting Non-AR Receipts

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- AR Invoicing
- AR Reverse Document
- AR Customer Master Request (AGENCY)
- AR Bank Deposits

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of basic accounting principles
- Knowledge of different invoice types
- Knowledge of invoice processing from receipt of invoices to payment.
- Knowledge of relevant finance and procurement SAP modules
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

Total Training Hours: 18

Course Title: AR310 SCEIS Interdepartmental Transfer of Funds (IDT) Processing Duration in Hours: 8

Course Title: AR200 SCEIS Accounts Receivable Basics Duration in Hours: 2

Course Title: AR300 SCEIS Process Accounts Receivable Duration in Hours: 8



Invoices



AR Invoicing

Description - Create, validate and process invoices
- Display relevant Account Receivable information related to invoices

Tasks/Responsibilities

- Approve deposit transactions
- Clear Customer
- Clear postings with transfers (deposits)
- Create and print invoices
- Delete Parked documents
- Display common AR transactions
- Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc
- Display Customer invoicing and payment information including check information
- Display Customer Master Records
- Display due date analysis for any open items concerning payments and receipts
- Receipt cash payments
- Reversal of one document at one time
- Reverse documents posted in error
- Review documents necessary for reversal prior to executing process

Related Processes

- Accounts Receivable - Invoice Process
- Accounts Receivable - AR Correspondence and Acct Statements
- Accounts Receivable - Document Reversal
- Accounts Receivable - Payments
- Accounts Receivable - Customer Account Analysis
- Accounts Receivable - IDT Processing
- Accounts Receivable - Posting Non-AR Receipts
- Accounts Receivable - Creating a Deposit (Cash/Check/Wire)
- Recurring Billing (HHS and ETV)

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- AR Receipt Cash
- AR Bank Deposits
- AR Reverse Document
- AR Customer Master Request (AGENCY)

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles
- Customer Service Agent
- Pricing Administrator
- Billing Administrator
- Sales Display
- Sales Reporting Role



Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of basic accounting principles
- Knowledge of different invoice types
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- Knowledge of relevant finance and procurement SAP modules
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)
- Knowledge of state policies for reversing documents

Expected Training Courses

Total Training Hours: 18

Course Title: AR300 SCEIS Process Accounts Receivable Invoices	Duration in Hours: 8
Course Title: AR310 SCEIS Interdepartmental Transfer of Funds (IDT) Processing	Duration in Hours: 8
Course Title: AR200 SCEIS Accounts Receivable Basics	Duration in Hours: 2