

### DESCRIPTION:

This hands-on training course is targeted at those responsible for billing and cash application within the Integra application. This class will cover the following application topics in detail.

### NOTES:

An understanding of the Integra Back Office process knowledge is recommended, as we will be covering several topics at a fast pace.

### TOPICS:

#### **Ticket Maintenance**

- Overview - Layout
- User Options
- Navigation Screen
- Search Feature
- Job Creation

#### **Invoicing**

- Default Settings
- Filters
- Generation tab
- Look up tab
- Invoice Recovery option (open)

#### **Cash Posting**

- Setup
- Overall process (user options)
- Memos
- Rebill
- Adjustments
- Return cash process

#### **Reports**

- A/R Reports
- What transactions hit A\R and which hit sales
- End of Month process (time permitting)

