



ACCPAC Course Objectives - System Manager

Administrative Services

- Starting an Application
- Changing Companies
- Changing Passwords
- Using the Calculator
- Entering Dates Using the Drop-Down Calendar

The Finder

- Viewing Data in the Finder
- Restricting the Choice of Records in the Finder
- Setting Up Criteria for Selecting Records
- Clearing Criteria by Restoring Defaults
- Exporting from the Finder
- Customizing the Finder

Creating a New Folder

- Adding a Macro, Report or a Non-ACCPAC Program to a Folder
- Copying Items to another Folder
- Deleting a Folder
- Changing Properties
- Changing Preferences
- Restoring Default

Fiscal Calendar

- Setting Up the Fiscal Calendar
- Maintaining the Fiscal Calendar

Currency Information

- Maintaining Currency Codes, Add, Delete, or Edit Currencies
- Maintaining Currency Rate Types
- Entering Currency Rates and Tables
- Creating Currency Tables

ACCPAC Data Entry Forms

- Using Function Keys
- Using Menu Commands and Buttons
- Moving Around in Data Entry Forms
- Working with Columns of Data
- Moving Within Columns
- Changing Columns in Data Entry Forms
- Rearranging the Order of Columns
- Hiding Columns
- Changing the Size of Columns

Optional Tables

- Maintaining Optional Tables
- Adding, Editing, and Deleting Optional Tables



General Printing Setup

- Selecting Your Print Destination
- Selecting Schedule as Your Print Destination
- Selecting Your Printer and Print Options
- Selecting a Printer and Print Options for a Specific Report
- Selecting a Printer and Print Options at the Time of Printing

Administrative Services Reports

- Assign UI Profiles Report
- Customization Directories Report
- Restart Maintenance Report
- Security Groups Report
- UI Profile Maintenance Report
- User Authorizations Report
- Users Report
- Common Services Reports
- Company Profile Report
- Currency Codes Report
- Currency Rates Report
- Currency Rate Types Report
- Fiscal Calendar Report
- Optional Tables Report
- Schedules Report

Data Maintenance

- Checking Data Integrity
- Correcting Data Integrity Errors
- Backing Up Data before Fixing Errors
- Restoring Backup Data
- Backing up Data
- Restoring Backup Data
- Using Sample Data



Tax Services

Setting up Tax Services

- Maintaining Records in Tax Services
- Tax Authority Records
- Tax Classes
- Tax Rates
- Tax Groups
- Business Activity Statement (BAS)

Tax Reports

- Tax Authorities Report
- Tax Classes Report
- Tax Groups Report
- Tax Rates Report
- Tax Tracking Report

Bank Services

Setting Up Bank Services

- Bank Options
- Bank Transaction Types
- Bank Reconciliation
- Maintaining Bank Records in Bank Services

Processing Bank Transactions

- Transfers between Bank Accounts
- Reversing Cheques and Making Adjustment Entries
- Printing the Processing Bank Transactions

Reconciling Bank Accounts

- Reconcile Bank Statements
- Clearing Cheques and Deposits
- Clearing Returns
- Balancing the Reconciliation
- Posting the Reconciliation

Bank Reports

- Reconciling Bank Accounts
- Bank Withdrawals Status
- Bank Deposit Status
- Bank G/L Transactions
- Bank Options
- Bank Reconciliation Posting Journal
- Bank Reconciliation Status
- Bank Transaction Types

Importing and Exporting

- Importing and Exporting Data
- Importing Setup Information for Bank Services

Tax and Bank Security

- Security Authorization
- Tax Services Security
- Bank Services Security

Technical Info

- What is a Macro?
- Creating Schedules
- Schedule Details Window
- Reminder List
- Processing Schedules
- Damaged data
- Import/export file problem
- Incorrect procedure



ACCPAC Course Objectives - General Ledger

Accounts

- Chart of Accounts
- Account Maintenance
- Changing and Deleting Account Information
- Deleting Accounts

Budgeting

- Budget Maintenance
- Deleting Budget Sets
- Importing Budget Information

Journal Entries

- Journal Entry Form, Batches, Journal Entries, and Transaction Details
- Journal Entry
- Multicurrency Fields
- Post Batches
- Standing (Recurring Journals)
- Reverse Journals
- Importing/Exporting Journals

Inquiries

- Account History Inquiry
- Transaction History
- Fiscal Set Comparison
- Source Currency Inquiry

Periodic Processing

- Create New Year
- Period End Maintenance
- Consolidate Posted Transactions
- Create Allocation Batch
- Create Revaluation Batch
- Creating a Recurring Entry Batch
- Clear History

Reports

- Printing Financial Statements*
- Audit Reports and Listings
- Chart of Accounts
- Trial Balance
- Transactions Listing
- Source Journals
- Batch Status
- Batch Listing
- Posting Journals
- Account Structures
- Segment Codes
- Source Codes
- Source Journal Profiles
- Revaluation Codes



ACCPAC Course Objectives - Accounts Payable

Maintaining Vendor Records and Setup Information

- Setup Maintenance
- Changing Accounts Payable Options, Company Options, Vendor Options, Invoicing Options
- Payment and Aging Options
- Processing Sequence Numbers
- G/L Integration Options
- Adding, Editing, and Deleting Account Sets, Distribution Codes, Distribution Sets, Deleting Terms Codes and
- Payment Selection Codes
- Vendor Group Maintenance Adding, Editing, and Deleting Vendor Groups
- Vendor Maintenance Adding, Editing, and Deleting Vendor Records
- Remit-To Locations Maintenance Adding, Editing, and Deleting Remit-To Locations
- Displaying Vendor Information
- Displaying Vendor Activity
- Importing/Exporting Vendor Information

Processing Invoices, Credit Notes, and Debit Notes

- Using the Invoice Entry Form
- Creating a New Invoice Batch
- Editing an Existing Invoice, Credit Note, Debit Note, or Interest Charge
- Adding Invoices, Credit Notes, Debit Notes, and Interest Charges
- Entering Tax Information and Calculating Tax on Invoices
- Changing Tax Class and Tax Included Settings for a Single Distribution Line
- Recoverable and Separately Expensed Taxes
- Tax-only Invoices
- Changing Invoice Distributions and Tax Distributions
- Assigning Multiple Payment Schedules to Invoices
- Adding Optional Field Information to Invoices, Credit Notes and Debit Notes
- Editing Exchange Rate Information on Invoices
- Entering Prepayments with Invoices
- Listing Invoice Batches
- Posting Invoice Batches
- Printing the Invoice Posting Journal
- Printing the Invoice Posting Errors Report
- Checking Batch Status

Processing Payments and Adjustments

- Creating, Editing, and Posting Payment and Adjustment Batches
- Reporting Payment and Adjustment Batches
- Using the Payment Entry Form
- Creating a New Payment Batch
- Editing an Existing Payment
- Types of Payment Transactions
- Adding Payment Transactions
- Adding Prepayment Transactions
- Adding Apply Document Transactions
- Adding Miscellaneous Payment Transactions
- Printing Single Checks from Payment Entry
- Viewing Payment History from Payment Entry
- Adjusting Documents in the Payment Entry Form
- Editing Exchange Rate Information



- Using the Create Payment Batch Form
- Using the Control Payments Form
- Printing Checks and Posting Payment Batches
- Viewing Payment Information
- Using the Adjustment Entry Form
- Creating or Selecting an Adjustment Batch
- Adding and Editing Adjustments
- Posting Adjustment Batches
- Checking Batch Status
- Periodic processing
- Performing Periodic Processing
- Creating a Recurring Payable Batch
- Clearing History and Statistics
- Creating General Ledger Batches
- Deleting Inactive Records
- Revaluing Vendor Transactions
- Year-End Processing

Reports

- Account Sets
- Aged Cash Requirements
- Aged Payables
- Batch Listing
- Batch Status
- Check Register
- Checks
- Distribution Codes
- Distribution Sets
- G/L Transactions
- Letters and Labels
- Overdue Payables
- Posting Errors
- Posting Journal
- Pre-Check Register
- Recurring Payables
- Remit-To Locations
- Revaluation Posting Journal
- Terms
- Vendor Activity Statistics
- Vendor Group List
- Vendor List
- Vendor Transactions



ACCPAC Course Objectives - Accounts Receivable

Maintaining Customer Records and Setup Information

- Customer Maintenance
- Importing and Exporting Customers
- Setup Maintenance
- Adding, Editing, and Deleting Customer Groups
- Adding, Editing, and Deleting National Accounts
- Adding, Editing, and Deleting Customer Records
- Adding, Editing, and Deleting Ship-To Locations
- Adding, Editing, and Deleting Recurring-Charge Records
- Displaying Customer Information
- Changing Accounts Receivable Options, Company Options, Processing Options, Invoicing Options, Receipt
- Processing Options
- Statement Processing Options
- Customer Optional Fields
- G/L Integration Options
- Adding, Editing, and Deleting Account Sets
- Adding, Editing, and Deleting Billing Cycles
- Adding, Editing, and Deleting Distribution Codes
- Adding, Editing, and Deleting Dunning Messages
- Adding, Editing, and Deleting Interest Profiles
- Adding, Editing, and Deleting Receipt Types
- Adding, Editing, and Deleting Item Records
- Adding, Editing, and Deleting Salesperson Records
- Adding, Editing, and Deleting Terms Codes

Processing Invoices, Credit Notes, and Debit Notes

- Processing Invoice Batches
- Creating, Editing, and Posting Invoice Batches
- Reporting Invoice Batches
- Using the Invoice Entry Form
- Creating or Selecting the Invoice Batch
- Adding and Editing Invoices, Credit Notes, and Debit Notes
- Entering Tax Information and Calculating Tax
- Assigning Multiple Payment Schedules to Invoices
- Entering Optional Field Information
- Allocating Document Totals to Salespersons
- Editing Exchange Rate Information
- Adding Prepayments to Invoices
- Listing Invoice Batches
- Printing Invoices, Credit Notes, and Debit Notes
- Posting Invoice Batches
- Checking Batch Status

Processing Receipts and Adjustments

- Processing Receipt and Adjustment Batches
- Creating, Editing, and Posting Receipt and Adjustment Batches
- Reporting Receipt and Adjustment Batches
- Using the Receipt Entry Forms
- Working with Receipt Batches
- Entering and Editing Receipts



- Applying Receipts and Credit Notes
- Printing Deposit Slips
- Using the Adjustment Entry Form
- Creating or Selecting an Adjustment Batch
- Adding and Editing Adjustments
- Listing Receipt and Adjustment Batches
- Posting Receipt and Adjustment Batches
- Printing Posting Journals
- Checking Batch Status

Periodic Processing

- Performing Periodic Processing
- Printing Periodic Reports
- Clearing History
- Clearing Statistics
- Creating General Ledger Batches
- Creating Interest Batches
- Creating Recurring Charge Batches
- Updating Recurring Charges Automatically
- Creating Write-Off Batches
- Deleting Inactive Records
- Revaluing Customer Transactions
- Year-End Processing

Reports

- Account Sets
- Aged Trial Balance
- Bank Deposit Slips
- Batch Listing
- Batch Status
- Billing Cycles
- Customer Activity Statistics
- Customer Group List
- Customer List
- Customer Period Statistics
- Customer Ship-To Locations
- Customer Transactions
- Distribution Codes
- Dunning Messages
- G/L Transactions
- Interest Profiles
- Invoices
- Item List
- Item Sales History
- Letters and Labels
- National Account List
- Options
- Overdue Receivables
- Posting Errors
- Posting Journal
- Receipt Types
- Recurring Charges
- Revaluation Posting Journal