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

The following *must* be completed before you can register for the classroom training. Completion of prerequisites ensures that participants have the necessary knowledge for class. Material covered in prerequisite courses will not be re-taught in classroom training.

- ECC100V SCEIS Enterprise Central Component (ECC) Basic Navigation Online Course. Click here for more information on ECC100V.

Registration Instructions

Learn More at sceis.sc.gov

MySCLearning Tools

1. In Chrome, use your SCEIS user ID and password to log in to SCEIS Central (https://sceiscentrallogin.sc.gov).
2. Click the **My Talent** tile.
3. Click the **View My Learning** tile.
4. In the **Find Learning** tile, use the search box to type in the course ID and click **Search**.
5. Find the course title and click **See Classes**.
6. Scroll down to the **Classes** tab to view class dates.
7. Find the class date you prefer and click **Register Now**.
8. On the Class Details screen, click **Register**.
9. On the Registered pop-up window, click **OK** to close the window.
10. Receive email confirmation with details and instructions.

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