

Lexis Affinity eBilling and eCollections

KEY FACTS

Delivery:

Online Seminar

Course Duration:

1.5 hours

Cost:

\$200 (excluding GST)

Course Outline:

eBilling and eCollections will provide you with an understanding of how eBilling and eCollections work and will show you how to set up your system to enable their usage. Topics covered include;

- How electronic Billing and Collections work
- Setting up of Affinity or Electronic Billing and Electronic Collections
- Setting up email notifications and messages using Wordlink for Electronic Billing and Electronic Collections
- Phonebook Registration
- Bill template modifications
- How to process a Bill to be emailed
- Creating multiple recipients
- How to process a Collection note to be emailed

Benefit the attendees will get from attending the course:

- Improve efficiencies in the billing and collection process by removing the reliance on printing and standard mail delivery
- Clients receive their invoices immediately improving cashflow
- Reduce your cost of production by using less paper, printer supplies and postage

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:

- Partners, Practice Managers, Finance Managers, Credit Managers, Employees responsible for producing client invoices and reminders

Pre-requisite knowledge/skills:

- Basic knowledge of Affinity operations including standard billing and collections

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.