## AR/CR – Cashiering for New Users
### College Staff Training

<table>
<thead>
<tr>
<th>Target Audience:</th>
<th>The target audience for this class includes new users in the Business Office who are responsible for Colleague processes related to cashiering.</th>
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</thead>
<tbody>
<tr>
<td><strong>Date:</strong></td>
<td>July 19, 2016</td>
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<tr>
<td><strong>Register by Date:</strong></td>
<td>July 15, 2016</td>
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<td><strong>Delivery Method:</strong></td>
<td>via Webinar</td>
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</table>
| **Time:**        | 9:00 a.m. – 3:00 p.m.  
**Log in 30 minutes before class start time.**                                                                 |
| **Facilitator(s):** | Holly Martin – SME, Financials and AR/CR |
| **Prerequisites:** | None |
| **Course Description:** | This training class is designed for new users who are responsible for Colleague processes related to cashiering. |
| **Advanced Preparation:** | Prior to class:  
- Print and bring the class documentation, if available, published via the NCLOR at [http://explorethelor.org](http://explorethelor.org).  
- Ensure your Blackboard and Skype for Business applications function properly. Contact your college’s IT Department if you need assistance. |
| **Course Objectives:** | After completing this session, participants will be able to:  
- Set up Cash Receipts NARD Codes.  
- Describe Fund 55.  
- Review parameter and setup forms for Accounts Receivable and Cash Receipts.  
- Review processes for entering student and sponsor payments.  
- Modify cash receipts. |
- Review reports and inquiry screens.
- Review steps for Daily Cash Analysis and Reconciliation.
- Explain how cash receipts impact the general ledger.

**Directions for Joining the Webinar:**

Join a webinar session by using the meeting link and telephone bridge information provided to you via the "Class Information" email. If you cannot locate the "Class Information" email from Diana Spears (spearsd@nccommunitycolleges.edu), please contact the College User Support Team at (919) 807-7178 or InternalCUST@nccommunitycolleges.edu and someone will assist you.

A limited number of phone lines are available for the call; therefore, all participants from one institution should meet in the same room with a speakerphone, computer with Internet access, and a projection unit to display the presentation. **Contact your college’s IT Department Help Desk if you need assistance.**

**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.