

Pronto-Xi General Ledger Processing

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 must have been working with Pronto-Xi for at least three months or completed the Pronto Overview session, and have completed the General Ledger Set Up workshop. They must also be familiar with basic accounting procedures and terminology.

Products Covered:
Pronto-Xi

Course Description

This course is the second of two workshops covering the General Ledger accounting function. Included in the course are all the procedures necessary process transactions directly to the General Ledger and perform associated functions.

This course contains a combination of demonstrations and hands-on exercises designed to help users achieve competency in the General Ledger accounting function.

Audience

This course will benefit those responsible for setting up and maintaining the chart of accounts and reconciling the other ledgers, and those responsible for entering in journals, maintaining budgets and reporting.

Objectives

On completion of this course, attendees should understand how to process the various General Ledger transactions which are typically used in an accounting environment, post these transactions, and perform enquiries.

Topics Covered

- Manual transactions
- Standing/reversing journals
- Basic budgeting
- Reporting
- Period end processing

Other Workshops Available:

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

