

DESCRIPTION:

This hands-on training course is targeted at those responsible for billing 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)

Reports

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

