

Pronto-Xi Accounts Payable 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 Accounts Payable Set Up workshop. They must also be familiar with the Accounts Payable masterfile and have a working knowledge of normal business functions associated with accounts payable.

Products Covered:
Pronto-Xi



Course Description

This course is the second of two workshops covering the Accounts Payable business function. Included in the course are all the procedures necessary to process core Accounts Payable transactions.

This course contains a combination of demonstrations and hands-on exercises designed to help users achieve competency in the Accounts Payable business function.

Audience

This course will benefit those responsible for the set up and maintenance of accounts payable account codes in Pronto.

Objectives

On completion of this course, attendees should understand how to process the various types of transactions which are typically used in Accounts Payable, post these transactions, and track the flow of these transactions through the suppliers ledger and general ledger.

Topics Covered

- Invoice and credit entry
- Retentions
- Approval of supplier invoices and payments
- Journals
- Manual cash payments
- Cheque processing including cheque runs, cancellations and maintaining the cheque register
- General Ledger postings

Other Workshops Available:

- 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