

Lexis Affinity Collection Plans and Credit Management

KEY FACTS

Delivery:

Online Seminar

Course Duration:

2 hours

Cost:

\$200 (excluding GST)

Course Outline:

The Accounts Receivable/Collection Plan Webinar will show you all the functions associated with the follow up of unpaid accounts using automated Reminder Letter production and/or Debtor Statements.

The course content will include:

- Creation of Additional Collection Plans
- Creating & amending Collection Plan Templates
- Charging of Interest on Collection Plans
- Production of letters and statements
- Emailing of letters and statements
- Payment Plans

Benefits of attending the course:

- Ability to create plans to better suit your firm's credit management procedures
- Tailor the collection process to comply with client requirements
- Improved cash flow from regular chasing of account receivables

Course Delivery:

- The course will be delivered via our Webex web conferencing service. Attendees will be provided with an email link which will automatically connect them to the session.
- Audio will be accessed by dialling our conference facility.
- Full course material and handouts will be provided and emailed to each attendee once the course booking has been placed and processed.

Intended audience:

- Credit Managers and Controllers
- Finance Managers
- Accounts Staff

Pre-requisite knowledge/skills:

- Experienced in the use of Lexis Affinity
- Some understanding of operating MS Word
- Knowledge of your firms' requirements and procedures for chasing unpaid accounts

Registration Information

To book your attendance on this course, please go to

<http://www.knowledge-network.lexisnexis.com.au/home/Products/LexisNexisAffinity/Webinars/> and complete the registration form.