

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
Options
Recurring Entries Report
Saving Report Values by Printing to a File

* *N.B. Designing Financial Reports using the General Ledger Excel Financial Report Writer is a separate training course*