

Pronto-Xi Local Purchasing

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, or alternatively have completed a Pronto Overview session and be familiar with the general functionality available within Pronto.

Products Covered:
Pronto-Xi

Course Description

Attendees will be given exposure to many aspects of local purchasing and will be able to create a purchase requisition and enquire on it, create purchase orders, receive stock and updated stock levels.

The course contains both demonstrations and hands-on exercises designed to help users achieve competency with processing purchase orders.

Audience

This course will benefit purchasing staff, warehouse staff and managers, inventory supervisors and those responsible for acquisitions and stock level control.

Objectives

On completion of this course, attendees will be able to complete the steps necessary to process a purchase, including raising a purchase order to meet warehouse stock and customer demands, and receiving stock into the warehouse.

Topics Covered

- Purchase Requisition Entry
 - Reviewing / approving Purchase requisitions
 - Raising a Purchase Order
 - Receive Stock into the Warehouse
 - Updating Stock Levels
 - Printing Goods Received Report
- Purchase Order for Supplier (for the goods) Goods Receipt - Update
 - Supplier Invoices
- Purchase Order Goods Return
 - Returning Goods to the Supplier
 - Update the Order
- Purchase Reporting
 - Outstanding Purchase Orders

Other Workshops Available:

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

