

Subject: One Section of the Accounts Receivable Training Course AR300 Offered on March 12

Audience: Finance Directors, Agency Training Coordinators, AST Leads

The SCEIS Training Team is pleased to offer one session of the full-day class, AR300 SCEIS Process Accounts Receivable Invoices on Tuesday, March 12. This course covers the 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 – SCEIS Process Accounts Receivable Invoices

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: Employees in live agencies 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: COR120 ECC Overview and Navigation, FI100 Financial Overview, AR200 SCEIS Accounts Receivable Basics

Please note that users who are already on the Wait List for this course will receive priority for enrollment. Additional requests will be managed on a space-available, first-come basis.

AR300 – Section 01 – Winter 2013 Details

Course Date: Tuesday, March 12, 2013

Course Location:

Wade Hampton Training Room (B01-B)
1200 Senate Street, Columbia, SC

Driving Directions: <http://www.sceis.sc.gov/location.aspx?id=2>

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

Registration Link: <https://www.surveymonkey.com/s/2HQS3WY>

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