



Data Systems Management, Inc.



ProntoCOURT Bookkeeping Training

Course: ProntoCOURT-002 Bookkeeping

Audience: This course should be taken by anyone who will be responsible for balancing and managing the monetary and administrative features of the ProntoCOURT Court Management System.

Prerequisites: Basic workable knowledge of Chrome Browser and Windows 10 PC

Objectives: After completing the course the student should be able to:

- * Print Receipt Ledgers
- * Print Daily Cash Journals
- * Run the Daily Deposit
- * Make Adjustments for Bank Fees, Interest, etc.
- * Print Month End Reports
- * Reconcile Bank Statements
- * Run Settlement Reports
- * Create and Edit Invoices
- * Print Checks
- * Close the Monthly Accounting Period
- *

Classes are from 10:00 AM till 2:00 PM. Lunch will be provided. Cost is \$250 per initial attendee, \$175 for additional attendees from same organization; \$175 for Remote attendance. One Week \$50 Late Cancellation Fee.

Where: Data Systems Main Office, 1505 Clinton Business Park Drive, Clinton, MS 39056

When: Thursday November 10th and Friday December 9th

To Enroll: Call us at 601-925-6270, **FAX to 601-925-2223**, eMail al@altheriot.com, or enroll via our website <https://dsmgov.com/enrollment-form/>

Name:		eMail:	
Organization:		Phone:	Class Date:

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