

Pronto-Xi Payroll 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, and have completed the Payroll Set Up workshop. They must also be familiar with payroll concepts.

Products Covered:
Pronto-Xi

Course Description

This course is the second of two workshops covering the Pronto Payroll application, and contains a combination of demonstrations and hands-on exercises designed to help users achieve competency in the Payroll application.

Audience

This course will benefit those responsible for processing Payroll transactions in Pronto.

Objectives

On completion of this course, attendees should understand how to upload permanent transactions from employee masters for pay run, edit transactions as required, run all reports and pay slips, and update employee tables and post transactions to the General Ledger.

Topics Covered

- Overview of the pay run
- Selecting payroll numbers
- Beginning the pay run
- Selecting employees for the pay run
- Timesheet entry and editing
- Calculating earnings for the pay run
- Printing pay slips
- Updating employees
- Using timesheets

Other Workshops Available:

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

