

Pronto-Xi Payroll Set Up

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. They must also be familiar with payroll concepts.

Products Covered:
Pronto-Xi

Course Description

This course is the first of two workshops covering the Pronto Payroll application, and contains a combination of demonstrations and hands-on exercises designed to help users achieve competency in the Payroll application.

Audience

This course will benefit those responsible for the set up of Payroll transactions in Pronto as well as administration staff and accountants.

Objectives

On completion of this course, attendees should understand how to set up the various codes and tables within Payroll, understand the importance of the tables and the logical relationship between them, described the flow of information through the system, interpret various control reports produced by the system and retrieve information via on-line reporting and enquiries.

Topics Covered

- Function flags which affect Payroll
- Preparing the General Ledger
- Setting up important tables
- Creating new employees
- Setting paid up to and accrual dates
- Reporting
- User security

Other Workshops Available:

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

