



ACCPAC General Ledger for Windows

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FEE:	\$550.00 + GST		

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