

## Pronto-Xi Inventory Set Up and Processing

### IN BRIEF

**Delivery:** Instructor Led

**Duration:** 1/2 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 alternatively have completed a Pronto introductory session, in order to be familiar with the general functionality available within Pronto. They must also understand the principals of stock usage and stock tracking.

**Products Covered:**  
Pronto-Xi

### Course Description

This course covers the Pronto Inventory application. Included in the course are all the procedures necessary for the set up and processing of stock, together with demonstrations and hands-on exercises designed to help users achieve competency in the Inventory application.

### Audience

This course will benefit stock administration staff responsible for the set up of new stock codes and warehouse staff directly responsible for stock levels.

### Objectives

On completion of this course, attendees will be able to create stock items for use in Sales, Purchases, Manufacturing, Service, Rental, Plant Maintenance and Project Costing, and process transactions necessary to maintain stock tracking.

### Topics Covered

- Overview of stock set up
- Major function flags
- System tables
- Masterfiles for stock, supplier, pricing and warehouse
- Enquiries
- Reports
- Issue stock direct
- Fast receive stock
- Transfer stock direct
- Adjust stock levels
- Convert and upgrade stock

### Other Workshops Available:

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

