



# dANA NÄYE VENTURES COURSE OUTLINE

## ACCPAC General Ledger for Windows

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<b>FEE:</b>	\$550.00 + GST		

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### COURSE INFORMATION

#### **PREREQUISITES:**

Basic Windows experience. Users should have a fundamental understanding of accounting principles.

#### **COURSE DESCRIPTION:**

This is an introductory course designed to teach the student how to use the General Ledger module in ACCPac.

#### **COURSE GOALS:**

As the student works through the sections of this course, they will gain experience in the following areas of ACCPac General Ledger

#### **Preparation**

##### **Objectives of Section 1**

- Starting Data Base Setup
- Creating a System Database
- Creating a Company Database
- Activating Services
- Creating the Company Profile
- Activate Accounting Applications
- User Information
- Help Menu
- Printer Setup
- Summary of Section 1

#### **Creating the General Ledger**

##### **Objectives of Section 2**

- Designing the Chart of Accounts
- Defining the Accounts Segments  
Delimiter Character
- Defining Account Structures
- Setting up Source Codes
- Setting up Source Journals
- Adding Accounts
- Printing the Chart of Accounts
- Summary of Section 2
- Questions and Review

**Transaction Processing****Objectives of Section 3**

- Ensuring Correct Fiscal Year
- Transaction Procedure
- The Batch Method of Processing
- Structure of a Transaction Batch
- Entering a Transaction Batch
- Printing Transaction Batches
- Posting Transaction Batches
- Reset Batch Numbers
- Changing to a New Fiscal Year
- Entering Journal Entries
- Creating a Recurring Batch
- Using a Recurring Batch
- Printing /Posting Batches
- Summary of Section 3
- Questions and Review

**Data Reporting****Objectives of Section 4**

- Trial Balance Report
- G/L Transactions Listing
- Source Journal Reports
- Batch Status Report
- Batch Listing Report
- Posting Journal Report
- Account Structure Report
- Segment Code Report
- Source Code Report
- Source Journal Profile Report
- G/L Options Report
- Financial Statements
- Summary of Section 4
- Questions and Review

**Periodic Processing****Objectives of Section 5**

- Back up Procedures
- Period End Maintenance
- Create a New Year
- Consolidate Posted Transactions
- Necessary Final Report
- Ready for A New Year
- Supplementary Exercises
- Summary of Section 5
- Questions and Review

**Appendices**

- Glossary of Terms
- Answers to Review Questions
- Index
- Additional Courseware
- Session Questionnaire
- Final Course Evaluation

**MAJOR COURSE OBJECTIVES:**

To enable students to gain sufficient hands-on experience in using the ACCPac for Windows General Ledger module.

**COURSE FORMAT:**

Lecture, demonstration, lab time

**COURSE REQUIREMENTS****ATTENDANCE AND PARTICIPATION**

Students are required to be in attendance for the duration of the course to receive a certificate.

**QUIZZES:**

N/A

**ASSIGNMENTS:**

In class assignments only

**DETERMINATION OF FINAL MARK:**

N/A

**TEXT AND MATERIALS:**

A manual and disk are provided

**QUIZZES, TERM EXAMS, AND FINAL EXAM:**

N/A

**GRADES ON TRANSCRIPT:**

N/A