

# Lexis Affinity – Electronic Billing and Collections WebEx Course

## KEY FACTS

### Delivery:

Online Seminar

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### Course Duration:

1 hour

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### Course Outline:

This course assists users to configure Affinity to email Bills, Collection Letters and Statements. This function may improve efficiencies in the billing and collection process by removing the reliance on printing and standard mail delivery.

### Topics Covered:

- System setup
- Phonebook setup
- Billing
  - Bill templates and email messages setup.
  - How to process a Bill to be emailed.
  - Send Bills to multiple recipients.
- Debtors Letters and Statement
  - Collection plan and email message setup.
  - How to process Collection Letters and Statements to be emailed.

### 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 dialing our conference facility.

### Intended audience:

- Staff members who manage the billing and deb collection in your firm.

### Pre-requisite knowledge:

- Basic knowledge of Affinity billing and debt 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.

Once we receive your registration, we will issue you with instructions on how to access the online training. You can expect to receive this within 1 working day of your submission.

