

Pronto-Xi Bank Reconciliation

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 basic accounting procedures and terminology. Attendees should have an understanding of the current method of processing bank statements in PRONTO.

Products Covered:

Pronto-Xi

Course Description

This lesson will cover the steps necessary to use PRONTO for the reconciliation of your bank accounts using both Local Manual Statement and Automatic Bank Statement upload.

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

Audience

This course will benefit those responsible for the reconciliation of bank accounts in Pronto.

Objectives

On completion of this course, attendees should:

- Understand how to flag cheques as presented
- Understand how to post miscellaneous amounts which appear on your bank statement
- Understand how to process various types of deposits which appear on your bank statement
- Be able to create a user defined flat file in accordance with your banks formatting rules
- Be able to complete the bank statement flat file upload process
- Be able to produce a bank reconciliation

Topics Covered

- Bank statement reconciliation using Local Manual Statement
- Creation of user defined flat file
- Upload of Bank provided flat file into PRONTO

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 and more.....

