

## Pronto-Xi End of Month General

### IN BRIEF

**Delivery:** Instructor Led

**Duration:** ½ day

**Class size:** 10 Students Max.

**Cost:** \$350.00 per person + GST

**Inclusions:** Certified instructor, comprehensive course manual, individual computer access and refreshments.

**Prerequisites:** Attendees should have completed a PRONTO Overview session and be familiar with the general functionality available within PRONTO.

**Products Covered:**

Pronto-Xi

### Course Description

End of month processing is an important accounting function requiring particular attention be paid to file maintenance and management, and ensuring that proper procedures are followed.

The End of Month (General) course is designed to enable users to understand and follow the procedures required to ensure smooth end of month processing on standard Pronto-Xi financial modules.

This course contains a combination of theory and real life examples designed to help users achieve month end in a correct and timely manner.

### Audience

This course will benefit Systems Administrators, Accounts Receivable & Payables staff, Accountants and any others involved in the End of Month process.

### Objectives

On completion of this course, attendees will be able to follow correct procedures for end of month processing. These skills will enable attendees to:

- Perform appropriate checklists;
- Conduct end of month processes;
- Better understand end of month processing outcomes.

### Topics Covered

- Developing the processing method
- End of month processing
- Debtors
- Creditors
- General Ledger
- Inventory

### Other Workshops Available:

- Accounts Payable
- Accounts Receivable
- Customised Pricing
- End of Month
- Fixed Assets
- General Ledger
- Inventory
- Local Purchasing
- ODBC
- Payroll
- Roles & Securities
- Sales Order Processing
- Spreadsheet Financial Reporting
- SQL
- Warehouse
- and more.....

