

**Subject:** One Section of the AR300 SCEIS Accounts Receivable Invoice Processing Course Announced

**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 Accounts Receivable Invoice Processing on Wednesday, September 24, 2014. This course covers the Accounts Receivable (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 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:** COR120 ECC Overview and Navigation, FI100 Financial Overview, AR200 SCEIS Accounts Receivable Basics

### **AR300 – Section 02 – Fall 2014 Details**

**Course Date:** Wednesday, September 24, 2014

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

**Course Location:**

SCEIS Training Room 202

1628 Browning Road, Columbia, SC

Users may *request enrollment* in this class using the pre-registration survey at <https://www.surveymonkey.com/s/2HQS3WY>. Your survey completion is a request only. Registration is not complete until you receive an enrollment confirmation from SCEIS Training. Please review pre-requisites and schedules carefully.

If you have any questions about this message, please email them to [training@sceis.sc.gov](mailto:training@sceis.sc.gov).