

ACCPAC Course Objectives | System Manager

Administrative Services

- Starting an Application
- Changing Companies
- Changing Passwords
- Using the Calculator
- Entering Dates Using the Drop-Down Calendar

The Finder

- Viewing Data in the Finder
- Restricting the Choice of Records in the Finder
- Setting Up Criteria for Selecting Records
- Clearing Criteria by Restoring Defaults
- Exporting from the Finder
- Customising the Finder

Creating a New Folder

- Adding a Macro, Report or a Non-ACCPAC Program to a Folder
- Copying Items to another Folder
- Deleting a Folder
- Changing Properties
- Changing Preferences
- Restoring Default

Fiscal Calendar

- Setting Up the Fiscal Calendar
- Maintaining the Fiscal Calendar

Currency Information

- Maintaining Currency Codes, Add, Delete, or Edit Currencies
- Maintaining Currency Rate Types
- Entering Currency Rates and Tables
- Creating Currency Tables

ACCPAC Data Entry Forms

- Using Function Keys
- Using Menu Commands and Buttons
- Moving Around in Data Entry Forms
- Working with Columns of Data
- Moving Within Columns
- Changing Columns in Data Entry Forms
- Rearranging the Order of Columns
- Hiding Columns
- Changing the Size of Columns

Optional Tables

- Maintaining Optional Tables
- Adding, Editing, and Deleting Optional Tables

General Printing Setup

- Selecting Your Print Destination
- Selecting Schedule as Your Print Destination
- Selecting Your Printer and Print Options
- Selecting a Printer and Print Options for a Specific Report
- Selecting a Printer and Print Options at the Time of Printing

Administrative Services Reports

- Assign UI Profiles Report
- Customisation Directories Report
- Restart Maintenance Report
- Security Groups Report
- UI Profile Maintenance Report
- User Authorizations Report
- Users Report
- Common Services Reports
- Company Profile Report
- Currency Codes Report
- Currency Rates Report
- Currency Rate Types Report
- Fiscal Calendar Report
- Optional Tables Report
- Schedules Report

Data Maintenance

- Checking Data Integrity
- Correcting Data Integrity Errors
- Backing Up Data before Fixing Errors
- Restoring Backup Data
- Backing up Data
- Restoring Backup Data
- Using Sample Data

Tax Services

Setting up Tax Services

Maintaining Records in Tax Services
Tax Authority Records
Tax Classes
Tax Rates
Tax Groups
Business Activity Statement (BAS)

Tax Reports

Tax Authorities Report
Tax Classes Report
Tax Groups Report
Tax Rates Report
Tax Tracking Report

Bank Services

Setting Up Bank Services

Bank Options
Bank Transaction Types
Bank Reconciliation
Maintaining Bank Records in Bank Services

Processing Bank Transactions

Transfers between Bank Accounts
Reversing Cheques and Making Adjustment Entries
Printing the Processing Bank Transactions

Reconciling Bank Accounts

Reconcile Bank Statements
Clearing Cheques and Deposits
Clearing Returns
Balancing the Reconciliation
Posting the Reconciliation

Bank Reports

Reconciling Bank Accounts
Bank Withdrawals Status
Bank Deposit Status
Bank G/L Transactions
Bank Options
Bank Reconciliation Posting Journal
Bank Reconciliation Status
Bank Transaction Types

Importing and Exporting

Importing and Exporting Data
Importing Setup Information for Bank Services

Tax and Bank Security

Security Authorization
Tax Services Security
Bank Services Security

Technical Info (Not included in Core Financials Training)

What is a Macro?
Creating a Macro
Recording a Macro
Running a Macro
How to Run a Visual Basic Macro
Editing a Macro
Before You Start Writing a Visual Basic Macro
ACCPAC Application Components
Macro Commands Bypass the User Interface
View Objects and Database Commands
Composite Views
Revision Lists
View Classes
Commands for Reading and Updating View Classes
View Class: FLAT
View Class: BATCH
View Class: ORDERED, DETAIL, SEQUENCED
View Class: SUPER
Filter Expressions in Browse
Relational Operators
AND and OR Operations
xxRPT.INI for Report Information
Getting UI and View Information with U.I. Info
Creating Dialog Boxes

What is the ACCPAC Object Model?
Using ACCPAC Objects
The Object Hierarchy
Using the Objects in a Program
ACCPAC Objects by Function
Error Handling
Terminology Used in This Chapter
Examples of Visual Basic Macros that Use ACCPAC Objects
The ACCPAC Objects
AccpacApplication
AccpacApplication Properties
AccpacCompany
AccpacCompany Properties
AccpacCurrency
AccpacCurrency Methods

AccpacCurrency Properties
AccpacCurrencyRate
AccpacCurrencyRate Properties
AccpacCurrencyTable
AccpacCurrencyTable Properties
AccpacDBLink
AccpacDBLink Methods
AccpacDBLink Properties
AccpacFiscalCalendar
AccpacFiscalCalendar Methods
AccpacMultiuser
AccpacOrganization
AccpacOrganization Methods
AccpacOrganization Properties
AccpacOrganizations
AccpacOrganizations Methods

Creating Schedules
Schedule Details Window
Reminder List
Processing Schedules

Criteria error
Damaged data
Import/export file problem
Incorrect procedure
Insufficient disk space
Insufficient memory
Internal error
Invalid input
Invalid Input. Password must be at least *X* characters long
Invalid Input. Password must contain both letters and digits
Invalid input. Passwords may not be re-used
Invalid input. User ID has been disabled
Invalid input. User ID has been locked out.
Invalid input. User ID is not authorized to sign on at this time
Invalid input. User password may not be changed
Operating system limit reached
Password change is required
Program file problem
System error
System file problem
System limit reached
The macro being recorded has used the available macro file space.
Out of links.
Out of connections.