



Complete Computer Solutions for the Hotel Industry since 1984

Training Plan

Welcome Computer Systems™

Welcome 21st PMS Accounts Training (5 hours)

- Sales Ledger 90 mins
 - Opening Ledger Accounts
 - Posting to Ledger Accounts
 - Ledger Payments
 - Matching
 - Sales Ledger End of Period
 - Closing Ledger Accounts
- Advanced Billing 90 mins
 - PLU Charges
 - Reopening Accounts
 - Ledger commission
 - Forfeiting Deposits
 - Suspending Deposits
 - Booking Changes
 - Pro-Forma Charges
 - Pro-Forma Invoices
- End of Day Reports 60 mins
 - Sales
 - Receipts
 - Sales / Receipts by Line
 - Bookings
 - Accommodation
 - Summary
 - Full List
 - Room Charges
 - Voids
 - Balances
 - Transactions
- End of Week / End of Period 10 mins
- Recalling multiple Days / Weeks / Periods 10 mins
- Other Reports 30 mins
- Setting EOP Dates 10 mins
- Qs and As

Call us on 0845 4582121 or email sales@welcome-computers.co.uk to book your place at the next available training session.

