

ACCPAC for Windows

General Ledger / Accounts Payable / Accounts Receivable

Course Objectives

The overall objective of this courseware is to help users learn how to record day-to-day transactions for a company using ACCPAC for Windows, a financial accounting software package.

Prerequisites

Accounting Fundamentals or equivalent knowledge.

Courseware Outline

General Ledger

- How the General Ledger Works
- Defining the Company Profile
- General Ledger Activation
- Setting Up G/L Account Structures, Source Codes, & Source Journal Profiles
- General Ledger Source Codes
- Source Journal Profiles
- Adding the General Ledger Accounts
- Retained Earnings & Income Statement Account Procedures
- General Instructions for Adding G/L Accounts
- Modifying an Account
- Printing the Chart of Accounts
- Set General Ledger to Ready
- Adding and Posting Historical Account Balance Data
- Processing A General Ledger Batch
- Printing the Posting Journal
- Backing Up Your Data
- Provisional Posting
- Printing a Beginning Trial Balance

Accounts Receivable

- CCSL Accounts Receivable Schedules and Policies
- Activating the Accounts Receivable Ledger
- Modifying A/R Options
- Printing the A/R Options Report
- Defining Background Information
- Creating Customer Records
- Modifying Customer Records
- Accounts Receivable Batches
- Printing and Editing Contents of a Batch
- To Edit Contents of a Batch
- How Posting Works in A/R
- What's Ahead
- Processing Customer Invoices
- Processing Debit Notes and Credit Notes
- Printing a Batch Listing
- Changing a Batch Status to Ready to Post
- Posting a Batch
- Printing an Invoice Posting Journal
- Processing Adjustments
- Printing the Adjustment Batch List
- Correcting Errors in the Batch
- Posting the Batch Directly from the Adjustments Batch List Window
- Printing an Adjustments Posting Journal
- Processing Customer Receipts
- Printing and Posting a Receipt Batch
- Processing Customer Invoices – More Practice
- Printing Customer Reports

Accounts Payable

- Accounts Payable Schedules and Policies
- Adding Tax Classes
- Activating the Accounts Payable Ledger
- Defining the Company Profile and A/P Options
- Modifying A/P Options
- A/P Background Information
- Creating Vendor Records
- Adding Vendor Master Lists
- Modifying Vendor Records
- ACCPAC for Windows A/P Batches
- Print Posting Journal
- Entering Vendor Account Opening Balances
- Printing and Editing Contents of a Batch
- To Edit Contents of a Batch
- How Posting Works in A/P
- Posting the Balance Forward Invoice Batch
- Printing the Posting Journal
- Printing the Open Payables Report
- Create a General Ledger Batch from the posted Accounts Payable Batch
- Processing Vendor Invoices, Debit Notes and Credit Notes
- Vendor Taxes
- Processing Credit Notes and Debit Notes
- Printing a Batch Listing
- Changing a Batch Status to Ready to Post
- Posting a Batch
- Printing an Invoice Posting Journal
- Processing Adjustments
- Using the Adjustments function
- Printing the Adjustment Batch list
- Correcting Errors in the Batch
- Changing the Batch Status to Ready to Post
- Posting a Batch
- Printing an Adjustments Posting Journal
- Creating a New Vendor
- Recurring Invoice Batches
- Exporting the Entry from the Batch
- Importing the Entry into the New Batch
- Processing Payments
- Pay a Group of Vendors Using the Create Payment Batch Method
- Printing Analytical Records
- Pre-Check Register
- Payment Batch
- The Cheque Run
- Printing the Payment Batch Posting Journal
- Processing Vendor Invoices – More Practice
- Using the Payment Entry Method to Enter Single Payments into a Batch
- Processing Manual Cheques
- Miscellaneous Payments
- Prepayments

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Course Length:

75 hours - *with flexibility*

Course Materials

One Text Book

Approximate Page Count

Text Book - 398 Pages

Number of Chapters:

Seven Chapters Plus Preface and Appendices

Average Number of Exercises:

139

GUIDED EXERCISES

Hands on, step by step exercises that guide students through procedures and concepts.

CASE STUDIES

Practical exercises to encourage students to apply the knowledge they have gained.

SLATE TRAINING CENTRE