

ACCPAC Course Outline | Financial Reporter

Duration

1 short day
9am – 4pm (1 hour lunch)

Overview

The course is tailored specifically to demonstrate the reporting capabilities of the built-in Financial Reporter tool in your ACCPAC system, and to instruct users on how to use these features to produce financial statements from the data stored in the General Ledger.

Learn how to easily:

- Print consolidated statements, or print statements for any accounting division represented by an account number segment code.
- Run provisional reports for a financial snapshot prior to posting.
- Produce monthly, quarterly, bi-annual, and annual comparative statements with any number of columns.
- Insert live ACCPAC data into existing Excel spreadsheets and templates.

Who Should Attend

Accountants and ACCPAC Power Users who need to quickly become proficient in creating and modifying ACCPAC financial report within their organisation.

Prerequisites

Students must have a working knowledge of ACCPAC General Ledger applications. Basic knowledge of Microsoft Excel® is also necessary. There is no prerequisite assignment for this course.

What You Will Learn

Overview of Financial Reporter
Using the Toolbar Commands
Understanding Columns and Rows
Formatting and Printing Financial Statements
Modifying Existing Reports
Creating Basic Reports
Creating More Complex Reports
Using Financial Reporter to Extract data from ACCPAC into Existing Excel templates and worksheets

Course Delivery

The course will be a combination of theory and hands on exercises. There will be a detailed workshop in the afternoon session and a review quiz at the end of the course.