

Pronto-Xi End of Year (EOY) Payroll

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 year 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 Year (Payroll) course is designed to prepare and assist Pronto-Xi users with the year end processing required to maintain and manage the Payroll.

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

Audience

This course will benefit Payroll staff, Accountants and any others involved in the Payroll end of year process.

Objectives

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

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

Topics Covered

- Set-up requirements for Payroll end of year
- New ATO requirements
- Do's and Don'ts of preparing reports
- What to look for when reconciling
- Production of payment summaries
- Payment summary flag settings
- Entering fringe benefit tax
- End of year clearings

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

