

AR Knowledge Exchange AR Checklist College Staff Training

Target Audience: College staff responsible for maintaining AR/CR accounts, processes and reporting.

Prerequisites: College staff should have a basic understanding of Colleague Accounts Receivable, specifically regarding cash receipt payments, financial aid, and sponsorship payments applied towards student accounts.

Date(s) and Time(s): May 22, 2019
10:00 AM – 12:00 PM
Please log in 30 minutes prior to class start time.

Register by Date: May 20, 2019

Delivery Method Webinar

Facilitator(s): Holly Martin- Business System Analyst (BSA) – Financials & AR/CR

Course Description: This Knowledge Exchange session is not a detail training session but will provide a general overview of the checklist of processes and reports that colleges should be completing on a monthly/yearly basis in the College Information System (CIS) Ellucian Colleague application to reduce allocation issues and assist in keeping Accounts Receivable (AR) to General Ledger (GL) in balance. The open forum will allow attendees to share/ discuss questions, workflows and best practices.

Course Objectives: After completing this session, participants will be able to:

- Review the Colleague AR/CR processes needed month/yearly based on a recommended checklist.
- Discuss question on issues/workflows/best practices with monthly and year-end AR/CR Clean-up.

Advanced Preparation: Prior to class:

- Provide any topics/questions for discussion relating to AR/CR monthly/year-end clean-up no later than Thursday, May 16, 2019 martinh@nccommunitycolleges.edu.
- Review the following prior recorded training session via the NCCCS Service Portal at <https://ncccs.service-now.com/sp>.

AR/CR Office Hours: AR/CR Prior Year-End Monthly Cleanup - 2018-05-08 (Recording)

AR/CR Allocation Cleanup Processes 2015-06-11 (Recording)

Directions for Joining the Webinar:

Join a webinar session by using the meeting link via the "Class Information" email. If you cannot locate the "Class Information" email please contact the User Support Team at (919) 807-7178 or Internalcusttraining@nccommunitycolleges.edu and someone will assist you.

Course Evaluation:

Thank you for attending this training class. The goal of the College User Support Team is to provide the best possible training solutions for the Community College System. You can help us continually improve our training sessions by completing the evaluation for this class. At the conclusion of this class, you will receive an email at the email address you submitted during registration. This email will include a link to our training evaluation. Please complete this evaluation within ten days of receipt. Your input provides our team with valuable feedback about our services.